The policies and requirements of the R.H. Daniel School of Nursing and Health Sciences are constantly being reviewed and are subject to revision by the School. This is necessary in the light of developing technology and changes occurring in the nursing profession. Therefore, the policies and requirements as set out in the latest Student Handbook of the R. H. Daniel School of Nursing and Health Sciences will be applicable to all students, regardless of what the policies were on the date of entry into the School.

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1
About the Program

The Piedmont College Athletic Training Program (ATP) is under the direction of Dr. Abbey Dondanville, ATC. The ATP is seeking accreditation through the CAATE (Commission on Accreditation of Athletic Training Education; www.caate.net). This process began in January 2014, and will conclude with a formal CAATE site visit in January/February 2017, as the first cohort of students is approaching graduation. It is a rigorous academic program that includes course work in athletic training, anatomy, physiology, exercise physiology, psychology, and other science related courses. The multifaceted program blends classroom instruction with clinical rotations, where students obtain real life experience working hands-on with certified athletic trainers, physicians, physical therapists, and other allied health care professionals to provide patient care. Once CAATE-approved, the curriculum prepares students to take the national BOC board exam (Board of Certification Exam; www.bocatc.org). A degree in Athletic Training and BOC certification offers graduates opportunities to practice in a variety of settings in all 50 states and challenge the Canadian national board examination (www.athletictherapy.org ). These settings include, but are not limited to: high school, college, and professional athletics, outpatient clinics, industrial rehabilitation sites, physician practices, the performing arts, safety settings, and higher education.

Once a student has been admitted to Piedmont College and declared athletic training as their major, they must complete specific prerequisite courses to apply for formal admission into the athletic training program. Acceptance into the ATP is competitive and separate from acceptance to Piedmont College. The Bachelor of Science – Athletic Training degree also provides many of the prerequisite courses necessary to apply for graduate programs to become a Physical Therapist, Physician’s Assistant, Physician, Exercise Scientist, Biomechanist, or Chiropractor. Students wishing to enter graduate school and be dual-credentialed should meet with their academic advisor early their freshmen year to determine the additional graduate pre-requisite coursework necessary and modify the traditional four-year plan.

The success of the Piedmont College’s ATP requires that the faculty, clinical preceptors, and students work together to continually improve the program’s standards. Each student should feel a sense of pride in the program, the National Athletic Trainers’ Association (NATA), and our profession. The future of the athletic training profession lies in the hands of our students.
Mission Statement

In accordance with the mission of Piedmont College, the R.H. Daniel School of Nursing and Health Sciences is committed to providing the graduate with the foundations to integrate knowledge, skills, and values from the arts and sciences through the development of a reciprocal learning community. The health professional will provide or accommodate quality care with respect for the diversity of individuals, groups, and communities. The health professional, through engagement, personal growth, and ethical reasoning will be a responsible, global citizen who is a leader upholding high standards while working collaborative through the interprofessional team.

Vision:
The R.H. Daniel School of Nursing and Health Sciences at Piedmont College shall be recognized as an exemplary professional academic program. The arts & sciences are the foundation upon which the athletic training student’s intellectual endeavors are built, contributing to the provision of holistic care to clients that includes physical, psychosocial, spiritual and environmental care. The School of Nursing and Health Sciences is dedicated to respect for diversity and to community outreach.
Program Goals and Outcomes

1. The Program is committed to recruiting ten quality students into each cohort, retaining 80% of students each year, and graduating them three years after program admission.
   a. **Piedmont Goal Reference: GOAL 8.** Piedmont College will provide students the resources to achieve their academic goals in a timely fashion and meet learning outcomes expected in their degree programs.
   b. **Outcome (non-student learning):** The number of students who matriculate into each cohort and persist.

2. The Program seeks to have an 80% passing rate on the Board of Certification (BOC) Examination. Since the first candidates will not be eligible until June 2017, we will also conduct level-appropriate Competency Exams on campus to gauge student progress (the goal is that 80% of students will score 70% or higher on each section and 70% overall).
   a. **Piedmont Goal Reference: GOAL 4.** Piedmont College will offer traditional and innovative academic programs that are rigorous in content and flexible in real-world application.
   b. **SLO 1:** Students will integrate knowledge, skills, and values from the arts and sciences to engage in critical and creative dialogue through discovery, analysis, and communication.
      1.1. Propose and apply methods of injury prevention and risk reduction for both healthy and at-risk individuals.
      1.2. Design treatment plans for both healthy and at-risk individuals that meet their performance or wellness goals.
      1.3. Demonstrate oral, written, and visual communication strategies that are organized, coherent, accurate, and professionally prepared and delivered.
      1.4. Critically evaluate research findings to develop differential diagnoses for injuries and illnesses.
      1.5. Develop promotional strategies for healthy living and injury/disease prevention.

3. The Program seeks to have 90% of students with post-graduate placements (employment or graduate school) within three months of graduation.
   a. **Piedmont Goal Reference: GOAL 1.** Piedmont College will attract and retain students, faculty, and staff, and engage alumni and friends, by providing experiences with the College that inspire in them a lifelong affinity with the institution.
   b. **SLO 2:** Students will work collaboratively through interprofessional teams to provide or accommodate quality care to clients across the lifespan in a variety of settings, while respecting the diversity of individuals, groups, and communities.
      2.1. Apply clinical reasoning skills throughout the physical examination process in order to assimilate data, select the appropriate assessment tests, formulate a differential diagnosis, provide care, and make appropriate referrals.
      2.2. Use psychosocial techniques to enhance patient care and determine when abnormal behaviors require referral.
      2.3. Adapt therapeutic interventions using clinician– and patient-oriented outcomes with consideration to the stage of healing and goals to maximize patient participation and quality of life.
      2.4. Implement, evaluate, and modify treatment plans for both healthy and at-risk individuals that meet their performance or wellness goals through collaboration with allied healthcare providers.
      2.5. Create, evaluate, and modify an environment conducive to safe activity participation.
      2.6. Demonstrate cultural competence in the care of clients from diverse backgrounds.
4. The Program is committed to providing quality clinical sites for experiential learning and obtaining a minimum of two new clinical sites each year.
   a. **Piedmont Goal Reference: GOAL 6.** Piedmont College will educate the whole student through co-curricular programs, extra-curricular activities, and experiential learning endeavors.
   b. **SLO 3:** Through civic engagement, personal growth, and ethical reasoning, students will demonstrate responsible, global citizenship by upholding high professional standards.
      3.1 Identify state and national regulations and demonstrate professional, moral and ethical judgment when delivering patient-centered care.
      3.2 Adapt evidence-based practice concepts when making clinical decisions and critically examining athletic training practice.
      3.3 Develop and evaluate facility design and management strategies in the context of a healthcare system (i.e. risk management, healthcare delivery mechanisms, insurance and reimbursement documentation, patient privacy, and general facility management).
      3.4 Use effective documentation to develop, participate in, and lead patient-centered care.
      3.5 Use appropriate professional guidelines to develop, implement, evaluate, and modify emergency care strategies.
      3.6 Demonstrate a commitment to professional growth and development.
Admission Requirements

All applicants must meet the Piedmont College general admission requirements as described in the Undergraduate Catalog. Acceptance from pre-athletic training into the Athletic Training Program is competitive and not guaranteed; the exact number of students admitted is determined by graduation and attrition rates. All students (pre-admits and observational students) must adhere to the program policies and procedures outlined in the university catalog, this Policy and Procedure Manual, and/or those distributed by program personnel. Formal application to the professional portion of the program is due October 16th of the student's freshman (first) year on campus. The necessary forms are available on the website and in the R.H. Daniel School of Nursing and Health Sciences main office.

1. **Prospective students must meet the minimum criteria listed below to be considered for admission to the program:**
   a. Admission to Piedmont College and Athletic Training as declared major
   b. An overall cumulative minimum GPA of 2.70 and a C or better on all required pre-athletic training coursework: HCS1110, HCS1101, and BIOL1101 (or equivalents); courses must be complete or in-progress at time of application
   c. 25 directed observation hours with a Piedmont College-affiliated Athletic Trainer to be completed in conjunction with HCS1110
   d. Current medical physical as documented by a licensed MD, PA, or NP within the last 12 months
   e. Ability to meet the Technical Standards of Admission documented by a licensed MD, PA, or NP
   f. Copy of Immunization record, including Hepatitis B inoculations and a TB skin test within 12 months
   g. Proof of Bloodborne pathogens training and a copy of a current CPR-PR certification card
   h. Two letters of recommendation (one of which must be from a Piedmont College faculty or staff member)
   i. Unofficial transcripts and completed mid-term grade report
   j. A completed application, including vitae and cover letter *(due October 16th of the application year)*
   k. Successful interview *(all students with complete applications are granted an interview)*

2. **Other important information regarding the application and admissions process:**
   a. All students with complete applications will be granted an interview before the next semester’s registration period
   b. Interviewees will be ranked based on academic, personal, and professional qualifications and the top ranked applicants selected for program admission
   c. Final admission decisions will be made on the basis of academic, personal, and professional qualifications as evidenced by the student’s application materials, clinical performance, and interview responses.
   d. Students who are not admitted may elect to apply again the following year or change to another major.
Transfer Student Admission Requirements

Transfer student applications are evaluated on an individual basis according to their previous athletic training course work and clinical experiences. As such, they can be admitted in either academic semester. To apply, a transfer student must submit all application materials (as indicated in the previous section), proof of acceptance to Piedmont College, an official transcript from the former institution, and a formal transcript audit done by the Piedmont College registrar’s office a minimum of 10 days prior to the start of the matriculating semester. Admission to the program will be determined by the Athletic Training Admissions Committee and availability.
Acceptance into the Professional Phase of the Athletic Training Program

1. Upon acceptance/admission into the Athletic Training program, Piedmont College will provide the following services to students in good academic and clinical standing:
   a. Professional Liability/Malpractice Insurance

2. Upon acceptance/admission into the Athletic Training program and prior to engaging in clinical experiences, students must provide the following at their expense:
   a. On-line access to e*Value for documentation purposes (purchased through the bookstore; approximately $125/year for the sophomore, junior, and senior years)
   b. Successful background check ($40) with 10 Panel Drug Screening ($47). Students who have patient contact in agencies regulated by the Joint Commission on the Accreditation of Hospitals and Health Care Organizations (JACHO) and public schools must have a background check. The fee associated with the background check is the student’s responsibility. Instructions for completing this check are below.
      i. Go to www.certifiedbackground.com
      ii. Click on “Applicants‖ Order Now‖
      iii. In the Package Code box, enter package code provided
      iv. Select a method of payment (Visa, MasterCard, or money order)
      v. The standard package price is $87. (Additional counties outside GA and inside the past 7 years will be searched at an additional $13 each)
      vi. You will receive an email with a password that allows you to view the results.
      vii. Submit a printed copy of the results to Dr. Dondanville and upload a scanned copy to e*Value
   c. Current NATA membership (which must be maintained while in the program)
   d. Proof of current First Aid and Emergency Cardiac Care (ECC) Certification (front and back of each card; which must be maintained while in the program)
   e. Proof of current Health or Accident Insurance (front and back of each card; which must be maintained while in the program)
   f. Signed declaration of understanding and acceptance of all Program Policies and Procedures, including Statement of Confidentiality and HIPPA, as delineated in the Athletic Training Program Student Handbook
   g. Proof of a negative TB skin test within the past 12 months (this must be repeated every 12 months)

3. Depending upon the clinical experience placement, students may also be required to:
   a. Continuing background checks as required by clinical sites
   b. Submit additional site-specific paperwork, immunizations, or drug testing
   c. Submit or complete other site-specific training modules

4. Once admitted into the program, students must:
   a. Maintain a 2.7 cumulative GPA; students who fall below this mark will be placed on academic probation and be allowed one semester in which to improve their grades. During the academic probationary period, the student will be required to meet with the program director or clinical coordinator at regular intervals to gauge their progress. Failure to improve the cumulative GPA to 2.7 at the end of the probationary semester will result in the student being removed from the program. They may choose to re-apply the following year or change their major.
   b. Students who exceed two semesters (total) on academic probation will be removed from the program and advised into a different major.
   c. Earn a grade of “C” or better in ATRG, BIOL, and HSCS alpha-designated coursework. Failure to do so will necessitate repeating the course. Advanced courses for which a pre-requisite has not been met with a grade of “C” or better cannot be taken until this requirement is met.
   d. Complete a minimum of 950 clinical hours as assigned (these partially fulfill requirements for 6 courses)
   e. Complete all Course Skills Logs and the Master Skills Log (both on paper and in e*Value)
Student Classification

1. **Level A:**
   a. **Observation Student**
      i. This classification is for students who wish to pursue Athletic Training as a major and have been formally assigned observation hours in conjunction with HSCS1110. During the pre-admission period, the students are not official members of the ATP (those enrolled in HSCS1110 are not officially in the program).
      ii. **Hours:** complete a minimum of 25 clinical observational hours during the observational period as part of the application process.
   b. **Matriculated Student**
      i. This classification is for students who have been formally admitted into the program and have been assigned clinical hours on campus in conjunction with ATRG1120.
      ii. **Hours:** complete a minimum of 25 clinical observational hours during the semester.

2. **Level B:**
   a. This classification is for students who have been formally admitted into the program and includes the first two clinical experience classes. These students are responsible directly to their preceptor and are expected to observe, learn, practice skills, and assist with general site tasks as able and mentor Level A students.
   b. **Hours:** complete a minimum of 300 clinical experience hours during this academic year [average 10-15hrs/week and not to exceed 20hrs/wk] (ATRG2201, ATRG2221)
   c. **Proficiencies:**
      i. Students must peer-check and/or preceptor-master all skills for enrolled courses (all skills must be peer-checked before the student can approach a preceptor for final evaluation)
      ii. Students will not perform any skill on an athlete until they have been taught the skill didactically and assessed by a preceptor (including the use of any electrical modalities)

3. **Level C:**
   a. These students have completed ATRG2201 and ATRG2221. These students are responsible directly to their preceptor as above and for mentoring Levels A and B students.
   b. **Hours:** complete a minimum of 300 clinical experience hours during this academic year [average 10-15hrs/week and not to exceed 20hrs/wk] (ATRG3301, ATRG3321)
   c. **Proficiencies:**
      i. Students must peer-check and/or preceptor-master all skills for enrolled courses (all skills must be peer-checked before the student can approach a preceptor for final evaluation)
      ii. Students will not perform any skill on an athlete until they have been taught the skill didactically and assessed by a preceptor (including the use of any electrical modalities)

4. **Level D:**
   a. These students have completed ATRG3301 and ATRG3321. These students are responsible directly to their preceptor as above and for mentoring Levels A, B, and C students.
   b. **Hours:** complete a minimum of 300 clinical experience hours during this academic year [average 10-15hrs/week and not to exceed 20hrs/wk] (ATRG4401, ATRG4421)
   c. **Proficiencies:**
      i. Students must peer-check and/or preceptor-master all skills for enrolled courses (all skills must be peer-checked before the student can approach a preceptor for final evaluation)
      ii. Students will not perform any skill on an athlete until they have been taught the skill didactically and assessed by a preceptor (including the use of any electrical modalities)
      iii. Students at this level must also complete the Master Skills Log to meet graduation requirements and become eligible for the BOC examination.
Program Progression

In order for a student to progress through the program he/she must meet the following academic and clinical requirements.

Level A to Level B

Students at this level must successfully complete the application process, complete a minimum of 25 clinical observational hours, maintain a 2.7 cumulative GPA, earn a “C” or better in all required pre-athletic training coursework (HSCS1110, HSCS1101, and BIOL1101 [or equivalents]) apply to the program, and be accepted into the program. If ATRG1120 is taken in the freshmen year, an additional 25 clinical observation hours and a grade of “C” or better are also required for that course. If any failed ATRG, BIOL, or HSCS courses in this level serve as prerequisites for the Level B required courses and need to be repeated, the student will be removed from their current cohort and placed with the following year’s group (pending successful course repeats). This will add an extra year to their original 4 year plan.

Level B to Level C

To successfully progress from level B to level C standing, students must complete a minimum of 300 clinical experience hours during the Level B academic year, peer-check/master all required course proficiencies as assigned, earn a 70% or better on the sophomore competency examination, and earn a “C” or better in ATRG1120, ATRG2202, and all required Level B coursework (ATRG2201 and ATRG2221). Failure to meet these requirements will result in the student being placed on academic probation and repeating any necessary coursework before progressing. If any failed ATRG, BIOL, or HSCS courses in this level serve as prerequisites for the Level C required courses and need to be repeated, the student will be removed from their current cohort and placed with the following year’s group (pending successful course repeats). This will add an extra year to their original 4 year plan.

Level C to Level D

To successfully progress from level C to level D standing, students must complete a minimum of 300 clinical experience hours during the Level C academic year, peer-check/master all required course proficiencies as assigned, earn a 70% on the junior competency examination, and earn a “C” or better in all required Level C coursework (ATRG3301 and ATRG3321). Failure to meet these requirements will result in the student being placed on academic probation and repeating any necessary coursework before progressing. If any failed ATRG, BIOL, or HSCS courses in this level serve as prerequisites for the Level D required courses and need to be repeated, the student will be removed from their current cohort and placed with the following year’s group (pending successful course repeats). This will add an extra year to their original 4 year plan.

Level D to Graduation

To successfully progress from level D to graduate, students must complete a minimum of 300 clinical experience hours during the Level D academic year (and reach a cumulative 950hrs minimum), master all required course proficiencies as assigned (and submit a completed Master Skills Log), earn a 70% on the senior competency examination, earn a “C” or better in all required Level D coursework (ATRG4401, ATRG 4421), and complete ALL major requirements. Failure to meet these requirements will result in the student being placed on academic probation and/or repeating any necessary coursework before graduating. Please refer to the course catalog for additional Piedmont College graduation requirements. Students will apply to take the BOC examination in April (or later) of the year in which they graduate; only those on track to meet all Piedmont College and ATP requirements will be endorsed.
Student Leave of Absence Policy

Due to restricted enrollment in the Athletic Training Program, ATSS unable to maintain continuous progression must follow the Leave of Absence policy.

- The student must request permission in writing for a leave of absence from the ATP.
- Notification should be at earliest possible time.
- Any student who fails to apply for the ATP for a leave of absence will forfeit his or her space in the program and must reapply for admission.
- Permission for a leave of absence may be granted for one year. Students who have not demonstrated responsibility or potential for successfully completing the program will not be granted a Leave of Absence.
- Student Petition for Leave of Absence: Letter must be submitted to the Program Director no later than three (3) weeks after the start of the semester in which the student is requesting leave except in extenuating circumstances.
- If a Leave of Absence is approved, the student must consult with his or her advisor to revise the program plan.
- Only one leave of absence will be granted during enrollment in the ATP.
- Refunds of tuition are subject to rules and regulations of Piedmont College
- Returning students will be allowed to enroll in the ATRG, HSCS, and BIOL courses for which they were enrolled when taking the Leave of Absence upon readmission.
Course Structure/Four-Year Plan

The ATP is designed to meet the educational competencies and clinical proficiencies as identified by the NATA Education Council and assessed by the CAATE. These competencies and proficiencies serve as the basis for the student’s education. Students should refer to the course catalog for the current General Education Requirements. If a student has questions regarding these courses or their sequencing, they should speak with the Program Director or their advisor.

The following schedule is an example only, as the general education courses can be taken in any term. However, courses shaded in green must be taken in the term indicated for on-time graduation (failure to do so may delay graduation):

<table>
<thead>
<tr>
<th>FRESHMAN FALL</th>
<th>FRESHMAN SPRING</th>
</tr>
</thead>
<tbody>
<tr>
<td>PC 1101 Intro to College Life</td>
<td>1 MATH 1100 College Algebra or higher</td>
</tr>
<tr>
<td>ENG 1101 Rhetoric and Composition</td>
<td>3 ENG 1102 Literature and Composition</td>
</tr>
<tr>
<td>HIST 1111/1112 or ANTH 1102/2250</td>
<td>3 ATRG 1120 Practical Techniques</td>
</tr>
<tr>
<td>BIOL 1101 Intro to Biology</td>
<td>4 BIOL 2100 Human Anatomy &amp; Physiology I</td>
</tr>
<tr>
<td>HSCS 1110 Intro to Health Sciences</td>
<td>3 ATRG 2202 Care and Prevention</td>
</tr>
<tr>
<td>HSCS 1101 Emergency Care Techniques</td>
<td>2</td>
</tr>
<tr>
<td>Total Hours</td>
<td>16</td>
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</tbody>
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<table>
<thead>
<tr>
<th>SOPHOMORE FALL</th>
<th>SOPHOMORE SPRING</th>
</tr>
</thead>
<tbody>
<tr>
<td>ATRG 2222 Therapeutic Modalities</td>
<td>4 ATRG 3303 Eval I: Upper</td>
</tr>
<tr>
<td>HSCS 2221 Kinesiology and Biomechanics</td>
<td>3 HSCS 3321 Measurement and Evaluation</td>
</tr>
<tr>
<td>Foreign Language Requirement</td>
<td>3 Foreign Language Requirement</td>
</tr>
<tr>
<td>BIOL 2110 Human Anatomy &amp; Physiology II</td>
<td>4 ATRG 2221 Practicum II</td>
</tr>
<tr>
<td>ATRG 2201 Practicum I</td>
<td>2 HSCS 2210 Basic Nutrition</td>
</tr>
<tr>
<td>Total Hours</td>
<td>16</td>
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<table>
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<tr>
<th>JUNIOR FALL</th>
<th>JUNIOR SPRING</th>
</tr>
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<tbody>
<tr>
<td>ATRG 3323 Eval II: Lower</td>
<td>3 HSCS 3302 Pathology and Pharmacology</td>
</tr>
<tr>
<td>MATH 2100 Elementary Statistics</td>
<td>3 HSCS 3301 Physiology of Exercise</td>
</tr>
<tr>
<td>ATRG 3322 Therapeutic Exercise</td>
<td>4 ATRG 3321 Practicum IV</td>
</tr>
<tr>
<td>BIO 2150 Medical Microbiology</td>
<td>4 Art, Music or Theater 1100</td>
</tr>
<tr>
<td>ATRG 3301 Practicum III</td>
<td>2 ENG Literature (2203-2222)</td>
</tr>
<tr>
<td>Total Hours</td>
<td>16</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SENIOR FALL</th>
<th>SENIOR SPRING</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSCS 4410 Research Methodology</td>
<td>3 PSYC 2290 Human Growth &amp; Development</td>
</tr>
<tr>
<td>MCOM 1100 or BA 2000</td>
<td>3 Elective</td>
</tr>
<tr>
<td>HIST 2212 or POSC 1101</td>
<td>3 PSY 1101 or SOCI 1101/2210</td>
</tr>
<tr>
<td>ATRG 4401 Practicum V</td>
<td>2 ATRG 4421 Practicum VI</td>
</tr>
<tr>
<td>ATRG 4402 Organ/Admin of AT Programs</td>
<td>3 ATRG 4420 Senior Seminar</td>
</tr>
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<td>Total Hours</td>
<td>14</td>
</tr>
<tr>
<td>Total Hours for Program</td>
<td>121</td>
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</table>
Program Requirements

Upon successful admission into the Piedmont College ATP, each student will be granted the title of “Athletic Training Student” (ATS). Each ATS will be required to maintain an overall GPA of 2.7 and adequate clinical performance while working toward graduation requirements to remain active in the ATP. Each ATS is required to complete six semesters of clinical coursework. Failure to maintain a 2.7 cumulative GPA for one semester will result in a one-semester academic probation. If a student has two consecutive semesters or exceeds two semesters total with a GPA below a 2.7 GPA, they will be removed from the program and advised into a different major.

Students must earn a grade of “C” or better in all ATRG, BIOL, and HSCS alpha-designated coursework. Failure to do so will necessitate repeating the course. Advanced courses for which a pre-requisite has not been met with a grade of “C” or better cannot be taken until this requirement is met. Any deviation from the recommended course structure due to grade issues may add an additional year to their course of study.

Students must complete 950 clinical hours as assigned during ATRG1120, 2201, 2221, 3301, 3321, 4401, and 4421. This requires students complete an average of 10-15hrs per week at their clinical site in each of the six practicum courses and approximately 2hrs per week in ATRG1120. While students may occasionally exceed 20hrs in one week, they are not to average over 20hrs/wk in any given month. All clinical hours must be logged and verified by the clinical preceptor either on paper or in the e*Value system.

Students must complete all Course Skills Logs and the Master Skills Log (in e*Value); skills are assigned to all ATRG alpha-designated courses and HSCS3302 and HSCS3321.

Students must complete a minimum of 121 credit hours, of which 1 credit is PDMT1101, and the last 30 credit hours completed at Piedmont College. For more information on Piedmont College graduation requirements, please refer to your course catalog or see your advisor.

In order for a student to graduate from the ATP and be BOC-eligible, he/she must complete all Piedmont College graduation requirements as stated in the Course Catalog, complete 950 clinical experience hours, and complete the Master Skills Log. Eligibility to sit for the BOC exam is also contingent upon the program obtaining CAATE accreditation.

Piedmont College makes every effort to provide reasonable and appropriate accommodations to students with disabilities. Accommodations must be coordinated through the Office of Accommodations Administrator, Anne Hughes. She may be contacted by email at ahughes0111@lions.piedmont.edu or by phone at (706) 778-3000, ext. 1504. Students are responsible for providing accurate and current documentation of their disability and for making a written request to the Accommodations Administrator before receiving accommodations. Students with special needs (disabilities, problems, or any other factors that may affect their performance or that require special instructional strategies) should also make these needs known to the professor/instructor during the first class session.
Additional Student Costs

1. Clothing – approximately $60-$100 (Depends on items and the amount the student wishes to purchase)
2. Access to e*Value—approximately $150/year for B, C, and D Levels
3. Background check – approximately $40 (varies depending on residence)
4. 10-Panel Drug testing—approximately $47
5. TB skin testing—approximately $15 (yearly)
6. Transportation – Students are responsible for their own transportation to clinical site rotations. The cost is approximately $200 per semester for those terms in which the student is participating in an off-campus clinical experience.
7. Class fees – No courses at Piedmont College have additional fees.
8. CPR-PR certification fees—students will be provided with opportunities to complete CPR-PR certification during HSCS1101 and ATRG3321 at no cost. They are required to recertify every two years. Failure to recertify in class will require students to seek a course in the local community at their expense.
Honor Pledge

All students, by their enrollment at Piedmont College, commit to the Honor Pledge:

*The Piedmont College community emphasizes high ethical standards for its members. Accordingly, I promise to refrain from acts of academic dishonesty including plagiarism and to uphold the academic integrity Policy in all endeavors at Piedmont College.*
Academic Integrity Policy

In accordance with the mission of Piedmont College, it is the responsibility of each member of the Piedmont community to promote an atmosphere of academic integrity and an understanding of intellectual honesty that adheres to the highest standards of professional conduct.

To protect intellectual and scholarly integrity, the college imposes strict penalties for academic dishonesty, which is defined as follows:

- **Cheating**
  - Intentionally using or attempting to use unauthorized materials, information or study aids in any academic exercise.
  - Unauthorized assistance of a person, other than the course faculty during an academic exercise. This includes text messaging, PDAs, phones etc. during exams.
  - Unauthorized viewing of another person’s work during an academic exercise.
  - Unauthorized securing of all or part of an assignment or exam in advance of submission by the faculty.

- **Fabrication**
  - Intentional and unauthorized invention or falsification of any information or citation in an academic exercise or altering official college records, correspondence or documents.

- **Plagiarism**
  - Intentionally or knowingly representing the words or ideas of another as one’s own in any academic exercise.
  - Includes, but is not limited to oral, written and graphical material; published and unpublished work; and material downloaded from the internet.
  - Included commercially prepared papers or reports.

- **Complicity**
  - Intentionally or knowingly helping or attempting to help another to commit an act of academic dishonesty.

- **Stealing**
  - Removing articles belonging to other students, faculty, Piedmont college or clinical facilities without appropriate permission.

- **Bribes/Favors/Threats**
  - Attempting to unfairly influence a course grade or the satisfaction of degree requirements is prohibited.

Students are expected to uphold the ethical standards of academics and the nursing profession. The College policy regarding academic irregularity is stated in the Piedmont College Catalog and Student Handbook and the Athletic Training Program Policies and procedures Manual. Specifics related to students and academic irregularity is delineated as follows:

*Students should be aware that sanctions are imposed in the athletic training profession because of the vital nature of health care as it affects the well being of clients. Because of the unique nature of the clinical experience in the athletic training program in relation to responsibility for client welfare, it is necessary for the School of Nursing and Health Sciences to expand upon the College’s definition of academic irregularity. While the College relates violations of academic irregularity to traditional forms such as plagiarism or cheating, the School of Nursing and Health Science must also relate violations to unsafe, irresponsible, and nonprofessional behavior in the clinical setting.*
Academic irregularity in the clinical setting includes, but is not limited to, the failure to assume and/or maintain responsibility for assigned client(s) and the failure to report errors made in providing client care. Students, therefore, must:

1. Attend clinical experiences prepared to provide competent care and conform to ethical standards explicit in the NATA Code of Ethics and contained within the guidelines of the State of Georgia Practice Act for Athletic Trainers;
2. Provide safe client care during assigned clinical hours unless relieved by clinical preceptor;
3. Notify clinical preceptors immediately concerning any error they believe they have made or might have made in the clinical area so that attention may be given to the affected client(s);
4. Notify both faculty and the clinical preceptor immediately should leaving clinical responsibilities be necessary. Violation of this policy will constitute “abandonment” and may result in dismal from the program.
5. Maintain patient confidentiality according to HIPPA standards at all times.

A first violation of the academic integrity and ethics policies can result in academic probation, dismissal from the program, and/or legal action. Faculty can impose one or more of the following sanctions for breeches in policy:

1. A lower grade or failing the project/paper/assignment/test.
2. A lower final grade in the affected course.
3. Failure of the course.
4. Exclusion from further participation in the course (including lab or clinical experiences).
Student Failure Due to Unsafe, Unethical or Uncivil Behavior Policy

Patterns of unsafe or unethical practice may result in a clinical course failure at any time during the course. Examples include but are not limited to:

- Performing activities for which the student is not prepared or which are beyond the capabilities of the student.
- Performing activities which do not fall within the legal scope of professional athletic training practice.
- Failing to recognize and/or report and record one’s own errors in patient care.
- Behaving in a disrespectful manner toward patients, faculty, other students, and/or other health team members, or failing to respect patients’ rights and dignity.
- Lacking adequate theoretical knowledge in preparation for the provision of patient care.
- Failing to provide concise, inclusive, and timely written, electronic, and/or verbal communication.
- Using facility equipment/supplies for personal use, e.g. telephones, computers, etc.

Behaviors that are potentially civil or criminal should result in program dismissal at any time. Examples include but are not limited to:

- Performing immoral or indecent conduct of any nature, such as sexual molestation of patients or staff.
- Purposefully recording or reporting inaccurate data regarding patient assessments, athletic training interventions, and/or patient evaluations.
- Disclosing confidential or private information inappropriately, including violating HIPPA law.
- Attending clinical experiences while under the influence of alcohol or drugs, including prescription medication which may impair performance, or excessive lack of sleep.
- Negligence or harming the patient purposefully, including verbal or physical threats.
- Soliciting, borrowing, or removing property or money from a patient or patient’s family, including asking for tips or gifts.
- Removing drugs, supplies, equipment, or medical records from the clinical setting.
- Abandoning the patient by leaving the clinical facility without notification.
- Refusing an assignment based on a patient’s race, ethnicity, gender, sexual orientation, or religious preference.
- Using profanity or making inappropriate comments of sexual, racial, or otherwise offensive nature.
- Stealing tests and other curricular materials from faculty.
- Posting tests or purchasing test banks on the Internet, such as e-Bay or Amazon.
- Verbally or physically abusing faculty, students, or staff on or off campus property, including stalking or bullying.
- Stealing, destroying, or tampering with campus or clinical facility furniture, equipment, or property.
- Stealing, destroying, or tampering with personal property of students, faculty, or staff.
Tobacco Policy

Piedmont College is a **TOBACCO FREE** campus. Smoking or the use of smokeless tobacco products (including e-cigarettes), therefore, is not allowed in any buildings or outside areas of the campus. Students that arrive in the classroom or clinical site with the odor of smoke will be sent home to change clothes/bathe.

As a representative of the Piedmont College Athletic Training Program, no smoking or use of smokeless tobacco products is allowed during clinical experiences either on or off campus.
Attendance

Classroom and Laboratory Sessions:
Students are expected to attend all classroom, clinical, and laboratory sessions, be on time and be present the entire time. A roll sheet may be circulated to record attendance, and it is each student's responsibility to sign the roll sheet in order to be considered present.

The athletic training faculty takes attendance and punctuality very seriously. It is the student’s responsibility to notify the instructor if absence or lateness is anticipated. All laboratory time is regulated by the course design and is found in each syllabus (see course syllabi for individual instructor policies). Any laboratory time missed must be made up. Students are encouraged to take care of personal business during off hours. Students are expected to attend all clinical/laboratory experiences and arrive on time to the designated place. Adherence to professional behavior is mandatory regarding clinical attendance.

Absences of more than 15 hours, classroom and/or clinical, per academic year which starts when you begin the program, will require the student to petition to remain in the program. This time is cumulative and includes tardiness.

Clinical Education Sites:
A clinical absence will result in a demerit being issued unless the instructor excuses the absence before the clinical occurs or there are extenuating circumstances. Any clinical absence must be reported to the appropriate faculty and/or preceptor at least 1 hour prior to the start of the clinical experience. All clinical absences must be made up. Instructors may require the student make up a clinical absence at times other than the regularly scheduled clinical days, including Saturday or Sunday. A second unexcused absence from clinical hours will result in a second demerit being issued. Three cumulative demerits is grounds for dismissal from the athletic training program.

Tardiness:
Two tardies of 5-10min each will equal one unexcused absence at both classroom and clinical sites. Single tardies >15min will equal an unexcused absence. Each unexcused absence at a Clinical Education Site results in a demerit (see policy above). When a late arrival is anticipated due to an emergency, notify the appropriate faculty or preceptor as soon as possible.
The grading scale for all athletic training courses is as follows:

A = 90-100
B = 80-89
C = 70-79
D = 60-69
F = 59 or below
Testing

Students are expected to be present and on time for all scheduled tests and the final examination. However, should serious illness or an emergency situation necessitate absence, the course instructor must be notified prior to the time that the test is to be given. A make-up test will be given only if the reason for absence was a valid one, prior notification was given via telephone and email one hour prior to the exam and arrangements were made for the make-up at the time of notification. The make-up test must be taken within one (1) week of the missed test. At the discretion of the faculty or dean, a medical excuse may be required.

- Any personal belongings, cell phones, pagers, or textbooks will not be allowed on the desk during exams.
- Students may not leave the room during an exam without the explicit permission of the faculty and may not take any personal belongings with them.
- Once the first person has finished the exam and left the room, no latecomers will be permitted to begin the exam and will receive a zero for the exam.
- Failure to take the final exam as scheduled results in automatic failure of the course.
- All cell phones must be turned off and placed at the front of the room prior to starting the exam.
Oral/Practical Examinations

After program admission, students will be evaluated using Mini (Pull-A-Card), Full, and Scenario-Based Oral/Practical Examinations. The purpose of these evaluations is to give students a structured opportunity for skill practice and development. Athletic training faculty and staff members will conduct these assessments in conjunction with required courses, where they will count as a test or quiz grade. O/P Exam dates will be announced at least two weeks in advance and sign-up sheets placed outside the ATP offices. The area of evaluation chosen is based on the skills learned in the level-specific courses. Some examinations will be content of the student’s choosing from a limited list, and others will be completely random draw (students will be informed of the format when sign-up sheets are posted).

- Level A: Complete Mini O/P Exams
- Level B: Complete Mini and Full O/P Exams
- Level C: Complete Mini and Full O/P Exams
- Level D: Complete Scenario-Based O/P Exams

While Mini O/P exams’ content mirrors specific discrete skills and/or anatomy in a particular course, the Full and Scenario-Based O/Ps offer complete examination process integration and are listed below:

1. Ankle
2. Cervical Spine
3. Chest/abdomen
4. Elbow
5. General Medical
6. Head/Face
7. Hip and Pelvis
8. Knee
9. Lumbar spine
10. Shoulder
11. Wrist and hand

Students must Master all upper extremity evaluations (2, 4, 6, 10, and 11) by the end of the fall semester of the level C year and all lower extremity and internal evaluations (1, 3, 5, 7, 8, and 9) by the end of the spring semester of the level C year (as stated on the Semester Skill Logs).
Competency Examinations

Students in B, C, and D Levels are given a cumulative Competency Exam during the spring semester that is comprehensive of the material learned thus far and contains both written and oral/practical portions. The competency examination is designed to ensure that the ATSs are meeting minimal competency standards for progression. Students must earn an average 70% in order to progress to the next level (Levels B and C) or to graduate (Level D). Students who fail the competency exam will have one opportunity for a retake. Those who fail twice are removed from the program.
Faculty Appointments

Faculty will make every effort to provide timely response to emails or office phone messages received during posted office hours. Faculty may provide their personal phone numbers to students for emergency use related to clinical or preceptor experiences. Phone calls and/or texts to faculty are appropriate only in emergent situations related to clinical or preceptor experiences unless otherwise directed by faculty in the course syllabus.
Advisor Change

All declared athletic training majors are advised by a faculty member from the ATP. A list of advisors/advisees and advisement folders will be maintained in the School of Nursing and Health Science office.

If the student perceives a problem with the assigned advisor, the student should communicate this concern to the advisor and attempt to resolve the problem. If the problem is not resolved to the student’s satisfaction, the student may request a change of advisor from the Dean of the School of Nursing and Health Sciences. Requests are granted within the limits of individual faculty advisee loads. The Dean will notify the student of the resolution to the request.
Employment and Intercollegiate Athletics Participation

**Outside Employment:**
The Athletic Training Education Program faculty and staff recognize the need for student employment. Athletic training students are allowed to work on and off campus. However, students must manage their time very effectively and must schedule outside work around their clinical experiences. Neither licensed nor certified, students may not work as an athletic trainer until graduating from a CAATED-accredited program and passing the BOC examination. A student is acting outside ethical and legal boundaries if they are employed as an "Athletic Trainer" or fail to disclose their “student” status. Students in the program may not earn work study as an athletic training student; however, they are not prohibited from doing work study in other capacities on campus. Athletics staff and preceptors are also prohibited from providing monetary remuneration for activities completed during clinical experiences which fulfill a Practicum course requirement. However, students may be paid for experiences that fall outside of their assigned Practicum clinical rotation, so long as they follow state licensing regulations (i.e. being paid as grounds staff by the NCAA at a post-season tournament or being paid to coach sport skills in a clinic or camp). Students are also allowed to be paid for athletic-training related experiences completed as part of a formal internship, so long as they are properly supervised and the College maintains an active Affiliation Agreement with the site and preceptor. It is the student’s responsibility to always stay within both legal and ethical boundaries.

Due to rigor of the athletic training program, faculty recommend that students limit the hours they work to no more than 20 hours a week. Students’ clinical education assignment scheduling takes priority over outside employment. If outside employment activities habitually interfere with clinical experiences or if the student is falling behind academically, he/she may be asked to choose between athletic training and the activity.

**Extracurricular and Intercollegiate Athletics Participation:**
The Athletic Training Program faculty and staff at Piedmont College encourage all students to be involved in university activities and events. This participation and involvement should not compromise the academic and clinical education of the ATS. Students wishing to pursue a degree in athletic training must realize the time demands that the profession and major involve and be willing to adjust their activities around athletic training.

An ATS may participate on one intercollegiate athletic team while enrolled at Piedmont College. While the athlete is in their traditional competitive season, he/she is still expected to complete the clinical experience hours associated with the respective Practicum course, but the sport can be their primary focus. Once the in-season semester is completed, the ATS’s primary focus will be with the athletic training program. All workouts, meetings, and sessions related to the sport will be secondary to athletic training. It should be noted that an ATS who participates in intercollegiate athletics may be required to be enrolled for 5 years to meet all graduation requirements. This will be determined on an individual basis. Any student choosing to be an Athletic Training major and an intercollegiate athlete must discuss this plan with the Program Director and the respective coach before applying to the program. Each ATS who participates on one intercollegiate athletic team must sign the ATS Student-Athlete agreement form found in Appendix D.

If extracurricular activities habitually interfere with athletic training or if the student is falling behind academically or clinically due to these activities, he/she may be asked to choose between athletic training and the activity.
Grievance

Academic: Students in the School of Nursing and Health Sciences must adhere to the student regulations as outlined in the Piedmont College Catalog and Student Handbook and the Athletic Training Program Policies and Procedures Manual. Individual faculty members retain responsibility for evaluations and assignment of grades. The faculty member’s judgment is final unless compelling evidence is presented. The student is obligated first to seek resolution to a problem with the involved faculty member. The ATP encourages students to seek appropriate open discussion and resolution to grievance.

If a satisfactory resolution cannot be reached, the student may appeal in writing within five business days to the Program Director. If the student has a grievance against the Program Director, they can appeal to the Dean.

If a satisfactory resolution still cannot be reached, the student may appeal in writing within three days to the Vice President for Academic Affairs, (see Grade Appeals, Piedmont College Catalog.)

Conduct: Students in the School of Nursing must conduct themselves in accordance with the code of behavior as outlined in the Piedmont College Student Handbook and the Athletic Training Program Policies and Procedures Manual. Disciplinary hearings may be held, sanctions imposed, and grievances filed according to the stated regulations, policies, and procedures for violations of the code of conduct.
Program Evaluation

At the completion of courses, students will evaluate course, classroom, clinical, and electronic platforms online and via paper surveys. The online process will be part of the Piedmont College evaluation process. Faculty will use the student evaluations to plan for appropriate change. This online process will facilitate anonymity and confidentiality.

Constructive feedback will be considered for quality improvement.
Dress Code

A professional appearance contributes significantly to student and staff success during athletic training experiences. General appearance should not be distracting in the work environment. This dress code applies primarily to Piedmont College; other standards may be imposed by specific clinical sites.

This dress code applies to all Athletic Training classes, labs, and clinical classes:

- Meticulous personal hygiene must be maintained. This includes properly trimmed/maintained facial hair.
- Rings, bracelets, watches, and other jewelry should be minimal and not interfere with skill practice
- No tight or excessively loose clothing; necklines and hemlines must be modest and not expose undergarments when leaning over or when practicing skills on lab tables.
- Shirts with buttons must be worn buttoned, except for top button and tucked in unless they are designed to be worn un-tucked.
- Skin must be covered at the midriff when performing skills (i.e. reaching arms overhead, backboarding, etc.).
- No cleavage, midriff, bra (including bra strap or bra colors seen through shirt), or underwear/boxers may show.
- Strapless shirts are prohibited.
- Shorts should be of modest length (e.g. should not be excessively tight and no “Daisy Dukes” or short shorts – shorts should have a minimum 4” inseam).
- No foul, demeaning, or derogatory language or gestures are to be used.
- Cell phones and other personal electronic devices are not permitted to be used during classes, labs, or other organized meetings unless approved by the instructor.
- Discrimination of any type will not be tolerated.
- The course instructor retains the right to dismiss any student from class for inappropriate clothing; this will be counted as an unexcused absence.

This dress code applies to all Athletic Training clinical sites (clinical site includes travel with teams):

- Meticulous personal hygiene must be maintained. This includes properly trimmed/maintained facial hair.
- Tattoos or other body modifications must be covered per site policy (which will vary by site).
- Jewelry may not be worn in any visible piercing other than in the earlobes.
- Rings, bracelets, watches, and other jewelry should be minimal and not interfere with OSHA procedures. (i.e. wearing properly fitted disposable gloves)
- Skin must be covered at the midriff when working. (i.e. reaching arms overhead, backboarding, etc.)
- No cleavage, midriff, bra (including bra strap or bra colors seen through shirt), or underwear/boxers may show.
- No tight or excessively loose clothing; necklines and hemlines must be modest and not expose undergarments when leaning over.
- All clothing must be free of numbers, writing or screen-printed designs; small brand logos are permitted on plain t-shirts and polo shirts (general Piedmont College and Athletic Training Program specific attire are excluded from this rule and are permitted).
- Shirts with buttons must be worn buttoned, except for top button and tucked unless they are designed to be worn un-tucked.
- Strapless shirts are prohibited.
- Shorts should be of modest length and khaki, green, grey, black, stone, or blue in color (e.g. should not be excessively tight and no “Daisy Dukes” or short shorts – shorts should have a minimum 4” inseam).
- Jeans/denim are not permitted at any time.
• Open toed shoes or flip flops are not permitted
• Hats, visors, and sunglasses are only permitted for outdoor clinical settings as approved by the clinical supervisor.
• Students are permitted to wear outdoor gear appropriate for the weather conditions (i.e. rain gear, warm coats, gloves, etc.); these items should be clean and in good repair.
• Athletic Training Program ID’s worn as appropriate. (which will vary by site)
• No foul, demeaning, or derogatory language or gestures are to be used.
• No tobacco (smokeless or other) is to be used while at your clinical site.
• Use or possession of illegal drugs is prohibited at all times; random drug testing is permitted.
• Consumption of alcoholic beverages within 12 hours of a clinical experience or in your possession at the clinical site is prohibited.
• Cell phones and other personal electronic devices may not be used during clinical rotations without the permission of your clinical supervisor.
• Discrimination of any type will not be tolerated.
• The site supervisor retains the right to dismiss any student from clinical hours for inappropriate clothing, behavior, or excessive tardiness; this will be counted as an unexcused absence.
Cell Phone and Electronic Device Use

Cell phone use is prohibited in the classroom, lab experiences, and clinical. In the classroom, cell phones are to be turned off and put away. In an emergency, your contact number should be the School of Nursing and Health Science at 706-776-0116 in Demorest or 706-354-4772 in Athens. You will be notified immediately upon receipt of an emergency call.

Cell phones are not to be out and available during any exam and cannot be used for any calculating purposes. Cell phones may be collected before class on exam days. Cell phones may be used only during “break” and lunchtime while in class, clinical, or lab. Students may only take pictures with cell phones during clinical experiences or labs with the express permission of the subject being photographed. These pictures can only be used for educational purposes unless otherwise denoted by the subject photographed. Posting, releasing, or otherwise sharing photographs without subject permission will result in immediate dismissal from the program.

Text messaging with electronic devices is not permitted in clinical settings. **Violation may result in immediate dismissal from the program and/or confiscation of the device.** Electronic devices may be used in the classroom. However, if you are looking at anything not pertaining to classroom content, your device will be confiscated.

Recording in class must first be approved by each individual professor.
Computer Printing Policy

There are computer labs on the 3rd floor of Daniel Hall on the Demorest campus and on the 2nd floor of Lane Hall on the Athens campus and in both campus’ libraries. Students are able to work on the computers and save their work to their personal flash drives and use the WEPA pay-to-print service.

Students are reminded to be extremely cautious about any patient information when using the computers. Any patient information found on the computers or in the printers is a HIPAA violation and will result in dismissal from the program.

Printing of notes and other material are expected to be done on the student’s home computer as printing services are not available in the School of Nursing and Health Science. Paper is not provided (free) for students to use in open computer labs on campus.
Food and Drink Policy

Beverages are permitted in spill proof containers in the classroom setting. Food should be kept to snacks (cookies, cake etc.) to be shared. The instructor should be consulted before food is brought into the classroom. An instructor may ask that food be removed from the classroom. Students are not to bring meals into the classroom. Again, students are responsible for cleaning the area of waste.

In the clinical skills lab and computer laboratories, due to sensitivity of the equipment, no food or drink is allowed.
Student Representation

Each year, one student will be elected from each Level (B, C, and D) to serve as liaisons with ATP faculty and program Preceptors. The representatives will also function as Club Officers for service and scholarship projects. One liaison student can attend the monthly faculty and staff meeting and bring items to the agenda (these items must be approved by the Program Director prior to the meeting). If for some reason the cohort loses its representative, the cohort will elect another representative.
Personal Guests on Campus

Due to potential liability issues, Piedmont College does not permit students to bring children or other individuals to the campus at any time except for purposes approved by the president or VPAA.

This policy prohibits students from bringing children to the School of Nursing and Health Science, the classrooms, laboratories, or clinical education sites.
New Policy Notification

On occasion, it becomes necessary to implement new policies during the academic year. If such an occasion arises, students will be given a copy of the policy and asked to sign a statement verifying that they have received a copy of the new policy. The signed statements are kept on file in the Program Documentation file. This is done to ensure that students are kept informed of any policy changes.
Clinical Attendance

Students are expected to attend all clinical/laboratory experiences and arrive on time to the designated place. Adherence to professional behavior is mandatory regarding clinical attendance. This requires students complete an average of 10-15hrs per week at their clinical site in each of the six practicum courses. While students may occasionally exceed 20hrs in one week, they are not to average over 20hrs/wk in any given month. All clinical hours must be logged and verified by the clinical preceptor in the e*Value system.

Clinical Absence:

- See attendance policy on page 24

Clinical Tardiness:

- See attendance policy on page 24
Drug Screening

In compliance with contracts with clinical facilities and their accrediting bodies, all ATP students must have a negative drug screen prior to placement at any off campus clinical facility. Students will be expected to sign the Drug Testing Consent Form and participate in scheduled testing before off campus clinical experiences. Test results will be kept in a confidential file in the Program Director’s office.

If an athletic training student tests positive for any drug (after review by the Medical Review Officer (MRO), the student shall be ineligible to participate in any clinical experience and will not be able to complete any clinical courses for the semester. The student may possibly be ineligible to continue in the ATP or in any program at Piedmont College.

In addition to routine pre-clinical screening, the R.H. Daniel School of Nursing and Health Science has the right to require a student to submit to testing for substance abuse at the student’s expense when the ATP has reasonable cause to believe the student is abusing a controlled substance. Reasonable cause may include, but not be limited to:

1. Observable phenomena, such as direct observation of drug or alcohol use or manifestations of being under the influence of drug or alcohol, such as, but not limited to, slurred speech, noticeable changes in grooming habits, impaired physical coordination, odor of alcohol, inappropriate comments or behaviors or pupillary changes.
2. Abnormal conduct or erratic behavior, absenteeism, tardiness, or deterioration in performance.
3. A report of drug use by a credible source.
4. Evidence of tampering with a drug test.
5. Information that the individual has caused or contributed to harm of self, visitors, other staff or patient while under the influence of drugs.
6. Evidence of involvement in the use, possession, sale, solicitation or transfer of drugs while in the nursing program.

If a faculty member observes such behavior, and if such behavior is observed or validated by another faculty member or clinical agency staff member, the faculty member must excuse or remove the student from the educational or clinical setting immediately and contact the Program Director. Upon consultation with the Dean of the School of Nursing and Health Science, the Program Director will then determine if it is appropriate to test the student for substance abuse.

If a decision is made to test the student, the Dean will arrange to have the student tested immediately. Arrangements will be made for transportation; the student will not be allowed to drive to the testing facility. The student’s failure to consent to drug testing will result in immediate termination from the Athletic Training Program.
Student Alcohol & Drug Policy

Drug abuse is a problem throughout the United States. We, as allied health professionals, will at some time, be required to handle a situation involving drug or alcohol abuse. We should set good examples for our athletes by not condoning the use/abuse of drugs in what we say and do.

It is the policy of the Piedmont Athletic Training Department that any ATS reporting to the athletic training room or serving in an official capacity while under the influence of drugs and/or alcohol will immediately be suspended from the program and could face expulsion from the academic major.

Athletic trainers and athletic training students are a high profile group on campus and in the community. Abusing drugs and alcohol negatively affects our reputation on campus as well as the quality of work both clinically and academically. The demerit system implemented by the athletic training staff addresses the penalties for abusing drugs and alcohol.

The staff would like to help anyone that may have a problem with abusing drugs or alcohol. If an ATS has a problem and comes for help before a penalty has been issued for a violation, then a staff member will seek counseling assistance for the student at the student’s expense and no disciplinary suspension will occur. All information disclosed by students seeking help will remain confidential. If an ATS seeks help after a penalty has been issued, the staff will obligie, but disciplinary action will still be issued to the ATS. This action may include suspension or expulsion.

Every problem will be addressed on an individual basis. The athletic training staff will meet and decide as a group on actions taken against an ATS in regards to drug and alcohol related issues. This includes determining suspensions, treatment requirements for reinstatement into the program, conditions of reinstatement, and expulsion. The ATP faculty and staff wants to offer assistance to students with these problems in any way possible. Please note that the NATA does not tolerate the abuse of drugs or alcohol among its membership.

**Each ATS will be required to sign a copy of the Alcohol and Drug Policy at the beginning of each school year stating that he/she fully understands the ramifications of a violation of the Alcohol and Drug Policy.
CPR for the Professional Rescuer (ECC) Requirement

Students enrolled in clinical education practicum courses must maintain current certification for Basic Life Support—for Health Care Providers. It is the student’s responsibility to acquire this certification and maintain it at all times. Proof of certification for the duration of the semester is required for participation in all clinical experiences.

A basic life support certification program using American Heart Association or American Red Cross criteria is required. The student must attend re-certification classes to maintain certification. A photocopy of a current certification card must be provided for placement in the student’s record at the School of Nursing and Health Science before the first clinical day. Any student without certification or required proof will be unable to attend clinical until such requirements are met. Unexcused clinical absence(s) and lost points in the related clinical class will ensue.
Health and Accident Insurance

Students enrolled in clinical athletic training courses must maintain personal health/accident insurance. Insurance may be obtained from the carrier of choice. The student is responsible for the cost of treatment of any accident or injury occurring while a student is in the School of Nursing and Health Sciences in both classroom and clinical experiences.

Proof of coverage must be presented before beginning a clinical experience and maintained throughout the program. A photocopy of the insurance card must be provided for placement in the student's record. **Any student without insurance or required proof will be unable to attend clinical until such requirements are met. Unexcused clinical absence(s) and lost points in the related clinical class will ensue.**
Professional Liability Insurance

Students in an athletic training program must have professional liability insurance while functioning in the student role. All AT students at Piedmont College formally enrolled in the athletic training program are provided $1,000,000/$3,000,000 professional liability coverage throughout enrollment in the program. This insurance covers students in the School of Nursing and Health Science for education-related clinical experiences only while enrolled in the program and in good standing. No other athletic training-related activities beyond preceptor-supervised clinical experiences, academic internships, and approved preceptor-supervised externships with affiliated sites are covered. Additionally, coverage provided by Piedmont College ceases when not in good standing with the program and upon graduation.
Students must have current tuberculosis (TB) testing (Two Step PPD or chest X-ray as appropriate) prior to admission to the Athletic Training Program. While enrolled in the ATP, an annual PPD is required of those with a previous negative PPD test, and a chest x-ray is required for converters who experience signs and symptoms suggestive of tuberculosis. Testing may be done by the health care provider or health department of choice. Anyone testing positive for tuberculosis must receive treatment prior to either admission or continuation in athletic training courses. Testing serves to prevent latent TB infection from progressing to clinically active TB and reduces the risk of transmission of TB in the health care setting and the College. Proof of testing results is required for participation in all clinical practicums.

Upon admission to the athletic training program, the student must have had within the previous 6 months either a negative Two Step PPD test or negative chest X-ray for previous converters and those with allergies. A photocopy of testing date and results must be provided for placement in the student's record at the School of Nursing and Health Science. If a student receives a positive test prior to entering the athletic training program, treatment must be received before beginning the program. Proof of treatment must be provided before enrolling in athletic training courses. If a student converts to a positive PPD while in the program, treatment must be received, and documentation of physician/clinic approval to continue in the ATP provided to the School of Nursing and Health Science. A student undergoing treatment must also provide written documentation of all chest X-ray results, recommended follow-up, and evidence of completion of indicated therapy.

Students must provide yearly proof of a TB test. Any student without proof of a yearly TB test will be unable to attend clinical until such requirements are met. Unexcused clinical absence(s) and lost points in the related clinical class will ensue.
Immunization Policy

Students in the Athletic Training Program are required to be immunized against Measles, Mumps, and Rubella (MMR), Tetanus, Diphtheria, and Pertussis (Tdap), Chickenpox (Varicella), and Hepatitis B (HBV) prior to beginning ATP clinical experiences. Students who have only a DTap vaccination from early childhood must receive the teen/adult Tdap booster prior to beginning clinicals. These vaccinations may be obtained from the health care provider or health department of choice. If you are unable to provide proof of current vaccination, you must have a titer drawn to show adequate protection.

Since the HBV vaccination consists of three (3) injections over six months (initial injection, a second administered thirty (30) days after the first, and the third administered six (6) months after the first injection), students not currently fully vaccinated must obtain at least two injections prior to athletic training program admission. Proof of series completion is required within three (3) months of admission. A photocopy of the immunization card/record and a copy of the titer results must be provided for placement in the student's record at the School of Nursing and Health Sciences.

Individual clinical sites may also require students receive Varicella (Chickenpox), Influenza (Flu), and/or Meningococcal (MCV4) vaccinations prior to attending clinicals. Students with bona fide medical exceptions to obtaining one or more of these additional vaccinations can provide appropriate documentation to the clinical agency.

Any student without required proof of initial vaccination or series completion at the appropriate time will be unable to attend clinical until such requirements are met. Unexcused clinical absence(s) and lost points in the related clinical class will ensue. Students must produce documentation through immunization records and/or titers for immunizations requested by the School of Nursing and Health Science.
Clinical Dress Code

- See policy on professional appearance 34-35
Clinical Assignments and Rotations

All preceptor site arrangements are done through the college. Students are not permitted to contact facilities and set up their own preceptorships. Failure to follow this policy will result in dismissal from the program or failure of the course.

At the beginning of each clinical rotation, students are required to complete an ATS Contractual Agreement and Time Commitment Contract (Appendix B). Each student must also have on file a background check, copies of his/her CPR certification cards, Hepatitis B vaccinations, liability insurance, and a signed copy of the Policy and Procedure manual agreement.

All forms are required to be on file no later than five academic days after the start of each semester. The official date will be listed on the Calendar of Events of the respective academic year. For each day the forms are late, one point per day will be deducted from the student’s practicum course grade and the student will be removed from his/her clinical experience until the requirements are complete.

The completion of 950 hours of clinical experience is required under the supervision of an Approved Clinical Preceptor. These hours may be completed in the Piedmont College athletic training room with university athletic teams, at approved high schools, and at specific clinical sites. Clinical internships and externships may also be completed at off-campus locations under the direct supervision of an approved allied health care professional with whom the College maintains an active Affiliation Agreement.

Students will receive clinical experiences in the following categories: equipment intensive sports, individual and dual sports, team sports, the athletic training clinic, general medical, and other allied healthcare settings.

Students are required to complete six full semesters of clinical experience regardless of the number of hours they have obtained. This requires students complete an average of 10-15hrs per week at their clinical site in each of the six practicum courses. While students may occasionally exceed 20hrs in one week, they are not to average over 20hrs/wk in any given month. All clinical hours must be logged and verified by the clinical preceptor in the e*Value system. Once the semester or program minimums have been met (150/semester and 950/program), students are NOT released from his/her Preceptor and site. Excess hours earned in one semester do not “carry over” to the next term.

Students are required to complete their hour log on-line through e*Value; some sites, however, will require a paper record also be kept. If so, use the forms in Appendix E (have it/them signed by the supervising Preceptor). The use of paper logs is NOT a replacement for the electronic record—students must always use e*Value. All hour logs (paper and electronic) must be verified by the site Preceptor no later than the 7th day of each month and submitted to the ATP via the associated course (students should plan to have their hours documented no later than the last day of the month to allow their Preceptor time to login and verify the record). Failure to submit the hour log by the 7th will result in the hours not being recorded toward either the semester or graduation minimums.
Summer clinical experiences

Students may earn a maximum of 200 total clinical hours (throughout the entire course of the program) during the summer break while admitted to the program. This opportunity is completely voluntary and the student MUST register for course credit (Internship credit). Students must perform these hours with a BOC certified athletic trainer or other health care professional (MD, PA-C, PT, etc). Students wishing to obtain clinical experience hours during the summer break must have the experience pre-approved by the Director of Athletic Training Education or Clinical Education Coordinator and be registered for course credit (Internship credit). The ATP must have a signed site affiliation agreement, site contact details, and supervisor details for the summer experience chosen (must be provided to the Clinical Coordinator if not an existing site). This agreement must be in turned into the Clinical Coordinator no later than April 1st. These hours must be logged in both e*Value and on a paper Piedmont College ATP hour log (Appendix E), have them verified/signed by the supervising individual, and submit them to the Clinical Coordinator no later than the 7th day of each month for the preceding four weeks. Please note that only program-approved Preceptors can verify skill mastery on the student’s Master Log; the Program Director and/or Clinical Coordinator will determine if preceptor training is viable for the experience.

The Clinical Coordinator must have the following items by April 1st

1. Contact information for supervising individual
2. Completed site affiliation agreement
3. A-1 form/Resume/Vita for the supervising individual
4. A copy of the supervising individual’s BOC card (if applicable)
5. A copy of the supervising individual’s state licensing credential (if applicable)
6. A copy of the site’s most recent calibration record for all electrical equipment and therapeutic modalities (if applicable)
7. A copy of the site’s EAP and BBP Policy
All students are expected to wear their ID badges at all times while in the clinical setting at sites which require them. Students without the appropriate ID badge will be sent home and receive an unexcused absence for the day. Display of an ID badge that belongs to anyone other than the student will result in immediate dismissal from the program for fraudulent identity. If the inappropriate ID badge belongs to another Piedmont College student, that student will also be dismissed.
Clinical Evaluations

Students are evaluated twice during each clinical rotation for all Practicum and Internship classes (mid-semester and end of the semester) as part of their course grade. The student must review the evaluation on e*Value with the preceptor within one week of its completion. Internship sites during the summer terms and Allied Health sites may use a printed version of the evaluation; when this is done, it must be signed by both the student and the preceptor and returned to the Clinical Coordinator. Completed evaluations are kept in the student’s file. Students must earn a “C” (70%) or better on each evaluation. Those earning less than a “C” will be placed on probation until the next evaluation period (in the current term or the next term, as the case may be). Failure to improve the evaluation score to a “C” at the end of the probationary period will result in the student being removed from the program. They may choose to re-apply the following year or change their major.

At the end of each clinical rotation, students complete an evaluation on e*Value that summarizes their experience with the preceptor and site. Preceptors are given access to their score and blinded comments. This evaluation is used to ensure that students are receiving a quality experience.
Travel Procedures

Students are responsible for their own transportation to all clinical activities. Clinical experiences will often be held in facilities within a 50-mile radius of Piedmont College. Students are expected to arrive for their clinical, regardless of location, at or before the appointed time. Piedmont College does not provide any transportation to clinical sites.

At times, a special clinical experience may be arranged for farther away than the above-mentioned mileage. The School of Nursing and Health Sciences may arrange transportation for students on those occasions. If the School provides special transportation, all students are required to ride.

Piedmont College:
Students are expected to use their personal transportation to clinical experiences that happen on-site at Piedmont College (although all are within walking distance of the main campus). These clinical hours should not be scheduled to interfere with academic responsibilities.

When a staff ATC is required to travel with the a Piedmont College athletic team to a match, the conference tournament, or other NCAA post-season play, students are permitted to travel for clinical experience. Students must use only college-provided transportation to away events, and follow all Athletics Department guidelines when on the road. Traveling to away events is a privilege, for which the staff ATC will determine if and which students are eligible. Away event participation does not negate students’ academic responsibilities; all missed assignments/tests must be submitted before departure or other arrangements made with the individual faculty member.

Affiliated Schools:
Students are expected to use their personal transportation to clinical experiences that happen off-site at affiliated schools. These clinical hours should not be scheduled to interfere with academic responsibilities.

When a staff ATC is required to travel with an affiliated local high school or preparatory school team to a match, the conference tournament, or other post-season play, students are permitted to travel for clinical experience. If the affiliated school provides transportation for the athletic training staff from its home location to the event, the student must use it. However, for events for which the school does not provide transportation, the student may use their own vehicle. Traveling to away events is a privilege, for which the staff ATC will determine if and which students are eligible. Away event participation does not negate students’ academic responsibilities; all missed assignments/tests must be submitted before departure or other arrangements made with the individual faculty member.

Off-Campus Allied Health Clinical Sites:
Students are expected to use their personal transportation to clinical experiences that happen off-site at affiliated allied health settings. These clinical hours should not be scheduled to interfere with academic responsibilities.
Professional Conduct and Demerit Policy

Professional conduct contributes significantly to student and staff success during athletic training experiences. Therefore, limiting distracting behaviors in the work environment is important. This demerit policy applies to all Piedmont College clinical education sites and students in Levels A, B, C, and D.

Clinical Preceptors must issue a minimum of one warning for an infraction before citing the student with a demerit. They should use the warning as an opportunity for discussion with the student on ways to prevent the same infraction from happening again. However, once a formal warning has been given on an infraction, the next cited occurrence incurs a demerit. Demerit totals are cumulative throughout the program and do not “reset” yearly. If a student earns 3 demerits, they will be removed from the program immediately (they will be allowed to remain in their didactic courses, but will be withdrawn from their current Practicum course and removed from clinical education immediately). Students wishing to appeal to have their expulsion transmuted to a one year probation can meet with the Dean and Program Director. If the appeal is successful, the student will be removed from their current cohort and placed with the following year’s group. This will add an extra year to their original 4 year plan.

The infractions for issuing of demerits are listed below:

- Violation of Dress Code
- Tardiness
- Inappropriate use of telephone (texting, etc) during clinical experience hours
- Unprofessional Behavior (Cussing, PDA, poor attitude)
- Unexcused absence from meeting, treatments, clinical experience hours
- Unexcused absence from game/practice
- Insobriety (at preceptor discretion)
- Breach of medical confidentiality
- NATA Code of Ethics Violation
- Lying, Cheating, or Stealing
- NATA Code of Professional Practice Violation
- Sexual Harassment
- Alcohol and Drug Violations
- Dispensing Medication Inappropriately*

*Be aware that handling over the counter (OTC) medications can be a complicated matter in athletics. Thanks to our working relationship with our team physicians, Piedmont College ATSSs are allowed to dispense single-dose OTC medication to athletes under the direct supervision of their preceptor. Before dispensing the OTC medication to the athlete, the ATS must check with the staff athletic trainer. When medication is dispensed to an athlete, the ATS should always record the athlete’s name, medication, and dose on the tracking log and record the information in the athlete’s file. The ATS should always ask the athlete if they are currently taking medication or if they are allergic to any medication before giving any OTC medication to them. Also, it is the duty of the ATS to properly inform the athlete about the medication and how it is to be taken.
Confidentiality

Students enrolled in the Athletic Training Program must hold in confidence all client/patient related information and only release it to the person who owns it, those faculty, staff, or administration who have need to know (HIPPA), and those individuals or agencies who fulfill the requirements under the Federal Educational Rights and Privacy Act of 1974 (FERPA). Instruction on confidentiality within the allied health care setting will be given in the initial athletic training course, and students will be asked to sign a Confidentiality Statement (see copy below) prior to beginning observation hours to meet program admission requirements. Copies of this statement will also be signed yearly while in the program. In short, you may not release information to anyone regarding a patient. This includes their health or participation status, copying or reproducing any reports, or passing unauthorized information by telephone. Failure to protect any client’s right to confidential treatment may result in a failing course grade, dismissal from the Athletic Training Program, and civil liability for a breach of confidentiality.

CONFIDENTIALITY STATEMENT

In accordance with the Law (Official Code of Georgia, Annotated, Sections 37-3, 37-4, 37-7 and HIPAA) every patient’s right to confidential treatment must be protected.

As a student and/or provider of care, I understand that the patient's right to privacy must be protected and treatment must remain confidential. While providing care, I may become knowledgeable of certain patient related information. This information may include patient identity, information related to a patient’s treatment, diagnosis, or to other services received.

I understand that at all times I am restricted from discussing any information pertaining to a patient with anyone other than PC athletic training faculty, clinical preceptors, or site personnel directly responsible for the patient's care. I understand this includes other students outside of post conference. Personally identifying information is any information which is readily used to identify a particular patient including but not limited to: name, address, sport, diagnosis, Social Security number, physical description, names of family members, and photographs. I further understand that if I do discuss patient information I subject myself to civil liability and may be subject to a failing course grade and dismissal from Piedmont College Athletic Training Program.

I understand that I am not to post any patient information on social networking sites or journaling/blogs, such as, but not limited to, Facebook, MySpace, or any other such sites. Patient information includes identifying information but also includes disease information, pictures, treatment information or any clinical or other information. If such information is found to be posted to such a website the result will be immediate dismissal from the program.

Student Name: (print) ____________________________________________________________

Student Signature: ___________________________________ Date: ____________________
Athletic Training Facility Etiquette

- Athletic Training Facilities
  - Follow Dress Code as stated in the Dress Code Section
  - Make sure you have good communication with your preceptor; ask questions when appropriate and provide responses when asked.
  - Mentor other students and accept mentoring from others.
  - Proper Phone Answering:
    - (Specific Athletic Training facility) this is (your name), how may I help you?
  - Cell phones turned off or silenced
  - No lounging or lying on tables. Homework can only be done when there are no athletes present and all other work has been completed and with preceptor permission.
  - Follow all OSHA standards
  - Be responsible and be on TIME.

- Traveling
  - Follow Dress Code as stated in the Dress Code Section
  - Be on time to leave for game
  - Make sure you have good communication with coaches and your preceptor; ask questions when appropriate and provide responses when asked.
  - Have necessary supplies and make sure kit is well stocked
  - Cell phones off/silenced during games and only used for emergencies
  - Follow all team policies.
  - Follow individual school’s athletic training facility policies and procedures
  - Be courteous with other athletic trainers.

- Within The Major
  - Follow Dress Code as stated in the Dress Code Section
  - Remember you are representing PCAT at all times outside of class and practices
  - Mentor other students and accept mentoring from others.
  - Be professional at all outside events (conferences, meetings, etc.)
  - Be respectful and courteous to fellow ATSs and ATCs
  - Maintain confidentiality of all athletes at all times.

- Coaches
  - Be respectful and courteous to all coaches (head and assistants).
  - Develop a good, professional relationship with coaches from the beginning of your rotation.
  - Communicate well with the coaches about the health of athletes and keep them informed of the progress of injured athletes as directed by your preceptor.
  - Be on time and be responsible at all home/away games and at each practice.
  - Learn the rules/likes/dislikes of your coaches during games and practices and be respectful and follow those rules.

- Allied Health Professionals
  - Follow Dress Code as stated in the Dress Code Section
  - Be respectful and courteous to all personnel (allied health professionals, support staff, etc.).
  - Develop a good, professional relationship with personnel from the beginning of your rotation.
  - Communicate well with all staff; ask questions when appropriate and provide responses when asked.
  - Be on time and be responsible for all scheduled experiences
  - Learn the rules/likes/dislikes of the site personnel and be respectful and follow those rules.
Communicable Disease Policy

In order to protect the health and safety of the athletic training students and athletes this policy was designed according to the Centers for Disease Control (CDC) Guidelines for Infection Control in Health Care Personnel, 1998. For the full report go to http://www.cdc.gov/ncidod/dhqp/pdf/guidelines/InfectControl98.pdf.

Students can prevent/minimize exposure of communicable disease by:

- Maintaining good hygiene
- Frequent hand washing
- Covering the mouth and nose when coughing or sneezing

Any student who has been exposed to a communicable disease must report this exposure to their preceptor. Exposure to blood or other bodily fluids will be handled according to the site's blood borne pathogen plan.

Athletic Training students should report a potential communicable disease to their immediate supervisor and the Coordinator of Clinical Education as soon as possible. A list of common communicable diseases is found in Appendix C. Any students who misses more than two days of their clinical education experience due to illness must be evaluated by a licensed health care provider (MD, DO, NP, PA-C). Any student evaluated by a licensed health care provider must provide a written note which includes the diagnosis and restrictions. This documentation will be placed in a sealed envelope and placed in the student’s permanent file. If an extended time needs to be missed (> 4 days), a timeline for return to full participation is needed. A signed release from a licensed health care professional is required prior to resuming clinical experiences.

Blood-borne pathogens (BBP’s) are disease-causing germs carried by blood and other body fluids and can cause disease in humans. Human immunodeficiency virus (HIV), hepatitis B virus (HBV), and hepatitis C virus are the most common blood-borne pathogens. BBP’s are commonly spread by:

- Puncture wounds/needle sticks
- Splash to mucous membranes or other open areas of skin
- Sexual contact
- Mother to baby

HIV

HIV is the virus that causes AIDS. The average risk for healthcare workers after exposure to HIV is about 1 in 300. Some of the common symptoms include:

- Flu-like symptoms
- Fatigue
- Fever
- Swollen lymph nodes
- Diarrhea
- Night sweats

Hepatitis B Virus

The Hepatitis B virus can live up to 7 days at room temperature on an environmental surface in dried blood and is therefore one of the greatest risks to healthcare workers after exposure. It may cause severe illness, liver damage, and death. Some of the common symptoms include:
• Fatigue
• Nausea
• Jaundice
• Abdominal pain
• Abnormal liver tests
• Loss of appetite

Hepatitis C Virus

The Hepatitis C virus has recently been recognized as an important BBP in healthcare workers. It was previously known as non-A, non-B hepatitis. Some of the common symptoms include:

• Vague abdominal discomfort
• Nausea
• Vomiting
• Jaundice

Exposure Control Plan

See the information in Appendix H.
Professional Memberships

Membership in professional organizations instills a sense of professionalism in the student, provides certain rights and benefits, and also increases the possibility of being awarded a scholarship.

National Athletic Trainers’ Association (NATA)
Each student enrolled in the ATP is expected to become a member of the NATA after acceptance into the program in the Level A year (due in January). As a student in District 9, you will pay a fee of $80/year. A membership will result in a savings on the fee required to sit for the National Athletic Trainers’ Association Board of Certification (BOC) examination. Membership in the NATA also entitles the student to compete for academic scholarships, receive discounts to professional meetings, monthly copies of NATA News, reasonably priced personal and professional liability insurance, and free use of the Placement Vacancy Service.

District 9 Southeast-Atlantic Athletic Trainers’ Association (SEATA)
The following states are part of the SEATA: Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi, Tennessee, Puerto Rico, and the Virgin Islands. Dues for SEATA are usually due with the annual NATA dues.

Georgia Athletic Trainers’ Association (GATA)
It is also recommended, but not required, that athletic training students become members of our state athletic trainers’ association. The fee is also minimal and fluctuates year to year. Non-certified student membership is currently $20/year. Other membership categories are as follows:

- GBAT licensed/NATABOC Certified - $40 Open to all athletic trainers practicing in Georgia, certified by NATABOC, and licensed by Georgia Board of Athletic Trainers
- Licensed/Certified Retired - $25 Athletic Trainers who were certified by NATABOC and/or licensed by the Georgia Board prior to retirement. These members are no longer actively in practice.
- Licensed/Certified Student - $25 Open to all students enrolled full-time in a Georgia college or university who are also certified by the NATABOC and licensed by the Georgia Board of Athletic Trainers.
- Associate - $40 Open to all licensed healthcare providers (physicians, PA, NP, PT, OT, RN, etc) who are not athletic trainers. Also open to athletic trainers not currently residing or working in Georgia yet still desire membership in GATA.
- Non-certified/licensed Student - $20 Open to all College/University or High School students who desire GATA membership prior to certification/licensure as an athletic trainer in Georgia. Members at this level are not eligible to earn continuing education units (CEUs) at the annual meeting.

Board of Certification (BOC) Certification Requirements
The BOC was incorporated in 1989 to provide a certification program for entry-level athletic trainers and recertification standards for certified athletic trainers. The purpose of this entry-level certification program is to establish standards for entry into the profession of athletic training. Additionally, the BOC has established the continuing education requirements that a certified athletic trainer must satisfy in order to maintain current status as a BOC certified athletic trainer.

The Board of Certification reviews the requirements for certification eligibility and standards for continuing education annually. Additionally, the Board reviews and revises the certification examination in accordance with the test specifications of the BOC Role Delineation Study that is reviewed and revised every five years. The Board of Certification uses a criterion-referenced passing point for the anchor form of the examination. Each new examination version is equated to the anchor version to ensure that candidates are not rewarded or penalized for taking different versions of the examination.

In order to obtain certification as an athletic trainer, a candidate must satisfy curriculum requirements used to meet eligibility standards (i.e. graduate from a CAATE-accredited program) and pass a national certification examination.
• Candidates must successfully complete an entry-level athletic training program accredited by CAATE, in no fewer than two academic years.
• The ATS must have a high school diploma to begin accumulating supervised athletic training experience hours that are to be used to meet requirements for BOC certification.
• Proof of graduation (an official transcript) at the baccalaureate level from an accredited college or university located in the United States of America.
• Proof of current certification in Emergency Cardiac care (ECC). ECC certification must include the following: adult and pediatric CPR, airway obstruction, 2nd rescuer CPR, AED and barrier devices. ECC certification must be current at the time of application.
• Endorsement of the certification application by the accredited curriculum program director.
• Please note: If any of these BASIC REQUIREMENTS are not fulfilled at the time of application, the application will be returned to the applicant (NO EXCEPTIONS).

The BOC does not discriminate against any individual on the basis of religion, gender, ethnic background, or physical disability.
What Every Athletic Trainer Should Know

The following information comes directly from the NATA website. As the NATA is the governing association for the Athletic Training Profession, Athletic Trainers of all levels (student through certified) should strive to live by these fundamentals:

Most athletic trainers work in environments where physical contact, competition, and pressure for opportunities are intense, and where failure often has quick consequences for athletes and those who work with them. The potential for sexual harassment is high in environments such as these.

Sexual harassment is not just a problem for its victims. Anyone responsible for workplace decisions or employee supervision is responsible for understanding and preventing sexual harassment and may be held liable for failing to do so. Sexual harassment includes much more than most people think.

What is Sexual Harassment?

Sexual Harassment is any form of unwelcome conduct based on a victim's gender. There are two basic types. Most people understand the first type, quid pro quo, in which the victim is promised some kind of benefit is threatened or fears some kind of harm in exchange for sexual favors. Sexual favors include requests for dates and social events as well as requests for any kind of sexual touching.

The second type of harassment, hostile environment harassment, is more commonly alleged and does not require any threat or promise of benefit: sexual harassment occurs if a harasser by his or her conduct or failure to act creates or allows a hostile, offensive or intimidating environment. An environment may be hostile even if no touching occurs; jokes, pictures, innuendo, comments about a person's body or appearance, sexual remarks about others, gestures and looks, and even more subtle collections of practices may create one.

What responsibility does an athletic trainer have for sexual harassment?

If an athletic trainer is an employer, is a manager of employees, or is a person responsible for workplace policies, he or she has a variety of responsibilities to attempt to prevent sexual harassment and to deal properly with it when it happens. These responsibilities have been growing rapidly in recent years and athletic trainers are cautioned to stay well informed of their legal responsibilities.

An employer could be liable for sexual harassment of the quid pro quo type even if it had no knowledge of the harassment, and even if the victim did not object and suffered no harm.

An employer may be liable for hostile environment harassment if it knew of the harassment, took insufficient action to stop it, or had no effective means in place for reporting, investigating or remediying the harassment (with no adverse consequences for the victim).

An employer is generally responsible for trying to prevent and police harassment against employees from any source, not just from other employees. This means that employees must be protected against harassment from athletes, coaches, fans, customers, vendors, doctors, athletic trainers and others, to the extent possible.

Courts increasingly determine whether harassment against women occurred based on whether a reasonable woman (not a reasonable man) might feel threatened or harassed.

What can a victim do?

A person can be a victim of sexual harassment if she or he is the target of the harassment, if she or he is harmed because someone else is a target (for example, if someone else gets preferred treatment), or if she or he works in a sexually hostile environment.
Appropriate actions will vary greatly with the situation and governing laws and policies. A person may feel victimized or ill-treated and not legally be a victim of sexual harassment; so (1) becoming informed, (2) keeping proper records, and (3) acting calmly are generally prudent.

Employers are legally expected to have and publish investigation and protection procedures for victims. The law requires that employers (1) act promptly, (2) take all complaints seriously, (3) document the investigation, (4) conduct all interviews privately and confidentially, and (5) prevent avoidable harm to the victim. Many employers make available same-gender representation and alternative reporting channels. Victims should investigate their internal options.

Victims often have a variety of legal courses of action in addition to internal procedures including breach of contract, workman’s compensation claims, common law tort actions, state and federal statutory claims, and EEOC or other regulatory agency actions. Expert advice, not just the impassioned views of friends and relatives, should be sought. Keeping proper records increases a victim’s options and chances of positive resolution. Non-legal resolutions should be analyzed as well.

Where does the NATA stand?

Sexual harassment violates the NATA’s Code of Ethics and can be grounds for sanctions, including termination of membership.

NATA Code of Ethics

Principle 1: Members shall respect the rights, welfare and dignity of all individuals.

Principle 2: Members shall comply with the laws and regulations governing the practice of athletic training.

Principle 3: Members shall accept responsibility for the exercise of sound judgment.

Principle 4: Members shall maintain and promote high standards in the promotion of services.

Principle 5: Members shall not engage in any form of conduct that constitutes a conflict of interest or that adversely reflects on the profession.
Clinical Education Guidelines for Athletic Training Students

- **Supervision:**
  - The preceptor must be physically present and have the ability to intervene under the direct supervision of the ATS to provide on-going and consistent education.
  - The preceptor must consistently and physically interact with the ATS at the site of the clinical experience. Students who find themselves unsupervised must remove themselves from the clinical site immediately and contact the Clinical Education Coordinator.
  - Preceptors are required to have constant visual and auditory interaction between themselves and the athletic training student (ATS) to provide direct supervision in the context of patient care. They must be available on-site to physically intervene in an emergency situation, create an educational experience, and to plan, direct, and advise the student’s clinical experience. At no time should the ATS be left unsupervised to act without the physical presence of a certified athletic trainer or clinical supervisor.
  - The preceptor must also accept all ATS assigned to their facility or sport without discrimination, assign them responsibilities commensurate with their education and experience as delineated in the NATA Competencies in Athletic Training, and enhance their educational experience by reviewing and critiquing the competencies assigned to their academic level for progress and mastery.
  - Furthermore, the preceptor should encourage critical thinking and assist the ATS in setting and obtaining personal goals throughout the clinical rotation.

- **Clinical Skill Practice:**
  - While being directly supervised by a preceptor, an ATS may provide all athletic training skills that have been presented in either a previous or concurrent academic course and/or successfully evaluated in the Didactic and Lab Manual. Students may also write progress notes recording actions of care (regardless of academic level). However, ATSSs may neither practice a skill that has not been successfully evaluated, nor initiate, change, or progress a rehabilitation plan, use electrical or ultrasound modalities, conduct an injury evaluation, or make return to play decisions when not directly supervised.
  - Athletic training students must maintain current certifications in First Aid and CPR-PRO with AED and personal professional liability insurance. The initial basic life support certification is offered the freshmen year, with bi-annual updates occurring in the fall semester (The AT Program Director is an approved American Red Cross instructor). Students can also contact their local American Red Cross Chapter for additional certification opportunities. Application of emergency CPR/AED and life-saving first aid techniques are the only skills an ATS is allowed to perform unsupervised.

- **Clinical Hours:**
  - Students must complete an average of 10-15hrs per week at their clinical site in each of the six practicum courses (950hrs total). While students may occasionally exceed 20hrs in one week, they are not to average over 20hrs/wk in any given month.
  - All students must have a minimum of one day off from their clinical site each week (2 days off is recommended).
  - At no time should the ATS be left unsupervised to act without the physical presence of a certified athletic trainer or clinical supervisor. Students who find themselves unsupervised must remove themselves from the clinical site immediately and contact the Clinical Education Coordinator.
  - If a student exceeds an average of 20hrs/wk in any given month, the CEC contacts both them and their preceptor to determine the circumstances and reiterate the policy. If the policy is violated a second time during a single clinical experience, the student is removed from the clinical site until a formal, limited schedule can be arranged (the CEC, student, and preceptor are included in this discussion). If an appropriate schedule cannot be determined or agreed upon, the student will be moved to a more suitable site/preceptor for the remainder of the clinical experience.

- All clinical hours and skill practice/mastery must be logged and verified by the clinical preceptor in the e*Value system.
Appendices
A: Policy and Procedure Manual Informed Agreement Statement

This is to certify that I have read the Piedmont College ATP Policy and Procedure manual. I am fully aware of the requirements and expectations as set forth in this manual. I understand that failure to abide by the rules and regulations set forth in this document may result in me being placed on probation or dismissed from the Piedmont College ATP. By signing below, I have indicated my agreement and understanding of these policies regarding probation and dismissal.

__________________________________________  __________________
Name (Please print)       Signature       Date

By initialing below, I certify that I understand these policies and their implementation.

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<tr>
<th>Initials</th>
<th>Specific Policy</th>
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<td>Program Progression Requirements and Student Leave of Absence</td>
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<td>Additional Program Costs (clothing, e*Value, travel, etc.)</td>
</tr>
<tr>
<td></td>
<td>Academic Integrity, Attendance, and Competency Exam Expectations</td>
</tr>
<tr>
<td></td>
<td>Outside Employment and Intercollegiate Athletics Participation</td>
</tr>
<tr>
<td></td>
<td>Dress Code and Cell Phone/Electronic Device Use Expectations</td>
</tr>
<tr>
<td></td>
<td>Student Alcohol and Drug Policy (including testing with cause)</td>
</tr>
<tr>
<td></td>
<td>Health Insurance, Immunizations, and PPD Requirements</td>
</tr>
<tr>
<td></td>
<td>Clinical Experience and Evaluations Policies (including hours submission expectations)</td>
</tr>
<tr>
<td></td>
<td>Professional Conduct, Etiquette, and Membership Expectations</td>
</tr>
<tr>
<td></td>
<td>Demerit Policy</td>
</tr>
<tr>
<td></td>
<td>Communicable Disease Policy and Exposure Control Plan</td>
</tr>
</tbody>
</table>
Piedmont College
B: Athletic Training Student Clinical Orientation and Contractual Agreement

ATS Name:  ATS Signature:  
PCPT Name:  PCPT Signature:  
Site:  Term:  

I accept this contract with the understanding that I am representing the Piedmont College Athletic Training Program (ATP) at all times. In accepting the terms of this agreement, I understand that being an athletic training student is a commitment which is preparing me to become a certified athletic trainer. I understand that I will be closely supervised and evaluated. Furthermore, I understand that my evaluation will become part of my record and my performance will partially determine my grade and continuance in the program. I understand that I will also have the opportunity to evaluate my preceptor and clinical site.

My responsibilities, under the direct supervision of my preceptor, include the skills below based on completed proficiencies and may change as the semester progresses:

- **Clinical Skill Practice:**
  - While being directly supervised by a preceptor, an ATS may provide all athletic training skills that have been presented in either a previous or concurrent academic course and/or successfully evaluated in the Didactic and Lab Manual. Students may also write progress notes recording actions of care (regardless of academic level). However, ATSS may neither practice a skill that has not been successfully evaluated, nor initiate, change, or progress a rehabilitation plan, use electrical or ultrasound modalities, conduct an injury evaluation, or make return to play decisions when not directly supervised.
  - Athletic training students must maintain current certifications in First Aid and CPR-PR with AED and personal professional liability insurance. The initial basic life support certification is offered the freshmen year, with biannual updates occurring in the fall semester. Students can also contact their local American Red Cross Chapter for additional certification opportunities. Application of emergency CPR/AED and life-saving first aid techniques are the only skills an ATS may perform unsupervised.

- **Clinical Hours:**
  - Students must complete an average of 10-15hrs per week at their clinical site in each of the six practicum courses (900hrs total). While students may occasionally exceed 20hrs in one week, they are not to average over 20hrs/wk in any given month.
  - All clinical hours must be logged and verified by the clinical preceptor in the e*Value system. Once the semester or program minimums have been met (150/semester and 900/program), students are **NOT** released from his/her Preceptor and site. Students must be active clinically every week of the academic term.
  - All students must have a minimum of one day off from their clinical site each week (2 days off is recommended).
  - At no time should the ATS be left unsupervised to act without the physical presence of a certified athletic trainer or clinical preceptor. Students who find themselves unsupervised must remove themselves from the clinical site immediately and contact the Clinical Education Coordinator.

I have read the Piedmont College Policy and Procedures Manual and agree to abide by these rules and regulations. I agree to complete ________ clinical hours in the assigned clinical setting over the course of the entire semester. In doing so, I will fulfill my duties to the best of my ability.

**Tentative daily schedule.**
Below is a tentative schedule that I will complete my clinical experience hours. I understand that this schedule will change based on changes to the practice and game schedule. My weekly commitment is as follows:

| Sunday: | Monday: | Tuesday: | Wednesday: | Thursday: | Friday: | Saturday: |
The five goals I have for this clinical experience are:

1. 
2. 
3. 
4. 
5. 

Three expectations I have for my Preceptor are:

1. 
2. 
3. 

Three expectations my Preceptor has for me are:

1. 
2. 
3. 

To be completed by the Preceptor.

All preceptors are expected to hold an Orientation Session to explain and review the information listed below with the Athletic Training Students assigned to them.

<table>
<thead>
<tr>
<th>Date Completed</th>
<th>Review Emergency Action Plan (EAP): emergency phone numbers, location of EAP, and communications to initiate EAP. This should be posted and/or available at each individual site.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Review all OSHA regulations and facility procedures regarding BBP, locations of biohazard containers, and hand washing facilities at the site.</td>
</tr>
<tr>
<td></td>
<td>Determine the ways in which it is best for the clinical instructor and the student to make contact in case of illness, postponed or cancelled events, etc. Email addresses, cell phone numbers, home numbers should be exchanged when appropriate.</td>
</tr>
<tr>
<td></td>
<td>Review the dress code. At no time should the student’s mid-drift, low back or chest be exposed.</td>
</tr>
<tr>
<td></td>
<td>Select a clinical rotation schedule that will assure the student meets the hours requirement.</td>
</tr>
<tr>
<td></td>
<td>Make introductions to the appropriate personnel (athletic director, coaches, players, colleagues, support staff, etc.)</td>
</tr>
<tr>
<td></td>
<td>Review clinical skills and proficiencies assigned for the specific courses in which the student is enrolled.</td>
</tr>
<tr>
<td></td>
<td>Review meaning of direct supervision and implications on student involvement.</td>
</tr>
</tbody>
</table>
C: List of Communicable Diseases

1. Conjunctivitis
2. Diarrhea
3. Diphtheria
4. Enteroviral infections
5. Hepatitis A
6. Hepatitis B
7. Hepatitis C
8. Herpes simplex
9. Human immunodeficiency virus
10. Measles
11. Meningococcal infections
12. Mumps
13. Pediculosis
14. Pertussis
15. Rubella
16. Scabies
17. Streptococcal infection
18. Tuberculosis
19. Varicella (chickenpox)
20. Zoster
21. Viral Respiratory infections
D: ATS Student-Athlete Agreement Form

Background
A number of students interested in the Piedmont College Athletic Training Program also have an interest in participating on an intercollegiate athletic team. The Athletic Training major has a significant clinical component which requires student commitment during afternoons, evenings, and on weekends. Time conflicts between sport demands and clinical requirements can occur. The athletic training faculty is committed to encouraging students and assisting them in taking advantage of the co-curricular opportunities on campus. In order to fulfill the requirements of the athletic training major, and have quality clinical experiences to enable the student to become a skilled health care professional, the following guidelines have been designed.

Guidelines
1. Students admitted to the athletic training program may participate on one intercollegiate athletic team.
2. The athletic training student’s primary responsibility during his/her intercollegiate athletic team’s traditional season will be participation with the intercollegiate team. He/she must complete the clinical experience hours required for the respective Practicum course.
3. The athletic training student’s primary responsibility during his/her intercollegiate team’s traditional offseason will be his/her athletic training clinical experience assignment/hours. All workouts, meetings, and sessions related to the intercollegiate sport will be secondary to athletic training. Each athletic training student has two days off a week and may participate in their athletic event during this time.
4. Athletic training students who participate in intercollegiate athletics must, like all students, fulfill all the didactic and clinical program requirements before they graduate.
5. Reaching the minimum clinical experience hours does not mean the end of the clinical experience rotation. Athletic training students must complete the entire clinical experience to which they have been assigned.
6. Some athletic training students/student-athletes may need to remain at Piedmont College for an additional semester to ensure they have received the clinical experience necessary to graduate and sit for the BOC certification examination. This will be determined on an individual basis.

I certify that I have read the Piedmont College ATS/Student-athlete agreement and am fully aware of the requirements. I understand that if I fall behind academically or clinically due to participating in both these activities, I may have to choose between the two.

By signing below, I have indicated my agreement and understanding of these policies.

_____________________________________________________________________________
Name (Please print)

______________________________  __________________
Signature       Date

_____________________________________________________________________________
Intercollegiate Coach Name (Please print)

______________________________  __________________
Signature       Date
# Piedmont College ATS Practical Experience Monthly Record

**Name:**

**Student ID:**

**Month & Year:**

**NATA Membership #:**

Directions: Type in the number of hours for each set of dates (column headings) for each sport activity (row headings). Both the ATS and the CI/ACI must sign the bottom for hours validation. The Monthly Record Form is due on or before the 7th of each month.

## Practices and Home Games Only

<table>
<thead>
<tr>
<th></th>
<th>1st - 7th</th>
<th>8th - 14th</th>
<th>15th - 21st</th>
<th>22nd - End</th>
<th>Row Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Men’s LAX</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Women’s LAX</td>
<td></td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>Football (HS)</td>
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<td></td>
<td></td>
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</tr>
<tr>
<td>Volleyball</td>
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</tr>
<tr>
<td>Softball</td>
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<tr>
<td>Baseball</td>
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<tr>
<td>Tumix/Golf</td>
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<tr>
<td>Track/XC</td>
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<tr>
<td>Men’s Soccer</td>
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<tr>
<td>Women’s Soccer</td>
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</tr>
<tr>
<td>Wrestling (HS)</td>
<td></td>
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</tr>
<tr>
<td>Men’s Basketball</td>
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<tr>
<td>Women’s Basketball</td>
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</tr>
</tbody>
</table>

Total for this section only: **0.00**

## Athletic Training Room

<table>
<thead>
<tr>
<th></th>
<th>1st - 7th</th>
<th>8th - 14th</th>
<th>15th - 21st</th>
<th>22nd - End</th>
<th>Row Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rehabilitation</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Treatment</td>
<td></td>
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<td></td>
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<tr>
<td>Record Keeping</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>General (clean up)</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Other Administrative</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

Total for this section only: **0.00**

## Allied / Other Setting

<table>
<thead>
<tr>
<th></th>
<th>1st - 7th</th>
<th>8th - 14th</th>
<th>15th - 21st</th>
<th>22nd - End</th>
<th>Row Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Away Event</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Clinic Experience</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>High School (not FB)</td>
<td></td>
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<td></td>
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<tr>
<td>Physician Visit</td>
<td></td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>Surgical Observation</td>
<td></td>
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</tr>
<tr>
<td>Other:</td>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

Total for this section only: **0.00**

Overall total for this month: **0.00**

By my signature below, I certify that the above record is accurate as indicated. I understand that inaccuracy in this record is fraudulent and subject to disciplinary action up to and including removal from the program.

**Student Signature**

**Date**

**Supervisor Signature**

**Date**
F: CONFIDENTIALITY STATEMENT

In accordance with the Law (Official Code of Georgia, Annotated, Sections 37-3, 37-4, 37-7 and HIPAA) every patient's right to confidential treatment must be protected.

As a student and/or provider of care, I understand that the patient's right to privacy must be protected and treatment must remain confidential. While providing care, I may become knowledgeable of certain patient related information. This information may include patient identity, information related to a patient's treatment, diagnosis, or to other services received.

I understand that at all times I am restricted from discussing any information pertaining to a patient with anyone other than PC athletic training faculty, clinical preceptors, or site personnel directly responsible for the patient's care. I understand this includes other students outside of post conference. Personally identifying information is any information which is readily used to identify a particular patient including but not limited to: name, address, sport, diagnosis, Social Security number, physical description, names of family members, and photographs. I further understand that if I do discuss patient information I subject myself to civil liability and may be subject to a failing course grade and dismissal from Piedmont College Athletic Training Program.

I understand that I am not to post any patient information on social networking sites or journaling/blogs, such as, but not limited to, Facebook, MySpace, or any other such sites. Patient information includes identifying information but also includes disease information, pictures, treatment information or any clinical or other information. If such information is found to be posted to such a website the result will be immediate dismissal from the program.

Student Name: (print) __________________________________________________________________

Student Signature: ___________________________ Date: ___________________________
These documents are verified by the Program Director and/or Clinical Education Coordinator and recorded in the e*Value system. (All forms and photocopies must be turned in no later than 5 academic days after the start of each semester).

<table>
<thead>
<tr>
<th>Document</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
</tr>
</thead>
<tbody>
<tr>
<td>Background Check</td>
<td></td>
<td>☐</td>
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<td></td>
</tr>
<tr>
<td>Drug Test</td>
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<tr>
<td>Proof of Immunizations</td>
<td></td>
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<tr>
<td>Technical Standards (Initial)</td>
<td></td>
<td>☐</td>
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<tr>
<td>First Aid Certification</td>
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<tr>
<td>CPR/AED Certification</td>
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<tr>
<td>NATA Membership</td>
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<tr>
<td>Policy and Procedure manual agreement</td>
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<td>☐</td>
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<tr>
<td>Proof of Health/Accident Insurance</td>
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<tr>
<td>Statement of Confidentiality</td>
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<tr>
<td>Student Athlete Agreement (if applicable)</td>
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<td>TB Skin Test</td>
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<tr>
<td>Technical Standards (Annual)</td>
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<tr>
<td>E*Value Registration</td>
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<tr>
<td>Clinical Contract (Signed)</td>
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<tr>
<td>Goals set</td>
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<td>☐</td>
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</tr>
<tr>
<td>Site orientation completed</td>
<td></td>
<td>☐</td>
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</tbody>
</table>
Appendix H: Exposure Control Plan

POLICY

The Piedmont College Athletic Training Facility is committed to providing a safe and healthful work environment for our entire staff. In pursuit of this goal, the following exposure control plan (ECP) is provided to eliminate or minimize occupational exposure to bloodborne pathogens in accordance with OSHA standard 29 CFR 1910.1030, “Occupational Exposure to Bloodborne Pathogens.”

The ECP is a key document to assist our organization in implementing and ensuring compliance with the standard, thereby protecting our employees. Implementation methods for these elements of the standard are discussed in the subsequent pages of this ECP.

This ECP includes:
- Determination of employee exposure
- Implementation of various methods of exposure control, including:
  - Universal precautions
  - Engineering and work practice controls
  - Personal protective equipment
  - Housekeeping
- Post-exposure evaluation and follow-up
- Communication of hazards to employees and training
- Recordkeeping
- Procedures for evaluating circumstances surrounding exposure incidents

PROGRAM ADMINISTRATION

- The Piedmont College Athletic Training Staff is responsible for implementation of the ECP. The Head Athletic Trainer will maintain, review, and update the ECP at least annually, and whenever necessary to include new or modified tasks and procedures. Contact location/phone number: Piedmont College Athletic Training Facility (706) 778-3000 ext.1009.
- Those employees who are determined to have occupational exposure to blood or other potentially infectious materials (OPIM) must comply with the procedures and work practices outlined in this ECP.
- The Piedmont College Athletic Training Staff will provide and maintain all necessary personal protective equipment (PPE), engineering controls (e.g., sharps containers), labels, and red bags as required by the standard. The Head Athletic Trainer will ensure that adequate supplies of the aforementioned equipment are available in the appropriate sizes. Contact location/phone number: Piedmont College Athletic Training Facility (706) 778-3000 ext.1009.
- The Piedmont College Athletic Training Staff will be responsible for ensuring that all medical actions required by the standard are performed and that appropriate employee health and OSHA records are maintained. Contact location/phone number: Piedmont College Athletic Training Facility (706) 778-3000 ext.1009.
- The Piedmont College Athletic Training Staff will be responsible for training, documentation of training, and making the written ECP available to employees, OSHA, and NIOSH representatives. Contact location/phone number: Piedmont College Athletic Training Facility (706) 778-3000 ext.1009.

EMPLOYEE EXPOSURE DETERMINATION

The following is a list of all job classifications at our establishment in which all employees/students may have occupational exposure:
Job Title Department/Location:
• Athletic Trainer – Athletic Training Facility / Playing Field
• Athletic Training Student – Athletic Training Facility / Playing Field
• Coach - Athletic Training Facility / Playing Field
• Athletic Training Work Study Student - Athletic Training Facility / Playing Field

METHODS OF IMPLEMENTATION AND CONTROL

Universal Precautions
All employees/students will utilize universal precautions.

Exposure Control Plan
Employees and students covered by the bloodborne pathogens standard receive an explanation of this ECP during their initial training session. It will also be reviewed in their annual refresher training. All employees / students can review this plan at any time during their work shifts by contacting a Piedmont College Athletic Training Staff Member. If requested, we will provide an employee / student with a copy of the ECP free of charge and within 15 days of the request. The Head Athletic Trainer is responsible for reviewing and updating the ECP annually or more frequently if necessary to reflect any new or modified tasks and procedures that affect occupational exposure and to reflect new or revised employee / student positions with occupational exposure.

Engineering Controls and Work Practices
Engineering controls and work practice controls will be used to prevent or minimize exposure to bloodborne pathogens.

Sharps disposal containers are inspected and maintained or replaced by the Piedmont College Athletic Training staff yearly or whenever necessary to prevent overfilling. This facility identifies the need for changes in engineering controls and work practices through Review of OSHA Records nad employee / student needs or ideas. We evaluate new procedures and new products regularly. Both front-line workers and management officials are involved in this process through discussion about best practice. The Head Athletic Trainer is responsible for ensuring that these recommendations are implemented.

Personal Protective Equipment (PPE)
PPE is provided to our employees at no cost to them. Training in the use of the appropriate PPE for specific tasks or procedures is provided by the Piedmont College Athletic Training Staff.

The types of PPE available to employees are as follows:
• Gloves
• Eye Protection
• Medical Masks
• Antibacterial Hand Sanitizer

PPE is located in the athletic training facility and in kits used for athletic events and may be obtained through a Piedmont College Staff Athletic Trainer upon request.

All employees using PPE must observe the following precautions:
• Remove PPE after it becomes contaminated and before leaving the work area.
• Used PPE may be disposed of in the biohazard waste bin or in a biohazard waste bag that is carried in all kits.
• Wear appropriate gloves when it is reasonably anticipated that there may be hand contact with blood or OPIM, and when handling or touching contaminated items or surfaces; replace gloves if torn, punctured or contaminated, or if their ability to function as a barrier is compromised.
Utility gloves may be decontaminated for reuse if their integrity is not compromised; discard utility gloves if they show signs of cracking, peeling, tearing, puncturing, or deterioration.

Never wash or decontaminate disposable gloves for reuse.

Wear appropriate face and eye protection when splashes, sprays, spatters, or droplets of blood or OPIM pose a hazard to the eye, nose, or mouth.

Remove immediately or as soon as feasible any garment contaminated by blood or OPIM, in such a way as to avoid contact with the outer surface.

**Housekeeping**

Regulated waste is placed in containers which are closable, constructed to contain all contents and prevent leakage, appropriately labeled or color-coded and closed prior to removal to prevent spillage or protrusion of contents during handling.

Contaminated sharps are discarded immediately or as soon as possible in containers that are closable, puncture-resistant, leak proof on sides and bottoms, and appropriately labeled or color-coded. Sharps disposal containers are available in the Piedmont College Athletic Training Facility.

**Laundry**

The following contaminated articles may be laundered:

- Towels
- Uniforms

The following laundering requirements must be met:

- Handle contaminated laundry as little as possible, with minimal agitation.
- Place wet contaminated laundry in leak-proof, labeled or color-coded containers before transport. Use (specify either red bags or bags marked with the biohazard symbol) for this purpose.
- Wear the following PPE when handling and/or sorting contaminated laundry: Gloves

**POST-EXPOSURE EVALUATION AND FOLLOW-UP**

Should an exposure incident occur, contact the Head Athletic Trainer at the following number: 336-414-6966. An immediately available confidential medical evaluation and follow-up will be conducted by a physician of the person’s choosing or one can be set up through the Head Athletic Trainer. Following initial first aid (clean the wound, flush eyes or other mucous membrane, etc.), the following activities will be performed:

- Document the routes of exposure and how the exposure occurred.
- Identify and document the source individual (unless the employer can establish that identification is infeasible or prohibited by state or local law).
- Obtain consent and make arrangements to have the source individual tested as soon as possible to determine HIV, HCV, and HBV infectivity; document that the source individual’s test results were conveyed to the employee’s health care provider.
- If the source individual is already known to be HIV, HCV and/or HBV positive, new testing need not be performed.
- Assure that the exposed employee is provided with the source individual’s test results and with information about applicable disclosure laws and regulations concerning the identity and infectious status of the source individual (e.g., laws protecting confidentiality).
- After obtaining consent, collect exposed employee’s blood as soon as feasible after exposure incident, and test blood for HBV and HIV serological status.
- If the employee does not give consent for HIV serological testing during collection of blood for baseline testing, preserve the baseline blood sample for at least 90 days; if the exposed employee elects to have the baseline sample tested during this waiting period, perform testing as soon as feasible.
The Head Athletic Trainer ensures that health care professional(s) responsible for employee’s / students post-
exposure evaluation and follow-up are given a copy of OSHA’s bloodborne pathogens standard. The Head 
Athletic Trainer ensures that the health care professional evaluating an employee after an exposure incident 
receives the following:

- a description of the employee’s job duties relevant to the exposure incident
- route(s) of exposure
- circumstances of exposure
- if possible, results of the source individual are blood test
- relevant employee medical records, including vaccination status
- provides the employee with a copy of the evaluating health care professional’s written opinion within 15 
days after completion of the evaluation.

PROCEDURES FOR EVALUATING THE CIRCUMSTANCES SURROUNDING AN EXPOSURE INCIDENT

The Head Athletic Trainer will review the circumstances of all exposure incidents to determine:

- engineering controls in use at the time
- work practices followed
- a description of the device being used (including type and brand)
- protective equipment or clothing that was used at the time of the exposure incident (gloves, eye shields, 
etc.)
- location of the incident
- procedure being performed when the incident occurred
- employee’s training
- The Head Athletic Trainer will record all percutaneous injuries from contaminated sharps in a Sharps 
Injury Log.

If revisions to this ECP are necessary, the Head Athletic Trainer will ensure that appropriate changes are made. 
(Changes may include an evaluation of safer devices, adding employees to the exposure determination list, etc.)

EMPLOYEE TRAINING

All employees who have occupational exposure to bloodborne pathogens will receive initial and annual training. 
All employees who have occupational exposure to bloodborne pathogens receive training on the epidemiology, 
symptoms, and transmission of bloodborne pathogen diseases. In addition, the training program covers, at a 
minimum, the following elements:

- a copy and explanation of the OSHA bloodborne pathogen standard
- an explanation of our ECP and how to obtain a copy
- an explanation of methods to recognize tasks and other activities that may involve exposure to blood 
and OPIM, including what constitutes an exposure incident
- an explanation of the use and limitations of engineering controls, work practices, and PPE
- an explanation of the types, uses, location, removal, handling, decontamination, and disposal of PPE
- an explanation of the basis for PPE selection
- information on the hepatitis B vaccine, including information on its efficacy, safety, method of 
administration, the benefits of being vaccinated, and that the vaccine will be offered free of charge
- information on the appropriate actions to take and persons to contact in an emergency involving blood 
or OPIM
- an explanation of the procedure to follow if an exposure incident occurs, including the method of 
reporting the incident and the medical follow-up that will be made available
• information on the post-exposure evaluation and follow-up that the employer is required to provide for the employee following an exposure incident
• an explanation of the signs and labels and/or color coding required by the standard and used at this facility
• an opportunity for interactive questions and answers with the person conducting the training session

RECORDKEEPING

Training Records
Training records are completed for each employee upon completion of training. These documents will be kept for at least three years in the athletic training facility.
The training records include:
• the dates of the training sessions
• the contents or a summary of the training sessions
• the names and qualifications of persons conducting the training
• the names and job titles of all persons attending the training sessions

Employee training records are provided upon request to the employee or the employee’s authorized representative within 15 working days. Such requests should be addressed to The Head Athletic Trainer.

Medical Records
Medical records are maintained for each employee with occupational exposure in accordance with 29 CFR 1910.1020, “Access to Employee Exposure and Medical Records.” The Head Athletic Trainer is responsible for maintenance of the required medical records. These confidential records are kept in the office of the head Athletic Trainer for at least the duration of employment plus 30 years. Employee medical records are provided upon request of the employee or to anyone having written consent of the employee within 15 working days. Such requests should be sent to:
Piedmont College
c/o Head Athletic Trainer
PO Box 10
Demorest, GA 30535

OSHA Recordkeeping
An exposure incident is evaluated to determine if the case meets OSHA’s Recordkeeping Requirements (29 CFR 1904). This determination and the recording activities are done by The Head Athletic Trainer.

Sharps Injury Log
In addition to the 1904 Recordkeeping Requirements, all percutaneous injuries from contaminated sharps are also recorded in a Sharps Injury Log. All incidences must include at least:
• date of the injury
• type and brand of the device involved (syringe, suture needle)
• department or work area where the incident occurred
• explanation of how the incident occurred

This log is reviewed as part of the annual program evaluation and maintained for at least five years following the end of the calendar year covered. If a copy is requested by anyone, it must have any personal identifiers removed from the report.
Appendix I: Verification of Ability to Continue in the Program

By signing below, I certify that I (choose one) ☐ can or ☐ cannot continue to meet the Technical Standards as described in my program application. I understand that it is my responsibility to declare any changes to my health, physical, mental, and/or academic status and provide appropriate documentation to justify (choose one) ☐ addition or ☐ removal of academic or clinical accommodations, and that failure to do so may result in me being placed on probation or dismissed from the Piedmont College ATP. Furthermore, I agree with and understand these policies regarding probation and dismissal.

__________________________________________
Name (Please print)

__________________________________________  __________________
Signature       Date