

University of Central Arkansas



**Athletic Training
Program Handbook**

**MS – AT
2018-2019**

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Introduction

The *Athletic Training Program Handbook* is a resource for athletic training majors and pre-program students. It is one of several official publications (documents) students and faculty need be familiar with and refer to throughout the year. The information in this handbook does not exempt students from the requirements of the University as found in other official publications. It provides information about the policies, procedures and guidelines of the Athletic Training Program. It provides valuable information other athletic training profession resources. Throughout students will find the web addresses and phone numbers to assist with access to university and professional association resources.

In addition to this manual, be familiar with the most recent editions of the following UCA publications which are available on-line:

UCA Student Handbook

UCA Graduate Bulletin

Students should acknowledge they now represent a bigger picture including the:

- 1) Athletic Training Program (AT Program)
- 2) Exercise and Sport Science (EXSS) Department
(Formerly Kinesiology and Physical Education Department -KPED)
- 3) College of Health and Behavioral Science (CHBS)
- 4) Intercollegiate Athletics Department
- 5) Profession of Athletic Training

Take pride in being associated with the UCA Athletic Training Program.

Go Bears!

Disclaimer: Changes to policies and procedures may occur. When students are informed of any changes they should follow the most recent updates to the program handbook.

I. Graduate Athletic Training Program

Program - Accreditation Status

The Master of Science in Athletic Training is not currently accredited by the Commission on Accreditation of Athletic Training Education (CAATE). The administration is in the process of submitting a self-study to gain accreditation. Until the program gains accreditation status, students will not be eligible to sit for the national Board of Certification exam for the athletic trainer.

College and Department

The Athletic Training Program is housed in the

- o Department of Exercise and Sport Sciences (EXSS) and
- o College of Health and Behavioral Sciences (CHBS).

The EXSS Chair is **Steve Tucker, PhD**, 120c Farris Center.

The CHBS Dean is **Jimmy Ishee, PhD**, 100 Burdick.

The College of Health and Behavioral Science is one of the six colleges within the university.

Glossary of Acronyms:

ATP: Athletic Training Program

EXSS: Exercise and Sport Science Department

CHBS: College of Health and Behavioral Sciences

ATC TM: Certified Athletic Trainer (used as credential after name, not noun)

BOC TM: Board of Certification for the Athletic Trainer

LAT: Licensed Athletic Trainer (used as credential after name, not noun)

AMA: American Medical Association

CAATE: Commission on Accreditation of Athletic Training Education

NATA: National Athletic Trainers' Association

SWATA: Southwest Athletic Trainers' Association (District 6: Arkansas, Texas)

AATA: Arkansas Athletic Trainers' Association

AATSA: Arkansas Athletic Trainers' Student Association

CAATSA: Central Arkansas Athletic Training Student Association

Mission Statement

The Athletic Training Program is committed to mentoring professionals who will enhance the quality of health care for the physically active and advance the athletic training profession as clinical scholars. This is achieved through a comprehensive curriculum that prepares graduates for entry-level athletic training positions using evidence-based practice. Graduates of the program will be prepared to be members of an interdisciplinary health-care team in a variety of settings.

Program - Philosophy

Program students' development within the discipline of athletic training is gained through participation in educational experiences including structured classroom methods of instruction, as well as, involvement in clinical field study. Students are encouraged to become members of the state, regional and national professional associations such as the Arkansas Athletic Trainers' Association (AATA). Students are urged to assume civic responsibilities through their joining and participating in the activities of the Central Arkansas Athletic Training Student Association, a recognized student organization on campus. Through these professional organizations, students have opportunities to contribute time and service to the university and community at-large.

Athletic Training Program Goals

The University of Central Arkansas Masters of Science Program in Athletic Training will:

1. Provide quality instructional experiences that develop knowledge, skills and critical thinking abilities in order to make evidence-based and clinically sound decisions.
2. Offer active learning opportunities that occur in experiential environments (i.e. clinical, simulation and laboratory settings).
3. Deliver learning experiences that require students to develop effective written and oral communication skills.
4. Promote best practices and ethical conduct as outlined by the NATA Code of Ethics and BOC standards of practice.
5. Encourage professional development through participation in educational conferences (state, district or nationally).
6. Assist students with career planning and placement (i.e. employment or doctoral study).
7. Prepare students to critically assess, interpret and perform research.

Student Learning Outcomes: Athletic training students will:

1. Develop knowledge and practical skills through didactic, laboratory, and clinical experiences.
2. Learn from a variety of health care professionals who teach through formal instruction and supervise clinical experiences.
3. Gain clinical experiences in diverse practice settings with a variety of sports and patients.
4. Communicate effectively with patients, peers, health care professionals, staff and administrators.
5. Demonstrate professional and ethical behavior.
6. Develop professionally through participation in educational association meetings.
7. Prepare to practice as a certified athletic trainer.
8. Critically analyze and apply research to clinical practice.

Advising

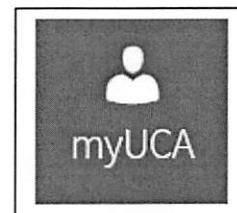
Students' will be advised by an assigned program adviser. The primary Athletic Training Program adviser is the Program Director, Ellen Epping. (E-mail is eepping@uca.edu and phone 501-450-5112.)

Students must meet with their assigned academic adviser prior to registering for classes each fall and spring (summer) semester. If a student want to withdraw from courses, the program, or the university, s/he should initiate that process by contacting their assigned adviser. It is ultimately each student's responsibility to know the MS in Athletic Training degree requirements and policies and the Athletic Training Program.

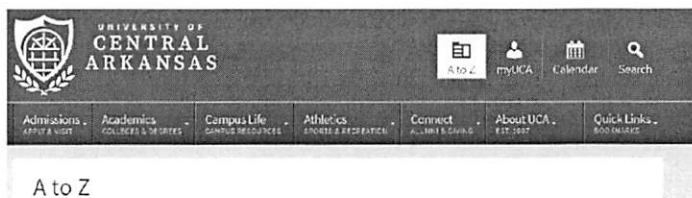
myUCA portal

The myUCA portal allows students to access their:

- academic records, course history and grades,
- schedule of available classes, and current class schedule.



Additional resources for students can be found through the university website [A-Z guide](#)



II. Policies and Regulations – Program Operations and Fair Practices

Students are admitted to the Athletic Training Program via a competitive admission process. Admitted students will complete 59 (non-thesis) graduate credit hours, scheduled across a 24-month period. Within the course of study, the students are engaged in classroom, laboratory and clinical study experiences. The curriculum leading to the Master of Science in Athletic Training requires prior completion of a baccalaureate degree from a college or university accredited by a regional accreditor recognized by the U.S. Department of Education.

Students must meet the minimum grade requirements for 30 semester credit hours of prerequisite courses to be considered for admission. Prerequisite courses may be completed at UCA or at another regionally accredited college or university. Students who plan to complete prerequisites at another university are strongly urged to assure course equivalency. If students complete courses at other public colleges and/or universities in Arkansas, they can verify transferability using the Arkansas Course Transfer System (ACTS) maintained by the Arkansas Department of Higher Education (ADHE).

Program Prerequisites

Applicants will be required to provide evidence of completing the prerequisite courses (a total of 30 credit hours) with a grade of C or better in each course.

- Anatomy and Physiology (8 hours)
- Physics (4 hours)
- General Psychology
- Statistics (3 hours)
- Biomechanics (3 hours)
- Exercise Physiology (3 hours)
- Sports Nutrition (3 hours)
- Pharmacology (3 hours)

Additional courses may be required by other disciplines as prerequisites to the courses listed above.

Program Admission

Students must meet all the admission criteria to “officially” be accepted and enrolled in the MS – Athletic Training Program. Students are not allowed to perform any activities prior to enrollment.

Early Acceptance: Students can apply for early acceptance by submitting their application materials to AT-CAS by October 30.

Acceptance can be contingent upon meeting specific requirements. Qualified applicants may be offered acceptance contingent upon providing final evidence to meet all admission criteria (e.g. official transcript(s), prerequisite course completion meeting minimum grade requirement, and/or admission to UCA Graduate School). To be granted Official Acceptance, applicants must meet all the admission criteria. To start the first day of classes in Summer II, applicants must have been granted Official Acceptance.

Regular Acceptance: Students can apply for regular acceptance by submitting all the application materials to AT-CAS by February 15.

Rolling Acceptance: If the program has not filled all open spaces it will keep AT-CAS open for additional applications until all spaces are filled or the AT-CAS application cycle ends in June.

Program admission is selective and competitive. Students will be ranked according to the quality points they earn for the prerequisite courses for admission. A student's need to repeat prerequisite courses may affect their rank if there is a tie in quality points. The admission committee will also take into consideration the applicants interview scores if there is a tie.

Program Admission Criteria

Students must provide evidence of completing/submitting the following:

1. Completion of a baccalaureate degree by May of the application year.
2. Completion of an online application through the centralized application service for athletic trainers (AT-CAS) and supported by the Commission on Accreditation of Athletic Training.
3. Possession of a cumulative GPA of at least 2.70 on 4.00 scale or at least a 3.00 GPA on a 4.00 scale on the last 60 hours of course work.
4. Completion of an online supplemental application for the Athletic Training Program.
5. Completion of a minimum of 20 observation experience hours under the supervision of one Certified, Licensed Athletic Trainer and submission of a performance rating from this experience.
6. Completion of the Technical Standards Form.
7. Submission of a criminal background check from an approved agency. The cost of the criminal background check is set by an approved external agency (e.g. Arkansas State Police).
8. In addition to meeting the general requirements of the Graduate School, applicants must complete an on-line UCA Graduate Application and pay the \$25 application fee.
9. Completion of all prerequisite course work with a grade of C or better. Prerequisite coursework 10 years or older will not be accepted.

Acceptance to the Athletic Training program is a selective and competitive admission process to ensure that quality educational experiences are maintained. Completion of prerequisite courses is required prior to formal admission into the program. All students are subject to the same admission procedures and criteria. Candidates are advised that their acceptance into this program is not an assumed right. Candidates will be ranked according to GPA from all courses completed. Top ranked candidates will be invited to participate in an interview; numerical scores will result from the interview. The final ranking of candidates will be based on these criteria: cumulative GPA, prerequisite course GPA, interview scores, and observation hour ratings. One cohort is admitted each year. The top ranked 16 candidates will be offered a position in the program. If needed, the next candidates below the cut-off point on the list will be informed of their alternative status.

The Athletic Training Program reserves the right to determine appropriateness of transfer work related to the MS in Athletic Training degree. All college course work must be submitted when students submit their application to the UCA Graduate School. Transfer students must meet the same academic, clinical and technical admission standards as all other students seeking admission into the program. Prior to admission, transfer students with no previous coursework at UCA must complete the same admission requirements as those enrolling at UCA without transfer work.

Program Admission Progression

Upon acceptance into the athletic training program, students are to present the following documentation to the Program Director on the first day of classes:

- Current CPR/AED certification from a provider adhering to the most current standards for cardiopulmonary resuscitation. Certification must be valid through the first semester in the program;
- The first and second of the series of three hepatitis B vaccinations must be submitted prior to the first day of classes of the summer semester or signed declination waiver (the third of the series must be submitted prior to the end of the subsequent fall semester); and

- TB skin test or state health department verification of freedom from tuberculosis infection. During the second year, prior to the first day of class and or clinical experiences, program students must present the following written documentation to the Program Director:
- TB skin test or state health department verification of freedom from tuberculosis infection. Failure to present required documentation to the Program Director will result in administrative withdrawal from the program.

Retention in the Athletic Training Program

To remain in good standing in the program, students must

- Maintain a cumulative grade point average of 3.0 or better on a 4.0 scale.
- Not have more than three C's throughout the program. A fourth C will result in being withdrawn from the program. Grades of D or F will not count toward completion of the program. Courses with a grade of D or F can be retaken a maximum of one time in order to earn a grade of C or better. If a course is retaken and results in a D or F, the student will be dismissed from the program.
- Complete required Athletic Training Program Orientation and pre-season clinical requirements for students enrolled in ATTR 5301 and 6304 (note: orientation and pre-season clinical is held prior to the fall semester).
- Earn a passing score on the research project in athletic training.
- Observe the fundamental rules of ethical conduct as described in the NATA Code of Ethics and the Board of Certification (BOC) Standards of Practice.
- Meet all UCA Graduate School requirements for graduation.

Failure to meet the retention requirements will place the student on probationary status for a maximum of two semesters. If the requirements are not met at the conclusion of the probationary period, the student will be withdrawn from the program and will need to reapply for admission into the Athletic Training Program. Re-admission to the program is not guaranteed, and is based on available spaces.

Retention in the Athletic Training Program and Academic Misconduct

The University and the Athletic Training Program reserves the right to refuse the privilege of further participation in the program to a student when it has become evident that the student lacks the personal qualities, professional characteristics, or scholastic attainments essential for success. See the current UCA Student Handbook for academic policies and Appendix for the "Technical Standards" form.

Course Sequence and Scheduling: Courses are sequentially planned. Since each athletic training course is typically offered once a year, failure to follow the required sequence or meet the requirements may cause a student to be put on probation and delay graduation at least one year. Students should be knowledgeable of the program course sequence, program retention and minimal course grade requirements.

Reapplication or Readmission: For students who are making reapplication for initial admission or probation students who want to be considered for readmission, a completed application must be submitted to the Program Director by March 15. Applicants, candidates and previous probation students are not guaranteed automatic admission or readmission. Admission and readmission to the program is contingent on program admission, retention criteria and the number of students in each program cohort.

Course Withdrawals: Students must meet with their academic adviser prior to withdrawing from a course. If students withdraw from a course that is only offered once per year, they will have to wait until the next academic year to repeat the course. (See reapplication, readmission policy)

Program Withdrawal: Students must meet with the program director prior to withdrawing from the Athletic Training Program. A student who withdraws from the program for any reason, (academic or nonacademic), must reapply for readmission to the program if s/he wishes to return.

Academic Testing Policies and Procedures

Faculty members are dedicated to professional integrity. Academic dishonesty and cheating will not be tolerated. The following measures will be taken to remove conditions that may precipitate dishonest behaviors and to facilitate optimum performance during testing.

1. Students' personal belongings (e.g., books, caps, coats), other than items required for testing (e.g., pencils, calipers), must be stowed away throughout the testing period.
2. When students must leave a test site prior to test completion, they will be required to submit all testing materials to the test proctor/course instructor. If, when, and under what circumstances the student is allowed to resume and/or finish the test in progress, is at the discretion of the test proctor/course instructor.

Students must complete 4 graduate courses located in 4 different levels of the program

Level 2: EXSS 6315 Research Methods in Exercise and Sport Science

Level 4: EXSS 6316 Data Analysis

Level 5: EXSS 5332 Critical Analysis in Research

Level 6: EXSS 6v08 (1 hour) Research Project in Sports Medicine

During the research methods course, faculty will work with students to help them select a topic and the type of research project they would like to complete as part of the degree. Throughout their matriculation through the program and the research courses faculty will work with students as they complete the steps of the research project. See Research Project Progress Form in Appendix.

Athletic Training Program Appeal / Grievance Procedures

The University and the program provide students an opportunity to appeal decisions or policies affecting their academic standing. Avenues of appeal are described in the current *UCA Student Handbook - Academic Policies*. Within the Athletic Training Program, this is the order in which to pursue the appeal process:

Student Academic Appeals

The university provides students an opportunity to appeal decisions or policies affecting their academic standing. This is the chain of command all athletic training students should follow regarding any appeals.

- (1) Faculty member who assigned the grade or disciplinary action
- (2) Program Director
- (3) Department Chair - the student should provide the department chair with a written description of the reason or reasons why an appeal is justified
- (4) Dean of the College
- (5) Provost and Vice President for Academic Affairs

Avenues of appeal are as follows and can be found in the *UCA Student Handbook*:

- A. Grade Appeal / Academic Misconduct Appeal
- B. Student Educational Record Appeals
- C. Academic Policy/Requirements appeals
- D. Professional Program Selection Appeals
- E. Academic Misconduct Appeals

Academic Integrity

The University of Central Arkansas Athletic Training Program strongly advocates students demonstrate and value the importance of academic integrity and professional ethics. Violations of ethical behavior are considered misconduct and may result in disciplinary action and/or severe penalties. Plagiarism is presenting the work of others as your own.

Athletic Training Student Responsibilities Athletic Training Students will:

1. Maintain confidentiality regarding all student-athletes' and patients' medical information that is discussed or managed in the clinical experience. (Also see subsequent social media policies)
2. Demonstrate safe clinical practice by:
 - following OSHA bloodborne pathogen guidelines,
 - applying clinical skills on patients only when mastery has been demonstrated, documented and approval given by course instructors and/or preceptors
 - applying clinical skills on patients only under the direct supervision of preceptors (instructors),
 - recognizing one's own limitations and seeking help when needed and
 - utilizing theoretical knowledge as a basis for making clinical judgments.
3. Maintain open lines of communication with the faculty, preceptors, appropriate health related professionals, team physicians, peers, administrators, coaches and athletic department support staff.
4. Apply knowledge, principles, concepts and theories of designated athletic training educational competencies under the direct supervision of a course instructor or preceptors.
5. Articulate both verbally and in written form, personal experiences and reactions to the assigned clinical experience settings. (Record accurate observations/activities in logs)
6. Be punctual and prepared to participate in course activities, laboratories, clinical assignments and program meetings.
7. Wear proper attire and uniform to classroom, laboratory and clinical experience sites.
8. Act in a professional manner and adhere to the NATA Code of Ethics and BOC Standards of Practice.
9. Uphold the policies, rules, standards and guidelines as set forth by UCA, CAATE, BOC, NATA and NCAA.
10. Refrain from the use of alcohol or tobacco products before or during clinical hours. (use of both is strongly discouraged and alcohol is illegal if you are under the age of 21)
11. Adhere to the drug and alcohol policy of the affiliate clinical agencies during their clinical study.
12. Refrain from the use of any illicit drugs.

Students who demonstrate repeated or flagrant violations of the rules and/or responsibilities may be suspended or dismissed from the Athletic Training Program.

Social Media Policy

This policy governs the publication of and commentary on social media by students of University of Central Arkansas ("UCA"). This policy is in addition to and complements any existing or future policies regarding the use of technology, computers, e-mail, website usage and the internet. Publication and commentary on social media carries similar obligations to any other kind of publication or commentary.

For the purposes of this policy, **social media** means any facility for online publication and commentary, including without limitation blogs, wiki's, social networking sites such as Facebook, LinkedIn, Twitter, Flickr, and YouTube. UCA students are free to publish or comment via social media in accordance with this policy. UCA students are subject to this policy to the extent they identify themselves as a UCA student (other than as an incidental mention school in a personal comment on topics unrelated to UCA). All uses of social media must follow the same ethical standards that UCA students must otherwise follow.

Social Media - Don't forget your purpose

Make sure that your participation in social media does not interfere with your academic commitments and progress.

Setting up Social Media

Social media identities, logon ID's and user names may not use UCA's name without prior approval from the Director of Web Development.

Social Media - Don't disclose confidential information

It's not okay to write about confidential information. We must respect the wishes of patients (student-athletes) regarding their medical history and medical conditions. We must protect the privacy of fellow students, faculty, staff and administrators.

Social Media - Protect your own privacy

Privacy settings that might allow others to post information or see information that is personal should be set to limited access. Be mindful of posting information that you would not want the public to see. What you publish will be around for a long time...if you do not want the public to see it, then posting it, even with limited access, is strongly discouraged.

Social Media - Be Honest

Be smart about protecting yourself and your privacy. Nothing gains you notice in social media more than dishonesty or inflammatory or exaggerated remarks. Do not say anything that is dishonest, untrue, or misleading. What you publish will be around for a long time, so consider the content carefully and be cautious to not disclose personal details.

Social Media - Respect copyright laws

It is critical that you show proper respect for the laws governing copyright and fair use of copyrighted material owned by others. This includes UCA, NATA, BOC etc. copyrights and brands. Always attribute others work to the original author/source. It is good general practice to link to others' work rather than reproduce it.

Social Media - Think About Consequences

Using social media to trash or embarrass UCA or others is dangerous and ill-advised. Saying negative or inflammatory remarks is risky and unprofessional.

Social Media - Respect your audience

The public in general and UCA's community (students, faculty, staff, etc.) reflect a diverse set of customs, values and points of view. Don't say anything contradictory or in conflict with the UCA website. Don't be afraid to be yourself, but do so respectfully. This includes not only the obvious (no ethnic slurs, offensive comments, defamatory comments, personal insults, obscenity, etc.) but also proper consideration of privacy and of topics that may be considered objectionable or inflammatory - such as politics and religion. Use your best judgment and be sure to make it clear that the views and opinions expressed are yours alone and do not represent the official views of UCA.

Social Media - Protect UCA and others

Others should not be cited or obviously referenced without their approval. Never identify others by name and never discuss confidential details. It is acceptable to discuss general so long as the information provided does not identify a specific individual or group and violate any non-disclosure agreements that may be in place. The medical conditions of patients (student athletes) are never to be discussed.

Social Media - Controversial Issues

Always respect the facts. If you speak out, make sure what you say is factual and that it does not disparage others. Avoid arguments, nobody wins in the end. Don't try to settle scores or goad others into inflammatory debates. Make sure what you are saying is factually correct.

Social Media - Be the first to respond to your own mistakes

If you make an error, admit your mistake and correct it quickly. If you choose to modify an earlier comment, make it clear that you have done so. If someone accuses you of something improper (such as their copyrighted material or a defamatory comment about them), deal with it quickly - better to remove it immediately to lessen the possibility of a legal action.

Social Media - Disclaimers

Wherever practical, you must use a disclaimer saying that while you are a UCA student, anything you publish is your personal opinion, and not representative of UCA.

Social Media - Tips

The following tips are not mandatory, but will contribute to successful use of social media. Quality matters. Use a spell-checker. The speed of being able to publish your thoughts is both a great feature and a great downfall of social media. The time to edit or reflect must be self-imposed. If in doubt over a comment, or if something does not feel right, either let it sit and look at it again before publishing it, or ask someone else to look at it first.

Social Media - Enforcement

Policy violations will be subject to disciplinary action, up to and including suspension for cause.

Attendance Policy

Absences may jeopardize the student's ability to meet course objectives. The following program attendance policies apply to all athletic training courses, unless otherwise noted in the course syllabus.

1. Students should notify the instructor prior to an absence.
2. Students who are absent or late are responsible for obtaining all handouts, course information, and announcement information from the course instructor.
3. Should a student be unable to take a test, arrangements to take the test are to be made within 24 hours of return to campus or class. Failure to do so will result in a zero (0) for the test.
4. Students must notify their course instructor and preceptor before a clinical absence. Leaving a message with the program director, clinical coordinator, other faculty or sending word with a peer is unacceptable.
5. Following any absence, on the day of return to campus, it is the student's responsibility to meet with the course instructor.

Consequences of a student's failure to adhere to the Athletic Training Program attendance policy will be determined by the course instructor. Ultimately, absences could result in a student's failure of a course.

Guidelines for Athletic Training Student Appearance

All attire worn by athletic training students should be clean. Apparel with a UCA Logo is preferred. Apparel matching UCA colors is acceptable as long as it does not have the name or logo of another institution or organization. Students' feet should be fully covered for safety purposes. Jewelry should be worn in a professional manner and should not interfere with your daily functions in clinical performance. Hair should be clean and neatly groomed. Long hair should be tied back so it does not interfere with student's ability to effectively care for patients. Khaki shorts or pants are acceptable attire for clinical experiences with team practices or in the athletic training facilities. Game attire should be a UCA issued

shirt and khaki shorts or slacks with a belt. When apparel has been issued to an athletic training student, the student must wear that apparel as directed by the preceptor for practices and/or games.

Transportation

Clinical learning experiences occur in a variety of settings away from the UCA campus. Students are required to arrange for their own transportation to and from clinical activities. It is necessary that students have independent means of transportation for their off-campus clinical experiences. Reminder: It is against the law to text and drive in the state of Arkansas.

Cell Phone and Other Electronic Devices Policy

Students are to turn off their cell phones during class. Also, students should only use their computer or tablet to follow along with the instructor and instructional material being presented in class. In the clinical sites, students should discuss the site specific cell phone policy with their assigned Preceptor(s).

Athletic Training Program Library

Students have access to the ATP student library by using their student ID for the keypunch lock. Providing the program with your most recently issued ID number is required for students to gain access. The computerized lock will track each student as they enter and leave the room. The library may be used for the studying, laboratory practice and evaluation of athletic training educational competencies (clinical proficiencies). Five computers are available and may be used. Borrowing any equipment or educational materials must be approved by the program director. Removal of any equipment and educational materials from AT Program facilities without permission is prohibited.

Professional Liability Insurance

All students in athletic training clinical courses are covered by a blanket professional liability insurance. UCA currently provides such liability coverage while engaged in learning activities required by the Athletic Training curriculum. It does not cover non-compulsory related clinical activities engaged in by students, such as gainful employment (camps, work-study) and volunteer activities. Students are encouraged to obtain professional liability coverage through private companies if they are engaged in non-compulsory athletic training activities. A company that offers students professional liability insurance is Healthcare Providers Service Organization: www.hpso.com

Student Participation in Program Evaluation and Research

The Athletic Training Program routinely collects evaluative information and research data about the program about faculty, students, and/or courses. The information is not used to determine the academic standing of a student. To assist faculty with program evaluation and research, students can expect (1) data will be obtained from student and course records for use in education research and program evaluation; and (2) observers may be present in the classroom or clinical setting for purposes of collecting research data, evaluating/observing performances of the instructor, or testing educational instruments.

Application for Graduation

Students will apply for graduation with the UCA Graduate School at the start of their 2nd year spring semester. Before going to the graduate school website to retrieve the application form be sure you have met with the AT Program adviser and reviewed your academic records (DegreeWorks audit). Then retrieve, print, complete, sign and submit the Graduation Application form to the Graduate School office in Torreyson West. There is a graduation application fee that should be included with the Application form.

Public Disclosure of Information

In general, the University does not disclose personally identifiable information from an educational record unless the student provides written permission for disclosure or a legal exception exists. The Family Educational Rights and Privacy Act (FERPA) will permit the University to disclose "Directory Information". Education information may be disclosed without written permission, but only within some specific expectations.

Directory Information

The University of Central Arkansas defines "Directory Information" as student name, class level, full or part-time status, terms of enrollment at the University, degrees earned, and academic honors received.

II. Policies and Regulations – AT Program Operations and Fair Practices**Communicable (Infectious) Disease Policy**

Communicable diseases which are transmitted and spread through various forms of human contact, can pose a considerable threat to students' well-being and the university community. Examples of communicable diseases include, but are not limited to: hepatitis, HIV/AIDS, measles, meningitis, mumps, rubella, SARS and tuberculosis. Recognizing the serious implications of communicable diseases, the program will:

- Provide educational opportunities that foster an understanding of disease transmission and prevention.
- Operate under sound medical advice and practice.
- Take into consideration the welfare of the campus community while respecting the privacy and needs of individuals.

UCA Health Services

A student health fee is included in students' tuition making them eligible to use most services for FREE. Some services (e.g. TB Skin test) require a small fee to cover replacement costs. A copy of an Immunization Record showing proof of vaccinations (e.g. MMR) for full-time and any part-time students living in residence halls must be provided to the SHS before registration for classes. If students were born outside the United States or have lived outside the U.S. for 6 months or more, they are required to submit records for Foreign Born Immunization and TB Skin Testing. Failure to do so may prevent the student's ability to register. The Health Insurance Portability and Accountability Act of 1996 (HIPPA) requires that UCA Health Services make all patients aware of our Confidentiality Policy. This policy describes how medical information about patients may be used and disclosed and how students can get access to their medical information.

The Continuing Operations and Pandemic Exceptions for Students Guidelines can be found on the Office of the Provost and Vice President of Academic Affairs and the Health Services web pages.

Infection Control Policy

Occupational safety and health standards mandated under federal and state law with regard to the transmission of bloodborne pathogens will be fully adhered to in an effort to prevent transmission of disease in classrooms, laboratories, and clinical sites. Students are not to participate in clinical rotations if they have active signs or symptoms of a communicable disease. All athletic training students and faculty will maintain current knowledge and practice that is consistent with the Occupational Safety and Health Administration (OSHA) guidelines for infection control. The web page for OSHA is: www.osha.gov/

Infection Control

Before clinical observation or rotations begin, students must complete blood-borne pathogen training including such topics as infection control, utilization of barriers, sanitary precautions and proper biohazard disposal procedures. Venue specific policies and procedures are provided by preceptor(s).

Infection Control - Student Exposure to Blood

In the case of exposure (e.g. scalpel cut, squirting blood), students are to strictly adhere to the policies established at the on-campus or off-campus clinical site.

- Instrument exposure to blood or other body fluids should be reported immediately to the supervising preceptor, Clinical Coordinator and Program Director. A "Report of Exposure to Human Blood or Other Infectious Materials" form and a "Medical Accident Incident" form must be completed (See Appendix 5). Information about the patient involved must be obtained and recorded by the supervising preceptor.

Infection Control - Hepatitis B Virus Vaccine Policy

Students accepted into the program must present to the Program Director

- The first and second of the series of three hepatitis B vaccinations must be submitted prior to the first day of classes of the spring semester (the third of the series may be submitted prior to the first day of classes of the subsequent fall semester);
- A physical examination performed by an appropriate health care professional;
- Current CPR/AED certification from a provider adhering to the most current standards for cardiopulmonary resuscitation and
- TB skin test results.

In the event that the Hepatitis B virus vaccine is declined, the "Hepatitis B Vaccine Waiver" must be signed before the student will be permitted to attend clinical rotations. A copy of the waiver form can be requested from the Program Director.

Inclement Weather Policy web address

In the event of inclement weather or severe weather announcements, students should access the university website and set-up their phone for notification through MyUCA.

Drug and Alcohol Policy

The Athletic Training Program strictly adheres to the University policy regarding drugs and alcohol as written in the current *UCA Student Handbook*. In addition, it is the policy of the Program that:

1. Individuals who seek help for a drug and/or alcohol abuse or addiction problem will not be disciplined for seeking help.
2. This policy or the University's policy does not preclude appropriate disciplinary procedures linked to performance criteria.
3. Students may not participate in classes, laboratory, clinical experiences, or any other experience involving academic work or client care following the use of illicit drugs or use of alcohol, including the smell of alcohol on one's breath or body.
4. Students are to adhere to the drug and alcohol policy of the affiliate clinical agencies during their clinical study.
5. Discipline for violation of this policy may include dismissal from the program.

Sexual Harassment

Sexual harassment by any faculty, staff, or student is a violation of both law and university policy and will not be tolerated at the University of Central Arkansas. Sexual harassment of employees is prohibited under Section 703 of Title VII of the Civil Rights act of 1964, and sexual harassment of students may constitute

discrimination under Title IX of the Education Amendments of 1972. Refer to the current UCA Student Handbook for additional information and university policy. The AT Program strictly adheres to the University's policy. Sexual harassment occurring in the clinical setting is covered by this policy.

Title IX Disclosure

<http://uca.edu/academicaffairs/files/2013/11/Syllabus-Language-Regarding-Title-IX-Disclosure.docx>

If a student discloses an act of sexual harassment, discrimination, assault, or other sexual misconduct to a faculty member (as it relates to "student-on-student" or "employee-on-student"), the faculty member cannot maintain complete confidentiality and is required to report the act and may be required to reveal the names of the parties involved. Any allegations made by a student may or may not trigger an investigation. Each situation differs and the obligation to conduct an investigation will depend on those specific set of circumstances. The determination to conduct an investigation will be made by the Title IX Coordinator. For further information, please visit: <https://uca.edu/titleix>.

II. Policies and Regulations - Clinical Education

The clinical education requirement of the program includes a specific course sequence of 5 courses over a two year period.

- Level 1: Summer No clinical course
Students must not apply any clinical skills on patients until they have passed the appropriate assessments with the course instructor or assigned preceptor.
- Level 2: Fall ATTR 5301 – Athletic Training Clinical Experiences I
- Level 3: Spring ATTR 5302 – Athletic Training Clinical Experiences II
- Level 4: Summer ATTR 6203 – Athletic Training Clinical Experiences III
- Level 5: Fall ATTR 6304 – Athletic Training Clinical Experiences IV
- Level 6: Spring ATTR 6305 – Athletic Training Clinical Experiences V

As stated in the Program retention section of the UCA Graduate Bulletin, students must complete a required orientation and preseason clinical requirement for ATTR 5301 and 6304 (Note: orientation and preseason clinical is held prior to the fall semester).

Direct Supervision of Athletic Training Students

Direct supervision means the student will always be in audio and visual communication or contact with a preceptor. Students are not allowed to perform any clinical skills without the direct supervision of a Preceptor. Students are not allowed to travel with sport teams without Preceptor supervision.

Clinical Assignments and the Preceptor

Students are assigned preceptors based their level in the program and clinical course of enrollment. For general medical rotations students are supervised by preceptors from other health care professionals. Clinical Experience courses require students to demonstrate professional behaviors and perform psychomotor clinical skills that have already been formally assessed by course instructors or preceptors. Clinical experiences may include but are not limited to 1) administering components of the pre-participation physical exams, 2) performing injury evaluations or providing care during sport team practices and competitions, 3) providing rehabilitative exercise and therapeutic modality treatments, 4) documentation and record keeping, 5) communicating with patients, student-athletes, physicians, coaches, administrators and departmental faculty/staff and 6) traveling with sport teams under supervision.

Clinical Experience Requirement and Documentation

The following types of assessment are utilized by the program to assess students' progress in learning and applying clinical skills.

Clinical Experience Log

Students' clinical experiences are to be recorded on the Clinical Experience Log that is monitored and signed by students' assigned preceptors. Students are to provide details describing how they are learning and applying clinical skills. During scheduled class meetings the course instructor and students will discuss students' progress in developing psychomotor skills, clinical proficiency and cognitive knowledge.

Clinical Performance Evaluation (CPE)

The Clinical Performance Evaluation is used to evaluate students overall performance of clinical skills and professional disposition. The preceptors must complete the CPE and meet with each student regarding the completed CPE. The student must sign the CPE and have the opportunity to add comments. For ATTR 5301, 5302, 6304 the CPE is administered at mid-term and the end of the semester. For ATTR 6305 the CPE is administered at the middle and end of two off-campus clinical rotations. Students must achieve and average score of 80% on the final Clinical Performance Evaluations for each clinical rotation.

Clinical Proficiency Master Plan (CPMP)

A Clinical Proficiency Master Plan (CPMP) is used to monitor students' assessment of psychomotor competencies and clinical proficiencies. Every didactic and clinical athletic training course has assigned *NATA Athletic Training Educational Competencies, 5th edition* that are formally instructed and assessed. Course instructors and preceptors assess students on psychomotor skills and clinical proficiency assessments. Students must achieve a score of 75% or better on all psychomotor skills assessments before they can perform those skills clinically. To demonstrate improvement in their athletic training abilities students must achieve a score of 80% or better on all psychomotor skills for subsequent assessments. The course instructor submits the portion the CPMP that relates to their course along with students' completed assessment instruments to the Program Director for verification that competencies were completed.

Required Clinical Hours Requirement

The clinical hours requirements for each of the clinical courses is as follows.

Note: Fall clinical courses require preseason hours prior to the regular start of classes.

ATTR 5301 Required Clinical Experience Hours

20 Pre-season (Heat illness/Environmental conditions)

212 Clinical experience hours regular season

232 Total Clinical Experience Hours

Course Grade	Hours Range
A	≥ 232 hours
B	220 - 231.75 hours
C	200 - 219.75 hours *
D	199.75 – 170
F	< 170

* See minimum grade requirements under Student Responsibilities

ATTR 5302 Clinical Hours Requirement

Students must complete a minimum of 215 clinical hours as assigned by their supervising preceptor to achieve a grade of B or better for the ATTR 5302 course

Course Grade	ATTR 5302 Hours Range
A	≥ 225 hours
B	215 – 224.25 hours
C	190 – 214.75 hours *
D	170 – 189.75
F	< 170

* See minimum grade requirements under Student Responsibilities

ATTR 6203 General Medical Required Contact Hours and Clinical Rotations**Classroom Instructional Hours (30 hours)**

During instructional sessions students will learn from a variety of other health care professionals and develop decision making skills regarding the treatment, management and referral of different illnesses and injuries. There will be discussions about how students incorporate the knowledge they have gained from other courses into practical application and decision-making.

ATTR 6203 Laboratory and Simulation Experiences (50 hours)

Students will practice the clinical evaluation and intervention methods used to assess, recognize and treat general medical conditions. Other healthcare professionals will assist with the instruction and supervision of laboratory and simulation sessions. Students will gain hands-on experiences determining differential diagnoses and applying their clinical skills while utilizing the AT Program lab, as well as, the Nabholz Center for Healthcare Simulation in the Doyne Health Science building.

ATTR 6203 Required General Medical Clinical Rotations (60 hours)

The course instructor and UCA Clinical Coordinator will provide each student with the specific dates and times for their required clinical rotations. During the general medical clinical rotations, students will observe and interact with physicians, advanced nurse practitioners, and other health-related professionals delivering both general and specialized medical services to a diverse patient population in a variety of health-related settings (see table below).

Clinical Sites/Departments	# Hours
Conway Regional Health Center	
Emergency Services	6
Respiratory Therapy	2
Cardiovascular Services	2
Surgery (Tom Roberts MD)	5
Outpatient Surgery Services	2
Radiology Services	3
Metropolitan Emergency Medical Service	24
Ear, Nose, and Throat Center of Conway Jeffrey Kirsch, MD	3
Banister Lieblong Clinic Dr. Thad Hardin, MD, Family Practice	3
Intercollegiate Athletics – PPEs	10
Total	60

ATTR 6304 Required Clinical Experience Hours

50 Pre-season (Heat illness/Environmental conditions)

200 Clinical experience hours regular season

250 Total Clinical Experience Hours

Course Grade	Hours Range
A	≥ 270 hours
B	250 - 269.75 hours
C	230 - 249.75 hours *
D	210 - 229.75 hours
F	< 199.75

* See minimum grade requirements under Student Responsibilities

ATTR 6305 Required Clinical Experience Hours

150 Off-campus Rotation 1

150 Off-campus Rotation 2

130 hours minimum to achieve a grade of B or better

Students must complete two 6 week rotations. Each rotation requires a minimum of 150 hours of supervised clinical experience for a total of 300 hours. Students must complete a minimum of 6 weeks in each rotation and no less than 15 hours per week. Each rotation students must complete at least one 40 hour week. At the start of the rotation students should work with their preceptor to determine when they will complete at least one 40 hour week.

Course Grade	Hours Range
A	≥ 325 hours
B	300– 324.75 hours
C	270-299.75 hours *
D	230-269.75
F	< 230

* See minimum grade requirements under Student Responsibilities

Work-Study in Intercollegiate Athletic Training

There are no work study opportunities in Intercollegiate Athletics. Students can contact the Financial Aid Department to inquire about opportunities in other departments on campus.

III. Professional Athletic Training Organizations**Attendance at CAATSA, AATSA, AATA, SWATA or NATA meetings**

To promote professional behavior, life-long learning and the attainment of program objectives, the athletic training faculty members have determined that attendance and participation in annual conferences by athletic training students is highly recommended and encouraged. Students should regularly attend CAATSA meetings and participate in educational, community service, fundraising and social activities.

☒ **Central Arkansas Athletic Training Student Association (CAATSA)**

The objectives of this association shall be:

1. To provide an association that allows individuals with common interests and goals for the betterment of the athletic training profession.
2. To provide educational opportunities for members about the athletic training profession.
3. To promote the advancement of athletic training, endear the standards, rules, and laws established by the National Athletic Trainers' Association, Board of Certification for the Athletic Trainer and the state of Arkansas.

Contact the CAATSA faculty adviser, Aaron Smith for more information.

Students are encouraged to become members of the following professional associations. Students must be a member to be considered for the scholarships.

☒ **Arkansas Athletic Trainers' Association (AATA)**

<http://www.aataonline.com/>

☒ **Southwest Athletic Trainers' Association (District 6 - SWATA)**

<http://www.swata.org/>

☒ **National Athletic Trainers' Association (NATA)**

<https://www.nata.org/>

☒ **Board of Certification for the Athletic Trainer (BOC)**

<http://www.bocatc.org/>

Arkansas State Board of Athletic Training – Licensure

All Certified Athletic Trainers practicing in the State of Arkansas must be licensed through the Arkansas Board of Athletic Training.

<http://www.aratb.org/>

The Arkansas State Board of Athletic Training
9 Shackleford Plaza, Suite 1
Little Rock, Arkansas 72211
Phone: 501-228-7100



University of Central Arkansas



Athletic Training Program Handbook

MS – AT
2018-2019

Appendix

University of Central Arkansas - Athletic Training Program 2018-2019 Technical Standards for Admission

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

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

Candidates for selection to the Athletic Training Program must demonstrate:

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

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

The Disability Resource Center (<http://uca.edu/disability>) will evaluate a student who states he/she could meet the program's technical standards with accommodation and confirm that the stated condition qualifies as a disability under applicable laws.

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

Applicants must provide their printed name and w signatures on page 2 regarding Statement 1 then select and provide a 2nd signature regarding accommodation.

**University of Central Arkansas - Athletic Training Program
2018-2019 Technical Standards for Admission**

1st signature (Applicants must also select and provide 2nd signature on page 2)

I have read the UCA Athletic Training Program Technical Standards and understand that if I am unable to meet these standards I will not be admitted into the program.

Applicant signature required

Date

Applicant's Name: _____

(Print name legibly)

2nd signature (choose one)

I officially declare 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.

Applicant signature

Date

OR

I officially declare that I have read and understand the “technical standards of selection” listed above and I believe to the best of my knowledge that I can meet each of these standards with certain accommodations. I will contact the **Disability Resource Center (<http://uca.edu/disability>)** to determine what accommodations may be available. I understand if I am unable to meet these standards with or without accommodations, I will not be admitted into the program.

Applicant signature

Date

Communicable (Infectious) Disease Policy

Print Name _____

Date _____

Policies and Regulations – Health and Safety (excerpt from Athletic Training Program Handbook)

Communicable diseases which are transmitted and spread through various forms of human contact, can pose a considerable threat to students' well-being and the university community. Examples of communicable diseases include, but are not limited to: hepatitis, HIV/AIDS, measles, meningitis, mumps, rubella, SARS and tuberculosis. Recognizing the serious implications of communicable diseases, the program will:

- Provide educational opportunities that foster an understanding of disease transmission and prevention.
- Operate under sound medical advice and practice.
- Take into consideration the welfare of the campus community while respecting the privacy and needs of individuals.

UCA Student Health Services

Each semester a student health fee is included in students' tuition which makes them eligible to use most services for FREE. Some services, such as a TB Skin test, require a small fee for the cost of replacement supplies.

A copy of an Immunization Record showing proof of **two** measles, mumps, and rubella vaccination (MMR's) for all full-time students and any part-time students living in residence halls must be provided to the SHS before registration for classes. If students were born outside the United States or have lived outside the U.S. for 6 months or more, they are required to submit records for Foreign Born Immunization and TB Skin Testing. Failure to do so may prevent the student's ability to register.

<http://uca.edu/studenthealth>

The Health Insurance Portability and Accountability Act of 1996 (HIPPA) requires that Student Health Services make all patients aware of our Confidentiality Policy. This policy describes how medical information about patients may be used and disclosed and how students can get access to their medical information. <http://www.uca.edu/legal/>

The Continuing Operations and Pandemic Exceptions for Students Guidelines can be found on the Office of the Provost and Vice President of Academic Affairs and the Student Health Services web pages. <http://uca.edu/studenthealth/pandemic-exceptions/>

Infection Control Policy

Occupational safety and health standards mandated under federal and state law with regard to the transmission of bloodborne pathogens will be fully adhered to in an effort to prevent transmission of disease in classrooms, laboratories, and clinical sites. Students are not to participate in clinical rotations if they have active signs or symptoms of a communicable disease. All athletic training students and faculty will maintain current knowledge and practice that is consistent with the Occupational Safety and Health Administration (OSHA) guidelines for infection control. The web page for OSHA is:

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Infection Control

Before clinical observation or rotations begin, students must complete blood-borne pathogen training including such topics as infection control, utilization of barriers, sanitary precautions and proper biohazard disposal procedures. Venue specific policies and procedures are provided by preceptor(s).

Communicable (Infectious) Disease Policy

Infection Control - Student Exposure to Blood

In the case of exposure (e.g. scalpel cut, squirting blood), students are to strictly adhere to the policies established at the on-campus or off-campus clinical site.

- Instrument exposure to blood or other body fluids should be reported immediately to the supervising preceptor, Clinical Coordinator and Program Director. A "Report of Exposure to Human Blood or Other Infectious Materials" form and a "Medical Accident Incident" form must be completed (See Appendix 5). Information about the patient involved must be obtained and recorded by the supervising preceptor.

Infection Control - Hepatitis B Virus Vaccine Policy

Students accepted into the program must present to the Program Director

- The first and second of the series of three hepatitis B vaccinations must be submitted prior to the first day of classes of the spring semester (the third of the series may be submitted prior to the first day of classes of the subsequent fall semester);
- A physical examination performed by an appropriate health care professional;
- Current CPR/AED certification from a provider adhering to the most current standards for cardiopulmonary resuscitation and
- TB skin test results.

In the event that the Hepatitis B virus vaccine is declined, the "Hepatitis B Vaccine Waiver" must be signed before the student will be permitted to attend clinical rotations. A copy of the waiver form can be requested from the Program Director.

I acknowledge I have read and understand the following Communicable (Infectious) Disease Policies

AT Program Student signature

Date

**Report of Exposure to Human Blood
Or Other Potentially Infectious Materials**

Exposed Employee

- 1. Wash the exposed area thoroughly. Use soap for skin; use only water if eyes, nose, or mouth.**
- 2. Notify your supervisor of this exposure.**
- 3. Please complete this section. If you have any questions, please ask your supervisor.**

Name: _____ Title: _____

Home Address _____ Home Phone _____

City: _____ State: _____ Zip: _____ Work Phone _____

On _____ (date) at _____ AM/PM, at _____ (location)

I received an exposure to: **blood** **other potentially infectious body fluid** (specify, if possible) _____

This material came into contact with my:

right/left/both eye(s) **nose** **mouth** **cut/scratched/damaged/punched skin**

This exposure occurred while I _____

I was wearing **gloves** **protective clothing** **face protection** **protective eyewear**
Immediately after I received the exposure, I:

washed the exposed area thoroughly **reported the exposure to supervisor**

I **have** **have not** been vaccinated against the hepatitis B virus

I **have** **cannot** identify the individual to whose blood or body fluid I was exposed;

Name: _____

Address: _____ Phone: _____

- 4. When you are finished, sign and date this section and give this report to your supervisor.**
- 5. Promptly report to the health care profession to whom your supervisor refers you.**

Signature of Exposed Employee _____ **Date:** _____

Athletic Training Program Student - Universal Precautions Form

I have been given written and verbal information regarding Universal Precautions. I agree to use Universal Precautions during clinical and simulated laboratory practice.

- Wear vinyl or latex examination gloves whenever touching open skin, blood, body fluids or mucous membranes. Do not reuse gloves.
- Wash your hands with soap and water immediately after you have been exposed to blood or body fluids, even if you wore gloves.
- All surfaces (e.g. counters, tables wrestling mats must be thoroughly washed after being soiled with blood or body fluids. Use a 10% household bleach solution or a commercially available disinfectant, such as Lemon Quat or betadine.
- Place all used sharps in a special puncture proof container.
- Place all discarded medical waste in a specially-labeled "biohazard waste container
- When you are working with an outdoor sport and have medical waste to dispose of, place it in a plastic bag (within a Department of Transportation [DOT] approved puncture proof container), then discard into the proper biohazard waste container upon your return to the AT facilities.
- Do not allow athletes to share towels that have been contaminated with blood.
- Discard towels and clothing that have been contaminated with blood or body fluids into a separate receptacle. Do not put them in the laundry with the other soiled towels.
- Be sure all athletes' wounds are covered before practice or competition
- If you have an open wound, especially if it is on your hands, avoid providing care to injuries that involve bleeding or body fluids until your wound is covered by a proper bandage and vinyl or latex gloves.
- Remember, the risk of occupational infection for someone who uses universal precautions is close to zero

I understand that my failure to use Universal Precautions may result in exposure to blood borne pathogens including hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

Additionally, I accept all consequences that occur in the event that I do not follow these precautions.

Signature

Date

HEPATITIS B VACCINE DECLINATION

I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine, through the UCA Student Health Service.

I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with hepatitis B vaccine, I can receive the vaccination series through the UCA student health service.

Student Name (Print)

Student Signature

Date

Confidentiality and Privacy Agreement

Student Name (Print)

Health information is protected by federal regulations under either the **Health Information Portability and Accountability Act (HIPAA)** or the **Family Educational Rights and Privacy Act of 1974 (FERPA)** and may not be disclosed without authorization under HIPAA or consent under FERPA. Athletic Training Students (ATS) at the University of Central Arkansas will comply with these guidelines and will not discuss or disclose ANY aspect of a student-athlete's medical history or current medical condition.

Health information and other confidential information may be in paper, electronic, verbal, video, oral, or any other form, and must be protected regardless of form. Any knowledge of a violation of this confidentiality policy must be reported to a Preceptor (clinical supervisor).

The guidelines for students and preceptors are as follows:

- Discuss patient (student-athlete) information with authorized personnel only and only in a private location where unauthorized persons cannot overhear.
- Keep medical records and other confidential information secure and unavailable to persons not authorized to review or obtain those records or information.
- Follow specified procedures for use of electronic information systems, including use of individual passwords, logging off when finished, proper data entry techniques, and protection of displayed or printed information from unauthorized users.
- Omit the patient (student-athlete's) name and other unique identifiers when using case reports or hypothetical situations for educational or training purposes.
- Verify with the patient (student-athlete) what information may be given to the patient's family and friends with the patient/student-athlete's knowledge and written permission with appropriate waivers.
- Screen requests for access to all patients (student-athletes) and other confidential information so that the minimum necessary amount of information is made available and made available only to those persons who are legitimately involved in patient care, billing or administrative operations.
- Release patient (student-athlete) medical records and other confidential information to external sources only upon receipt of written authorization from the patient (student-athlete) under HIPAA or FERPA.
- Use appropriate information security procedures for users of electronic information systems.

By signing below, I certify I have read, understand, and will comply with the University of Central Arkansas AT Program Confidentiality and Privacy Policy.

Athletic Training Candidate / Student signature

Date

Public Disclosure of Information

Student Name (Print)

In general, the University does not disclose personally identifiable information from an educational record unless the student provides written permission for disclosure or a legal exception exists. The **Family Educational Rights and Privacy Act (FERPA)** does permit the University to disclose "Directory Information". Education information may be disclosed without written permission, but only within some specific expectations.

Directory Information is defined as:

1. Name
2. Major and Minor
3. Class level
4. Dates of attendance
5. Date and place of birth
6. Permanent home address and telephone number, and university local addresses and telephone number
7. University e-mail address
8. Degrees and awards received
9. Full or part-time student
10. Participation in recognized activities and sports
11. Weight and height of individuals on athletic teams

1st signature

I understand the above directory information will be subject to public disclosure unless I inform the University of Central Arkansas in writing that I do not want any or all of this information disclosed. Students may request in writing that the University not disclose directory information.

Student Signature

Date

2nd signature

Due to the visibility of UCA personnel (e.g. faculty, administrators, students, clients, high school personnel, athletes, coaches, and other personnel of the university), I will be interacting with during my study before or during the AT Program, I give UCA permission to use my image.

Student Signature

Date

3rd signature

I hereby permit UCA to use captured images, audio, video recordings, etc. of me for the purpose of promoting the university, department and program.

Student Signature

Date

UCA AT Program Social Media Policy

This policy governs the publication of and commentary on social media by students of University of Central Arkansas ("UCA"). This policy is in addition to and complements any existing or future policies regarding the use of technology, computers, e-mail, website usage and the internet. Publication and commentary on social media carries similar obligations to any other kind of publication or commentary.

For the purposes of this policy, **social media** → means any facility for online publication and commentary, including without limitation blogs, wiki's, social networking sites such as Facebook, LinkedIn, Twitter, Flickr, and YouTube. UCA students are free to publish or comment via social media in accordance with this policy. UCA students are subject to this policy to the extent they identify themselves as a UCA student (other than as an incidental mention school in a personal comment on topics unrelated to UCA). All uses of social media must follow the same ethical standards that UCA students must otherwise follow.

Don't forget your purpose

Make sure that your participation in social media does not interfere with your academic commitments and progress.

Setting up Social Media

Social media identities, logon ID's and user names may not use UCA's name without prior approval from the Director of Web Development.

Don't disclose confidential information

It's not okay to write about confidential information. We must respect the wishes of patients (student-athletes) regarding their medical history and medical conditions. We must protect the privacy of fellow students, faculty, staff and administrators.

Protect your own privacy

Privacy settings that might allow others to post information or see information that is personal should be set to limited access. Be mindful of posting information that you would not want the public to see. What you publish will be around for a long time...if you do not want the public to see it, then posting it, even with limited access, is strongly discouraged.

Be Honest

Be smart about protecting yourself and your privacy. Nothing gains you notice in social media more than dishonesty or inflammatory or exaggerated remarks. Do not say anything that is dishonest, untrue, or misleading. What you publish will be around for a long time, so consider the content carefully and be cautious to not disclose personal details.

Respect copyright laws

It is critical that you show proper respect for the laws governing copyright and fair use of copyrighted material owned by others. This includes UCA, NATA, BOC etc. copyrights and brands. Always attribute others work to the original author/source. It is good general practice to link to others' work rather than reproduce it.

Think About Consequences

Using social media to trash or embarrass UCA or others is dangerous and ill-advised. Saying negative or inflammatory remarks is risky and unprofessional.

UCA AT Program Social Media Policy

Respect your audience

The public in general and UCA's community (students, faculty, staff, etc.) reflect a diverse set of customs, values and points of view. Don't say anything contradictory or in conflict with the UCA website. Don't be afraid to be yourself, but do so respectfully. This includes not only the obvious (no ethnic slurs, offensive comments, defamatory comments, personal insults, obscenity, etc.) but also proper consideration of privacy and of topics that may be considered objectionable or inflammatory - such as politics and religion. Use your best judgment and be sure to make it clear that the views and opinions expressed are yours alone and do not represent the official views of UCA.

Protect UCA and others

Others should not be cited or obviously referenced without their approval. Never identify others by name and never discuss confidential details. It is acceptable to discuss general so long as the information provided does not identify a specific individual or group and violate any non-disclosure agreements that may be in place. The medical conditions of patients (student athletes) are never to be discussed.

Controversial Issues

Always respect the facts. If you speak out, make sure what you say is factual and that it does not disparage others. Avoid arguments, nobody wins in the end. Don't try to settle scores or goad others into inflammatory debates. Make sure what you are saying is factually correct.

Be the first to respond to your own mistakes

If you make an error, admit your mistake and correct it quickly. If you choose to modify an earlier comment, make it clear that you have done so. If someone accuses you of something improper (such as their copyrighted material or a defamatory comment about them), deal with it quickly - better to remove it immediately to lessen the possibility of a legal action.

Disclaimers

Wherever practical, you must use a disclaimer saying that while you are a UCA student, anything you publish is your personal opinion, and not representative of UCA.

Social Media Tips

The following tips are not mandatory, but will contribute to successful use of social media. Quality matters. Use a spell-checker. The speed of being able to publish your thoughts is both a great feature and a great downfall of social media. The time to edit or reflect must be self-imposed. If in doubt over a comment, or if something does not feel right, either let it sit and look at it again before publishing it, or ask someone else to look at it first.

Enforcement

Policy violations will be subject to disciplinary action, up to and including suspension for cause.

I acknowledge I have read the UCA ATEP social media policy and understand that my submissions in social media are not private. I will use the utmost professionalism when participating in social media services. I will maintain a level of conduct which does not embarrass me, the Athletic Training Education Program (ATEP), and the university. I understand there are consequences to my irresponsible actions which may result in my suspension from the ATEP and/or university.

Print Name

Sign Name

Dates

UCA Social Media web links were reviewed when creating this policy <http://uca.edu/webdevelopment2/social-media-policy/>

**University of Central Arkansas - Master of Science in Athletic Training
2018-2019 Clinical Observation of a Practicing Athletic Training Verification Form**

Instructions to the applicant:

Applicants are responsible for scheduling all observations. The applicant and supervising certified athletic trainer must use this form to document the observation hours. Applicants must observe at least one or more practicing BOC Certified Athletic Trainer(s) for a **minimum of 20 hours**. The supervising Certified Athletic Trainer(s) must provide a BOC number and verify the accuracy of the documented hours. If the supervising Certified Athletic Trainer is employed in Arkansas or a state that requires licensure, then a licensure number needs to be provided. Note: There should be no alterations to the documented hours after the applicant and certified athletic trainer have completed and signed the form. Complete a separate form with each Certified Athletic Trainer you observe.

I understand federal law provides me with a right of access to this recommendation if I am accepted and enrolled; while this right may be waived, no school nor individual can require me to waive this right.

Check one of the following:

_____ I waive my right to access this recommendation.

_____ I do not waive my right of access to this recommendation

Applicant signature: _____ **Date:** _____

Applicant name (Print): _____ **Date:** _____

Before mailing the original documentation to the program, applicants can scan and upload this completed form into AT-CAS > Program Information > Documents link > Observation Hours link.

Original documentation must be submitted in an addressed, stamped envelope to

ATTN: Ellen Epping, LAT, ATC
Athletic Training Program
Department of Exercise Sport Science
University of Central Arkansas
201 Donaghey Avenue
Conway, AR 72035

Instructions for Applicant and Certified Athletic Trainer: All observation hours documented on this form should be verified by providing the Certified Athletic Trainer's contact information, professional credential information and signature on this page and the subsequent timesheet page.

Certified Athletic Trainer information:

- Athletic Trainer's name: _____
- Name of work facility: _____
- Address of work facility: _____
- City: _____ State: _____ Zip/Postal Code: _____
- BOC certification number: _____
- Name state of Certified AT's professional practice (e.g. Arkansas): _____
- Provide Certified AT's regulation number, if required:
 - (e.g. Licensure, Certification, Registration): _____
- Preferred e-mail address: _____
- Phone number(s): _____

Evaluation of student's observation disposition

- Was the applicant on time and prepared to observe? Yes / No
- Was the applicant professionally dressed/groomed? Yes / No
- Did the applicant interact professionally with the patients and others? Yes / No
- Did the applicant ask appropriate questions and attempt to learn? Yes / No
- Did the applicant cooperate and follow your directions/instructions? Yes / No

Certified Athletic Trainer, Please provide your overall recommendation of the applicant:

- _____ Strongly Recommend
- _____ Recommend
- _____ Recommend with Reservations
- _____ Do NOT recommend

How long have you known this applicant? _____

Observation Timesheet

Applicant Name: _____
 (Print Applicant's name legibly)

Directions: Documentation of observation time must be:

- 1) The certified (licensed if state requires) athletic trainer should initial the start and end of each observation session.
- 2) Clearly and accurately write the start time and end time of each session in black or blue pen.
- 3) Applicant and certified athletic trainer must sign the bottom of the form to verify accuracy.

Date	Time Documentation	Hours / Day	Running Total
_____ Day	Certified AT's Initials _____ Start time _____ Certified AT's Initials _____ End time _____	_____ _____	_____ _____
_____ Date	Certified AT's Initials _____ Start time _____ Certified AT's Initials _____ End time _____	_____ _____	_____ _____
_____ Day	Certified AT's Initials _____ Start time _____ Certified AT's Initials _____ End time _____	_____ _____	_____ _____
_____ Date	Certified AT's Initials _____ Start time _____ Certified AT's Initials _____ End time _____	_____ _____	_____ _____
_____ Day	Certified AT's Initials _____ Start time _____ Certified AT's Initials _____ End time _____	_____ _____	_____ _____
_____ Date	Certified AT's Initials _____ Start time _____ Certified AT's Initials _____ End time _____	_____ _____	_____ _____
_____ Day	Certified AT's Initials _____ Start time _____ Certified AT's Initials _____ End time _____	_____ _____	_____ _____
_____ Date	Certified AT's Initials _____ Start time _____ Certified AT's Initials _____ End time _____	_____ _____	_____ _____

I hereby declare the above documented observation hours are accurately documented.

Print Applicant's name Applicant's signature Date (month, day, year)

Print Certified Athletic Trainer's name Certified Athletic Trainer signature Date (month, day, year)

Master of Science in Athletic Training**Department:** Exercise and Sport Science**Program/Degree:** Master of Science in Athletic Training (MS-AT)**Year 1****Summer 1** **(Credit Hours: 9) 9 total**

SUBJ	Number	Title	Hours
ATTR	5300	Athletic Training Foundations	3
ATTR	5325	Emergency Care in Athletic Training	3
ATTR	5310	Human Gross Anatomy	3

Fall 1 **(Credit hours: 12) /21 total**

SUBJ	Number	Title	Hours
ATTR	5351	Orthopedic Assessment I	3
ATTR	5335	Therapeutic Interventions I	3
ATTR	5301	Athletic Training Clinical Experiences I	3
EXSS	6315	Research Methods in Ex. and Sport Science	3

Spring 1 **(Credit hours: 12) /33 total**

SUBJ	Number	Title	Hours
ATTR	6354	Orthopedic Assessment II	3
ATTR	6355	Head Neck and Spine Injury Management	3
ATTR	6345	Therapeutic Interventions II	3
ATTR	6302	Athletic Training Clinical Experiences II	3

Year 2**Summer 2** **(Credit hours: 8) /41 total**

SUBJ	Number	Title	Hours
ATTR	6353	General Medical Conditions	3
ATTR	6203	AT Clinical Experiences III	2
EXSS	6316	Data Analysis	3

Fall 2 **(Credit hours: 12)/ /53 total**

SUBJ	Number	Title	Hours
ATTR	6330	Health Care Administration	3
ATTR	6304	Athletic Training Clinical Experiences IV	3
ATTR	6365	Special Topics in Sports Medicine	3
EXSS	5332	Critical Analysis in Research	3

Spring 2 **(Credit hours: 6) /59 total**

SUBJ	Number	Title	Hours
ATTR	6305	Clinical Experiences V	3
ATTR	6215	Professional Development	2
EXSS	6v08	Research Project in Sports Medicine	1

