

Master of Science in Athletic Training Program Handbook



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MSAT Mission, Goals, Objectives, and Assessment

Northern Kentucky University Mission Statement

Northern Kentucky University delivers innovative, student-centered education and engages in impactful scholarly and creative endeavors, all of which empower our graduates to have fulfilling careers and meaningful lives, while contributing to the economic, civic, and social vitality of the region.

Athletic Training Program Mission Statement

The mission of the Northern Kentucky University Athletic Training Program is to prepare the next generation of certified athletic trainers through student-centered education, diverse clinical experiences and scholarly activities in order to produce well-rounded, competent clinicians who will make an impactful contribution to health care in our region, and beyond.

Goals/Student Learning Outcomes:

1. Students will demonstrate the knowledge and skills necessary to work as an entry-level athletic trainer.

Objectives:

1.1 Students will demonstrate competence in core athletic training knowledge, skills, and abilities as defined by the National Athletic Trainers' Association (NATA) Education competencies in accordance with CAATE (lecture/lab/clinical setting)

Assessments/Benchmarks

1.1.1 Athletic Training Core course GPA

- At least 90% of students within each cohort will have at least a 2.5 GPA in core athletic training courses

1.1.2 Board of Certification (BOC) pass-rate—first time and overall

- At least 70% of students who take the BOC will pass on their first attempt

Assessment Tools: ATrack Course Matrix, Semester Major GPA, BOC Exam

Assessment Plan: At the end of each academic year, we will also assess the student's major coursework GPA and the BOC pass rate. We will use this information to assess student learning and make changes to courses/curriculum based on the findings.

1.2 The program will demonstrate the ability to present the core athletic training knowledge, skills, and abilities as defined by the NATA Education competencies in accordance with CAATE (lecture/lab/clinical setting) to students in the athletic training program.

Assessments/Benchmarks

1.2.1 High quality didactic education

- ATP faculty will score a minimum of 3.0 on a 4.0 scale on their student course evaluations.

Assessment Tools: Student Course Evaluations

Assessment Plan: At the end of each academic year, the program will reassess the course matrix to ensure that the required content is being taught effectively and evaluated in the proper course. At this point we will also evaluate if content needs to be addressed in a different course, or if a new course is needed to best instruct the material.

1.3 The program will expose students to high quality clinical education sites and preceptors with diverse patient populations

- 1.3.1 High quality clinical education sites and preceptors
 - At least 80% of the clinical education sites will receive a 4.0 average or higher on the Evaluation of the Clinical Education Site and Preceptor Evaluation completed by the assigned students
 - At least 80% of the clinical education preceptors will receive a 4.0 or higher on the Evaluation of the Clinical Education Site and Preceptor evaluation completed by the assigned students
- 1.3.2 Diverse patient populations
 - All students will be exposed to a variety of patient populations and settings during their clinical education experiences, in accordance with CAATE Standard 17

Assessment Tools: Student Clinical Education Evaluations and End of Rotation Evaluation of the Clinical Site and Preceptor

Assessment Plan: At the end of each academic year, the program will review all of the student evaluations and the clinical site/preceptor evaluations. We will use the information from the Student Clinical Education Evaluation to ensure that our students are progressing through the clinical education process. We will also use these evaluations to address possible areas of weaknesses within the program that the preceptors may point out. We will use the End of Rotation Evaluation of the Clinical Site and Preceptor as an evaluation tool to determine the effectiveness of each of our sites and preceptors to determine if they should be used in the future. We will also use this evaluation to assess the diversity of type of patients and preceptors at each of the sites to ensure that our students are exposed to a variety of patient populations.

2. The student will demonstrate the preparedness and professionalism to work as an entry level athletic trainer

Objectives

- 2.1. Students will demonstrate the ability to pursue a career or further their education in athletic training or other allied healthcare profession

Assessments/Benchmarks

- 2.1.1. Students will pursue a career in athletic training or related health care field
- At least 70% of students graduating from the ATP will take the BOC exam
 - At least 70% of students graduating from the ATP will obtain employment in the field of athletic training or continue their education in another allied healthcare field

- 2.2 The program will demonstrate the ability to enroll, retain and graduate high quality students.

Assessments/Benchmarks

- 2.2.1 Program retention and graduation rates
- The athletic training program will maintain at least a 70% retention rate per cohort from program admission to graduation.

Assessment Tools: Program Retention Rate, BOC Exam, Job Placement Rates

Assessment Plan: At the end of each academic year, the program will assess retention and graduation rates, BOC exam pass rates, and job placement rates. The information gained from these measures will be used to determine if changes need to be made to the curriculum in order to ensure more positive outcomes.

- 2.3 Students will demonstrate the confidence to enter the workforce as a certified athletic trainer

Assessments/Benchmarks

- 2.3.1 Graduating students will feel prepared to work as a certified athletic trainer
- At least 70% of students who take the BOC will pass on their first attempt
 - At least 80% of students will report an average of 4 or higher on the “sense of preparedness” portion of the Senior Exit Survey

Assessment Tools: BOC Exam and Senior Exit Survey

Assessment Plan: At the end of each academic year, the program will assess the BOC Exam pass rate and the Senior Exit Survey results. These two measures will be used to determine how prepared the student is for working as an athletic trainer. The results of these measures will help the program determine if changes need to be made to the curriculum to better prepare our students for position as an athletic trainer.

3 Students will understand evidence-based medicine and participate in scholarly research activities.

Objectives:

- 3.1 Students will demonstrate the ability to critically analyze and appraise scientific research in order to improve clinical practice

Assessments/Benchmarks

- 3.1.1 Students are exposed and participate in a variety of research and evidence based practice assignments and projects
- At least 90% of students will score an 70% or better on the review of literature assignment as part of ATP 625
 - At least 90% of students will score an 70% or better on the critically appraised topic (CAT) assignment as part of ATP 545
 - At least 90% of students will score an 70% or better on the original research paper assignment as part of ATP 650

Assessment Tools: ATP 625 review of literature paper, ATP 545 CAT and ATP 650 original research paper

Assessment Plan: At the end of each semester when these courses are offered, we will assess the grades from the review of literature and case study assignments in each of these courses. We will use the information obtained to determine if the students are able to adequately complete these research assignments and to gauge their understanding of research and professional writing.

- 3.2 Students will demonstrate the ability to complete a research project and disseminate the results to other health care professionals.

- 3.2.1 Students participate in all aspects of the research process
- All students will present a research poster at the Celebration of Student Research and Creativity.
 - All students will give a presentation at the Annual Athletic Training Research Night.

Assessment Tools: NKU Celebration of Research and Creativity and the NKU Annual Athletic Training Research Night

Assessment Plan: At the end of each semester, we will assess the student’s ability to present on their research topic to their peers. This will provide information of the student’s understanding of the research

process from idea generation to presentation. These events will also allow the program to identify areas of understanding that may need to be addressed.

MSAT Admission and Program Requirements

MSAT Admission Requirements and Program Requirements

Program Description

Athletic training encompasses the prevention, diagnosis, and intervention of emergency, acute, and chronic medical conditions involving impairment, functional limitations, and disabilities. The mission of the NKU Athletic Training Program is to prepare the next generation of certified athletic trainers through student-centered education, diverse clinical experiences, and scholarly activities in order to produce well-rounded, competent clinicians who will make an impactful contribution to health care in our region, and beyond. Since 2006, NKU's athletic training program has been accredited by the Commission on Accreditation of Athletic Training Education (CAATE). CAATE accreditation recognizes that NKU's ATP meets the required standards for the preparation of certified athletic trainers.

The Master of Science in Athletic Training is a professional degree program with an integrated clinical education component. The coursework provides formal instruction aligned with the National Athletic Trainers' Association educational competencies and clinical proficiencies.

The clinical practicum courses provide students with an application of knowledge and skill in a real-world patient-care setting. Students are placed with an approved preceptor at a clinical site (on and off campus) that reflects the educational content specified in the clinical practicum course. Each practicum has required clinical hours as specified in the course description.

Admission Requirements

The MSAT is a six semester program (two full academic years including summers). Admission to the program will occur each spring and the program will begin in the summer. This program is designed as both a stand-alone six semester master's degree as well as an expedited bachelor's and master's combined degree. Students in the expedited concentration will complete a Bachelor of Science in Exercise Science and a Master of Science in Athletic Training. Students applying for admission must submit the following:

1. Application for admission and \$40 application fee.
2. Official transcripts showing completion of a bachelor's degree from a regionally accredited institution with a 2.75 minimum GPA.
3. Transcripts must show completion of the following courses with a grade of C or higher:
 - Introductory Psychology
 - Biology
 - Anatomy & Physiology I with Lab
 - Anatomy & Physiology II with Lab
 - General Chemistry
 - General Physics
 - Biomechanics
 - Exercise Physiology
 - Introductory Statistics
 - Strength and Conditioning
4. Three letters of recommendation (one must be from an athletic trainer and one must be from a college instructor)
5. Background check
 - Students are required to use CastleBranch when purchasing the background check. Below are the directions for using CastleBranch for purchasing the required background check:

1. Go to the following Website: <https://portal.castlebranch.com/NN32>
2. Click on the red "PLACE ORDER" tab
3. Click on the gray "Please Select" drop down tab
4. Select and Click on "Athletic Training"
5. Select NY82bg: Background Check
6. Read and follow all instructions to purchase the Background Check (will cost \$57)

6. Interview with MSAT faculty and staff

Expedited Athletic Training Concentration Admissions Requirements

Students applying for the expedited concentration must meet the following additional requirements to be considered for admission:

- Major in the Bachelor of Science in Exercise Science
- Junior standing at NKU (minimum 93 credits completed or currently in progress)
- Completed all general education coursework

Application Deadline

Admission to the MSAT program is on a rolling basis. To be considered for admission, a completed application and all required materials must be received no later than the semester prior to the student's start date. Applications will be objectively evaluated and ranked.

MSAT Program Retention & Graduation Requirements

1. Maintain an overall 3.0 GPA
2. Completion of all coursework with a C or better

Additional Program Requirements

Additional Admission Requirements for both the Stand Alone Option and the Expedited Option.

Below is a list of items that are required by all students prior to full admission into the MSAT.

- Criminal History Background Check
- Immunization records that must include:
 - Two vaccinations for Measles, Mumps, Rubella (MMR) OR a positive antibody titer
 - Two vaccinations for Varicella (Chicken Pox) OR a positive antibody titer OR medically documented history of disease
 - Three vaccinations for Hepatitis B OR a positive antibody titer
 - Tuberculosis (TB) skin test (one step) completed in the past 12 months OR if positive results, submit BOTH of the following: clear chest x-ray AND physician clearance documented on letterhead following positive results
 - Tetanus, Diphtheria, & Pertussis (Tdap) administered within the last ten years
- Current CPR Certification from one of the following courses: American Heart Association BLS Provider course or American Red Cross CPR/AED for the Professional Rescuer
- Proof of current medical health insurance
- Influenza (Flu) vaccine (available 10/01)
- Physical Examination (must be completed on NKU MSAT Physical Exam form that can be obtained through PreCheck)-Completed Annually
- Professional Liability Insurance ([click here for directions on purchasing](#))
 - Provide the coverage letter for your current Professional Liability Insurance.
 - Coverage limits must be a minimum of \$1,000,000 per incident, and \$3,000,000 aggregate
 - Coverage letter MUST include effective start and end date.

The MSAT uses the company PreCheck to facilitate student purchase of these items. Students are required to purchase the Background Check and the Immunization Tracking packages through PreCheck as well as upload all other required information to the secure PreCheck site. Students do not have to purchase the Drug Screen at the time of application to the program.

PreCheck Example MSAT Health Document Requirements Packet



Northern Kentucky University Athletic Training Health Document Requirements



Dear Northern Kentucky University Student:

Welcome to the Northern Kentucky University (NKU) document tracking service. NKU has contracted with PreCheck/Sentry MD to store and maintain your student health forms for clinical rotations. We are a confidential student health record service. **Students are required to provide proof of the listed health requirements in this packet in order to participate in the NKU Clinicals.** In this packet are the instructions on how to successfully complete the immunization and health requirements.

Step 1: Verify you have registered for the Northern Kentucky University Student Check Package (Background Check, Drug Screen and Immunization Tracking):

- a. Register for the **Immunization Tracking** portions now by going to www.mvstudentcheck.com and type 'Northern Kentucky University' in the program field, then select your program from the 'Program' dropdown menu. **Immunization Tracking** then click 'Start Application'.
- b. Please enter all fields when prompted, and then complete your order. You will be emailed a receipt to the email address you provide.

Step 2: Submission of Required Health Documents

- Begin by reading each immunization, titer and additional document requirements listed on the following pages of this Health Requirement Packet (**Part I through Part V**). It is important that you review this material carefully.

Step 3: Submit all requirements to Sentry MD:

- Submit as a PDF attachment via email to NKU@SentryMD.com or upload to the Secure Student Uploader at <https://mysentrymd.com/sentrymd.html#/upload/76>.

If you have any questions regarding this packet, please email us at NKU@SentryMD.com.



Northern Kentucky University
Athletic Training
Health Document Requirements



PART I STUDENT INFORMATION | *This must be completed by student and submitted to Sentry MD.*

Name: (Please Print) _____ <i>Last, First, MI</i>	NKU ID Number: _____
Date of Birth: DD / MM / YYYY	Cell Phone: (____) _____ - _____
Email Address: _____ @ _____	

PART II ADDITIONAL DOCUMENTATION | *These items must be submitted to Sentry MD via email to NKU@SentryMD.com or to the Secure Student Uploader at <https://my.sentrymd.com/sentrymd.html#upload/76>.*

- **Basic Life Support (BLS) CPR through the American Heart Association or American Red Cross:** Submit a copy of your card or e-certificate that shows your certificate coverage period. Certification must be effective for the full academic year (i.e. expires after May 15 of academic year). The renewal date will be based on the expiration of your certificate.
 - **Health Insurance:** Submit copy of health insurance card.
 - **Professional Liability Insurance:** Submit copy of liability coverage insurance certificate that shows effective and expiration date. Coverage limits must be a minimum of \$1,000,000 per incident and \$3,000,000 aggregate. The renewal date will be based on the expiration of your policy.
-



Northern Kentucky University
Athletic Training
Health Document Requirements



PART III RELEASE OF INFORMATION AUTHORIZATION | *This must be signed by the student and submitted to Sentry MD.*

As a health professions student, I am scheduled for clinical/residency experiences outside of Northern Kentucky University (NKU). The facilities where I am to complete these rotations may require that NKU release my contact information (phone number and email), results of my criminal background check and drug screen, health records (health fitness, immunization, TB screening results), documentation of HIPAA and Blood Borne Pathogen education and possibly other personal identifying information (i.e. social security number for electronic medical record access) prior to beginning clinical training.

In case of an emergency that requires immediate care while at the facility, we may be required to release your protected health information to emergency medical personnel, fire protection personnel, law enforcement officials, physicians, hospital or emergency care center personnel, and/or your family. We may also be required to release your protected health information in response to a lawfully issued subpoena.

Therefore, I authorize Northern Kentucky University College of Health and Human Services to release the above-named information to institutions where I am scheduled for a clinical/residency for the purposes of meeting placement requirements.

This permission extends for the duration of my enrollment as a student at NKU College of Health and Human Services. I understand that I may withdraw this permission by notifying the Program Director of my program in writing. However, withdrawal of this authorization will not affect information that has already been released.

I understand that withdrawing my permission may prevent my placement at clinical sites and prevent my program completion.

I understand that the information disclosed pursuant to this authorization may be subject to redisclosure by the recipient institutions and may no longer be protected by federal regulations.

I have reviewed this immunization history for completeness and agree to release the information listed in the student health requirement packet to authorized members of the Northern Kentucky University, Sentry MD staff and authorized staff of cooperating clinical agencies, as directed by NKU throughout the duration I am enrolled.

Student Signature

Date

Printed Name

NKU Student ID Number

Track Enrolled In (circle one):

School of Nursing: BSN, ABSN, MSN (FNP, ANP, PNP, ACNP, NEL, PMHNP, Ed, Informatics), DNP

School of Allied Health: Radiation Therapy, Respiratory Therapy, Radiologic Science

School of Kinesiology, Counseling and Rehabilitative Sciences: Athletic Training



**Northern Kentucky University
Athletic Training
Health Document Requirements**



PART IV HEALTH REQUIREMENTS | *This must be completed by your healthcare provider OR submit original documentation for each requirement on your doctor, clinic or hospital forms and leave this form blank.*

Last Name: _____		First Name: _____		Date of Birth: _____
Latex Allergy: <input type="checkbox"/> Yes <input type="checkbox"/> No				
Measles, Mumps and Rubella (MMR): Dose #1 given at age 12-15 months and Dose #2 given approx. 1 month after first dose OR positive surface antibody titers are required. (Titers must include a numerical result or numerical reference ranges). <i>*If Non-Immune Titer Result- Repeat two dose series</i>				
MMR Dose 1 Date: ____/____/____	Measles Titer Date: ____/____/____ <input type="checkbox"/> Immune <input type="checkbox"/> Non-Immune	*If Non-Immune Titer Result- Repeat two dose series MMR Dose 3 Date: ____/____/____ MMR Dose 4 Date: ____/____/____		
MMR Dose 2 Date: ____/____/____	Mumps Titer Date: ____/____/____ <input type="checkbox"/> Immune <input type="checkbox"/> Non-Immune			
	Rubella Titer Date: ____/____/____ <input type="checkbox"/> Immune <input type="checkbox"/> Non-Immune <input type="checkbox"/> Attach copy of Quantitative titer report			
Hepatitis B: Date of positive surface antibody titer with quantitative results (Titers must include a numerical result or numerical reference ranges) OR 3 Dose Vaccine series OR 2 Dose Hepatitis- B Vaccine Series. <i>*If Non-Immune Titer Result- Repeat full vaccine series and titer</i>				
HepB Titer Date: ____/____/____ <input type="checkbox"/> Immune <input type="checkbox"/> Non-Immune <input type="checkbox"/> Attach copy of Quantitative titer report	HepB Dose 1 Date: ____/____/____ HepB Dose 2 Date: ____/____/____ HepB Dose 3 Date: ____/____/____ OR Hepatitis-B Dose 1 Date: ____/____/____ Hepatitis- B Dose 2 Date: ____/____/____	*If Non-Immune Titer Result- Repeat Series: HepB Dose 4 Date: ____/____/____ HepB Dose 5 Date: ____/____/____ HepB Dose 6 Date: ____/____/____ Submit repeat titer report 6 weeks.		
Varicella (Chicken Pox): 2 dose vaccine series OR Date you had the chicken pox OR Date of positive surface antibody titer. (Titers must include a numerical result or numerical reference ranges). <i>*If Non-Immune Titer Result- Repeat two dose series.</i>				
Varicella Dose 1 Date: ____/____/____	Chicken Pox Date: ____/____/____ (Must have month/year of illness)	Varicella Titer Date: ____/____/____ <input type="checkbox"/> Immune <input type="checkbox"/> Non-Immune <input type="checkbox"/> Attach copy of Quantitative titer report	*If Non-Immune Titer Result- Repeat two doses: Varicella Dose 3 Date: ____/____/____ Varicella Dose 4 Date: ____/____/____	
Varicella Dose 2 Date: ____/____/____				
Tetanus Diphtheria, Pertussis (Tdap): Tdap vaccine within ten years OR TD booster within 10 years is accepted if Tdap is documented.				
Tdap Vaccine Date: ____/____/____ LOT #: _____		TD Booster Date: ____/____/____ (full Tdap vaccine must be documented)		
Influenza Vaccine: Required Seasonally. Will be required of students starting in summer or fall by October 15 th and students starting in spring by January 15 th .				
Influenza Vaccine Date: ____/____/____ LOT #: _____ Exp Date of Vaccine: ____/____/____				
Tuberculosis Step Skin Test: Documentation of a TB Mantoux Skin test within 12 months and a negative result. OR TB blood draw is within 12 months and negative result. ANNUAL RENWEAL. If PPD is positive: If a student has a positive reaction to either test, the student must request that his/her healthcare provider submit their recommendation for annual follow-up care. The provider must attach written verification that the student has been compliant with the recommendation and that the student is currently asymptomatic for tuberculosis.				
Skin Test 1 Plant Date: ____/____/____	Skin Test 1 Read Date: ____/____/____ Reading ____mm <input type="checkbox"/> Negative <input type="checkbox"/> Positive	TB QuantIFERON gold Date: ____/____/____ Result: <input type="checkbox"/> Negative <input type="checkbox"/> Positive		
Skin Test 2 Plant Date: ____/____/____	Skin Test 2 Read Date: ____/____/____ Reading ____mm <input type="checkbox"/> Negative <input type="checkbox"/> Positive	OR T-Spot Test Date: ____/____/____ Result: <input type="checkbox"/> Negative <input type="checkbox"/> Positive		
Primary Care Provider Signature AND Provider's stamp is required for dates on this form to be accepted.				
Provider's Signature: _____ Date: _____		Place Provider Stamp Here		
Provider Name (printed): _____				
Phone Number: (____) _____-_____				



Northern Kentucky University
Athletic Training
Health Document Requirements



PART V PHYSICAL EXAM *(Physical examination must be completed, and documentation provided prior to beginning clinical experiences (the following information to be completed by your health care provider))*

Name: _____ Date: _____ Phone #: _____

Address: _____

Emergency Contact: _____

Name and Relationship

Sex: M / F Height: ____ Weight: ____ BP: ____ / ____ Pulse: ____

Vision: R- 20/ ____ L- 20/ ____ Both- 20/ ____ Corrected: Y / N

General Examination

	Normal	Abnormal	Comments
ENT			
Heart			
Lungs			
Skin			
Abdominal			
Genitalia			
Musculoskeletal			
neck			
shoulder			
elbow			
wrist			
hand			
back			
knee			
ankle			
foot			
Dental			
Other			

Additional Comments: _____

Primary Care Provider Signature AND Provider's stamp is required for dates on this form to be accepted.

Provider's Signature: _____ Date: _____

Provider Name (printed): _____

Phone Number: () - _____

Place Provider Stamp Here



PART V PHYSICAL EXAM | *Continued.*

Technical Standards for Admission, Retention and Progression

The following technical standards for mental, emotional and physical performance are required of all Northern Kentucky University Athletic Training Program applicants where these activities are necessary for completion of program competencies and clinical proficiencies

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

This is to verify I have examined the student referenced above and find him/her to be free of any physical or mental conditions that might interfere with the performance of his/her duties per the list provided above. Any Exceptions are noted in the "comments" section below.

Primary Care Provider Signature is required for this form to be accepted.

Provider's Signature: _____ Date: _____ Provider Name (printed): _____

Phone Number: () ____ - _____





Northern Kentucky University
Athletic Training
Health Document Requirements



STUDENT CHECKLIST: Please allow yourself plenty of time for your requirements to be reviewed in case you need additional, vaccines, tests or certifications. **Once received, your documents can take 24 to 48 business hours to be processed.**

- Student Information is complete ([Part I](#))
- Submit documentation of current BLS certification ([Part II](#))
- Submit Health Insurance ([Part II](#))
- Submit Liability Insurance ([Part II](#))
- Submit Physical Exam ([Part II](#))
- Submit signed Release of Information ([Part III](#))
- Health Requirements in Part IV are complete, and results are signed, dated and stamped by your Healthcare Provider and or copies of titer lab reports and or supplemental documents are collected to support your requirements ([Part IV](#))
- Physical Examination is completed by your Healthcare Provider ([Part V](#))
- Return your completed forms by scanning as one PDF file and uploading them to <https://mysentrymd.com/sentrymd.html#/upload/76> or emailing as a PDF attachment to NKU@SentryMD.com

Please email any questions you may have to NKU@SentryMD.com!

PART VI ACCOUNT ACCESS

Please note your account will only be available after you have registered and sent Part I of this packet into Sentry MD. Your account allows you to see your status and download/print documents that have been processed by Sentry MD. Please make sure to submit document requirements to the Upload link <https://mysentrymd.com/sentrymd.html#/upload/76> as you are not able to upload directly to your account, all documents are reviewed and processed prior to showing in your account (*processing can take 24 to 48 business hours*).

Link to Sentry MD system: <https://mysentrymd.com/sentrymd.html#/home>

1. Enter your User ID: (email address in all lowercase)
2. Click on Set Password
3. Enter your email address (your User ID will be the email address you registered with in all lowercase)
4. You will be sent a token to your email address
5. Enter Token from email onto site
6. Create a Password
7. Click link to go to login screen

Once you are logged into your account, you will note on the landing page how easy it is to see if you are compliant or not with the requirements for your program. A blue checkmark next to each of the requirements means you are compliant. Requirements without the blue checkmark indicate you are missing documentation and these items need your attention.

In addition to viewing your status at any time, you can download and print your landing page checklist and any or all the documents you have submitted by clicking the Documents Button. Only documents that have completed processing will appear in your account, please note processing can take 48 business hours. We hope these tools help you stay on top of your status and keep you compliant with your program requirements.

PreCheck Student Instructions



NORTHERN KENTUCKY UNIVERSITY – ATHLETIC TRAINING STUDENT INSTRUCTIONS

Background checks, drug testing, and immunizations are required to ensure the safety of patients treated by students in the clinical education program. The reports are typically completed within 3-5 business days; however, you must submit your order in sufficient time for the report to be reviewed by the program coordinator or associated clinical site prior to starting the rotation. The background check is conducted by PreCheck, Inc., a firm specializing in the healthcare industry.

GETTING STARTED

Follow this link to [MyStudentCheck](#)

If you are unable to access the link, you may type in the web address located at the bottom of this page.

- Confirm the school name matches: **Northern Kentucky University – Athletic Training**
 - Select your program from the drop down menu, and then select the required services.
 - Log in with your username and password. If you do not have an existing profile, please create a new account.
 - Enter the required information, provide authorization, and continue to enter payment information.
 - If you need further assistance, please contact PreCheck at StudentCheck@PreCheck.com.
 - You will be provided with a receipt and confirmation page when your order is placed.
-

DRUG TESTING

If there is not a collection site instantly available near your location, you will be contacted and a chain of custody form will be mailed to you. Pre-registration does not set an appointment time, we recommend calling your chosen collection site ahead of time to set up an appointment.

IMMUNIZATIONS

Your confirmation will contain a link to the immunization requirements and documents which should be presented to your physician for completion. Your name should be legible on all documentation. Once the documents are completed please submit the forms to SentryMD at <https://mysentrymd.com/sentrymd.html#/upload>. You will receive confirmation that the upload was successful. Email any questions about your immunizations tracking to: NKU@SentryMD.com.

PRICING

Background Check	\$39.50
Drug Test	\$46.00
Immunization Tracking	\$35.00

Applicable taxes will be collected for residents of Texas and New Mexico.

FREQUENTLY ASKED QUESTIONS

1. **What does PreCheck do with my information?**
Your information will only be used for the services ordered. Your credit will not be investigated and your name will not be given out to any businesses.
 2. **I selected the wrong school, program or incorrect information.**
Please email StudentCheck@PreCheck.com with the details.
 3. **Do I get a copy of the background report?**
Yes, go to www.mystudentcheck.com, log in, and select Check Status.
 4. **How do I obtain a copy of the drug test report?**
Please email StudentCheck@PreCheck.com to receive a copy of the report.
 5. **I have been informed that my immunization forms are deficient, what do I do?**
Contact a SentryMD representative by emailing questions to NKU@SentryMD.com.
 6. **I was denied entry into a program because of information on the report, who can I contact?**
Call PreCheck's Adverse Action hotline at 800-203-1654.
-

MyStudentCheck Web Address: <https://candidate.precheck.com/StudentCheck?schoolid=16114>

Version: 03/2020

MSAT Course Sequence (Stand-Alone and Expedited)

Course sequence

ATP Professional Masters--Stand Alone

Summer			
Dept	#	Title	Hrs
ATP	510L	Application of Introductory Athletic Training Skills	2
ATP	520/L	Foundations of Athletic Training	3
ATP	545	Research Methods and Design in AT	3
ATP	601	Athletic Training Clinical Practicum I	1
Total			9

Fall			
Dept	#	Title	Hrs
ATP	533	Lower Extremity Examination	2
ATP	533L	Lower Extremity Examination Lab	1
ATP	602	Athletic Training Clinical Practicum II	2
ATP	534	Upper Extremity Examination	2
ATP	534L	Upper Extremity Examination Lab	1
Total			8

Spring			
Dept	#	Title	Hrs
ATP	625	Therapeutic Modalities for AT	3
ATP	625L	Therapeutic Modalities for AT Lab	1
ATP	640	Therapeutic Exercise for AT	3
ATP	640L	Therapeutic Exercise for AT Lab	1
ATP	603	Athletic Training Clinical Practicum III	2
Total			10

Summer			
Dept	#	Title	Hrs
ATP	620	General Medical for Athletic Training	3
ATP	635	Head and Spine Injury Examination	3
ATP	655	Administration of Athletic Health Care	3
Total			9

Fall			
Dept	#	Title	Hrs
ATP	604	Athletic Training Clinical Practicum IV	6
ATP	630	Psychosocial Aspects of Injury and Illness	3
Total			9

Spring			
Dept	#	Title	Hrs
ATP	693	Athletic Training Research Seminar	3
ATP	665	Athletic Training Capstone and Current Issues	3
ATP	605	Athletic Training Clinical Practicum V	3
Total			9

Expedited Option--Bachelor of Science in Exercise Science and Master of Science in Athletic Training

Fall				Spring			
Dept	#	Title	Hrs	Dept	#	Title	Hrs
KIN	200	Concepts of Lifetime Fitness	2	BIO	208	Human Anatomy & Physiology I/Lab	4
		Gen Ed: Communication; Oral	3	HEA	135	Safety and First Aid	3
PSY	100	Intro to Psychology: Gen Ed: Individual and Society	3	STA	205	Statistics: Gen Ed: Math and Statistics	3
KIN	125	Intro to Physical Education, Fitness and Sports	3	KIN	260	Intro to Strength and Conditioning	3
BIO	126	Gen Ed Scientific Inquiry: Human Nutrition:	3			Gen Ed: Self and Society: Individual and Society	3
		Total	14			Total	16

Fall				Spring			
Dept	#	Title	Hrs	Dept	#	Title	Hrs
BIO	209	Human Anatomy and Physiology II/Lab	4	KIN	340	Exercise Physiology	3
		Gen Ed: Culture and Creativity	3	KIN	340L	Exercise Physiology Lab	1
KIN	313	Computer Applications for Health and Kinesiology	2	CHE	115	Physiological Chemistry Gen Ed: Scientific and C	4
ENG	101	Gen Ed: Communication; Written	3	KIN	295	Anatomical Kinesiology	3
		Gen Ed: Global Viewpoints	3	ENG	102	Gen Ed: Communication; Written	3
		Total	15			Gen Ed: Culture and Creativity	3
						Total	17

Fall				Spring			
Dept	#	Title	Hrs	Dept	#	Title	Hrs
KIN	349	Exercise Prescription	3	KIN	325/L	Motor Development/Learning	4
PHY	110	Intro to Physics/Lab	4	KIN	380	Clinical Exercise Physiology	3
KIN	360	Statistics and Measurement	3	BIO	123	Human Ecology	3
KIN	370	Biomechanics	3	KIN	450	Organization and Administration	3
		Gen Ed: Self and Society; Cultural Pluralism	3	KIN	483	Advanced Strength and Conditioning--Intersession	3
		Total	16	Total			16

ATP Professional Masters

Summer							
Dept	#	Title	Hrs				
ATP	510L	Application of Introductory Athletic Training Skills-KIN	2			MSAT classes used for Undergrad Requirements	19
ATP	520L	Foundations of Athletic Training --KIN 300+ elective	3			MSAT classes	
ATP	545	Research Methods and Design in AT--KIN 300+ elective	3			MSAT Program Pre-Requisites	
ATP	601	Athletic Training Clinical Practicum I (75 hours)	1				
		Total	9				

Fall				Spring			
Dept	#	Title	Hrs	Dept	#	Title	Hrs
KIN	497	Exercise Science Senior Synthesis	3	KIN	481	Nutrition for Sport and Exercise	3
ATP	533	Lower Extremity Examination--KIN 300+ elective	2	ATP	625	Therapeutic Modalities for AT	3
ATP	533L	Lower Extremity Examination Lab--KIN 300+ elective	1	ATP	625L	Therapeutic Modalities for AT Lab	1
ATP	602	Athletic Training Clinical Practicum II (150 hours)	2	ATP	640	Therapeutic Exercise for AT	3
ATP	534	Upper Extremity Examination--KIN 300+ elective	2	ATP	640L	Therapeutic Exercise for AT Lab	1
ATP	534L	Upper Extremity Examination Lab--KIN 300+ elective	1	ATP	603	Athletic Training Clinical Practicum III (150 hou	2
		Total	11	Total			13

Summer							
Dept	#	Title	Hrs				
ATP	620	General Medical for Athletic Training	3				
ATP	635	Head and Spine Injury Examination	3				
ATP	655	Administration of Athletic Health Care	3				
Total			9				
Fall				Spring			
Dept	#	Title	Hrs	Dept	#	Title	Hrs
ATP	604	Athletic Training Clinical Practicum IV--IMMERSIVE	6	ATP	650	Athletic Training Research Seminar	3
ATP	630	Psychosocial Aspects of Injury and Illness	3	ATP	665	Athletic Training Capstone and Current Issues	3
Total			9	ATP	605	Athletic Training Clinical Practicum V (150 hrs +	3
				Total 9			

NKU Procedures

Graduate Student Honor Code and Appeals Policy

<https://inside.nku.edu/scra/information/students/graduate-honor-code.html>

I. [Preamble](#)

This document establishes a Graduate Student Honor Code (referred to as the Honor Code). The purpose of the Honor Code is to establish standards of academic integrity for graduate students at the university and provide procedures that offer assurances of fundamental fairness to any student accused of violating the Honor Code. This document also provides a process for graduate students to appeal certain decisions to the Graduate Council. Covered under this section of the document are university regulations applicable to graduate students, but not regulations relating to admission decisions, grade appeals, or violations of the Graduate Honor Code.

The procedures set forth in this document are specific to graduate students at the university. **As Northern Kentucky University students, graduate students are also subject to the provisions of the Code of Student Rights and Responsibilities as adopted by the Board of Regents. Where provisions or procedures set forth in the two documents differ or conflict, this document will prevail in cases involving graduate students. Grade appeals that do not relate to consequences for violations of the Graduate Honor Code are covered by the Code of Student Rights and Responsibilities, Section VII. Academic Grievance Process. It is incumbent upon graduate students to be aware of university regulations. Ignorance of these regulations does not excuse students from adherence to them.**

By enrollment at NKU all graduate students accept and acknowledge the following pledge:

"I do hereby acknowledge the existence of the NKU Graduate Student Honor Code. I understand that the Graduate Student Honor Code supports an environment that values integrity, honesty, and ethical conduct for all NKU students. I understand that by my enrollment at NKU, I confirm my agreement and understanding of the policies and procedures outlined in the Graduate Student Honor Code."

II. [Definitions](#)

1. [Dean of Graduate Studies](#)
2. [Expulsion](#)
3. [Graduate Council](#)
4. [Graduate Honor Code Council](#)
5. [Graduate Student](#)
6. [Policy](#)
7. [Program Director](#)
8. [Provost](#)
9. [Suspension](#)
10. [University, Northern, or NKU](#)
11. [Working Day](#)

III. [Graduate Student Honor Code: Academic Integrity](#)

1. [Preamble and Honor Code Pledge](#)
2. [Academic Dishonesty](#)
3. [Research Misconduct](#)
4. [Ethical Violations](#)
5. [Consequences for Academic Dishonesty, Research Misconduct or Ethical Violations](#)
6. [Procedures for Handling Alleged Violations of the Honor Code](#)
7. [Confidentiality and Record Keeping](#)

IV. [IV Student Appeals to Graduate Council](#)

Code of Student Rights and Responsibilities

<https://inside.nku.edu/scra/information/students/rights-responsibilities.html>

- I. Preamble
- II. Violations of Law and this Code
- III. Freedom from Discrimination
- IV. University Disciplinary Action
- V. Academic Policies and Procedures
 - a. The Classroom
 - b. Freedom of Expression
 - c. Student Evaluations of Courses
 - d. Expectations of the Student
 - e. Class Attendance
 - f. Educational Environment Policy
 - g. Student Academic Grievance Process
 - h. Student Honor Code: Cheating and Plagiarism
- VI. Disciplinary Regulations
 - a. Prohibited Conduct
 - b. Prohibition on Hazing
 - c. Alcohol and Other Drugs
- VII. Sexual Misconduct
- VIII. Disciplinary Procedures
- IX. Policy and Procedure for Accommodation Appeal
- X. Parental Notification Procedures
- XI. Student Records

Policies for Student Withdrawal and Refund of Tuition and Fee/ Financial Aid

<https://inside.nku.edu/financialaid.html>

Withdrawal from Classes—Policy

The withdrawal deadline is in the tenth week of each full-semester course. This policy will be applied to any academic session that is offered. Thus, the withdrawal date will be determined based on 67% of the academic session having elapsed.

This deadline provides time for students to improve class performance or make an informed decision regarding withdrawal from classes.

Nonattendance Policy

Students who do not attend their classes are subject to being dropped by their instructors for nonattendance. As a result, these students may lose part or all of their financial assistance. Any remaining balance must be repaid before the student can receive further financial assistance.

Return of Funds Due to Withdrawal

If a student completely withdraws from the university either voluntarily or involuntarily during a semester, a portion of the federal Title IV aid disbursed to the student must be returned to the financial aid programs. The percentage of Title IV aid required to be returned is based on the percentage of time remaining in the semester as of the student's date of withdrawal. This percentage is equal to the number of calendar days remaining in the semester divided by the total number of calendar days in the semester. Scheduled breaks of more than four consecutive days are excluded from this calculation.

Percent of aid to be returned =

Number of calendar days remaining in the semester / Total number of calendar days in the semester

Example: A student who remains enrolled for 10 percent of a semester will be eligible to keep 10 percent of the total Title IV aid disbursed to him or her. The balance (90 percent) must be returned to the Title IV program(s). Similarly, a student who remains enrolled for 60 percent of a semester will be eligible to keep 60 percent of the total Title IV aid disbursed to him or her. The balance (40 percent) must be returned to the Title IV program(s).

Note: No Title IV aid funds are required to be returned if the student remains enrolled for more than 60 percent of the semester.

The date of withdrawal is the date a student officially notifies the NKU registrar's office of his or her intent to completely withdraw from school. If a student unofficially withdraws from school, the Office of Student Financial Assistance will use the midpoint of the semester to establish the student's date of withdrawal.

At the time a student withdraws, the bursar's office will automatically use all or a portion of the student's "institutional refund" as payment toward the amount that must be returned to the Title IV programs. The student may also be required to repay a portion of the aid funds that were directly disbursed to him or her in the form of a residual check. The student will be notified and billed for any grant funds that must be repaid immediately.

Failure to pay will result in a HOLD being placed on the student's account, and the student will not be allowed to register for classes, obtain grades, or obtain an academic transcript. Student loan funds are to be repaid in accordance with the terms of the loan.

Funds will be returned first to the Title IV loan programs and then the Title IV grant programs in the following order:

- 1 Federal Unsubsidized Direct Loan
- 2 Federal Subsidized Direct Loan
- 3 Federal Perkins Loan
- 4 Federal Plus Loan
- 5 Federal Pell Grant
- 6 Federal Supplemental Educational Opportunity Grant

Funds are not required to be returned to the federal work-study program.

Post-Withdrawal Disbursement of Title IV Aid: The Office of Student Financial Assistance will determine if a student is eligible to receive Title IV funds that were awarded but not yet disbursed to the student at the time of his or her withdrawal from school. If the student is eligible for a post-withdrawal disbursement, the Office of Student Financial Assistance will first apply these funds to the student's outstanding university charges (if any). Any remaining amount of the post-withdrawal disbursements will be mailed directly to the student.

Worksheets used to determine the amount of refund or return of Title IV aid are available upon request from the Office of Student Financial Assistance.

Return of Funds Due to Unofficial Withdrawal

Federal financial aid recipients who fail to receive any passing grades in a semester are subject to federal regulations titled Return of Title IV Funds. These students are considered unofficially withdrawn as of the midpoint of the semester. Without acceptable proof of attendance or participation in an academic related activity beyond the 60% point of the semester, the federal Title IV financial aid credited for the term is refunded to the aid program(s) from which it came at the rate of 50% of university charges. Loans are refunded before grants. For example, a student with a \$3500 Federal Direct Subsidized Loan and a \$2000 Pell Grant fails off of his or her classes for a semester. Assume the charges totaled \$2000. Federal regulations require that 50% ($\$2000 \times 50\% = \1000) be refunded to the Federal Direct Student Loan Program. The student's loan debt decreases, but the student still owes NKU \$1000 (assuming the student's account balance was \$0).

Acceptable proof of attendance or participation in an academic related activity is a letter from a professor noting the last date of a student's presence in class or involvement in an academic related activity. Examples of academic related activities include physically attending a class where there is an opportunity for direct interaction between the instructor and students, submitting an academic assignment, taking an exam, an interactive tutorial or computer-assisted instruction, attending a study group that is assigned by the school, participating in an online discussion about academic matters, and initiating contact with a faculty member to ask a question about the academic subject studied in the course. **Participating in academic advising is not considered an academically related activity.** Financial aid recipients who fail to earn any passing grades for a given semester are notified by mail of the deadline for submitting documentation of class attendance or participation for the semester. Included in the student's notification is a class attendance verification form that can be completed by the professor verifying attendance. Late verification of attendance is not accepted.

NKU is required to comply with Title IV federal regulations in this manner to ensure continued participation in federally funded aid programs.

R2T4 for Modules

For all programs offered in modules (a course that does not span the entire length of the semester), a student is considered a withdrawal for Title IV purposes if the student ceases attendance at any point prior to completing the payment period or the period of enrollment, unless the school obtains written confirmation that he/she will attend a module that begins later in the same payment period or period of enrollment. To determine if a student who is enrolled in at least one course offered in modules is considered a withdrawal, the student must have begun attendance in the period of enrollment, ceased to attend a course and at the time he/she ceased to attend, he/she was no longer attending any other courses as well.

Grade Policies

Graduate Student Policies

General graduate student policies can be found in the [graduate catalog](#). Frequently referenced policies include:

- **Grading Policy:** Graduate Students must maintain a minimum 3.0 GPA. For full details on [Grades, Academic Probation and other grading issues](#), see the graduate catalog.
- **Course Age:** Courses older than eight years for any graduate program cannot be used toward a degree.

- **Student Appeals:** Graduate students have the right to appeal academic and non-academic matters. [These catalog pages spell](#) out those rights and procedures.

Academic Calendar

NKU provides a variety of calendars online (<http://nku.edu/calendars.html>), including a master calendar and several academic calendars. In addition, there are calendars of events such as athletic and music events.

Provost Website

<https://nku.edu/academicaffairs.html>

Graduate Catalog

<http://nku.catalog.acalog.com/index.php?catoid=17>

NKU Bloodborne Pathogen Policy and Post Exposure Control Plan

Blood-Borne Pathogen Policy

1. Introduction

In December 2001, The Occupational Safety and Health Administration (OSHA) published its regulation "Occupational Exposure to Bloodborne Pathogens," (29 CFR 1910. 1030). The purpose of the Bloodborne Pathogens Standard is to reduce occupational exposure to Hepatitis B virus, Human Immunodeficiency Virus and other bloodborne pathogens that employees may encounter in their workplace. The Bloodborne Pathogens Standard is available through visiting a website at <https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.1030>. This exposure control plan is developed and will be reviewed annually in order to eliminate, reduce and respond to incidents of Athletic Trainers' and Athletic Training Students' exposure to bloodborne pathogens at the Northern Kentucky University Sports Medicine Department.

1. Program Management

Exposure Control Officer

The Exposure Control Officer is responsible for overall management and support of the Northern Kentucky University Sports Medicine's Bloodborne Pathogens Compliance Program. Stephanie James, MA, ATC has been appointed as the Northern Kentucky University Sports Medicine's Exposure Control Officer. In addition, Molly Hutson, MEd, ATC has been selected to be in an Exposure Control Committee to assist the Exposure Control Officer in accomplishing her responsibilities. Activities which are entrusted to the Exposure Control Officer typically include, but are not limited to:

- a. Overall responsibility for implementing the Exposure Control Plan for the Northern Kentucky University Sports Medicine Department.
- b. Developing and providing bloodborne pathogens training programs for all the members of the Northern Kentucky University Sports Medicine Department.

2. Epidemiology

Hepatitis B virus

Hepatitis B Virus is associated with a wide spectrum of liver disease, from acute to chronic hepatitis. Clinical manifestations of the disease may present with a mild flu-like illness or may be of a more severe nature requiring bed rest or hospitalization. The symptoms may become apparent anywhere from 28-160 days after exposure.

Between two thirds and three fourths of all Hepatitis B infections result in either no symptoms of infection. Between 25 and 33% of the infections, however, take a much more severe clinical course. Hospitalization is required in about 20% of the more severe clinical cases.

The annual number of occupational infections involving Hepatitis B virus has decreased tremendously since hepatitis vaccine became available in 1982. There has been a 90% decrease in the number of estimated cases in health professions from 1985 to 1996.

Hepatitis C virus

Hepatitis C virus infection is the most common chronic bloodborne infection in the United States. Hepatitis C is usually transmitted through parenteral injection, such as body piercing, tattooing, sharing needles and so on. However, Hepatitis C virus can be infected through exposure to infectious body fluids. Hepatitis C symptoms are similar to the symptoms of Hepatitis B infection. No protective inoculation has

been invented for the Hepatitis C virus. Over 60% of all persons infected with Hepatitis C virus develop chronic hepatitis.

Human immunodeficiency virus

Human immunodeficiency virus (HIV) is transmitted in three ways: sexually, through blood exposure and perinatally from mother to child. HIV is not transmitted through casual contact with a carrier. Symptoms of HIV infection include fatigue, fever, weight loss, night sweats, rashes, mouth sores and pneumonia. There is no vaccine for preventing HIV infection and no mean of cure.

HIV is not as contagious or as virulent in a healthcare setting as Hepatitis virus. Only 55 healthcare workers have become infected with HIV and only 24 developed AIDS since 1991 (as of 2001). These low figures may be a result of the application of safety precautions in the healthcare setting and the low virulence of the HIV virus.

3. Exposure determination

Athletic Trainers and Athletic Training Students may be expected to incur exposure to blood or other potentially infectious materials during Athletic Training duties. Tasks or procedures in which exposure to bloodborne pathogens may occur include, but not limited to: wound care, cleaning body fluid spills, handling contaminated medical devices, handling contaminated laundry, and assisting a physician with injections.

4. Engineering and work practice control

Standard precautions (previously known as “Universal Precautions”)

Standard precaution is an approach to infection control, in which all human blood and all body fluids, except sweat, are treated as if known to be infectious for bloodborne pathogens. Potentially infectious materials include blood, all body fluids except sweat, non-intact skin and mucous membranes. Universal precautions refer to the use of barriers or protective measures when dealing with blood or other potentially infectious materials.

Hand washing

Athletic Trainers and Athletic Training Students are to wash hands by using a proper technique immediately or as soon as possible after contact with blood or other infectious materials or after removing gloves. A handwashing facility is located in the Athletic Training Room. A proper hand washing technique is demonstrated at the annual bloodborne pathogens training session. When Athletic Trainers and Athletic Training Students are on duties at locations where handwashing facilities are not feasible, a waterless antiseptic cleanser is provided. If this alternative is used, the hands are to be washed with soap and running water as soon as feasible.

Contaminated needles

Contaminated needles and other contaminated sharps should not be recapped, bent or broken purposely. Contaminated needles and any contaminated sharps must be placed in a sealed, puncture-resistant container, displaying a BIOHAZARD label, immediately or as soon as possible after use. When necessary, recapping must be completed by using a one-hand technique. The sharps container is located under the sink in AHC218A and BOK126B.

Food and drink

Eating, drinking, applying cosmetics or lip balm, and handling contact lenses are prohibited in the entire Athletic Training Room where there is reasonable likelihood of exposure to blood or other potentially infectious materials. Food and drink should not be stored in a freezer, shelves, cabinets, or on taping tables or treatment tables where there is a risk of exposure to blood or other potentially infectious materials.

5. Personal protective equipments

All personal protective equipments used during athletic training duties will be provided without cost to Athletic Trainers or Athletic Training Students. Personal protective equipments will be chosen based on the anticipated exposure to blood or other potentially infectious materials. The protective equipment will be considered appropriate only if it does not permit blood or other potentially infectious materials to pass through or reach the Athletic Trainers or Athletic Training Students' clothing, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time which the protective equipment will be used.

Gloves

Gloves shall be worn where it is reasonably anticipated that Athletic Trainers or Athletic Training Students will have hand contact with blood, other potentially infectious materials, non-intact skin, and mucous membranes and when handling or touching contaminated items or surfaces. Disposable gloves are not to be washed or decontaminated for re-use and are to be replaced when they become contaminated or as soon as feasible if they are torn, punctured, or when their ability to function as a barrier is compromised. A proper glove removal technique is demonstrated at the annual bloodborne pathogens training session.

Eye protection

Eye protection devices, such as goggles or glasses with solid side shield are to be worn whenever splashes, spray, splatter, or droplets of blood or other potentially infectious materials may be generated and eye contamination can reasonably be anticipated. Eye protection devices are located in the far left cabinet under the taping table.

CPR masks

Each Athletic Trainers and Athletic training students are required to carry a CPR mask on them or be reasonably accessible to a CPR mask during athletic training duties. CPR masks are not to be washed or decontaminated for re-use and are to be replaced when they become contaminated or as soon as feasible if they are torn, punctured, or when their ability to function as a barrier is compromised.

6. Housekeeping

Athletic Training Room is to be maintained in a clean and sanitary condition. In order to facilitate this, a written schedule for cleaning is to be established. In addition to the scheduled cleaning, all equipment and work surface are to be cleaned and decontaminated after the completion of tasks or after spills of blood or other potentially infectious materials. The Exposure Control Officer is responsible for setting up the cleaning and decontamination schedule and making sure it is achieved within the Northern Kentucky University Athletic Training Room.

7. Waste disposal

All infectious waste must be placed into closed and leak-proof infectious waste container with a red bag and a biohazard symbol. The infectious waste container is located by the door of AHC218A and BOK126B. The infectious waste container and sharp container should not exceed 75 percent full. Once the containers are close to 75 percent full, the Exposure Control Officer is responsible to report to Jeff Baker, Environmental Safety Coordinator at Northern Kentucky University.

8. Hepatitis B vaccination

Hepatitis B vaccine prevents both HBV infection and Hepatitis B disease and has been available since 1982. Typical vaccination schedule are at 0, 1st month, and 6th month intervals. All Athletic Trainers, who have not received the Hepatitis B vaccination, are offered to the vaccination at no cost. All Athletic Training Students are required to complete the Hepatitis B vaccination series at their own cost prior to the first field experience. Contraindication to the vaccine are for those who have an allergy to yeast, who have had a previous Hepatitis B infection, who are pregnant, or who are currently undergoing immunosuppressive therapy. If an Athletic Trainer or an Athletic Training Student declines the vaccination, they must sign a declination form.

9. Post-exposure action plan and evaluation

Athletic Trainers or Athletic Training Students are to report any exposure to blood or other potential infectious materials to the Exposure Control Officer. The incident will be documented to include route of exposure, date and time, and circumstances relating to the incident. Information will remain confidential and be maintained in the individual's medical file. If possible, the identification of the source individual will be documented by the Exposure Control Officer. The Exposure Control Officer will contact the source individual or parent/guardian of minor and obtain consent for blood testing for HIV, HBV, and HCV status. The exposed Athletic Trainer or Athletic Training Student will be referred to a medical facility for blood testing as soon consent is acquired. Once these procedures have been completed, an appointment is arranged for the exposed Athletic Trainer or Athletic Training Student with a qualified healthcare professional to discuss the medical status. Accurate records must be retained for each Athletic Trainer or Athletic Training Student with an exposure during Athletic Training duty for at least 30 years past the duration of employment, in accordance with OSHA regulations.

10. Training

Bloodborne pathogens and hazardous material training will be conducted initially and annually by the Exposure Control Officer. All the athletic training students are required to attend the training prior to field experience. Documentation of all attendees for the training as well as the name and qualifications of the presenter are to be recorded and kept in AHC218A. Bloodborne pathogens and hazardous material training include the followings:

- OSHA standard for bloodborne pathogens (BBP)
- Epidemiology and symptomology of BBP
- Modes of transmission of BBP
- Exposure Control Plan
- Tasks or procedure with exposure risks to blood and other infectious materials
- Engineering controls
- Personal protective equipment
- Laundry procedure
- Hand-washing technique
- Signs and labels

- Hepatitis B vaccination
- Post-exposure action plan
- Post-exposure evaluation and follow-up
- Q & A

Hepatitis B Vaccination Declination Form (ATC)

Name: _____

SSN: _____

I understand that due to my occupational exposure to blood or other potential infectious materials I may be at risk of acquiring Hepatitis B virus infection. I have been given the opportunity to be vaccinated with Hepatitis B vaccine, at no charge to myself. However, I decline the Hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B. If, in the future, I want to be vaccinated with Hepatitis B vaccine, I can receive the vaccination series at no charge.

Athletic Trainer Signature Date

Exposure Control Officer's Signature Date

Hepatitis B Vaccination Refusal Form (ATS)

Name: _____

I understand that due to my occupational exposure to blood or other potential infectious materials I may be at risk of acquiring Hepatitis B virus infection. I have been informed of the risk of Hepatitis B infection and that NKU-ATP requires Athletic Training Students to complete the Hepatitis B vaccination prior to the first field experience. However, I refuse the Hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B.

Athletic Training Student Signature Date

Exposure Control Officer's Signature Date

MSAT Forms

Northern Kentucky University

Athletic Training Program

Technical Standards

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

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

Candidates for selection to the Athletic Training Program must demonstrate:

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

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

Students with disabilities must register and document their disability with the Office of Testing and Disability Services complying with section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Students with disabilities must meet the essential elements for the

Technical Standards for the Athletic Training Educational Program with reasonable academic and physical accommodations.

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

I certify that I have read and understand the technical standards for selection listed above, and I believe to the best of my knowledge that I meet each of these standards without accommodation. I understand that if I am unable to meet these standards I will not be admitted into the program.

Print Name _____

Signature _____ Date _____

Alternative statement for students requesting reasonable academic or physical accommodations:

I certify that I have read and understand the technical standards of selection listed above and I believe to the best of my knowledge **that I can meet the essential elements** of these standards with **reasonable academic and physical** accommodations. **I will contact the Office of Testing and Disability Services and verify and document my disability** to determine **what reasonable academic or physical** accommodations may be available. I understand that if I am unable to meet these technical standards with or without accommodations, I will not be admitted into the program.

Print Name _____

Signature _____ Date _____

HEPATITIS B INFORMATION

I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring the hepatitis B virus (HBV) infection. I know and understand the information regarding hepatitis B infection and the methods and benefits for the hepatitis B vaccination. Currently, NKU does not offer the vaccine free of charge to pre-athletic training or athletic training students, but I am aware of the cost and where the vaccine is administered. I am also aware the HBV vaccine is required for ATP admission.

Print Name _____

Signature _____ Date _____

Witness _____ Date _____

Medical Confidentiality Form

As an athletic training student, you are acting as an agent of the clinical site. This means that you will be exposed to confidential and protected health information about patients and students-athletes. State and Federal laws and University policies all require that you maintain the confidentiality of any protected health information that you see, hear, or read about patients and student-athletes during your job as an athletic training student. You are not permitted to discuss or reveal confidential information with others without the direct permission of the patient or student-athlete as well the approval of the supervising athletic trainer or other supervising medical personnel. Further, you are required to abide by all policies and follow all procedures set forth by the clinical site for the purpose of protecting patient confidentiality. Failure to do so may result in your dismissal from the NKU Athletic Training Program and may expose you to criminal and or civil liability.

I understand that during my participation in the Athletic Training Program I may be exposed to confidential medical information regarding patients and student-athletes at clinical sites. I agree to abide by all Federal and State laws and University policies to maintain patient confidentiality. I understand that if I fail to adhere to these laws, policies, and procedures that I may be subject to dismissal from the program and/or civil and criminal penalties as required by law.

Print Name _____

Signature _____ Date _____

Witness _____ Date _____

MSAT Instructional Lab Information

Athletic Training Student Labs

Location: HE 505 Athletic Training Lab

Hours of Operation-The Athletic Training Lab is available to students to study or practice skills. The door to the lab must remain locked, so access to the lab is only available to students when athletic training faculty are available. Students may not work or study in the lab when there is a class in progress.

Location: HE 110 Advanced Human Performance Lab

Hours of Operation-The Advanced Human Performance Lab is reserved for students working on research projects under the supervision of a faculty member. The door to the lab must remain locked, so access to the lab is only available when coordinating with faculty.

Location: HC 112 Human Performance Lab

Hours of Operation-The Human Performance Lab is reserved for students working on research projects under the supervision of a faculty member. The door to the lab must remain locked, so access to the lab is only available when coordinating with faculty and when a class is not in progress.

Resources & Equipment:

The Athletic Training Lab has a wide variety of equipment and supplies available for ATP students for practice and study. We encourage students to use these resources for practice/study purposes, however equipment is not to be removed from the lab, wasted, or inappropriately used in any way.

Keep in mind the following:

- It is a privilege to have access to these labs.
- These labs are for athletic training students only.
- These labs are to be used entirely for educational purposes. They are not areas to socialize, lounge around, sleep, or goof off in general.
- The resources in these labs are not to be removed.
- Labs must be kept clean. Throw all trash away. If you use tape or wound care supplies, make sure to restock it and keep it organized.
- Any electrical modalities in the laboratory **MAY NOT BE USED WITHOUT SUPERVISION!**

If students are caught not following the rules above, access to the labs will be restricted. Be professional and treat these labs as you would a clinical

MSAT Clinical Education

Clinical Education Overview of Procedure

Clinical Practicum Courses: The clinical practicum courses (ATP 601, 602, 603, 604, 605) provide students with an application of knowledge and skill in a real-world patient care setting. Athletic Training Students (ATS) are placed with a clinical education preceptor at a clinical site (on-campus and off-campus) that reflects the educational content specified in the clinical practicum course. Each practicum has required clinical hours as specified in the course description.

All clinical hours and skills must be completed in order to pass any clinical education course. If all clinical hours, clinical skills, and clinical proficiencies are not completed and uploaded to ATrack by the due date given by the clinical education supervisor, you will fail the course. If the student fails the course, they must retake that clinical practicum which means they must complete all of the required hours and skills from the beginning.

If a problem arises between the student and the clinical education preceptor or clinical site, the Coordinator of Clinical Education (CEC) is to be notified. Depending on the extent of the problem, the CEC may be able to control the situation. If the CEC feels that further discussion is required, the issue will be brought to the Athletic Training Program Curriculum Committee (ATPCC). The ATPCC can decide whether the student should be removed from the site and whether the student should be placed at a different clinical rotation that semester. If there is not a clinical site available, the student will have to drop the clinical practicum course and retake it with the following cohort when it is offered again.

Clinical Placement: Each of the five practicum experiences have different educational goals and only certain clinical sites offer the equipment and personal to meet specific needs. The MSAT has a finite number of clinical education preceptors and clinical sites. As a result, the availability of preceptors and clinical sites will determine number of ATs that can be placed in any given semester. In order to enroll in one of the clinical practicum courses, and be placed at a clinical site, students must first meet with the CEC. Students who have completed the PreCheck documentation will have the first option to sign up for a clinical placement meeting. If two students of the same level are interested in the same clinical site/preceptor, we will use the students' GPA, Clinical Evaluations, and scores from the interview with the preceptor (when applicable) to determine which student will be placed at that site.

Transportation Requirements: Students are responsible for transportation to and from their clinical placements and Athletic Training courses.

Clinical Placement Documentation: All documentation must be completed through PreCheck prior to being placed at a clinical site. These items include but are not limited to, vaccination history, professional liability insurance and CPR certification. There are several documents that have expiration dates (i.e. CPR certification, primary insurance, TB test, NATA membership, and professional liability insurance). Demonstrating proof of these documents or certifications are the responsibility of the student and must be provided prior to clinical placement. Additionally, some clinical sites may require that students complete a drug screening. Students are responsible for purchasing and obtaining a drug screen for any clinical site that may require it.

Northern Kentucky University
Athletic Training Program
Clinical Site Agreement

The clinical education site agreement (template to follow) is a contract between NKU and any business, hospital, or school in which Athletic Training Clinical Practicum experiences may take place. The agreement describes the responsibilities for the ATP, Clinical Setting, and the ATP students. It is important for the NKU faculty, staff, and students to read, understand, and adhere to the agreement. Failure of any contract party is grounds for severing the contract. Any violation of a contract member will be assessed by the Coordinator of Clinical Education (CEC). The CEC will make a recommendation to the ATP Curriculum Committee. The Curriculum Committee will make final decisions on contracts, student's assignments, and ATP involvement. The clinical site agreements will be reviewed and renewed as necessary.

ATP Student

It is important for each student to be familiar with clinical site agreement and specifically the responsibilities identified for students. Students' failure to meet the requirements of this contract is grounds for removal from a clinical site and suspension from the NKU ATP. Any violation of the contract by a student will be assessed by the ATP CEC and they will make a recommendation to ATP Curriculum Committee. Listed below are the responsibilities the clinical site agreement provides for the student.

3. Student Responsibilities: [NKU shall be responsible for each Student complying with the following:](#)
 - a. Student agrees to provide his/her own health insurance coverage if not provided by NKU.
 - b. Student shall be responsible for the purchase of professional liability insurance through the ATP or by individual policy, and presenting that proof of the policy to the ATP Coordinator.
 - c. Student agrees to provide his/her own transportation to and from the CLINICAL SITE as well as any vehicle maintenance during clinical experience.
 - d. Student agrees to abide by the existing rules, regulations, policies, and procedures of the CLINICAL SITE as provided to Student.
 - e. Student shall be responsible for presenting clinical documentation to the direct clinical instructor for completion and maintaining documentation as specified by the ATP.

Digital Portfolio and Clinical Education Documentation

ATrack

ATrack is an online system that provides the students and program administration a central location for clinical education documentation. This system **MUST** be used by ALL students, preceptors, and clinical education supervisors. Students are responsible for purchasing an ATrack subscription while enrolled in the ATP. Preceptors and clinical education supervisors are not required to hold current NATA membership nor pay an annual fee to use ATrack.

Students will be responsible for using ATrack to input and track completed clinical education hours and completed Pre-Rotation Goal Setting Sheet, Mid-Term Goal Setting Sheet, and Evaluation of the Preceptor and Clinical Site. The preceptor will use ATrack to approve the completion of the student's clinical hours, read and approve the Goal Setting Sheets, score clinical skills and clinical integrated proficiencies, complete the Initial Meeting Check-Off Sheet and complete the Mid-term and End of Rotation Evaluations of the Students. The Clinical Education Supervisor will use ATrack to ensure completion of all the required documentation in order to give the student a grade for the clinical education course.

Clinical Skills/Proficiency Assessment and Documentation

Clinical skills/proficiencies are assessed according to the parameters set in the syllabus for each clinical course. The due dates for clinical proficiencies are set by the benchmark process, which is assigned by the clinical education supervisor and can be found in the syllabus. To achieve credit for completed clinical skills, the preceptor must give you a passing score in ATrack.

Clinical Hours Documentation

All clinical education hours must be inputted into ATrack daily by the student. In order for the hours to count, the preceptor must approve all hours on ATrack. Field Experience hours and Clinical Education Experience hours must be documented separately within the course requirements. The clinical education supervisor and/or the Clinical Coordinator will monitor the clinical hours through ATrack to ensure the appropriate completion of hours and the satisfaction of clinical clock hours requirements.

Preceptor General Performance Evaluations of Students

The Preceptor will complete the General Performance Evaluation of the Student at the completion of the student's clinical rotation. Preceptors will complete both a midterm and end of term evaluation of students completing Clinical II and Clinical IIIA.

Evaluation of the Preceptor and Clinical Site

At the completion of each clinical rotation, students must complete the Evaluation of the Preceptor and Clinical Site which can be found on ATrack. Students are required to complete this form as part of the clinical rotation. Students will not pass the clinical rotation if this evaluation is not complete.

Clinical Clock Hour Requirements

All Athletic Training Students are required to complete clinical hours as part of their assigned clinical rotation in a consistent manner throughout the semester. **All clinical education hours must be approved by the supervising Preceptor through ATrack.** Because each clinical rotation requires a different number of clinical hours, please see the specific details below.

Clinical I Students are required to complete a **total of 100 hours** as part of this clinical rotation. Students are required to schedule and complete a **minimum of 6 hours per week** under the supervision of a Preceptor. A **maximum of 10 hours per week** may be recorded. This maximum also applies for clinical experiences during pre and post season events (summer), Christmas Break and university holidays. Any hours completed beyond the maximum 10 hours is considered voluntary and may not be count toward the weekly or clinical rotation total. Associated events (i.e. Facility set-up/ Break down) are to be counted in the compiling of the hours however, time spent traveling to and from a clinical site will not count for clinical clock hours.

Clinical II and III Students: Students are required to complete a **total of 150 hours** as part of this clinical rotation. Students are required to schedule and complete a **minimum of 10 hours per week** under the supervision of a Preceptor. A **maximum of 15 hours per week** may be recorded. This maximum also applies for clinical experiences during pre and post season events (summer), Christmas Break and university holidays. Any hours completed beyond the maximum 15 hours is considered voluntary and may not be count toward the weekly or clinical rotation total. Associated events (i.e. Facility set-up/ Break down) are to be counted in the compiling of the hours however, time spent traveling to and from a clinical site will not count for clinical clock hours.

Clinical IV (Immersive) Students: Students are required to complete approximately **30 hours per week** as part of this clinical rotation. Students are required to schedule and complete a **minimum of 30 hours per week** under the supervision of a Preceptor. A **maximum of 40 hours per week** may be recorded. Associated events (i.e. Facility set-up/ Break down) are to be counted in the compiling of the hours however, time spent traveling to and from a clinical site will not count for clinical clock hours.

Clinical V: Students are required to complete a **total of 225 hours** as part of this clinical rotation. Students are required to schedule and complete a **minimum of 15 hours per week** under the supervision of a Preceptor. A **maximum of 20 hours per week** may be recorded. This maximum also applies for clinical experiences during pre and post season events (summer), Christmas Break and university holidays. Any hours completed beyond the maximum 20 hours is considered voluntary and may not be count toward the weekly or clinical rotation total. Associated events (i.e. Facility set-up/ Break down) are to be counted in the compiling of the hours however, time spent traveling to and from a clinical site will not count for clinical clock hours.

The clinical clock hours must be put into ATrack by the student on a daily basis. The Preceptor must approve each days accumulated hours through ATrack. If a student fails to record their hours in ATrack within 24 hours of the completed hours, the Preceptor can refuse to accept/sign the document.

The clinical supervisor will use **only those hours logged into ATrack as the final documentation for your grade.**

Clinical Education Outline

What You Need To Do

- Meet with Alma Mattocks each semester to determine your clinical site placement. During this meeting, you must have all of your documentation up to date, or you will not be placed at a clinical site. See the Athletic Training Education Program link on Canvas for all required documentation. If all of your documentation is complete and up to date, you can schedule a meeting to discuss clinical site placement..
- Before you leave for break (either summer or winter break), contact your preceptor and set up a meeting. At this meeting, we want you to discuss with them their policies and procedures, emergency action plans, and your schedule. Make sure you understand their rules, dress code, parking, etc. Bring a copy of your class schedule to this meeting so you know your availability.
- Prior to beginning your clinical hours, you need to complete the Pre-Rotation Goal Setting Sheet and the Initial Meeting Check-Off sheet on ATrack. You must sit down with your preceptor and go over both of these forms so you both understand what you want to get out of the rotation.
- Record all of your completed hours in ATrack on a daily basis. Make sure to check to see if your preceptor is approving them. You may need to remind them to approve your hours if they have been pending for an extended period of time. Remember, only approved hours will count toward the completion of the course.
- Complete all required clinical skills for the clinical course in ATrack. Only your preceptor can grade you on these skills, so make sure that you monitor your progress and that your completed skills are being approved in ATrack. Remember, only completed skills in ATrack will count toward the completion of the course.
 - Complete the Mid-term Goal Setting Sheet in ATrack
 - Set up a mid-term meeting to discuss the goal setting sheet as well as your performance through the first part of the semester.
- At the end of the rotation, you must again meet with your preceptor to discuss your performance during the rotation. You also must complete the Evaluation of the Clinical Site and Preceptor in ATrack. This evaluation must be completed in order to pass the course.

Sports Team Travel

Travel with sports teams outside of the Northern Kentucky/ Greater Cincinnati Area cannot be required as part of a clinical assignment. It is the position of the ATP that travel with sports team is voluntary and a privilege. A preceptor may directly extend an invitation for travel to a student. The student is free to decline the invitation without comment.

To the student: Travel is voluntary and a privilege. Students should strongly consider the ramifications of sports team travel before they accept an invitation. When traveling with collegiate teams the time spent traveling can be extensive. Students on university or program probation or struggling academically will not be allowed to travel.

To Preceptors: If a travel invitation is extended to a student and they accept, appropriate travel and rooming arrangements must be made. Students of opposite genders will NOT room together. Students will not be asked to travel in un-safe or over crowded vehicles. Pre-program observation students are not allowed to travel. The preceptor has the right to deny a student travel privileges for acknowledge performance issues.

If you have any questions regarding these rules, please contact Alma Mattocks at (859)-572-1547 or Rachele Vogelpohl at (859) 572-5623.

Supervision of Athletic Training Students during Clinical Education

During Clinical Education Experiences, students must be supervised at all times. The NKU ATP defines supervision of students in the clinical settings as visual and auditory contact within a distance necessary to for the preceptor to intervene on behalf of the patient/athlete.

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 on behalf of the athletic training student and the patient.

NKU ATP recognizes that each clinical site has its own characteristics that dictate the distance requirements, but the ATP insists that the preceptor never leaves a student's unsupervised with the expectation of providing services or care beyond the students First-Aid/CPR certification. Furthermore, ATs are advised to stay in direct contact with supervising preceptor. If a preceptor is not present or is unable to be located ATs are instructed to leave the premises.

Please direct clinical education concerns, comments or questions to:

Alma Mattocks, MS, ATC
Athletic Training Education Program
Coordinator of Clinical Education
116 Albright Health Center
Northern Kentucky University
859-572-1547

MSAT Student Roles and Responsibilities

Athletic Training Rules & Etiquette

1. No use of tobacco products while completing clinical hours
2. Arrive promptly when you are scheduled to complete clinical hours.
3. Only athletic trainers/athletic training students are allowed in the supply rooms.
4. Do not let a patient perform self-treatment. (Except ice massage)
5. Do not let patients operate equipment (i.e. whirlpools, UBE, LBE, etc).
6. Do not congregate or sit down during practice.
7. Watch for and call attention to dangerous situations.
8. Do not play with equipment at practices.
9. Memorize emergency field procedures and have the appropriate EAP available so that in any situation you will be prepared to react correctly.
10. Do not administer self-treatment during scheduled clinical hours.
11. ONLY patients associated with high school/college/university/professional teams or clinic are to receive treatment, rehabilitation, and preventative techniques and wound care.
12. Do not allow patients/athletes to remove or use equipment or supplies from the athletic training room or use without prior permission.
13. Make sure all patients who check out equipment return it.
14. Be sure to keep the athletic training room and equipment clean.
15. Only a staff athletic trainer or physician can dispense over-the-counter medications.
16. At least one athletic training staff personnel is to be in the athletic training room at all times during operating hours.
17. Do not leave patients unattended.
18. All rehabilitation protocols should be followed as dictated by supervising ATC.
19. Do not allow the patients to play with the ice machine, whirlpools, modalities, computer, phone, or any other rehabilitation equipment.
20. No food or open containers allowed in the athletic training room.
21. Do not ask the athletic director, assistant athletic director, sports information office, athletic department administration, or the coaches for extra tickets or any athletically related materials as these requests must still go through the athletic training room.
22. The athletic training room is not a study hall, lounge, or social gathering place. If athletic training room activity is slow, do not just sit or study for classes. There is always something to be done around the athletic training room. If you cannot find anything to do, ask a graduate assistant or staff athletic trainer.
23. While the computer in the athletic training room has e-mail capabilities, it is to be used for business purposes only, not your personal use.
24. Only Athletic Training staff members are allowed to call physicians or other allied health care providers associated with Athletic Medicine.
25. Please turn off all ringers of cellular phones and refrain from making and receiving personal phone calls and texts while at clinical sites. The clinical sites should be treated with the same respect as a regular classroom.

General Clinical Education Standards & Responsibilities

- Tobacco products (smokeless or otherwise) are prohibited
- Alcohol products are prohibited
- Practice good personal hygiene
- Maintain well-groomed hair
- Facial hair must neat and maintained
- Maintain a generally neat appearance
- Students must never arrive to clinical sites under the influence of alcohol or drugs

Dress Code

Clothing General Standards: When completing clinical hours, you are representing yourself and NKU's Athletic Training Program. When you are at the site, you must look like and act as a professional.

- No sandals or open toe shoes
- No beer, tobacco, or sexually suggestive shirts, hats or jackets
- No tank tops, halter tops or sleeveless shirts
- No gym shorts, cut offs, or jean shorts
- No sweat pants
- No skirts or dresses
- Clothes should never be torn or shabby
- Clothes should not be revealing or excessively baggy
 - Shorts must be mid-thigh length while standing
 - Shorts/pants must fit securely at the waist
 - At no point should any undergarments be exposed

Prior to beginning any clinical rotation, make sure to review the required dress code with your Preceptor.

Events and off campus clinical sites:

- a. Closed toe shoes appropriate for running
- b. A collared shirt
- c. Slacks of appropriate color*
- d. Shorts of appropriate color* and length**
- e. Name tag—if you are assigned to a St. Elizabeth affiliated clinical site, MUST wear your name tag at all times while completing clinical hours at that site

Traveling with athletic teams:

Athletic Training students who are traveling with any athletic team should consult the coach regarding accepted travel apparel. Athletic Training students should dress as well as the coaching staff or better.

*Black, gray, or khaki.

Other Important Information for Clinical Education

Cell Phone Use: Personal cell phone use while completing clinical hours should be for emergencies only. It is not the time for talking, texting/messaging, playing games, or looking at social media or other websites.

Email: All students have an NKU email account are expected to check it regularly. This email address is the only way for the faculty and preceptors to contact you, so please make sure to check the NKU email frequently. In the professional setting, email is the primary type of communication, so it is something you must get used to.

Communication: As an athletic training student, you are going to be dealing with a variety of people. It is your job to learn to be a good communicator, especially with your preceptor. Many problems that arise between students and preceptors are a result of poor communication on the students' part. If for some reason you are not able to complete clinical hours on a day you normally would, make sure you talk to your preceptor well in advance and work it out. Do not just send an email or text at the last minute and tell them that you won't be there that day.

Additionally, make sure to speak with your preceptor about how they would prefer you to contact them. If they allow you to call or text their cell phones, please be aware of what time you are trying to contact them. Unless it is an emergency you should never contact anyone before 9:00 am (this depends on where the preceptor works) or after 9:00 pm, and ideally, you should keep it between normal business hours.

NKU School Closure/Snow Days: When NKU is not in session, you still must attend your clinical rotation, unless they are also closed. Just because NKU is closed, does not mean that your clinical site is closed. Remember, some of our clinical sites are rehabilitation clinics/businesses and they do not have snow days.

Respect: All faculty, staff, and preceptors are here to help you in your education, but you are responsible for learning and succeeding. If you need help, make sure to ask, however at all times you must be respectful to those faculty, staff and/or preceptors. If any faculty, staff, or preceptor feels that you are not showing the proper respect that they should have from their position, they can ask you to leave their classroom or clinical setting. If this occurs, you will not be placed in a new clinical setting, and will not be allowed to retake the course until it is offered next.

Additionally, it is important for you to understand that you are learning in both the classroom setting and in the clinical setting. You do not know all of the answers, and you may not be familiar with how that specific athletic training room is run. This means that at some point, you will be corrected and will receive criticism for your performance. It is the job of the preceptor to train you to be an athletic trainer. If you are doing something wrong, it is their job to correct it. Take the criticism, learn from it and move on. The preceptor is not going to hold your mistake against you, so do not become afraid to talk with your preceptor because they may correct you. If you do that, it will greatly hurt your experience at that site.

Outside Jobs: The athletic training program does not state specifically that you are not allowed to have a job outside of athletic training. However, understand that having a job is not an excuse to miss clinical education. Especially when completing ATP 466 (40 hours/week), you are expected to be at your clinical site when the preceptor is at the clinical site. Missing for a job is not acceptable. If the preceptor feels that your outside job is getting in the way of your clinical education, they can ask that you be removed from their supervision. If this happens, there is no guarantee that the clinical coordinator will be able to place you at a different site. If he is not able to place you at a new location, then you would fail your current rotation and have to retake it the following semester.

Social Media Policy

Northern Kentucky University's ATP recognizes and supports its athletic training students' rights to freedom of speech, including the use of online social networks. As an athletic training student you represent the ATP, the University and the profession, and as a result, you are expected to portray yourself in a positive manner at all times, including on social media.

Below is a list of social medial activities that are considered inappropriate and are prohibited by the NKU ATP. Violation of the social medial policy will result in disciplinary action.

- Violating HIPAA by posting confidential information or comments about patients.
- Derogatory comments about patients, fellow students, coaches, administrators, faculty, staff or preceptors.
- Profane comments, including racial, gender, sexual and/or homophobic slurs.
- Incriminating photos, videos, or statements regarding illegal criminal behavior underage drinking, usage of illegal drugs, sexual harassment or violence.
- Demeaning statements or threats that endanger the safety of another person.
- Information, photos or other items that could negatively reflect on you, the University, the program or the profession.

The Athletic Training Curriculum Committee retains the right to determine any violation of the Social Media Policy and can require the student must remove the material in question from a social media platform.

Guidelines to Consider when using Online Social Networking Sites

HIPAA guidelines must be followed at all times. Identifiable information concerning clients/clinical rotations must not be posted in any online forum, social media platform or webpage

It is especially important not to friend, follow, or engage your patients (especially in the high school setting) in any way on social media. Make sure to check with your preceptor regarding their employers/school's social media policy. It is your responsibility to be aware of and abide by the policies at your specific site.

It is important that all students are aware of the potential danger involved with posting information and/or participating in online activities. Additionally, potential employers often check social media sites on applicants to screen candidates during the hiring process.

NATA Code of Ethics

NATA CODE OF ETHICS

Update March 2018

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.

PRINCIPLE 1: MEMBERS SHALL PRACTICE WITH COMPASSION, RESPECTING THE RIGHTS, WELL-BEING, 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 well-being 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.

PRINCIPLE 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.

PRINCIPLE 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.

PRINCIPLE 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 or AT 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 well-being 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.

MSAT Handbook Signature Page

**Northern Kentucky University
Athletic Training Program
Signatory Page**

I _____ have read and understand the Northern Kentucky University Athletic Training Program Handbook and the NATA Code of Ethics. I recognize that any violation of the NATA Code of Ethics or the Rules stated within the handbook can be grounds for suspension or removal from the Athletic Training Program.

Print Name _____

Signature _____ Date _____

Witness _____ Date _____