

**Temple University  
Bachelor of Science in  
Athletic Training**



**Policies and Procedures  
Student Handbook**

## IMPORTANT PHONE NUMBERS

### EMERGENCY PHONE NUMBERS:

Main Campus – 911 Philadelphia Fire and Rescue  
1-1234 Temple Security

### PROGRAM DIRECTOR:

Jamie Mansell, PhD, LAT, ATC  
261 Pearson Hall; Department of Kinesiology  
Temple University  
Philadelphia, PA 19122  
Office: 215-204-2153  
[jmansell@temple.edu](mailto:jmansell@temple.edu)  
Cell: 215-292-5085  
Webpage: <https://cph.temple.edu/kinesiology/programs-offered/undergraduate/athletic-training>

### CLINICAL EDUCATION COORDINATOR:

Anne Russ, PhD, LAT, ATC  
264 Pearson Hall; Department of Kinesiology  
Temple University  
Philadelphia, PA 19122  
Office: 215-204-0264  
[anne.russ@temple.edu](mailto:anne.russ@temple.edu)  
Cell: 937-308-3576

### PROGRAM FACULTY:

Ryan Tierney, PhD, LAT, ATC  
259 Pearson Hall; Department of Kinesiology  
Office: 215-204-4001  
[rtierney@temple.edu](mailto:rtierney@temple.edu)

Jane McDevitt PhD, LAT, ATC  
239A Pearson Hall; Department of Kinesiology  
Office: 215-204-7503  
[Jane.mcdevitt@temple.edu](mailto:Jane.mcdevitt@temple.edu)

Stephen Thomas, PhD, LAT, ATC  
247 Pearson Hall; Department of Kinesiology  
Office: 215-204-4308  
[Stephen.thomas@temple.edu](mailto:Stephen.thomas@temple.edu)

## TABLE OF CONTENTS

### ATHLETIC TRAINING PROGRAM POLICIES AND PROCEDURES

<u>Page</u>	
5	<b>INTRODUCTION</b>
5	Temple University Non-Discriminatory Statement
5	Athletic Training Program Non-Discriminatory Statement
6	Mission Statement
6	Goals and Objectives
8	General Description of the Athletic Training Program
9	<b>ATHLETIC TRAINING PROGRAM PERSONNEL</b>
9	Program Director
10	Clinical Education Coordinator
11	Athletic Training Program Faculty
11	Preceptor
12	Athletic Training Student
13	Athletic Training Program Medical Director
14	<b>ACADEMIC REQUIREMENTS</b>
14	Retention Policies and/or GPA Requirements
15	Guidelines for Transfer Students
16	Athletic Training Core Courses
18	Four-Year Academic Program
20	Athletic Training Core Course Descriptions
23	Academic Advisement
23	Leave of Absence
23	Academic Integrity
24	Professional Development Units
25	Goal Setting
26	<b>CLINICAL EDUCATION</b>
26	Direct Supervision
26	Requirements
27	Documentation of Clinical Education Hours
27	Absence from Clinical Experiences
27	Dress Code
28	Cell Phone Use
29	Electronic Communication
29	Confidentiality
29	Relationships with Patients
29	Professional Relationships with Preceptors
20	Clinical Rotations in the Summer and/or During Winter Break
30	Evaluation Procedures
31	Transportation
31	Transportation of an Injured/Ill Patient
31	Use of Athletic Training Professional Terminology
31	Internship/Volunteer Policy
31	Clinical Experience and Accommodations

**Page**

32	<b>ATHLETIC TRAINING PROGRAM POLICIES AND PROCEDURES</b>
32	Technical Standards
35	Health Requirements
35	Blood Borne Pathogen Policy
36	Blood Borne Pathogen Training
37	Universal Precautions
38	Communicable Diseases Policy
39	Liability Insurance
39	ATP Student Work Policy
40	Sexual Harassment Policy
40	Alcohol, Drugs, and Tobacco Policy
41	Illegal Activities Not Otherwise Stated
41	Studying Abroad / Extended Absence Policy
41	Approximate Costs for the Program
42	Scholarship Information
42	Membership in Professional Organizations
43	BOC Certification Examination
43	Licensure
45	<b>NATA CODE OF ETHICS</b>

**APPENDICES**

47	A:	Acknowledgment Form
48	B:	ATP Advisor Checklist
49	C:	Professional Development Units
53	D:	Goals Worksheet
55	E:	Clinical Experience Requirements
57	F:	Discipline Notification Letter
59	G:	Confidentiality Form
60	H:	Access/Accommodations in Clinical Placement Form
61	I:	Technical Standards
62	J:	Athletic Training Student Physical Examination Form
64	K:	Athletic Training Student Immunization Form
65	L:	Blood Borne Pathogens Policy
66	M:	Communicable Disease Policy

## **DISCLAIMER**

This handbook was created to inform the Athletic Training Students of policies and procedures of the Bachelor of Science in Athletic Training Program (ATP) at Temple University. The overall intent of this handbook is to ensure a quality education experience for every student, and to ensure safe and efficient clinical education opportunities. Every student must be thoroughly familiar with the policies and procedures listed herein. The information in this handbook is not all-inclusive. This handbook, in conjunction with the University Bulletin and departmental handbook, should be used as a guide throughout your progression through the Bachelor of Science in Athletic Training program. Any alterations to the handbook will be made available to all students, staff, and preceptors.

## **TEMPLE UNIVERSITY NON-DISCRIMINATORY STATEMENT**

Temple University is committed to a policy of equal opportunity for all in every aspect of its operations, including employment, service, and educational programs. The University has pledged not to discriminate on the basis of age, color, disability, marital status, nations origin or ethnic origin, race, religion, sex (including pregnancy), sexual orientation, veteran status and genetic information.

## **ATP NON-DISCRIMINATORY STATEMENT**

In compliance with the Temple University non-discriminatory policy, the Athletic Training Program (ATP) does not discriminate on the basis of age, color, disability, marital status, nations origin or ethnic origin, race, religion, sex (including pregnancy), sexual orientation, veteran status and genetic information. In addition, it is these guidelines of the ATP that extend these principles into our daily work. All coaches, staff, and athletes must be judged and treated under these same conditions.

# ATHLETIC TRAINING EDUCATION PROGRAM

## MISSION STATEMENT

The mission of the Temple University ATP is to develop competent athletic training students who are eligible for the Board of Certification (BOC) Examination, to teach ethical reasoning abilities and interpersonal skills to students that will work with the physically active population, to produce clinicians who display sound decision-making and good judgments through critical thinking and analysis of salient facts, and to encourage students to assume a leadership role in their professional careers.

## GOALS AND OBJECTIVES

### **1. To prepare Athletic Training Students for the BOC examination and a successful career as a Certified Athletic Trainer.**

A. Review of Educational Competencies and Clinical Proficiencies matrix within the Athletic Training Education Program (ATP) curriculum

B. Monitor ongoing changes with the BOC, Commission on Accreditation of Athletic Training Education, and National Athletic Trainers' Association (NATA)

C. Assess future ATP needs via assessments (e.g., alumni and employer surveys, Advisory Board meetings, student surveys)

### **2. To prepare Athletic Training Students for clinical practice through various experiences under the guidance of Athletic Trainers and other allied health professionals to develop their professionalism, critical thinking, cognitive and didactic skills.**

A. Provide quality clinical experiences (both sexes) through upper and lower extremity, general medical, individual and team sports and equipment intensive clinical setting

B. Structure learning opportunities that integrate the classroom, laboratory, and practicum experiences into patient care

C. Prepare athletic training students for careers in traditional and emerging settings with diverse populations

D. Provide athletic training students with opportunities to communicate with athletic and medical personnel

E. Provide athletic training students with internship opportunities to develop professional rapport with athletic and allied health professionals

F. Promote and encourage cooperative learning and service orientation for athletic training students

**3. To prepare graduates to practice with cultural competence and professional integrity.**

- A. Adhere to and review the NATA Code of Ethics and Pennsylvania State Practice guidelines
- B. Adhere to and review the Temple University Policy and Procedures Student Handbook
  
- C. Prepare students to work in diverse patient settings
  
- D. Incorporate ethical decision-making into clinical practice

**4. To prepare athletic training students to utilize and demonstrate evidence-based practice decision-making.**

- A. Emphasize the ongoing importance of reading, appraising, and applying research in the athletic training field
  
- B. Provide athletic training students with opportunities to communicate with other allied health care professionals through guest lectures, practicums, and/or clinical experiences
  
- C. Encourage and facilitate efforts of the athletic training students to attend national, regional, state, or local continuing education symposiums, workshops, or meetings

## **GENERAL DESCRIPTION OF THE ATHLETIC TRAINING EDUCATION PROGRAM**

The Bachelor of Science Degree within the Department of Kinesiology and the College of Public Health consists of 124 credit hours. The overall objectives of the ATP are to teach the students in the following Board of Certification domains:

1. **Injury/Illness Prevention & Wellness Promotion** - Promoting healthy lifestyle behaviors with effective education and communication to enhance wellness and minimize the risk of injury and illness
2. **Examination, Assessment, and Diagnosis** - Implementing systematic, evidence-based examinations and assessments to formulate valid clinical diagnoses and determine patients' plan of care
3. **Immediate & Emergency Care** - Integrating best practices in immediate and emergency care for optimal outcomes
4. **Therapeutic Intervention**– Rehabilitating and reconditioning injuries, illnesses and general medical conditions with the goal of achieving optimal activity level based on core concepts (i.e., knowledge and skillsets fundamental to all aspects of therapeutic interventions) using the applications of therapeutic exercise, modality devices and manual techniques
5. **Healthcare Administration and Professional Responsibility**- Integrating best practices in policy construction and implementation, documentation and basic business practices to promote optimal patient care and employee well-being

## ATP PERSONNEL

For an ATP to be successful, the involved personnel must be aware of the importance of each person's role. For example, the Athletic Training Student should know and understand the responsibilities of the Preceptor, and, the Preceptor should be aware of the educational requirements of the Athletic Training Student to ensure the overall success of the program. This section outlines the responsibilities of each position.

### **Program Director**

Unit: Kinesiology  
Reports To: Department Chair  
Positions Supervised: Athletic Training Students  
Athletic Training Faculty

Basic Function: The Program Director is responsible for the day-to-day operation, coordination, supervision, and evaluation of all aspects of the ATP. This individual must be an excellent leader, have a broad based knowledge of the Athletic Training profession, have excellent management skills, and possess the necessary qualifications to perform the functions as identified in the CAATE standards. The Program Director must have a minimum of 5 years of experience as a BOC certified athletic trainer, be a full-time teaching faculty member of Temple University, have current BOC certification and licensure as an Athletic Trainer in the State of Pennsylvania, and shall demonstrate teaching, scholarship, and service consistent with institutional standards. The Program Director shall fulfill the following duties and responsibilities:

- ◆ Provide updated information to the students, staff, and Athletic Training faculty on the ATP.
- ◆ Determine necessary curriculum changes and institute new academic and clinical courses.
- ◆ Serve as the liaison with the Department Chair, Department Committees, and advisors on the ATP and its students.
- ◆ Serve as the liaison with the CAATE, NATA, and the BOC and complete any and all forms or correspondence, which represents the CAATE accredited program.
- ◆ Document ongoing compliance with CAATE standards on an annual basis including the completion of re-certification reports, self-studies, and coordination of site visits.
- ◆ Plan, develop, deliver, and assess all components of the program.
- ◆ Serve as the final authority in determining any actions surrounding students in the CAATE accredited program.
- ◆ Provide input into the clinical education aspects of the program.
- ◆ Maintain Athletic Training Students educational files.
- ◆ Serve as an advisor and assist with graduate school applications.

## **Clinical Education Coordinator**

Unit: Kinesiology  
Reports To: Department Chair  
Positions Supervised: Graduate Athletic Training Students  
Athletic Training Students  
Preceptors

Basic Function: To provide the coordination, supervision, and evaluation of the clinical educational program in consultation with the Program Director. This individual must possess the necessary qualifications to perform the functions as identified in the CAATE standards. The Clinical Education Coordinator must have a minimum of 5 years of experience as a BOC certified athletic trainer, be a full-time teaching faculty member of Temple University, have current BOC certification and licensure as an Athletic Trainer in the State of Pennsylvania, and shall demonstrate teaching, scholarship, and service consistent with institutional standards and shall fulfill the following duties and responsibilities:

- ◆ Create and conduct preceptor training.
- ◆ Provide a handbook for Preceptors, which details the CAATE program and their responsibilities as an extension of the academic program.
- ◆ Identifies the psychomotor skills to be acquired during the clinical experience, and criteria for student evaluation.
- ◆ Assign students to clinical rotations and provide the students with the names of the Preceptors they are assigned to for contact.
- ◆ Determine authorized absences in the clinical setting by the Athletic Training Students and inform the Preceptor of the intended absence.
- ◆ Contact each affiliated site instructor at least once during the student's clinical rotation to review the student's progress and determine student competence in their clinical skills and identify areas that need improvement.
- ◆ Provides Athletic Training Student evaluation forms to Preceptors via ATrack and ensures that completed forms are maintained in student's official file.
- ◆ Meet with each Athletic Training Student at least twice per semester to discuss clinical evaluations and experiences.
- ◆ Assess Preceptors and provide feedback to improve clinical education.
- ◆ Serve as a moderator when problems arise in the clinical setting.
- ◆ Advise students as necessary.

### **Athletic Training Faculty**

Unit: Kinesiology  
Reports To: Department Chair, Program Director  
Positions Supervised: Athletic Training Students

Basic Function: To serve as an instructor, mentor, and role model to the Athletic Training students while fulfilling various Athletic Training responsibilities as assigned by the Program Director and Department Chair. The faculty member must be appropriately credentialed where and when applicable and shall demonstrate teaching, scholarship, and service consistent with institutional standards.

- ◆ Incorporate most current athletic training knowledge, skills, and abilities as they pertain to their respective teaching areas.
- ◆ Document athletic training competencies via ATrack, when applicable.
- ◆ Attend weekly ATP meetings.
- ◆ Participate in the programmatic assessment process, including data collection and dissemination each semester.
- ◆ Direct students to Clinical Education Coordinator or Program Director, as indicated.
- ◆ Complete other tasks as assigned.

### **Preceptor**

Unit: Kinesiology  
Reports To: Clinical Education Coordinator  
Positions Supervised: Graduate Assistant Athletic Training Students  
Athletic Training Students

Basic Function: To serve as an instructor, mentor, and role model for Athletic Training Students as they matriculate through their clinical education and clinical skill development. This individual must possess the necessary qualifications to perform the functions as identified in the CAATE standards. The Preceptor must be a certified athletic trainer credentialed by the state or appropriately credentialed health care professional for a minimum of one year. In addition the Preceptor must be trained/re-trained by the institution at least once every three years. The Preceptor shall fulfill the following duties and responsibilities:

- ◆ Supervise students at all times during clinical education experiences.
- ◆ Complete Preceptor training.
- ◆ Know and understand all psychomotor competencies required for CAATE accredited ATPs.
- ◆ Provide formal instruction and assessment of clinical proficiencies during patient care.
- ◆ Facilitate the clinical integration of skills, knowledge, and evidence regarding the practice of athletic training.
- ◆ Meet with the Athletic Training Students at the beginning of the rotation to:
  - Discuss guidelines at the clinical site including hazardous waste disposal, emergency procedures, referral protocol and record keeping.
- ◆ Develop a schedule to ensure direct supervision of students.
- ◆ Ensure students dress professionally and complete their duties in a professional manner.

- ◆ Approve the Athletic Training Student's hours log on ATrack at a minimum of every two weeks.
- ◆ Speak with the Clinical Education Coordinator at least once during the student's clinical rotation to discuss student progress.
- ◆ Report any and all problems directly to the Clinical Education Coordinator regardless of whether or not the situation was resolved.
- ◆ Complete student evaluation forms via ATrack twice per semester.
- ◆ Whenever possible, serve as a resource person to the athletic training curriculum program for didactic class presentations, assist in the administration of practical examinations, and encourage students to participate in professional activities.
- ◆ Demonstrate understanding of, and compliance, with the policies and procedures of the ATP.
- ◆ Provide site's Emergency Action Plan, calibration records, safety checks, and bloodborne pathogen policy to the program on an annual basis.
- ◆ For any clinical concerns, contact the Clinical Education Coordinator.
- ◆ For any didactic or other concerns, contact the Program Director.

### **Athletic Training Student(s)**

Unit: Kinesiology

Reports To: Program Director, Clinical Education Coordinator, Athletic Training Faculty and Preceptor

Positions Supervised: None

Basic Function: To successfully complete the clinical proficiency skills set forth by the BOC while fulfilling various Athletic Training responsibilities as assigned by the Program Director, Clinical Education Coordinator, or Preceptor in accordance with his or her educational and skill level throughout the entire semester.

- ◆ Athletic Training Students must attend all regularly scheduled courses, meetings, and clinical assignments.
- ◆ Communication must be adhered to, including all verbal and written (including emails) forms.
- ◆ Community service is a key component of any profession and students will be expected to participate in service activities.
- ◆ Professional dress is expected at all clinical assignments.
- ◆ Competency review is imperative for success in the program. Athletic training skills and mastery of these skills are necessary for success as an Athletic Trainer.
- ◆ Conduct themselves according to the NATA Code of Ethics.
- ◆ For any clinical concerns, contact the Clinical Education Coordinator.
- ◆ For any didactic or other concerns, contact the Program Director.

### **ATP Medical Director**

Unit: Kinesiology

Reports To: Program Director

Basic Function: To serve in coordination with the Program Director, as a resource and expert for the medical content of the ATP in both formal classroom and supervised clinical experiences. The Medical Director must be an MD/DO who is licensed to practice in the state of Pennsylvania.

- ◆ Whenever possible, serve as a resource person to the athletic training curriculum program for didactic class presentations, assist in the administration of practical examinations, and encourage students to participate in professional activities.
- ◆ Demonstrate understanding of, and compliance, with the policies and procedures of the ATP.

## ACADEMIC REQUIREMENTS

### RETENTION POLICIES AND/OR GPA REQUIREMENTS

Athletic training majors must satisfactorily complete all core athletic training and departmental courses (minimum of a C). If a grade of C or below in any ATP and/or Kinesiology required class is obtained, the student must retake the course the next time it is offered. According to Temple University policy, students are permitted to repeat a course one time. Students who need to repeat a course a second time must obtain the approval of the dean/designee of their home school or college and be registered with assistance. No students may repeat a course a third time. All course withdrawals, with the exception of “withdrawal with approved excuse (WE)” are included in the course repeat count.

Students unable to successfully complete courses that are required for their majors or school/college requirements in the allotted number of repeats must meet with their academic advisors to discuss alternate graduation plans. Students who have exhausted course attempts for course(s) required for their major will be required to change majors. If the selected new major does not require the course in question, it is possible that the new major may be in the same school or college. Students who have exhausted allowable course attempts in course(s) required for their degree program (school/college requirements) will be required to transfer internally (IUT) within the university from their current school or college to a school or college degree program that does not require the course in question.

Students that fail to follow the NATA Code of Ethics and/or policy and procedures for any affiliated site may also be dismissed from the Program. This includes involvement in illegal activities, violation of the alcohol, drugs, and tobacco policy, unexcused absences for clinical assignments, or violation of university or program policies.

**Students who have a felony or misdemeanor conviction, including drug and alcohol related offenses, must report a written explanation to the Board of Certification to determine eligibility to sit for the BOC Certification Exam. For detailed and updated instructions, please see the Board of Certification Candidate Handbook found at [www.bocatc.org](http://www.bocatc.org).** There is a possibility that certain convictions will prevent a student from completing clinical experiences in some settings. Students with such offenses may be referred to student advising for assistance in exploring alternative academic options.

## **GUIDELINES FOR TRANSFER STUDENTS**

*\*After the 2015-2016 academic year, Temple University will no longer accept applicants into the BSAT program. The Commission on the Accreditation of Athletic Training approved a substantive change to the Master of Science in ATP beginning in 2017.*

All students wishing to transfer to the Temple University ATP must first meet all of the pre-admission requirements. Upon admission to the ATP, the student may petition that prior course work and/or clinical experiences be considered as equivalents of courses and/or clinical experiences within the ATP. Subject to the University's Transfer Credit Policy for Matriculated Undergraduate Students (policy no. 02.10.18), the following departmental policies and procedures must be followed in order to consider transfer students prior work:

### **Petition Procedures:**

1. The transfer student must submit in writing their request for accepting previous coursework and/or clinical/field experiences. Included in this document should be the following:
  - a. Name of the course, credit hours, professor, institution, and name of the TU course it will be substituting
  - b. A copy of published course descriptions for all courses
  - c. A detailed copy of a course syllabus, for all courses, or a letter from the instructor describing in complete detail what the course taught

### **Course Acceptance Procedures:**

1. The Program Director will review each of the course description and syllabi.
2. The Program Director will then compare the said course to the TU course and determine if they are comparable. The following criteria will be evaluated:
  - a. Credit hours
  - b. Content
  - c. Laboratory experiences
3. If the course does not have comparable credit hours, content, and/or laboratory experiences the course will not be substituted for the TU course and the student will follow the normal athletic training curricular plan.
4. If the course has comparable criterion to the TU course the student will then be placed within the curricular plan where appropriate.

## ATHLETIC TRAINING CORE COURSES

In addition to Athletic Training core courses, fulfillment of University core courses (28-32 credits) and Departmental core courses (27-32 credits) is also required. Additional information regarding these courses can be found in the Department of Kinesiology Undergraduate Handbook. The course numbers are reflected on the table below.

<b>Course Number: KN</b>	<b>Current Course Title</b>	<b>C.H.</b>
1223	Anatomy and Physiology I	4
1224	Anatomy and Physiology II	4
1442	Basic Techniques in Athletic Training	2
1444	Movement Injuries: Care & Prevention	3
2421	Emergency Medical Care for Health Professionals	3
2424	Functional Anatomy	3
2441	Lower Extremity: Assessment and Treatment of Injuries	3
2442	Upper Extremity: Assessment and Treatment of Injuries	3
3202	Biomechanics	4
3441	Therapeutic Modalities	4
3442	Therapeutic Exercise	4
3443	Head, Neck & Spine: Assessment and Treatment of Injuries	3
3444	General Medical Conditions in Athletic Training	3
3487	Practicum in Athletic Training I	3
3687	Practicum in Athletic Training II	3
4311	Physiology of Physical Activity	3
4314	Neuromuscular Principles of Strength and Conditioning	4
4443	Organization and Administration of Athletic Training	3
4487	Practicum in Athletic Training III	3

4450	Special Topics in Athletic Training	3
4687	Practicum in Athletic Training IV	3
PH 1104 or KN 4242	Nutrition and Health (or course approved by Program Director)	3

## FOUR-YEAR ACADEMIC PROGRAM

### Freshman Year

#### Fall

#### Spring

Course	Cr.	Course	Cr.
KN 1223 Human Anatomy and Physiology I	4	KN 1201 Introduction to Kinesiology	3
Analytical Reading	4	KN 1224 Human Anatomy and Physiology II	4
Quantitative Literacy Course (GW)	4	KN 1442 Basic Techniques in Athletic Training	2
GenEd Breadth Course	3	KN 1444 Movement Injuries	3
<b>TOTAL</b>	<b>15</b>	Mosaic : Humanities Seminar (GY)	3
		KN* Forms of Movement	1
		<b>TOTAL</b>	<b>16</b>

### Sophomore Year

#### Fall

#### Spring

Course	Cr.	Course	Cr.
KN 3441 Therapeutic Modalities in Athletic Training	4	KN 3202 Biomechanics of Physical Activity	4
KN 2421 Emergency Medical Care for Health Professionals	3	KN 2441 Lower Extremity: Assessment / Treatment	3
KN 2424 Functional Anatomy for Kinesiology	3	Gen Ed Breadth Course	3
KN 2204 Motor Behavior	3	Gen Ed Breadth Course	3
Mosaic: Humanities Seminar II (GZ)	3	KN 4242 Exercise, Nutrition and Behavior OR PBHL 1104 Nutrition & Health	3
<b>TOTAL</b>	<b>16</b>	<b>TOTAL</b>	<b>16</b>

### Junior Year

#### Fall

#### Spring

Course	Cr.	Course	Cr.
KN 2442: Upper Extremity: Assessment & Treatment of Injuries	3	KN 3443 Head, Neck, and Spine: Assessment and Treatment of Injuries	3
KN 3487 Practicum in Ath Trn I	3	GenEd Breadth Course	3
KN 3444 General Medical Conditions in Athletic Training	3	KN 3687 Practicum in Ath Trn II	3
KN 2203 Physiology of Physical Activity	4	KN 3442 Therapeutic Exercise	4
GenEd Breadth Course	3	KN 1000-1099 Forms of Movement	2
<b>TOTAL</b>	<b>16</b>	<b>TOTAL</b>	<b>15</b>

**Senior Year****Fall****Spring**

<b>Course</b>	<b>Cr.</b>	<b>Course</b>	<b>Cr.</b>
KN 3296 Social and Psychological Aspects of Physical Activity (WI)	3	KN 4296 History and Philosophy of Kinesiology (WI)	3
KN 4443 Organization and Administration in Athletic Training	3	KN 4314 Neuromuscular Principles in Strength & Conditioning	4
KN 4487 Practicum in Ath Trn III	3	KN 4687 Practicum in Ath Trn IV	3
KN 4311 Advanced Physiology of Exercise	3	KN 4450 Special Topics in Athletic Training	3
HRPR 1001: The Way We Work, Live & Play	3	KN 1001-1099 Forms of Movement	1
KN* Forms of Movement	1		
<b>TOTAL</b>	<b>16</b>	<b>TOTAL</b>	<b>14</b>

For most accurate, please see the *Undergraduate Bulletin*: <http://bulletin.temple.edu/undergraduate/>

## ATHLETIC TRAINING CORE COURSE DESCRIPTIONS

### **1223. Human Anatomy and Physiology I (4 s.h. with Lab)**

This course is the first of a two-course sequence dealing with the anatomical and functional relationships of the human body. Emphasis is placed on systems integration leading to an understanding of the functions of the human organism. KN 1223 covers basic structure and function of the body (cells and tissues, organs, systems) through detailed investigations of the skeletal, muscular, and nervous systems.

### **1224. Human Anatomy and Physiology II (4 s.h. with Lab)**

*Prerequisite:* KN 1223

This course is the second in a two-course sequence dealing with the anatomical and functional relationships of the human body. Emphasis is placed on systems integration leading to an understanding of the functions of the human organism through detailed investigations of the endocrine, circulatory, digestive, urinary, and reproductive systems.

### **1442. Basic Techniques in Athletic Training (2 s.h.)**

This course introduces students to basic taping and wrapping techniques that are commonly used in the prevention of joint injury in the athletic training profession. Students will obtain both didactic information and practical application of basic taping and wrapping techniques, splinting and ambulatory devices, as well as the guidelines for fitting protective equipment.

### **1444. Movement Injuries: Care and Prevention (3 s.h.)**

This lecture course introduces students to the care and prevention of movement injuries. The content includes a review of pertinent anatomical structures and their relationship to injuries. The course also covers mechanisms, extrinsic and intrinsic factors, as well as basic preventative and treatment measures for common sports related injuries. Lastly, an overview of legal issues related to sports health care is also discussed.

### **2421. Emergency Medical Care for Health Professionals (3 s.h.)**

This course will provide an introduction to emergency care procedures for the health professional. Students will have the opportunity to learn about and demonstrate the skills necessary to manage acute injuries and illnesses. This will include surveying the scene, conducting initial assessments, utilizing universal precautions, activating an emergency action plan, implementing appropriate emergency techniques and procedures, conducting a secondary assessment and implementing appropriate first aid techniques and procedures for non-life-threatening situations. Note: Advanced First Aid and CPR certification issued upon successful completion on the course.

### **2424 Functional Anatomy in Kinesiology (3 s.h.)**

*Prerequisite:* KN 1223.

This course is designed to introduce the student to the basic principles of kinesiology and functional anatomy as they relate to normal movement. Basic neuromusculoskeletal assessment techniques such as identification and palpation will be emphasized in the course.

### **2441. Lower Extremities: Assessment and Treatment of Injuries (3 s.h.)**

*Prerequisite:* KN 1223, KN 2421, KN 2424, KN 3441

Study of athletic injury assessment principles and techniques at the advanced level. Specific areas include assessment and treatment of emergency medical situations, orthopedic injuries of the lower extremity. First of five supervised clinical experiences in the application of athletic training techniques. Successful completion of 200 hours and a maximum of 225 hours of clinical experience is required. Background checks, CPR Certification, and medical requirements must be completed prior to the first day of class. Athletic training majors only. Spring only. Note: A field experience in athletic training is required.

### **2442. Upper Extremities: Assessment and Treatment of Injuries (3 s.h.)**

*Prerequisite:* KN2441

Study of athletic injury assessment principles and techniques at the advanced level. Specific areas include assessment and treatment of injuries and conditions involving the upper extremities. Fall only.

### **3202. Biomechanics of Physical Activity (4 s.h.)**

*Prerequisite:* KN 1223.

This course focuses on the anatomical and functional relationships among the skeletal and muscular systems and the basic mechanical principles involved in physical activity.

#### **3441. Therapeutic Modalities in Athletic Training (4 s.h.)**

Prerequisite: KN 1223, KN 1444

This course provides baseline knowledge regarding the indications, principles of application, and clinical decision making for thermal, electrical, and mechanical agents used in the management of athletic injuries.

#### **3442. Therapeutic Exercises in Athletic Training (4 s.h.)**

Prerequisite: KN 1444, KN 2442, KN 3441 Corequisite: KN 3444, 3687

This course introduces the concepts and principles of a comprehensive rehabilitation program for managing athletic injuries. Spring only.

#### **3443. Head, Neck, and Spine: Assessment and Treatment of Injuries (3 s.h.)**

Corequisite: KN 3442, 3687

Study of athletic injury assessment principles and techniques at the advanced level. Specific areas include assessment and treatment of injuries and conditions to the head, neck, and spine. Spring only.

#### **3444. General Medical Conditions in Athletic Training (3 s.h.)**

Prerequisite: KN 1224

This course examines current issues in athletic training and sports medicine not previously presented in the undergraduate athletic training curriculum to include conditions of the thorax and abdomen, and systemic diseases. Fall only.

#### **3487. Practicum in Athletic Training I (3 s.h. each)**

Prerequisite: KN 2441.

Course is designed to teach the athletic training student the knowledge and application of clinical skills necessary for the development of competency in athletic training. Focus is on lower extremity evaluation skills. Second of five supervised clinical experiences in the application of athletic training techniques. Successful completion of 200 hours and a maximum of 225 hours of clinical experience is required. In addition to clinical experience/practicum hours, students also attend review sessions to assist with performance during the practicum experience. Background checks, CPR Certification, and medical requirements must be completed prior to the first day of class. Athletic training majors only. Fall only.

#### **3687. Practicum in Athletic Training II (3 s. h.)**

Prerequisite: KN 3487.

Co-requisites: KN 3442, KN 3443.

Course is designed to teach the athletic training student the knowledge and application of clinical skills necessary for the development of competency in athletic training. Focus is on upper extremity evaluation skills. Third of five supervised clinical experiences in the application of athletic training techniques. Successful completion of 200 hours and a maximum of 225 hours of clinical experience is required. In addition to clinical experience/practicum hours, students also attend review sessions to assist with performance during the practicum experience. Background checks, CPR Certification, and medical requirements must be completed prior to the first day of class. Athletic training majors only. Spring only.

#### **4311. Advanced Physiology of Activity (3 s.h.)**

Prerequisite: KN 2203.

This course focuses on the functional changes brought about by single or repeated exercise sessions with the intent to improve the exercise response and promote health-related fitness. Laboratories include the measurement of muscular function, metabolism, respiration, cardiovascular function, body composition, work in the heat, and other aspects of human performance.

#### **4314. Neuromuscular Principles in Strength and Conditioning (4 s.h.)**

Prerequisite: Kinesiology 2203.

The course involves an in-depth study of neuromuscular anatomy and physiology with special attention to the acquisition and expression of muscular strength. The scientific basis of muscle performance will be thoroughly investigated. Contemporary training theories for the modification of strength, endurance, speed and power of human skeletal muscle will be reviewed and the results applied to special populations across the movement spectrum. This course is designed to help students integrate and synthesize a large body of knowledge in regard to the role of

strength in people's lives and how to best construct exercise-training programs whose outcomes aim to improve neuromuscular function. Via the laboratory component of this course, the students will develop expertise in exercise testing of muscular performance and exercise programming for optimal strength, endurance, speed and power. This course is predicated upon guidelines established by the National Strength and Conditioning Association (NSCA).

#### **4443. Organization and Administration in Athletic Training (3 s.h.)**

*Prerequisite:* KN 3687.

This course focuses on all administrative aspects of the athletic training profession and includes but is not limited to risk management, budget development, policies and procedures as well as identifying facility hazards. This course will also cover contemporary guidelines of the prescreening and physical examination of athletes in addition to record keeping policies, injury, and progress documentation. Lastly, students will learn to develop a safe and efficient athletic training facility incorporating federal and state guidelines.

#### **4487. Practicum in Athletic Training III (3 s.h. each)**

*Prerequisite:* KN 3687, KN 3442, KN 3443.

Course is designed to teach the athletic training student the knowledge and application of clinical skills necessary for the development of competency in athletic training. Focus is on rehabilitation skills. Fourth of five supervised clinical experiences in the application of athletic training techniques. Successful completion of 200 hours and a maximum of 225 hours of clinical experience is required. In addition to clinical experience/practicum hours, students also attend review sessions to assist with performance during the practicum experience. Background checks, CPR Certification, and medical requirements must be completed prior to the first day of class. Athletic training majors only. Fall only.

#### **4450. Special Topics in Athletic Training (3 s.h.)**

*Prerequisite:* KN 4487

This course will provide advanced information about current techniques in orthopedic surgery, functional rehabilitation, psychosocial intervention, strength and conditioning, and research. Contemporary topics such as pharmacology and nutrition as related to physically active populations will also be discussed. This course will provide opportunities to observe surgical procedures as well as participate in all aspects of current research in athletic training. Athletic Training majors only. Spring only.

#### **4687. Practicum in Athletic Training IV (3 s.h. each)**

*Prerequisite:* KN 4487

Course is designed to teach the athletic training student the knowledge and application of clinical skills necessary for the development of competency in athletic training. Serves as the capstone experience. Fifth of five supervised clinical experiences in the application of athletic training techniques. Successful completion of 200 hours and a maximum of 225 hours of clinical experience is required. In addition to clinical experience/practicum hours, students also attend review sessions to assist with performance during the practicum experience. Background checks, CPR Certification, and medical requirements must be completed prior to the first day of class. Athletic training majors only. Spring only.

#### **KN 4242: Exercise, Nutrition, and Behavior**

This course will provide an overview of the interaction among exercise, nutrition and behavior, specifically from a psychosocial approach. Students will learn about psychological factors, health behavior change, assessment and intervention strategies for exercise and nutrition. Course content is particularly relevant for undergraduate students in the social science and bioscience aspects of kinesiology, psychology, public health, and other health professions.

#### **PH 1104. Nutrition and Health (3 s.h.)**

Examines food habits and nutritional needs of young adults. Considers nutritional advertisements, food faddism, fad diets, deficiency diseases, and evaluation of diets.

There are several course available to take as electives that are currently offered at the graduate level. Students wishing to pursue these courses as electives should see the Program Director. Certain grade and GPA restrictions will apply.

## **ACADEMIC ADVISEMENT**

The Kinesiology Department provides students with multiple means to receive academic and career advice (see Advisor Checklist: Appendix B). The Department employs several full-time academic advisors. In addition, the Program Director can provide professional guidance throughout the student's academic preparation and will coordinate advising during the last year of a student's undergraduate studies.

## **LEAVE OF ABSENCE**

Temple University Policy (02.10.16) describes the University policy on student leave of absence and return procedures.

## **ACADEMIC INTEGRITY**

Temple University believes strongly in academic honesty and integrity. Plagiarism and academic cheating are, therefore, prohibited. Essential to intellectual growth is the development of independent thought and a respect for the thoughts of others. The prohibition against plagiarism and cheating is intended to foster this independence and respect. Temple University Policy (03.70.12) describes the University policy on academic integrity and behavioral expectations.

Plagiarism is the unacknowledged use of another person's labor, another person's ideas, another person's words, another person's assistance. Normally, all work done for courses -- papers, examinations, homework exercises, laboratory reports, oral presentations -- is expected to be the individual effort of the student presenting the work. Any assistance must be reported to the instructor. If the work has entailed consulting other resources -- journals, books, or other media - - these resources must be cited in a manner appropriate to the course. It is the instructor's responsibility to indicate the appropriate manner of citation. Everything used from other sources -- suggestions for organization of ideas, ideas themselves, or actual language -- must be cited. Failure to cite borrowed material constitutes plagiarism. Undocumented use of materials from the World Wide Web is plagiarism.

Academic cheating is, generally, the thwarting or breaking of the general rules of academic work or the specific rules of the individual courses. It includes falsifying data; submitting, without the instructor's approval, work in one course which was done for another; helping others to plagiarize or cheat from one's own or another's work; or actually doing the work of another person.

The penalty for academic dishonesty can vary from receiving a reprimand and a failing grade for a particular assignment, to a failing grade in the course, to suspension or expulsion from the university. The penalty varies with the nature of the offense, the individual instructor, the department, and the school or college.

Students who believe that they have been unfairly accused may appeal through the school or college's academic grievance procedure

## PROFESSIONAL DEVELOPMENT UNIT (PDU)

The purpose of the Professional Development Unit (PDU) Initiative is to:

- encourage students to pursue current and future professional development activities;
- ensure that students become involved and engaged in a variety of different professional development experiences while matriculating through the ATEP;
- make students more marketable to prospective graduate schools and/or employers;
- allow students to become accustomed to participating in future professional development activities.

In each practicum experience, every ATS must accumulate a total of at least **12.5** Professional Development Units (PDUs). This amount is required because Certified Athletic Trainers are required to obtain a minimum of 50 Continuing Education Units (CEUs) every two years, so this is designed to prepare you for those requirements. Acceptable activities are listed on a separate page. Similar to CEU requirements for ATC credentialed professionals, progress should be continuously made toward the required **12.5** PDUs to avoid the need to “cram” for activities at the end of the semester. Each ATS must complete a “Professional Development Unit Verification Form” after each particular activity has been completed and ***attach appropriate documentation/verification (certificate of attendance, name badge, supervisor letter, etc.)***. The verification form and adequate documentation must be verified (signature) by each mentor of each activity. Activities must be submitted within the same semester to receive credit, unless prior approval is granted. The ATS is responsible for submitting the verified documentation to the Clinical Education Coordinator during the one-on-one meeting at the end of the semester. Fulfillment of this requirement will be reflected in each practicum grade.

All of the required forms can be found in Appendix C.

## GOAL SETTING

Athletic training students will be creating goals for themselves throughout their time in the ATP (Appendix D). These goals will pertain to both personal and educational aspects of their life. The goals will be submitted via ATrack and reviewed with the student by their preceptor for final evaluations.

Goal-setting is a task that should not be taken lightly. Each goal will be something that you will take on and master by semester end. Guidelines for goal-setting include:

- Keep them specific
- Make them realistic, pertinent to current coursework and level in the program
- Challenge yourself, make it something to work for
- Set long-term goals (to be achieved by years end); as an option, set short-term goals as well that will guide you on your way to attaining the long-term goal . . . This is often a motivating factor that will help keep you on track
- Set positive rather than negative goals; “I will” instead of “I won’t”
- The most important thing you can use when setting goals is to make them personal and meaningful; choose something you have struggled with before and really need to work on rather than something general that you and your friends need to work on

Examples:

*I want to work on my record keeping.*

(BAD GOAL: not specific, there is no way to measure when this goal is met)

*I will be able to write a SOAP note following an evaluation.*

*\*write a SOAP note at least three times per week and have it checked by my preceptor*

*\*write practice SOAP notes with my preceptor or peers based on fake scenarios*

(GOOD GOAL: specific, challenging, long-term and short-term to help direct and motivate student)

*I will be able to assess vital signs. (long-term)*

*\*practice taking heart rate and blood pressure on preceptor or peers (short-term)*

*\*volunteer to take vitals before doctor’s visits (short-term)*

*I will be able to take a complete history for an injured athlete. (long-term)*

*\*observe preceptor performing evaluation (short-term)*

*\*assist preceptor in performing evaluation (short-term)*

## CLINICAL EDUCATION

The students will participate in clinical education experiences at local colleges, high schools, sports medicine clinics, general medicine facilities. Attempts will be made to affiliate with professional teams and organizations, in addition to other special events that might occur in the community. In all clinical experiences, students must be supervised by a BOC certified and state credentialed athletic trainer or other licensed healthcare worker, who is a preceptor associated with the ATP. The majority of the clinical education hours obtained by the Athletic Training Student will be accumulated during team coverage that occurs between the hours of 5:30 AM- 8 AM and 12:00 PM - 9:00 p.m., Monday through Friday and various weekend hours. All hours are site-dependent and subject to change. Clinical education rotations also may include traveling when accompanied by a preceptor. A preceptor will supervise each student and evaluate each student on their performance and clinical proficiency using the ATrack system.

### Direct Supervision

For the clinical component of the ATP, the students must be supervised by preceptors. The ratio of no more than 6 students for every one preceptor will be maintained. The preceptors will provide direct supervision in the form of direct visual and auditory contact with the student at all times. Within the ATP, athletic training clinical experiences coincide with various athletic training courses. **Any unsupervised clinical education experience is in violation of CAATE Standards and ATP policy and is not permitted under any circumstances.** Doing so may affect students' ability to become credentialed in the future.

Each semester, every ATS will be assigned to work with a specific preceptor. Students will not be assigned specific sports, but will rather work with whatever sport their preceptor is covering that day.

### Requirements

Prior to starting the clinical education aspect of the ATP, students are required to meet the health, immunization and background check requirements of the ATP, College, and University **annually**. Health requirements and background check requirements are stored in CastleBranch.com. Background checks must be completed annually and be current prior to starting at a clinical site. All background checks must be current through the entirety of clinical experiences. Students must have a physical examination, proof of immunity (i.e., records and titers), and current Emergency Cardiac Care certification on file with CastleBranch.com prior to beginning their first clinical experience. Proof of PPD must be updated annually through CastleBranch.com. Any associated cost is the student's responsibility. For a full list of submissions to CastleBranch.com, see Appendix E.

Students must also complete their refresher modules tied to the Practicum course in which they are enrolled. These modules are released in the summer via Canvas and must be completed prior to starting at a clinical site in the fall or the Friday of the first week of class, whichever comes first.

Each of the requirements has to be satisfied before a clinical rotation can be arranged. Failure to provide this documentation will result in a delay in starting at the clinical site and a possible delay in graduation. Specific sites may have additional requirements such as pre-employment physicals, employee orientation, HIPAA Compliance Program Completion, which must also be

satisfied in order for the clinical education experience to begin. Any associated cost is the student's responsibility.

### **Documentation of Clinical Education Hours**

Clinical education hours accumulated under the direct supervision of a preceptor **must be recorded** by the ATS via ATrack and will be approved by the supervising preceptor. All hours must be recorded within seven days. **Students may not complete undocumented hours, as this is in direct violation of CAATE standards.**

Only the Athletic Training clinical education hours obtained under the direct supervision of a preceptor may be counted towards the required hours for graduation. Athletic Training clinical education hours do not include the time spent while traveling with a team, lodging, team meetings, or team meals.

Clinical hours may be recorded during the following:

- Set-up for practice/competition and clean-up after practice/competition
- Preparing the athletes for practice/competition
- Treatments before and after practice/competition
- Injury evaluation/Clinic with a team physician
- Rehabilitation
- In-services
- Administrative duties
- Clean-up and stocking of the cabinets/drawers in the athletic training room, including kits
- Hours working with a Preceptor on clinical proficiencies

Clinical hours may NOT be recorded for the following:

- Travel time when traveling with a team
- Commuting to and from clinical site
- Team meetings
- Team meals

### **Absence from Clinical Experiences**

**If a situation arises where an athletic training student cannot attend a clinical experience, they must email the preceptor and the Clinical Education Coordinator beforehand.** Failure to do so may result in disciplinary action and failure of the course associated with the clinical hours. Acceptable reasons for absence include: illness/injury, death in the family, accident/car trouble on the way to the site. Unacceptable reasons for absence include: poor time management, outside job responsibilities, social engagements, "studying for a test," and completing assignments.

### **Dress Code**

Clinical experiences require professional attire. Athletic training students should clarify the dress code for their specific clinical assignment with their preceptor prior to the first day. Athletic training students who do not comply with the dress code for their clinical experience may face disciplinary action (see discipline form, Appendix F).

All students are expected to wear the following uniform (unless more formal attire is required by the clinical site):

- Polo shirt, plain or with a Temple University logo only. Exception: if a student is at a clinical site that provides polo shirts with the respective logo.
- If warranted, sweatshirt or jacket with Temple University logo.
- Solid color, neat, khaki-style pants or shorts.
- Name tag

For outdoor events, students should be prepared for inclement weather. Additional clothing is acceptable under the following conditions:

- Clothing is approved by the preceptor.
- Clothing does not contain vulgar, profane, or other inappropriate advertising. Please note that some collegiate sports will require specific branding to be worn on the sidelines.
- Student wears polo or sweatshirt underneath.

For some indoor competitions, students should be prepared to wear professional dress clothes. Professional dress must be functional and appropriate for the event. The clothing should meet the following guidelines:

- No spiked shoes or high heels over 2 inches.
- Skirt or dress length must be knee length or longer.
- No low-cut or see-through blouses.
- No clothing that exposes undergarments or midriffs.
- No long jewelry that may interfere with patient interaction.

Additional uniform guidelines:

- All shirts must be tucked-in at all times.
- All baggy or large pants/shorts must be worn with a belt.
- All shoes must be closed-toe and socks must be worn.
- Clothing must be neat, clean, and ironed.
- Shorts must end above the knee but longer than the fingertips when arm is at your side.
- No hats can be worn indoors.
- Students should wear a watch with a second-hand to assist with clinical skills (i.e., taking a pulse).
- Hair and nails must be neat and maintained in a manner to professionally fulfill clinical responsibilities.
- No body piercings to ears other than the ear lobe are permitted during clinical experiences, as per OSHA guidelines.
- Prohibited attire:
  - Tights, yoga pants, spandex
  - Tank tops or exposed cleavage
  - Jeans
  - Ripped or torn pants

### **Cell Phone Use**

Cell phones are only to be used for emergencies during clinical experiences. Cell phones cannot be used for personal calls, texting, or internet usage unless approved by the preceptor.

### **Electronic communication**

Athletic training students should not accept or request any interaction involving social media with any current or former patient or athlete, regardless of whether the athletic training student is directly responsible for patient care. Athletic training students are encouraged to keep all social media accounts private. Furthermore, it is unacceptable, and may violate state practice acts to interact through social media, text messaging or email with patients or athletes who are minors, regardless if they are currently involved in direct patient contact. Athletic training students should also refrain from sharing any materials related to patient diagnosis and care through social media, text messaging, or email. Any information disclosure is in violation of HIPAA and/or FERPA policies.

### **Confidentiality**

Strict adherence to HIPAA and FERPA policies must be practiced at all times. Patient records are considered legal documents and cannot leave the designated clinical site. Any questions or concerns from anyone who does not need to medically know the information (e.g., coach, reporter, teammate), must be directed to the preceptor. Athletic training students may not discuss medical records with other student athletes or patients. Violation of confidentiality may result in disciplinary action and could be in direct violation of the NATA Code of Ethics, which could jeopardize the ability to practice as an athletic trainer. Athletic training students must submit a signed confidentiality form (Appendix G) to the Clinical Education Coordinator by the end of the first week of each semester.

Students must also complete a confidentiality training module annually. Information regarding the training will be sent in an email to each student. Students must submit the certificate of completion to the Clinical Education Coordinator within 2 weeks of the initial email being sent out.

### **Relationships with Patients**

Athletic training students participating in intimate or social relationships (sustained or casual) with patients can lead to compromising situations for both patients and students. No athletic training student may engage in ANY relationship with a patient at a clinical site, regardless of whether the ATS is involved in direct patient care (this includes after clinical experience has ended). Relationships with patients can lead to immediate removal from a clinical site.

### **Professional Relationships with Preceptors**

To ensure the best educational experience, athletic training students and preceptors must develop and maintain a professional relationship. Any issues with a clinical site or preceptor must be brought to the attention of the Clinical Education Coordinator immediately for remediation. Intimate relationships (casual or sustained) with a preceptor are not permitted. Any conduct deemed inappropriate may result in disciplinary action, including removal from the site.

### **Clinical Rotations in the Summer and/or During Winter Break**

Clinical hours during the summer and/or winter breaks are optional\* but must be with a preceptor at an affiliated site. The Clinical Education Coordinator must approve the request to complete clinical education hours during these time periods. Students are not required to attend pre-season practices and/or competitions prior to the first day of classes nor are they required to attend practices and/or competitions during winter break\*; however, these can be very valuable learning experiences and students are encouraged to speak with the Clinical Education

Coordinator. Students who complete hours outside of the academic calendar must purchase additional liability insurance at their own expense.

Due to insurance and liability purposes, clinical experiences outside of the academic calendar must be approved by the Clinical Education Coordinator. Students must make a request in writing at least 2 weeks in advance, with signed approval from the preceptor. The request must include the dates, number of anticipated clinical hours, clinical assignment, and preceptor's name and signature. Students must record these hours via ATrack within seven days. Please note that a request does not guarantee approval.

**\*exception- if you are enrolled in a course with a clinical component during these time periods**

### **Evaluation Procedures**

#### **KN 2441: Lower Extremity: Assessment and Treatment of Injuries**

Exposure to the athletic training profession is gained through KN 2441, through 175-200 hours of clinical experiences. Students will be exposed to a variety of clinical settings in 3-4 week blocks. Hours accumulated in conjunction with these courses must be recorded in A-Track within 7 days. Students will be evaluated at the conclusion of each rotation by the supervising preceptor via ATrack. Students must also meet with the Clinical Education Coordinator at least once per semester. Emergency Cardiac Care certification must be current.

#### **KN 3487, 3687, 4487, and 4687: Practicum in Athletic Training I- IV**

These clinical experiences continue to expand upon the didactic knowledge as well as to master the competencies and clinical integration proficiencies expected of an entry level athletic training student. These 200-225 hours per semester are part of the course requirements for KN 3487, 3687, 4487, and 4687 and are directly supervised by BOC certified athletic trainers or other appropriately credentialed healthcare professional. All hours must be recorded via A-Track within 7 days. Students are required to demonstrate competency in a variety of clinical skills. Students will be evaluated by the supervising preceptor at the 5<sup>th</sup> week and at the conclusion of the semester. Students must also meet with the Clinical Education Coordinator at least twice per semester. Emergency Cardiac Care certification must be current for the entirety of the experience.

### **Evaluation Procedures**

Preceptors will provide informal and ongoing critiques or feedback to students regarding their performance. Formal evaluation of student performance will occur at the 5<sup>th</sup> week and at the conclusion of the semester. Each clinical proficiency is graded using a Likert scale ranging from one (1) to five (5). Each score on the Likert scale corresponds to specific skills that the ATS must demonstrate to obtain that given score. A score of one reflects an inability to complete the skill whereas a score of two, three, four, or five reflects an ability to complete the skill at a below average, average, above average, and outstanding level, respectively. Successful completion of the clinical proficiencies includes the proper demonstration or instruction of a skill with a score of 3 or better from the preceptor.

The clinical proficiency evaluation forms for each level are provided to the ATs on A-Track. The ATS is responsible for maintaining and possessing these clinical proficiency evaluation forms on a regular basis. At the beginning of the clinical rotation, the preceptor and ATS will

review and discuss the clinical proficiency evaluation forms to inform the preceptor about the clinical proficiency mastery accomplished by the student.

The clinical site and preceptor are evaluated anonymously by Athletic Training Students, in conjunction with the evaluation of the preceptor, at the conclusion of the clinical experience. All forms are available on A-Track. The ATS submits these evaluations via A-Track at the end of each clinical experience. At the conclusion of the academic year, the Program Director and the Clinical Education Coordinator provide the preceptor with general feedback, maintaining confidentiality, from the evaluation conducted by the ATSs. This feedback is provided to assist the preceptor in the improvement of the clinical site.

### **Transportation**

Each Athletic Training Student is responsible for transportation to and from clinical sites throughout the entire ATP. This requires that each student has personal access to public transportation or a car. Any associated costs are the responsibility of the student. Sites vary from on-campus to 35 miles from campus.

### **Transportation of an injured/ill patient**

An athletic training student cannot be the primary driver in the transportation of an injured or ill patient. Per accreditation standards, athletic training students cannot assist a patient when not in direct auditory and visual contact with a preceptor.

### **Use of Athletic Training Professional Terminology**

The field of athletic training is often misunderstood among other health care professionals. To help raise the level of awareness, athletic trainings students are asked to use appropriate terminology at all times.

#### *Professional terminology*

“Athletic training room”

“Athletic trainer”

“Athletic training students”

#### *Incorrect terminology*

“Training room”

“Trainer” or “ATC”

“Student athletic trainers” or “Student trainers”

## **INTERNSHIP/VOLUNTEER POLICY**

Participation in internships or volunteer opportunities outside of the ATP violates state practice laws. Students **can not** complete internships or volunteer time as an athletic training student. This jeopardizes the program’s accreditation status and may affect the student’s ability to seek Board of Certification and state credentialing.

## **CLINICAL EXPERIENCE AND ACCOMMODATIONS**

Temple University is dedicated to full inclusion of students with a disability in all programs and services. The ATP maintains relationships with clinical sites that are accessible and works with clinical sites to arrange reasonable accommodations upon request.

Process for requesting accommodations:

1. Student notifies Clinical Education Coordinator of the need for access or accommodations at clinical sites and obtains an Access/Accommodations in Clinical Experience form (Appendix G).

2. Student meets with Disability Resources and Services (DRS) staff to discuss access needs and appropriate accommodations for clinical placement.
3. DRS staff member determines reasonable accommodations, consulting with the ATP as needed, and generates a Clinical Accommodation Letter.
4. DRS staff member sends the accommodation letter to the student and Clinical Education Coordinator.
5. Clinical Education Coordinator communicates accommodations to student's preceptor, who works with Clinical Education Coordinator to make arrangements for access/accommodations.

## **POLICIES AND PROCEDURES**

### **TECHNICAL STANDARDS**

#### **GUIDELINES TO TECHNICAL STANDARDS**

##### **History and Rationale:**

The landmark Americans with Disabilities Act of 1990, P.L. 101-336 ("ADA" or "the Act"), enacted on July 26, 1990, provides comprehensive civil rights protections to qualified individuals with disabilities. The ADA was modeled after Section 504 of the Rehabilitation Act of 1973, which marked the beginning of equal opportunity for persons with disabilities. As amended, Section 504 "prohibits all programs or activities receiving federal financial assistance from discrimination against individuals with disabilities who are 'otherwise qualified' to participate in those programs." With respect to post-secondary educational services, an "otherwise qualified" individual is a person with a disability "who meets the academic and technical standards requisite to admission or participation in the recipient's education program or activity."

Under the Americans with Disabilities Act, Title II and Title III are applicable to students with disabilities and their requests for accommodations. Title II covers state colleges and universities. Title III pertains to private educational institutions; it prohibits discrimination based on disability in places of "public accommodation," including undergraduate and postgraduate schools.

Given the intent of Section 504 and the ADA, the development of standards of practice for a profession, and the establishment of essential requirements to the student's program of study, or directly related to licensing requirements, is allowable under these laws. In applying Section 504 regulations, which require individuals to meet the "academic and technical standards for admission," the Supreme Court has stated that physical qualifications could lawfully be considered "technical standard(s) for admission."

Institutions may not, however, exclude an "otherwise qualified" applicant or student merely because of a disability, if the institution can reasonably modify its program or facilities to accommodate the applicant or student with a disability. However, an institution need not provide accommodations or modify its program of study or facilities such that (a) would "fundamentally alter" and/or (b) place an "undue burden on" the educational program or academic requirements and technical standards which are essential to the program of study.

**Use of the Guidelines:**

The following Guidelines 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 Guidelines serve to recognize abilities essential to the development of these Entry-Level abilities. Further, the Guidelines 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, Inc., Role Delineation Study.

**Technical Standards:**

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

## **TEMPLE UNIVERSITY ATP TECHNICAL STANDARDS FOR ADMISSION**

The ATP at Temple 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 ATP 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 ATP. 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 I 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 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 communicate 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.

**Students enrolled in the ATP 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 **Temple University Disability Resources and Services Department** will evaluate a student who states he/she could meet the program's technical standards with reasonable 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.

Please see Appendix I for completion of form.

## **HEALTH REQUIREMENTS**

Temple University's College of Public Health and CAATE requires all students enrolled in the ATP to complete a physical examination (Appendix J) by a MD/DO/NP/PA to verify that the student is able to meet the physical and mental requirements, with or without reasonable accommodation, of an athletic trainer. These are used in part to demonstrate that the student is able to meet the technical standards adopted by the ATP, and to provide proof of immunizations (Appendix K). Students who do not have these on file will not be allowed to begin clinical experience. The cost of the physical examination and the Hepatitis B vaccination are the student's responsibility. Students are required to have the PPD test performed at the Student Health Center on an annual basis.

The Technical Standards form containing the signature of the ATS documenting acknowledgement of this requirement is maintained by the Program Director of the ATP. All records are kept confidential and will not be released without the student's permission or court order.

## **BLOOD BORNE PATHOGEN POLICY**

All students will participate in a yearly workshop or on-line refresher course on blood borne pathogens. Students must provide documentation to the program by the end of the first week of each semester that their training is current. This documentation of participation will be kept in the student's file. The following guidelines will be used to protect the caregiver and minimize the risk of transmission of blood borne pathogens before, during and after events:

### **Pre-event preparation:**

1. Any existing healing wounds, abrasions or cuts that may be present on the caregiver should be covered adequately to prevent transmission to or from an athlete.
2. Any existing healing wounds, abrasions or cuts that may be present on an athlete should be covered with adequate dressing that will withstand the competition that he/she is involved in.

### **Bleeding during an event:**

1. Early recognition of a bleeding athlete is the responsibility of officials, student athletes, coaches, and medical personnel. The student athlete should always

- be responsible to report bleeding to medical personnel.
2. The bleeding athlete must be removed as soon as possible. Return to play will be decided by appropriate medical staff.
  3. Latex gloves or non-latex gloves (if allergic) must be worn with ANY direct contact with blood or any blood-filled items. Gloves MUST be changed after each individual athlete and hands thoroughly washed with warm water and soap.
  4. Any saturated uniform must be removed and replaced. A uniform that is not saturated may be cleaned with an approved substance that will decontaminate the uniform (i.e. diluted bleach, medic kleen, blood buster).
    - a. Contaminated laundry must be handled wearing gloves. All contaminated laundry must be bagged in order to prevent seepage and washed separately in hot water (at least 71 Celsius/159.8 degrees Fahrenheit for 25 minutes).
    - b. Use a disinfectant that will inactivate the virus to decontaminate the area (Sani-Cloth Plus, Sani-Cloth HB, Simple Green D or Envirocide).
    - c. Dispose of any bloody materials into labeled biohazard containers. Dispose of any sharps into labeled leak proof and puncture-resistant containers. Biohazard Containers used during events must be checked upon completion of the contest. Make sure that container has been emptied if material is present (old bag removed and new bag in its place) and do not allow people to throw non-biohazard material into container (i.e., cups, popcorn bags, etc.).

**Exposure control:**

1. Wash with soap and large quantities of hot water.
2. Students should contact their supervising athletic trainer first and then health services.
3. The source material should try to be obtained and, if possible, tested for the presence of HIV and HBV.
4. Students have the option of having blood drawn and tested as soon as possible.
5. Most infections take place within 6 to 12 weeks. The test should be repeated at 6 weeks, 12 weeks and at 6 months. Students are reminded to take proper precautions towards the possible transmission to others.
6. Counseling will be made available.

**BLOOD BORNE PATHOGEN TRAINING**

Athletic Training students are required to complete Bloodborne Pathogen Training online certification annually. An online link will be sent at the start of the fall semester and students must complete the module prior to starting at the assigned clinical site. Appendix L (i.e., acknowledgment of the BBP policy) must be signed and submitted to the Program Director.

## UNIVERSAL PRECAUTIONS

According to the concept of Universal Precautions, all human blood components, products made from human blood, and certain other materials are treated and handled as if known to be infectious for HIV (the virus that causes AIDS), HBV (hepatitis B), and other blood-borne pathogens. The following body fluids should be treated under the Universal Precautions guidelines:

- Amniotic Fluid
- Cerebrospinal Fluid
- Pericardial Fluid
- Peritoneal Fluid
- Pleural Fluid
- Semen
- Synovial Fluid
- Vaginal Secretions
- Any body fluid that is visibly contaminated with blood
- All body fluids in situations where it is difficult or impossible to differentiate between body fluids.

The following guidelines, or work practice controls, are recommended for Athletic Training Students at Temple University:

- All Athletic Training Students must wash their hands and any other skin with soap and water, or flush mucous membranes with water immediately or as soon as possible following contact of such body areas with blood or other potentially infectious materials. This shall be done immediately following the removal of latex gloves or other personal protective equipment.
- Eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses are prohibited in work areas where there is reasonable likelihood of occupational exposure.
- Food and drink shall not be kept in refrigerators, freezers, shelves, cabinets, or on countertops or bench tops where blood or other potentially infectious materials are present.
- All procedures involving blood or other potentially infectious materials shall be performed in such a manner as to minimize splashing, spraying, spattering, and generation of droplets of these substances.
- Mouth pipetting/suctioning of blood or other potentially infectious materials is prohibited.
- Resuscitation devices including mouthpieces or resuscitation bags shall be available for use in areas where the need for resuscitation is predictable.
- Equipment, which may become contaminated with blood or other potentially infectious materials, shall be examined prior to servicing or shipping and shall be decontaminated as necessary unless decontamination is not feasible. It must be properly labeled, and information conveyed to all affected people, so precautions can be taken.

## COMMUNICABLE DISEASES POLICY

The purpose of the Temple University ATP Communicable Disease Policy is to protect the health and safety of the students enrolled in the ATP. It is designed to provide students, clinical instructors, and faculty with a plan to assist in the management of students with infectious diseases as defined by the Centers for Disease Control and Prevention (CDC). This policy was developed using the recommendations established by the CDC for health care workers ([www.cdc.gov](http://www.cdc.gov)).

### What are Communicable Diseases?

A communicable disease is a disease that can be transmitted from one person to another. There are four main types of transmission including direct physical contact, air (through a cough, sneeze, or other particle inhaled), a vehicle (ingested or injected), and a vector (via animals or insects).

### Communicable Diseases Cited by the CDC:

Bloodborne Pathogens	Conjunctivitis	Cytomegalovirus infections
Diarrheal diseases	Diphtheria	Enteroviral infections
Hepatitis viruses	Herpes simplex	Human immunodeficiency virus (HIV)
Measles	Meningococcal infections	Mumps
Pediculosis	Pertussis	Rubella
Scabies	Streptococcal infection	Tuberculosis
Varicella	Zoster	Viral respiratory infections

### Guidelines for Prevention of Exposure and Infection

1. Athletic Training Students (ATs) must successfully complete annual Bloodborne Pathogens training.
2. ATs are required to use proper hand washing techniques and practice good hygiene at all times.
3. Students are required to use Universal Precautions at all times when functioning as an AT in the ATP. This applies to all clinical sites and affiliate sites.
4. ATs are not to provide patient care if they have active signs or symptoms of a communicable disease.

### Guidelines for Managing Potential Infection

1. A student who has been exposed to a potential infection before, during, or after a clinical experience should report that exposure to their preceptor **immediately**.

2. Any student, who demonstrates signs or symptoms of infection or disease that may place patients at risk, should report that potential infection or disease **immediately** to the TU Student Health Center.
3. The student is responsible for keeping the ATP Clinical Education Coordinator informed of his/her conditions that require extended care and/or missed class/clinical time. ATS may be required to provide written documentation from a physician to return to class and/or clinical site.
4. If a student feels ill enough to miss ANY class that student should notify the appropriate instructor **immediately**.
5. If a student feels ill enough to miss ANY clinical experience that student should notify the ATP Clinical Education Coordinator and preceptor **immediately** via email.

Appendix M (i.e., acknowledgment of the CDP) must be signed and submitted to the Program Director.

### **LIABILITY INSURANCE**

Athletic Trainers are not immune to litigation. If the ATS adheres to the Guidelines as set forth in this manual and those particular to their own clinical site assignment and does not attempt to perform duties outside the scope of their limitations, the chances of litigation are greatly reduced. The following guidelines should be adhered to at all times:

1. Consider everyone you see, talk to or touch as a potential plaintiff.
2. Adhere to the Family Educational Rights and Privacy Act of 1974 (also known as “the Buckley Amendment”) and HIPAA which deal with releasing confidential information. A written release from the student athlete must be signed before releasing any information.
3. Know the limits of your competence and responsibilities. Do not perform duties that you have not learned in the didactic setting.
4. Be attentive and develop good evaluative skills.
5. Maintain a good rapport and open communication with your athletes, clinical supervisor, administrators and faculty.
6. Maintain good records and documentation of athletic injuries.
7. Know the State of Pennsylvania Laws and Rules governing the practice of Athletic Training.
8. Maintain a good rapport with the team physicians. Athletic Trainers function under the guidance and direction of the Team Physicians.

ATS are only covered by a Temple University policy during an approved and assigned clinical experience. Students are encouraged to purchase their own liability insurance during the sophomore year of the program.

### **ATP STUDENT WORK POLICY**

Students are encouraged not to hold outside jobs while completing clinical experiences. Simultaneously working as an athletic training student and holding an outside job may interfere

with the student's study time and adversely affect his/her performance in the class and athletic training room. In addition, students may not substitute for Temple University staff athletic trainers in either their responsibilities or duties.

Students who hold outside jobs must not let their jobs interfere with didactic and clinical obligations. Remember, a student's responsibilities in the ATP don't always run on a strict schedule and are subject to change on short notice.

### **SEXUAL HARASSMENT GUIDELINES**

Sexual harassment includes, but is not limited to, physical or verbal abuse of a sexual nature including graphic commentaries about an individual's body, sexually degrading remarks used to describe an individual, or unwelcome propositions and physical advances of a sexual nature. Sexual harassment also includes the threat or insinuation that sexual submission or the lack thereof will be used as a basis for employment or education decisions affecting or interfering with an individual's salary, academic standing or other conditions of employment, academic, or career development. Sexual harassment of or by any administrator, faculty member, employee, or student is prohibited. A violation of the student sexual harassment guidelines shall constitute grounds for disciplinary action up to and including dismissal/expulsion from the University. The University reaffirms its commitment to the concept of nondiscrimination and to providing an educational forum and work environment free of sexual harassment.

The University student sexual harassment policy provides for an informal and formal grievance procedure. Students who feel they have been sexually harassed or need information about the Temple University Sexual Harassment Guidelines should contact any Equal Opportunity Ombudsperson (Refer to the Temple University Policy on Sexual Harassment 04.82.01).

The Athletic Training Education Program (ATP) has adopted the Temple University Sexual Harassment Guidelines. The following list contains explanations of inappropriate behavior that may be construed as sexual harassment.

- Engaging in conduct with an athlete or patient that is sexual, or may reasonably be interpreted as sexual, is inappropriate behavior and is grounds for immediate dismissal from the ATP.
- Verbal remarks or comments that are seductive or sexually demeaning to an athlete or patient is inappropriate behavior and is grounds for immediate dismissal from the ATP.
- Engaging in sexual exploitation of an athlete or patient is inappropriate behavior and is grounds for immediate dismissal from the ATP.

### **ALCOHOL, DRUGS, TOBACCO, AND GAMBLING GUIDELINES**

The use of alcohol, drugs, and tobacco or gambling while working as an Athletic Training Student is strictly prohibited. If an ATS is suspected of being under the influence of alcohol, drugs, and/or tobacco or gambling, they will be dismissed from their responsibilities for the day and they will be subject to disciplinary measures. If there is a second offense, the ATS will be referred to the Temple University Counseling Center and removed from the clinical education component of the ATP. When the ATS demonstrates the initiation and continuation of counseling, they may be reinstated into the clinical component of the ATP. A third offense will constitute grounds for permanent dismissal from the ATP.

The Program Director and Department of Athletics have the discretion to require that the Athletic Training Students be held to the same athletic Drug Testing Guidelines for athletes while working in the Athletic Department at Temple University and other clinical sites.

### **ILLEGAL & PROHIBITED ACTIVITIES NOT OTHERWISE STATED**

Athletic Training Students who participate in and/or are caught in other illegal activities either as an Athletic Training Student or in the case of a felony outside of their athletic training duties, may be dismissed from the ATP at the discretion of the Program Director and Clinical Education Coordinator.

Students who have a felony or misdemeanor conviction, including drug and alcohol related offenses, must report a written explanation to the Board of Certification to determine eligibility to take the BOC Certification Exam. For detailed and updated instructions, please see the Board of Certification Candidate Handbook found at [www.bocafc.org](http://www.bocafc.org). There is a possibility that certain convictions will prevent a student from completing clinical experiences in some settings. Students with such offenses may be referred to student advising for assistance in exploring alternative academic options.

Violation of the program's policies or the university's policies, including the Student Conduct Code, depending on the severity of a violation, can result in being removed from a site with no warning or probation.

### **STUDYING ABROAD/EXTENDED ABSENCE GUIDELINES**

Athletic Training Students are not prohibited from studying abroad, nor will students be expelled from the program due to extenuating circumstances resulting in a prolonged absence. However, students will be advised that these situations will prolong their education process. The courses in the Athletic Training major are designed to be taken in sequence to maximize student learning. The student must complete the major in sequence; therefore, upon returning to the program the student must re-enter in the proper sequence. The education process may be prolonged for one to two additional years. Please note that with the sunseting of the BSAT program, study abroad is only advised over the summer.

### **APPROXIMATE COSTS FOR THE PROGRAM**

**\* All costs subject to change**

- Transportation (e.g., car, subway, train): Price varies, students are encouraged to explore the SEPTA University Pass Program for discounted monthly transit passes
- NATA Annual Dues (beginning spring of sophomore year in ATP; includes ATrack subscription): \$50.00 - 115.00/year <http://www.nata.org/dues/dues-structure>
- Name Tags: \$5-10
- Uniform: Price varies
- Liability Insurance (highly suggested, beginning spring of sophomore year in ATP): price varies
- Immunizations: Price varies, required prior to spring of sophomore year in ATP
- Annual PPD tests: Approximately \$4 at Student Health Center

- Emergency Cardiac Care certification: Price varies, discounted renewal classes will be offered annually by the ATP
- Fingerprinting (annually): \$22.60
- CastleBranch Account, including Act 34: Criminal Record Check (annually): \$102.75 initial year, \$59.75 for renewal
- Act 151: Child Abuse History Clearance (annually): \$8

## **SCHOLARSHIP INFORMATION**

As an athletic training student at Temple University, there are a variety of financial aid awards in addition to the traditional forms offered through the University's financial aid office. Listed below are scholarships available to a limited number of qualified students. Selection is based on those eligibility requirements specific to the individual award.

### ***NATA Scholarships***

The NATA Research and Education Foundation awards scholarships annually. Junior or senior students interested in applying for NATA scholarships should request the appropriate information from the Program Director or by downloading an application at [www.natafoundation.org](http://www.natafoundation.org). The deadline for application is in February.

### ***EATA District I and II Scholarships***

The Eastern Athletic Trainers' Association (EATA) offers scholarship monies to outstanding juniors and seniors pursuing an undergraduate degree in athletic training and who serve as athletic training students. Contact the website ([www.goata.org](http://www.goata.org)) for information. The deadline for application is November.

### ***PATS and ATSNJ Scholarships***

The Pennsylvania Athletic Trainers' Society (PATS) and Athletic Training Society of New Jersey (ATSNJ) offer several scholarships to outstanding students pursuing undergraduate degrees in athletic training. Contact the respective website ([www.gopats.org](http://www.gopats.org) or [www.atsnj.org](http://www.atsnj.org)) for information.

### ***Department of Kinesiology***

Several scholarships/awards are available through the Department of Kinesiology. Some have grade point average requirements while others have specific criteria that must be met. Log-on to Academic Works for more information about the various scholarships/awards.

## **MEMBERSHIP IN PROFESSIONAL ORGANIZATIONS**

Membership in professional organizations instills a sense of professionalism in the student and provides specific rights and benefits. It is also a prerequisite for some scholarships. Athletic Training Students are required to apply for student membership in the NATA no later than the student's sophomore year.

### ***Pennsylvania Athletic Trainers' Association***

Students are strongly encouraged to become active members of the PATS. Founded in 1984, one of the functions of this society is to advance the athletic training profession in the state of Pennsylvania. In addition to publishing a newsletter, a clinical symposium is sponsored annually

by PATS. Students who live in Pennsylvania and become members of the NATA will automatically become a member of PATS. See [www.gopats.org](http://www.gopats.org) for more information.

### ***Athletic Training Society of New Jersey***

Students who live in New Jersey will become member of the ATSNJ once NATA membership is obtained. See [www.atsnj.org](http://www.atsnj.org) for more information.

### ***National Athletic Trainers' Association***

Students formally accepted into the athletic training education program are required to become members of the NATA. Annual dues include membership in the national organization, as well as District II (EATA). Student membership also includes access to ATrack. For more information about the NATA refer to their website at [www.nata.org](http://www.nata.org).

### **Eligibility for NATA Membership**

No individual is eligible to apply for membership unless in compliance with all NATA rules and standards. NATA may deny, cancel, or otherwise act upon membership where the individual is not in compliance with the following NATA rules and standards:

1. The individual must truthfully complete and sign the application form provided by NATA and shall provide additional information as requested. The individual must notify NATA of any change in address, telephone number, and any other facts bearing eligibility or membership within 30 days of such occurrence.
2. An individual convicted of a felony directly related to public health or athletic care or education shall be ineligible to apply for membership for a period of one year from the exhaustion of appeals, completion of sentence, or completion of parole, whichever is later. Convictions of this nature include but are not limited to felonies involving: rape; sexual abuse of an athlete or child; actual or threatened use of a weapon or violence; the prohibited sale or distribution of a controlled substance, or its possession with the intent to distribute; or use of position of the athletic trainer improperly to influence or attempt to influence the outcome or score of an athletic event or in connection with any gambling activity.

## **BOC CERTIFICATION EXAMINATION**

Students currently enrolled in the ATP may apply to take the BOC Certification Examination provided that they have satisfied all necessary components, as described by the BOC. For current information, please see the BOC Candidate handbook found at [www.bocatc.org](http://www.bocatc.org).

Application to sit for the certification examination, examination schedule, and a list of fees can be obtained from the Program Director. ***The Program Director is the only individual authorized to sign-off on the Program Director section of the application.***

**It is not required to be a member of the NATA to take the exam. However, the registration fee is significantly lower for members.**

### ***PENNSYLVANIA ATHLETIC TRAINING LICENSURE***

Students who successfully complete Temple University's ATP and successfully pass the BOC

examination post 1984 are eligible for Pennsylvania licensure. It is the student's responsibility to initiate the Pennsylvania licensure process. Failure to do so and to work as an athletic trainer in Pennsylvania is a violation of the state practice act *49 PA Code CH. 40*. More information and an application may be found at:  
<http://www.dos.pa.gov/ProfessionalLicensing/BoardsCommissions/Medicine/Pages/default.aspx>

### ***REGISTRATION/ LICENSURE***

Many states now have credentialing of athletic trainers. Each state has different requirements to qualify. Athletic training students will meet the qualifications for Pennsylvania licensure upon graduation from Temple and for sitting for the BOC exam, but must apply for this on his or her own. Check on the accreditation requirements for the states you may want to work in prior to beginning your career.

For individuals who will seek licensure in states other than Pennsylvania, they should consult the following resources:

<http://members.nata.org/gov/state/regulatory-boards/map.cfm>

## NATA CODE OF ETHICS

### PREAMBLE

The NATA Code of Ethics states the principles of ethical behavior that should be followed in the practice of athletic training. It is intended to establish and maintain high standards and professionalism for the athletic training profession.

The principles do not cover every situation encountered by the practicing athletic trainer, but are representative of the spirit with which athletic trainers should make decisions. The principles are written generally; the circumstances of a situation will determine the interpretation and application of a given principle and of the Code as a whole. When a conflict exists between the Code and the law, the law prevails.

### PRINCIPLE 1:

Members shall 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 abide by all National Athletic Trainers' Association standards, rules and regulations.
- 2.3 Members shall report illegal or unethical practices related 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 their provision of services.

- 3.1 Members shall not misrepresent, either directly or indirectly, their skills, training, professional credentials, identity or services.
- 3.2 Members shall provide only those services for which they are qualified through education or experience and which are allowed by 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 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 or 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.

**APPENDIX A  
TEMPLE UNIVERSITY**

**ATP  
ATP Guidelines Manual Acknowledgement**

I, \_\_\_\_\_, have read and understand the Athletic Training Program/ Department of Athletic Training Guidelines Manual. I agree to abide by all of the guidelines stated therein during my matriculation through the Athletic Training Program. If I fail to adhere to guidelines set forth in this manual, I am aware that I may be disciplined in accordance with the College of Public Health and Temple University policies.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

Please return this form to the Program Director by September 1st. Students who do not submit this form to the Program Director will be removed from their clinical education setting until the signed form is submitted.

## APPENDIX B ATP Advisor Checklist

NAME: \_\_\_\_\_

TEMPLE ID#: \_\_\_\_\_

I understand that the role of an Academic Advisor is to advise me on such matters as course offerings and graduation requirements, but I am solely responsible for ensuring that I have taken all courses and complete all other requirements necessary to the completion of a Temple University degree. I further understand that it is my responsibility to read the University Bulletin, which contains all rules and requirements pertaining to the completion of a Temple University degree.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Advisor's Signature

\_\_\_\_\_  
Date

**The Student has been advised of the following requirements and has initialed each item in acknowledgement as it is explained by the Advisor:**

\_\_\_\_\_ I am aware that I must meet the health requirements of the Athletic Training Program.

\_\_\_\_\_ I am aware that I must meet the technical standards of the Athletic Training Program.

\_\_\_\_\_ I am aware that I must meet the retention criteria to remain in the Athletic Training Program.

\_\_\_\_\_ I am aware that I must create a *Course Advising Plan* with my advisor.

\_\_\_\_\_ I am aware that all Athletic Training Major courses must be completed at Temple University (unless transferring prior to junior year).

\_\_\_\_\_ I am aware that all Athletic Training Major courses must be taken in the proper sequence.

\_\_\_\_\_ I am aware that I must complete various clinical experiences to be eligible for graduation and that I must have reliable transportation for at least 3 semesters.

\_\_\_\_\_ I am aware that I must apply for Graduation during my last semester.

\_\_\_\_\_ I am aware that it is my responsibility to initiate the scheduling of the BOC examination and state licensure paperwork.

**APPENDIX C**

**PROFESSIONAL DEVELOPMENT UNITS  
CATEGORIES, VERIFICATION FORM  
AND  
YEARLY WORKSHEET**

**Temple University Athletic Training Program**  
**Professional Development Unit (PDU) – Categories**

**Category A (maximum of 12 PDUs/semester)**

Professional Conferences/Seminars/Workshops

***(Units obtained will be equal to the BOC CEUs obtained for certified AT's – 1.0 PDU/hour)***

- Attending NATA, ACSM, NSCA National Conventions
- Attending EATA Symposium
- Attending PATS, PATS Student Symposium, ATSNJ Symposium
- Attending other (must be approved ahead of time) athletic training related conferences/seminars, etc.
- Completing modules in the NATA Professional Development Center

**Category B (maximum of 1.5 PDUs/semester)**

Athletic Training (or related) Association Involvement

- Member of NATA ***(.5 PDUs/semester of paid dues)***, ACSM ***(1 PDUs)***, NSCA ***(1 PDUs)***
  - Must show proof of current membership – paid dues for entire year.

**Category C (maximum of 12 PDUs/semester)**

- Case study accepted for presentation (poster or other) and/or publication (JAT, ATT, etc.) at an NATA, EATA, PATS, ATSNJ and/or “other” athletic training related conference. ***(10 PDUs)***
- Participant in a research study. (One PDU/hour.)
- Research assistant with approved study. (PDUs determined by PI.)
- IRB Certification. **(3 PDUs)**
- Attendance at doctoral/masters’ proposals and defenses. (PDUs determined by PD/CEC/faculty.)

**Category D (maximum of 5 PDUs/year)**

Other - **must** be approved in writing by the Program Director or Clinical Education Coordinator ***prior to the activity***

**Temple University Athletic Training Program  
Professional Development Unit (PDU) - Verification Form**

ATS Name: \_\_\_\_\_ Graduation Year: \_\_\_\_\_

Name of Activity: \_\_\_\_\_ Date(s) of Activity: \_\_\_\_\_

Description of Activity (*\*include all necessary information and proof of completion relating to PDUs requested, hours spent, etc.\**):

PDU(s) Requested:  Category (circle):    A        B        C        D

\_\_\_\_\_  
ATS Signature Date  
*\*submit to current Preceptor or appropriate staff AT for approval*

***APPROVED:***

\_\_\_\_\_  
Preceptor or Appropriate Staff AT Signature Date

Once approved and verified by the appropriate AT, please return to the Program Director along with appropriate activity documentation and/or verification, **within 3 months of activity date(s)**.

\_\_\_\_\_  
Program Director Signature Date

PDU(s) Obtained:

<b>Temple University</b>			
<b>Professional Development Unit (PDU) - Semesterly PDU's Obtained</b>			
ATS Name:		Semester/Year:	
<b>Category A - Professional Conferences/Seminars/Workshops (1 PDU/hour) - Maximum of 12 PDUs</b>			
Date(s)	Name of Conference	# of BOC CEU's Provided	# of PDU's Obtained
<b>Category B - Athletic Training (or related) Association Involvement - Maximum of 2.5 PDUs</b>			
Date(s)	Name of Association	Description of Involvement	# of PDU's Obtained
<b>Category C - Research (1 PDU/hour) - Maximum of 20 PDUs (1 PDU/hour) - Maximum of 12 PDUs</b>			
Date(s)	Description of Activity	# of Hours Spent	# of PDU's Obtained
<b>Category D - Other (must be approved by Clinical Coordinator or AT Program Director <i>prior</i> to activity) - Maximum of 5 PDUs</b>			
Date(s)	Description of Activity	# of Hours Spent	# of PDU's Obtained
Total of 12.5 PDU's Required Each Semester		<b>Total # of PDUs Obtained</b>	<b>0</b>
Signed:			Date:

**APPENDIX D**  
**GOAL WORKSHEET**  
**Temple University Athletic Training Program**

Goal-setting is a task that should not be taken lightly. Each goal will be something that you will take on and master by year end. Guidelines for goal-setting include:

- Keep them specific so you know when you've reached them
- Make them realistic, pertinent to your current coursework and level in the program
- Challenge yourself, make it something you have to work for
- Set long-term goals (to be achieved by semesters end); as an option, set short-term goals as well that will guide you on your way to attaining the long-term goal . . . This is often a motivating factor that will help keep you on track
- Set positive rather than negative goals; "I will" instead of "I won't"
- The most important thing you can use when setting goals is to make them personal and meaningful to you; choose something you have struggled with before and really need to work on rather than something general that you and your friends need to work on

Examples:

*I want to work on my record keeping.*

(BAD GOAL: not specific, there is no way to measure when this goal is met)

*I will be able to write a SOAP note following an evaluation.*

*\*write a SOAP note at least three times per week and have it checked by my preceptor*

*\*write practice SOAP notes with my preceptor or peers based on fake scenarios*

(GOOD GOAL: specific, challenging, long-term and short-term to help direct and motivate student)

*I will be able to assess vital signs. (long-term)*

*\*practice taking heart rate and blood pressure on preceptor or peers (short-term)*

*\*volunteer to take vitals before doctor's visits (short-term)*

*I will be able to take a complete history for an injured athlete. (long-term)*

*\*observe preceptor performing evaluation (short-term)*

*\*assist preceptor in performing evaluation (short-term)*

**GOAL WORKSHEET**  
**Temple University Athletic Training Program**

**Semester in Program** \_\_\_\_\_

**Athletic Training Student**

Printed Name: \_\_\_\_\_

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

**Preceptor**

Printed Name: \_\_\_\_\_

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

Clinical Site: \_\_\_\_\_

**Goal 1:**

**Objective 1-3:**

**Goal 2:**

**Objective 1-3:**

**Goal 3:**

**Objective 1-3:**

APPENDIX E  
**Initial Clinical Experience Preparation Checklist**

**Student Name:** \_\_\_\_\_ **TUID #** \_\_\_\_\_

**I. Prerequisite Coursework Completed:**

- KINS 2421                                       KINS 2424                                       KINS 3441

**II. Required Pre-Documentation (to be completed/submitted via CastleBranch.com):**

- Child Abuse Clearance-*see info below* (completed within previous year)
- Criminal Background Check- *see info below* (completed within previous year)
- Fingerprint Scan - *see info below* (completed within previous year)
- Current Health Care Provider CPR certification- *see info below*

**Notes:** \_\_\_\_\_

---

**III. CPH Health Screening Requirements Completed (to be completed via CastleBranch.com):**

- Bloodwork completed with documented titers/antibodies for measles, mumps, rubella, varicella and Hep B (YOU MUST upload the lab reports, along with Temple summary forms)
- Physicians' physical completed within previous year
- Current Tetanus/Diphtheria booster
- TB Test (while there is a TB test shortage, you may get this from your primary care physician)

*ALL DOCUMENTATION MUST BE PROVIDED ON TEMPLE PROVIDED FORMS  
AVAILABLE ON BLACKBOARD*

---

**HOW TO ORDER CLEARANCES:**

**Temple has contracted with an outside organization to make the clearance process more efficient.**

**The Athletic Training Initial Package costs \$102.75 and includes:** Healthcare Fraud and Abuse scan, Sexual Offender Index, Residency History, Criminal Background Check-PA, PA Child Abuse Clearance, and PA Fingerprint. There is a separate fee of \$8 for the Child Abuse Clearance and \$22.60 for the Fingerprint Scan. The CastleBranch Portfolio will also assure compliance with the Health Immunization requirements.

Please note: You must print the Child Abuse Clearance form from this website and MAIL it in on your own with a MONEY ORDER. When you receive the returned clearance, upload it onto CastleBranch.

Emergency Cardiac Care Certification can be any of the following providers/courses: American Heart Association (ACLS, BLS Care Provider), American Red Cross (CPR/AED for Professional Rescuer), American Safety and Health Institute (CPR for Professionals), Emergency Care and Safety Institute (Healthcare Provider CPR), or National Safety Council (Basic Life Support for Healthcare and Professional Rescuer).

[www.CastleBranch.com](http://www.CastleBranch.com)

Click on "Place Order"

In Package Code Box, type "TF34"

Select Method of Payment (Visa, Mastercard, and money order)

If you experience problems, contact organization at 888.914.7279

# Renewal Clinical Experience Preparation Checklist

**Student Name:** \_\_\_\_\_ **TUID #** \_\_\_\_\_

## **I. Enrollment for the Fall Semester**

- KN 3487
- KN 4487

## **II. Required Pre-Documentation (to be completed/submitted via CastleBranch.com):**

- Child Abuse Clearance-*see info below* (completed within previous year)
- Criminal Background Check- *see info below* (completed within previous year)
- Fingerprint Scan - *see info below* (completed within previous year)
- Current Health Care Provider CPR certification- *see info below*

**Notes:** \_\_\_\_\_

## **III. CPH Health Screening Requirements Completed (to be completed via CastleBranch.com):**

- Bloodwork completed with documented titers/antibodies for measles, mumps, rubella, varicella and Hep B (YOU MUST upload the lab reports, along with Temple summary forms)
- Physicians' physical completed within previous year
- Current Tetanus/Diphtheria booster
- TB Test (while there is a TB test shortage, you may get this from your primary care physician)

*ALL DOCUMENTATION MUST BE PROVIDED ON TEMPLE PROVIDED FORMS  
AVAILABLE ON BLACKBOARD*

---

## **HOW TO ORDER CLEARANCES:**

**Temple has contracted with an outside organization to make the clearance process more efficient.**

**The Athletic Training Renewal Package costs \$59.75 and includes:** Healthcare Fraud and Abuse scan, Sexual Offender Index, Residency History, Criminal Background Check-PA, PA Child Abuse Clearance, and PA Fingerprint. There is a separate fee of \$8 for the Child Abuse Clearance and \$22.60 for the Fingerprint Scan. The Castle Branch Portfolio will also assure compliance with the Health Immunization requirements.

Please note: You must print the Child Abuse Clearance form from this website and MAIL it in on your own with a MONEY ORDER. When you receive the returned clearance, upload it onto CastleBranch.

Emergency Cardiac Care Certification can be any of the following providers/courses: American Heart Association (ACLS, BLS Care Provider), American Red Cross (CPR/AED for Professional Rescuer), American Safety and Health Institute (CPR for Professionals), Emergency Care and Safety Institute (Healthcare Provider CPR), or National Safety Council (Basic Life Support for Healthcare and Professional Rescuer).

[www.CastleBranch.com](http://www.CastleBranch.com)

Click on "Place Order"

In Package Code Box, type "TF34r"

Select Method of Payment (Visa, Mastercard, and money order)

If you experience problems, contact organization at 888.914.7279

**APPENDIX F  
DISCIPLINE NOTIFICATION LETTER**



**College of Public Health**

Department of Kinesiology  
Pearson Hall (048-00)  
Philadelphia, PA 19122

*phone 215-204-8707  
fax 215-204-4414*

Dear \_\_\_\_\_:

**Discipline Notification**

This is to inform you of a violation committed as an athletic training student. The following is for your information.

**Unexcused absence or tardy**

- 1<sup>st</sup> Offense – Meet with preceptor
- 2<sup>nd</sup> Offense – Meeting with preceptor, Clinical Education Coordinator
- 3<sup>rd</sup> Offense – Meeting with preceptor, Clinical Education Coordinator and Director of Athletic Training Education; \*possible suspension of athletic training clinical hours

**Dress code violation**

- 1<sup>st</sup> Offense – Warning
- 2<sup>nd</sup> Offense – Sent home, early treatment or practice following day, meeting with preceptor and Clinical Education Coordinator
- 3<sup>rd</sup> Offense – Meeting with preceptor, Clinical Education Coordinator and Director of Athletic Training Education; \*possible suspension of athletic training clinical hours

**Clinical Evaluations**

- 1<sup>st</sup> Offense – Meeting with preceptor and Clinical Education Coordinator
- 2<sup>nd</sup> Offense – written warning and formal meeting with supervisor, Program Director, Clinical Education Coordinator, \*possible failure of course to which the clinical hours are attached

**Failure to follow NATA code of ethics**

Dismissal from program

**Other (Please describe action completely):**

---

---

---

---

---

---

\*May delay graduation

**Comments to student:**

---

---

---

---

**Comments by student:**

---

---

---

---

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of ATP Program Director      Date

\_\_\_\_\_

\_\_\_\_\_  
Signature of Clinical Education Coordinator

\_\_\_\_\_  
Date

A copy of this notification will be placed in the student's file

## APPENDIX G

### Statement of Confidentiality, HIPAA Minimum Necessary Consent and Responsibility

I understand and agree to comply with the terms of the Student Affiliation Agreement, as amended from time to time (the “Agreement”), by and between [REDACTED] (“Affiliate”) and **Temple University – Of The Commonwealth System of Higher Education** (“University”) to receive training and experience in the Athletic Training Program (the “Program”).

As consideration for allowing me to participate in the Program at Affiliate, I understand that my role as a participant in the Program is contingent upon compliance with all policies and rules of Affiliate. In addition, I understand that I am required to keep confidential patient protected health information. I recognize and acknowledge that during the course of my participation in the Program, I may become aware of such private and confidential information and that I have access to such information as part of the Program and for educational and training purposes only. I agree to keep this information confidential forever and not to use or disclose it to others, including all members of Affiliate’s workforce, and its entities, patients and family members, unless there is a need to know and I am otherwise authorized by: (a) Affiliate; (b) Affiliate’s policies and procedures; (c) the patient (for that patient’s specific information); or (d) where appropriate, as required by law. I understand that I must comply with Affiliate’s policies and procedures, including but not limited to those regarding protected health information under HIPAA laws and regulations and I acknowledge that I have been trained in the appropriate uses and [REDACTED] of protected health information as they relate to my specific role as a participant in the Program.

The undersigned, intending to be legally bound, has reviewed this Statement of Confidentiality, HIPAA Minimum Necessary Consent and Responsibility, and agrees to abide by same.

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

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

**APPENDIX H**  
**Access/Accommodations in Clinical Experience Form**

**STUDENT INFORMATION**

Student name: \_\_\_\_\_

TUID: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email: \_\_\_\_\_

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

**CLINICAL/FIELD EDUCATION OFFICE INFORMATION**

Name of Clinical/Field Adviser: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email: \_\_\_\_\_

Clinical/Field Course Name and Number: \_\_\_\_\_

\_\_\_\_\_

Clinical/Field Site (if known): \_\_\_\_\_

**DISABILITY RESOURCES AND SERVICE INFORMATION**

Date form received: \_\_\_\_\_

DRS Coordinator: \_\_\_\_\_

Access/Accommodations for clinical/field placement: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**APPENDIX I**  
**Technical Standards Acknowledgement Form**

**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 **Temple University Disability Resources and Services Department** 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 **Temple University Disability Resources and Services Department** 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



# APPENDIX J

TEMPLE UNIVERSITY  
A Commonwealth University

Student Health Services  
Health Science Center  
Student Faculty Center,  
3340 N. Broad St.  
Philadelphia, Pa. 19140  
Tel: (215) 707-4088  
Fax: (215) 707-2708

## PHYSICAL FORM

(CIRCLE NAME OF SCHOOL)

DENTAL COLLEGE OF HEALTH PROFESSIONS

MEDICINE PODIATRY PHARMACY

NAME: \_\_\_\_\_  
LAST FIRST

SS# \_\_\_\_\_

DOB: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

*TO THE EXAMINING HEALTHCARE PROVIDER: Please review the student's attached health data and complete this form. The information supplied will be used as a background for providing health care, if this is necessary; and for identifying any need for accommodation to facilitate the student's academic success. This information will be handled in accordance with all applicable law.*

Date of exam: \_\_\_\_\_ BP: R \_\_\_\_\_ L \_\_\_\_\_ PULSE: \_\_\_\_\_ HEIGHT: \_\_\_\_\_ WEIGHT: \_\_\_\_\_

General Health			
Skin			
Ears			
Eyes (include funduscopic exam)			
Neck (include thyroid exam)			
Lungs			
Heart			
Abdomen/hernia check			
Back			
Extremities			
Neurologic exam			

Vision: Uncorrected OD \_\_\_\_\_ OS \_\_\_\_\_ Corrected: OD \_\_\_\_\_ OS \_\_\_\_\_

This Student is able to participate in all educational, physical and patient care activities: \_\_\_\_\_Y \_\_\_\_\_N  
If no, please indicate what restrictions, accommodations, or modifications, if any, will be required for this student.

---

---

Medical Summary: Note problems or suggestions for care:

---

---

---

Health Care Provider (please print): Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_  
Signature: \_\_\_\_\_ MD/DO/CRNP Date: \_\_\_\_\_



APPENDIX K

TEMPLE UNIVERSITY
A Commonwealth University

Student Health Services
Health Science Center
Student Faculty Center,
3340 N. Broad St.
Philadelphia, Pa. 19140
Tel: (215) 707-4088
Fax: (215) 707-2708

IMMUNIZATION FORM

(CIRCLE NAME OF SCHOOL)

DENTAL COLLEGE OF HEALTH PROFESSIONS

MEDICINE PODIATRY PHARMACY

NAME: LAST FIRST

SS#

DOB: / /

TO BE COMPLETED AND SIGNED BY YOUR HEALTH CARE PROVIDER
COPY OF LAB REPORTS REQUIRED

Tuberculin Skin Test (PPD) must be done in Student Health Services upon arrival to Campus.

MEASLES TITER (Blood test) DATE:
RESULT: positive / negative (please circle)

MUMPS TITER (Blood test) DATE:
RESULT: positive / negative (please circle)

RUBELLA TITER (Blood test) DATE:
RESULT: positive / negative (please circle)

HEPATITS B SURFACE AB (Blood test) DATE:
RESULT: Reactive / non-reactive (please circle)

HEPATITS B VACCINE SERIES #1 #2 #3

VARICELLA TITER DATE:
RESULT: Reactive / non-reactive (please circle)
IF NEGATIVE 2 DOSES OF VARIVAX REQUIRED
#1 #2
HISTORY OF DISEASE NOT ACCEPTABLE

TETANUS/DIPHThERIA BOOSTER DATE:
REQUIRED WITHIN THE PAST 10 YEARS

MEDICAL PROVIDER'S SIGNATURE DATE

ADDRESS AND PHONE

## APPENDIX L

### EXPOSURE TO BLOOD BORNE PATHOGENS

In 1990, the Occupational Safety and Health Administration (OSHA) enacted a law entitled Occupational Exposure to Blood Borne Pathogens; (29 CFR 1910,1030). This regulation was promulgated in response to OSHA's determination that "individuals whose occupational duties place them at risk of exposure to blood and other potentially infectious materials are at risk of becoming infected with these blood borne pathogens, developing disease and, in some cases, dying." The intent of the regulation is to minimize incidents of occupational exposure of blood borne pathogens and other potentially infectious materials.

In compliance with OSHA's blood borne pathogen regulations, Temple University has implemented an exposure control plan to minimize the risk of infection. As part of this plan, Temple University employees are eligible to receive, at no cost to the employee, the Hepatitis B vaccine and vaccination series.

OSHA regulations, however, do not cover students who are not employees of the University. This includes students who are accepted into or who are applying to the Undergraduate Athletic Training Program.

The intent of this correspondence is to strongly encourage you, as the student participating in the Undergraduate Athletic Training Program, to obtain the Hepatitis B vaccine. Please note that the cost of this inoculation is your responsibility. The Temple University Student Health Services is available to you to administer this vaccine.

Should you have any questions regarding OSHA's regulations on blood borne pathogens, please do not hesitate to contact the Office of Environmental Health and Safety at (215) 221-2520.

I freely sign this document as a testament to my having read and understood its contents.

---

Student's *PRINTED Name*

---

*SIGNATURE*

---

Date

## APPENDIX M

### COMMUNICABLE DISEASE POLICY ACKNOWLEDGEMENT

#### Guidelines for Prevention of Exposure and Infection

1. Athletic Training Students (ATs) must successfully complete annual Bloodborne Pathogens training.
2. ATs are required to use proper hand washing techniques and practice good hygiene at all times.
3. Students are required to use Universal Precautions at all times when functioning as an AT in the ATP. This applies to TU clinical sites and affiliate sites.
4. ATs are not to provide patient care if they have active signs or symptoms of a communicable disease.

#### Guidelines for Managing Potential Infection

1. A student who has been exposed to a potential infection before, during, or after a clinical experience should report that exposure to his/her preceptor **immediately**.
2. Any student, who demonstrates signs or symptoms of infection or disease that may place him/her and/or his/her patients at risk, should report that potential infection or disease **immediately** to the TU Student Health Center.
3. The student is responsible for keeping the ATP Clinical Education Coordinator informed of his/her conditions that require extended care and/or missed class/clinical time. ATs may be required to provide written documentation from a physician to return to class and/or clinical site.
4. If a student feels ill enough to miss ANY class that student should notify the appropriate instructor **immediately**.
5. If a student feels ill enough to miss ANY clinical experience that student should notify the ATP Clinical Education Coordinator and preceptor **immediately**.

I, \_\_\_\_\_, have read and understand the Athletic Training Program's Communicable Disease Policy. I agree to abide by all of the guidelines.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date