



Athletic Training Program

ATHLETIC TRAINING STUDENT HANDBOOK AND CODE OF ETHICS

2020-2021

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I. Vision and Mission

The *vision* of the Athletic Training Master's Degree Program at Northern Arizona University is to be an innovative national leader in Athletic Training education, ensuring graduates positively affect healthcare as independent, autonomous, and competent clinicians.

The *mission* of the Athletic Training graduate program is to provide a learning-centered graduate experience that effectively links didactic and clinical education in the prevention, evaluation, treatment, and rehabilitation of athletic-related injuries. The program faculty promote professional and ethical conduct, prepare students to be successful on the national Board of Certification (BOC) examination, and strive to produce competent and confident Athletic Trainers prepared for a career in athletic training serving the communities around us.

The *purpose* of the Athletic Training graduate program is to prepare students to work with physically active individuals in a variety of settings to provide professional injury prevention and care services. To succeed in this, we emphasize both classroom (didactic) and clinical education every semester in our program. This provides our students with not only the necessary knowledge and skills to become Athletic Trainers, but also the practice to master their skills prior to becoming nationally certified. Our program is tailored toward students who want to be involved in both healthcare and sports, working with athletes of every caliber to prevent injuries and to provide a continuum of care to return them to activity after injury.

To achieve our mission, we recruit students from both Arizona and across the country. We hold high expectations of our faculty, clinical preceptors, and students alike, fostered by a rigorous academic program and varied clinical experiences with expert clinician-educators. The first year in our program is in-person, while the second year is online to allow students to be placed in a clinical education setting of their choice at any of the affiliated sites we have established around the country.

The *core principles* of the program include: integrity, fairness/equity, altruism, dedication to lifelong learning, continual quality improvement, respect, persistence, and professional engagement. These principles guide our curricular development and delivery, along with our program assessment processes. From the content of our courses to our clinical assessments and mentoring, we strive to embody each of these core principles.

II. Program Student Learning Goals

In keeping with the mission of Northern Arizona University, and in accordance with the expectations of the profession of Athletic Training, the goals and objectives of the Athletic Training Program are to:

- ❖ Provide high quality didactic and clinical education components of our program.
- ❖ Recruit and retain students of diversity, including Native Americans.
- ❖ Prepare students to be successful on the national certification examination (BOC), assuring a high first-time passing rate.
- ❖ Provide educational support that prepares students to successfully complete the program.
- ❖ Provide an educational experience that prepares students for success in gaining employment as athletic trainers upon graduation, assuring a high employment or placement rate in an allied health-related program at 1-year post-graduation.
- ❖ Prepare students to be competent, evidence-based clinicians who are ready to transition to autonomous practice.

III. Code of Ethics

The National Athletic Trainer's Association (NATA) has developed a *Code of Ethics* for the purpose of guiding the membership regarding principles of ethical behavior that should be followed in the practice of Athletic Training. The student should become familiar with the NATA Code of Ethics, which can be accessed at: www.nata.org/codeofethics

The following Code of Ethics of the Athletic Training Program at Northern Arizona University was developed specifically with the Athletic Training student in mind and based on the same principles as the NATA Code of Ethics:

- a. Athletic Training students should neither practice nor condone discrimination against any legally protected class of people.
- b. Athletic Training students should not condone, engage in or defend unsportsmanlike conduct or practices.
- c. Athletic Training students should provide care based on the needs of the individual patient. They should not discriminate in providing care based on athletic ability.
- d. Athletic Training students should strive to achieve the highest level of competence. They should use only those techniques for which they are qualified and authorized to administer.
- e. Athletic Training students should recognize the need for continuing education to remain proficient in their practice. They should be willing to consider new procedures within guidelines that assure patient safety.
- f. Athletic Training students should recognize that personal conflicts and relationships might occur which may interfere with professional effectiveness. Accordingly, they should refrain from undertaking any activity in which personal issues could lead to inadequate performance or harm to a patient or colleague.
- g. Athletic Training students should use care to be truthful and not misleading when stating their education and/or experience.
- h. Athletic Training students should consistently demonstrate respect for others at all times, including their peers, supervisors, faculty and administrators, through respectful communication and professional behavior.

Code of Conduct

Students in the ATP are expected to act professionally in all aspects of their involvement with the ATP. While in the clinical setting, they will treat their clinical preceptors with respect. While in the classroom, they will treat professors with respect. At all times students will treat each other with respect. Conflict inevitably arises at times. Please see the section in this handbook on "Conflict Resolution" for an explanation of how students are to handle conflict situations.

In the classroom, students are expected to pay attention and be engaged at all times. Students should never be talking when a professor is talking and should feel free to talk during discussion or group work times. Tardiness is not tolerated. Unexcused absences are not tolerated. All of this reflects on the student's level of professionalism and commitment to the profession.

In the clinical setting, students are expected to understand the specific policies and procedures of each clinical site where they are placed. Student's experiences will be quite different at each site. These varied experiences are sought after to expand learning in different Athletic Training rooms and other allied health settings. Remember that students are representing the NAU ATP in every setting attended. Clinical experiences are meant to be educational—a place to expand and refine the knowledge learned in the classroom. These learning experiences are to be shared with all students in each setting. Therefore, it is expected that each student will be respectful of each

other's learning opportunities. At all times, students will be respectful of and follow instructions from their Clinical Preceptors (CP). Students should never act on their own when dealing with athletes/patients without consultation or supervision from their CP. Students should never have non-professional relationships (i.e., sexual or romantic) with any athletes, patients, coaches, or supervisors whom they work with. Students should always follow state and federal laws.

To further develop a high level of professionalism, we require students to attend the Winter AzATA (state association) meeting. Students are expected to behave and present themselves with the utmost level of professionalism while at these meetings. The NAU ATP has a reputation across and beyond the state of Arizona of having engaged, professional students. We expect to maintain this prideful reputation!

If, in any instance, a student is found to be disregarding this Code of Conduct, they will be called into a meeting with the Program Director and other faculty or clinical supervisors involved. In this meeting, after hearing about the situation from the students' perspective, consequences will be applied to the student, if/as the Program Director deems necessary. These consequences may include, but are not limited to: verbal reprimand, dismissal from their clinical site for a week, dismissal from their clinical site for a semester, or dismissal from the program. Any reprimand will be recorded in letter form, submitted to the Associate Dean of the college and placed in the student's program file.

Again, the ATP holds the development of professionalism in the highest regard. Please join us in maintaining the stellar professional reputation students before you have established. Take pride in representing your profession and NAU!

IV. Faculty and Staff

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V. Athletic Training Website

Information about the program can be found on the Athletic Training Website at <https://nau.edu/athletic-training/>. Information is current and will be updated routinely.

Clinical proficiencies will be tracked using the Typhon database. Students may view their progress for each of the proficiencies/content Standards in Typhon. Access to this website is through a link from our main website under the “Program” section and the Clinical Proficiencies link. This website is password protected.

VI. Academic Program

a. Application

Students may enter the Athletic Training Program by applying in the spring of their last undergraduate year or thereafter. Prospective students apply through both ATCAS and the NAU Graduate College. Admissions are competitive, limited, and require completion of specific prerequisite courses and other requirements. The number of applicants accepted annually is set between 30-50, considering both campuses. Visit the Athletic Training website for admission criteria: www.nau.edu/athletic-training/. All students are required to submit fingerprint verification cards through the state prior to beginning their clinical education assignments.

The curriculum is designed to be completed by full-time students in two years. Students should expect to study and prepare for class approximately 10-15 hours per week outside of class. The student will likely be required to live in a different location for a more varied clinical education experience during their second year. The clinical coordinator will work with each student to assure this placement is in line with their career goals.

b. Technical Standards

The Athletic Training Program at NAU is a rigorous and intense program. Specific requirements and demands are placed on 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 a student to achieve the knowledge, skills, and competencies of an entry-level Certified Athletic Trainer.

All students admitted to the program must meet the following abilities and expectations prior to graduation:

- Formulate assessment and therapeutic judgments and distinguish deviations from the norm.
- Perform appropriate physical examinations using accepted techniques; accurately, safely, and efficiently use equipment and materials during the assessment and treatment of patients.
- Demonstrate the ability to communicate, with or without accommodation, effectively and communicate at a level consistent with competent professional practice.

- Record physical examination results and treatment plans clearly and accurately.
- Maintain a 3.0 GPA.

c. Transfer Student Policy

Students who have been previously *enrolled* in another institution's CAATE accredited professional master's degree athletic training program and wish to transfer to our NAU MS-AT program, may transfer up to 25% (14 credits) of our total program credits (58 credits), per NAU Graduate College policy and at the program director's discretion. Application requirements used for admission to their previous program will be accepted in total as equivalent to our NAU application requirements. Students previously *enrolled* in another university's professional healthcare program *other than athletic training*, may be accepted using the application requirements for their previous program as equivalent to our application requirements, pending program director evaluation. We will work with each potential transfer student on an individual basis to assess an appropriate educational background to ensure success in our program.

d. Required Pre-Requisite Courses

BIO 181	General Biology/Intro course	3
BIO 201	Human Anatomy and Physiology I	4
BIO 202	Human Anatomy and Physiology II	4
BIO 334	Functional Kinesiology	3
BIO 338	Physiology of Exercise	3
CHEM 130 or 151	General Chemistry	3
NTS 165	Human Nutrition	3
PHY 111	General Physics I	3
PSY 101	Introduction to Psychology	3

Provide current CPR/First Aid Certification upon acceptance. CPR certification must be in-person (not online courses) and certifications must be either Basic Life Support (BLS) or Professional Rescuer (PR) from one of the following providers: American Heart Association, American Red Cross, American Safety and Health Institute, Emergency Care and Safety Institute, National Safety Council, or Canadian Red Cross.

e. Required Program Courses:

Summer 1 Semester (5 credits): (Aug1-28)

- AT 500 – Taping, Bracing, Padding in Athletic Training (3)
- AT 515 – Biomechanics of Athletic Injury (2) online

Fall 1 Semester (13 credits):

- AT 501 - Clinical Education I (3)
- AT 510 – Ethics in AT (1)
- AT 520 – Anatomy of Athletic Injuries (3)
- AT 530 – Modalities (3)
- AT 540 – Lower Extremity Evaluation (3)

Spring 1 Semester (15 Credits):

- AT 502 – Clinical Education II (3)
- AT 525 – Rehabilitation I (3)
- AT 535 – Pathophysiology/General Medical Conditions (2)
- AT 536 – Pharmacology (1) online (last 7-week session of semester)
- AT 545 – Upper Extremity Evaluation (3)

AT 555 – Research Design and Methods (3)

Fall Semester 2 (13 credits):

AT 504 – Clinical Education IV (3) online

AT 526 – Rehabilitation II (1) online (first 7-week sessions of semester)

AT 610 - Nutrition for Athletic Performance (3) online

AT 620 – Administration in Athletic Training (3) online

AT 630 – Health Informatics/Epidemiology (3) online

Spring 2 Semester (12 credits):

AT 505 – Clinical Education V (4) online

AT 625 – Professional Development (3) online

AT 635 – Psychology of the Injured Athlete (3) online

AT 597 – Comprehensive Exam Reading & Preparation (2) online

f. Attendance

Students in the Athletic Training Program are expected to attend all class meetings. Students should arrive to class on time and be ready for instruction or laboratory activities. If students need to miss a class for any reason, the professor must be notified prior to the scheduled class. If unable to notify the professor prior to class due to circumstances beyond the student's control, notify the professor as soon as possible. Students must notify the professor BEFORE class with the reason for the absence AND get a response that confirms the absence as either 'unexcused' or 'excused'. A 2% automatic deduction of final points will occur for initial unexcused absences. A 5% automatic deduction of final points will occur for each additional unexcused absence. If a student has an unexcused absence, they are not allowed at their clinical site that day/night.

g. Specific Health Care Trainings

Students are required to complete the following trainings during their first week in the program – and prior to their first day at their clinical site: OSHA blood-borne pathogens; HIPAA; and FERPA. These trainings are provided online with more details provided at our Program Orientation.

VII. Advising, Registration and Scheduling

Once accepted, students will work closely with our Program Coordinator or an AT faculty member. The Program Coordinator will assist with registration and scheduling as well as any other academic issues. Students may not drop any classes without prior approval of their faculty. Students are ultimately responsible for scheduling and completing the coursework required for graduation.

VIII. Clinical Preceptors

The Clinical Preceptor shall provide instruction and evaluation of Athletic Training students on the program's proficiencies/content Standards (listed in Typhon). The CP shall directly supervise the student by being physically present in order to intervene on behalf of the individual being treated and shall evaluate student proficiency in a one-on-one basis. The CP shall instruct the clinical skills that support Athletic Training services. The CP shall provide for demonstration and feedback in the student's development of skills mastery and participate in accepted educational practices for evaluation of the student as skills mature.

Graduate Assistants employed by NAU Athletics who have successfully completed the national Board of Certification (BOC) Examination may be invited to complete the Clinical Preceptor Workshop offered by the

NAU Athletic Training Program. Graduate Assistants who complete this workshop may function as a Clinical Preceptor. Graduate Assistants will not serve as a CP for more than two Athletic Training students per semester.

IX. Clinical Assignments

a. General Guidelines

The Clinical Coordinators, with input from the Program Director, will make clinical assignments based on the student's professional goals, hometown if desired, and site availability. For their second year in the program, all students will choose a clinical site outside of the town they were placed in for their first year. There are numerous complex reasons for this. Final placement decisions for 2nd year students will lie with the CEC, CC (PBC) and PD, and will be communicated with each student by March of their first year in the program.

Second (2nd) year students will submit their clinical site preference worksheet to the CEC/CC (PBC) on February 1st of each academic year. Second year students must be placed at a site for which the program has an affiliation agreement between the site and the NAU AT Program. If a student wishes to be placed at a site that does not have an agreement with NAU, the student must notify the CEC and CC (PBC), along with the Program Director, who will explore the possibility of entering an agreement with the potential site. If the potential site meets the requirements and criteria (as determined by the CEC, CC and PD) to be a clinical site for NAU AT students, an agreement will be sent to the site for signature. A signed agreement must be in place prior to May 1st in order for a student to be placed there for their 2nd year.

Students are expected to be punctual for clinical assignments. In the event that the student will be late or cannot be present for an assignment, the student must notify their CP at least 2 hours prior to the tardiness or absence.

Interference due to outside employment is not a valid reason for attendance or punctuality problems at the student's clinical education assignment.

Preceptors will provide an annual Orientation meeting for all students, as tracked in Typhon. This includes review of their policies and procedures, OSHA-BBP procedures and supplies, venue-specific EAPs and where those are located, and sanitary hand washing stations and procedures. Preceptors will regularly evaluate the Athletic Training student's proficiency in clinical skills and complete three evaluations per semester. Preceptors should discuss evaluations with the student prior to submitting the evaluation in Typhon. The Clinical Coordinator will provide students with copies of all evaluations upon request. Likewise, students will have the opportunity to evaluate their Preceptor each semester. Answers should be based on the quality of the student's experience, not the personality of the Preceptor.

b. Hours

The program policy regarding number of clinical hours per week and semester is as follows:

1st year students –average between 20-25 hrs/wk each semester

2nd year students –average between 20 to 40 hrs/wk (excluding Clinical Immersion period)

- **During the pandemic, weekly minimum hours have been adjusted to a minimum of 10 hours per week to allow for adherence to clinical site COVID-19 policies, limiting the number of people at any one time in the facility. Students should strive to meet 20 hours minimally. However, if in a given week - due to a COVID-related reason - you are under 20 hours, you will be required to fill out a brief online form and have your CP sign it. You'll then upload that form with your clinical education course weekly journal for that week within the course BBLearn shell.**

Additionally, students must have one full day off per 7-day period, except for the designated Clinical Immersion period in their final semester. Students should strive toward maximum hours, *as long as there is sufficient time to excel academically*. Students must attend clinical experiences weekly for the duration of the clinical education course, unless otherwise approved by the instructor of the course. Students should expect to spend a minimum of 20 hours per week at their clinical site. It is the philosophy of the program that experience in the clinical education setting will allow the student to become more competent, proficient and confident as an Athletic Training student. *Remember that academics are a priority and clinical hours should not conflict with class or study time.* No student should ever exceed 40 hours per week at their clinical education site, unless during their Clinical Immersion period. Students on First-Semester Probation are limited to 15-20 hours per week. Students on Second Semester Probation are not allowed at their clinical education site for a full semester (see “Probation” below).

c. Clinical Education Courses

Clinical Education courses (*AT 501, 502, 504, and 505*) provide opportunities for students to practice and refine their clinical skills and for the evaluation of their proficiency in those required skills. Competence in these skills is to be developed during class laboratories, clinical education courses, clinical education sites, and with outside practice. Clinical education may be on campus or off campus depending on availability and will require afternoon, evening, and weekend time commitments. Preceptors will determine student schedules in consultation with each student. Practice and competition times will fluctuate by institution and sport assignment.

Clinical experience is essential because it gives the student the opportunity to work directly with active people from various backgrounds in the prevention, evaluation, treatment and rehabilitation of athletic injuries, **including non-sport injuries**. In addition to the Athletic Training room, students will complete one- to two-week break out rotations to observe and interact with physicians and other allied healthcare providers in their professional settings. For most of these rotations, the student must provide immunization records. These rotations provide opportunities for **Inter-Professional Education (IPE)** and practice (IPP), specifically working with other types of healthcare providers. IPE events will be offered each semester to students, with at least one mandatory IPE event per semester during their first year. These will vary per campus placement as opportunities arise.

Included in the clinical component of the Athletic Training Program is a “**clinical immersion**” lasting 1 month during the last semester of the curriculum. This experience is defined as a practice-intensive experience that allows the student to experience the totality of care provided by athletic trainers. Students must participate in the day-to-day and week-to-week role of an athletic trainer for a designated period of 1 month. There are no hour restrictions during the immersion and no didactic coursework will be due during this period to allow the student a full immersion experience.

d. Athletic Training Student Travel

Unsupervised student travel with a sports team is in direct non-compliance of the *CAATE 2020 Standards for the Accreditation of Professional Athletic Training Programs*. This means that the Clinical Preceptor must be physically present and have the ability to intervene on behalf of the patient and athletic training student to provide on-going and consistent education. Thus, student travel with a sports team when a Clinical Preceptor is not present is not allowed. Travel is allowed only when accompanied by a Clinical Preceptor.

Students who have been placed on First or Second-Semester Probation may not travel with their Clinical Preceptor further than 20 miles from their primary clinical site. This is set in policy to protect the student’s time commitments to promote improvement in their academic work.

e. Transportation to Clinical Sites

Students are responsible for their own transportation to and from their clinical assignments. Students are responsible for auto insurance on personal vehicles. ***Students should never transport an athlete in their personal vehicle.***

f. Confidentiality

Patient/Athlete confidentiality is of the utmost importance, particularly in athletics where there are many bystanders. At no time should that confidentiality be breached. Students should not discuss confidential patient/athlete medical information with anyone (the press, professional scouts, roommates, parents, boyfriend/girlfriend, etc.) other than their CP and/or overseeing physician. All records are confidential and should never be removed from the clinical site without permission of the Preceptor. ***To assure that students are aware of confidentiality laws, each student must complete HIPAA and FERPA training before they begin at their clinical site.*** These trainings are offered in the summer when new students report for their first courses in the program.

g. Conflicts

Conflicts in the Athletic Training room will happen. A student may have a difference of opinion with a CP or another Athletic Training student regarding patient care. Students are encouraged to discuss this privately with the other person at an appropriate time. Never argue in the presence of the patient. This may undermine the patient's confidence in the CP and/or the student. The Certified Athletic Trainer, in consultation with the directing physician, makes final decisions regarding care of the athlete. If a peer conflict cannot be resolved, the situation should be brought to the attention of the CP. If problems remain unresolved, students may contact the Clinical Coordinator who will intervene and serve as a mediator until the conflict is resolved.

h. Mental Health

The program realizes that the mental health and well-being of our students is critical to their success. Thus, we like to emphasize that the Health Center on the Flagstaff Campus and the health services provided to our PBC students via the ASU Student and Community Health Center are available for you to seek assistance as needed.

X. Professional Appearance

There are very few things more important for the student than developing the professional respect and confidence of patients and colleagues. Appearance is the most outward sign of professionalism. While on clinical rotations, students will be required to dress in a professional manner and wear their name badge (provided by program) that identifies them as an MS-AT student. Remember to set yourself apart from the athletes. Blue jeans or jean shorts are not acceptable. Tennis shoes are acceptable, but must be in good condition. Any visible piercing (other than ears) should be removed during work hours. Overall grooming and hygiene should be maintained. Extremes of appearance are to be avoided during clinical rotations. Remember that students are representing NAU, the AT Program and themselves. Program polo shirts are provided to each student at the beginning of the year, along with magnetic name tags to be worn during clinical education to distinguish between the student and other healthcare providers. The following guidelines describe what is considered appropriate professional attire.

a. NAU Athletic Training Room

- NAU Athletic Training polo (*provided*)
- Blue or Khaki pants or shorts

b. Athletic Training Room (other than NAU)

- Collared shirt
 - NAU Athletic Training polo (*provided*)
 - Khaki pants or dress shorts (*any color*)
- c. Clinical Rotations**
- Business casual
 - Collared shirt (*NAU Athletic Training polos are acceptable*)
 - Khaki pants or slacks (*any color*)
- d. Professional Meetings**
- Business casual
 - MEN - Dress shirt, tie, and slacks
 - WOMEN - Pant suit, dress, or skirt and blouse
- e. Classes**
- Comfortable, but please no revealing clothing

XI. Professional Relationships

a. Medical Professionals

Students should act professionally when interacting with physicians and other medical professionals. These interactions are very important to the clinical education of the student and they are to be actively sought out. Students are encouraged to ask questions when appropriate and to use appropriate medical terminology.

b. Athletes

Students should conduct themselves in a professional manner at all times. At no time should they engage in conduct that would undermine an athlete's confidence or cause a conflict of interest in the care of an athlete. This includes social interaction with athletes/patients outside of the student's clinical assignment and romantic relationships with any athlete/patient at the clinical site at which the student is placed.

a. Coaches

It is important that students develop professional relationships with coaches. Generally, a CP will provide status reports to coaches, although students will be required to do this on occasion. The student should discuss how to handle the coaches' questions with their CP. A student's interaction with coaches should increase with their clinical experience. Occasionally such interactions can present difficulties. If a student has difficulty with a coach or athlete, he/she should make this known to the CP immediately. Most problems can be easily resolved if approached early and properly.

Social/romantic relationships with coaches are forbidden. Such relationships will be cause for dismissal from the program. If a coach approaches the student, the student should inform their CP immediately.

b. The Media

Students in clinical rotations, especially in the collegiate setting, may be asked by the press to provide information about an athlete's condition. Reporters may do this very subtly, without asking a direct question. Students should be mindful about patient/athlete confidentiality when dealing with the press. The best policy when confronted by the press is to be polite, but redirect them to your CP. Remember, nothing mentioned while talking to the press is "off the record."

XII. Medical Facilities in Flagstaff and Phoenix

NAU Athletic Training Room

(928) 523-1040

Coconino High School Athletic Training Room

(928) 773-8240

Flagstaff High School Athletic Training Room

(928) 773-8140

Student Health Center

(928) 523-6033

Medical Facilities in Phoenix

ASU Health Services Community Health Center

500 N. 3rd Street, Health South Building, Suite 155

Phoenix, AZ 85004

(602) 496-0721 / 480-965-3349

XIII. Retention in the Program

a. Requirements for Retention

To be retained in the Athletic Training Program, students must:

- i.* Maintain a 3.0 or better cumulative grade point average for all coursework while in the program. Additionally, no student may have more than 6 semester hours at a “C” level.
- ii.* Earn a 3.0 or better semester GPA each semester.
- iii.* Earn a “C” or better in all courses required to complete the degree. Failure to achieve these minimum grades will **necessitate retaking the course. This may extend the student’s graduation date.**
- iv.* Complete the clinical proficiencies assigned during each semester.
- v.* Be in good academic standing with the university and comply with university policies.
- vi.* Abide by local, state, and federal laws.
- vii.* Abide by the statutes and rules of the Arizona Board of Athletic Training.
 - Students must perform under the supervision of a licensed Athletic Trainer.
 - Only a licensed Athletic Trainer is allowed to prepare an initial treatment plan, initiate or re-evaluate a treatment plan, or authorize in writing a change to a treatment plan.
- viii.* **Please read and sign the Testing Policy Signature Form at the end of this Handbook and return with your packet of forms.**

b. Probation

It is a program requirement that students MUST complete four full semesters of clinical education experience. If a student has been on Second Semester probation (see below) and thus not gaining experience at their clinical site, they need to be aware that this will prolong their graduation by one full fall or spring semester while they complete their fourth FULL semester of clinical education. The program director will not be able to sign the required “BOC Program Director Endorsement” that allows the student to take the BOC exam, without the student completing 4 full semesters of clinical education.

i. First-Semester Probation

Probation will serve as a warning to students that their progress in the program is not satisfactory. Students placed on first-semester probation may not complete more than 20 hours per week at their respective clinical site. More severe consequences will occur if the problem is not addressed. **If students are placed on probation due to GPA and/or grade issues, an *Academic Improvement Plan* will be created to assist the student in improving their academics.** Students may be placed on probation for the following reasons:

- Cumulative grade point average falls below a 3.0.
- Semester grade point average is below a 3.0.
- Failure to complete the clinical proficiencies for a given semester.
- Failure to earn a “C” or better in a course required for the major.
- Accumulation of more than 6 credits of “C” within the program.
- Failure to remain in good standing academically with the university.
- Failure to abide by university policies (i.e. cheating, plagiarism, etc.).
- Failure to abide by the statutes and rules of the Arizona Board of Athletic Training or state/federal laws.
- Violation of the Student Code of Conduct.

ii. Second-Semester Probation

Students on second-semester probation will not be allowed to have a clinical assignment. This will allow the student to devote more time to academics and improving their semester and cumulative GPA. If the student is put on second-semester probation and is ***out of the clinic*** for the semester, they cannot pass the clinical education course assigned to that semester and will need to withdraw from the course. Thus, they will need to take that clinical education course the following full semester (fall or spring). ***This may prolong the student’s graduation by a full semester.*** Students may be placed on second-semester probation if:

- Semester and/or cumulative GPA requirements are not met after first semester probation and working within their Academic Improvement Plan.
- Students do not earn a “C” or better in a required course after first semester probation and working within their Academic Improvement Plan.
- Violation of the Student Code of Conduct.

iii. Dismissal from the Program

The Athletic Training faculty will make decisions regarding the recommendation to the Graduate College of dismissal of a student from the program. A letter will be created by the Program Director, discussed with the student, and sent to the Graduate College, recommending dismissal. This letter will be placed in the student’s file and sent to the student. For a full description of this process, please see University Graduate Program Dismissal Policy at: <https://policy.nau.edu/policy/policy.aspx?num=100319>

Students who have not remedied their probation status at the end of two probationary semesters, whether consecutive semesters or not, will be recommended for dismissal from the program. Thus, students may only be on any form of probation for two semesters while in the program. If they require a third semester of probation, they will be dismissed from the program.

Other circumstances (i.e. sacrificing patient confidentiality, unprofessional relationship with a patient, repeated disrespect demonstrated toward others, etc.) may result in a student being recommended for immediate dismissal. These situations will follow the university dismissal process and be dealt with on a case-by-case basis.

c. Procedure for Disciplinary Action

Students are required to adhere to the Code of Ethics established by the Program, the Arizona Licensure Laws governing the profession, the Program Code of Conduct, the NAU Student Code of Conduct adopted by the Arizona Board of Regents, and all state and federal laws.

An infraction of the Code of Conduct may result in the following:

1st infraction – verbal and/or written professional warning; possible suspension from clinical site;

2nd infraction – may result in one or all of the following:

- a. removed from the clinical site,
- b. assignment of failing grade for the clinical education course for that semester,
- c. mandatory re-enrollment in the clinical education course in a subsequent semester;

3rd infraction – recommendation for dismissal from the Program.

When an infraction occurs, the following steps must be followed:

1. The instructor or the Clinical Preceptor meets with the student to discuss the incident.
2. The instructor or Clinical Preceptor submits a written report of the incident to the Program Director, including any outcome or resolution.
3. If not resolved, the Program Director meets with the program faculty, student, and a silent witness if selected by the student, to discuss the incident. This meeting is to give the student an opportunity to present their case. Following this meeting, the Program Director will determine the appropriate disciplinary action, if any.
4. The Program Director submits the recommendation for disciplinary action in writing to the Department Chair for review and approval.
5. The Program Director and/or Clinical Coordinator meet with the student to discuss the incident and the disciplinary action approved by the Chair.
6. The Program Director and student then sign a letter documenting the incident and process, which is put in the student's permanent program file. The Chair and Associate Dean are notified of this action by letter. All materials pertaining to the disciplinary action are kept in a separate file in the Program Director's office.

Critical Incident:

If a student commits an infraction that is of a critical nature, the Program faculty may meet and recommend immediate dismissal of the student from the Program, regardless of any previous infractions. If dismissal from the AT Program is recommended, then the University Program Dismissal Policy is followed:

https://www2.nau.edu/~provo-p/doc/Program_Dismissal.doc

Examples of critical incidents may include, but are not limited to:

1. Poor judgment that jeopardizes the safety and/or comfort of athletes/patients.
2. Failure in safeguarding institution or client/patient confidentiality.
3. Leaving a clinical assignment without proper notification of appropriate personnel.
4. Gross insubordination or slander to a clinical preceptor or instructor.
5. Clinical attendance under the influence of alcohol or other drugs.
6. Manipulating drug supplies, narcotics, medication or patient records.
7. Aiding, abetting or assisting any person to violate or circumvent any law, rule or regulation intended to guide the conduct of Athletic Trainers.
8. Non-compliance with policies and/or procedures in the Northern Arizona University Student Handbook and/or course syllabi.
9. Non-compliance with Arizona Board of Athletic Training licensure laws (available on the previously referenced website).
10. Non-compliance with NATA Code of Ethics (<http://www.nata.org/codeofethics>).
11. Violation of any provisions of this Handbook or of the Code of Conduct.
12. Violation of any city, county, state, or federal laws that result in a felony charge.

Appeal Process for Dismissal:

The student may appeal the findings and/or recommendations of dismissal to the Program Faculty. Further description of this process can be found on the *NAU Academic Standards Committee* website at: https://www2.nau.edu/~provo- p/doc/Program_Dismissal.doc

XIV. Professional Associations

Students are strongly encouraged to join professional athletic training associations. Professional association membership is an important indicator of commitment to the profession. See the Program Director for membership processes.

a. National Athletic Trainers' Association (NATA)

Dues = \$125 per year - as of 2019

Includes:

- *NATA News*
- Discounted registration to clinical symposiums
- Discounted fee for the national certification exam
- Eligibility for Scholarships

b. Rocky Mountain Athletic Trainers' Association (RMATA) – District 7

Dues included with NATA membership

Includes:

- Discounted registration to clinical symposiums
- Eligibility for scholarships

c. Arizona Athletic Trainers' Association (AzATA)

Dues included with NATA membership

Includes:

- Discounted registration to winter and summer meetings
- Eligibility for scholarships

Students are required to attend the AzATA Winter Meeting in January/February and are encouraged to attend the RMATA meeting in March/April. Transportation and lodging may be provided through funds available to the NAU AT Program. If for any reason the student is unable to attend the AzATA meeting in January/February, the student must submit a written petition to the Program Director two weeks in advance. Students failing to take this action may be placed on probation.

XV. Certification and Licensure

a. Certification

All students are working toward the professional credential for the practice of athletic training, “Certified Athletic Trainer” or “Athletic Trainer, Certified” (ATC). To become certified, students must:

- Receive their degree in Athletic Training from a CAATE accredited program.
- Pass the Board of Certification (BOC) examination. Students may sit for the exam during their final semester of their master’s program or thereafter.

Successful completion of these two requirements will result in a student becoming an “AT”.

Fees associated with the certification examination (as of 2019)

Application Fee: (one-time non-refundable fee)	
• NATA Members	\$35
• Non-members NATA	\$60
Examination Fees:	
• First time candidate	\$330
• Retake Candidate	\$330

**Candidates re-taking the exam are not required to pay an application fee if the exam is taken during the candidate’s one-year eligibility period.*

Students should begin applying for the exam in the semester before they plan to take it. This may ensure preferred exam dates. Students apply for the exam on the BOC website (www.bocatc.org).

b. Licensure

Students in professional programs are exempt from licensure in the state of Arizona. Students must however practice under the supervision of a licensed Athletic Trainer. Once the student becomes certified by the BOC, the student is eligible for licensure in the state of Arizona. If the student plans to stay in Arizona and practice Athletic Training, the student must become licensed. If the student practices outside of Arizona, it is the student’s responsibility to investigate the laws governing the practice of Athletic Training in that respective state. The Program Director will be a resource for students seeking employment in other states, regarding those licensure laws. The Arizona licensure initial fee is \$325.

- Please refer to the Professional Licensure by State [table](#) for information on NAU’s Athletic Training Graduate Program that is offered for all 50 states, DC, and the five U.S. territories.

XVI. Health and Immunizations

Students must have a physical examination completed by a licensed practicing health care provider (i.e. M.D., D.O., PA-C, NP). The program uses a standard form (*Appendix B*) for this evaluation. The practitioner should

attest that the student is able to meet the technical standards (*Appendix D*) for the program. All information given by the student on the health evaluation is expected to be correct and current.

The following immunizations are required to be up to date while in the Athletic Training Program:

- **Hepatitis B** - a 3-shot series must be started at or before the time of enrollment and proof of vaccinations submitted upon completion; *Students electing to not receive the Hepatitis B vaccinations must sign the Hepatitis B Vaccination Release Form (Appendix C).
- **Measles, Mumps, Rubella** - two sets completed
- **Tetanus** - every ten years
- **Diphtheria**
- **TB Skin Test**- immediately prior to beginning program and then **every two years**

These immunizations are available from NAU Health Services and the students' primary care physician. The cost of the physical examination and immunizations is the student's responsibility. Records of the student's health evaluation and immunizations must be submitted to the Program Coordinator or loaded into Typhon prior to beginning clinical rotations.

XVII. Disability Resources

The Athletic Training Program works collaboratively with NAU Disability Resources (DR) to make accommodations for students with disabilities. All students must read and sign the Technical Standards (*Appendix B*) for the program upon acceptance. This form serves as official notification of the specific technical standards for completion of the program as required by the Americans with Disabilities Act and section 504 of the Rehabilitation Act. Requests for accommodation are not reviewed as part of the criteria for program admission and such requests are not used prejudicially against the student. Students requesting accommodation should contact the DR office as soon as possible. Ideally, accommodation requirements should be in writing before the beginning of the semester but can be completed at any time. If a student's condition changes while in the program, the student is highly encouraged to contact the Program Director and/or the DR office within two weeks of the change.

XVIII. Communicable Disease Policy

A communicable disease is defined as a disease that may be transmitted directly or indirectly from one individual to another. Diseases such as streptococcal sore throat and influenza can be spread by discharge from nose or throat, either by droplet through the air or by contact with objects contaminated by these discharges. Thus, they can be spread by casual contact such as that which occurs in a school setting or healthcare environment. Students who are diagnosed by a medical professional with a communicable disease that may be transmitted by casual contact should immediately notify their Clinical Coordinator as well as their CP. The student shall not report to their clinical assignment until cleared by a physician.

All students admitted to the Program are required to go through an OSHA Blood Borne Pathogen training before beginning their clinical education. The OSHA BBP training is provided through the Program and institution online. AIDS and Hepatitis B can be spread by direct blood transmission into the blood stream of another and by semen or vaginal fluid contact. These diseases do not pose a risk if body fluids such as blood are correctly handled and OSHA guidelines are followed. ***By signing the Appendix D – Letter of Agreement, the student is verifying that they understand this Communicable Disease Policy.***

XIX. Student Professional Liability Insurance & Secondary School Fingerprinting

ALL students are required to purchase a professional liability insurance policy providing \$1M/\$3M coverage. Several companies provide such policies, and students may obtain their insurance from a company of their choosing. The cost of insurance is approximately \$20 - 40 per year depending on the insurance company. Students must show proof of this professional liability insurance prior to beginning clinical rotations each year.

To purchase professional liability insurance coverage from HPSO (cost of \$40 as of 2020) visit:
<https://forms.hpsso.com/mustela/site?productName=HCI#/QuickQuote>

All students must be fingerprinted through the state fingerprint verification process prior to beginning clinical rotations in the program. Students are required to pursue the fingerprinting during the spring that they are admitted to the program, before beginning the program that summer, as finger print verification can take up to 8 weeks to be processed! Students working in high school athletic training rooms must typically complete a school district Volunteer Packet. Please contact the head athletic trainer at the high school site that you have been assigned to obtain a packet. Once the packet is complete, the student will be required to show proof of fingerprint verification at the district office.

XX. Financial Assistance

NAU Financial Aid Office 928-523-8670

Procedures for applying for financial aid are available from the financial aid office of the University (<https://nau.edu/office-of-scholarships-and-financial-aid/>). The student should set up a meeting with a financial aid counselor to assess the student's need. All students should submit a FAFSA application to make them eligible for need-based scholarships. There are scholarships available through various professional organizations (i.e. NATA, RMATA), the college, the NAU Blue and Gold alumni, and the Athletic Training Program. Most professional organizations will require membership for eligibility. See our program website for more information on scholarships. For information on expenses (i.e. tuition, room, board, etc.) while attending NAU, please refer to the Graduate Catalog or the university website (<https://nau.edu/admissions/tuition-and-cost/>)

XXI. Outside Employment

The clinical education component of the curriculum requires students to complete extensive afternoon, evening, and weekend clinical rotations. These clinical rotations will likely interfere with the student's ability to hold outside employment, though it is not impossible. Students need to make appropriate financial plans prior to enrolling in the program. Students are not prohibited from holding outside employment, ***but such employment may not interfere with the student's clinical assignments or their ability to complete coursework.***

XXII. Grievance Policy

The Athletic Training Program (ATP) at NAU realizes that misunderstandings and disagreements may arise during the course of a student's enrollment in the program. University student grievance procedures are followed.

Informal Procedures

Initially, disagreements, complaints, misunderstandings and grievances directly associated with the student's commitments or involvement in the ATP may be resolved by using informal discussion, exchanges, counseling, and other informal procedures. It is the intent of this policy to maximize these informal procedures so long as such measures prove effective.

Formal Procedures

The formal procedural provisions of this policy should be set in motion only when the informal procedures prove to be or manifestly will be ineffective. It is expected that the great majority of cases will be handled in accordance with informal procedures. For the administration of formal grievance/complaint procedures, the NAU policy will be followed. Please see this policy at: <https://in.nau.edu/office-of-student-affairs/formal-complaint-process/>

Complaint

The student may file a complaint, in writing, with the Program Director. If the complaint involves the Program Director, the complaint should be filed with the Chair of the Physical Therapy and Athletic Training department. Such complaint shall state the name, address, phone number, and email address of the complainant; the names, times, places of persons and/or events surrounding the subject of the complaint; and the substantial nature of the problem, to fairly apprise the Program Director or Department Chair of the facts and/or parties incident to the complaint.

Adapted from the Northern Arizona University Student Grievance System.

Name: _____ Birth date: _____

S.S.#: _____ - _____ - _____ NAUID#: _____

Flagstaff Address: _____ Permanent Address: _____

PATIENT HISTORY

Have you or an immediate relative ever had any of the following conditions: (if yes please explain)

	YES	NO	COMMENTS
Allergies			
Anemia			
Arthritis			
Asthma			
Concussion			
Diabetes			
Eating Disorder			
Epilepsy			
Fainting			
Hearing Trouble			
Heart Condition			
Hepatitis			
Hernia			
Kidney Trouble			
Menstrual Irregularities			
Migraine Headaches			
Mononucleosis			
Rheumatic Fever			
Valley Fever			

Are you currently under the care of a physician? YES NO

IF yes, please explain : _____

Are you currently taking any medications? YES NO

IF yes, please explain _____

Have you ever received counseling or treatment for a substance abuse problem? YES NO

IF yes, please explain _____

Have you ever received psychological counseling or treatment? YES NO

IF yes, please explain _____

Have you ever had surgery? YES NO

IF yes, please explain _____

Have you ever had a fracture? YES NO

IF yes, please explain _____

PATIENT STATEMENT	
I attest that the above statements are true.	
	Date

PHYSICAL EXAM *To be completed by physician*

Height: _____ Weight _____
 Eyes: R 20/ _____ L 20/ _____ Contacts _____ Pupils _____
 With/Without correction _____ yes / no R>=<L
 Pulse (resting): _____ BP: _____ / _____
 Ears _____
 Nose _____
 Throat _____
 Lymph Nodes _____
 Heart _____
 Lungs _____
 Abdomen _____
 Genitalia (M) _____ Hernia (M) _____
 Urinalysis (dipstick): Normal Abnormal

If the following labs are appropriate or performed, please provide results.

Chest x-ray:

HCT:

PHYSICIAN STATEMENT	
I attest that this student is physically able to meet the attached technical standards for the Athletic Training Education Program at Northern Arizona University.	
	Date
Signature of physician or healthcare provider	
Name and location of physician or healthcare provider	

Name: _____

NAU ID: _____

Technical Standards for Admission

The Athletic Training Program at Northern Arizona University is a rigorous and intense program. Specific requirements and demands are placed on 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 a Student Athletic Trainer to achieve the knowledge, skills, and competencies of an entry-level Certified Athletic Trainer.

All students admitted to the Athletic Training Program must meet the following abilities and expectations prior to graduation:

- Formulate assessment and therapeutic judgments and distinguish deviations from the norm.
- Perform appropriate physical examinations using accepted techniques; and accurately, safely, and efficiently use equipment and materials during the assessment and treatment of patients.
- Demonstrate the ability to communicate, with or without accommodation, effectively and communicate at a level consistent with competent professional practice.
- Record physical examination results and treatment plans clearly and accurately.
- Maintain a 3.0 GPA.

I certify that I have read and understand the technical standards listed above, and I believe to the best of my knowledge that I meet each of these standards. I understand that if I am unable to meet these standards I will not be admitted into the program. I further understand that if at any time prior to graduation I am unable to meet these standards I will not be allowed to continue in the program.

Signature of Applicant

Date

If the student has a documented disability, the student can arrange for accommodations by contacting the office of Disability Resources at 523-8773 (voice), 523-6906 (TTY). In order for the student's individual needs to be met, the student is required to provide DR with disability related documentation and is encouraged to provide it at least eight weeks prior to the time the student wishes to receive accommodations. The student must register with DR each semester they are enrolled at NAU and wish to use accommodations. Concerns or questions regarding disability related accommodations should be brought to the attention of DR or the Affirmative Action Office.

APPENDIX C
Athletic Training Program
Hepatitis B Vaccination Release Form
OPTIONAL

Name: _____ NAU ID: _____

The Athletic Training Program at Northern Arizona University recommends that all athletic Training Students be vaccinated against HBV. The student receiving the vaccinations must provide documentation showing proof of the vaccination series or provide the completed and signed release form herein.

I understand that due to my occupational exposure, as an Athletic Training student, to blood or other potentially infectious materials, I may be at risk of acquiring hepatitis B virus (HBV) infection.

I acknowledge that I have elected **not** to receive the HBV vaccination series and release Northern Arizona University, the Athletic Training Program, as well as my assigned clinical rotation site and employees from any liabilities and consequences if I contract the hepatitis B virus.

Student Signature

Date

Witness Signature

Date

Athletic Training Student Handbook and Code of Ethics

I, _____, hereby acknowledge that I have received a copy of the Athletic Training Student Handbook and Code of Ethics for the Athletic Training Program at Northern Arizona University (NAU). I further acknowledge that I have read the principles listed in the Code of Ethics as well as the policies set forth in the Handbook. I fully understand, agree with, consent to, and will abide by the terms outlined in the Student Handbook.

Student Signature

Date

This document was signed before me this _____ day of _____, 20_____

Notary Public
(Seal)

Testing Policy Signature Form

To assure that all of our students are making progress toward a successful career in Athletic Training, we hold our students to high standards regarding testing within the program. The following are our testing policies that are used across our curriculum. Each professor may implement additional testing policies, as they deem appropriate.

1. Students must pass each written test in the curriculum with a score of 70% or better, excluding the final written exam in the course. If the student's score is below 70%, the student will be required to *retake the exam*. This is to ensure that the student is mastering the content of each exam. At that time, the student will receive the highest score earned, with maximum score of 70% possible.
2. Students are only allowed two exam retakes per course. If they require a third retake in any course, they will not be allowed to take the Board of Certification (BOC) exam until after they graduate (i.e. the June exam). This is to allow the student extra clinical time to learn the content and application of the content more deeply.
3. Any student who requires more than 5 exam retakes in their first year in the program will not be allowed to take the BOC until after they graduate. This is to ensure success on the exam by allowing more time to prepare.

By signing below, you attest that you have engaged in the discussion about this policy, understand the policy, and will abide by this policy.

Student Signature

Date

Student Printed Name

PHOTO/VIDEO RECORDING RELEASE

I grant permission to the Arizona Board of Regents, for and on behalf of Northern Arizona University, and its agents and employees ("NAU"), to copyright and publish, as well as otherwise use, reuse, republish and make derivative works of, all or any part of photographs and/or motion pictures and/or voice recordings and/or written and/or spoken statements taken of me on the date(s) and at the location(s) listed below (the "Photos/Recordings"). This permission relates to any media or publication now or hereafter known, including on the NAU website and the internet generally, for the purposes of, but not limited to: Photos/Recordings that are printed, moving, audio, and/or electronic; and all exhibits, public displays, commercial art, illustrations, promotions, art, editorial works, and for advertising or commercial purposes. This permission is granted without limitation or reservation.

I hereby waive any right to inspect or approve the Photos/Recordings that may be used by NAU, now or in the future, whether the use is known or unknown to me. I also hereby waive any right to royalties or other compensation arising from or related to the use of the Photos/Recordings that may be used by NAU.

I hereby agree to indemnify, release and hold harmless NAU from and against any claims, demands, damages or liability arising from or related to the use of the Photos/Recordings, including but not limited to any claims arising from defamation or violation of any right of publicity or privacy, and also including but not limited to any re-use, distortion, blurring, alteration, optical illusion or use in composite form, either intentional or otherwise, that may occur or be produced in production of the final product. I agree that it is solely within the discretion of NAU to decide whether and how to use the Photos/Recordings.

This Release will be binding upon me and my heirs, legal representatives, and assigns.

Unless my parent or guardian signs where indicated on the signature lines below, I certify that I am 18 years of age or older, and I am competent to contract in my own name. I have read this Release and I fully understand the contents, meaning, and impact of this Release.

[For subjects of the Photos/Recordings who are under 18, this Release must be signed by both the minor subject and his/her parent or guardian. By signing, the parent or guardian attests that he/she is competent to contract in her/his own name, has read this Release before signing below, and fully understand the contents, meaning, and impact of this Release.]

By signing this Release, the parent, guardian, student, and/or individual understands that NAU has designated Photos/Recordings of students at student activities as "directory information" pursuant to the Family Educational Rights and Privacy Act of 1974 (FERPA). I understand that FERPA prohibits the release of certain information without my written consent. However, directory information may be released without my consent. In any event, pursuant to FERPA, I hereby consent to the disclosure of Photos/Recordings related to me as described herein. I certify that this consent is given freely and voluntarily. I may revoke this consent at any given time by providing written notice of such revocation to the NAU office or employee who maintains this authorization. I understand that in order to revoke this release, I must present the request in person with NAU accepted photo identification. I understand that this authorization remains in effect until my written revocation is received the NAU office or employee unless noted differently herein.

Date(s) of Photos / Recordings

Location(s) of Photos / Recordings

Purpose of Photos / Recordings

Name of NAU Photographer(s) / Recorder(s)

Name of Subject of Photos / Recordings NAU ID # of Subject of Photos / Recordings

SIGNATURE OF SUBJECT OF PHOTOS / RECORDINGS:

Signature Date

Parent/Guardian Signature and Printed Name (Parent or Guardian must sign only if Subject of Photos/Recordings is under age 18)

E-mail or Mailing Address of Signatories