



# COLLEGE *of* NURSING *and* HEALTH SCIENCES

MSAT STUDENT  
POLICY & PROCEDURE  
MANUAL

**FOREWORD TO THE**  
**COLLEGE OF NURSING AND HEALTH SCIENCES**  
**STUDENT POLICIES AND PROCEDURES MANUAL**

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

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## MISSION

In accordance with the mission of Piedmont University, the College 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 differences 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 inter-professional team.

## VISION

The College of Nursing and Health Sciences at Piedmont University shall be recognized as an excellent professional academic program. The arts & sciences are the foundation upon which the nursing and health sciences student's intellectual endeavors are built, contributing to the provision of holistic care to clients that includes physical, psychosocial, spiritual and environmental care. The College of Nursing and Health Sciences is dedicated to respect for patient differences and to community outreach.

## FACULTY OFFICE HOURS

Faculty will be responsible for posting and observing regular office hours during the week to provide time on a systematic basis for student conferences and consultation with colleagues, the Dean, and visitors.

A Faculty Schedule showing a minimum of ten in person hours per week should be placed on faculty office doors at the beginning of each term. A copy of the schedule is to be provided to the Administrative Assistant. If unable to meet the hours as posted, the Administrative Assistant is to be notified of the change.

## FACULTY APPOINTMENTS

The faculty will respond to emails or office phone messages received during posted office hours within 48 business 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.

## ADVISING and ADVISOR CHANGE

All declared athletic training majors are advised by a faculty member in the athletic training program. A list of advisors/advisees and advisement folders will be maintained in the office of the director of clinical education for the MSAT program. 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 College 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.

Health Sciences Faculty are assigned student majors in the five academic programs for academic advisement by the Registrar's office (applied health science, athletic training, exercise and sport science, healthcare administration, and sport and fitness administration). Advisees should be seen at office hours throughout the term for academic concerns, and must meet with their advisor prior to the registration period for the upcoming semester. Should students be unable to come during office hours, an appointment with the advisor should be scheduled for another time.

An ***Advising Appointment Sheet*** should be posted on office doors or electronically in Starfish a minimum of one week prior to advisement. Students should be advised during the week scheduled for advisement as well as on registration days concerning course selections for ensuing terms, and the selections entered on the Student Planning "proposed schedule". The advisor should note carefully the following in the student's folder:

1. Transfer credit should be noted on the Curriculum Worksheet and a hard copy maintained in the student's file.



2. Faculty are required to use the **Curriculum Worksheet** to monitor a student's progression through general education and major courses-all advised courses should be noted on this sheet for semester to be taken and year.
3. **Advising Notes** forms may also be used but are not mandatory if notes are maintained on the Curriculum Worksheet.
4. Copies of all schedules are maintained in the student's file.
5. Copies of all grade notification letters and certified mail receipts are maintained in the student's file.

Unanswered advising concerns may be clarified by the Associate Dean and/or Dean.

The student should complete the **Application for Graduation** a minimum of 10 workdays prior to the Registrar's deadline; attach a copy of the **Curriculum Worksheet**, course substitution forms will be requested by the registrar if there are any concerns.

Students should be referred to their advisor for academic program concerns.

The Counseling Center should be used for students' personal counseling needs.

College can be an exciting time, and sometimes, a difficult time. Counseling Services is here to help when life gets overwhelming. Piedmont University offers free counseling services to students who may need help with:

- Suicidal thoughts or self-harm
- Depression
- Anxiety and panic
- Relationship problems
- Trauma
- Identity issues
  
- Grief and loss
- Stress
- Adjusting to college life
- And much more

Individual counseling is provided in a safe, confidential atmosphere, and is designed to be short-term. If you require longer-term counseling, you may be referred to community resources.

The **Curriculum Worksheet** and **Advising Notes** forms are available in the copy room in the north wing of Daniel Hall's third floor.

## REQUEST TO TAKE AN OVERLOAD POLICY

Students desiring to take more than eighteen (18) semester hours in any given semester must make a formal request to do so. This request requires signatures of the student, advisor, and the

Dean. The student must have a **minimum 3.0 cumulative GPA or greater** to be allowed to take the overload. No student will be permitted to take more than 21 hours.

During an advising session, the ***Request to Take an Overload*** form must be completed by the student for a request to take an overload greater than 18 semester hours. The form must be completed and forwarded to the Dean and VPAA for signatures. Pending approval, the VPAA will forward the form to the Registrar's office. *Request to Take an Overload* forms are located on the University website. The form can be found under Piedmont University Quick Links in the registrars folder.

### **CHANGE OF MAJOR POLICY**

Students changing majors from other disciplines to any health science discipline should be advised as though they are a **prospective** student and given an *Information Packet* of material. The student should fill out a **Declaration of Change of Major form** and acquire the appropriate signatures.

Students changing majors from health sciences to other disciplines should have the *Declaration of Major* form completed by the faculty member and a copy should be placed in the student's folder, then the original should be submitted to the registrar's office.

*Declaration of Major* forms are available on the University Portal Page ([portal.piedmont.edu](http://portal.piedmont.edu)). The form can be found under Piedmont University Quick Links in the registrars folder.

## **STUDENT EVALUATIONS OF FACULTY**

Student evaluation of faculty teaching effectiveness in both classroom and clinical settings is to be done at the completion of courses each semester. Piedmont University distributes standard evaluations electronically. Students are encouraged to complete both types of electronic evaluations.

## **FACULTY-STUDENT CONFERENCE**

Many occasions arise that necessitate a conference between the faculty and a student. Such occasions include a student's failure of a test, inappropriate behavior in class or clinical, sleeping in class, constant tardiness to class or clinical, unprofessional behavior in class or clinical, or a student seeking help with test-taking skills, etc. At most conferences between faculty and students, especially those which have been requested by the faculty member, a note should be completed in Starfish. The conferences should be held at student request or faculty discretion (ex. A student typically passes a test and fails one).

Documentation of conferences is important! Remember "if you didn't document it, you didn't do it."



# ACADEMIC POLICIES

## HONOR PLEDGE

All students, by their enrollment at Piedmont University, commit to the Honor Pledge:  
*The Piedmont University 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 University.*

## ACADEMIC INTEGRITY POLICY

In accordance with the mission statement at Piedmont University, 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 and personal conduct.

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

### Academic Program

- a. Cheating — using or attempting to use unauthorized materials, information or study aids in any academic exercise.
- b. Deception – providing false information to an instructor or other academic administrator about an academic matter in order to achieve an unmerited advantage.
- c. Facilitating academic dishonesty — helping or attempting to help another to commit an act of academic dishonesty.
- d. Plagiarism — representing the words or ideas of another as one's own in any academic exercise.
- e. Fabrication — unauthorized invention or falsification of any information or citation in an academic exercise or altering official university records or documents.
- f. Collusion – working in collaboration with others on an assignment intended to represent a single student's work; or, improving or editing another's completed work to the extent that the nature and quality of the original work is significantly altered.

Course activities designated as quizzes, tests and exams are always to be completed by a student individually and without assistance from other people or resources UNLESS permission for collaboration or the use of external resources is explicitly permitted by the course professor(s). Hence all quizzes, tests and exams are to be considered closed-book/closed-notes and closed-internet (e.g., Google searches). Artificial intelligence apps are also banned on quizzes, tests and exams unless explicitly permitted by the course professor(s).

Examples of Collusion: Collusion occurs when work presented as a student's individual work has been developed with the assistance of others. Absent specific authorization from the course instructor, each academic exercise or assignment is presumed to be prepared and submitted by one student acting individually and not together with others. This doesn't mean that students can't study in groups and learn from one another, nor does it mean that students cannot ask for advice about how to accomplish an assignment from Academic Support or the Library. However, the result that is the required/graded submission must represent the student's individual thought and effort, unless the assignment was to produce a group's collaborative work.

#### Collusion Cooperation

- a. Planning a response together; copying a plan for an individual assessment. Analyzing the assessment question together.
- b. Paraphrasing someone else's assignment and submitting it as your own. Practicing paraphrasing skills together and sharing tips.
- c. Relying on some group members to do all the work. Sharing work evenly among group members.
- d. Getting someone else to do your assessment task. Getting help from an academic support tutor.
- e. Remember, you are guilty of collusion when you are copying someone else's work or
- f. Letting someone else copy your work.
- g. Collusion occurs when you work without the authorization of your instructor to:
- h. Work with one or more people to prepare and produce work;
- i. Allow others to copy your work or share your answer to an assessment task;
- j. Allow someone else to write or edit your work (an exception is receiving assistance from academic support or student success);
- k. Write or edit work for another student;
- l. Offer to complete work or seek payment for completing academic work for other students.

#### Examples of Deception

- a. Giving a false excuse for missing a project deadline;
- b. Claiming to have submitted coursework that one did not actually submit;
- c. Taking an exam or submitting coursework on behalf of someone else, especially when using their personally identifying credentials to do so;
- d. Forging an advisor's or instructor's signature on an academic form.

## Academic Integrity - Student Violations Policy

1. An instructor who suspects that a student has committed a violation of the Piedmont University Academic Integrity Policy shall contact the student involved via e-mail within five business days of the instructor's knowledge of the alleged violation.
2. The instructor and student will schedule a review of the facts and circumstances of the suspected violation whenever feasible. A student who does not reply to the instructor's message regarding the alleged infraction within five business days may forfeit their opportunity to respond to the allegation before the instructor takes formal action.
3. After the review, if the instructor determines that there was no violation of the Academic Integrity Policy — or wishes to address a minor or first-time infraction internally, without a formal charge of academic dishonesty — no further action is necessary.
4. An instructor who concludes that there has been an incident of academic dishonesty and wishes to report it shall complete and submit an Academic Dishonesty Report Form in Starfish.
5. The instructor making the complaint will provide the Dean of the college where the course resides, or their designee, with a statement fully describing the alleged act of dishonesty, naming persons involved and witnesses, and listing all physical evidence. All physical evidence is to be secured, if possible, by the Dean or designee.
6. The instructor will then collaborate with the Dean to determine an appropriate sanction for the offense.

## SANCTIONS

Sanctions for a violation of the Academic Integrity Policy will be based on the severity of the infractions and the student's prior history of academic dishonesty and may include a lowered grade, an F on the specific assessment (quiz, test, project, etc.), an F in the course, or some other reasonable consequence. If a student enrolled in a graduate program earns a final grade of F in the course, the student will be excluded from the graduate program. Students who repeatedly violate the Academic Integrity Policy may be recommended by a Dean to the Vice President for Academic Affairs (VPAA) for academic exclusion and dismissal from the University. In such event, the Dean would provide the student with written notification of the VPAA's decision within ten business days of the student's meeting with the instructor.

Withdrawal from a course may not supersede any disciplinary measures imposed by the Dean or designee.

## APPEALS PROCESS

The student may appeal the sanction to the Academic Integrity Subcommittee of the Faculty Senate. This appeal must be submitted in writing to the office of the VPAA ([vpaa@piedmont.edu](mailto:vpaa@piedmont.edu)) within five business days of the notification of the sanction. As part of this appeal, the Academic Integrity Subcommittee will consider any new facts or extenuating circumstances that were not brought to light in the initial review. A new review will be conducted within ten business days of submission of the appeal.

The student may then appeal the decision of the Academic Integrity Subcommittee to the Vice President for Academic Affairs (VPAA). This appeal must be submitted in writing to the office of the VPAA ([vpaa@piedmont.edu](mailto:vpaa@piedmont.edu)) within five business days of the appeal decision from the Academic Integrity Subcommittee. Such an appeal would focus only on procedural due process issues and will be conducted within ten business days of submission of the appeal.

All academic integrity questions must be resolved prior to a student graduating.

## REFERRAL FOR STUDENT ACADEMIC DEFICIENCY

Students experiencing academic deficiency in a major course, difficulties with effective study habits or other problems affecting academic performance, are to be referred to student success services. Faculty should complete a learning contract with the student.



The faculty member should first meet with the student performing below expectations to discuss their academic status. At this conference, the Faculty/Student a note in Starfish should be completed. If the meeting between faculty and student is related to understanding the course content, the faculty member should work with the student to improve the problem. Problems involving time management, study habits, test taking deficiencies, or related areas, however, are to be referred to student success services. Students with personal problems that are impacting their academic performance should be referred to the Academic Support Services Office. The referring faculty member should raise a flag in starfish for this referral.

Documentation on conferences with students related to their academic performance is to be placed in Starfish.

## 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 University 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 University 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, be engaged, 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 (if used) to be considered present. The health sciences faculty take 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). Three or more unexcused absences will result in the course grade decrease of 5 points. If this behavior continues the student will then be allocated a demerit. 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.

### Clinical Education Sites:

An unexcused 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. These absences will be monitored by the Director of Clinical Education and notes in ATrack as well as the students chart. **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.**

## 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. Health Science Department Policy requires bags with all belongings be placed at the back of the classroom prior to the test and not accessed during the exam.
- 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 back or front of the room with student other belongings prior to starting the exam.

## EMPLOYMENT AND INTERCOLLEGIATE ATHLETICS PARTICIPATION

### Outside Employment:

The Athletic Training faculty and staff recognize the need for student employment. Students are allowed to work on and off campus. The 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 an 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 course requirement. However, students may be paid for experiences that fall outside of their assigned 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 discipline related experiences completed as part of a formal internship, so long as they are properly supervised and the University 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 program rigor, 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 the program and the activity.

#### Extracurricular and Intercollegiate Athletics Participation:

The Athletic Training Program faculty and staff at Piedmont University encourage all students to be involved in university activities and events. This participation and involvement should not compromise the student's academic or clinical education.

Students wishing to pursue a masters 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 in intercollegiate athletics while enrolled at Piedmont University. 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. Once the in-season semester is completed, the ATS's primary focus will be on 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 additional time 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 an intercollegiate athletic team and their coach must sign the ATS Student-Athlete agreement form found in Appendix D.

Furthermore the student athlete will be responsible for scheduling make up exams, obtaining course material, and following up with professors about study sessions if needed.

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 College of Nursing and Health Sciences must adhere to the student regulations as outlined in the Piedmont University Catalog and Student Handbook and the Health Sciences 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/Associate Dean. 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 University Catalog.)

A student may request consideration for reinstatement of financial aid eligibility through a formal appeal process by completing the Satisfactory Academic Progress (SAP) Appeal Form. Students will also need to go to [Starfish.piedmont.edu](http://Starfish.piedmont.edu), "Request Help" and indicate interest in completing an Academic Success Plan (ASP). A Student Success staff member will reach out and assist with completing the ASP and signing the Satisfactory Academic Progress (SAP) Appeal Form.

An appeal must be received within two weeks after the start of the term for which aid is being requested. Aid will not be awarded retroactively for a prior term in which financial aid eligibility was suspended or during which satisfactory progress was not made. Completed forms and supporting documentation may be delivered in person at the Financial Aid Office or by email through a Piedmont University email account. Appeals may result in any one of the following actions:

- Reinstatement of federal and state financial aid on probation
- Reinstatement of federal and state financial aid on an academic plan where the student will be held to specific requirements
- Denial of reinstatement of federal and state financial aid

The Financial Aid SAP Appeal Form MUST include these two components:

1. The extenuating circumstances that resulted in the student's failure to make SAP. Acceptable circumstances on which a student could base an appeal are those that could not have been foreseen at the beginning of the semester or enrollment period, and that was completely beyond the student's control. They could include serious injury, illness (physical or mental) of the student or an immediate family member, death of an

immediate family member, financial difficulties, relationship problems, family responsibilities, or other extenuating circumstances. Appeals should include a detailed description of the applicable circumstances, along with related documentation (i.e., a statement from a physician or other healthcare provider, a report from law enforcement or social services agency, a copy of a death certificate, etc.) that supports those circumstances.

2. The positive changes that have occurred that will ensure the student can achieve SAP by the next evaluation. The student must include information regarding extenuating circumstances that will no longer exist or be an issue, as well as any additional measures that will be taken to ensure they will make SAP during the probationary semester or enrollment period if granted. The Director of Financial Aid or another designated senior member of the Financial Aid Office will review each written appeal, along with relevant academic history. The student will be notified via their Piedmont University email account of the appeal decision. A student whose appeal is approved will be placed on Financial Aid Probation for one semester. While on Financial Aid Probation, a student may receive federal and state financial aid for one probationary semester or enrollment period, after which another SAP review will be conducted.

A student who fails to meet the academic requirements outlined in the Financial Aid Probation email notification, which may include the Academic Success Plan, will be placed on Financial Aid Suspension. A student may appeal a second time. However, the circumstances must be unforeseen at the beginning of the term.

#### Maximum Timeframe Extension Appeal Process

Students have the right to request an extension of their financial aid eligibility once per degree objective should they exceed or expect to exceed the maximum credits allowed for their degree or certificate. Students will need to complete a SAP Appeal Form and include an Academic Success Plan. Submission of an appeal does not guarantee approval.

If an appeal is approved, coursework will be limited to courses required for the completion of the degree. In addition, a student must maintain a minimum cumulative GPA of 2.0 and successfully complete all courses listed on their Academic Success Plan. Failure to meet the requirements of the approved timeframe appeal will result in the suspension of federal and state financial aid eligibility.

NOTE: If a student has been academically excluded and wishes to appeal that status, the Registrar's Office should be contacted for instructions. There are two separate appeal processes for academic exclusion and financial aid suspension. The financial aid appeal will be held until the academic exclusion is resolved and the student is readmitted to a degree program. The appeal of financial aid suspension will not correct the academic exclusion. Likewise, being academically reinstated will not automatically remedy the financial aid suspension. Students should contact their academic advisor for assistance.

**Conduct:** Students in the College of Nursing and Health Sciences must conduct themselves in accordance with the code of behavior as outlined in the Piedmont University Student Handbook and this 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 the course, classroom, clinical, and electronic platforms online and via electronic surveys. The online process will be part of the Piedmont University evaluation process. The 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 clinical/internship experiences. General appearance should not be distracting in the work environment. This dress code applies primarily to Piedmont University; other standards may be imposed by specific clinical sites.

**This dress code applies to all 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, spineboarding, 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 or short shorts – shorts should have a minimum 3” 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 clinical/internship 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, spineboarding, 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 University and 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 or short shorts – shorts should have a minimum 3” inseam).
- Jeans/denim are not permitted at any time.
- Open toed shoes or flip flops are not permitted at any time.
- 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.
- Program ID’s worn as appropriate. (which will vary by site and program)
- 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 prior to 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 and/or their internship 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 to silent and put away. You will be given time between each course to take a break and check your phone.

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 3<sup>rd</sup> floor of Daniel Hall on the Demorest campus and on the 2<sup>nd</sup> 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 print to those labs.

**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 College 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 unless the course overlaps with meal time. The instructor should be consulted before food is brought into the classroom. An instructor may ask that food be removed from 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.

## PERSONAL GUESTS ON CAMPUS

Due to potential liability issues, Piedmont University 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 College 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.

## INCLEMENT WEATHER

Should severe weather conditions occur during class hours, designated Administrative Assistants in various buildings will notify persons on campus of the need for evacuation and/or class dismissal. When classes are dismissed, radio stations **WCON (99.3 FM) Cornelia** and **WMJE (102.9FM) Clarkesville/Gainesville** and the Piedmont University website will provide current weather conditions and actions taken by the University. Dismissed classes will be made-up. See Piedmont University Faculty/Staff Handbook for further information. **On the Piedmont University Website under the Technology tab you can sign up for the Piedmont University Alert System to receive weather and emergency updates from campus on your cell phone. Alerts will also be sent to the University App (available for Apple and Android devices).**

Should inclement weather necessitate canceling a clinical session because the instructor or students cannot safely negotiate the roadways, notification should occur as per the attendance policy. Make-up will occur during the weather days built into the schedule. All clinical courses should have one or two make-up days scheduled at the end of the semester of the missed clinical experience.

# CLINICAL POLICIES

## GRADUATE 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.

For Athletic Training Practicum classes, graduate students should complete an average of 10-15hrs per week at their clinical site in each of the first two practicum courses (minimum of 8hrs per week) and approximately 30-40hrs per week in the second two courses (minimum of 16hrs per week). While students may occasionally exceed the upper range in one week, they are not to average over 20hrs/wk in any given month as a level A or B student. Similarly, level C and D students should not exceed >60hrs/wk in any given month. Graduate (A,B) students must complete a minimum of 150hrs in both ATRG5201 and ATRG5221, and (C, D) students must complete a minimum of 300hrs in both ATRG6301 and ATRG6321. All clinical hours must be logged and verified by the clinical preceptor in the ATrack system. Once the semester or program minimums have been met (undergraduate or graduate), 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 completing internships should expect to log an average of 5hrs/wk or 75 hours per credit hour of internship with their community partner (i.e. a 2 credit internship requires completing 150hrs over the course of the 16-week semester or 10hrs/wk).

### Clinical Absence (all levels and programs):

- See attendance policy on page 153

### Clinical Tardiness (all levels and programs):

- See attendance policy on page 153

## DRUG SCREENING

In compliance with contracts with clinical facilities and their accrediting bodies, all MSAT students must have a negative drug screen prior to initial clinical placement each year. Students will be expected to sign the Drug Testing Consent Form and participate in scheduled testing before clinical experiences. Test results will be kept in a confidential file in a program administrators office.

If a 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 be ineligible to continue in their program or in any program at Piedmont University.

In addition to routine pre-clinical screening, the College 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 Program has reasonable cause to believe the student is abusing a controlled substance. Drug screenings need to be completed with Advantage Student. 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 College 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 their program of study.**

## STUDENT ALCOHOL AND 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 Health Sciences School that any student reporting to clinicals/internship 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.

Health Science majors 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 staff would like to help anyone that may have a problem with abusing drugs or alcohol. If a student 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 a student seeks help after a penalty has been issued, the staff will be obliged, but disciplinary action will still be issued. This action may include suspension or expulsion.

Every problem will be addressed on an individual basis. The faculty and staff will meet and decide as a group on actions taken against a student 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 faculty and staff want to offer assistance to students with these problems in any way possible.

**\*\* Please note for Athletic Training Students that the NATA does not tolerate the abuse of drugs or alcohol among its membership. The demerit system implemented by the athletic training staff addresses the penalties for abusing drugs and alcohol. 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. Some internship sites may also require CPR certification as described above.

A basic life support certification program using American Heart Association 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 College 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/internship 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 College of Nursing and Health Sciences in both classroom, clinical experiences, and the travel to and from course related functions/clinical functions.

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 a Health Science course that completes clinical/internship experiences must have professional liability insurance while functioning in the student role. All students at Piedmont University formally enrolled in the Health Sciences programs are provided \$2,000,000/\$5,000,000 professional liability coverage throughout enrollment in the program. This insurance covers students in the College of Nursing and Health Science for education-related clinical and internship experiences only while enrolled in the program and in good standing. No other activities beyond preceptor-supervised clinical experiences, academic internships, and approved preceptor-supervised externships with affiliated sites are covered. This coverage is only applicable when classes are in session. Additionally, coverage provided by Piedmont University ceases when not in good standing with the program and upon graduation. For students who wish to continue clinical placement outside of the academic semester (eg. Holiday breaks or summer) will need to obtain an independent student professional liability policy. Please contact a faculty member if you are interested in this.

## TUBERCULOSIS TESTING (PPD)

Students must have current tuberculosis (TB) testing (Two Step PPD or chest X-ray as appropriate) prior to beginning clinicals in the Athletic Training Program. While enrolled, 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 University. 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 the testing date and results must be provided for placement in the student's record at the College 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 program

provided to the College 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 (and any others doing internships off campus) 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 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 College of Nursing and Health Sciences.

Individual clinical sites may also require students receive Influenza (Flu), COVID-19, 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 College of Nursing and Health Science.**



## CLINICAL ASSIGNMENTS AND ROTATIONS

All preceptor site arrangements are done through the University. 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. (*\*\*This does NOT include internships—students ARE expected to make contact with potential internship sites and supervisors before completing the internship paperwork.\*\**)

Athletic Training students are required to complete an ATS Contractual Agreement and Time Commitment Contract (Appendix B) at the beginning of each rotation (4-16 weeks in length). Each student must also have on file a background check, drug test, 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 communicated by the Clinical Coordinator for 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 at least 900 hours (graduate) of clinical experience is required under the supervision of an approved clinical preceptor. These hours may be completed in the Piedmont University athletic training facility with university athletic teams, at approved high schools, and at specific external 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 University maintains an active Affiliation Agreement. Students will receive clinical and supplemental experiences in the following categories: throughout the lifespan (for example, pediatric, adult, elderly), of different sexes, with different socioeconomic statuses, of varying levels of activity and athletic ability (for example, competitive and recreational, individual and team activities, high- and low-intensity activities), who participate in non-sport activities (for example, participants in military, industrial, occupational, leisure activities, performing arts), equipment intensive sports, individual and team sports, the athletic training clinic, primary care, and other allied healthcare settings.

For Athletic Training Practicum classes, graduate students should complete an average of 10-15hrs per week at their clinical site in each of the first two practicum courses (minimum of 8hrs per week) and approximately 30-40hrs per week in the second two courses (minimum of 16hrs per week). While students may occasionally exceed the upper range in one week, they are not to average over 20hrs/wk in any given month as a level A or B student. Similarly, level C and D students should not exceed >60hrs/wk in any given month. Graduate (A and B) students must complete a minimum of 150hrs in both ATRG5201 and ATRG5221, and (C and D) students must complete a minimum of 300hrs in both ATRG6301 and ATRG6321. All clinical hours must be logged and verified by the clinical preceptor in the ATrack system. Once the semester or program minimums have been met (undergraduate or graduate), 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 completing internships should expect to log an average of 5hrs/wk per credit hour with their community partner over the 15 week semester (i.e. a 2 credit internship requires completing 150hrs over the course of the 15-week semester or 10hrs/wk). All hours should be documented on paper and signed by the supervisor.

Athletic Training students are required to log clinical time in ATrack; some sites, however, will require a paper record also be kept. If so, use the forms provided and have them signed by the supervising Preceptor. The use of paper logs is NOT a replacement for the electronic record—students must always use ATrack. All hour logs (paper and electronic) must be verified by the site preceptor no later than the 7<sup>th</sup> 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 7<sup>th</sup> will result in the hours not being recorded toward either the semester or graduation minimums.

## SUMMER CLINICAL EXPERIENCE

Athletic Training 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 (ATRG5499). Students must perform these hours with a BOC certified athletic trainer or Medical Doctor. Students wishing to obtain clinical experience hours during the summer break must have the experience pre-approved by the Director of Clinical Education for the MSAT Program and be registered for course credit (ATRG5499). The ATP must have a signed site affiliation agreement, site contact details, and supervisory details for the summer experience chosen (these must be provided to the Clinical Coordinator if not an existing site). This agreement must be turned into the Clinical Coordinator no later than April 1<sup>st</sup>. These hours must be logged in ATrack, be verified/signed by the supervising individual, and submitted to the Clinical Coordinator no later than the 7<sup>th</sup> 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 1<sup>st</sup>

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

## IDENTIFICATION BADGE

Students WILL be expected to wear their ID badges 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 University student, that student will also be dismissed.

## TRAVEL PROCEDURES

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

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

### Piedmont University:

Students are expected to use their personal transportation to clinical experiences that happen on-site at Piedmont University (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 a Piedmont University 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 University-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 and Internship Sites:

Students are expected to use their personal transportation to clinical/internship experiences that happen off-site at affiliated allied health settings. These clinical hours should not be scheduled to interfere with academic responsibilities.

## COMMUNICABLE DISEASE POLICY

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.

Students should report a potential communicable disease to their immediate supervisor and the Director of Clinical Education or Associate Dean 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 or internship 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.

# Piedmont University MSAT PROGRAM INFORMATION

## Graduate Athletic Training Admission Requirements

All applicants must meet the Piedmont University general admission requirements as described in the Undergraduate and/or Graduate Catalog. Acceptance 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 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 on a rolling basis of the year in which they wish to begin the graduate phase of the program. All students should have all prerequisite and general education courses complete prior to starting the first summer session at Piedmont, applicants missing a prerequisite course will be considered on an individual basis. The necessary forms are available on the website and in the College of Nursing and Health Sciences main office.

There are two routes for program admission:

1. **Traditional entry:** students holding a bachelor's degree from an accredited institution and meet all prerequisite coursework can apply for the 2-year professional program
2. **3+2 accelerated entry:** undergraduate students who have complete a minimum of 90 undergraduate credits and all prerequisite courses can apply for accelerated entry into the two-year professional program (these 3+2 students will earn either a BS in Exercise and Sport Science or a BS in Applied Health Science and an MS in Athletic Training).

How and when to apply: Piedmont University uses the Athletic Training Centralized Application System (**ATCAS**) to manage all application information and documents. Prospective students should create an ATCAS profile and complete the online application using the hyperlink. Internal (Piedmont undergrad students) may use the internal portal to apply for the MSAT program instead of ATCAS. All students must have all prerequisite and general education courses complete prior to starting the first summer session at Piedmont:

- Traditional entry students should apply in the last year of their baccalaureate program (for most students, this is the senior year prior to spring baccalaureate graduation).
- 3+2 accelerated entry students should apply in the year they will complete all general education and prerequisite classes (for most students, this is the third year).

Admission Criteria: Piedmont University uses a rolling admissions structure but recommends that students submit all required information no later than **January 15**.

- Ability to meet the Technical Standards of Admission as documented by a licensed physician, nurse practitioner, or physician's assistant
- Current medical physical as documented by a licensed MD, PA, or NP within the last 12 months
- Admission to Piedmont University Graduate Studies
- Declare Athletic Training as a major
- Overall cumulative GPA of 2.80 and a GPA of 3.0 or better on all required prerequisite coursework (only grades of "C" or better are accepted)
- Personal Statement and professional CV/Resume
- Official transcripts from each University, university, or technical school attended. (Final official transcripts due before summer classes begin) Only courses from regionally accredited institutions and foreign institutions approved for semester abroad will be

accepted for credit. Courses from regionally accredited technical Universities in the State of Georgia may be accepted pursuant to Articulation Agreements between Piedmont University and the specific technical University

- 35 clinical observation hours with a Certified Athletic Trainer (must be signed and include the individual's certification number)
- Copy of First Aid and CPR certification cards (must be valid through the start of summer courses)
- Copy of immunization records, including Tdap, MMR, Varicella, Hepatitis B, and a TB skin test (within 12 months)
- Two letters of recommendation (if already enrolled at Piedmont, one must be from a faculty or staff member)
- Successful interview (interviews are extended until the cohort is filled)
- Successful background check and drug screen (must use the University's chosen vendor for both; this requirement is done after completing the interview)

Prerequisite Courses: All students must have completed, or be currently enrolled in, the following courses when applying to the Athletic Training program (only grades of "C" or better will be accepted):

- Anatomy and Physiology I and II
- Chemistry with Lab
- Physics with Lab
- Exercise Physiology
- Basic Nutrition or Sport Nutrition
- Psychology
- Statistics

Provisional Admission and Transfer Policy (3+2 Track only): All students applying in their 3rd year from Piedmont University or transferring from an outside institution into the 3+2 track must have all General Education Core courses, all prerequisite courses, and a minimum of 90 credit hours completed by the end of the application semester.

Other important information regarding the application and admissions process:

- All students with complete applications will be granted an interview
- Interviewees will be ranked based on academic, personal, and professional qualifications and the top ranked applicants selected for program admission
- Final admission decisions will be made on the basis of academic, personal, and professional qualifications as evidenced by the student's application materials and interview responses.
- Students who are not admitted may elect to apply again the following year.



# GRADUATE ACCEPTANCE INTO THE PROFESSIONAL PHASE OF THE ATHLETIC TRAINING PROGRAM

Upon acceptance/admission into the Athletic Training program, Piedmont University will provide the following services to students in good academic and clinical standing:

- Professional Liability/Malpractice Insurance
- 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)

Upon acceptance/admission into the Athletic Training program and prior to engaging in clinical experiences, students will be responsible for the following:

- Program Fee Will Cover:
  - a. On-line access to ATrack for documentation purposes
  - b. Successful background check with 10 Panel Drug Screening (approximately \$100) using the [www.advantagestudents.com](http://www.advantagestudents.com) service. 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. Instructions for completing this check are provided to applicants after a successful interview.
  - c. Proof of a negative TB skin test within the past 12 months (this must be repeated every 12 months)—approximately.
  - d. Clothing – members of the cohort will be given two polos (first year) and a variety of other items as well as offered access to a team store (polos and other required apparel will be provided out of the students program fee).
- Additional Documents/Fees:
  - a. NATA Student membership (annual dues)--\$50-\$123 based on state of residence (<https://www.nata.org/membership/about-membership/join-and-renew/dues>) (which must be maintained while in the program)
  - b. Proof of current Health or Accident Insurance (front and back of each card; which must be maintained while in the program)
  - c. 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
  - d. Clothing – members of the cohort will be offered access to a team store (polos and other required apparel will be provided out of the students program fee).
  - e. Transportation – Students are responsible for their own transportation to clinical site rotations.

Depending upon the clinical experience placement, students may also be required to:

- Continuing background checks as required by clinical sites
- Submit additional site-specific paperwork, immunizations, or drug testing
- Submit or complete other site-specific training modules

Once admitted into the program, students must:

- If on the 3+2 track, completion of a minimum of 165 credit hours, of which all 65hrs in the professional phase of the program must be completed at Piedmont University;
- Complete all professional phase required courses and elective coursework with no more than one grade lower than a “B” (*one grade of “C” is allowed over the course of the program*).
- Earn a test average  $\geq 74\%$  in all professional phase courses with a ATRG and HSCS alpha-designators. All items identified on a course syllabus as falling in the “Test” grading category must average  $\geq 74\%$  to pass the course. While individual items within the category may be  $\leq 74\%$ , the simple mathematical average of all items must meet or exceed that threshold to pass the course. If a student earns  $< 74\%$  on the test average, but passes the course (B or better), they will be placed on a one semester probationary period with an individualized remediation plan. If the student has already been afforded a probationary period previously, they will be removed from the program.
- Maintain a 3.0 cumulative GPA with no more than one course grade below “B”; 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.
- Demonstrate proficiency ( $\geq 74\%$ ) on the six level-specific Competency Exams; students who do not reach this target will be offered remediation before the next exam administration. The final level D exam is summative, and acts as a gatekeeper to graduation. Students will have a maximum of three opportunities to pass this final exam; failure to do so will result in failing the final practicum course and being advised into a different degree path.
- Demonstrate satisfactory performance during the clinical experiences (weighted/level-specific  $\geq 74\%$  on all evaluations); failure to meet this requirement will result in being placed on probation. If the student has already been afforded a probationary period previously, they will be removed from the program.
  - Weighted Expectations by Program Level:
    - ♣ A: 1.5-2.0
    - ♣ B1: 2
    - ♣ B2: 2.5
    - ♣ C1: 3
    - ♣ C2: 3.5
    - ♣ D: 4
- Complete all required skills and evaluations as documented in the Master Log on ATrack; failure to meet this requirement will result in being placed on probation. If the student has already been afforded a probationary period previously, they will be removed from the program.
- Complete all required clinical hours (900hrs) as documented in the Practicum (required) and Internship (recommended) courses; failure to meet this requirement for any practicum course will result in being placed on probation. If the student has already been afforded a probationary period previously, they will be removed from the program.
- Participate in all on- and off-campus BOC exam preparation activities, including study site quizzes and review sheets, Student SEATA, and an ACES workshop.

- Demonstrate satisfactory performance on the thesis project and presentation ( $\geq 74\%$  on each)

## GRADUATE STUDENT CLASSIFICATION

### 1. Pre (Summer 1):

#### a. **Summer:**

- This classification is for students who have been formally admitted into the program and are enrolled in ATRG5120 and ATRG5125.
- Hours: complete a minimum of 25 taping lab hours during the semester (in addition to class meeting times). There are no clinical expectations/assignments associated with this level.
- Proficiencies: Students must peer-check all skills for enrolled courses (all skills must be peer-checked before the student can approach a preceptor for final evaluation in subsequent semesters). Students will not perform any skill on a patient until they have been taught the skill didactically and been assessed by a preceptor.
- Competency Exam: This exam will be taken at the end of the Summer-1 term. The results will be informative only, with no grade assigned to a course. The goal is to earn  $\geq 74\%$  overall, with formal remediation plans developed for students earning  $< 74\%$ .

### 2. Level A (Fall 1):

#### a. **Fall:**

- This classification is for students who have passed the first two Pre summer courses (ATRG5120 and 5125) and completed all associated proficiencies and includes the first clinical practicum class (ATRG5201). These students are responsible directly to their preceptor and are expected to observe, learn, practice skills, and assist with general site tasks as able.
- Hours: complete a minimum of 150 clinical experience hours during this semester under the direct supervision of a preceptor [average 10-15hrs/week and not to exceed 20hrs/wk average for the month].
- Proficiencies: 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). Students will not perform any skill on a patient until they have been taught the skill didactically and assessed by a preceptor (including the use of any electrical modalities).
- Competency Exam: This exam will be taken at both midterm and end-of-term in Fall-1. The scores will count as grades in the associated Practicum course (ATRG-5201), with the goal to earn  $> 74\%$  overall. Students who do not meet this target will work with an assigned faculty person for remediation before the next exam administration. Students will be paired

with faculty based on identified areas of weakness and the instructor's area of expertise.

3. Level B (Spring 1 and Summer 2):

a. **Spring:**

- i. These students have completed ATRG5120, 5125, 5201, 5222, and 5303 and HSCS4410. These students are responsible directly to their preceptor as above in their second clinical practicum class (ATRG5221).
- ii. Hours: complete a minimum of 150 clinical experience hours during this semester under the direct supervision of a preceptor [average 10-15hrs/week and not to exceed 20hrs/wk average for the month].
- iii. Proficiencies: 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). Students will not perform any skill on a patient until they have been taught the skill didactically and assessed by a preceptor (including the use of any electrical modalities)
- iv. Competency Exam: This exam will be taken at both midterm and end-of-term in Spring-1. The scores will count as grades in the associated Practicum course (ATRG-5221), with the goal to earn  $\geq 74\%$  overall. Students who do not meet this target will work with an assigned faculty person for remediation before the next exam administration. Students will be paired with faculty based on identified areas of weakness and the instructor's area of expertise.

b. **Summer:**

- i. These students have completed ATRG5221, 5322, and 5323 and HSCS5302.
- ii. Hours: There are no clinical expectations/assignments or labs this term.
- iii. Proficiencies: There are no proficiencies to complete this term.
- iv. Competency Exam: There is no competency exam to complete this term.

4. Level C (Fall 2):

a. **Fall:**

- i. These students have completed HSCS5411 and 6411. They have entered the immersive phase of the clinical program, and are responsible directly to their preceptor as above and for mentoring Level B and C students. They are in the third practicum course (ATRG6301).
- ii. Hours: complete a minimum of 300 clinical experience hours during this semester [average 30-40hrs/week and not to regularly exceed 40hrs/wk]
- iii. Proficiencies: 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). Students will not perform any skill on a patient until they have been taught the skill didactically and assessed by a preceptor (including the use of any electrical modalities)

- iv. Competency Exam: This exam is summative, and acts as a gate-keeper to graduation. It will be taken at the end of the term in Fall-2. The score will count as a grade in the associated Practicum course (ATRG6301), with the goal to earn >74% overall. Students who do not meet this target will work with an assigned faculty person for remediation before the next exam administration.
5. Level D (Spring 2):
- a. **Spring:**
    - i. These students have completed ATRG6301 and 6402 and HSCS5100. They are in the second semester of the immersive phase of the clinical program, and are responsible directly to their preceptor as above and for mentoring Level C students. They are in the fourth and final practicum course (ATRG6321).
    - ii. Hours: complete a minimum of 300 clinical experience hours during this semester [average 30-40hrs/week and not to regularly exceed 40hrs/wk]
    - iii. Proficiencies: Students must peer-check and/or preceptor-master all skills for enrolled courses. Students at this level must also complete the Master Skills Log to meet graduation requirements and become eligible for the BOC examination.
    - iv. Competency Exam: A second attempt to pass the Level C exam ( $\geq 74\%$ ) will be offered at midterm in Spring-2 to those who need it. If this attempt also falls below 74%, remediation will be arranged again, but since passing the competency exam is a course requirement, any student who does not pass the D-Exam at midterm Spring-2 will receive an incomplete in the associated Practicum course (ATRG6321). A final remediation and re-test will be completed in the subsequent summer or fall term (the student may choose based on University policy). Students who do not pass the C-Exam at that point will receive a failing grade in the associated Practicum course (ATRG6321) per College of Nursing and Health Science policy, and can either opt to audit courses in the summer and fall before re-registering for ATRG6321 the next spring or pursue a different degree path.

## GRADUATE PROGRAM PROGRESSION

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

### Level Pre to Level A

Students at this level must maintain a 3.0 cumulative GPA (with no more than one cumulative course grade <"B"), complete all course requirements for ATRG5120 and 5125, and complete all assigned proficiencies assigned to those two courses.

### Level A to Level B

To successfully progress from level A to level B standing, students must complete a minimum of 150 clinical experience hours during the Level A academic semester, peer-check/master all

required course proficiencies as assigned, earn a 74% or better on the Level A competency examination, demonstrate satisfactory clinical performance ( $\geq 74\%$  on all evaluations), and earn a “B” or better and complete all required coursework in ATRG5201, 5303, and 5222 and HSCS5410. Failure to meet these requirements will result in the student being placed on academic probation and repeating any failed coursework before progressing. If the student has already been afforded a probationary period previously, they will be removed from the program. Students who earn a second grade of C in any required courses will not be allowed to progress in the program; they may petition to return to the program the following year. If any failed ATRG 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).

#### Level B to Level C

To successfully progress from level B to level C standing, students must complete a minimum of 150 clinical experience hours during the Level C academic semester, peer-check/master all required course proficiencies as assigned, earn a 74% on the Level C competency examination, demonstrate satisfactory clinical performance ( $\geq 74\%$  on all evaluations), and earn a “B” or better and complete all required coursework in ATRG5221, 5322, and 5323 and HSCS5302. Failure to meet these requirements will result in the student being placed on academic probation and repeating any necessary coursework before progressing. If the student has already been afforded a probationary period previously, they will be removed from the program. Students who earn a second grade of C in any required courses will not be allowed to progress in the program; they may petition to return to the program the following year. If any failed ATRG 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).

#### Level C and D/graduation

To successfully progress from level C to graduate, students must complete a minimum of 600 clinical experience hours during the Level C and D academic year (and reach a cumulative 900hrs minimum), master all required course proficiencies as assigned (and submit a completed Master Skills Log), earn a 74% on the Level C competency and BOC practice examinations, earn a “B” or better in all required Level C coursework in ATRG6301, 6321, 6402, and 6420 and HSCS5100 and 5301/5340, demonstrate satisfactory clinical performance ( $\geq 74\%$  on all evaluations), 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. If the student has already been afforded a probationary period previously, they will be removed from the program. Students who earn a second grade of C in any required courses will not be allowed to progress in the program; they may petition the Dean and VPAA to return to the program in a future year. Please refer to the course catalog for additional Piedmont University 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 University and ATP requirements will be endorsed.

*\*Per graduate school policy, students may have one grade of “C” in their program\**

## STUDENT LEAVE OF ABSENCE POLICY

Due to restricted enrollment in the Athletic Training Program, ATS's 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 University
- 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.

## GRADUATE PROGRAM REQUIREMENTS

Upon successful admission into the Piedmont University ATP, each student will be granted the title of "Athletic Training Student" (ATS). Each ATS will be required to maintain an overall GPA of 3.0 and adequate clinical performance while working toward graduation requirements to remain active in the ATP. Each ATS is required to complete four semesters of clinical coursework. Failure to maintain a 3.0 cumulative GPA for one semester will result in a one-semester academic probation. Please refer to the course catalog for additional Piedmont University graduation requirements.

Students must earn a grade of "B" or better in all ATRG and HSCS alpha-designated coursework (a one course exception is allowed by the graduate school). Any deviation from the recommended course structure due to grade or personal issues may add an additional year to their course of study.

For Athletic Training Practicum classes, graduate students should complete an average of 10-15hrs per week at their clinical site in each of the first two practicum courses (8hrs/week minimum) and approximately 30-40hrs per week in the second two courses (16hrs/week minimum). While students may occasionally exceed these recommendations, they are not to average over 20hrs/wk in any given month as a level B or C student. Level D students should

not exceed >60hrs/wk in any given month. Graduate (B,C) students must complete a minimum of 150hrs in ATRG5201 and ATRG5221, and (D) students must complete a minimum of 300hrs in ATRG6301 and ATRG6321. All clinical hours must be logged and verified by the clinical preceptor in the ATrack system.

Students must complete all Course Skills Logs and the Master Skills Log (in ATrack); skills are assigned to all ATRG and HSCS alpha-designated courses prior to graduation. Specific due date will be designated in ATRG 6321.

If on the 3+2 track, Students must complete a minimum of 165 credit hours, of which all 65hrs in the professional phase of the program must be completed at Piedmont University. Students must complete all professional phase required courses and elective coursework with no more than one grade lower than a “B”, maintain a cumulative GPA of at least 3.0, demonstrate satisfactory performance during the clinical experiences ( $\geq 74\%$  on all evaluations), complete all required skills as documented in the Master Log IN atRACK, complete all required clinical hours (900hrs) as documented in the Practicum (required) and Internship (recommended) courses, and demonstrate satisfactory performance on the thesis project and presentation ( $\geq 74\%$  on each). For more information on Piedmont University 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 University graduation requirements as stated in the Course Catalog, complete 900 clinical experience hours, pass the level D Competency Exam ( $\geq 74\%$ ), and complete the Master Skills Log.

Piedmont University makes every effort to provide reasonable and appropriate accommodations to students with disabilities. Accommodations must be coordinated through the Office of Disability Services. The office can be contacted at [disabilityservices@piedmont.edu](mailto:disabilityservices@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. Use of accommodations is at the discretion of the student and the student is responsible for contacting the professor a timely manner ahead of any assignment or exam accommodations need to be used on.

## 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 either placed outside the ATP offices or posted online through Canvas. 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 Pre: Complete Mini and Full O/P Exams
- Level A: Complete Mini and Full O/P Exams
- Level B: Complete Mini and Full O/P Exams
- Level C: Complete Mini and Full O/P Exams
- Level D: Complete Full and 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, 3, 4, 6, 10, and 11) within one semester of taking ATRG5303 and all lower extremity and internal evaluations (1, 7, 8, and 9) within one semester of taking ATRG5323. The general medical evaluation must be Mastered within one term of completing ATRG5125. All Practice and Mastery expectations are stated on the Semester Skill Logs on ATrack.

## COMPETENCY EXAMINATIONS

Students in Pre, A, B, C, and D Levels are given cumulative Competency Exams that are comprehensive of the material learned thus far and contain both written and oral/practical portions. The competency examination is designed to ensure that the ATs are meeting minimal competency standards for progression. Students must earn an average 74% in order to progress to the next level (Levels B and C) or to graduate (Level D). Students who fail the A, B, or C competency exam will be afforded remediation. Those who fail the level D exam three times (after remediation) are removed from the program. Graduate students' exams are held during ATRG5125, 5201, 5221, 6301, and 6321.

- Pre Exam: This exam will be taken at the end of the Summer-1 term. The results will be informative only, with no grade assigned to a course. The goal is to earn  $\geq 74\%$  overall, with formal remediation plans developed for students earning  $< 74\%$ .

- A Exam: This exam will be taken at both midterm and end-of-term in Fall-1. The scores will count as grades in the associated Practicum course (ATRG-5201), with the goal to earn  $\geq 74\%$  overall. Students who do not meet this target will work with an assigned faculty person for remediation before the next exam administration. Students will be paired with faculty based on identified areas of weakness and the instructor's area of expertise.
- B Exam: This exam will be taken at both midterm and end-of-term in Spring-1. The scores will count as grades in the associated Practicum course (ATRG-5221), with the goal to earn  $\geq 74\%$  overall. Students who do not meet this target will work with an assigned faculty person for remediation before the next exam administration. Students will be paired with faculty based on identified areas of weakness and the instructor's area of expertise.
- C Exam: This exam is summative, and acts as a gate-keeper to graduation. It will be taken at the end of the term in Fall-2. The score will count as a grade in the associated Practicum course (ATRG6301), with the goal to earn  $\geq 74\%$  overall. Students who do not meet this target will work with an assigned faculty person for remediation before the next exam administration. A second attempt to pass ( $\geq 74\%$ ) will be offered at midterm in Spring-2.
- D Exam: If this attempt also falls below 74%, remediation will be arranged again, but since passing the competency exam is a course requirement, any student who does not pass the D-Exam at midterm Spring-2 will receive an incomplete in the associated Practicum course (ATRG6321). A final remediation and re-test will be completed in the subsequent summer or fall term (the student may choose based on University policy). Students who do not pass the D-Exam at that point will receive a failing grade in the associated Practicum course (ATRG6321) per College of Nursing and Health Science policy, and can either opt to audit courses in the summer and fall before re-registering for ATRG6321 the next spring or pursue a different degree path.

# Guidelines

# Athletic Training Courses and Clinical Experiences

## FACULTY RESPONSIBILITIES:

When supervising student didactic and clinical experiences, the faculty advisor will:

1. Meet with students prior to the clinical experience to discuss course objectives, course requirements, and the evaluation tools;
2. Ensure the Director of Clinical Education has received confirmation from the preceptor for the student named and experience date(s);
3. Be available to student and preceptor during the clinical experience (they are not physically present at the site, but can be reached via email and/or telephone);
4. Provide time for individual conferences with student;
5. Serve as a resource person for student, preceptor, and clinical agency;
6. Evaluate student's written assignments and clinical progress through classroom contact hours;
7. Review the preceptor's evaluation of the student's performance and the student's evaluation of the preceptor's performance in the ATrack system;
8. Assume final responsibility for evaluating the student's performance, which includes performance grades given by the preceptor, completion of the required clinical proficiencies, and completion of minimum clinical hours;
9. Schedule a post clinical conference with the appropriate clinical agency personnel and preceptors to evaluate the clinical experience;
10. Send letter and certificate of appreciation to preceptor and agency.

## PRECEPTOR RESPONSIBILITIES:

While serving as a preceptor for a student's clinical experience, the preceptor will:

1. Review the course requirements, objectives and evaluation tools with the responsible faculty;
2. Orient the student to the clinical area and document review the site EAP and BBP exposure plan;
3. Assist the student in selecting specific meaningful daily learning experiences;
4. Allow the student to observe the preceptor and ask questions when interacting with patients;
5. Provide guidance, direction, and appropriate teaching to student when practicing and testing clinical proficiencies, providing direct patient care (when allowed by the Site Agreement), and when interacting with peers at the clinical site;
6. Serve as a resource person in the clinical area;
7. Serve as a liaison between clinical agency and student;
8. Supervise the student at all times during the clinical experience (i.e., be available to immediately physically interact with the student and patient);
9. Notify student as quickly as feasible if/when the clinical schedule changes;

10. Review student's clinical objectives regarding the selected learning experiences with the student;
11. Provide the student and faculty advisor an ongoing evaluation of the student's clinical performance;
12. Document the student's skill progress and clinical hours through ATrack and other formats as requested;
13. Meet with faculty advisor at conclusion of experience to evaluate learning experience;
14. Notify faculty advisor of any change(s), problems(s), or incidence(s) involving the student during the clinical experiences;
15. Complete the appropriate preceptor qualification forms and provide faculty advisor with a copy of current athletic training license and BOC card (additional forms may be necessary for the site as well).

## STUDENT RESPONSIBILITIES:

When working with a clinical preceptor, the student will:

1. Review the course objectives and proficiencies for the clinical experience;
2. Maintain up-to-date semester and master logs both on paper and in ATrack;
3. Plan for appropriate care of clients with assistance of preceptor;
4. Make appointment with faculty advisor for evaluation of clinical experience as requested;
5. Maintain open communications between preceptor and faculty advisor as to unusual circumstances (i.e. absence from clinical, illness, etc.);
6. Complete assignments on time;
7. Complete the minimum clinical hours in each practicum course (students are not excused from the experience when this minimum has been met, but must continue for the length of the semester);
8. Complete evaluation of the preceptor, clinical area, and practicum at the end of the clinical experience;
9. Neither work in clinical area if preceptor is not available nor perform skills on patients that they have not formally mastered with a preceptor;
10. Notify preceptor, agency, and faculty advisor if unable to attend clinical (see Piedmont University College of Nursing and Health Sciences Student Handbook).

# Athletic Training Courses and Clinical Experiences

## FACULTY EVALUATIONS:

All full- and part-time faculty will be evaluated in the following ways:

1. The Piedmont University Office of Institutional Research will distribute, collect, and analyze teaching evaluations for all courses with ATRG and HSCS alpha-designators; this data is reviewed by the Dean of the College of Nursing and Health Sciences.
2. For full-time faculty, the Associate Dean for Health Sciences will complete a yearly faculty evaluation summary letter which includes a review of all teaching and course evaluation data, service to the institution and community, and efforts toward continuing development and licensure maintenance. Part-time faculty review summaries are done on a standardized form and include teaching and course evaluation data and efforts toward licensure maintenance (if applicable).

## STUDENT EVALUATIONS:

All Athletic Training students will be evaluated in the following four ways:

1. Students will complete traditional assignments (research papers, presentations, knowledge exams, etc.) in both didactic and practicum courses. Individual instructors are responsible for communicating the grading criteria for each. All Health Science programs will use a ten-point evaluation scale (A-F).
2. Students enrolled in practicum classes will be evaluated by their preceptor(s) at least twice each rotation and provided feedback to effect positive growth. Students must achieve a 70% on the Preceptor evaluations to progress to the next level in the program.
3. Students will complete Oral/Practical Evaluations in the Pre, A, B, C, and D semesters. These are assessed using both traditional scoring (complete/incomplete) and an evaluation rubric to determine areas of weakness for remediation. Students must achieve a score of 90% on each evaluation to indicate mastery.
4. Students will complete (Pre, A, B, C, and D) Competency Exams and a practice BOC exam (D). These exams are comprised of Written, Oral/Practical, and Simulation questions, and students must achieve a score of 74% on each section and overall to progress to the next level in the program.

## CLINICAL EVALUATIONS:

Students are evaluated at least twice during each clinical rotation for all Practicum and Internship classes (mid-rotation and end of the rotation) as part of their course grade. The student must review the evaluation on ATrack 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 Director of Clinical Education. Completed evaluations are kept in the student's digital 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 a demerit, 3 demerits results in dismissal 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 ATrack 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 quality experience.

## GRADING POLICY FOR DIDACTIC AND PRACTICUM COURSES

Students **MUST earn 80% average overall** in all didactic athletic training courses to pass the course, regardless of the grades earned on other course activities, such as projects, papers, etc. *(Note: students will be given the grace period of one "C" over the course of the curriculum. This will be noted on the students transcript and as a demerit in the students folder. Students who earn a second grade of C in any required courses will receive a second demerit. The third demerit results in dismissal of the program.)* In courses with formal oral/practical exams, those must also be passed with a **minimum score of 80%** (note that each oral/practical evaluation must be mastered at 90% before graduation). OP scores less than that of a 80% will result in a demerit. 3 demerit's in the program over the two years will result in dismissal from the program.

Students must earn  $\geq 74\%$  average on all items identified on a course syllabus as falling in the "Test" grading category to pass the course. While individual items within the category may be  $< 74\%$ , the simple mathematical average of all items must meet or exceed that threshold to pass the course. If a student earns  $< 74\%$  on the test average, but passes the course, they will be placed on a one semester probationary period with an individualized remediation plan. This will also result in one demerit. If the student has already been afforded a probationary period previously, they will receive their second demerit. A total of three demerits will result in dismissal from the program. The student may apply for readmission to the program after completing one semester of exclusion. If the student receives a single demerit after readmission at any point they will be excused from the program without the opportunity to reapply.

Students are assessed on a three-point sliding scale based on demonstrated competence in practicum courses, ranging from novice (1) to expert (3). Student grades are calculated based on their expected level of competence in the given semester, with A=3, B=2.5, C=2.0, and D-F=1.0 (scores of 3 are reserved for students demonstrating skill levels commensurate with practicing ATs). **All students must earn a  $\geq 74\%$  average overall** on clinical evaluations in all practicum athletic training courses to pass the course. Falling under a 74% on clinical evaluations will lead to a demerit. Three demerits will lead to dismissal from the MSAT program

## STUDENT CLINICAL EVALUATIONS:

Students are responsible for scheduling time during the semester with their clinical preceptor to test the clinical skills assigned to their practicum course. The preceptor will evaluate and provide feedback for these attempts. All clinical skill testing must be tracked on the semester log, master log, and in ATrack.

All students are also formally evaluated by their clinical preceptor at both midterm and at the end of the clinical rotation.

Students should make appointments with the clinical instructor prior to the posted due dates to discuss their performance, and should be prepared to discuss their progress, or lack thereof, with the preceptor and provide revised goals and/or improvement strategies if necessary.

## Professional Conduct and DEMERIT POLICY

Any student in the MSAT program may receive demerits for unsavory behavior or inability to meet programmatic standards set forth in this policy and procedures manual. Any student who receives three demerits throughout their two-year tenure in the MSAT program will be removed from clinical experience and excluded for the following semester. The student may apply for readmission after one semester of exclusions. The reasons for demerits are listed below but are not limited to the notes below:

- Any grade below an 80% in a class
- A test average of 74% or below in any class
- Comp exam grades below a 60% in year 1 (Pre, A, or B)
- Comp exam grades below an 80% in year 2 (C or D)
- Clinical evaluation scores below a 70% or below for the semester
- Any drug or alcohol violation
- 3 or more unexcused absences for lecture or clinicals
- Any display of unethical or unsavory behavior as determined by faculty or preceptors
- Any concern for cheating deemed so through the academic integrity policy
- Failure to complete remediation
- Failure to complete semester log by last day of classes noted by professor in the syllabus



The infractions for issuing of demerits at a clinical site 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
- Insubordination (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 handing over the counter (OTC) medications can be a complicated matter in athletics. Thanks to our working relationship with our team physicians, and preceptors Piedmont University ATSs 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 (also located in the appendix) 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 University 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
    - ♣ Ensure you have spoken to your preceptor about any dress code additions they may require
  - 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. Checkoffs should only be completed when there are no patients 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 PUMSAT 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 ATs and ATCs
  - Maintain confidentiality of all patients at all times
- Coaches
  - Be respectful and courteous to all coaches (head , assistant, and lay coaches).
  - Develop a good, professional relationship with coaches from the beginning of your rotation.
  - Communicate well with the coaches about the health of patients and keep them informed of the progress of injured patients 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

## PROFESSIONAL MEMBERSHIP

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 MSAT is expected to become a member of the NATA when applying to the program. As a student in District 9, you will pay a fee of \$92/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 \$25/year. The student membership to NATA includes the dues for GATA. Other membership categories can be found on the GATA website.

#### 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 professional-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 University 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.

## NATA SEXUAL HARRASMENT POLICY

*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 remedying 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 practice with compassion, respecting the rights, wellbeing, and dignity of others.

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

Principle 3: Members shall maintain and promote high standards in the promotion of services.

Principle 4: 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 appropriate 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, ATs 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-BLS with AED and personal professional liability insurance. The initial basic life support certification is offered the first summer term, with recertification in spring-2. (The AT Program Director and one faculty are approved American Red Cross instructors). 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:
  - Graduate (A,B) students must complete an average of 10-15hrs per week (8hrs/week minimum) at their clinical site in each of the associated practicum courses (a minimum of 150hrs each). Graduate students (C,D) complete 30-40hrs/wk (16hrs/week minimum) in each of the associated practicum courses (a minimum of 300hrs each).
  - While there is no maximum number of hours a student can complete, year 1 students are advised, that while they may occasionally exceed 20hrs in one week, they are not to average over 20hrs/wk in any given month. Year 2 students may occasionally exceed 40hrs in one week, but should not average over 60hrs/wk in any given month.
  - All clinical hours and skill practice/mastery must be logged and verified by the clinical preceptor in the ATrack system. Once the semester or program minimums have been met (150 or 300 as appropriate for the specific course), 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.
  - If a student exceeds the weekly average hours in any given month, the DCE 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 DCE, 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.



# APPENDICES

## A: Policy and Procedure Manual Informed Agreement Statement

This is to certify that I have read the Piedmont University HSCS 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 University 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.

<b>Initials</b>	<b>Specific Policy</b>
	Confidentiality: HIPPA and FERPA
	Program Progression Requirements and Student Leave of Absence
	Additional Program Costs (clothing, travel, etc.)
	Academic Integrity, Attendance, and Competency Exam Expectations
	Outside Employment and Intercollegiate Athletics Participation
	Dress Code and Cell Phone/Electronic Device Use Expectations
	Student Alcohol and Drug Policy (including testing with cause)
	Health Insurance, Immunizations, and PPD Requirements
	Clinical Experience and Evaluations Policies (including hours submission expectations)
	Professional Conduct, Etiquette, and Membership Expectations
	Demerit Policy
	Communicable Disease Policy, Exposure Control Plan, and Site BBP Protocols

## 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 understating that I am representing the Piedmont University 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 BLS with AED and personal professional liability insurance. The initial basic life support certification is offered the first summer term, with bi-annual updates occurring in the spring semester. Students can also contact their local American Red Cross or American Heart Association 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:
  - Graduate students should complete an average of 10-15hrs per week at their clinical site in each of the first two practicum courses and approximately 30-40hrs per week in the second two courses. While students may occasionally exceed 20hrs in one week, they are not to average over 20hrs/wk in any given month as a level B or C student. Level D students should not exceed >60hrs/wk in any given week. All clinical hours must be logged and verified by the clinical preceptor in the ATrack

system. Graduate (B,C) students must complete a minimum of 150hrs in ATRG5201 and ATRG5221. Graduate (D) students must complete a minimum of 300hrs in ATRG6301 and ATRG6321.

- o All clinical hours and skill practice/mastery must be logged and verified by the clinical preceptor in the ATrack system. Once the semester or program minimums have been met (150 or 300 as appropriate for the specific course), students are **NOT** released from his/her Preceptor and site. Students must be active clinically every week of the academic term.
- o All students must have a minimum of one day off from their clinical site each week (2 days off is recommended).
- o 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.
- o If a student exceeds the weekly average hours 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.

I have read the Piedmont University Policy and Procedures Manual and agree to abide by these rules and regulations. I agree to complete at least the minimum clinical hours in the assigned clinical setting over the course of the entire rotation. 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.

Date Completed	
	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 site.
	Review all OSHA regulations and facility procedures regarding BBP, locations of biohazard containers, and hand washing facilities at the site.
	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.
	Review the dress code. At no time should the student's mid-drift, low back or chest be exposed.
	Select a clinical rotation schedule that will assure the student meets the hours requirement.
	Make introductions to the appropriate personnel (athletic director, coaches, players, colleagues, support staff, etc.)
	Review clinical skills and proficiencies assigned for the specific courses in which the student is enrolled.
	Review meaning of direct supervision and implications on student involvement.

## C: List of Communicable Diseases

(CDC - <http://www.cdc.gov/ncidod/dhqp/pdf/guidelines/InfectControl98.pdf>)

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 (including COVID-19)

## D: MSAT Student-Athlete Agreement Form

### Background

A number of students interested in the Piedmont University 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 program, and have quality clinical experiences to enable the student to become a skilled health care professional, the following guidelines have been designed.

### Guidelines

1. Due to the time constraints imposed by the athletic training program, students admitted to the program are strongly encouraged to reduce their participation in other time-intensive activities and programs.
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 (*150hrs per course in ATRG5201 and ATRG5221 and 300hrs per course in ATRG6301 and ATRG6321*).
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 clinicals. There are no restrictions on sport participation on off-days from clinicals.
4. Athletic training students who participate in intercollegiate athletics must, like all students, fulfill all the didactic and clinical program requirements before they graduate (*including the minimum hours per week and total hours expectations*).
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 University 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.
7. All students must complete two 7-week non-immersive clinical rotations in each of the fall and spring ATRG5201 and ATRG5221 Practicum courses (*four non-immersive clinical rotations total*).
  - a. All students must complete a minimum of 8 clinical hours per week for each of the 15 weeks in the term **AND** complete a minimum of 150 clinical hours each

semester in ATRG5201 and ATRG5221 (*students should average 10+ hours per week to meet the minimum course requirements*).

8. All students must complete two 7-week clinical rotations in each of the fall and spring ATRG6301 and ATRG6321 Practicum courses, of which two 4-week blocks within two 7-week rotations must be immersive and meet the CAATE expectation of “totality”. Additionally, one of the four 7-week rotations this year will be Medical, split equally between a primary care site and an orthopedic care site with the program Medical Director).
  - a. All students must complete a minimum of 16 clinical hours per week for each of the 15 weeks in the term **AND** complete a minimum of 300 clinical hours each semester in ATRG6301 and ATRG6321 (*students should average 20+ hours per week to meet the minimum course requirement*).
  - b. Of the two required immersive clinical rotations, one must be with a preceptor assigned to either Football or Men’s Lacrosse. All students will be given the option to choose which equipment immersive sport they want to do (FB or MLAX); athletes may choose to do this either in or out of their traditional competition season. (*Note: it may be possible to arrange an immersive experience with ice hockey as a third option, but this cannot be guaranteed.*)
  - c. Students may choose to complete both immersive clinical rotations in one term (both in fall or spring) or can do one in each term. However, immersive rotations cannot be with the same patient population (*students must have two different immersive experiences*).
  - d. During the two 4-week immersive clinical blocks, students will only be allowed to attend synchronous class/lab between 8am-10am on weekdays. Outside of this short academic block, they will be at their clinical site for the same schedule as their preceptor (days and clock hours); they will not be allowed to attend synchronous class/lab, athletics practices/competitions, or work except when their preceptor is off (students’ off/free time is theirs to use as they will). [*CAATE Standard 16: An athletic training immersive clinical experience is a practice-intensive experience that allows the student to experience the totality of care provided by athletic trainers. Students must participate in the day-to-day and week-to-week role of an athletic trainer for a period of time identified by the program (but minimally one continuous four-week period).*]
9. All students will also complete “Medical” clinical rotations with allied health professionals in the community concurrent with their enrollment in ATRG5201, ATRG5221, ATRG6301, and ATRG6321.
  - a. All students will attend at least two clinical sessions at Grace Gate per semester (*minimum of eight before graduation*).
  - b. All students must complete a minimum of 16 clinical hours in each of two 2-week EMS rotations in ATRG5201 and ATRG5221 (8hrs per week) in both the fall and spring terms. These rotations will be scheduled concurrently with their 7-week rotations described above and can be done around athletics participation.
  - c. All students must complete a minimum of 56 clinical hours at each of their two medical rotations in ATRG6301 or ATRG6321 (112hrs total; 16hrs per week at both the primary care site and the orthopedic care site over the 7-week block).



These rotations can be partially scheduled around athletics participation, but some overlap is possible (*there are four 7-week blocks possible over the course of the year, of which 1 will be used for the two medical rotations*).

*Clinical Rotation Information is on the next page.*

I certify that I have read the Piedmont University ATS/Student-athlete agreement and am fully aware of the requirements, including those of the immersive clinical experience and minimum weekly and semester clinical hours expectations. 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. If I have questions or need clarification, I will contact both the ATRG Program Director and my Coach.

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

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Name (Please print)

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Signature Date

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Intercollegiate Coaches Name (Please print)

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Signature Date

## E: Student Immersive Declaration

All students must complete a minimum of 30-40 clinical hours per week for each of the 8 weeks and a minimum of 300 hours for the term to meet the course requirements for both ATRG6301 and ATRG6321. During the two declared 4-week immersive clinical blocks, students will only be allowed to attend synchronous class/lab between 8am-10am on weekdays. Outside of this short academic block, they will be at their clinical site for the same schedule as their preceptor (days and clock hours); they will not be allowed to attend synchronous class/lab, athletics practices/competitions, or work except when their preceptor is off. Student-athletes may choose to do their immersive clinical experiences either in or out of their traditional competition season. All year 2 students must also attend at least two clinical sessions at Grace Gate per semester (minimum of eight before graduation) and complete a minimum of 56 clinical hours in each of two Medical rotations (primary care and orthopedics) in one 7-week block (112hrs total).

Fall	Rotation	In-Season	Immersive	Athlete Initials	Coach Initials
Clinical 1	Site:	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes		
	Preceptor: Full Rotation Dates: Immersive Only Dates:	<input type="checkbox"/> No	<input type="checkbox"/> No		

Spring	Rotation	In-Season	Immersive	Athlete Initials	Coach Initials
Clinical 1	Site:	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes		
	Preceptor:				

	Full Rotation Dates:	<input type="checkbox"/> No	<input type="checkbox"/> No		
	Immersive Only Dates:				

## F: CONFIDENTIALITY STATEMENT

In accordance with the Law (Official Code of Georgia, Annotated, Sections 37-3, 37-4, 37-7, HIPAA, and FERPA) 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 University 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: \_\_\_\_\_

## G: Verification of Student Program Qualifications

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

Document	PRE	A	B	C	D
Background Check	<input type="checkbox"/>				
Proof of Immunizations	<input type="checkbox"/>				
First Aid Certification	<input type="checkbox"/>				<input type="checkbox"/>
CPR/AED	<input type="checkbox"/>				<input type="checkbox"/>

Drug Test	<input type="checkbox"/>			<input type="checkbox"/>	
Technical Standards (Initial)	<input type="checkbox"/>				

Certification					
NATA Membership	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
Policy and Procedure manual agreement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proof of Health/Accident Insurance	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
Statement of Confidentiality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student Athlete Agreement (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student Immersive Declaration				<input type="checkbox"/>	<input type="checkbox"/>
TB Skin Test	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
Technical Standards	<input type="checkbox"/>			<input type="checkbox"/>	

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(Annual)				
ATrack Registration		<input type="checkbox"/>		<input type="checkbox"/>
Clinical Contract (Signed)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Goals set		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site orientation completed		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## H: Exposure Control Plan

### POLICY

The Piedmont University 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 University 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 University 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 University 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 University Athletic Training Facility (706) 778-3000 ext.1009.
- The Piedmont University 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 University Athletic Training Facility (706) 778-3000 ext.1009.
- The Piedmont University 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 University 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 University 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 University 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 and 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 University 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 University 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 University 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 University  
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.

## 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 University ATP. Furthermore, I agree with and understand these policies regarding probation and dismissal.

---

Name (Please print)

---

Signature

---

Date

## J: Athletic Training Program Technical Standards for Admission

The Athletic Training Program at Piedmont University is a rigorous and intense program placing specific requirements and demands on the students in the program. Each student admitted to the program must meet the technical standards established by the program's accrediting agency (CAATE) to verify they possess the essential qualities considered necessary to achieve the knowledge, skills, and competencies of an entry-level athletic trainer.

**Compliance with the technical standards does not guarantee eligibility for the BOC certification exam.**

Candidates for selection to the Athletic Training Program must demonstrate:

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

<p><b>Acceptance of the technical standards <u>without</u> accommodations:</b></p> <p>I certify that I have read and understand the technical standards for selection listed above, and I believe to the best of my knowledge that I meet each of these standards without accommodation. I understand that if I am unable to meet these standards I will not be admitted into the program.</p> <hr/> <p>Signature of Applicant _____ Date _____</p>	<p><b>Acceptance of the technical standards <u>with</u> accommodations:</b></p> <p>I certify that I have read and understand the technical standards listed above and believe to the best of my knowledge that I can meet them with certain accommodations. I will contact the Academic Resource Center/Disability Support Services to determine what accommodations may be available. I understand that if I am unable to meet these standards with or without accommodations, I will not be admitted into the program.</p> <hr/> <p>Signature of Applicant _____ Date _____</p>
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## K: FERPA: Know Your Student Rights

**Piedmont University will not release any information about you to anyone but you. Please make sure your parents, spouse, family, and friends understand that if they have questions about your records, they must ask you and not the University.**

Piedmont University complies fully with The Family Educational Rights and Privacy Act of 1974 (FERPA), which was designed to protect the privacy of educational records. FERPA affords students certain rights with respect to their education records. They are:

- The right to inspect and review information contained in the student's education records.
- The right to request the amendment of the student's education records that the student believes is inaccurate.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by Georgia Northwestern Technical University to comply with the requirements of FERPA.

**Confidentiality of Records:** Before information in any student file can be released to anyone, the student must give prior written consent except in those instances stated below:

- To instructors and administrators for legitimate educational purposes and for routine administrative and statistical purposes.
- To accredit organizations to carry out their functions (directory information only).
- To appropriate parties to protect the health and safety of students or other individuals in emergencies with the understanding that only information essential to the emergency situation will be released.



- To allow the school director to authorize the release of directory information as defined by the University under privacy legislation.
- To allow the school director or someone designated by that official to release information from the student's file, if the inquirer has a court order.

**Treatment of Records After Graduation or Withdrawal:** When students withdraw or graduate from Piedmont, their records shall continue to be subject to the provisions of this code.

Questions concerning FERPA should be referred to the Registrar's Office.

## L: Equipment Calibration and Maintenance

All equipment used in learning environments where students are involved in real or simulated client/patient care (including teaching laboratories) must meet manufacturer guidelines for calibration and maintenance. All sites with equipment requiring calibration and/or safety inspections must submit an annual report documenting the "pass" status to the Clinical Education Coordinator. Students are not allowed to attend clinical education experiences or use teaching laboratories where equipment is present which fails to meet this standard.

Excluding true emergency use of first aid and CPR/AED materials, therapeutic modality and other equipment requiring calibration and/or safety inspections may only be used by Athletic Training Students who are under the direct supervision of an Athletic Trainer, Physical Therapist, Physician, or EMT. Students are required to follow all site-specific regulations regarding the use, maintenance, and recording of equipment use, as explained to them by their preceptor during the clinical education site orientation. Lastly, students who believe equipment is unsafe should report their concerns to their preceptor and Clinical Education Coordinator immediately and NOT use it.

M: Plan of Study : Masters of Science in Athletic Training

**ATRG MSAT 2 Year Plan (Graduate Phase Only)**

Year 1			
SUMMER 1 (6 weeks) (Begin Graduate Phase)			
ATRG5120 Practical and Emergency Techniques			3
ATRG5125 Physical Assessment			3
*Optional HSCS5440 Nutrition for Health Programming*			3
Total Required Hours			6
GRADUATE FALL 1		GRADUATE SPRING 1	
HSCS 5410 Research Methods in Health Science	3	HSCS 5302 Pathology & Pharmacology	4
ATRG 5303 Eval I: Upper	3	ATRG 5323 Eval II: Lower	3
ATRG 5222 Therapeutic Modalities	4	ATRG 5322 Therapeutic Exercise	4
ATRG 5201 Practicum I	2,2	ATRG 5221 Practicum II	2, 2
Total Required Hours		14	Total Hours
			15
Year 2			
SUMMER 2 (8 weeks)			
HSCS 6411 Assessing Healthcare Quality (online)			3
HSCS 5411 Current and Emerging Issues in Health Policy, Economics, and Advocacy (online)			3
*Optional ATRG5499 Internship*			1-3
Total Required Hours			6
GRADUATE FALL 2		GRADUATE SPRING 2	
ATRG 6301 Practicum III	2, 4	ATRG 6321 Practicum IV	2, 4
HSCS 5100 Epidemiology and Biostatistics	3	ATRG 6420 Senior Seminar	3
ATRG 6402 Organ/Administration	3	HSCS 5301 Hlth Prog. <i>or</i> HSCS 5340 Coach Behav.	3
*Optional HSCS5420 Advanced Strength & Conditioning	3		
Total Hours		12	Total Hours
			12

## N: STUDENT INTERNSHIP EVALUATION FORM

Using the form below, please evaluate the student who interned with your organization, institution, or business. This evaluation will provide constructive feedback to the student and course instructor about the student's relative strengths and weaknesses as demonstrated in the internship, assess the student's participation at the internship site, and determine a portion of their final course grade.

Intern Name: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Internship Site: \_\_\_\_\_

Number of excused absences^: \_\_\_\_\_

Number of unexcused absences\*: \_\_\_\_\_

Evaluation start date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Evaluation end date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

1. What are the students' outstanding STRENGTHS?

2. In what areas does the student need IMPROVEMENT?

3. Additional comments:

\*Qualified excused absences include: acute illness, family crisis, or approved institutional activity prevents the student from attending a scheduled internship activity (note: this does NOT include routine medical appointments unless of a special nature and only then with prior written notice and approval). Students have one week to provide appropriate documentation to excuse an absence. \*\*Unexcused absences: all other absences from scheduled internship activities (note: the organization has the right to deny the student continuation of the internship at that site following **any** unexcused absence).

The supervisor should evaluate the intern as objectively as possible by circling the number in each range that best describes the intern's performance for that characteristic. If the quality in question is irrelevant to the work the student has been performing, please circle "N/A"

Excellent.....Po

or

Adaptability (ability to accommodate change and perform a variety of tasks)	5	4	3	2	1	N/A
Appropriate dress and behavior (observance of facility rules, policies, and procedures)	5	4	3	2	1	N/A
Attendance (attends on scheduled days)	5	4	3	2	1	N/A
Communication skills (written and verbal)	5	4	3	2	1	N/A
Interpersonal skills with peers, supervisors, and clients	5	4	3	2	1	N/A
Leadership	5	4	3	2	1	N/A
Punctuality (arrives on time)	5	4	3	2	1	N/A
Reliability / dependability (completes agreed-upon shift)	5	4	3	2	1	N/A
Responsiveness to criticism	5	4	3	2	1	N/A
Ability to learn (asks questions and demonstrates understanding or connection between coursework and real-world application)	5	4	3	2	1	N/A
Enthusiasm for the experience (positive attitude)	5	4	3	2	1	N/A
Grasp of subject / field (understanding of applicable standards and procedures)	5	4	3	2	1	N/A
Initiative (ability to follow through with tasks and responsibilities effectively, efficiently, and independently)	5	4	3	2	1	N/A
Judgment (ability to make appropriate work related decisions and stay within the confines of their training and role at the site)	5	4	3	2	1	N/A
Problem solving / critical thinking skills	5	4	3	2	1	N/A
Professionalism (demonstrates interest in issues and policies related to the field and willingness to do more than is required)	5	4	3	2	1	N/A
Quality of work (skills and accuracy)	5	4	3	2	1	N/A
Use of time (efficient/effective use of time to complete tasks)	5	4	3	2	1	N/A
Other skills unique to the position						
1.	5	4	3	2	1	N/A
2.	5	4	3	2	1	N/A
3.	5	4	3	2	1	N/A
<b>Overall Performance Rating</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>N/A</b>



## O: Confidentiality Statement

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### 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 University 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: \_\_\_\_\_