

Southwestern Oklahoma State University
Athletic Training Education Program
Policy and Procedure Manual

Revised: 9/24/2010

<u>Table of Contents</u>	<u>Page</u>
Expectations of Athletic Training Students	3
Section I: Overview	
A. Introduction	4
B. Athletic Training Profession	4
C. Standards of Ethical Conduct	4
D. Regulation of Athletic Training	4
E. Essential Functions of Athletic Training Faculty, Staff, and Students	4
Section II: Academic Program	
A. Program Goals and Objectives	5
B. Admission and Prerequisite Requirements	7
C. Accreditation Status	7
D. Curricular Philosophy	8
E. Curricular Content	8
F. Course Sequence	9
G. Course Descriptions	9
H. Clinical Education	9
I. Graduation Requirements	9
Section III: Student Policies	
A. Academic Requirements	10
B. Retention	10
C. Attendance	11
D. Dress Code	11
E. Conduct	11
F. Student Costs	11
G. Liability Insurance	12
H. Technical Standards	12
I. Student Health Records	12
J. Communicable Disease Policy	13
K. OSHA Requirements	14
L. Student Clubs	15
M. Reference Material	15
N. Faculty Information	15
O. Grievance Policy	16
P. Disciplinary Action	17
Q. Clinical Supervision Policy	17
R. Work Policy	17
S. Travel Policy	18
Section IV: Appendices	
Appendix A: NATA Code of Ethics	
Appendix B: State of Oklahoma Athletic Trainers Act	
Appendix C: Description of Duties and Responsibilities	
Appendix D: Confidentiality/Performance Statement	
Appendix E: Clinical Contract	
Appendix F: Technical Standards for Admission	
Appendix G: Student Travel	
Appendix H: Temporarily Unsupervised Policy	
Appendix I: Mentoring Policy for ATC's with less than One-Year Experience	

"The life so short, the craft so long to learn."

--Hippocrates

"I have a strong expectation that our students will be professionals right now, not when they graduate. The day they step into our program, they enter an ethos of Professionalism. They must step out of the role of student and step into the role of health care professional."

--Dr. Richard Ray, ATC

"There's only two rules for being successful. One, figure out exactly what you want to do, and two, do it."

--Mario Cuomo

"Problems are only opportunities in work clothes."

--Henry J. Kaiser

"Examine the contents, not the bottle."

--The Talmud

"The door of opportunity won't open unless you do some pushing."

--Anon.

"To change and to improve are two different things."

--German proverb

"Sweat plus sacrifice equals success."

--Charles O. Finley

"Patience and fortitude conquer all things."

--Ralph Waldo Emerson

"Discipline is the bridge between goals and accomplishments."

--Anon.

"Presence is more than just being there."

--Malcolm S. Forbes

I. Overview

A. Introduction

The following information has been developed as a guide for students entering the Athletic Training Education Program (ATEP) at Southwestern Oklahoma State University (SWOSU). It is the intention of this handbook to serve as evidence of the commitment of the ATEP's commitment to your development as a student. This document should provide the reader with an understanding of the profession of athletic training and the ATEP at SWOSU. Should questions arise that can't be answered by the information in the following pages, or clarification of any point is needed, please seek assistance from any member of the ATEP faculty.

B. Athletic Training Profession

Recognized by the American Medical Association as an Allied Health Profession, the Certified Athletic Trainer (AT) is highly educated and skilled in prevention, recognition, management and rehabilitation of injuries resulting from physical activity. As a sportsmedicine expert and member of the complete healthcare team, the ATC works under the direction of a licensed physician and in cooperation with other health care professionals and sportsmedicine team members. Students pursuing Athletic Training as a Career must graduate from a Commission on Accreditation of Athletic Training Education (CAATE) accredited degree program, pass the Board of Certification Exam, and obtain the correct credentials from the state in which they hope to practice. SWOSU is nationally accredited by the CAATE.

C. Standards of Ethical Conduct

Recognized as the professional standard of conduct among certified athletic trainers, the NATA Code of Ethics (Appendix A) outlines specific clinical behaviors. These principles provide a clear picture of the demeanor expected of all SWOSU ATEP faculty, staff, and students. Failure to uphold these standards will result in dismissal from the Athletic Training Educational Program.

D. Regulation of Athletic Training

The State of Oklahoma Board of Medical Licensure and Supervision is the regulatory body of Athletic Training in the State. SWOSU ATEP faculty, staff, and students shall hold appropriate current licensure in the state and shall practice according to the *State of Oklahoma Athletic Trainers Act (Title 59 O.S. Sections 225-235)* and according to *Oklahoma Administrative Code (Title 435. State Board of Medical Licensure and Supervision. Chapter 25 Athletic Trainers and Apprentices)*. This documentation may be found in Appendix B.

E. Essential Functions of Athletic Training Faculty, Staff, and Students

SWOSU ATEP faculty, staff, and students shall function according to Laws and Regulations set forth in the above referenced document. Appendix C contains specific duties and responsibilities of faculty and staff and students.

Athletic Training Students will perform athletic training procedures and techniques with athletes and patients only after having demonstrated competence in that particular proficiency, and only in situations in which the clinical instructor is present in an immediate supervisory capacity. Supervision is defined as the physical presence of the clinical instructor and the ability to consult the student or intervene on behalf of the patient or athlete.

Athletic Training Students shall perform within established levels of competency. Under no circumstances will an unsupervised student evaluate an injury, relate a decision regarding injury evaluation or prognosis, prescribe therapeutic exercise, or utilize therapeutic modality equipment. The "Temporarily Unsupervised Athletic Training Student" signature page is located in Appendix H.

II. ACADEMIC PROGRAM

A. *Program Goals and Objectives*

The Bachelor of Science in Athletic Training Education Program of the School of Allied Health Sciences at Southwestern Oklahoma State University has established mission, goals and objectives toward which all curricular and program activities are directed.

Mission Statement

It is the mission of the Athletic Training Education Program at Southwestern Oklahoma State University to impart a foundational didactic and structured clinical education that will foster personal and professional excellence. The program will direct the student in the grasp of athletic training theory while encouraging competent and proficient practical skills development.

Goals and Objectives

Goal #1: To successfully execute an Athletic Training Education Program which fulfills the mission of Southwestern Oklahoma State University and addresses the strategic goals appropriate to the School of Allied Health Sciences.

Objectives:

Active recruitment and encouragement of students in all demographic segments.

Bestow Bachelor of Science Degree in Athletic Training unavailable at other universities in the geographic vicinity of SWOSU.

Establish affiliations with and utilize external facilities and facilitators as experiential sites for students involved in the Athletic Training Education Program.

Maintain a network of dynamic sportsmedicine team members for the benefit of students, faculty, and the university community.

Goal #2: The establishment and provision of an accredited educational curriculum which will cultivate the professional preparation of undergraduate students and prepare them for entry level positions as certified athletic trainers.

Objectives:

To maintain CAATE accreditation and continue the fulfillment of expectations set forth in the Standards and Guidelines for an Accredited Educational Program for the Athletic Trainer.

Program graduates success on the BOC exam shall meet or exceed the national mean.

Students will successfully pass each professional course demonstrating achievement of course objectives and identified Athletic Training Educational Competencies prior to graduation.

Demonstrate employment preparedness with graduate and employer follow up.

Ensure graduates possess the ability to fulfill the appropriate credentialing and/or licensing process in the state which they wish to practice.

Goal #3: Empowerment of student athletic training majors as capable learners knowledgeable in contemporary issues and procedures.

Objectives:

The promotion of individual and group problem inquiry and resolution.

Integration of current equipment, supplies, and techniques into laboratory and clinical settings.

Encouragement of technology exploitation and library utilization in course and individual research endeavors.

Make available ample library and technologic materials for student utilization and examination.

Create an understanding of athletic training governmental structure in and promotion of the importance of active membership in professional organizations.

Goal #4: To shape a receptive educational environment, in both the academic and clinical settings, which integrates classroom knowledge and skill acquisition.

Objectives:

Utilization of a variety of teaching methods and tools in a positive environment.

Promotion of significant student/instructor interaction.

Employment of evaluation tools and methods regarding the student, the instructor, and the setting.

Integration of clinical competencies to specific course sequencing.

Cultivation of clinical instructor preparation, guidance, and communication on a regular and timely basis in the creation of an optimum learning environment.

Goal #5: Establishment of the certified athletic trainer as an integral member of the healthcare team in western Oklahoma.

Objectives:

Program faculty and students will model and promote conduct as outlined in the National Athletic Trainers Association Code of Ethics and Southwestern Oklahoma State University Expectations of Athletic Training Students.

Promotion of the profession within local media, civic groups, professional organizations, and the general community.

Exposure to other allied health professionals in clinical experience and classroom lecture.

Development of affiliations with a wide variety of clinical settings allowing observation, experience, and interaction.

Increased utilization and employment of the certified athletic trainer as a relevant healthcare provider in rural settings.

B. Admission and Prerequisite Requirements

Students interested in Athletic Training as a career should seek advisement from ATEP faculty. The Athletic Training pre-professional curriculum is open to any high school graduate or transfer student who obtains formal University admission. The pre-professional curriculum consists of a minimum of 57 hours including courses that meet general education requirements of SWOSU. Students may make application with the program director for formal program admittance prior to April 1st. Admission to SWOSU and meeting minimum requirements does not guarantee admission to the professional phase of the Athletic Training Education Program. To be considered for professional program admittance, the applicant must:

1. Maintain a minimum overall GPA of 2.5
2. Have completed a minimum of 40 hours of coursework including a C or better in the following courses¹:

ATEP 1922 Intro. to Athletic Training
ATEP 2433 AT Care and Prevention /lab
ATEP 2531 Directed Observation in AT
ATEP 2633 Cardiac and Emergency Care

PSYCH 1003 General Psychology
ALHLT 2442 Medical Terminology
ALHLT 1401 Allied Health Careers
KINES 1133 Wellness Concepts
KINES 3443 Kinesiology and Anatomy
BIOL 1004 Biological Concepts/Lab

3. Arrange and Complete 50 observation hours of SWOSU Clinical Instructors in the semester prior to application (35 hours must be completed by Nov.1).
4. Purchase SWOSU Student Liability Insurance
5. **Submit to Student Health Center:** medical history, MMR vaccination records, TB testing records (within 1 year), HBV vaccination records (or declination statement).
6. Obtain personal criminal history information from the Oklahoma State Bureau of Investigation (fee required). Information and form at <http://www.osbi.state.ok.us/PublicServices/CriminalHistory.htm>. Consistent with clinical affiliation agreements, any person who has been convicted of a felony is not eligible for admission to the ATEP.
7. **Submit to ATEP Director:** All application materials, including technical standards signed by applicant and designated physician, criminal history record information, proof of current Professional Rescuer CPR/AED and First Aid Certification, and current official transcripts.

All application materials, including the technical standards for admission, are published on the ATEP website, <http://www.swosu.edu/depts/atep>, and are available from ATEP faculty.

An ATEP admissions committee consisting of the ATEP director, clinical education coordinator, clinical instructors, and Allied Health Sciences faculty review all submitted materials. This information, in conjunction with clinical observation evaluations and faculty recommendations, provides the objective information necessary to identify qualified applicants. Qualified applicants are subject to interview by committee. Selection and ranking criteria are as follows:

Submission of all required documentation	
1. Overall GPA:	15 points
2. Pre-requisite GPA:	25 points
3. Observation Evaluations:	35 points
4. Faculty Recommendations/Interview:	25 points
	100 total

The number of applicants accepted will reflect an appropriate student-faculty ratio and the availability of appropriate clinical resources. The mandatory field/clinical experience and practical application of skills begins following formal program admittance.

¹All courses must be completed prior to August 1st following application.

Students transferring from another institution are required to meet the university's standards for admission and must meet all of the above admission standards. The following courses must be completed at SWOSU:
ATEP 2433 Athletic Training Care and Prevention/Lab
ATEP 2531 Directed Observation in Athletic Training
ATEP 2633 Cardiac and Emergency Care

Transfer students who are seeking admission into the professional portion of the ATEP are strongly encouraged to meet with the ATEP faculty prior to enrollment to ensure appropriate transfer of required coursework.

For candidates of equal qualification, preference shall be given first to SWOSU credit hours, next to state of Oklahoma credit hours, and last to Oklahoma residence status

C. Accreditation Status

The ATEP of SWOSU accredited through 2017-2018 by the Commission on Accreditation of Athletic Training Education.

D. Curricular Philosophy

As indicated in the ATEP mission statement, the curricular philosophy is to encourage intellectual congruity with physical skill development. The practical application of gained knowledge on a daily basis reinforces athletic training competency and proficiency development and integration. This approach spreads academic responsibility between the student, the instructor, and the clinical instructor while incorporating analytical and inquiry skills.

E. Curricular Content

GENERAL EDUCATION

Courses that are required are in bold type.

REQUIRED HOURS	43
Composition	6
ENGL 1113 English Composition I	
ENGL 1213 English Composition II	
Mathematics	3
MATH 1143 Math Concepts	
MATH 1513 College Algebra OR higher numbered math course	
Computer Applications/Technology	2
COMSC 1022 Comp. & Info Access	
Natural Sciences	8
BIOL 1004 Biological Concepts (required)	
SCI 1514 Concepts of Physical Science	
ASTRO 1904 Astronomy	
GEOL 1934 Physical Geology	
CHEM 1004 General Chemistry OR higher numbered chemistry course	
Humanities & Fine Arts	6
ART 1223 Art Survey	
LIT 2413 Introduction to Literature	
MUSIC 1013 Introduction to Music I	
PHILO 1453 Introduction to Philosophy	
COMM 1313 Intro to Public Speaking	
U.S. History & Government	6
HIST 1063 U.S. History	
POLSC 1103 Amer. Government & Politics	
Economic & International Studies	6
HIST 1033 World History	
GEOG 1103 World Cultural Geography	
ECONO 2263 Introduction to Macroeconomics OR	
ECONO 2363 Introduction to Microeconomics	
Behavioral/Social Science	3
PSYCH 1003 General Psychology	
HPER 1133 Wellness Concepts & Exer. Applications	
SOCIO 1003 Introduction to Sociology	
TECH 1123 Technology and Society	
___4 World Languages	

**ATHLETIC TRAINING MAJOR
Code No. 167**

Required courses	50
ATEP 1922 Introduction to Athletic Training	
ATEP 2433 AT Care and Prevention/Lab	
ATEP 2531 Directed Observation in AT	
ATEP 2633 Cardiac & Emergency Care	
ATEP 3273 Practicum in Athletic Training	
ATEP 3733 Practicum in Assessment of Injury	
ATEP 3743 AT Rehab and Reconditioning/Lab	
ATEP 3753 Practicum in Therapeutic Intervention	
ATEP 4233 AT General Med and Pharmacology	
ATEP 4353 A T Eval of Ortho Inj - LE	
ATEP 4363 A T Eval of Ortho Inj - UE	
ATEP 4433 Athletic Training Modalities w/Lab	
ATEP 4722 Administrative Issues in AT	
ATEP 4813 Application of Athletic Training I	
ATEP 4823 Application of Athletic Training II	
KINES 1153 Nutrition	
KINES 3443 Kinesiology and Anatomy	
KINES 4233 Exercise Physiology	
Required Allied Health Minor Courses	24
ALHLT 1401 Allied Health Careers	
ALHLT 2453 Medical Terminology	
ALHLT 3043 Health Statistics w/Lab	
ALHLT 3193 Health Care Delivery	
BIOL 3704 Human Anatomy w/Lab	
BIOL 3904 Human Physiology w/Lab	
OR ALHLT 4074 Pathophysiology w/lab	
ALHLT 3933 Management of Health Institutions	
ALHLT 3963 Health Care Administration	
OR ALHLT 4043 Medicolegal Concepts	
FREE ELECTIVES	2-3
ELECTIVES BRING THE TOTAL TO	120

REGULATIONS PERTAINING TO GRADUATION

Minimum credit hours for graduation	120
Minimum credit hours in the liberal arts & sciences.....	55
Minimum credit hours in upper-division(3000/4000)	40
Minimum credit hours (3000/4000 courses) in major completed at SWOSU	8
Minimum credit hours at SWOSU	30
Minimum Grade Point Average in all coursework.....	2.0
Minimum Grade Point Average in major.....	2.5

F. Course Sequence

This is the suggested course sequence for entering freshman. Other students (transfers, etc.) must complete the appropriate sequence of course work prior to program application.

Athletic Training coursework should be taken in sequence to insure appropriate grasp of material presented. This includes concurrent enrollment in Practicum courses when indicated.

ATHLETIC TRAINING (CODE 167)

Suggested Course Sequence*

FIRST YEAR		SECOND YEAR	
FIRST SEMESTER	SECOND SEMESTER	FIRST SEMESTER	SECOND SEMESTER
1001 Freshman Orient** 1	1003 Gen. Psychology 3	2433 AT Care & Prev/Lab3	3273 Practicum in AT 3
1004 Biological Concepts 4	1153 Nutrition 3	2453 Med Terminology.....3	3704 Human Anat w/Lab..... 4
1133 Wellness Concepts 3	1401 Allied Health Careers..... 1	2531 Directed Obs in AT1	4353 AT Eval – LE w/lab 3
1922 Intro to Athl Train2	Gen Educ Crses 9	3443 Kinesio & Anatomy.....3	4433 Ath Train Modal/Lab 3
Gen Educ Crses 6		2633 Cardiac & Emer Care.....3	Gen Educ Crses..... 3
		Gen Educ Crses3	START of ATEP
		<i>English Proficiency Exam***</i>	
Total 16	Total 16	Total 16	Total 16

THIRD YEAR		FOURTH YEAR	
FIRST SEMESTER	SECOND SEMESTER	FIRST SEMESTER	SECOND SEMESTER
3193 Health Care Delivery 3	4233 Gen Med & Pharm 3	3043 Health Stats w/Lab3	3963 Healthcare Adm
3733 Practicum in Assess3	3743 Ath Train Rehab/Lab 3	4722 Adm Iss in Ath Train.....2	or 4043 Medicolegal Conc 3
4233 Exercise Physiology 3	3753 Practicum Ther Interv 3	4813 App of Ath Train I.....3	4823 App of Ath Train II 3
4363 AT Eval – UE w/lab 4	3904 Human Phys w/ Lab	3933 Mgmt of Health Instit.....3	
	or 4074 Pathophysiology 4		Free Electives..... 3
Gen Educ Crses 3	Gen Educ Crses 3	Gen Educ Crses3	Gen Educ Crses..... 3
Total 16	Total 16	Total 14	Total 12

* This is the suggested course sequence for entering freshman. Other students (transfers, etc.) must complete the appropriate sequence of course work. Athletic Training Courses must be taken in sequence to insure appropriate grasp of material presented. This includes concurrent enrollment in Practicum courses when indicated.

** First time entering Freshmen need to take 1001 Freshman Orientation

*** If applicable. See English Proficiency Program under the General Academic Information Section.

G. Course Descriptions

For a full listing of course descriptions, please refer to the on-line or hard copy of the SWOSU undergraduate catalog.

H. Clinical Education

Following professional program admittance, the clinical educational sequence starts with enrollment in ATEP 3273 Practicum in Athletic Training during the spring semester and ATEP 3733 Practicum in Assessment during the fall semester. ATEP 3753 Practicum in Therapeutic Intervention (concurrent enrollment in ATEP 3743 Athletic Training Rehabilitation/Lab) is during the spring semester of their junior year. This year and a half of clinical education allows the student to apply knowledge in the clinical setting. Senior enrollment in ATEP 4813 Application of Athletic Training I during the fall and ATEP 4823 Application of Athletic Training II during the spring encourages continued application of athletic training techniques and skills. National Athletic Trainers' Association Educational competencies and Clinical Proficiencies are addressed throughout the curriculum. Student clinical education will occur in a variety of athletic training settings including collegiate, secondary, clinic, hospital,

industrial, and physical rehabilitation facilities. Any student participating in these courses must purchase Malpractice Liability Insurance at the approximate cost of \$13.00 annually.

I. Graduation Requirements

Students successfully completing required coursework and clinical education as identified in section E obtain a Bachelor of Science in Athletic Training with a Minor in Allied Health, Administration of Health Services. Students may obtain additional major or minor areas of study as desired, realizing that additional coursework and terms may be necessary.

Students must submit a graduate application in the office of the registrar in the semester prior to anticipated graduation.

III. STUDENT POLICIES

A. Academic Requirements

Athletic Training Education Program Competitive Admissions Policy:

The pre-professional program is designed as 3 semester period in which students satisfy prerequisite coursework and obtain observation experiences. Any student may declare Athletic Training as a major and pursue prerequisite (pre-professional) coursework.

As stated in the Admission Policy, at the time of application, all students must have completed 40 hours of credit with a minimum of 7 from SWOSU, or recognized articulating institutions, and have satisfied program prerequisites as identified in section II. B. This policy applies to all students, including transfer students.

The professional program is designed as a two-year, junior entry-level academic track. The extensive number of educational competencies, clinical proficiencies, and standards and guidelines for athletic training education requires a structured curriculum with a competitive admission process. Additionally, each student completes a minimum of two-years of clinical experience based on a learning progression that should be strictly followed for student learning and the safety of both patients and athletes. The maintenance of appropriate student to clinical instructor ratios and available clinical space dictates the number of students accepted. The professional phase of the Athletic Training Education Program can accommodate a maximum of thirty-two full-time students at any given time. It is necessary to establish this quota of 16 students admitted per year to ensure students admitted to the program have appropriate clinical experience. This also allows students in the Athletic Training Education Program to continue the normal sequence for graduation.

The selection of the students admitted into the Athletic Training Education Program is based on an admissions rubric including the following variables: GPA in pre-requisite coursework, overall GPA, observation evaluations, submission of required documentation including technical standards for admission, interest in the profession as demonstrated in observation experiences, and interview and faculty recommendation.

Those students who are not selected to Athletic Training Education Program have the option of reapplying to the Athletic Training Education Program during the next year, or seeking another major in the university.

Admissions Policy on Student Athletes

Due to the time commitment required for athletic training following the prerequisite period, it is very difficult to simultaneously participate in an intercollegiate sport. However, if a varsity athlete is formally accepted into the Athletic Training Education Program, the clinical experience component would limit the athlete's off-season participation and could necessitate additional clinical semesters to meet desired outcomes. Sports participation is strongly discouraged during the professional program. Please contact the Athletic Training Education Program Director for more information.

B. Retention

Students are retained in the athletic training professional curriculum provided acceptable academic achievement, clinical progress is made in completing Level II - IV Clinical Proficiencies, and professional conduct is maintained. The student may be dismissed from the program for any of the following reasons:

1. Semester grade point average below 2.5 for two consecutive semesters.
2. Inability to attain a minimum grade of "C" in any athletic training course.

3. Unsatisfactory progress in mastering clinical proficiencies
4. History of unsatisfactory evaluations from clinical instructors
5. Inability or failure to participate in assigned clinical education experiences.
6. Unethical practices as outlined by the NATA (NATA Code of Ethics, BOC Standards for Athletic Training, BOC Standards of Professional Practice).
7. Failure to adhere to the Code of Conduct guidelines as outlined in this manual and the SWOSU Student Handbook, including academic misconduct (or dishonesty), or criminal prosecution.
8. History of disciplinary action as documented in student folder

C. Attendance

Participation in the clinical education aspect of the ATEP is vital for the development of skills and abilities necessary to succeed as an entry-level athletic trainer. Therefore, absence from clinical assignments and observation experiences is strongly discouraged. If a situation arises in which an athletic training student is unable to attend a scheduled clinical experience, the clinical instructor must be contacted prior to the occasion and notified regarding the necessity of the absence.

All scheduled clinical days are mandatory. However, if something comes up that you can't attend you need to let your ACI (on campus) and Clinical Coordinator & the CI (off campus) know ahead of time or ASAP when you find out by discussing the matter with them. Form needs to be filled out with Clinical Coordinator and will be kept on file with them for each absence. In the event of an emergency and the form can't be filled out ahead of time the student must fill out form immediately with they return in the Clinical Coordinators office. Each student is allowed four absences per semester that will not affect their grade (this includes sickness, doctors appointments, personal days, etc). After that for each absences following (5, 6, etc) a – 25% will be deducted from the absence points within the clinical education assessment grade. If enough absences are accumulated to use up the points given, the percentage will go into a negative number.

Failing to attend scheduled clinical education experiences without prior notification of the clinical instructor, or continued difficulty meeting clinical requirements, will reflect negatively on clinical evaluations and may lead to dismissal from the ATEP.

D. Dress Code

Athletic Trainers are recognized as Allied Health Professionals. Dress and conduct should reflect professionalism. Professionals who dress sloppily or wear jeans rarely get the respect which they deserve. First impressions last forever, to gain the respect of the athlete or patient, dress appropriately to the situation.

Dress-

Dependant upon the setting in which clinical education is occurring, dress in the athletic training facilities is different than the physician office, hospital, or outpatient rehabilitation facility.

Please refer to facility handbooks for appropriate dress. As a general rule the following dress requirements apply:

Practice-SWOSU t-shirts solid blue, grey or white (approved OSAT t-shirts), khaki or blue shorts/pants or solid blue, gray, black athletic shorts. Wind pants/jackets are appropriate in the ATR – sweat/fleece pants only for outdoors coverage during inclement weather. No exposed undergarments, No short-shorts or revealing tight shirts. *At the discretion of the ACI.*

Game-collared SWOSU athletic training shirt, khaki pants, Capri's or shorts. Dress clothes appropriate for sports that require it.

Off-Campus- professional dress according to the setting.

General Rules - No Jeans, No holes/frays , Shirts tucked, Hair can't interfere with duties, jewelry kept to a minimum, and facial piercing must be removed during clinical education.

E. Conduct

Athletic training students, in accordance with student handbooks, are expected to conduct themselves in a manner that will reflect positively on the university, the ATEP, the athletic department, and the individual.

Proper and professional conduct with patients, athletes, coaches, officials, university faculty and staff, allied health professionals, and visitors must be maintained at all times.

Confidentiality of all patient and athlete information must be maintained. Records should not leave the clinical setting at any time. Any questions from media, professional scouts, or SWOSU coaches regarding a specific athlete should be politely referred to the Head Athletic Trainer and/or clinical instructor.

All students must sign a statement of confidentiality prior to clinical education experiences. This document is located in Appendix D. Furthermore, all students, faculty, and staff must adhere to contractual agreements with affiliate sites, as identified in Appendix E.

Athletic training students must follow all rules and regulations established by SWOSU, NCAA, and NATA, including those pertaining to alcohol, drugs, gambling, and curfews, etc.

Refer to the SWOSU student handbook, or to Appendix A, NATA Code of Ethics, for other information pertaining to conduct.

F. Student Costs

Student costs include tuition and fees as identified in the current Undergraduate Catalog. In addition to these costs, course/lab fees, and room and board, the following costs may be incurred by students pursuing athletic training.

- *Expenses incurred during clinical education courses (travel, housing, food, etc.) Dependant on the location and type of clinical assignment
- *Yearly premium for malpractice. (currently \$13.00)
- *Expenses of obtaining necessary Health and Vaccination requirements (TB shots \$6.00)
- *Expense for Criminal History Information processing (currently \$15.00)
- *Renewal of Professional Health Care CPR/AED (cards \$6.00)
- *Dues for Student athletic training organization \$10.00 annually (strongly recommended)
- *Dues for professional membership (NATA, OATA) (strongly recommended)
- *State of Oklahoma Apprentice Athletic Trainer Licensure
- *Purchase of minimal equipment deemed necessary for clinical experience
- *Annual expense for uniform (approximately \$100.00)

G. Liability Insurance

In addition to the above academic and clinical requirements, and following medical requirements and recommendations, students must present proof of current Professional Rescuer CPR and First Aid Certification (American Heart Association or Red Cross) and present proof of current liability/malpractice insurance coverage for at least \$1,000,000 per occurrence/\$3,000,000 per year. This insurance is obtained annually as a blanket policy in conjunction with other SWOSU allied health education programs at a cost of \$13.00 per student annually.

H. Technical Standards for Admission

The Technical Standards for Admission, as identified in Appendix F, embody the physical, cognitive, and attitudinal abilities an Entry-Level Athletic Trainer must be able to demonstrate in order to function in a broad variety of clinical situations; and to render a wide spectrum of care to athletes and individuals engaged in physical activity. The standards serve to recognize abilities essential to the development of these Entry-Level abilities. Further, the standards reflect the necessary and required skills and abilities identified for the Entry-Level Athletic Trainer as detailed in the NATA Athletic Training Educational Competencies and the BOC Role Delineation Study.

A designated physician, at the time of application, must deem students applying to the Athletic Training Education Program at SWOSU capable of meeting these standards, with or without reasonable accommodation.

In the event that a student requests accommodations, the office of the Dean of Students is responsible for collection of documentation and ruling on the accommodations requested.

I. Student Health Records

ATEP Student Health Policies:

Prior to the date of application to the Athletic Training Education Program (April 1), applicants must submit a record of the following information to Student Health Services and identify themselves as Athletic Training Applicants. All confidential medical information submitted by the student is kept in a secure location and reviewed only by the University Medical Staff. The Nurse notifies the ATEP director of students meeting healthcare requirements at the time of application. Students cannot begin clinical experience without proof of the following:

Required: *Each of the following is available through Student Health Services or the Custer County Health Department*

- ◆ Measles/Mumps/Rubella – Two doses of measles, mumps, rubella (MMR) is required for all students born after 1956. A measles titer showing immunity may be substituted for the vaccination. Students not meeting this requirement will not be eligible for clinical experience, physician services, and may be subject to a transcript hold.
- ◆ Mantoux tuberculin test yearly. If Mantoux is positive, the student must see a physician for chest X-ray and prescribed medical regimen. CDC guidelines must be followed if a Mantoux test is medically contraindicated.
- ◆ Hepatitis B –Hepatitis B vaccination consists of 3 injections given over a 6-month schedule. A student may be granted provisional admittance if the vaccination schedule has been initiated, but must be completed to insure protection. Students may decline the HBV series by signing a declination statement.
- ◆ Technical Standards for admission signed by both the applicant and designated physician

Recommended: *Each of the following is available through Student Health Services or the Custer County Health Department*

- ◆ Tetanus/Diphtheria –Vaccination consists of at least three doses of any tetanus and diphtheria vaccine (DTP, DTaP or DT) during your lifetime with a booster every 10 years.
- ◆ Hepatitis A - Hepatitis A vaccination consists of 2 injections given 6 to 12 months apart.
- ◆ Varicella –Varicella vaccination consists of 2 injections given 4 to 6 weeks apart.
- ◆ Menomume –Vaccination against meningococcal disease consists of 1 injection.
- ◆ Influenza –Annual immunization is recommended to avoid

Any student found to have active communicable disease must follow CDC guidelines coordinated by Student Health Services and is not allowed to participate in any observation or clinical experience until deemed appropriate by these resources.

J. Communicable Disease Policy

The purpose of this policy is to establish procedures to be followed when a student is afflicted or becomes afflicted with a communicable disease. Such diseases include, but are not limited to, hepatitis, meningitis, mumps, AIDS, whooping cough, measles, and tuberculosis.

An individual with a communicable disease shall be required to inform the University Nurse that he/she has a communicable disease. Failure to do so may cause the student to be administratively withdrawn from classes.

A student will inform the University Nurse if he/she has been diagnosed as having a communicable disease. It will be the responsibility of the University Nurse to notify the appropriate administrator(s) within the normal channel of communication of this situation. In the event the student is a minor and the minor's parents are aware of the disease, the student's parents shall have a concomitant duty to so inform the University Nurse. If the student is a minor, the University, through the Dean of Student Personnel Services, shall notify the parents or legal guardians of the student's illness by certified mail, return receipt request. The University shall request from the student (or, if the student is a minor, from the parents of the minor), and the student or student's parents will provide, a medical report from a licensed physician which may be reviewed by a physician designated by the University. The University reserves the right to request that the student be examined a second time, by a physician designated by the University. The medical report or medical evidence will be used to assess each reported illness on a case-by-case basis. Those evaluating the case will include the Dean of Student Personnel Services and appropriate administrative personnel, in conjunction with the student (the student's parents or legal guardians if the student is a minor) and if desired, the student's physician. A determination shall be made, based on medical evidence, concerning the nature of the risk posed by the illness, the likely duration of the risk, the severity of the risk, and the probability the disease will be transmitted and will cause varying degrees of harm.

If, upon the request of the Dean of Student Personnel Services, the student refuses or otherwise fails to provide the medical report, the student will not be allowed to return to the University until such time as the medical report is provided. Should the illness persist, an updated medical report from a licensed physician shall be provided not less than every six months as required by the University.

The student may be administratively withdrawn from classes if it is determined on the basis of medical evidence that his/her continued attendance poses an unacceptable risk to himself/herself or to others.

K. OSHA Requirements

UNIVERSAL PRECAUTIONS POLICY AND PROCEDURE

The Southwestern Oklahoma State University Athletic Training Education Program (ATEP) believes students and faculty should be protected from all foreseeable hazards in the clinical care of the physically active. The ATEP has made efforts to insure that current information concerning the growing threat of infectious disease is provided to our students and faculty, and that a rational policy and procedure have been developed.

Direct exposure of students and/or personnel to blood or other body fluids via skin, mucus membranes or parenteral contact represents a hazard for transmission of blood-borne and other infections. To decrease the likelihood of transmission of those infections, and to minimize athletic training student and faculty contact with blood and body fluids, the following policy is in effect.

Purpose:

To provide a consistent approach to managing body substances from all athletes and patients regardless of diagnosis.

To prevent transmission of potentially infectious agents.

Policy:

1. All students shall attend OSHA and Blood Borne Pathogens Training:
 - Prior to any athletic training observation assignments
 - Annually following formal admittance to the ATEP
2. All blood, body fluids or tissues will be considered to be potentially infectious, and Universal Precautions will be used on all patients and athletes regardless of status.
3. Standard precautions are to include the following procedures:
 - a. All athletic training students and faculty will routinely use appropriate barrier precautions to prevent skin and mucus-membrane exposure when contact with blood or other body fluids of any person is

anticipated. Hands will be washed, gloves will be worn for touching blood and body fluids, mucus membranes, or non-intact skin of all clients, for handling items or surfaces soiled with blood or body fluids. Gloves will be changed after contact with each patient. Masks and goggles or face shields will be worn during procedures that are likely to generate splashes of blood or other body fluids to prevent exposure of mucus membranes of the mouth, nose and eyes. Gowns or protective aprons will be worn during procedures that are likely to generate splashes of blood or other body fluids.

- b. Hands and other skin surfaces will be washed immediately and thoroughly with an anti-microbial soap if contaminated with blood or other body fluids. Hands will be washed immediately after gloves are removed.
 - c. All athletic training students and faculty will take precautions to prevent injuries caused by needles, scalpels, and other sharp instruments or devices during procedures; when cleaning used instruments during disposal of used needles; and when handling sharp instruments after procedures. To prevent needle-stick injuries, used needles will not be recapped, purposely bent or broken by hand, removed from disposable syringes, or otherwise manipulated by hand. After they are used, disposable syringes and needles, as well as discontinued scalpel blades and sharp items will be placed in puncture-resistant containers.
 - d. Although saliva has not been implicated in HIV transmission, disposable mouthpieces, resuscitation bags and other ventilation devices will be used if the need for resuscitation arises.
 - e. Athletic training students and faculty who have exudative and/or open lesions or weeping dermatitis will report this to the clinical instructor and may be required to refrain from all direct client care and from handling client care equipment until the condition resolves.
 - f. All blood, body fluids, or tissue specimen spills will be cleaned up promptly with a bleach solution diluted 1:10. This solution should be mixed daily.
4. In the event of any parenteral, mucus membrane, or cutaneous blood/body fluid exposure:
- a. The student is responsible for:
 - Reporting the incident promptly to the clinical instructor
 - Submission of verification to the clinical instructor that follow-up has been completed at the specified times
 - Any cost incurred as a result of testing and follow up.
 - b. In the event of an exposure, the clinical instructor will:
 - Report the exposure to the appropriate health care agency and the ATEP director
 - Insure necessary follow-up care of the athletic training student and investigation of the incident
 - Counsel the student about protection from transmission
 - Write anecdotal notes of the exposure, the follow-up testing of the student and information regarding adherence to recommendations.
 - Maintain strict confidentiality regarding the incident with the exception of the appropriate supervisor and the Director of the ATEP
 - c. In the event of a student exposure, the Director of the ATEP will:
 - Counsel with the clinical instructor as necessary regarding the exposure of the student
 - Secure the anecdotal records of exposure
 - Insure appropriate follow-up care is received
 - Assist in insuring strict confidentiality regarding the incident and outcome.

All students and faculty will use individual judgment based on the standard precautions guidelines in determining when barriers are needed. Orientation to the Standard Precautions will be provided for all students prior to their first clinical observation and updates will be provided annually for all students in the program.

The faculty will be responsible for insuring students' understanding and appropriate use of the guidelines as well as for monitoring student adherence to guidelines.

L. Student Clubs

Athletic training students are encourage to join student run and professional organizations that will enhance their educational experience and better prepare for professional success following graduation.

The Organization of Student Athletic Trainers (OSAT) is for any student that is interested in the health care of the physically active individual. The OSAT’s mission is to provide an environment for students to gather, learn, and discuss topics related to the health care of physically active individuals or other subject matter that will enhance the preparation of student’s preparing for a future in an allied health field. A SWOSU faculty member that is a BOC Certified Athletic Trainer will sponsor the club.

M. Reference Material

In addition to required text and reserve materials for Athletic Training Coursework, an extensive collection of materials is located in the Al Harris Library. These materials include books, periodicals, computer software, and videotapes and should be utilized regularly.

N. Faculty Information

The following individuals are faculty and clinical instructors of the ATEP:

Dr. Blake Badgett	Medical Director/Private Practice
Jessica Young	ATEP Director/SWOSU
Kris Mahlock	Coordinator of Clinical Education/SWOSU
Edwin Detweiler	Head Athletic Trainer/SWOSU
Tammy Steinkraus	Assistant Athletic Trainer/SWOSU
Gina Schaef	Insurance coordinator/SWOSU
Laura Smith	ACI/SWOSU Student Health Services
Jeff Moses	ACI/Regeneration Physical Therapy
David Sage	ACI/Regeneration Physical Therapy
Derrick Crampton	ACI/Integris Clinton Regional Hospital
Christine Hart Wolfe	ACI/Human Performance Center
Jeremy Hatton	CI/Integris Clinton Regional Hospital
Susan Rose	ACI/Integris Clinton Regional Hospital/Jim Thorpe Rehabilitation
Dr. Dennis Brennan	CI/Integris Clinton Regional Hospital
Dr. Ernest McKenzie	CI/Integris Clinton Regional Hospital
Dr. John Hamlin	CI/Integris Clinton Regional Hospital
Paul Hill	CI/Integris Clinton Regional Hospital
Dr. Anthony Cruse	CI/Southwest Orthopaedic & Reconstructive Specialists
Dr. Daniel Jones	Team Physician/CI/Southwest Orthopaedic & Reconstructive Specialists

O. Grievance Policy

In the event that an athletic training student alleges a violation of student rights in an academic manner, they may redress the situation through the provisions set forth in the SWOSU student handbook.

In the event that sexual harassment is alleged, the harassment should be reported to the immediate supervisor or the Director of Human Resources. Procedures for reporting sexual harassment are found in the SWOSU student handbook.

The ATEP does not discriminate on the basis of race, color, national origin, religion, gender, age, veteran status, political affiliation, sexual orientation, or disability (in compliance with the Americans with Disabilities Act) with respect to admissions or in connection with its programs and activities. Inquiries or requests for reasonable accommodation may be directed to the Dean of Students who will make a determination based on documentation supplied. Pursuant with SWOSU Student Grievance Procedure TITLE IX, TITLE VI, SECTION 504, AND ADA: “Students who feel they have been discriminated against or denied an opportunity because of their race, color, national origin, sex, disability, age, religion, or marital status in a vocational program and activities” have the right to file a grievance with the Dean of Student Services within five (5) days of it’s occurrence. This policy, in its entirety, may be found in the student handbook or on the SWOSU website.

In the event that an athletic training student has a grievance against ATEP faculty, staff, clinical supervisors, or fellow students the following guidelines should be considered:

Criteria for ATEP Grievance (not all inclusive):

Harassment
Unfair Practices
Dishonesty
Unprofessional Conduct
Other

Grievance Procedures:

- Address the grievance with the student, staff, or faculty member involved.
- If the problem is not addressed, inform the individual that you are planning on filing a grievance.
- File a written grievance with the ATEP Director. In the event the grievance is against the ATEP Director, submit the complaint to the Associate Dean of the School of Allied Health Sciences.
- Once the grievance is received, the ATEP faculty and a representative of the athletic training student body will review the case and take appropriate action. Note: In the event that a member of the grievance committee is involved with this action, that individual will not sit on the committee.
- In the event that the outcome of the committee meeting is not acceptable, appeals are to be made to the Associate Dean of the School of Allied Health Sciences.
- In the event that the issue is not resolved by the Associate Dean of the School of Allied Health Sciences, an appeal may be made to the Dean of the College of Graduate and Professional Studies.

P. Disciplinary Action

In the event that disciplinary action is warranted, the ATEP Program Director and faculty are responsible for imposing penalties for infractions of facility policies, athletic policies, academic violations, or professional misconduct. Disciplinary action may include: referral to academic/personal counseling, suspension from duties, or dismissal from the program. In any event, documentation of the action will be maintained in the student file.

- First offense: discussion with ACI regarding misconduct
- Second offense: written disciplinary action form, counseling with ACI and PD and members of the faculty and further disciplinary action as warranted (probation)
- Third offense: written disciplinary action form with probation with possible suspension. To the extent of removal from program based on conduct.

In academic and clinical matters, appeals may be made to the Associate Dean of the School of Allied Health Sciences, Dean of the College of Graduate and Professional Studies, and finally to the office of the Provost.

Q. Clinical Supervision Policy

While gaining clinical experiences, athletic training students must be under the direct supervision of a qualified ACI or CI of the SWOSU ATEP. Direct supervision of athletic training students includes all of the following components:

- ACI or CI must be physically present and have the ability to intervene on behalf of the athletic training student to provide on-going and consistent education.
- The ACI or CI must consistently and physically interact with the athletic training student at the site of clinical experience.
- There must be regular planned communication between the ATEP and the ACI or CI.
- The number of students assigned to an ACI or CI in the clinical experience components must be of a ratio that will ensure effective education and should not exceed a ratio of eight students to a clinical instructor in the clinical setting.

In the instance that an athletic trainer is certified for less than 1 year, the athletic trainer will attend the ACI training workshop and will be considered a Clinical Instructor. Following the workshop the athletic trainer will

be paired with an ACI or CI at the respective clinical site to serve as a mentor to provide direction and assistance in the clinical education environment. This mentoring system is designed to aid the individual in the transition to clinical education and supervision. The mentor must currently be an ACI at SWOSU and have daily interaction with the individual. The individual is responsible for the daily supervision, clinical instruction, and evaluation of athletic training students and meeting with his/her supervisor on a daily basis. Any problems or concerns should be directed to the Athletic Training Education Program Director. A sample mentoring agreement form may be found in Appendix I.

R. Clinical Education Policy

Athletic Training Students are not to serve in the capacity of a Certified Athletic Trainer. Students are not to act in the capacity of managers or secretarial support staff. They are not to be asked or expected to perform duties that compromise their educational experience.

Once a student has successfully completed and been evaluated on an athletic training competency and/or clinical proficiency skill, he/she may begin to utilize these skills on a daily basis, under the supervision of the clinical instructor, during the field experience.

Students who qualify for work-study may not be employed to perform athletic training skills or services. Students are not paid for their participation in clinical and field experiences and are encouraged to review SWOSU student employment guidelines.

Outside Employment

Students are allowed to hold part-time jobs provided they do not interfere with the clinical aspect of the program. Clinical education and field experiences take place primarily during the afternoons from approximately 1:00 pm to 6:00 pm. On occasion these may meet in the morning before courses are offered, depending on the practice and game schedules of the athletic teams that are included as part of the clinical and field experience. The program understands that many students must obtain employment to fulfill financial responsibilities, but students must meet the requirements of the clinical courses.

Relief Days

Students in the professional portion of the ATEP will be given a minimum of one relief day (day off) during the week to attend to outside matters. Once the semester has begun, the ACI or CI and the athletic training student will meet and discuss their schedule for the duration of the clinical rotation. It is the duty of the athletic training student to acknowledge those days in which a class, lab, or work conflict would be appropriate for an off day during the week. These are in addition to any other relief or off days that may occur during the clinical rotation.

Clinical Rotation Hours

During the academic year, students enrolled in the professional portion of the ATEP must track their actual contact hours during clinical rotations. Athletic training student may not average more than 20 hours of clinical experience per week for the duration of the semester. If it is determined that the athletic training student is logging an excess of hours with a clinical rotation, the Clinical Coordinator and Program Director of the ATEP will contact the ACI or CI for that clinical rotation and develop a plan to meet this requirement.

S. Travel Policy

A valuable component of Athletic Training education is the opportunity for students to travel with various athletic teams to off campus events. Students are scheduled for a limited number of these opportunities based on proficiency development and scheduled clinical rotations. Students who have conflict with a particular scheduled travel opportunity may request an alternate date in advance of the scheduled travel.

Southwestern Oklahoma State University (SWOSU) Athletic Training Students (ATS) are not required to travel with SWOSU varsity sport teams unless a SWOSU Approved Clinical Instructor (ACI) is also present on the trip.

In the circumstance that a SWOSU ACI is unable to travel, ATS's will be allowed to travel unsupervised on a volunteer basis and with an understanding of the tasks that they are allowed to perform. Volunteers are allowed

to travel to events in which the host institution provides an ATC on site to assist the ATS should a situation arise that is outside the following guidelines.

ATS will be allowed to perform the following tasks in accordance with Oklahoma State Law (Section 5 of Title 76) stating, “Any person may offer prevention, emergency care or first aid services on a voluntary, uncompensated basis, to any amateur or group at an amateur athletic event.”

- Preventative taping
- Preventative stretching
- Primary evaluation of acute injuries to determine need for referral or activation of Emergency Medical Services
- Immediate care of acute injuries following the Rest, Ice, Compression, and Elevation principles.
- Application of ice packs to individuals free of contraindications.
- Wound care utilizing OSHA procedures as outlined in annual workshops.
- Emergency splinting of injured extremity
- Documentation of the above tasks performed

SWOSU ATS are not to perform the following tasks without supervision at any time:

- Evaluation of acute injuries to determine health status
- Application of therapeutic modalities
- Prescription of therapeutic exercise
- Decision to return injured athlete to activity

This document may be found in Appendix G.

In addition to travel associated with traditional athletic training clinical experience, students will participate in non-traditional, off-campus, clinical experiences as part of the ATEP. As stated previously in this document, “expenses incurred during clinical education courses (travel, housing, food, etc.)” are the responsibility of the student and are “dependant on the location and type of clinical assignment.”

IV. APPENDICES

APPENDIX A:

NATA Code of Ethics

NATA Code of Ethics

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 the Code as a whole. When a conflict exists between the Code and the law, the law prevails.

Principle 1:

Members shall respect the rights, welfare and dignity of all.

1.1 Members shall not discriminate against any legally protected class.

1.2 Members shall be committed to providing competent care.

1.3 Members shall preserve the confidentiality of privileged information and shall not release 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.

2.1 Members shall comply with applicable local, state, and federal laws and institutional guidelines.

2.2 Members shall be familiar with and adhere to all National Athletic Trainers' Association standards, rules and regulations.

2.3 Members shall report illegal or unethical practice pertaining to athletic training to the appropriate person or authority.

2.4 Members shall avoid substance abuse and, when necessary, seek rehabilitation for chemical dependency.

Principle 3:

Members shall maintain and promote high standards in the provision of services.

3.1 Members shall not misrepresent in any manner, 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 via education or experience which are allowed by their practice acts and other pertinent regulation.

3.3 Members shall provide services, make referrals, and seek compensation only for those services that are necessary.

3.4 Members shall recognize the need for continuing education and participate in various types of educational activities that enhance their skills and knowledge.

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 should 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 that reflects negatively on the profession.

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 National Athletic Trainers' Association current or past volunteer leaders shall not use the NATA logo in the endorsement of products or services or exploit their affiliation with the NATA in a manner that reflects badly upon the profession.

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

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

Reporting of Ethics Violations

Anyone having information regarding allegations of ethical violations, and wishing to supply such information to NATA, shall supply this information, with as much specificity and documentation as possible, to NATA's Executive Director or Chair of the Ethics Committee. Information need not be supplied in writing, and the reporting individual need not identify him or herself. Information, however, that is too vague, cannot be substantiated without the assistance of the reporting person, or information where, in the opinion of the NATA Executive Director or Ethics Chair, there is no need for anonymity for the reporting individual will not be forwarded for action by the committee. An individual may report information on the condition that the individual's name or certain other facts be kept confidential. NATA may proceed with an investigation subject to such a condition; however, NATA must inform the reporting individual that at some point in the investigation NATA may determine that it cannot proceed further without disclosing some of the confidential information, either to the applicant or member under investigation or to some other party. A reporting individual, upon receiving this information from NATA, may decide whether or not to allow the information to be revealed. If the reporting individual decides that the necessary information must remain confidential, NATA may be required to close the unfinished investigation for lack of necessary information. Individuals are strongly encouraged to provide relevant information, with as much detail as possible, in writing to:

Ethics Investigation
National Athletic Trainers' Association
2952 Stemmons Freeway #200
Dallas, TX 75247-6196

IV. APPENDICES

APPENDIX B:

STATE OF OKLAHOMA ATHLETIC TRAINERS ACT

**STATE OF OKLAHOMA
ATHLETIC TRAINERS ACT
Title 59 O.S., Sections 525 - 535
INDEX**

- 525 Short Title
- 526 Definitions
- 527 License required
- 528 Board - powers and duties
- 529 Athletic Trainers Advisory Committee
- 530 Qualifications of applicants - applications - examination fee - Apprentice Athletic Trainers license
- 531 Expiration of license - renewal - license fees
- 532 Denial; suspension or revocation of license
- 533 Violation of Act - penalty
- 534 Persons actively engaged as Athletic Trainer - application of Act
- 535 Practice of medicine unauthorized - exemptions from act.2

525. Short Title

This act shall be known and may be cited as the "Oklahoma Athletic Trainers Act".

526. Definitions

As used in the Oklahoma Athletic Trainers Act:

1. "Athletic trainer" means a person with the qualifications specified in Section 530 of this title, whose major responsibility is the rendering of professional services for the prevention, emergency care, first aid and treatment of injuries incurred by an athlete by whatever methods are available, upon written protocol from the team physician or consulting physician to effect care, or rehabilitation;
2. "Apprentice athletic trainer" means a person who assists in the duties usually performed by an athletic trainer under the direct supervision of a licensed athletic trainer;
3. "Board" means the State Board of Medical Licensure and Supervision, and;
4. "Committee" means the Athletic Trainers Advisory Committee.

527. License required

No person shall hold himself or herself out as an athletic trainer without first being licensed under the provisions of this act.

528. Board - Powers and duties

The Board, acting upon the advice of the Committee, shall issue all licenses required by this act, and shall exercise the following powers and duties:

1. To make rules and regulations deemed necessary to implement the provisions of this act;
2. To prescribe application forms for license applicants, license certificate forms and such other forms as necessary to implement the provisions of this act;
3. To establish guidelines for athletic trainers in this state;
4. To prepare and conduct an examination for applicants for licensure under this act;
5. To keep a complete record of all licensed athletic trainers and to prepare an official listing of the names and addresses of all licensed athletic trainers which shall be kept current. A copy of such listing shall be available to any person requesting it upon payment of a copying fee established by the Board;
6. To keep a permanent record of all proceedings under this act;

7. To employ and establish the duties of clerical personnel necessary to carry out the provisions of this act; and
8. To conduct hearings to deny, revoke, suspend or refuse renewal of licenses under this act, and to issue subpoenas to compel witnesses to testify or produce evidence at such hearings in accordance with the Administrative Procedures Act.

529. Athletic Trainers Advisory Committee.

There is hereby created the Athletic Trainers Advisory Committee, to be composed of five (5) members to be appointed by the State Board of Medical Licensure and Supervision. To qualify as a member, a person must be a citizen of the United States and a resident of Oklahoma for five (5) years immediately preceding appointment. Two members shall be licensed athletic trainers, except for the initial appointees and two members shall be physicians licensed by the state and one member shall be a member of the Oklahoma Coaches Association who shall be selected by the Board of the Association.

Except for the initial appointees, members shall hold office for terms of six (6) years. In the event of death, resignation or removal of any member, the vacancy of the unexpired term shall be filled by the Board in the same manner as other appointments. The Athletic Trainers Advisory Committee shall assist the Board in conducting examinations for applicants and shall advise the Board on all matters pertaining to the licensure of athletic trainers. Members of the Committee shall be reimbursed for expenses incurred while performing their duties under the provisions of this act in accordance with the State Travel Reimbursement Act.

530. Qualifications of applicants - Applications - Examination fee - Apprentice athletic trainers license

- A. An applicant to be eligible for an athletic trainer license must meet one of the following qualifications:
 1. Has successfully completed the athletic training curriculum requirements of an accredited college or university approved by the Board and provide proof of graduation;
 2. Be licensed or certified in physical therapy and has spent at least eight hundred (800) hours working under the direct supervision of a licensed athletic trainer; or
 3. Holds a four-year degree from an accredited college or university and has completed at least two (2) consecutive years of supervision, military duty excepted, as an apprentice athletic trainer under the direct supervision of a licensed athletic trainer.
- B. An applicant for an athletic trainer license shall submit an application to the Board and submit the required examination fee. The applicant is entitled to an athletic trainer license if he is qualified as provided in subsection A of this section, satisfactorily completes the examination administered by the Board, pays the applicable license fee, and has not committed an act which constitutes ground for denial of a license under Section 8 of this act.
- C. An applicant for an apprentice athletic trainer license must submit an application to the Board accompanied by a written commitment to supervise signed by the licensed athletic trainer who will be supervising the applicant. The Board may require the taking of an apprentice athletic trainer license examination, which would be administered without cost to the applicant. Fees for such examination may be established by the Board.

531. Expiration of license - Renewal - License fees

- A. A license issued pursuant to this act expires one (1) year from the date of issuance. Licenses shall be renewed according to procedures established by the Board and upon payment of the renewal fee.
- B. License fees shall be established by the Board:
 1. An athletic trainer examination fee of Twenty Dollars (\$20.00) for each examination taken;

2. An athletic trainer license fee of Twenty-five Dollars (\$25.00);
3. An athletic trainer annual license renewal fee of Ten Dollars (\$10.00)
4. An apprentice athletic trainer license fee of Five Dollars (\$5.00).

532. Denial, suspension or revocation of license

- A. The Board may refuse to issue a license to an applicant or may suspend or revoke the license of any licensee if he has:
 1. Been convicted of a felony or a misdemeanor involving moral turpitude;
 2. Secured the license by fraud or deceit; or
 3. Violated or conspired to violate the provisions of this act or rules and regulations issued pursuant to this act.
- B. Procedures for denial, suspension or revocation of a license shall be governed by the Administrative Procedures Act.

533. Violation of act - Penalty

Violation of any provision of this act shall be a misdemeanor and conviction shall be punishable by a fine of not less than Twenty-five Dollars (\$25.00) nor more than Two Hundred Dollars (\$200.00).

534. Persons actively engaged as athletic trainer - Application of act

- A. Any person actively engaged as an athletic trainer in this state on the effective date of this act shall, within six (6) months of that date, be issued a license if proof is submitted of five (5) years' experience as an athletic trainer within the preceding ten-year period, and the license fee required by the Oklahoma Athletic Trainers Act is paid. Nothing herein shall be construed to require any educational institution or other bona fide athletic organization to use the services of a licensed athletic trainer.
- B. Athletic trainers shall not misrepresent in any manner, either directly or indirectly, their skills, training, professional credentials, identity or services.
- C. Any person, as authorized in accordance with Section 5 of Title 76 of the Oklahoma Statutes, may offer prevention, emergency care or first aid services on a voluntary, uncompensated basis, to any amateur or group at an amateur athletic event.

535. Practice of medicine unauthorized - Exemptions from act

- A. Nothing herein shall be construed to authorize the practice of medicine by any person. The provisions of this act do not apply to physicians licensed as such by the State Board of Medical Licensure and Supervision; to dentists, duly-qualified and registered under the laws of this state who confine their practice strictly to dentistry; nor to licensed optometrists who confine their practice strictly to optometry as defined by law; nor to licensed chiropractors who confine their practice strictly to chiropractic as defined by law; nor to licensed osteopathic physicians or osteopathic physicians and surgeons who confine their practice strictly to osteopathy as defined by law; nor to occupational therapists who confine their practice to occupational therapy; nor to nurses who practice nursing only; nor to duly-licensed chiropodists or podiatrists who confine their practice strictly to chiropody or podiatry as defined by law; nor to physical therapists who confine their practice to physical therapy; nor to masseurs or masseuses in their particular sphere of labor; nor to commissioned or contract physicians or physical therapists or physical therapists' assistants in the United States Army, Navy, Air Force, Public Health and Marine Health Service.
- B. The provisions of this act shall not apply to persons coming into this state for a specific athletic event or series of athletic events with an individual or group not based in this state.

Revised 5-11-2000

***OKLAHOMA ADMINISTRATIVE CODE**

TITLE 435. STATE BOARD OF MEDICAL LICENSURE AND SUPERVISION

CHAPTER 25. ATHLETIC TRAINERS AND APPRENTICES

SUBCHAPTER

- 1. General Provisions
- 3. Licensure of Athletic Trainers
- 5. Regulations of Athletic Trainer Practice
- 6. Licensure of Apprentice Athletic Trainers
- 9. Advisory Committee
- 11. Disciplinary Action

*This is an unofficial copy of Chapter 25 of Title 435 of the Oklahoma Administrative Code. Official copies may be obtained from the Office of Administrative Rules..2

CHAPTER 25. ATHLETIC TRAINERS AND APPRENTICES

Subchapter Section

- 1. General Provisions..... 435:25-1-1
- 3. Licensure of Athletic Trainers..... 435:25-3-1
- 5. Regulation of Athletic Trainer Practice..... 435:25-5-1
- 7. Licensure of Apprentice Athletic Trainers..... 435:25-7-1
- 9. Advisory Committee..... 435:25-9-1
- 11. Disciplinary Action..... 435:25-11-1

[**Authority:** Title 59 O.S., Section 528]

[**Source:** Codified 12-30-91]

SUBCHAPTER 1. GENERAL PROVISIONS

Section

435:25-1-1. Purpose

435:25-1-1. Purpose

The rules in this chapter provide general requirements for applicants as athletic trainers/apprentice athletic trainers and regulation of practice.

SUBCHAPTER 3. LICENSURE OF ATHLETIC TRAINERS

Section

435:25-3-1. Licensure by examination

435:25-3-2. Licensure by endorsement

435:25-3-3. Duplicate licenses

435:25-3-1. Licensure by examination

Requirements for Athletic Trainer licensure by examination are as follows:

- (1) **Statutory requirements.** All applicants for licensure by examination must meet the statutory requirements set forth in the Oklahoma Athletic Trainers Act, hereinafter referred to as Act.
- (2) **Required examination.** The State Board of Medical Licensure and Supervision, hereinafter referred to as Board, recognizes and adopts the National Athletic Trainer's Association Certification Examination (hereinafter referred to as NATA) as the examination required for licensure of an Athletic Trainer.
- (3) **Filing application.** Application for licensure by examination must be on file at the office of the Board at least 30 days prior to examination.

- (4) **Admittance.** No person shall be admitted to the examination until satisfactory evidence is submitted to the Board of her/his qualifications to be admitted to such examination.
- (5) **Proof of scores.** Submission of proof of scores of a passing grade, as determined by the National Athletic Trainer's Association shall constitute satisfactory evidence of an applicant's educational qualifications for licensure. Applicants must have the scores submitted to this Board through the Interstate Reporting Service.
- (6) **Failure of written portion of examination.** In the event of failure to pass the written portion of the NATA examination, the applicant must re-take said part of the examination until such time as a passing score is obtained.
- (7) **Failure of oral/practical portion of examination.** In the event of failure to pass the oral/practical portion of the examination, the applicant must re-take said part of the examination until such time as a passing score is obtained.
- (8) **Administration of oral/practical examination.**
 - (A) The oral/practical portion of the examination will be administered by one licensed physician and two licensed Athletic Trainers.
 - (B) The Secretary of the State Board of Medical Licensure and Supervision is authorized to appoint the physician and licensed Athletic Trainers who are to administer the examination each time the examination is given.
- (9) **Fees.**
 - (A) The application for licensure by examination shall be accompanied with a fee to cover the actual cost of purchasing the examination and the cost of administering the examination which is to be determined on a per capita basis.
 - (B) The Secretary of the Board is hereby authorized to assess the actual cost of the examination and the administration costs of said examination and to notify the respective applicants of the cost for the examination or any respective parts thereof.
 - (C) The application for licensure by examination shall be accompanied with a fee of \$50.00 in addition to the examination fee.
- (10) **Team or consulting physician application and written protocol.** An Athletic Trainer's License shall only be issued by the Board upon application filed by both the Athletic Trainer-applicants and the team physician or consulting physician with a written protocol approved by said physician.

435:25-3-2. Licensure by endorsement

Requirements for Athletic Trainer licensure by endorsement are as follows:

- (1) **Statutory requirements.** Applicants for licensure by endorsement must meet all statutory requirements required of applicants for licensure by examination, as set forth in the Act.
- (2) **Examination standard; personal interview.** Any person who is currently licensed by examination as an athletic trainer in another state of the United States of America, the District of Columbia or Puerto Rico, is eligible for licensure by endorsement provided the written examination and grade standard were that of the NATA. Scores must be submitted through the Interstate Reporting Service or other recognized reporting service. If the applicant has not been employed as an athletic trainer during the year prior to application, such applicant may be requested to present herself/himself for a personal interview with the members of the Advisory Committee or the Board.
- (3) **Fees.** The application shall be accompanied by a fee as set in 435:1-1-7.

435:25-3-3. Duplicate licenses

Upon presentation of an affidavit and satisfactory proof that an Athletic Trainer's license has been lost, stolen or destroyed, the Secretary of the Board may issue a duplicate license upon the

instruction of the Board. Such license shall carry the notation that it is a duplicate to replace the original license. A fee set by the Board will be collected.

SUBCHAPTER 5. REGULATION OF ATHLETIC TRAINER PRACTICE

Section

435:25-5-1. Supervision

435:25-5-2. Initial licensure; renewal

435:25-5-3. Renewal fee

435:25-5-4. Prescribing drugs

435:25-5-5. Disclosure of examination contents by licensee prohibited

435:25-5-6. Code of ethics

435:25-5-1. Supervision

The work of the Athletic Trainer shall be done under the supervision of the team physician or consulting physician, although the physician need not be physically present at each activity of the athletic trainer nor be specifically consulted before each delegated task performed.

435:25-5-2. Initial licensure; renewal

Initial licensure of an Athletic Trainer shall be for one year and shall be renewed annually.

435:25-5-3. Renewal fee

The Athletic Trainer licensure renewal fee shall be as set in 435:1-1-7.

435:25-5-4. Prescribing drugs

The athletic trainer shall not prescribe, administer or dispense any scheduled or legend drug.

435:25-5-5. Disclosure of examination contents by licensee prohibited

An athletic trainer shall not reproduce in written form or reveal in any other manner, any part of the written or oral/ practical examination for the purpose of aiding licensure of candidates.

435:25-5-6. Code of ethics

(a) **Rights, welfare and dignity.** Licensees shall respect the rights, welfare and dignity of all individuals.

(1) Licensees shall not practice discrimination on the basis of race, creed, national origin, sex, age, handicap, disease entity, social status, financial status or religious affiliation.

(2) Licensees shall be committed to providing competent care consistent with both the requirements and the limitations of their profession.

(3) Licensees shall preserve the confidentiality of privileged information and shall not release such information to a third party not involved in the patient's care unless the person consents to such release or release is permitted or required by law.

(b) **Compliance with laws and regulations.** Licensees shall comply with the laws and regulations governing the practice of athletic training.

(1) Licensees shall comply with applicable local, state, and federal laws and institutional guidelines.

(2) Licensees shall not engage in the use of illegal drugs or other substances that impairs the ability to practice.

(c) **Sound judgment.** Licensees shall accept responsibility for the exercise of sound judgment.

(1) Licensees shall not misrepresent in any manner, directly or indirectly, their skills, training, professional credentials, identity or services.

- (2) Licensees shall provide only those services for which they are qualified via education and/or experience and by pertinent legal regulatory process.
- (3) Licensees shall provide services, make referrals, and seek compensation only for those services that are necessary.
- (d) **High Standards.** Licensees shall maintain and promote high standards in the provision of services.
 - (1) Licensees shall recognize the need for continuing education and participate in various types of educational activities that enhance their skills and knowledge.
 - (2) Licensees who have the responsibility for employing and evaluating the performance of other staff members shall fulfill such responsibility in a fair, considerate, and equitable manner, on the basis of clearly enunciated criteria.
- (e) **Conflict of interest.** Licensees shall not engage in any form of conduct that constitutes a conflict of interest or that adversely reflects on the profession.
 - (1) The private conduct of the licensee is a personal matter to the same degree as is any other person's except when such conduct compromises the fulfillment of professional responsibilities.
 - (2) Licensees shall not place financial gain above the welfare of the patient being treated and shall not participate in any arrangement that exploits the patient.

[Source: Add at 13 Ok Reg 1709, eff 5-25-96]

SUBCHAPTER 7. LICENSURE OF APPRENTICE ATHLETIC TRAINERS

Section

435:25-7-1. Definitions

435:25-7-2. Supervision

435:25-7-3. Examination

435:25-7-4. Licensure fee

435:25-7-5. Renewal fee

435:25-7-6. Duplicate licenses

435:25-7-1. Definitions

The following words or terms, when used in this Subchapter, shall have the following meaning, unless the context clearly indicated otherwise:

"Apprentice Athletic Trainer" means a person who is putting in clock hours toward becoming a licensed Athletic Trainer.

"Direct supervision" means on-site, personal supervision. The supervisor will delineate specific tasks and duties to be performed. Supervisee will not perform duties or tasks for which he/she is not trained.

"General supervision" means responsible supervision and control. The supervisor is regularly and routinely on site to provide supervision. When not on site, the supervisor is available physically or through direct telecommunication for consultation.

[Source: Amended at 17 Ok Reg 1357, eff 5-11-00].6

435:25-7-2. Supervision

An Apprentice Athletic Trainer is a person who assists in the duties usually performed by an athletic trainer under the direct supervision of a licensed athletic trainer.

435:25-7-3. Examination

The Board hereby waives any examination for licensure as an apprentice athletic trainer.

435:25-7-4. Licensure fee

The fee for licensure as an apprentice athletic trainer upon initial application shall be as set in 435:1-1-7.

435:25-7-5. Renewal fee

The annual renewal fee for licensure as an apprentice athletic trainer shall be as set in 435:1-1-7.

435:25-7-6. Duplicate licenses

Upon presentation of an affidavit and satisfactory proof that an Athletic Trainer's license has been lost, stolen or destroyed, the Secretary of the Board may issue a duplicate license upon the instruction of the Board. Such license shall carry the notation that it is a duplicate to replace the original license. A fee of \$15.00 shall be collected.

SUBCHAPTER 9. ADVISORY COMMITTEE

Section

435:25-9-1. Review of applications

435:25-9-2. Review of complaints

435:25-9-3. Compliance with Administrative Procedures Act

435:25-9-1. Review of applications

The Athletic Trainers Advisory Committee hereinafter referred to as Advisory Committee, will review all applications by individuals for licensure and submit recommendations to the Board for action.

435:25-9-2. Review of complaints

The Advisory Committee will review all complaints and/or investigations wherein there is a possible violation of the Act or the rules of the Board promulgated pursuant thereto and make recommendations to the Board for action.

435:25-9-3. Compliance with Administrative Procedures Act

The Advisory Committee shall follow all provisions of the Administrative Procedures act in conducting all official duties, including investigative hearings, licensure of applicants, etc.

SUBCHAPTER 11. DISCIPLINARY ACTION

Section

435:25-11-1. Grounds for disciplinary action.7

435:25-11-2. Investigatory hearings

435:25-11-1. Grounds for disciplinary action

The Board may reprimand or place on probation any holder of an Athletic Trainers License or Apprentice Athletic Trainers License or revoke or suspend any license issued to an Athletic Trainer or Apprentice Athletic Trainer who:

- (1) Has been convicted of a felony;
- (2) Has been convicted of a misdemeanor involving moral turpitude;
- (3) Habitually uses intoxicating liquor or a habit-forming drug;
- (4) Secured the license by fraud or deceit;
- (5) Has been grossly negligent while in the practice as an athletic trainer or apprentice athletic trainer;
- (6) Has failed to timely make application for renewal;

- (7) Has conducted herself/himself in a manner considered improper by recognized acceptable standards of moral and ethical conduct;
- (8) Violated or conspired to violate the provisions of this Act or Rules and Regulations issued pursuant to the Act.
- (9) Aides or abets, directly or indirectly, the practice of Athletic Training by any person not duly authorized under the Laws of Oklahoma.

[Source: Amended at 16 Ok Reg 1331, eff 4-2-99 (emergency); Amended at 17 Ok Reg 1358, eff 5-11-00]

435:25-11-2. Investigatory hearings

Investigatory hearings may be conducted by the Advisory Committee to ascertain facts, make conclusions and recommendations to the Board.

- (1) **Notices.** All notices or other papers requiring service in an individual proceeding shall be served in the manner set forth in 435:1-1-4 (c).
- (2) **Time.** The time set for a hearing shall not be less than thirty days after the date the notice is completed.
- (3) **Discovery techniques.** All parties to said hearing are authorized to use discovery techniques available to parties in a civil action in the state courts of Oklahoma.
- (4) **Hearing.** The hearing shall be conducted in an orderly manner by the Chairman of the Advisory Committee. The order of procedure will follow that which applies in civil proceedings of law.
- (5) **Administrative Procedures Act.** All hearings shall be conducted in accordance with and be governed by the provisions of the Oklahoma Administrative Procedures Act, 75 O.S. 1971, Sections 301 through 327, as now or hereinafter may be amended.
- (6) **Hearing recorded.** The hearing will be tape recorded and a record preserved by the Chairman of the Advisory Committee. If the respondent desires a certified court reporter to be present, that party shall be responsible for securing the attendance of the same. Neither the Advisory Committee nor the Board shall be responsible for the cost for the attendance of the reporter or a transcription of the hearing.
- (7) **Transcript of hearing.** If a transcript of the hearing is desired, the requesting party must deposit sufficient funds to cover the transcription cost. The fees previously adopted by this Board for such transcription shall be applicable.
- (8) **Continuances.** Requests for continuances received prior to the hearing date may be granted by the Chairman of the Advisory Committee for good cause shown.
- (9) **Recommendations to the Board.** The Advisory Committee shall conduct the hearing, receive all evidence and shall thereafter make its recommendations to the Board for an appropriate order. Such recommendations shall be made within 15 days after the hearing.
- (10) **Appeal to the Board.** An aggrieved party may appeal such finding to the Board within thirty (30) days of the issuance of the Advisory Committee's Recommendations. The appeal to the Board will be on the record; parties will be afforded an opportunity to make oral arguments to the Board.

IV. APPENDICES

APPENDIX C:

Description of Duties and Responsibilities

- 1. ATEP Director**
- 2. Coordinator of Clinical Education**
- 3. Medical Director**
- 4. Team Physician**
- 5. Head Athletic Trainer**
- 6. Assistant Athletic Trainer/Insurance Coordinator**
- 7. Graduate Assistant Athletic Trainer**
- 8. Approved Clinical Instructors/ Clinical Instructors**
- 9. Athletic Training Students**

ATHLETIC TRAINING EDUCATION PROGRAM, DIRECTOR

JOB DESCRIPTION

Reports to: Associate Dean of Allied Health Sciences

JOB SUMMARY

Under minimal supervision, develops, directs and oversees the Athletic Training Education Program. These job functions include development of curriculum, recruitment of students, promotion of program, clinical instruction of students, and completion of program self-study and accreditation processes.

ESSENTIAL FUNCTIONS

- Provide direction and oversight of SWOSU's ATEP
- Instruct Athletic Training coursework. Including the course development, class presentation, evaluation and record keeping.
- Advisement of Athletic Training Majors
- Provide clinical instruction of athletic training students
- Develop satellite programs with surrounding hospitals and schools.
- Recruit students for SWOSU's athletic training education program.
- Development of athletic training laboratories.
- Insure preparation of students for national and/or state certification examinations.
- Assist students in post graduate placement.
- **Ensure compliance with CAATE standards and guidelines for athletic training education.**
- Work in cooperation with Coordinator of Clinical Education and Head Athletic Trainer in the provision of proper clinical rotations for students.
- Provide documentation of program goals, budget, planning and organization to administration.
- Willing to perform all other duties deemed necessary and assigned by the administration.

ADDITIONAL RESPONSIBILITIES

- Serve on department and campus committees.
- Participate and march during graduation ceremonies.
- Promotes safety, safety procedures and a safe working and living environment in the Athletic Training Education Program and School of Allied Health Sciences
- Attend state and national Athletic Training meetings and conventions associated with continuing education and certification.
- Assists in emergency situations as called upon.

EDUCATION, CERTIFICATION AND EXPERIENCE

- Bachelor of Arts or Science in Athletic Training or its equivalent.
- Master of Arts or Science with a curriculum emphasis.
- Certification as ATC with the NATA with minimum of five years experience.
- Oklahoma athletic training licensure or eligible
- Public school athletic training experience.
- University athletic training experience.
- Clinic athletic training experience.
- Background indicating strong interpersonal skills.
- Evidence of scholarly abilities regarding written and presentation skills.
- Evidence of NATA activity regarding certification, continuing education and intensity of that involvement.
- Health Professional CPR/AED Instructorship certification.
- Evidence of curriculum development experience and exposure.

TERMS OF EMPLOYMENT

- Regionally competitive

EVALUATION

- Job performance will be periodically evaluated by the Associate Dean of the School of Allied Health Sciences in accordance with the provisions of the University's policy on evaluations of faculty.

**ATHLETIC TRAINING FACULTY/COORDINATOR OF CLINICAL EDUCATION
JOB DESCRIPTION**

Reports to: Athletic Training Education Program Director and
Associate Dean of the School of Allied Health Sciences

**Medical Director
Job Description**

Requirements

Must be a MD/DO who is licensed to practice in the State of Oklahoma.

Responsibilities

The medical director of the program shall provide competent direction and/or guidance to ensure that the medical components of the curriculum, both didactic and supervised clinical practice, meet current acceptable performance standards.

The medical director shall be involved in the athletic training educational program.

The medical director (MD, DO) should have a sincere interest in the professional preparation of the athletic training student and should be willing to share his/her knowledge through ongoing informal discussion, clinics, and other in-service educational sessions. Involvement of the team physician as a full-time or part-time classroom instructor or guest lecturer is encouraged.

The athletic training room and affiliated clinical sites provide the clinical settings in which the athletic training student is exposed to the medical practices of the team physician. Thus, the medical director's presence in the athletic training room on a regular basis is an important aspect of the student's clinical experience.

Team Physician Job Description

Responsibilities

The team physician(s) of the program shall provide competent direction and/or guidance to ensure that the medical components of the curriculum, both didactic and supervised clinical practice, meet current acceptable performance standards.

The team physician(s) shall be involved in the athletic training educational program.

The team physician(s) (MD, DO) should have a sincere interest in the professional preparation of the athletic training student and should be willing to share his/her knowledge through ongoing informal discussion, clinics, and other in-service educational sessions. Involvement of the team physician as a full-time or part-time classroom instructor or guest lecturer is encouraged.

The athletic training room and allied clinical sites provide the clinical settings in which the athletic training student is exposed to the medical practices of the team physician. Thus, the team physician(s)'s presence in the athletic training room on a regular basis is an important aspect of the student's clinical experience.

<p style="text-align: center;">HEAD ATHLETIC TRAINER /SCHOOL OF ALLIED HEALTH INSTRUCTOR JOB DESCRIPTION</p>
--

Reports to: Athletic Director, Athletic Training Education Program Director, and Associate Dean of the School of Allied Health Sciences

JOB SUMMARY

Under minimal supervision, supervise and administer athletic training as related to 10 NCAA Division II athletic teams. Job functions include prevention, immediate care, and rehabilitation of athletic injuries, budget and financial considerations, didactic and clinical instruction of students, promotion of the athletics departments and athletic training educational program, and assistance in tracking of students' clinical experience.

ESSENTIAL FUNCTIONS

- ◆ Facilitate customary athletic training services at SWOSU for student athletes.
- ◆ Documentation of services, including pre-participation physical examinations.
- ◆ Interaction and communication with team and local physicians.
- ◆ Provide assistance to the Athletic Training Education Program Director in the oversight and development of the SWOSU athletic training undergraduate program.
- ◆ Assist in the documentation of clinical educational experiences of AT Students.
- ◆ Instruct Athletic Training coursework. Including the course development, class presentation, evaluation and record keeping.
- ◆ Contribute to program development and CAATE accreditation while providing assistance to the program director in the implementation of program objectives.
- ◆ Recruitment of undergraduate students to SWOSU.
- ◆ Advisement of Athletic Training Majors.
- ◆ Facilitate on-campus clinical instruction in the laboratory, practicum, athletic training room, and on-field scenarios.
- ◆ Supervision of SWOSU Athletic Department Drug Testing and Education Program.

ADDITIONAL RESPONSIBILITIES

- ◆ Serve on departmental and campus committees
- ◆ Participate and march during graduation ceremonies
- ◆ Promote safety, safety procedures, and a safe working and living environment in the Athletic Training Education Program and the School of Allied Health Sciences
- ◆ Attendance at local, state, regional, and national professional symposia related to continuing medical education and certification
- ◆ Involvement in local, state, regional, and national professional organizations
- ◆ Assist in emergency situations when necessary

EDUCATION, CERTIFICATION, AND EXPERIENCE

- ◆ Bachelor of Science in Athletic Training or Equivalent
- ◆ M.S. or M.A. Athletic Training, Education, or related field
- ◆ BOC certification with minimum 2 years of experience.
- ◆ Oklahoma athletic training licensure or eligible.
- ◆ Demonstrated evidence of effective written and verbal communication skills.
- ◆ Demonstrated evidence of strong professional preparation.
- ◆ Practical experience at a variety of levels, including high school, college, and clinic or hospital.
- ◆ First Aid and CPR Certification
- ◆ Experience in CAATE accredited undergraduate and/or graduate Athletic Training Education Programs strongly preferred.

TERMS OF EMPLOYMENT

Regionally competitive

EVALUATION

Job performance will be periodically evaluated by the Athletic Director and the Associate Dean of the School of Allied Health Sciences in accordance with the provisions of the University's policy on evaluations of faculty.

ASSISTANT ATHLETIC TRAINER/INSURANCE COORDINATOR JOB DESCRIPTION

Reports to: Head Athletic Trainer, Athletic Director, and Athletic Training Education Program Director

JOB SUMMARY

In conjunction with the Head Athletic Trainer, will administer athletic training to 10 NCAA Division II athletic teams. Job functions include prevention, immediate care, and rehabilitation of athletic injuries. Responsible for coordinating payment of medical bills incurred by student athletes as a result of participation in intercollegiate athletics at SWOSU.

ESSENTIAL FUNCTIONS

- ◆ Assists the Head Athletic Trainer directing and supervising the athletic training room.
- ◆ Responsible for providing medical coverage to intercollegiate athletic teams as assigned by the Head Athletic Trainer.
- ◆ Confers with the team physician to ensure proper evaluation, treatment, and rehabilitation of injured student-athletes.
- ◆ Responsible for coordination of all referred medical services, including, but not limited to; payment of services, proper documentation, and medical record upkeep.
- ◆ Serves as a clinical instructor to athletic training students within the Athletic Training Education Program.
- ◆ Follows NCAA Rules and Regulations and the NATA Code of Ethics. Remains current on all state and national requirements for license renewal.
- ◆ Performs other duties and special projects as requested by the Head Athletic Trainer.
- ◆ Comply with and establish a line of communication among parents, physicians, athletes, and coaches.
- ◆ Offers continuing education courses to educate and counsel coaching staffs, student-athletes, students, physicians, and co-workers.

EDUCATION, CERTIFICATION, AND EXPERIENCE

- ◆ Bachelor's Degree in Athletic Training or Equivalent, Masters preferred
- ◆ BOC certification with a minimum of 2 years experience
- ◆ Oklahoma licensure eligible
- ◆ Previous experience with handling of athletic insurance claims

<p style="text-align: center;">GRADUATE STUDENT ASSISTANT ATHLETIC TRAINER JOB DESCRIPTION</p>

Reports to: Head Athletic Trainer and Athletic Director

JOB SUMMARY

Under minimal supervision, assist in the supervision and administration of Athletic Training as related to 10 NCAA division II athletic teams. Job functions include prevention, immediate care, and rehabilitation of athletic injuries, didactic and clinical instruction of students, promotion of the athletics departments and athletic training educational program, and assistance in evaluation and tracking of students' clinical experience.

ESSENTIAL FUNCTIONS INCLUDE PROVIDING ASSISTANCE IN THE FOLLOWING

- ◆ Completion of degree requirement in Graduate level field of choice.
- ◆ Facilitate customary athletic training services at SWOSU for student athletes.
- ◆ Documentation of services, including pre-participation physical examinations.
- ◆ Interaction and communication with team and local physicians.
- ◆ Travel with athletic teams when necessary
- ◆ Assist in the documentation of clinical educational experiences of AT Students.
- ◆ Facilitate on-campus clinical instruction in the laboratory, practicum, athletic training room, and on-field scenarios.

ADDITIONAL RESPONSIBILITIES

- ◆ Promote safety, safety procedures, and a safe working and living environment in the Athletic Department, Athletic Training Education Program, and the School of Allied Health Sciences.
- ◆ Involvement in local, state, regional, and national professional organizations
- ◆ Assist in emergency situations when necessary

EDUCATION, CERTIFICATION, AND EXPERIENCE

- ◆ Bachelor of Science in Athletic Training
- ◆ BOC certification or eligible with 1 year preferred experience
- ◆ Oklahoma licensure or eligible.
- ◆ Demonstrated evidence of effective written and verbal communication skills.
- ◆ Demonstrated evidence of strong professional preparation.
- ◆ First Aid and CPR Certification

TERMS OF EMPLOYMENT

2 year Graduate Assistant Position. Tuition Waiver and monthly stipend provided.

EVALUATION

The Head Athletic Trainer will periodically evaluate Job performance

Approved Clinical Instructor (ACI) Job Description

Responsibilities

An ACI shall be a faculty, staff, or adjunct allied health or medical community member of the sponsoring institution or affiliates who provides formal instruction and/or evaluation of students in the clinical proficiencies of the athletic training educational program. An ACI shall perform psychomotor and/or clinical proficiency instruction and evaluation at some point during the educational experience. Evaluation of the proficiency shall be done in a one-to-one basis as determined by the institution. The ACI shall also be involved in the learning-over-time continuum during the clinical experience.

Qualifications

- BOC Certified Athletic Trainer
- Completed clinical instructor training and is current NATA approved clinical instructor (ACI)
- qualified through professional preparation and experience in their respective academic area
- *Minimum of one year of working experience in their respective field.*

Clinical Instructor (CI) Job Description

Responsibilities

A clinical instructor shall provide direct supervision of students in athletic training and other health care settings during the field experiences. The instructor shall be physically present in order to intervene on behalf of the individual being treated.

Supervision involves daily personal/verbal contact at the site of supervision between the athletic training student and the instructor, who plans, directs, advises, and evaluates the student's athletic training experience. Experiences that are not supervised by a certified athletic trainer will not count toward the required traditional athletic training experience. A ratio of students to clinical instructor should foster substantial personal involvement with a maximum ratio of 8:1 recommended.

Qualifications

An athletic training clinical instructor in the traditional setting shall be a certified athletic trainer in good standing with the BOC. In other health care settings, the clinical instructor shall be duly authorized to practice in his/her respective area.

The clinical instructor should have appropriate experience, as such, in the clinical supervision of athletic training students. Clinical instructors should have a minimum of one year of working experience in their respective field. Clinical instructors should have a sincere interest in the professional preparation of athletic training students. Demonstrated involvement in athletic training and sports medicine through participation in clinical education programs, membership and involvement in related professional organizations is highly desirable. A clinical instructor may be an ACI.

ATHELTIC TRAINING STUDENT DUTY and ABILITY DESCRIPTION

LEVEL 0

Students are in the pre-professional phase and are observation only. Coursework is designed to **develop competency in taping, wrapping, and padding techniques and immediate care procedures.**

LEVEL 1

Students have been accepted into the ATEP and are in the first clinical semester. These students are currently taking coursework designed to **develop orthopedic evaluation of LE and modality techniques** and usage. These students are **developing proficiency in Level 0 tasks.**

<i>Problem Solving Approach-</i> identify and prioritize tasks and act accordingly
<i>Administrative skills-</i> utilize correct written & verbal medical terminology, construct SOAP note with some assistance
<i>Taping & Wrapping skills & Knowledge-</i> perform basic techniques without guidance
<i>First Aid & Immediate Care Skills & Knowledge-</i> conduct primary & secondary assessment, triage, initiate care, utilize emergency splinting & transportation techniques
<i>Injury and Illness Evaluation skills & Knowledge-</i> conduct medical history, identify primary and secondary complaints, demonstrate familiarity with general medical & common athletic injury evaluation.
<i>Rehabilitation & Modality Skills & Knowledge-</i> proper selection of modalities and parameters for specific purposes, recognize and assist in rehabilitation of common athletic injuries
<i>Overall ability-</i> student integrates all above aspects of education in AT practice

LEVEL 2

Students have been accepted into the ATEP and are in the second clinical semester. These students are currently taking coursework designed to **develop orthopedic evaluation of UE.** These students are **developing proficiency in Level 0 & 1 tasks.**

<i>Problem Solving Approach-</i> identify and prioritize tasks and act accordingly
<i>Administrative skills-</i> utilize correct written & verbal medical terminology, construct SOAP note with some assistance
<i>Taping & Wrapping skills & Knowledge-</i> perform basic techniques without guidance
<i>First Aid & Immediate Care Skills & Knowledge-</i> conduct primary & secondary assessment, triage, initiate care, utilize emergency splinting & transportation techniques
<i>Injury and Illness Evaluation skills & Knowledge-</i> conduct medical history, identify primary and secondary complaints, demonstrate familiarity with general medical & common athletic injury evaluation.
<i>Rehabilitation & Modality Skills & Knowledge-</i> proper selection of modalities and parameters for specific purposes, recognize and assist in rehabilitation of common athletic injuries
<i>Overall ability-</i> student integrates all above aspects of education in AT practice

LEVEL 3

Students are in the third clinical semester of the ATEP. These students are currently taking coursework designed to **develop competency in rehabilitation techniques and general medical/pharmacological knowledge** and usage. These students are **developing proficiency in Level 0, 1 and 2 tasks.**

<i>Problem Solving Approach-</i> sets goals, establishes plans, and acts appropriately
Administrative skills- constructs SOAP note without assistance, utilizes progress notes
Taping & Wrapping skills & Knowledge- develops and applies modified protective techniques
First Aid & Immediate Care Skills & Knowledge- same as level 2
Injury and Illness Evaluation skills & Knowledge- proficient in evaluation of UE & LE musculoskeletal injury
Rehabilitation & Modality Skills & Knowledge- proficient in Modality selection and use, establishes goals, chooses equipment and techniques appropriate to treatment plan & phase of recovery
<i>Overall ability-</i> student integrates all above aspects of education in AT practice

LEVEL 4

Students are in the final (fourth & fifth) clinical semesters of the ATEP. These students are currently taking coursework designed to **expand administrative knowledge.** These students should **demonstrate proficiency in Level 0, 1, 2, 3 tasks.**

<i>Problem Solving Approach-</i> demonstrates flexibility in the problem solving process
Administrative skills- effectively communicates with patients, physicians, peers, & allied health professionals in the description of assessment, prognosis, and rehabilitation of injury or illness, demonstrates knowledge of referral necessity
<i>Taping & Wrapping skills & Knowledge-</i> constructs practical protective and corrective devices
<i>First Aid & Immediate Care Skills & Knowledge-</i> see levels 2-3
Injury and Illness Evaluation skills & Knowledge- selects and performs appropriate tests and methods appropriate to injury or illness
<i>Rehabilitation & Modality Skills & Knowledge-</i> selects and performs all aspects of rehabilitation pertinent to injury
<i>Overall ability-</i> student integrates all above aspects of education in AT practice

Duties of Student Secretary Position(s) In Athletic Training Education Program:

JOB SUMMARY

Under minimal supervision, acts as a receptionist and performs secretarial duties for the Athletic Training Education Program (ATEP) with duties being established by the faculty. These tasks are to be performed in a manner that professionally, cordially, and efficiently assist the students, faculty, staff, and visitors who come in contact with this office.

ESSENTIAL FUNCTIONS

- Must be computer proficient
 - formatting tests
 - developing and updating excel worksheets
 - creating power point presentations
 - proper business letter set up
- Telephone skills
- Assist in preparation of course material
- Assist with data collection and program tracking
- Assist ATEP faculty with essential functions and responsibilities
- Assist with inventory maintenance
- General clerical work
- Possesses ability to “self start” and take initiative.
- Strong interpersonal skills

IV. APPENDICES

APPENDIX D:

Statement of Confidentiality and Performance Requirement

**CONFIDENTIALITY AGREEMENT / PERFORMANCE REQUIREMENT
ATHLETIC TRAINING EDUCATION PROGRAM – SWOSU**

*Portions of policy borrowed by permission from the SWOSU Health Information Management Program

Students in the Athletic Training Education Program at Southwestern Oklahoma State University will be working with medical information of actual patients in various types of health care facilities and in the classroom. Two factors must be considered that are relative to student use of medical information:

1. Legally, the information belongs to the patient. Any violation of the confidentiality of patient information is punishable in a court of law.
2. The professional code of ethics of the National Athletic Trainers' Association stipulates that maintaining confidentiality of patient information is a part of professional responsibility and integrity.

Medical Records in all clinical education facilities contain actual patient data and must never be physically removed from the facility, either in whole or in part, nor photocopied for removal purposes.

In performance of activities as a student on clinical practice, the health care internship, and the management practicum, students are also responsible for the following.

1. Personal expenses, (meals, transportation, fees. etc.) while at the affiliate site.
2. Abiding by existing rules and regulations of the affiliate site insofar as they pertain to their activities while utilizing the affiliate site.
3. Maintaining a professional behavior acceptable to the affiliate site. Any disciplinary problems will be resolved cooperatively by the University represented by the faculty coordinator and the clinical practice supervisor of the affiliate site.
4. Treatment of illness or injury, which may occur while participating in practicum and applications courses.*
5. Showing evidence of current physical examination, current immunizations as described in the program handbook, and current malpractice insurance coverage.

In addition, the student should agree to all program policies as stated in the program handbook.

* * * * *

Having read the above, I do hereby agree to maintain the confidentiality of all pertinent information to which I am exposed as a Athletic Training Education student at Southwestern Oklahoma State University. I further acknowledge the above listed responsibilities while participating in the observation, clinical, and field experience portions of the curriculum. I further agree to follow all Athletic Training Education Program policies as stated in the program handbook. I understand that failure to abide by this agreement will result in immediate dismissal from the program.

DATE STUDENT

DATE WITNESS

*Injuries and illnesses sustained during on campus clinical instruction are covered under the athletics insurance policy and student health services

IV. APPENDICES

APPENDIX E: Sample Clinical Contract

STATEMENT OF AGREEMENT for CLINICAL AND FIELD EXPERIENCE

between the

**ATHLETIC TRAINING EDUCATION PROGRAM at
SOUTHWESTERN OKLAHOMA STATE UNIVERSITY, Weatherford, OK**

and

FACILITY NAME

WHEREAS, Southwestern Oklahoma State University in Weatherford, OK (hereinafter referred to as the "University"), FACILITY NAME (hereinafter referred to as the "Facility") desires to set out in writing the terms and respective responsibilities of the two institutions for clinical and field experience of students in the Athletic Training Education Program at Southwestern Oklahoma State University.

The University and the Facility agree as follows:

I. TERMS OF AGREEMENT

- A. This Agreement shall become effective 01/01/02 and continue indefinitely. This Agreement shall be reviewed by both parties upon consent of the Director of the Outpatient Physical Therapy Department of the Facility to accept students for professional practice assignment, and shall automatically renew itself annually unless either party desires to terminate the Agreement and gives the other party ninety (90) days notice of intention to terminate.
- B. The Facility and the University agree that there shall be no discrimination on the basis of race, color, religion, sex, age, national origin, or handicap, in the assignment, acceptance, activities, and evaluation of students in the program established by the Agreement.
- C. The relationship between the Facility and the University does not constitute an employer-employee relationship.

II. FACILITY RESPONSIBILITIES

- A. to plan and implement meaningful and appropriate learning activities relative to the assigned experience.
- B. to orient the student to the Facility and its rules and regulations.
- C. to assume supervision of the student assigned including periodic conferences with the student and/or Athletic Training Education Program Director regarding student reporting requirements and update on progress.
- D. to maintain records and reports on each student's performance and to provide a written evaluation of each student's performance to the University.
- E. to request withdrawal or dismissal of any student whose performance record or conduct at the Facility does not justify continuance in clinical activities.
- F. to notify the University should a situation occur which would compromise a meaningful and appropriate learning experience being provided to the student. If such a situation occurs the student may be reassigned to other activities or withdrawn from clinical and field experience assignments at the Facility.
- G. It is further understood that students are not to be substituted for paid staff. Students may not take the responsibility or the place of "qualified" staff, however, after demonstrating proficiency, students may be permitted to perform procedures with careful supervision. In addition, students may be employed in the clinical Facility outside regular education hours provided the work is limited so it

does not interfere with regular academic responsibilities. The work must be non-compulsory, paid, and subject to employee regulations.

III. UNIVERSITY RESPONSIBILITIES

- A. to assign students to professional practice education only when mutually arranged by the University and the Facility.
- B. to send to the Facility only such students who have successfully completed the requirements for the professional practice education component of the curriculum.
- C. to provide guidelines for professional practice activities, and evaluation forms for assessment of student performance.
- D. to designate a faculty member to coordinate activities and serve as a contact person from the University.
- E. to maintain channels of communication for exchange of information with the Facility by on-site visits, as well as written and telephone communication.
- F. to take action regarding any student whose performance record or conduct does not justify continuance in clinical education at the Facility.
- G. to take action should the Facility indicate that a situation has arisen which would compromise a meaningful and appropriate learning experience being provided to the student. Such action may include reassignment to other activities or withdrawal of students from professional practice assignments at the Facility.
- H. to assure that each student assigned maintains current liability insurance. This information is kept by the University and is available to the Facility upon request. (A group malpractice insurance policy is obtained through Maginnis and Associates, and provides coverage up to \$1,000,000 for each claim and up to a total of \$3,000,000 in any one year.)
- I. to assure that each student attends a bloodborne pathogen orientation session prior to the beginning of professional practice.
- J. University faculty, together with University students, shall respect and conscientiously observe the confidential nature of all information which may come to either or all of them, individually or collectively, with respect to patients and patients' records, and shall be required to execute a Confidentiality Agreement provided by the Facility. University, its students, agents and employees (collectively, "University") acknowledges that it may have access to confidential information including, but not limited to, patient identifying information. University agrees to protect and safeguard from any oral and written disclosure all confidential information regardless of the type of media on which it is stored (e.g., paper, fiche, etc.) with which it may come into contact. University agrees that it will not use or further disclose patient identifying information other than as permitted by this Agreement or required by law. University shall comply with all applicable laws and regulations, specifically including the privacy and security standards of the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), as amended from time to time. To the extent required by HIPAA and the regulations promulgated thereunder, University agrees to provide access to its books and records to the Secretary of Health and Human Services, governmental officers and agencies and Facility. University agrees to incorporate changes or amendments to protected health information when notified to do so by facility. University will ensure that all of its subcontractors and agents to which it provides protected health information pursuant to the terms of this Agreement shall agree to all of the same restrictions and conditions to which University is bound. University agrees to report to Facility any unauthorized use or disclosure immediately upon becoming aware of it. University shall indemnify and hold Facility harmless from all liabilities, costs and damages arising out of or in any manner connected with the disclosure by University of any protected patient identifying information as limited by the Governmental Tort Claims Act Title 51 OK Statutes 1991. Section 151. Upon termination of this agreement, for whatever reason, University agrees to return or

destroy all protected health information. University recognizes that any breach of confidentiality or misuse of information found in and/or obtained from records may result in termination of this agreement and/or legal action. Unauthorized disclosure may give to irreparable injury to the patient or to the owner of such information and, accordingly, the patient or owner of such information may seek legal remedies against University.

IV. STUDENT RESPONSIBILITIES It is agreed that the students in the Athletic Training Education Program at Southwestern Oklahoma State University will be responsible for:

- A. personal expenses (meals, transportation, fees, etc.) while at the Facility.
- B. abiding by existing rules and regulations of the Facility insofar as they may pertain to their activities while utilizing the professional practice facilities.
- C. maintaining a professional behavior acceptable to the Facility. Any disciplinary problems will be resolved cooperatively by the University represented by the Athletic Training Education Program Director and the approved clinical instructor of the clinical facility.
- D. costs incurred for treatment of personal illness or injury which may occur while on professional practice assignments.
- E. maintaining the confidentiality of an affiliate hospital medical records. The student will not divulge to anyone for any purpose, information that they may obtain by association in affiliate sites. The student will sign a confidentiality statement which will be maintained in the student files by the University and which shall be available to the Facility upon request.
- F. showing evidence of current; physical examination, immunizations, and/or other medical records deemed necessary by the University or the Facility(including MMR, TB, HBV). This information will be maintained by the University and will be available to the Facility upon request.
- G. executing an Agreement with the University setting out the obligations of both the Students and University, as defined in this Agreement.

V. MISCELLANEOUS

- A. Any notice or communication required, permitted or desired to be given hereunder shall be deemed effectively given when personally delivered, transmitted by facsimile or other electronic means, or mailed by prepaid certified mail, return receipt requested, to the addresses reflected on the signature pages, or to such other addresses as the parties shall respectively by notice designate.
- B. This Agreement and/or rights, duties, and obligations hereunder, may not be assigned by either party.
- C. This Agreement shall be governed by the laws of the State of Oklahoma.
- D. This Agreement constitutes the entire Agreement between the parties, and supersedes all prior agreements, arrangements, and understandings relating to the subject matter hereof. Any modification hereto shall be valid only if set in writing and signed by all parties hereto. This Agreement may be executed in duplicate or triplicate, each of which is to be regarded as an original by both parties.

FOR THE UNIVERSITY

FOR THE FACILITY

Michael Catterson, MS, ATC, LAT
Director, Athletic Training Education Program
Weatherford, OK

FACILITY REPRESENTATIVE NAME
TITLE AND NAME OF FACILITY

(Date)

(Date)

John M. Hays, Ed.D.
President
Southwestern Oklahoma State University

FACILITY ADMINISTRATOR NAME
TITLE AND NAME OF FACILITY

(Date)

(Date)

A Copy of the completed agreement should be returned to:

Michael Catterson, MS, ATC, LAT
Director, Athletic Training Education Program
Southwestern Oklahoma State University
100 Campus Drive
Weatherford, OK 73096
michael.catterson@swosu.edu
(580) 774-3073
Fax: (580) 774-3749

IV. APPENDICES

Appendix F: Technical Standards for Admission



Southwestern Oklahoma State University

**School of Allied Health Sciences
Athletic Training Education Program**

TECHNICAL STANDARDS FOR ADMISSION

The Athletic Training Educational Program at Southwestern Oklahoma State 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 Educational 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, as well as meet the expectations of the program's accrediting agency (Commission on Accreditation of Athletic Training Education [CAATE]). The following abilities and expectations must be met by all students admitted to the Athletic Training Educational Program. In the event a student is unable to fulfill these technical standards, with or without reasonable accommodation, the student will not be admitted into the program.

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 Educational Program must demonstrate:

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

The Dean of Students/ADA Officer will evaluate a student who states he/she could meet the program's technical standards with accommodation and confirm that the stated condition qualifies as a disability under applicable laws.

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 a whether the accommodations requested are reasonable, taking into account whether accommodation would jeopardize clinician/patient safety, or 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.

Signature of Applicant _____

Date _____

Alternative statement for students requesting 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 each of these standards with certain accommodations. I will contact the Dean of Students to determine what accommodations may be available. I understand that if I am unable to meet these standards with or without accommodations, I will not be admitted into the program.

Signature of Applicant _____

Date _____

Designated Physician Statement

I attest that I, _____, have examined the above individual and find that he/she has the physical and mental ability, **with or without accommodations (PLEASE CIRCLE ONE)**, to meet the aforementioned technical standards of the Athletic Training Education Program at Southwestern Oklahoma State University. Furthermore, I find this individual to be free of communicable disease and find no medical reason, which would limit their ability to successfully complete the program.

Signature of Designated Physician _____

Date _____

IV. APPENDICES

Appendix G: Unsupervised Athletic Training Student Travel

Unsupervised Athletic Training Student Travel

Southwestern Oklahoma State University (SWOSU) Athletic Training Students (ATS) are not required to travel with SWOSU varsity sport teams unless a SWOSU Approved Clinical Instructor (ACI) is also present on the trip.

In the circumstance that a SWOSU ACI is unable to travel, ATS's will be allowed to travel unsupervised on a volunteer basis and with an understanding of the tasks that they are allowed to perform. Volunteers are allowed to travel to events in which the host institution provides an ATC on site to assist the ATS should a situation arise that is outside the following guidelines.

ATS will be allowed to perform the following tasks in accordance with Oklahoma State Law (Section 5 of Title 76) stating, "Any person may offer prevention, emergency care or first aid services on a voluntary, uncompensated basis, to any amateur or group at an amateur athletic event."

- Preventative taping
- Preventative stretching
- Primary evaluation of acute injuries to determine need for referral or activation of Emergency Medical Services
- Immediate care of acute injuries following the Rest, Ice, Compression, and Elevation principles.
- Application of ice packs to individuals free of contraindications.
- Wound care utilizing OSHA procedures as outlined in annual workshops.
- Emergency splinting of injured extremity
- Documentation of the above tasks performed

SWOSU ATS are not to perform the following tasks

- Evaluation of acute injuries to determine health status
- Application of therapeutic modalities
- Prescription of therapeutic exercise
- Decision to return injured athlete to activity

Student must initial and date below for each event that they choose to travel to unsupervised.

I _____, have volunteered and been instructed on proper procedures for traveling with out the supervision of an SWOSU ACI.

Initials	Date	Sport	ACI Approval	Initials	Date	Sport	ACI Approval
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____

IV. APPENDICES

Appendix H: Temporarily Unsupervised Athletic Training Student

Temporarily Unsupervised Athletic Training Student

Southwestern Oklahoma State University (SWOSU) Athletic Training Students (ATS) are not intentionally left unsupervised at any point during the clinical education aspect of the Athletic Training Education Program (ATEP).

In the circumstance that a clinical instructor (CI) is temporarily unavailable to directly supervise, ATS's are allowed to act on a volunteer basis and with an understanding of the tasks that they are allowed to perform.

ATS will be allowed to perform the following tasks in accordance with Oklahoma State Law (Section 5 of Title 76) stating, "Any person may offer prevention, emergency care or first aid services on a voluntary, uncompensated basis, to any amateur or group at an amateur athletic event."

- Preventative taping
- Preventative stretching
- Primary evaluation of acute injuries to determine need for referral or activation of Emergency Medical Services
- Immediate care of acute injuries following the Rest, Ice, Compression, and Elevation principles.
- Application of ice packs to individuals free of contraindications.
- Wound care utilizing OSHA procedures as outlined in annual workshops.
- Emergency splinting of injured extremity
- Documentation of the above tasks performed

Temporarily unsupervised SWOSU ATS are **not** to perform the following tasks

- Evaluation of acute injuries to determine health status
- Application of therapeutic modalities
- Prescription of therapeutic exercise
- Decision to return injured athlete to activity

I _____, have been instructed on proper procedures for acting without the supervision of an SWOSU CI.

Signature

Date

Witness

Date

IV. Appendices

Appendix I: Mentoring Policy for ATC's with less than One-Year Experience

**Southwestern Oklahoma State University
Athletic Training Education Program**

**Mentoring Policy and Procedures for
ATC's with less than One-Year Experience**

Any Graduate Assistant (GA) athletic trainer or Certified Athletic Trainer who has been BOC certified for less than 1 year will be required to have a mentoring system if he/she desires to be an Approved Clinical Instructor (ACI) or Clinical Instructor (CI) for the Southwestern Oklahoma State University Athletic Training Education Program.

Requirements:

1. BOC certification
2. Oklahoma Athletic Training Licensure
3. Attend an ACI workshop where he/she will obtain a description of definitions and responsibilities of an Approved Clinical Instructor.

Responsibilities:

1. Directly supervise, clinically instruct, and evaluate athletic training students in the SWOSU ATEP. This is explained at the ACI workshop.
2. Meet with an assigned supervising athletic trainer who is a full-time employee of the University and who has been a BOC certified athletic trainer for more than 2 years.
3. Discuss any problems or concerns with the ATEP Director. At least one informal meeting will be held at the end of each semester with the GA's.
4. Meet with his/her supervisor on a daily basis. These meetings with the supervisor, program director, or faculty are to help the GA develop as a clinician and clinical instructor.
5. Attend weekly staff meetings.

I _____, have read and understand the above policy regarding mentoring of a Certified Athletic Trainer with less than one-year certified working experience. I will abide by this policy until I have completed one-year of work-related experience.

ATC serving as an ACI or CI

ATEP Director