



West Chester University
Department of Sports Medicine
BS in Athletic Training
Athletic Training Education Program



POLICY and PROCEDURE MANUAL
as revised for Millersville University athletic training students

Revised May 2018

West Chester University/Millersville University
Athletic Training Education Program
POLICY and PROCEDURE MANUAL

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The provisions of this document are not regarded as an irrevocable contract between the student and the program or University. West Chester University’s athletic training education program reserves the right to change any provisions or requirements at any time. Updates to this manual will be made in late in the spring each year and will posted directly to the program’s web site: <http://www.millersville.edu/athletictraining/programs.php>

INTRODUCTION

Our Athletic Training Education Program accredited by the Commission on Accreditation of Athletic Training Education Programs (CAATE) affords students the opportunity to pursue a combination of classroom, laboratory and clinical educational experiences in athletic training. West Chester University has offered athletic training education programming for students from this and other institutions since 1970. Students of West Chester University who complete the Athletic Training Education Program meet the eligibility requirements to sit for the national certification examination of the Board of Certification, Inc. (BOC). They will also meet the requirements for certification as an athletic trainer by the Commonwealth of Pennsylvania. (It should be understood that completion of the program does not imply automatic certification as an athletic trainer by either the BOC or the Commonwealth of Pennsylvania.)

HOW TO ADDRESS ATHLETIC TRAINERS and ATHLETIC TRAINING STUDENTS

Individuals who have successfully completed the BOC certification examination are eligible to use the ATC initials as part of their credentials and should be referred to as “Certified Athletic Trainer”. The use of the correct title, ATC or Certified Athletic Trainer, will help end the confusion created when just the term trainer is used. Additional information about BOC Certification and/or the ATC credential is available at the BOC and NATA web sites: www.bocatc.org; www.nata.org.

Students enrolled in a CAATE accredited athletic training education program should be referred to as “athletic training students”.

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ATHLETIC TRAINING EDUCATION PROGRAM ASSESSMENT PLAN

I. DEPARTMENT VISION STATEMENT

Educational programming within the Department of Sports Medicine is predicated upon the philosophical belief that the physically active of all ages should be able to pursue their activities with vigor and enthusiasm; that such athletic participation has inherent value to the individual participant, to the institution sponsoring the activity and society as a whole; that most injuries suffered by the physically active are preventable; and that these individuals receive quality medical care for their injuries. Given this the department is committed to provide quality educational programming in athletic training, a specialized and recognized allied health profession which concerns itself with the health and safety of the physically active.

II. DEPARTMENT MISSION STATEMENT

The department prides itself on aligning with the university and college of health sciences missions by providing high quality classroom education. Furthermore, our students experience clinical instruction within a variety of educational settings, which afford our students the opportunity to apply knowledge and skills in real-life situations, under the supervision of experienced athletic training professionals. The department curriculum provides students with ample opportunities to develop and apply critical thinking and problem solving skills, communicate effectively, respect and understand diversity and to act ethically and professionally to develop skills to become life-long learners. A knowledgeable and diverse faculty serves as both classroom educators and clinical supervisors and thus professional role-models for the students. The faculty is also committed to life-long learning as providers of sports medicine services to the University's intercollegiate athletic program, as well as providing educational opportunities for students from other majors within the University and students from other institutions of higher learning.

III. STUDENT LEARNER OUTCOMES

For assessment purposes the student learner outcomes of the Sports Medicine Department can be simplified into 4 areas:

- 1) To educate students to be critical thinkers and problem solvers in the content knowledge of athletic training. This content knowledge centers around the 12 content areas of athletic training education which are:
 - a. Acute care of injury and illness
 - b. Orthopedic clinical examination and diagnosis
 - c. Medical conditions and disabilities
 - d. Health care administration
 - e. Pathology of illness and injuries
 - f. Pharmacology
 - g. Psychosocial intervention and referral
 - h. Risk management and injury prevention
 - i. Conditioning and rehabilitative exercise
 - j. Therapeutic modalities
 - k. Professional development and responsibility
 - l. Nutritional aspects of injuries and illnesses

- 2) To help students to acquire effective communication skills as it relates to content knowledge.
 - a. Verbal
 - b. Non-verbal
 - c. Written communication
- 3) To help students acquire skills to become life-long learners through:
 - a. Information literacy
 - b. Research skills
 - c. Evidence based practice skills
- 4) To prepare students for life after graduation by emphasizing the following attributes in students:
 - a. understanding their role in society with respect to service
 - b. encouraging respect for diversity
 - c. instilling an appreciation for the field of athletic training.
- 5) To help students acquire effective skills as it relates to the clinical education.
 - a. ensuring that psychomotor skills and clinical proficiencies within the educational competencies are completed throughout the students clinical courses
 - b. creating an environment that encourages learning.

Millersville University / West Chester University Dual Degree Program

1. *BACHELOR of SCIENCE IN **BIOLOGY**/PRE-ATHLETIC TRAINING:* MU DEPARTMENT OF BIOLOGY
2. *BACHELOR of SCIENCE IN ATHLETIC TRAINING:* WCU DEPARTMENT OF SPORTS MEDICINE
3. *CLINICAL EDUCATION:* MU DEPARTMENT OF WELLNESS & SPORT SCIENCES and MU DEPT. OF INTERCOLLEGIATE ATHLETICS

Locale	Course	C.H.	Locale	Course	C.H.
First Semester			Second Semester		
	<i>WCU-DL SMD100 Found. Spts. Med</i>	3.0	MU BIOL 211	Zoology	4.0
MU	COMM 100 Found. of Speech	3.0	MU ENGL 110	Composition	3.0
MU	BIOL 101 Foundations of Bio	4.0	MU MATH 161	Calculus	4.0
MU	CHEM 111 Intro to Chemistry I	<u>4.0</u>	MU CHEM 112	Intro to Chemistry II	<u>4.0</u>
Total Credits		14	Total Credits		15
First Summer					
MU	BIOL 254 Human A/P 1	4.0	MU	BIOL 255 Human A/P 2	4.0
Note: Students may take these classes during their 3 rd & 4 th semester but will need to substitute two other classes as summer replacements in order to stay on track.					
Third Semester			Fourth Semester		
MU	WSSD 591 Exercise Physiology	3.0	MU	BIOL 375 Biometry (WCU Stats)	3.0
MU	WSSD 311 First Aid & CPR	3.0	MU	WSSD 450 Kinesiology	3.0
MU	WELL 175 Wellness (CEC)	3.0	MU	BIOL 352 Nutrition Science (W)	3.0
MU	PSYC 100 Gen Psych (G3, 1)	3.0	MU	Social Science block (G3,2)	3.0
MU	BIOL 362 Cell & Devel. (W)	<u>4.0</u>	MU	Arts/Humanities block (G1, 1)	<u>3.0</u>
Total Credits		16	Total Credits		15
Second Summer					
WCU	SMD 310 Thera Mod in AT	3.0	WCU	SML 310 Thera Mod in AT Lab	2.0
WCU	SMD 311 Thera Ex in AT	3.0	WCU	SMD 311 Thera Ex in AT Lab	1.0
WCU	SMD 312 Path/Eval Ath Inj II	3.0	WCU	SMD 313 Path/Evl Ath Inj III	<u>3.0</u>
MU	WSSD 390 AT Tech + Surf Anat	3.0			
Total Credits			18		
Note: these courses (except WSSD 390) must be taken on the campus of West Chester University. Additional tuition and fees will incur.					

Locale	Course	C.H.	Locale	Course	C.H.
Fifth Semester			Sixth Semester		
	<i>WCU-DL SMD 315 Ath Inj Mgmt I</i>	3.0		<i>WCU-DL SMD316 Ath Inj Mgmt II</i>	3.0
MU	CHEM 235 Organic Chem	4.0		<i>WCU-DL SMD212 Path/Evl Ath Inj I</i>	3.0
MU	Perspectives (CEC)	3.0	MU	CHEM 326 Biochemistry I	4.0
MU	Social Science block (G3,3)	3.0	MU	WSSD 485 Mental Trn Tech	3.0
MU	Arts/Humanities block (G1, 2, W)	<u>3.0</u>	MU	Arts/Humanities block (G1, 3, W)	<u>3.0</u>
Total Credits		16	Total Credits		16
Seventh Semester			Eighth Semester		
	<i>WCU-DL SMD414 H., O., & A. of AT</i>	3.0		<i>WCU-DL SMD454 Ther/Prac Cond.</i>	3.0
	<i>WCU-DL SMD417 Ath Inj Mgmt III</i>	3.0		<i>WCU-DL SMD418 Ath Inj Mgmt IV</i>	3.0
MU	PHYS 131 Physics I w/Alg	4.0	MU	PHYS 132 Physics II w/Alg	4.0
MU	BIOL 364 Genetics & Molecular	<u>4.0</u>	MU	ENGL 312 Tech. Writing (AW)	3.0
			MU	Gen Ed Open Elec. (CEC)	<u>3.0</u>
Total Credits		14	Total Credits		16

Note: Less Prepared Students -- A sample schedule is not provided for less prepared students. The rigorous requirements of the Pre-Athletic Training option would make it difficult for those needing remedial courses such as CHEM 110 and MATH 101 to complete all requirements within the normal time frame.

Note: Several courses in this program have prerequisites. This means students cannot take certain courses until they have completed foundation courses. Enrollment in foundation courses is often determined by student performance on a placement exam. Therefore, poor student performance on a placement exam or failing to pass a foundation course will extend the length of time necessary to complete this program.

Also note: West Chester University requires that students earn the grade of "C" or better in the following courses: SMD 212, 310, 311, 312, 313, 316, 414, 417, 418, 454; SML 310, 311; WSSD 311, 390, 450, 486, 591; and BIOL 254, 255; and maintain a minimum overall Grade Point Average of 2.5 on a 4.0 scale in order to be recommended for the BOC exam to become a Certified Athletic Trainer.

This is a suggested sequence only. See your advisor for guidance.

Millersville University / West Chester University Dual Degree Program

1. *BACHELOR of SCIENCE IN **ALLIED HEALTH TECHNOLOGY** / PRE-ATHLETIC TRAINING:* MU DEPARTMENT OF BIOLOGY
2. *BACHELOR of SCIENCE IN ATHLETIC TRAINING:* WCU DEPARTMENT OF SPORTS MEDICINE
3. *CLINICAL EDUCATION:* MU DEPARTMENT OF WELLNESS & SPORT SCIENCES and MU DEPT. OF INTERCOLLEGIATE ATHLETICS

Locale	Course	C.H.	Locale	Course	C.H.
First Semester			Second Semester		
	<i>WCU-DL SMD100 Found. Spts. Med</i>	3.0	MU WELL 175	Wellness (CEC)	3.0
MU	ENGL 110	Composition	MU	COMM 100	Found. of Speech
MU	BIOL 257	Intro to Allied Health	MU	MATH 160	Pre Calculus
MU	BIOL 100	General Biology	MU	CHEM 112	Intro to Chemistry II
MU	CHEM 111	Intro to Chemistry I			<u>4.0</u>
	Total Credits	14		Total Credits	14
First Summer					
MU	BIOL 254	Human A/P 1	4.0	MU	BIOL 255
				Human A/P 2	4.0
Note: Students may take these classes during their 3 rd & 4 th semester but will need to substitute two other classes as summer replacements in order to stay on track.					
Third Semester			Fourth Semester		
MU	WSSD 591	Exercise Physiology	3.0	MU	Social Science block (G3, 2)
MU	WSSD 311	First Aid & CPR	3.0	MU	WSSD 450
MU	PSYC 100	Gen Psych	3.0	MU	BIOL 352
MU	CHEM 235	Organic Chemistry	4.0	MU	BIOL 362
MU	Social Science (G3, 1)	<u>3.0</u>	MU	Arts / Humanities block (G1, 1)	<u>3.0</u>
	Total Credits	16		Total Credits	16
Second Summer					
WCU	SMD 310	Thera Mod in AT	3.0	WCU	SML 310
WCU	SMD 311	Thera Ex in AT	3.0	WCU	SMD 311
WCU	SMD 312	Path/Eval Ath Inj II	3.0	WCU	SMD 313
MU	WSSD 390	AT Tech + Surf Anat	3.0		Path/Evl Ath Inj III
	Total Credits				18
Note: these courses (except for WSSD 390) must be taken on the campus of West Chester University. Additional tuition and fees will incur.					

Locale	Course	C.H.	Locale	Course	C.H.
Fifth Semester			Sixth Semester		
	<i>WCU-DL SMD 315 Ath Inj Mgmt I</i>	3.0		<i>WCU-DL SMD212 Path/Evl Ath Inj I</i>	3.0
MU	Arts/Humanities block (G1, 2, W)	3.0		<i>WCU-DL SMD316 Ath Inj Mgmt II</i>	3.0
MU	MATH 130 Statistics	3.0	MU	CHEM 326 Biochemistry I	4.0
MU	Arts/Humanities block (G1, 3)	3.0	MU	WSSD 485 Mental Trn Tech	3.0
MU	Gen Ed Open Elec. (CEC)	<u>3.0</u>	MU	Social Science block (G3, 3, W)	<u>3.0</u>
Total Credits		15	Total Credits		16
Seventh Semester			Eighth Semester		
	<i>WCU-DL SMD414 H., O., & A. of AT</i>	3.0		<i>WCU-DL SMD454 Ther/Prac Cond.</i>	3.0
	<i>WCU-DL SMD417 Ath Inj Mgmt III</i>	3.0		<i>WCU-DL SMD418 Ath Inj Mgmt IV</i>	3.0
MU	PHYS 131 Physics I w/Alg	4.0	MU	BIOL 454 Immunology	2.0
MU	BIOL 461 General Microbiology	3.0	MU	ENGL 312 Tech. Writing (AW)	3.0
MU	Perspectives (CEC)	<u>3.0</u>	MU	BIOL 364 Genetics & Mol. Biol.	<u>4.0</u>
Total Credits		16	Total Credits		15

Note: Less Prepared Students -- A sample schedule is not provided for less prepared students. The rigorous requirements of the Pre-Athletic Training option would make it difficult for those needing remedial courses such as CHEM 110 and MATH 101 to complete all requirements within the normal time frame.

Note: Several courses in this program have prerequisites. This means students cannot take certain courses until they have completed foundation courses. Enrollment in foundation courses is often determined by student performance on a placement exam. Therefore, poor student performance on a placement exam or failing to pass a foundation course will extend the length of time necessary to complete this program.

Also note: West Chester University requires that students earn the grade of "C" or better in the following courses: SMD 212, 310, 311, 312, 313, 316, 414, 417, 418, 454; SML 310, 311; WSSD 311, 390, 450, 486, 591; and BIOL 254, 255; and maintain a minimum overall Grade Point Average of 2.5 on a 4.0 scale in order to be recommended for the BOC exam to become a Certified Athletic Trainer.

This is a suggested sequence only. See your advisor for guidance

ATEP Progression and Completion Requirements

Athletic training students must achieve at least a “C” in each of the courses listed above. The student must also have a combined GPA of 2.5 in the courses listed below to be recommended for the Board of Certification (BOC) exam:

BIOL 254, 255, 352

WSSD 311, 390, 591, 485

SMD 212, 310, 311, 312, 313, 315, 316, 361, 414, 417, 418, 454

SML 310, 311

Athletic Training Education Retention Policy The BS in athletic training major uses the West Chester University retention policy that is found in the undergraduate course catalog.

Technical Standards for the BS in Athletic Training Major at West Chester University

The BS in Athletic Training Major at West Chester University prepares students for careers as certified athletic trainers where they will enter into employment settings and render athletic training services to individuals engaged in physical activity. The clinical, classroom and laboratory experiences place specific demands on the students enrolled in the program. The technical standards developed for the BS in Athletic Training Major establish the essential qualities necessary for students to achieve the knowledge, skills and competencies of an entry-level certified athletic trainer and meet the expectations of the agency (Commission on Accreditation of Athletic Training Education {CAATE}) that accredits the program. Students must possess the abilities outlined below to be admitted into the program. Students selected for admission into the BS in Athletic Training Major must verify that they understand and meet these technical standards with or without a reasonable accommodation. A student with a condition who may need a reasonable accommodation to meet the technical standards will be referred to the Office of Services for Students with Disabilities (OSSD) for an evaluation of whether the condition is a disability as defined by applicable laws, and a determination of what accommodations are reasonable. The determination will specifically take into consideration whether the requested accommodations might jeopardize the safety of the patient, and the ability to complete the classroom, laboratory, and clinical coursework required for the Athletic Training Program. The OSSD, with input from the Department of Sports Medicine, will make this determination. Whenever possible, reasonable accommodations will be provided for those individuals with disabilities to enable them to meet these standards and ensure that students are not denied the benefits of, excluded from participation in, or otherwise subjected to discrimination in this program.

Technical Standards of the BS in Athletic Training Major at West Chester University:

(These examples are not inclusive of all expected abilities)

1. Critical thinking ability sufficient for clinical judgment.
2. Interpersonal abilities sufficient to interact with individuals, families and groups from a variety of social, emotional, cultural and intellectual backgrounds.
3. Communication abilities sufficient for interaction with others in verbal and written form.
4. Physical abilities sufficient to maneuver in small or confined spaces and to provide emergency care.
5. Gross and fine motor abilities sufficient to provide safe and effective athletic training care.
6. Tactile dexterity sufficient for physical assessment.
7. Visual ability sufficient for observation and assessment necessary in athletic training care.
8. Auditory ability sufficient to monitor and assess health needs.
9. Ability to maintain composure and function in highly stressful situations such as those associated with critical injury or illness.

PLEASE sign and date section A or section B below:

A. I certify that I have read and understand these technical standards and believe that I meet each without accommodation. I understand that if I am unable to meet these standards that I will not be admitted into the BS in Athletic Training Major.

Signature of student	Print name of student	Date
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B. I certify that I have read and understand these technical standards and believe that with certain accommodations that I can meet these standards. I will contact the Office of Services for Students with Disabilities to determine what accommodations may be available. I understand that if I am unable to meet these standards with reasonable accommodation that I will not be admitted into the BS in Athletic Training Major.

Signature of student	Print name of student	Date
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**Modified from Core Performance Standards Required for Nursing, Board of Directors of the Southern Council on College Education for Nursing (SCCEN), 1993 [<https://www.sreb.org/publication/americans-disabilities-act>] and NATA Education Council [www.nata.org]*

Clinical Experience

One of the strengths of the Athletic Training Education Program is our clinical education component. Students in the program will have the opportunity to take the knowledge, skills and attitudes obtained in the coursework and apply it in a variety of clinical settings. All students will spend at least one semester in the WCU athletic training rooms, working under the direct supervision of our faculty clinical instructors. The WCU Athletic Department currently sponsors 12 varsity sports for women and 11 for men. The Sturzebecker Health Science Center Athletic Training Room is the base of operations for athletic training services. A smaller, but complete, athletic training room is housed in the Hollinger Field House for basketball, volleyball and indoor track.

In addition, WCU students are able to gain valuable clinical experience at any of a variety of local high schools, universities, colleges and professional teams. Each site is staffed by at least one certified athletic trainer who shares our philosophy on clinical education. Our students learn along side each of these professionals as they perform their duties during pre-season camps and through the various athletic seasons. Students assigned to off-campus clinical sites are responsible for their own transportation to and from those sites. Clinical experiences may begin prior to the official start of the semester.

2018-2019 Affiliated Clinical Settings:

Lancaster Catholic High School

Conestoga Valley High School

Franklin & Marshall College

During the Second Semester of a students' sophomore year a meeting will be held with the sophomore class and the coordinator of athletic training education. At this meeting the following things will be addressed:

- Students must state their intentions by signing a contract agreeing to begin their clinical in the fall of their junior year.
- Students must state their intentions if they wish to continue playing a varsity sport and delaying their clinical for a semester or more.
- The coordinator of athletic training education will inform any students if there is any remediation of courses that need to be finished before beginning of their clinical experience.
- Students will have the opportunity to request a clinical based on interests and/or inability to obtain a car for the first semester. This does not guarantee a specific clinical for the student but may help the coordinator in the decision-making process.
- Athletic Training Student uniform information.
- Students will be given information regarding the following materials that they will be expected to complete before they begin their clinical. The program will provide the Blood Borne Pathogen training and the cost for the Hepatitis B vaccination. **The student is responsible for the other costs.** This includes:
 - CPR for the professional rescuer and first aid certification.
 - Hepatitis B vaccination or sign a vaccination declination.
 - Blood Borne Pathogen training
 - Professional liability insurance coverage
 - State criminal background check*
 - FBI federal criminal history record*
 - State child abuse history clearance*
 - Tuberculin (TB) skin test*

*REQUIRED for clinical sites with school age children (e.g. public and private schools)

“Strategic Alliance Statement on Athletic Training Student Supervision

The leadership of the Strategic Alliance, which includes the Commission on Accreditation of Athletic Training Education (CAATE), the National Athletic Trainers’ Association (NATA), and the Board of Certification, Inc. (BOC), has concluded that it is both appropriate and necessary to issue this formal statement to remind institutions, supervisors and students that athletic training students should provide services to patients only when directly supervised by the appropriate personnel. This includes athletic training students who travel with athletic teams.

According to the 2008 Standards for the Accreditation of Entry-Level Athletic Training Education Programs, “an approved clinical instructor or clinical instructor [now referred to as preceptors] must be physically present and have the ability to intervene on behalf of the athletic training student to provide on-going and consistent education.”

The Strategic Alliance has a vested interest in student supervision, an issue that transcends educational programs and impacts the profession of athletic training as a whole. The CAATE is involved from an educational standpoint, the BOC is involved from the regulatory perspective, and the NATA is concerned about issues affecting the athletic training profession.

Athletic training services should be provided only by BOC-certified or otherwise regulated personnel or by students under the direct supervision of such personnel. Athletic training students should only travel with teams when directly supervised at all times by appropriately credentialed athletic trainers. The practice of an unsupervised student providing athletic training services replaces licensed athletic training staff with unregulated personnel. This is illegal in most states, and the practice is contrary to the safety and welfare of patients. Additionally, it is not in the best interests of the profession and therefore cannot be supported by the Strategic Alliance.

The direct supervision of athletic training students is in the best interest of the institutions, supervisors, students, and patients. It is required under the CAATE education standards. As stated above, the Standards stipulate a [preceptor] must be physically present and able to interact with an athletic training student at the site of the clinical experience.

The Strategic Alliance acknowledges that critical thinking and independent clinical decision-making are at the heart of good clinical supervision. Direct supervision does not preclude students’ ability to learn and exercise those key skills. [Preceptors] should allow students the appropriate freedom to engage in critical thinking and decision-making in a suitable environment. Above all, supervision by an instructor or supervisor must be adequate to ensure that each patient receives competent and quality care and to ensure compliance with the relevant state practice act. Failure to provide adequate supervision could expose the institution and regulated professionals to liability.

The Strategic Alliance is evaluating clinical education from several perspectives and is developing additional models and tools. This collective effort will assist athletic training students and classroom and **[preceptors]. “ 11.8.11 (www.caate.net)**

Supervised Clinical Experience

A supervised clinical experience is when a program clinical instructor, or another approved health care professional such as a doctor associated with the program, is physically present and can intervene on behalf of the athlete/patient. This means that the clinical instructor can have both auditory and visual contact with the student. When in a supervised clinical experience, the student can perform any and all skills that are *previously learned*.

2012 CAATE Standard IV.N. (www.caate.net)

“The program must include provision for supervised clinical education with a preceptor (see Section III).

1. There must be regular communication between the program and the preceptor.
2. The number of students assigned to a preceptor in each clinical setting must be of a ratio that is sufficient to ensure effective clinical learning and safe patient care.
3. Students must be directly supervised by a preceptor during the delivery of athletic training services. The preceptor must be physically present and have the ability to intervene.”

Attendance Policy for Clinical Experience Courses

SMD 315, SMD 316, SMD 417, SMD 418:

All students are expected to attend scheduled clinical assignments and act in a professional manner (see clinical evaluation forms section “Professional Evaluation and Personal Attributes and NATA code of ethics). If you have a foreseeable schedule conflict, it is your responsibility to notify your preceptor at least 48 hours prior. Unforeseeable absences will not be counted as excused absences unless the student provides the instructor documentation and verification within one week of the absence. Excused absences include an illness (with proper medical documentation), a family crisis or an approved institutional activity. Failure to meet the attendance requirement will result in grade reduction. Athletic training students have the right to appeal the aforementioned policy above by reporting to the coordinator of athletic training education.

Example:

Offense 1: August 28th, 2006- Absent from first three days of clinical experience. No prior notification was supplied.

Offense 2: September 23, 2006- Absent from clinical experience. No prior notification was supplied.

Employment/Volunteer Opportunities [not associated with program requirements]:

The Department of Sports Medicine /Athletic Training program provides this section for information purposes and to make clear state law and practices. These types of employment opportunities are not endorsed by the Department of Sports Medicine/Athletic Training Program.

West Chester University departments and non-University entities may provide opportunities for employment. Students are not permitted to identify themselves as “student athletic trainers” or “athletic training students” for the purpose of employment. As stated in the Pennsylvania Athletic Training Practice Act, Subchapter H issued under section 51.1 of the Medical Practice Act, an Athletic Trainer is defined as “a person who is licensed to perform athletic training services by the [State] Board [of Medicine] or the State Board of Osteopathic Medicine”. A licensed athletic trainer in Pennsylvania must have physician direction and a written protocol approved and signed by a supervising physician. You are an athletic training student practicing athletic training only when it “is coincidental to required clinical education and is within the scope of the student’s education and training”. Therefore, students cannot use the term “athletic trainer” or “athletic training student” or “student athletic trainer” to describe employment.

Students hired to provide first aid care at events (on or off-campus) must be current in their CPR/AED/First Aid certification. In the role of First Aid Provider, students should perform tasks that are consistent with their CPR/AED/First Aid training. Students may not use skills learned specifically in their athletic training curriculum that extend beyond that of their current CPR/AED/First Aid certification. In addition, students are not permitted to be employed at an event that involves the supervisor/preceptor and team for which they are currently assigned in their current Clinical Education Course.

IMPORTANT NOTE: As part of the Athletic Training curriculum, athletic training students completing clinical education courses are required to purchase athletic training student liability insurance. This insurance coverage extends only to service performed while enrolled in a clinical experience course and while gaining experience under the supervision of a preceptor. This policy **DOES NOT COVER** students for employment at any events or facilities on or off campus. Students who select to be employed or volunteer for any other events or at any other facilities should understand the potential liabilities associated with this.

Clinical Education Confidentiality Agreement

All athletic training students who are assigned observational or clinical rotations through the WCU Bachelor of Science in athletic training are required to sign and abide by this agreement. Any student who refuses to sign OR abide by the agreement listed below will result in immediate termination from their clinical experience. The Board of Certification Standards of Practice for Athletic Training and the NATA's Competencies in Athletic Training and Code of Ethics stipulate several duties owed to the physically active by the athletic trainer. Among other duties, the courts have specified the duty of the athletic trainer to maintain confidentiality of medical records. **The athletic training student is held to the same standard of care.** The following agreement will be a part of the athletic training student's file.

I understand that all of the information which I become privy to in my capacity as an athletic training student is subject to patient-physician privilege and must be considered confidential.

Student Signature

Date

Printed Student Name

Date

Coordinator of Athletic Training Education

Date

Clinical Rotation Orientation Form

Site: _____ **Date:** _____

ACI: _____ **ACI:** _____
Name Signature

ATS: _____ **ATS:** _____
Name Signature

Students enrolled in the Athletic Training Education Program at West Chester University are required to participate in clinical experiences. All Approved Clinical Instructors at all clinical sites are expected to hold an **Orientation Session** to explain and review the information listed below with Athletic Training students assigned to them for clinical rotations.

Date Completed:

- _____ Verify ATS current level of emergency response and CPR certification.
- _____ Review Emergency Action Plan (EAP): emergency phone numbers, location of the EAP and communications to initiate EAP. This should be posted at the site.
- _____ Review all OSHA regulations and locations of personal protective devices and biohazard containers at the site.
- _____ Review the chain of command followed 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.
- _____ Dress Code: Students are expected to follow the WCU Dress Code at all clinical sites. Student can utilize the dress code of the affiliated site.
- _____ Select a clinical rotation schedule that will maximize student meaningful learning.
- _____ Make introductions to the appropriate personnel (athletic director, coaches, players, colleagues).
- _____ Review of courses completed and in progress.
- _____ In conjunction with the student, identify the student’s learning goals for this rotation.
- _____ Discuss the student’s previous clinical experiences as it pertains to the ATS clinical performance and the clinical skills and proficiencies the student was exposed to. Students are encouraged to share the previous semester(s) final evaluations to facilitate this discussion.
- _____ Review of evaluation tools used by ATS to assess ACI performance and clinical setting.
- _____ Review and discuss “Athletic Training Student Responsibilities”

Expectations Worksheet: Foundations for a Successful Clinical Experience

Site: [Click here to enter text.](#)

Preceptor: [Click here to enter text.](#)

Student: [Click here to enter text.](#)

General Information	
Other preceptors/staff:	Click here to enter text.
Other HCP:	Click here to enter text.
Others:	Click here to enter text.
Schedule	
Planning:	Click here to enter text.
Attendance:	Click here to enter text.
What happens if:	
I am ill:	Click here to enter text.
I become ill at site:	Click here to enter text.
Weather is bad:	Click here to enter text.
Transportation problems:	Click here to enter text.
Attire (WCU Expectations are a minimum)	
Appropriate:	Click here to enter text.
Not appropriate:	Click here to enter text.
Addressing preceptor & others (identify if different in front of patients, coaches, etc.)	
Preceptor & staff:	Click here to enter text.
Other HCP:	Click here to enter text.
Others:	Click here to enter text.
Communication/technology	
When to call:	Click here to enter text.
When to text:	Click here to enter text.
When to email:	Click here to enter text.
Cell phone use:	Click here to enter text.
Computer/tablet use:	Click here to enter text.
Questions	
Who to ask:	Click here to enter text.
When to ask:	Click here to enter text.
What to expect from me	
Weekly planning:	Click here to enter text.
During patient care:	Click here to enter text.
During practices/games:	Click here to enter text.
At beginning of day:	Click here to enter text.
If there is down time:	Click here to enter text.
At end of day:	Click here to enter text.

What I expect of you	
Weekly planning:	Click here to enter text.
During patient care:	Click here to enter text.
During practices/games:	Click here to enter text.
At beginning of day:	Click here to enter text.
If there is down time:	Click here to enter text.
At end of day:	Click here to enter text.
Preparedness (EAP, supplies on person, etc):	Click here to enter text.
Your role in seeing patients (level of engagement & independence, scheduling appointments, etc)	
Weeks 1-2	Click here to enter text.
Weeks 3-5	Click here to enter text.
Weeks 6-10	Click here to enter text.
Weeks 11-14	Click here to enter text.
Each of you should develop three-five specific learning goals (objectives) for this clinical rotation.	
Goal 1	
Goal 2	Click here to enter text.
Goal 3	Click here to enter text.
Goal 4	Click here to enter text.
Goal 5	Click here to enter text.

Discussion notes: [Click here to enter text.](#)

Confirmation of understanding:

Student signature

Date

Preceptor signature

Date

OSHA and Blood Borne Pathogens Policy

The Athletic Training Education Program at West Chester University adheres to the practice of “Universal Precautions” as outlined by the Occupational Safety and Health Administration. This policy applies to all students in the program starting their second year in the program prior to clinical observation. Students are to be re-trained on OSHA guidelines once a year and every subsequent year in the athletic training program until graduation. Documentation of participation in universal precautions training will be required for each student prior to the start of their clinical observation and/or clinical rotation and a copy will be kept on file in the program director’s office.

Communicable Disease Policy:

If an athletic training student becomes ill, he/she should report to the Student Health Center on campus or to another medical practitioner for evaluation as soon as possible. Upon evaluation the medical practitioner will determine the appropriate intervention needed and the amount of time the student shall remain out of contact with others to prevent transmission.

If the athletic training student acquires a communicable disease, the student will notify his or her Preceptor and Program Director as soon as possible. A signed release from a medical practitioner may be required with certain illnesses, prior to resuming clinical experiences. The CDC provides the following preventive guidelines for the reporting of communicable disease with health care facilities. These regulations are designed to provide for the uniform awareness, prevention, and reporting of diseases in order that appropriate control measures may be instituted to interrupt the transmission of disease. Since Athletic Training students are providing direct health care to patients under the supervision of a preceptor, the appropriate precautions must be utilized. Any student who acquires any of the listed communicable disease will be dismissed from the clinical experience at West Chester University or other affiliated sites until a medical practitioner has deemed the student non-contagious.

Communicable Diseases cited by the CDC:

- Blood borne pathogens
- Conjunctivitis
- Cytomegalovirus
- Diphtheria
- Gastrointestinal infections, acute
- Hepatitis A
- Herpes simplex
- Measles
- Meningococcal disease
- Mumps
- Parvovirus
- Pertussis
- Poliomyelitis
- Rabies
- Rubella
- Scabies and pediculosis
- Staphylococcus aureus (e.g. MRSA) infection and carriage
- Streptococcus infection
- Tuberculosis

Other Communicable Diseases

- Mononucleosis
- Influenza
- Common Cold

Transportation of Student Athletes

The transportation of student athletes by athletic training students is not an expectation and is not permitted during clinical education experiences. If a student chooses to transport an athlete they will be paid by the athletic department for their time.

Athletic Training Student Uniform Policy

The athletic trainer is an allied health professional and as part of the WCU Bachelor of Science in athletic training program, one is required to dress appropriately and professionally for all practices and games during their clinical experiences. Athletic training students wearing inappropriate attire will be asked to leave their clinical and may be detrimental to their final grade. The designated uniform for clinical is listed below. The athletic training club will take orders several times throughout the year. The items listed below are the only items to be worn at your clinical assignments unless told otherwise by your clinical instructor.

Mandatory:

1. White or Black Collared Shirt visit EmBroidMe,
55 Rohrerstown Road, Regency Square Shopping Center
Lancaster, Pennsylvania 17603 717-399-0204
2. Khaki Shorts
 - a. Men's Shorts- Dickies- **11" Multi-Use Pocket Short #LR642 Khaki** or
Dickies - " **Double Seat Short Khaki**" #43259 11
 - b. Women's Shorts- Old Navy- **Women's Perfect Khaki Shorts 7" _ #749794 Bassword Brown**
or Old Navy- **Women's Cuffed Perfect Khaki Shorts 5" #752414 Sash Brown**
 - c. Women's Shorts- Aéropostale **Curvy Solid Bermuda Short #8184 Dark Straw**
3. Khaki Pants
 - a. Men's Pants- Dickies **multi-use pocket work pant (#8038) Khaki**
 - b. Women's Pants- Old Navy **Women's Perfect Khakis #595183 Color: Khaki**
 - c. Women's Pants - Gap **Curvy flare pants #620844 Color: Khaki**

Emergency Action Plan Overview

This plan is provided to serve as a guide for emergency action required in the Athletic Training Room, Pucillo Gymnasium, Softball Stadium, Soccer Fields, Pucillo Extra Field, Baseball Stadium, Biemesderfer Stadium, Carpenter-Trout Weight Facility or any playing or conditioning area on the Millersville University Campus used by the Intercollegiate Athletic Program.

Components of the Emergency Plan

These are the basic components of this plan:

1. emergency personnel
2. emergency communication
3. emergency equipment
4. roles of first responder
5. venue directions with map
6. emergency action plan checklist for non-medical emergency

Emergency Plan Personnel

With intercollegiate athletics practice and competition, the first responder to an emergency situation is typically a member of the sports medicine staff, most commonly a certified athletic trainer. The type and degree of sports medicine coverage for an athletic event may vary widely, based on such factors as the sport or activity, the setting, and the type of training or competition. The first responder in some instances may be a coach or other institutional personnel. Certification in cardiopulmonary resuscitation (CPR), automated external defibrillator (AED) use, first aid, and emergency plan review is required for each head coach and all other coaches who are employed full time at the institution associated with practices, competitions, skills instruction, and strength and conditioning. Copies of athletic personnel training certificates and/or cards are maintained with the Director of Intercollegiate Athletics.

The development of an emergency plan cannot be complete without the formation of an emergency team. The emergency team may consist of a number of healthcare providers including physicians, emergency medical technicians, licensed athletic trainers; student athletic trainers; work-study student personnel; coaches; managers; and, possibly, bystanders. Roles of these individuals within the emergency team may vary depending on various factors such as the number of members of the team, the athletic venue itself, or the preference of the staff athletic trainer. There are four basic roles within the emergency team.

- ❖ The first and most important role is establishing safety of the scene and immediate care of the athlete. Acute care in an emergency situation should be provided by the most qualified individual on the scene. Individuals with lower credentials should yield to those with more appropriate training.
- ❖ The second role, EMS activation, may be necessary in situations where emergency transportation is not already present at the sporting event. This should be done as soon as the situation is deemed an emergency or a life-threatening event. Time is the most critical factor under emergency conditions. Activating the EMS system may be done by anyone on the team. However, the person chosen for this duty should be someone who is calm under pressure and who communicates well over the

telephone. This person should also be familiar with the location and address of the sporting event.

- ❖ The third role, equipment retrieval may be done by anyone on the emergency team who is familiar with the types and location of the specific equipment needed. Student athletic trainers, managers, and coaches are good choices for this role.
- ❖ The fourth role of the emergency team is that of directing EMS to the scene. One member of the team should be responsible for meeting emergency medical personnel as they arrive at the site of the emergency. Depending on ease of access, this person should have keys to any locked gates or doors that may slow the arrival of medical personnel. A student athletic trainer, manager, or coach may be appropriate for this role. At Millersville, campus police are notified through 911 that there is an ambulance on the way and will usually also arrive on scene and help with directing the EMS to the correct location.

Roles within the Emergency Team

1. Establish scene safety and immediate care of the athlete
2. Activation of the Emergency Medical System
3. Emergency equipment retrieval
4. Direction of EMS to scene

Activating the EMS System

Making the Call:

- 911
- Campus Police: (717) 871-4357 (non emergency)

Providing Information:

- name, address, telephone number of caller
- nature of emergency, whether medical or non-medical *
- number of athletes
- condition of athlete(s)
- first aid treatment initiated by first responder
- specific directions as needed to locate the emergency scene ("come to south entrance of coliseum")
- other information as requested by dispatcher

When forming the emergency team, it is important to adapt the team to each situation or sport. It may also be advantageous to have more than one individual assigned to each role. This allows the emergency team to function even though certain members may not always be present.

Emergency Communication

Communication is the key to quick emergency response. Athletic trainers and emergency medical personnel must work together to provide the best emergency response capability and should have contact information such as telephone tree established as a part of pre-planning for emergency situations. Communication prior to the event is a good way to establish boundaries and to build rapport between both groups of professionals. If emergency medical transportation is not available on site during a particular sporting event, then direct communication with the emergency medical system at the time of injury or illness is necessary.

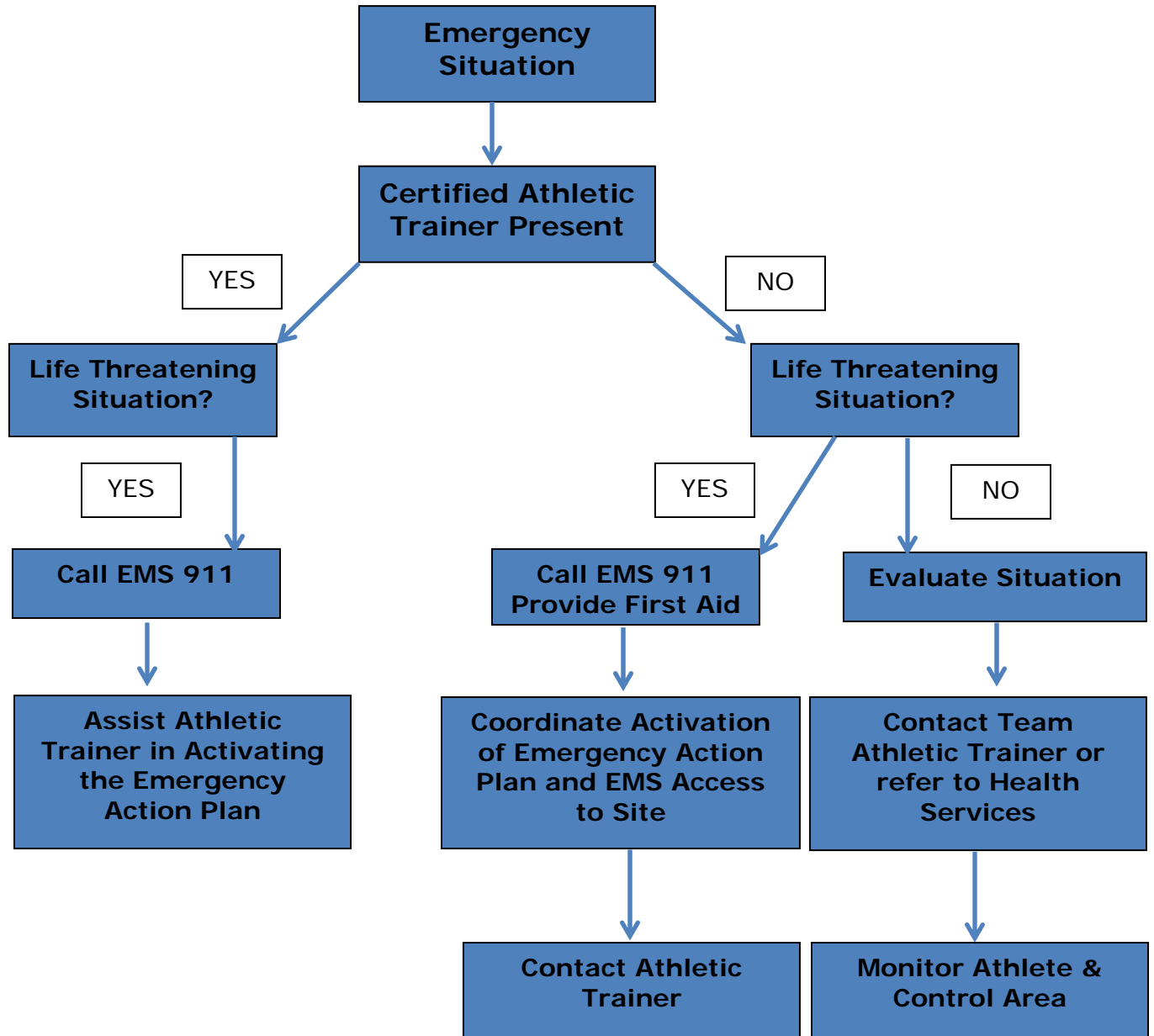
Access to a working telephone or other telecommunications device, whether fixed or mobile, should be assured. The communications system should be checked regularly to ensure proper working order. However, a cellular phone is preferred if available. At any athletic venue, whether home or away, it is important to know the location of a workable telephone. Pre-arranged access to the phone should be established if it is not easily accessible.

Emergency Equipment

All necessary emergency equipment should be at the site and quickly accessible. Personnel should be familiar with the function and operation of each type of emergency equipment. Equipment should be in good operating condition, and personnel must be trained in advance to use it properly. Emergency equipment should be checked on a regular basis and use rehearsed by emergency personnel. The emergency equipment available should be appropriate for the level of training for the emergency medical providers. It is recommended that a few members of the emergency team be trained and responsible for the care of the equipment.

It is important to know the proper way to care for and store the equipment as well. Equipment should be stored in a clean and environmentally controlled area. It should be readily available when emergency situations arise

**Millersville University
Emergency Medical Plan for In-Season & Out of Season Sports**



Athletic Training Staff:

Hank Fijalkowski O 717-871-4227
C 717368-3355

Katie Parmer O 717-871-4226
C 570-660-9253

Heather Bendinsky C 717-368-7136

Emergency Medical Services 911

Campus Police: 717-871-4357

Health Services 717-871-5250

Urgent Care:

MedExpress: 717-299-3627
4 Rohrerstown Rd, Lancaster, PA 17603

Lanc. Gen. Health: 717-544-0150
2118 Spring Valley Road, Lancaster, PA 17601

Biemesderfer Stadium / Chryst Field

Emergency Personnel: certified athletic trainer and student athletic trainer(s) work-study student personnel; or coaches; on site for practice and competition.

Emergency Communication: Cell phones provided by the certified athletic trainers or coaches will be used.

Emergency Equipment: If athletic trainer available, kit, AED, splints available. Additional equipment is available from stadium athletic training room. If athletic trainer is unavailable, AED located in Carpenter-Trout Weight Training Facility.

Roles of First Responders

1. Immediate care of the injured or ill student-athlete
2. Activation of emergency medical system (EMS)
 - a. Call 911
 - b. Identify yourself "My name is _____ and I am a(n) _____ at Millersville University."
 - c. Number of individuals injured
 - d. Condition of the injured "We have an emergency, please send EMS immediately for (nature of injury)."
 - e. Care being given to the injured
 - f. Specific directions "We are at the football stadium field located at 35 Pucillo Dr. Please meet (person meeting EMS) at the northeast gate to the stadium."
 - g. Other information as requested
 - h. Make sure you hang up after the dispatcher
3. Emergency equipment retrieval
4. Direction of EMS to scene
 - a. open appropriate gates
 - b. designate individual to check for campus police and if not on site yet, "flag down" EMS and direct to scene
 - c. scene control: limit scene to first aid providers and move bystanders away from area

Venue Directions: The football stadium field is located at 35 Pucillo Dr. To get to the field you will need to drive past the stadium and make a left at the parking garage entrance. You will proceed straight through the fence gate and veer left. You can park on the small asphalt access road.

Carpenter-Trout Weight Training Facility

Emergency Personnel: certified athletic trainer and student athletic trainer(s) work-study student personnel; or coaches; on site for practice and competition.

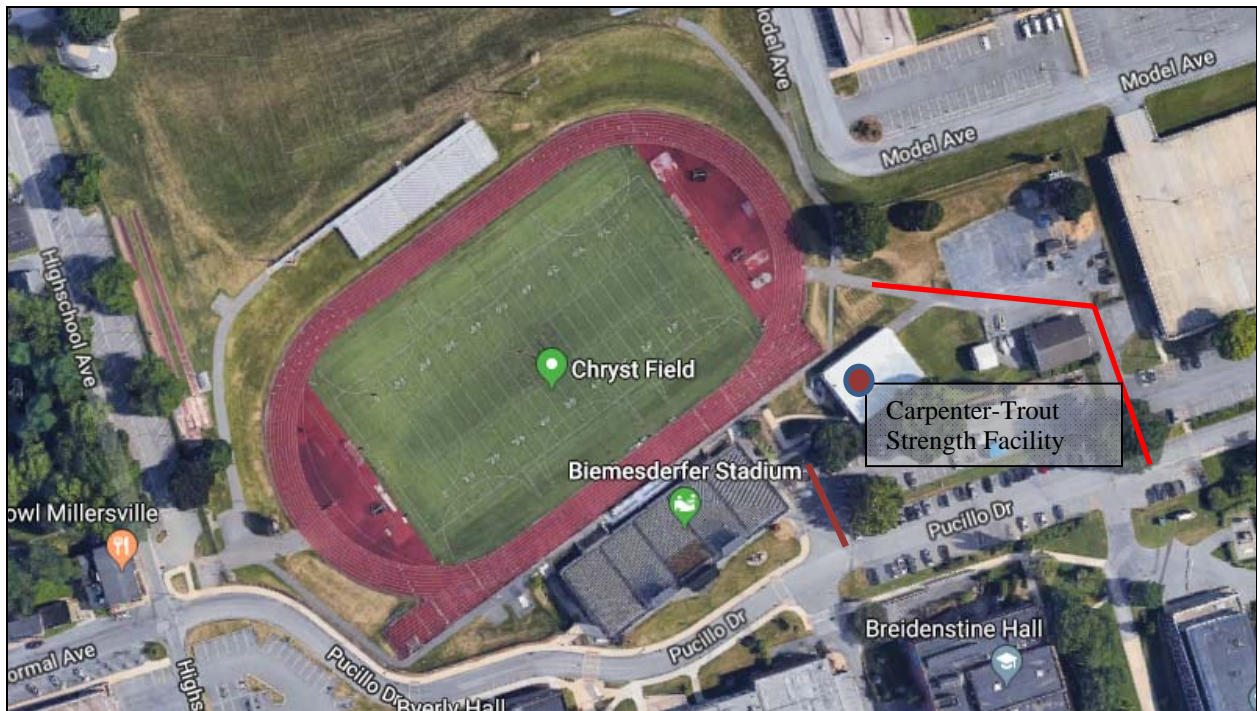
Emergency Communication: Cell phones provided by the certified athletic trainers or coaches will be used.

Emergency Equipment: If athletic trainer available, kit, AED, splints available. Additional equipment is available from stadium athletic training room. If athletic trainer is unavailable, AED located in Carpenter-Trout Weight Training Facility.

Roles of First Responders

1. Immediate care of the injured or ill student-athlete
2. Activation of emergency medical system (EMS)
 - a. Call 911
 - b. Identify yourself "My name is _____ and I am a(n) _____ at Millersville University."
 - c. Number of individuals injured
 - d. Condition of the injured "We have an emergency, please send EMS immediately for (nature of injury)."
 - e. Care being given to the injured
 - f. Specific directions "We are at the football stadium field located at 45 Pucillo Dr. Please meet (person meeting EMS) at the northeast gate to the stadium."
 - g. Other information as requested
 - h. Make sure you hang up after the dispatcher
3. Emergency equipment retrieval
4. Direction of EMS to scene
 - a. open appropriate gates
 - b. designate individual to check for campus police and if not on site yet, "flag down" EMS and direct to scene
 - c. scene control: limit scene to first aid providers and move bystanders away from area

Venue Directions: The weight training facility is located at 45 Pucillo Dr. Pull in between the stadium stands and the building to the north of the stands. There is a ramp through the gate.



Pucillo Gymnasium / Basketball/Volleyball Court

Emergency Personnel: certified athletic trainer and student athletic trainer(s) work-study student personnel; or coaches; on site for practice and competition.

Emergency Communication: Cell phones provided by the certified athletic trainers or coaches will be used.

Emergency Equipment: If athletic trainer available, kit, AED, splints available. Additional equipment is available from Pucillo athletic training room. If athletic trainer is unavailable, AED located in the hallway between the court and swimming pool.

Roles of First Responders

1. Immediate care of the injured or ill student-athlete
2. Activation of emergency medical system (EMS)
 - a. Call 911
 - b. Identify yourself "My name is _____ and I am a(n) _____ at Millersville University."
 - c. Number of individuals injured
 - d. Condition of the injured "We have an emergency, please send EMS immediately for (nature of injury)."
 - e. Care being given to the injured
 - f. Specific directions "We are at Pucillo Gymnasium located at 105 Pucillo Dr. Please meet (person meeting EMS) at the doors of the northwest corner of the building."
 - g. Other information as requested
 - h. Make sure you hang up after the dispatcher
3. Emergency equipment retrieval
4. Direction of EMS to scene
 - a. open appropriate gates as needed.
 - b. designate individual to check for campus police and if not on site yet, "flag down" EMS and direct to scene
 - c. scene control: limit scene to first aid providers and move bystanders away from area

Venue Directions: The gymnasium court is located at 105 Pucillo Dr. Pull into the small driveway by the doors on the northwest corner of the building. #1 on Pucillo map

Pucillo Gymnasium/ Swimming Pool

Emergency Personnel: certified athletic trainer and student athletic trainer(s) work-study student personnel; or coaches; on site for practice and competition.

Emergency Communication: Cell phones provided by the certified athletic trainers or coaches will be used.

Emergency Equipment: If athletic trainer available, kit, AED, splints available. Additional equipment is available from Pucillo athletic training room. If athletic trainer is unavailable, AED located in the hallway between the court and swimming pool.

Roles of First Responders

1. Immediate care of the injured or ill student-athlete
2. Activation of emergency medical system (EMS)
 - a. Call 911
 - b. Identify yourself "My name is _____ and I am a(n) _____ at Millersville University."
 - c. Number of individuals injured
 - d. Condition of the injured "We have an emergency, please send EMS immediately for (nature of injury)."
 - e. Care being given to the injured
 - f. Specific directions "We are at Pucillo Gymnasium located at 105 Pucillo Dr. Please meet (person meeting EMS) at the north parking lot to the building."
 - g. Other information as requested
 - h. Make sure you hang up after the dispatcher
3. Emergency equipment retrieval
4. Direction of EMS to scene
 - a. open appropriate gates as needed.
 - b. designate individual to check for campus police and if not on site yet, "flag down" EMS and direct to scene
 - c. scene control: limit scene to first aid providers and move bystanders away from area

Venue Directions: The swimming pool is located at 105 Pucillo Dr. Pull into the north parking lot and proceed through the gate at the northeast corner of the building and stop at the last set of doors to the building. #2 on Pucillo map

Pucillo Gymnasium / Wrestling Room

Emergency Personnel: certified athletic trainer and student athletic trainer(s) work-study student personnel; or coaches; on site for practice and competition.

Emergency Communication: Cell phones provided by the certified athletic trainers or coaches will be used.

Emergency Equipment: If athletic trainer available, kit, AED, splints available. Additional equipment is available from Pucillo athletic training room. If athletic trainer is unavailable, AED located in the hallway between the court and swimming pool.

Roles of First Responders

1. Immediate care of the injured or ill student-athlete
2. Activation of emergency medical system (EMS)
 - a. Call 911
 - b. Identify yourself "My name is _____ and I am a(n) _____ at Millersville University."
 - c. Number of individuals injured
 - d. Condition of the injured "We have an emergency, please send EMS immediately for (nature of injury)."
 - e. Care being given to the injured
 - f. Specific directions "We are at Pucillo Gymnasium located at 105 Pucillo Dr. Please meet (person meeting EMS) at the north parking lot to the building."

- g. Other information as requested
- h. Make sure you hang up after the dispatcher
- 3. Emergency equipment retrieval
- 4. Direction of EMS to scene
 - a. open appropriate gates as needed.
 - b. designate individual to check for campus police and if not on site yet, "flag down" EMS and direct to scene
 - c. scene control: limit scene to first aid providers and move bystanders away from area

Venue Directions: The wrestling room is located at 105 Pucillo Dr. Pull into the north parking lot and proceed through the gate at the northeast corner of the building and stop at the last second set of doors to the building. #2 on Pucillo map

Pucillo Fields

Emergency Personnel: certified athletic trainer and student athletic trainer(s) work-study student personnel; or coaches; on site for practice and competition.

Emergency Communication: Cell phones provided by the certified athletic trainers or coaches will be used.

Emergency Equipment: If athletic trainer available, kit, AED, splints available. Additional equipment is available from Pucillo athletic training room. If athletic trainer is unavailable, AED located in the hallway between the court and swimming pool.

Roles of First Responders

- 1. Immediate care of the injured or ill student-athlete
- 2. Activation of emergency medical system (EMS)
 - a. Call 911
 - b. Identify yourself "My name is _____ and I am a(n) _____ at Millersville University."
 - c. Number of individuals injured
 - d. Condition of the injured "We have an emergency, please send EMS immediately for (nature of injury)."
 - e. Care being given to the injured
 - d. Specific directions "We are at Pucillo Gymnasium located at 105 Pucillo Dr. Please meet (person meeting EMS) at the north parking lot to the building."
 - f. Other information as requested
 - g. Make sure you hang up after the dispatcher
- 3. Emergency equipment retrieval
- 4. Direction of EMS to scene
 - a. open appropriate gates as needed.
 - b. designate individual to check for campus police and if not on site yet, "flag down" EMS and direct to scene
 - c. scene control: limit scene to first aid providers and move bystanders away from area

Venue Directions: The wrestling room is located at 105 Pucillo Dr. Pull into the north parking lot and proceed through the gate at the northeast corner of the building and turn left at the end of the road. #3 on Pucillo map

Seaber Softball Stadium

Emergency Personnel: certified athletic trainer and student athletic trainer(s) work-study student personnel; or coaches; on site for practice and competition.

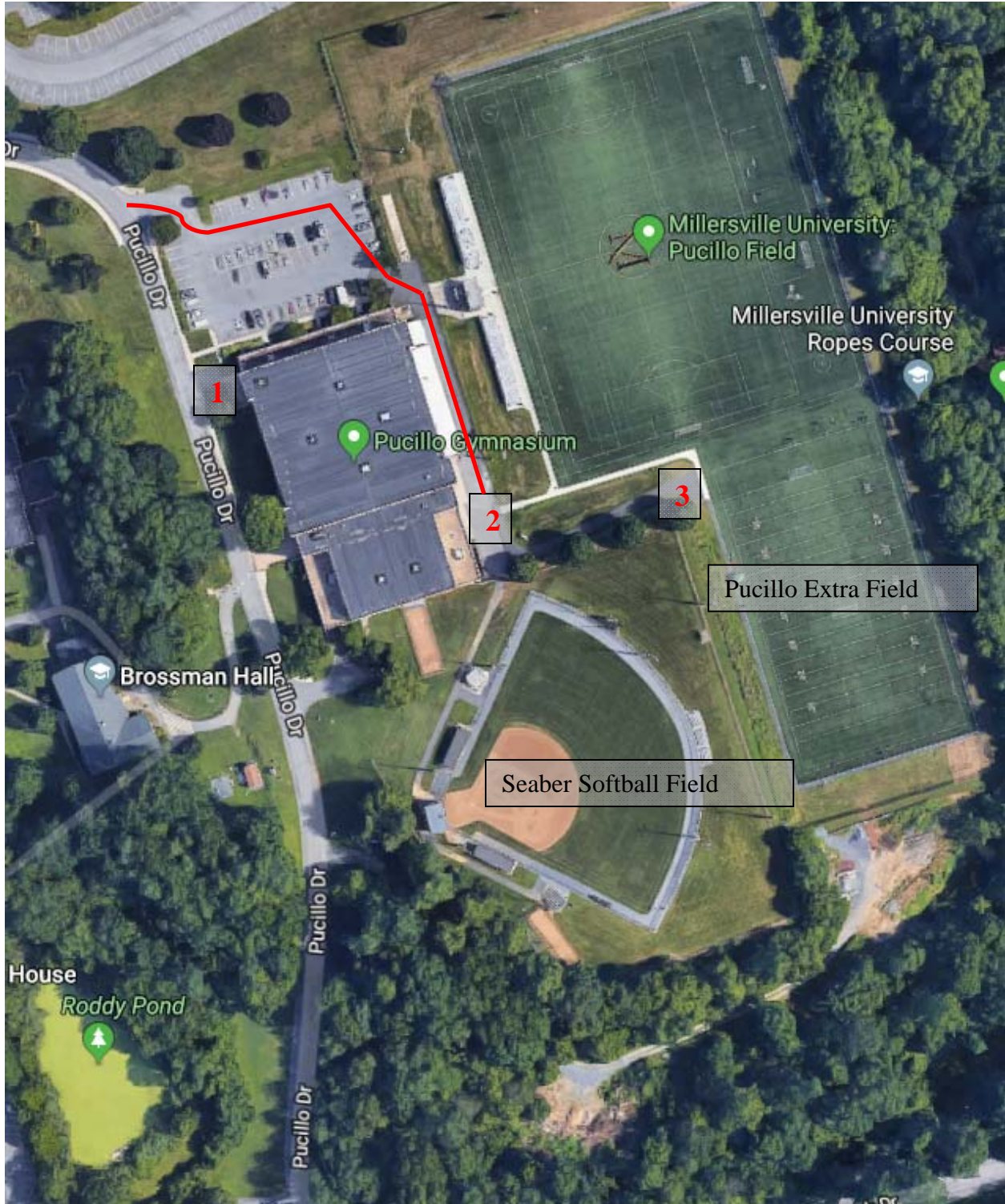
Emergency Communication: Cell phones provided by the certified athletic trainers or coaches will be used.

Emergency Equipment: If athletic trainer available, kit, AED, splints available. Additional equipment is available from Pucillo athletic training room. If athletic trainer is unavailable, AED located in the hallway between the court and swimming pool.

Roles of First Responders

1. Immediate care of the injured or ill student-athlete
2. Activation of emergency medical system (EMS)
 - a. Call 911
 - b. Identify yourself "My name is _____ and I am a(n) _____ at Millersville University."
 - c. Number of individuals injured
 - d. Condition of the injured "We have an emergency, please send EMS immediately for (nature of injury)."
 - e. Care being given to the injured
 - e. Specific directions "We are at Pucillo Gymnasium located at 125 Pucillo Dr. Please meet (person meeting EMS) at the north parking lot to the building."
 - f. Other information as requested
 - g. Make sure you hang up after the dispatcher
3. Emergency equipment retrieval
4. Direction of EMS to scene
 - a. open appropriate gates as needed.
 - b. designate individual to check for campus police and if not on site yet, "flag down" EMS and direct to scene
 - c. scene control: limit scene to first aid providers and move bystanders away from area

Venue Directions: The wrestling room is located at 125 Pucillo Dr. Pull into the north parking lot and proceed through the gate at the northeast corner of the building and turn left at the end of the road. #2 on Pucillo map



Cooper Park – Baseball

Emergency Personnel: certified athletic trainer and student athletic trainer(s) work-study student personnel; or coaches; on site for practice and competition.

Emergency Communication: Cell phones provided by the certified athletic trainers or coaches will be used.

Emergency Equipment: If athletic trainer available, kit, AED, splints available. If athletic trainer is unavailable, AED located in Jefferson Hall at the main entrance in the vending area or make a request to 911 that an AED is needed and ask that a campus police vehicle containing an AED be dispatched to the scene.

Roles of First Responders

1. Immediate care of the injured or ill student-athlete
2. Activation of emergency medical system (EMS)
 - a. Call 911
 - b. Identify yourself "My name is _____ and I am a(n) _____ at Millersville University."
 - c. Number of individuals injured
 - d. Condition of the injured "We have an emergency, please send EMS immediately for (nature of injury)."
 - e. Care being given to the injured
 - f. Specific directions "We are at Cooper baseball field located at 219 North Prince St. Please meet (person meeting EMS) at the northeast driveway into the park."
 - f. Other information as requested
 - g. Make sure you hang up after the dispatcher
3. Emergency equipment retrieval
4. Direction of EMS to scene
 - a. open appropriate gates as needed.
 - b. designate individual to check for campus police and if not on site yet, "flag down" EMS and direct to scene
 - c. scene control: limit scene to first aid providers and move bystanders away from area

Venue Directions: The baseball field is located at 219 North Prince St. Pull into the north driveway. The gate may not be wide enough to enter, so park at the entrance.



Cooper Park Baseball Field

McComsey Tennis Courts

Emergency Personnel: certified athletic trainer and student athletic trainer(s) work-study student personnel; or coaches; on site for practice and competition.

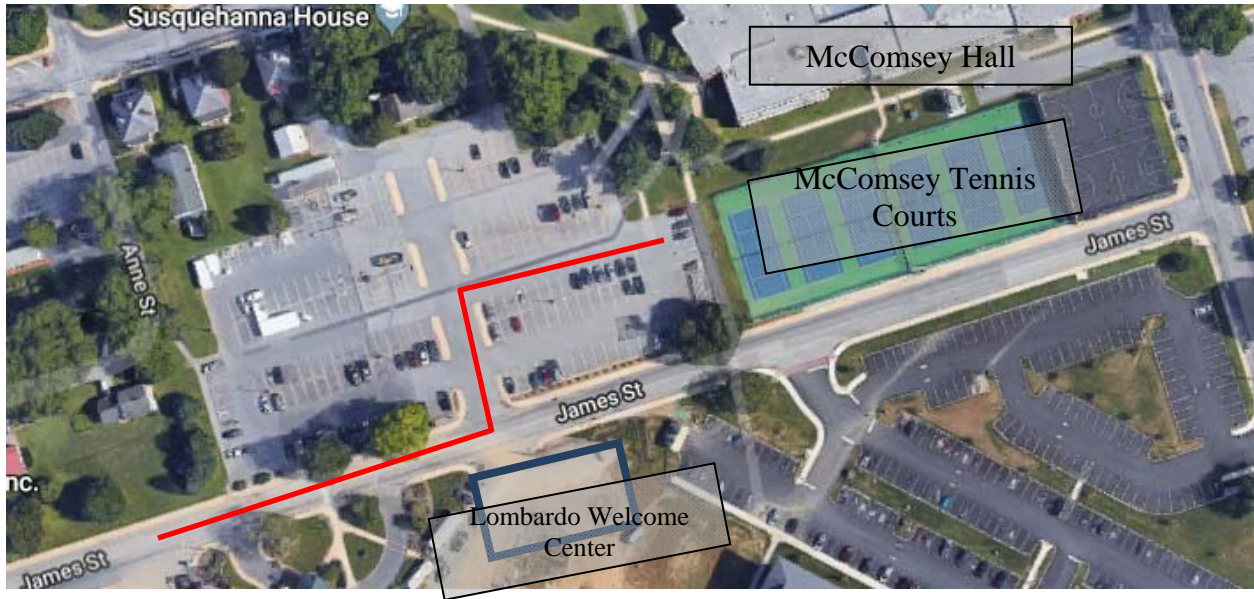
Emergency Communication: Cell phones provided by the certified athletic trainers or coaches will be used.

Emergency Equipment: AED located across the street in the lobby of the Lombardo Welcome Center, or make a request to 911 that an AED is needed and ask that a campus police vehicle containing an AED be dispatched to the scene.

Roles of First Responders

1. Immediate care of the injured or ill student-athlete
2. Activation of emergency medical system (EMS)
 - a. Call 911
 - b. Identify yourself "My name is _____ and I am a(n) _____ at Millersville University."
 - c. Number of individuals injured
 - d. Condition of the injured "We have an emergency, please send EMS immediately for (nature of injury)."
 - e. Care being given to the injured
 - g. Specific directions "We are at McComsey Tennis Courts located at 68 James St. Please meet (person meeting EMS) at the parking lot."
 - f. Other information as requested
 - g. Make sure you hang up after the dispatcher
3. Emergency equipment retrieval
4. Direction of EMS to scene
 - a. open appropriate gates as needed.
 - b. designate individual to check for campus police and if not on site yet, "flag down" EMS and direct to scene
 - c. scene control: limit scene to first aid providers and move bystanders away from area

Venue Directions: The tennis courts are located at 68 James St. Pull into the parking lot and proceed to your right to the bleachers.



****When athletic training students are completing an off-campus clinical it is imperative that their Preceptor goes over with them the specific emergency action plan for that site****

AED Locations on Campus



Pucillo Gymnasium Hallway between basketball court and swimming pool



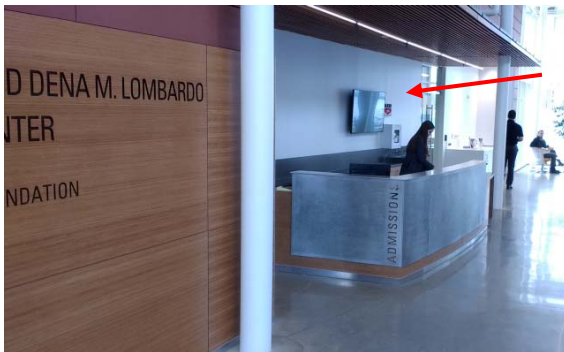
Pucillo Athletic Training Room 2 AED's in first cabinet of island.



Stadium Athletic Training Room 2 AED's under the 1st taping table.



Carpenter-Trout Strength Training Facility. Inside front doors to left



McComsey Tennis Courts at reception desk of Lombardo Center



Jefferson Hall Inside front lobby in vending area to right

LIGHTNING SAFETY

Decisions to remove teams or individuals from practice activities will be made by the certified athletic trainers on staff. In absence of a certified athletic trainer individual sport coaches will have to use their best judgment taking into account the guidelines set forth here.

Decisions to remove teams or individuals from athletic competition or events will be made by the certified athletic trainer in conjunction with the athletic director and with the cooperation of the officials.

Suspension of Play/Practice Guidelines:

Millersville University has subscribed to the DTN Weather Sentry Alert System. This system is used by the NCAA for all outdoor championship competitions across the nation. Alerts are sent via email or text message to subscribers to notify of severe weather and lightning. Lightning alerts will be received for the first strike within a 20 mile radius and a 7 mile radius of the University. Upon notification of a strike within 7 miles, play/practice must be suspended, the athletic training staff will monitor the storm via DTN's Weather Sentry Site, and NCAA guidelines will be used for safe return to competition.

When considering resumption of an athletics activity, NSSL staff recommends that ideally everyone should wait 30 minutes after the last flash of lightning or sound of thunder before returning to the field or activity.

If there is not access to the DTN Weather Sentry system, the following are recommendations for ways to proceed. As a minimum, National Severe Storms Laboratory (NSSL) and the NCAA recommend that by the time the monitor obtain a flash-to-bang count of 30 seconds; all individuals should leave the athletic site and go to a safe structure or location.

Guidelines for Lightning Safety:

1. Know where the closest "safe structure or location" is to the field or playing area, and know how long it takes to get to that safe area. Safe structure or location is defined as:
 - a. Any building normally occupied or frequently used by people, i.e., a building with plumbing and/or electrical wiring that acts to electrically ground the structure. Avoid using shower facilities for safe shelter and do not use the showers or plumbing during a thunderstorm.
 - b. In the absence of a sturdy, frequently inhabited building, any vehicle with a hard metal roof (not a convertible or golf cart) and rolled up windows can provide a measure of safety. A vehicle is certainly better than remaining outdoors. It is not the rubber tires that make a vehicle a safe shelter, but the metal roof, which dissipates the lightning strike around the vehicle. **DO NOT TOUCH THE SIDES OF THE VEHICLE.**
2. Be aware of how close lightning is occurring. The flash-to-bang method is the easiest. To use this method count the seconds from the time lightning is sighted to when the clap of thunder is heard. Divide this number by five to obtain how far away (in miles) the lightning is occurring.
3. If no safe structure or location is within a reasonable distance, find a thick grove of small trees surrounded by taller trees or a dry ditch. Assume a crouched position on the ground with only the balls of the feet touching the ground, wrap your arms around your knees and lower your head. Minimize your body's surface area, and minimize contact with the ground. Do not lie flat.
4. If unable to reach safe shelter, stay away from the tallest trees or objects (such as light poles or flagpoles), metal objects (such as fences or bleachers), individual trees, standing pools of water and open fields. Avoid being the highest object in a field. Do not take shelter under a single, tall tree.
5. A person, who feels his or her hair stand on end, or skin tingle, should immediately crouch, as described in item 4.
6. Observe the following basic first aid procedures in managing victims of a lightning strike.
 - Survey the scene for safety.
 - Activate local EMS.
 - Lightning victims do not carry a 'charge' and are safe to touch.
 - If necessary, move the victim with care to a safe location.
 - Evaluate airway, breathing, circulation, and begin CPR if necessary.
 - Evaluate and treat for hypothermia, shock, fractures and/or burns.
7. All individuals have the right to leave an athletic site in order to seek a safe structure if the person feels in danger of impending lightning activity, without fear of repercussions or penalty from anyone.

PROFESSIONAL MEMBERSHIPS

National Athletic Trainers' Association (NATA) (www.nata.org)

Students are encouraged to become members of the NATA. The fee entitles the student member to gain access to the Journal of Athletic Training, (which is the professional journal of the organization) NATA News as well as considerable savings on the fee required to sit for the certification examination and for registration fees for the NATA annual symposia . You must be an NATA member to apply for any of the NATA student scholarships as well. Applications are available online at www.nata.org

The NATA Foundation provides approximately 70 scholarships annually, each for \$2,000.

Eligibility Requirements

- **Be at least a junior in college**
- Have a minimum 3.2 GPA based on a 4.0
- Be sponsored by a certified athletic trainer
- Be a member of the NATA

<https://www.natafoundation.org/portfolio/scholarships-2/>

Eastern Athletic Trainers' Association (EATA) (www.goata.org)

Pennsylvania Athletic Trainers Association (PATS) (www.gopats.org)

Students who become members of the NATA automatically are members on the EATA and PATS (if your mailing address is in Pennsylvania). As a member of these organizations you are eligible to apply for student scholarships and received reduced registration fees.

SCHOLARSHIP INFORMATION

National Athletic Trainers' Association (NATA)

The NATA scholarship committee awards scholarships annually in three categories. Applications can be downloaded from the NATA website. You must be a NATA member and intend on pursuing athletic training as a career. The national office must receive the application, no later than February 1st. The sophomore year must be completed and the overall GPA requirement is 3.0.

Eastern Athletic Trainers' Association (EATA)

The EATA awards annual scholarships in the amounts of \$1500 to junior and senior athletic training students who are pursuing an undergraduate degree in athletic training. See www.goata.org for more information.

Pennsylvania Athletic Trainers' Association (PATS)

PATS awards annual scholarships in the amounts of \$2000.00 to athletic training students. See www.gopats.org for more information.

Sturzebecker Scholarship

Annual scholarships are awarded to students attending West Chester University in the College of Health Sciences, and to recognize individuals associated with West Chester University for distinguished achievement in their chosen professions, extraordinary accomplishments with humanitarian accomplishments and magnificent service to West Chester University and to induct them into the West Chester University Hall of Fame.

Swope Foundation Scholarship

Annual scholarship awarded to undergraduate students in the amount of \$2000.00. Award criteria based upon GPA, essay, and letters of recommendation. Information regarding this scholarship can be obtained from the dean's office.

Pat Croce Scholarship

Annual scholarship awarded to an incoming BS IN ATHLETIC TRAINING freshman. Award criteria based upon GPA, resume and essay.

Doug Weiss Scholarship

Annual scholarship awarded to a BS IN ATHLETIC TRAINING junior in the amount of \$500.00. Award criteria based upon GPA and quality of essay. For more information ask the Coordinator of Athletic Training Education.

Phil Donley Outstanding Senior Award

Annual scholarship awarded to a BS IN ATHLETIC TRAINING senior. Award criteria: cumulative GPA above 3.0, demonstrated competence and significant contributions to club, department, college and/or university. Selected by the Department of Sports Medicine faculty.

MU Scholarships in Biology or Science

Arthur and Claribel Gerhart Scholarship in Biology. Awarded to a student who is majoring in biology, is in good academic standing, and has completed 60 credits by the end of the semester in which the award is made. Preference is given to sophomores and juniors.

Dr. Alex Henderson Scholarship in Biology. Awarded to a sophomore or junior biology major who is engaged in a project addressing an issue in biology from an interdisciplinary perspective.

Keever Biology Research Scholarship. Awarded to an undergraduate biology major to train the recipient in the methods and values of scientific research. Preference is given to those concentrating in botany.

Ratzlaff Scholarship. Awarded to an incoming biology major. The scholarship may be renewed for three additional years if the student remains a biology major and maintains a GPA of 3.0 or greater.

Commonwealth of Pennsylvania Universities Biologists Award. Awarded on the basis of academic standing, excellence in biology and research potential.

Daniel G. Engle Scholarship. Awarded on completion of the junior year to a science major for superior scholarship and exceptional University and community service and for maintaining a 3.0 GPA.

James E. Koken Science Scholarship. Awarded to a student enrolled in a science curriculum or in science education, who has completed 55 credits at Millersville University by the end of the semester prior to the semester in which the scholarship is awarded. Preference is given to a chemistry major.

Henry Franklin Bitner Science Prizes. Awarded to two seniors annually, one in physical science and one in biological science.

For more information regarding these scholarships and their qualifications visit the Office of Financial Aid in 1st Floor Lyle Hall

Appendix A. NATA Code of Ethics (September 2005, Revised 2016)

Preamble

The National Athletic Trainers' Association Code of Ethics states the principles of ethical behavior that should be followed in the practice of athletic training. It is intended to establish and maintain high standards and professionalism for the athletic training profession. The principles do not cover every situation encountered by the practicing athletic trainer, but are representative of the spirit with which athletic trainers should make decisions. The principles are written generally; the circumstances of a situation will determine the interpretation and application of a given principle and of the Code as a whole. When a conflict exists between the Code and the law, the law prevails.

1. MEMBERS SHALL PRACTICE WITH COMPASSION, RESPECTING THE RIGHTS, WELFARE, AND DIGNITY OF OTHERS

1.1 Members shall render quality patient care regardless of the patient's race, religion, age, sex, ethnic or national origin, disability, health status, socioeconomic status, sexual orientation, or gender identity.

1.2. Member's duty to the patient is the first concern, and therefore members are obligated to place the welfare and long-term well-being of their patient above other groups and their own self-interest, to provide competent care in all decisions, and advocate for the best medical interest and safety of their patient at all times as delineated by professional statements and best practices.

1.3. Members shall preserve the confidentiality of privileged information and shall not release or otherwise publish in any form, including social media, such information to a third party not involved in the patient's care without a release unless required by law.

2. MEMBERS SHALL COMPLY WITH THE LAWS AND REGULATIONS GOVERNING THE PRACTICE OF ATHLETIC TRAINING, NATIONAL ATHLETIC TRAINERS' ASSOCIATION (NATA) MEMBERSHIP STANDARDS, AND THE NATA CODE OF ETHICS

2.1. Members shall comply with applicable local, state, federal laws, and any state athletic training practice acts.

2.2. Members shall understand and uphold all NATA Standards and the Code of Ethics.

2.3. Members shall refrain from, and report illegal or unethical practices related to athletic training.

2.4. Members shall cooperate in ethics investigations by the NATA, state professional licensing/regulatory boards, or other professional agencies governing the athletic training profession. Failure to fully cooperate in an ethics investigation is an ethical violation.

2.5. Members must not file, or encourage others to file, a frivolous ethics complaint with any organization or entity governing the athletic training profession such that the complaint is unfounded or willfully ignore facts that would disprove the allegation(s) in the complaint.

2.6. Members shall refrain from substance and alcohol abuse. For any member involved in an ethics proceeding with NATA and who, as part of that proceeding is seeking rehabilitation for substance or alcohol dependency, documentation of the completion of rehabilitation must be provided to the NATA Committee on Professional Ethics as a requisite to complete a NATA membership reinstatement or suspension process.

3. MEMBERS SHALL MAINTAIN AND PROMOTE HIGH STANDARDS IN THEIR PROVISION OF SERVICES

3.1. Members shall not misrepresent, either directly or indirectly, their skills, training, professional credentials, identity, or services.

3.2. Members shall provide only those services for which they are qualified through education or experience and which are allowed by the applicable state athletic training practice acts and other applicable regulations for athletic trainers.

3.3. Members shall provide services, make referrals, and seek compensation only for those services that are necessary and are in the best interest of the patient as delineated by professional statements and best practices.

3.4. Members shall recognize the need for continuing education and participate in educational activities that enhance their skills and knowledge and shall complete such educational requirements necessary to continue to qualify as athletic trainers under the applicable state athletic training practice acts.

3.5. Members shall educate those whom they supervise in the practice of athletic training about the Code of Ethics and stress the importance of adherence.

3.6. Members who are researchers or educators must maintain and promote ethical conduct in research and educational activities.

4. MEMBERS SHALL NOT ENGAGE IN CONDUCT THAT COULD BE CONSTRUED AS A CONFLICT OF INTEREST, REFLECTS NEGATIVELY ON THE ATHLETIC TRAINING PROFESSION, OR JEOPARDIZES A PATIENT'S HEALTH AND WELL-BEING.

4.1. Members should conduct themselves personally and professionally in a manner that does not compromise their professional responsibilities or the practice of athletic training.

4.2. All NATA members, whether current or past, shall not use the NATA logo in the endorsement of products or services, or exploit their affiliation with the NATA in a manner that reflects badly upon the profession.

4.3. Members shall not place financial gain above the patient's welfare and shall not participate in any arrangement that exploits the patient.

4.4. Members shall not, through direct or indirect means, use information obtained in the course of the practice of athletic training to try and influence the score or outcome of an athletic event, or attempt to induce financial gain through gambling.

4.5. Members shall not provide or publish false or misleading information, photography, or any other communications in any media format, including on any social media platform, related to athletic training that negatively reflects the profession, other members of the NATA, NATA officers, and the NATA office.

Appendix B. Foundational Behaviors of Professional Practice

From the: **ATHLETIC TRAINING EDUCATION COMPETENCIES**, 5th Edition (for complete document see

http://www.nata.org/sites/default/files/competencies_5th_edition.pdf)

“Foundational Behaviors of Professional Practice

These basic behaviors permeate professional practice and should be incorporated into instruction and assessed throughout the educational program.

Primacy of the Patient

- Recognize sources of conflict of interest that can impact the client’s/patient’s health.
- Know and apply the commonly accepted standards for patient confidentiality.
- Provide the best healthcare available for the client/patient.
- Advocate for the needs of the client/patient.

Team Approach to Practice

- Recognize the unique skills and abilities of other healthcare professionals.
- Understand the scope of practice of other healthcare professionals.
- Execute duties within the identified scope of practice for athletic trainers.
- Include the patient (and family, where appropriate) in the decision-making process.
- Work with others in effecting positive patient outcomes.

Legal Practice

- Practice athletic training in a legally competent manner.
- Identify and conform to the laws that govern athletic training.
- Understand the consequences of violating the laws that govern athletic training.

Ethical Practice

- Comply with the NATA’s *Code of Ethics* and the BOC’s *Standards of Professional Practice*.
- Understand the consequences of violating the NATA’s *Code of Ethics* and BOC’s *Standards of Professional Practice*.
- Comply with other codes of ethics, as applicable.

Advancing Knowledge

- Critically examine the body of knowledge in athletic training and related fields.
- Use evidence-based practice as a foundation for the delivery of care.
- Appreciate the connection between continuing education and the improvement of athletic training practice.
- Promote the value of research and scholarship in athletic training.
- Disseminate new knowledge in athletic training to fellow athletic trainers, clients/patients, other healthcare professionals, and others as necessary.

Cultural Competence

- Demonstrate awareness of the impact that clients’/patients’ cultural differences have on their attitudes and behaviors toward healthcare.
- Demonstrate knowledge, attitudes, behaviors, and skills necessary to achieve optimal health outcomes for diverse patient populations.
- Work respectfully and effectively with diverse populations and in a diverse work environment.

Professionalism

- Advocate for the profession.
- Demonstrate honesty and integrity.
- Exhibit compassion and empathy.
- Demonstrate effective interpersonal communication skills.”

Appendix C. BOC Standards of Professional Practice

Published May 2016; Implemented September 2016

Introduction

The BOC Standards of Professional Practice is reviewed by the Board of Certification, Inc. (BOC) Standards Committee and recommendations are provided to the BOC Board of Directors. The BOC Standards Committee is comprised of five Athletic Trainer members and one Public member. The BOC Board of Directors approves the final document. The BOC Board of Directors includes six Athletic Trainer Directors, one Physician Director, one Public Director and one Corporate/Educational Director.

The BOC certifies Athletic Trainers (ATs) and provides exceptional credentialing programs that support the protection of the public. An AT is a healthcare professional who renders service or treatment, under the direction of or in collaboration with a physician, in accordance with their education and training and the states' statutes, rules and regulations. As a part of the healthcare team, services provided by ATs comprise, but are not limited to, prevention and education, emergent care, clinical diagnosis, therapeutic intervention and rehabilitation of injuries and medical conditions.

The BOC is the only accredited certification program for ATs in the United States. Every five years, the BOC must undergo review and re-accreditation by the National Commission for Certifying Agencies (NCCA). The NCCA is the accreditation body of the Institute of Credentialing Excellence.

The BOC Standards of Professional Practice consists of two sections:

- I. Practice Standards
- II. Code of Professional Responsibility

I. PRACTICE STANDARDS

Preamble- The primary purpose of the Practice Standards is to establish essential duties and obligations imposed by virtue of holding the ATC® credential. Compliance with the Practice Standards is mandatory. The BOC does not express an opinion on the competence or warrant job performance of credential holders; however, every Athletic Trainer and applicant must agree to comply with the Practice Standards at all times.

Standard 1: Direction- The Athletic Trainer renders service or treatment under the direction of, or in collaboration with a physician, in accordance with their training and the state's statutes, rules and regulations.

Standard 2: Prevention- The Athletic Trainer implements measures to prevent and/or mitigate injury, illness and long term disability.

Standard 3: Immediate Care- The Athletic Trainer provides care procedures used in acute and/or emergency situations, independent of setting.

Standard 4: Examination, Assessment and Diagnosis- The Athletic Trainer utilizes patient history and appropriate physical examination procedures to determine the patient's impairments, diagnosis, level of function and disposition.

Standard 5: Therapeutic Intervention- The Athletic Trainer determines appropriate treatment, rehabilitation and/or reconditioning strategies. Intervention program objectives include long and short-term goals and an appraisal of those which the patient can realistically be expected to achieve from the program. Appropriate patient-centered outcomes assessments are utilized to document efficacy of interventions.

Standard 6: Program Discontinuation- The Athletic Trainer may recommend discontinuation of the intervention program at such time the patient has received optimal benefit of the program. A final assessment of the patients' status is included in the discharge note.

Standard 7: Organization and Administration- The Athletic Trainer documents all procedures and services in accordance with local, state and federal laws, rules and guidelines.

II. CODE OF PROFESSIONAL RESPONSIBILITY

Preamble- The Code of Professional Responsibility (Code) mandates that BOC credential holders and applicants act in a professionally responsible manner in all athletic training services and activities. The BOC requires all Athletic Trainers and applicants to comply with the Code. The BOC may discipline, revoke or take other action with regard to the application or certification of an individual that does not adhere to the Code. The Professional Practice and Discipline Guidelines and Procedures may be accessed via the BOC website, www.bocatc.org.

Code 1: Patient Care Responsibilities

The Athletic Trainer or applicant: 1.1 Renders quality patient care regardless of the patient's age, gender, race, religion, disability, sexual orientation, or any other characteristic protected by law

1.2 Protects the patient from undue harm and acts always in the patient's best interests and is an advocate for the patient's welfare, including taking appropriate action to protect patients from healthcare providers or athletic training students who are, impaired or engaged in illegal or unethical practice

1.3 Demonstrates sound clinical judgment that is based upon current knowledge, evidence-based guidelines, and the thoughtful and safe application of resources, treatments and therapies

1.4 Communicates effectively and truthfully with patients and other persons involved in the patient's program, while maintaining privacy and confidentiality of patient information in accordance with applicable law

1.4.1 Demonstrates respect for cultural diversity and understanding of the impact of cultural and religious values

1.5 Develops and maintains a relationship of trust and confidence with the patient and/or the parent/guardian of a minor patient and does not exploit the relationship for personal or financial gain

1.6 Does not engage in intimate or sexual activity with a patient and/or the parent/guardian of a minor patient

1.7 Informs the patient and/or the parent/guardian of a minor patient of any risks involved in the treatment plan 1.7.1 Does not make unsupported claims about the safety or efficacy of treatment BOC Standards of Professional Practice

Code 2: Competency

The Athletic Trainer or applicant:

2.1 Engages in lifelong, professional and continuing educational activities to promote continued competence

2.2 Complies with the most current BOC recertification policies and requirements

Code 3: Professional Responsibility

The Athletic Trainer or applicant:

3.1 Practices in accordance with the most current BOC Practice Standards

3.2 Practices in accordance with applicable local, state and/or federal rules, requirements, regulations and/or laws related to the practice of athletic training

3.3 Practices in collaboration and cooperation with others involved in a patient's care when warranted; respecting the expertise and medico-legal responsibility of all parties

3.4 Provides athletic training services only when there is a reasonable expectation that an individual will benefit from such services

3.5 Does not misrepresent in any manner, either directly or indirectly, their skills, training, professional credentials, identity, or services or the skills, training, credentials, identity, or services of athletic training 3.5.1

Provides only those services for which they are prepared and permitted to perform by applicable local, state and/or federal rules, requirements, regulations and/or laws related to the practice of athletic training

3.6 Does not guarantee the results of any athletic training service

3.7 Complies with all BOC exam eligibility requirements and ensures that any information provided to the BOC in connection with any certification application is accurate and truthful

3.8 Does not possess, use, copy, access, distribute or discuss certification exams, score reports, answer sheets, certificates, certificant or applicant files, documents or other materials without proper authorization

3.9 Takes no action that leads, or may lead, to the conviction, plea of guilty or plea of nolo contendere (no contest) to any felony or to a misdemeanor related to public health, patient care, athletics or education; this includes, but is not limited to: rape; sexual abuse or misconduct; actual or threatened use of violence; the

prohibited sale or distribution of controlled substances, or the possession with intent to distribute controlled substances; or improper influence of the outcome or score of an athletic contest or event

3.10 Reports any suspected or known violation of applicable local, state and/or federal rules, requirements, regulations and/or laws by him/herself and/or by another Athletic Trainer that is related to the practice of athletic training

3.11 Reports any criminal convictions (with the exception of misdemeanor traffic offenses or traffic ordinance violations that do not involve the use of alcohol or drugs) and/or professional suspension, discipline, or sanction received by him/herself or by another Athletic Trainer that is related to athletic training

3.12 Cooperates with BOC investigations into alleged illegal or unethical activities. Cooperation includes, but is not limited to, providing candid, honest, and timely responses to requests for information

3.13 Complies with all confidentiality and disclosure requirements of the BOC and existing law

3.14 Does not endorse or advertise products or services with the use of, or by reference to, the BOC name without proper authorization

Code 4: Research

The Athletic Trainer or applicant who engages in research:

4.1 Conducts research according to accepted ethical research and reporting standards established by public law, institutional procedures and/or the health professions

4.2 Protects the human rights and well-being of research participants

4.3 Conducts research activities intended to improve knowledge, practice, education, outcomes, and/or public policy relative to the organization and administration of health systems and/or healthcare delivery

Code 5: Social Responsibility

The Athletic Trainer or applicant:

5.1 Strives to serve the profession and the community in a manner that benefits society at large

5.2 Advocates for appropriate health care to address societal health needs and goals

Code 6: Business Practices

The Athletic Trainer or applicant:

6.1 Does not participate in deceptive or fraudulent business practices

6.2 Maintains adequate and customary professional liability insurance

6.3 Acknowledges and mitigates conflicts of interest

Appendix D. BOC CERTIFICATION EXAMINATION CANDIDATE HANDBOOK

<http://bocatc.org/candidates/candidate-handbook>

All senior athletic training students should read the entire BOC Exam Candidate Handbook prior to registering for the exam. The BOC Exam Candidate Handbook can be found by clicking [here](#).
(or cut and paste the url in your browser)

Name of student: _____

Date: _____

West Chester University
Athletic Training Program

POLICY and PROCEDURE MANUAL (revised 2016) Signature page

-I have read and understand the “**Strategic Alliance Statement on Athletic Training Student Supervision**”.
Initials _____

- I have read and understand the “**Communicable Disease Policy**”. Initials _____

- I have read and understand the “**Clinical Education Confidentiality Agreement**”. Initials _____

- I have read and understand the “**Employment opportunities**” information: Initials _____

Overall Acceptance of Policy and Procedure Manual

I, _____ (print name) have read and understand the policies, procedures and information included in this policy and procedure manual. I understand that I must abide by all of the requirements, academically and clinically, as well as policies and procedures for the Athletic Training Program at West Chester University.

By signing my name below I confirm that I have a received and read a copy of the manual thoroughly and have been given an opportunity to ask any questions that I have regarding the Policy and Procedure Manual.

_____ Date _____

Athletic Training Student Signature

The provisions of this document are not regarded as an irrevocable contract between the student and the program or University. West Chester University’s athletic training program reserves the right to change any provisions or requirements at any time. Updates to this manual will be made in late in the spring each year and will posted directly to the program’s web site:

<https://www.wcupa.edu/healthsciences/sportsmed/>