Doctor of Athletic Training
Program Handbook

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Updated August 2017
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DISCLAIMER

This handbook was created to inform the Athletic Training Students of policies and procedures of the Doctor of Athletic Training (DAT) Program at Temple University. The overall intent of this handbook is to ensure a quality education experience for every student. 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 program. Any alterations to the handbook will be made available to all students, staff, and administration.

INTRODUCTION

Welcome to the Temple University DAT Program. This handbook has been designed to assist you in your endeavors as an athletic training student. The purpose of the handbook is to provide you with appropriate policies and procedures. Many changes in athletic training have occurred in the past few years and many more are on the way. It is our goal to take this program to a higher level and to create one of the best and most effective programs. In order to achieve this lofty goal, the faculty, staff, and athletic training students must strive for excellence in all their words and actions, working together to accomplish this objective. This handbook should be read several times throughout the year so that you will continue to become familiar with the roles and responsibilities you have accepted as an athletic training student. Your signed statement (Appendix A) that you read the handbook and abide by the program’s policies and procedures is due to the Director of Athletic Training Education by the end of the first week.

Sincerely,

Jamie Mansell, PhD, LAT, ATC
Director of Athletic Training Education

Anne Russ, PhD, LAT, ATC
Director of Clinical Education

Kelly Pagnotta, PhD, LAT, ATC
Assistant Professor

Stephen Thomas, PhD, LAT, ATC
Assistant Professor

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Jane McDevitt PhD, LAT, ATC
Assistant Professor

Ryan Tierney, PhD, LAT, ATC
Associate Professor
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, national origin or ethnic origin, race, religion, sex (including pregnancy), sexual orientation, veteran status and genetic information.

ATHLETIC TRAINING EDUCATION PROGRAM NON-DISCRIMINATORY STATEMENT

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

Description of Program/Mission

The Athletic Training program is part of the Department of Kinesiology, which is housed in the College of Public Health. The Department of Kinesiology currently offers Bachelors, Masters, Doctor of Philosophy and clinical doctorate degrees concentrating in Athletic Training and Sports Medicine. The mission of a post-professional graduate athletic training education program is to expand the applied and experiential knowledge and skills of entry-level certified athletic trainers, to expand the athletic training body of knowledge, and to disseminate new knowledge in the discipline.

The mission of the DAT is to enhance clinical decision-making of the practicing certified athletic trainer. To fulfill this mission, students will gain expertise in the ability to utilize evidence-based techniques, including the identification and interpretation of current literature to improve patient outcomes. In addition, the program will enhance student’s interdisciplinary and interprofessional relationships through the clinical education components, to mimic real-world healthcare delivery experiences. The DAT courses will be delivered exclusively online, utilizing both synchronous and asynchronous delivery methods. This technological approach will help us reach a greater audience than a traditional program and provide the opportunity for collaboration with people from diverse backgrounds and experiences. Please visit our website for additional information outside the scope of this manual.

Upon successful completion of the DAT, students will be able to:

SLO 1: Search and appraise current athletic training literature to enhance patient outcomes.

SLO 2: Explain and justify evidence-based decision-making and its practical applications.

SLO 3: Devise a plan to highlight leadership and professionalism skills in clinical practice.

SLO 4: Collaborate effectively with an interdisciplinary healthcare team.

SLO 5: Distinguish the role of athletic training in a public health model.

https://cph.temple.edu/kinesiology/programs-offered/graduate/athletic-training-dat
ATHLETIC TRAINING EDUCATION PROGRAM PERSONNEL

For an Athletic Training Program to be successful, the involved personnel must be aware of the importance of each person’s role. This section outlines the responsibilities of each position.

**Director of Athletic Training Education**

*Unit:* Kinesiology  
*Reports To:* Department Chairman  
*Positions Supervised:* Athletic Training Students, Athletic Training Faculty

**Basic Function:** The Director of Athletic Training Education is responsible for the day-to-day operation, coordination, supervision, and evaluation of all aspects of the DAT. 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 University standards. The Director of Athletic Training Education 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 Director of Athletic Training Education shall fulfill the following duties and responsibilities:

- Provide updated information to the students, staff, and Athletic Training faculty on the DAT.
- Determine necessary curriculum changes and institute new academic and clinical courses.
- Serve as the liaison with the Dean’s Office, Department Chair, Department Committees, and advisors on the DAT and its students.
- Serve as the liaison with the NATA, or the BOC and complete any and all forms or correspondence, which represents the program.
- Document ongoing compliance with best practices in online learning on an annual basis including the completion of assessment reports.
- Plan, develop, deliver, and assess all components of the program.
- Serve as the final authority in determining any actions surrounding students in the program.
- Maintain Athletic Training Students educational files.
- Provide mentorship and assistantship with capstone projects.
**Director of Clinical Education**

Unit: Kinesiology  
Reports To: Department Chairman  
Positions Supervised: Graduate Athletic Training Students  
             Athletic Training Students  
             Site Supervisors

Basic Function: To provide the coordination, supervision, and evaluation of the clinical educational program in consultation with the Director of Athletic Training Education. This individual must possess the necessary qualifications to perform the functions. The Director of Clinical Education 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:

- Review semesterly student goals relating to how each student will incorporate what they learned in the DAT into clinical practice
- Provide feedback for more effective clinical experiences based on assessment measures.
- Advise students as necessary.
Athletic Training Faculty
Unit: Kinesiology
Reports To: Department Chair, Director of Athletic Training Education
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 Director of Athletic Training Education 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.
♦ Provide mentorship and assistantship with capstone projects.
♦ Participate in annual assessment report creation, including collection and dissemination of data.
♦ Attend weekly Athletic Training faculty meetings.
♦ Complete other duties as assigned.

Athletic Training Student(s)
Unit: Kinesiology
Reports To: Director of Athletic Training Education, Director of Clinical Education, Athletic Training Faculty and Site Supervisor
Positions Supervised: None

Basic Function: To successfully complete course, research, and clinical responsibilities.

♦ Athletic Training Students must attend all regularly scheduled courses and meetings.
♦ Communication must be adhered to, including all verbal and written (including emails) forms.
♦ Abide by policies and procedures set forth by the Program, College of Public Health, and Temple University.
♦ Practice in accordance with the NATA Code of Ethics and state practice acts
♦ Remain in good standing with the Board of Certification
  ♦ Submit semesterly goals incorporating what they learned in the DAT into clinical practice to the Clinical Education Coordinator
♦
General Program Requirements for Doctor of Athletic Training:

Number of Didactic Credits required Beyond the Master’s level: 36 s.h. (Note: Please refer to Policies and Procedures of the Temple University Graduate School for advanced standing or transfer of credit for graduate coursework taken as a non-matriculated student).

<table>
<thead>
<tr>
<th>Required Courses - Core</th>
<th>16 s.h.</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kinesiology 8601</td>
<td>3</td>
<td>Research Appraisal &amp; Clinical Application</td>
</tr>
<tr>
<td>Kinesiology 8602</td>
<td>3</td>
<td>Grand Rounds I: Lower Extremity</td>
</tr>
<tr>
<td>Kinesiology 8603</td>
<td>3</td>
<td>Grand Rounds II: Upper Extremity</td>
</tr>
<tr>
<td>Kinesiology 8604</td>
<td>3</td>
<td>Evidence-Based Decision Making in Athletic Training</td>
</tr>
<tr>
<td>Kinesiology 8611</td>
<td>3</td>
<td>Leadership &amp; Ethics</td>
</tr>
<tr>
<td>Kinesiology 5808</td>
<td>3</td>
<td>Advanced Sport Concussion</td>
</tr>
<tr>
<td>Kinesiology 8344</td>
<td>3</td>
<td>Rehabilitation Methods and Techniques for Sports-Related Injuries</td>
</tr>
<tr>
<td>Kinesiology 8343</td>
<td>3</td>
<td>Orthopedics in Athletic Training/Sports Medicine</td>
</tr>
<tr>
<td>Kinesiology 9601</td>
<td>3</td>
<td>Capstone Project in Athletic Training</td>
</tr>
<tr>
<td>HRPR 5001</td>
<td>0</td>
<td>Current and Emerging Issues in Public Health &amp; Health Professions</td>
</tr>
</tbody>
</table>

**Elective Courses**

<table>
<thead>
<tr>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>OT 8509 Leadership in the Health Professions: The Art &amp; Science of Influence</td>
</tr>
<tr>
<td>SBS 5001 Fundamentals of Public Health</td>
</tr>
<tr>
<td>EPIBIO 5002 Biostatistics</td>
</tr>
<tr>
<td>SBS 5004 Stress and Change</td>
</tr>
<tr>
<td>EPIBIO 5101 Epidemiology</td>
</tr>
<tr>
<td>SBS 5102 Theoretical Foundations of Health Behaviors</td>
</tr>
<tr>
<td>SSWG 8811 Alcohol and Substance Abuse</td>
</tr>
<tr>
<td>SSWG 8803 Disorders of the Adolescents and Children</td>
</tr>
<tr>
<td>SSWG 8814 Loss &amp; Grief</td>
</tr>
<tr>
<td>SSWG 8831 Social Transformation</td>
</tr>
</tbody>
</table>

*Electives are not limited to this list. Please see Director of Athletic Training Education for possible coursework outside of this list.*
### PROGRAM OF STUDY - subject to change

<table>
<thead>
<tr>
<th>Year/ Sem.</th>
<th>Dept. Name/ Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Fall</td>
<td>KIN 8601</td>
<td>Research Appraisal &amp; Clinical Application</td>
<td>03</td>
<td></td>
</tr>
<tr>
<td>1 Fall</td>
<td>KIN 8602</td>
<td>Grand Rounds I: Lower Extremity</td>
<td>03</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>06</td>
</tr>
<tr>
<td>1 Spring</td>
<td>KIN 8603</td>
<td>Grand Rounds II: Upper Extremity</td>
<td>03</td>
<td></td>
</tr>
<tr>
<td>1 Spring</td>
<td>KIN 8604</td>
<td>Evidence-Based Decision-Making</td>
<td>03</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>12</td>
</tr>
<tr>
<td>1 Summer</td>
<td>KIN 8611</td>
<td>Leadership &amp; Ethics</td>
<td>03</td>
<td></td>
</tr>
<tr>
<td>1 Summer</td>
<td>KIN 5808</td>
<td>Advanced Sport Concussion *</td>
<td>03</td>
<td></td>
</tr>
<tr>
<td></td>
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<td></td>
<td>18</td>
</tr>
<tr>
<td>2 Fall</td>
<td>KIN 8344</td>
<td>Rehabilitation Methods and Techniques for Sport-Related Injuries</td>
<td>03</td>
<td></td>
</tr>
<tr>
<td>2 Fall</td>
<td>Elective</td>
<td>Elective</td>
<td>03</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>24</td>
</tr>
<tr>
<td>2 Spring</td>
<td>KIN 8343</td>
<td>Orthopedics in Athletic Training/Sports Medicine</td>
<td>03</td>
<td></td>
</tr>
<tr>
<td>2 Spring</td>
<td>Elective*</td>
<td>Elective*</td>
<td>03</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>30</td>
</tr>
<tr>
<td>2 Summer</td>
<td>KIN 9601</td>
<td>Capstone Project</td>
<td>06</td>
<td></td>
</tr>
<tr>
<td>2 Summer</td>
<td>HRPR 5001</td>
<td>Current and Emerging Issues in Public Health and Health Professions</td>
<td>00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>36</td>
</tr>
</tbody>
</table>

*Note. * KIN 5808 may be taken during one of those semesters, with the elective occurring in the other slot.

All students are responsible for completing an annual program of study document and giving the completed document to the Director of Athletic Training Education by the end of the first week.
ACADEMIC ADVISEMENT

The Kinesiology Department provides students with multiple means to receive academic and career advice. The Director of Athletic Training Education can provide professional and academic guidance throughout the student’s academic preparation. The Director of Clinical Education can provide clinical and professional guidance while all faculty members can provide assistance with the capstone project.

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.

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.
College of Public Health Grievance Policy
Please view this policy on-line: https://cph.temple.edu/about/student-resources

Electronic communication
All official communication will be through Temple University email. Students must check their TU mail daily for updates. All communication to professors and DAT administrators must be through University email accounts.

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. Any health information that is discussed in-class or described in assignments/discussion boards must be completely de-identified.

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 site. Any questions or concerns from anyone who does not need to medically know the information (i.e., preceptor, team physician), must be directed to the preceptor or site administrator. Athletic training students may not discuss medical records with other student athletes. Violation of confidentiality may result in disciplinary action and could be in direct violation of the NATA Code of Ethics, which could jeopardize your ability to practice as an athletic trainer.

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

Requirements for Graduation
In order to successfully complete the DAT program, students must satisfy the following criteria:
- Satisfactory completion of all core and elective courses in the amount of 36 semester hours
  - Note: As per University guidelines, students may not receive more than 2 grades below a B-. Three or more grades below a B- will result in dismissal from the program.
  - See the Graduate School policies for more information: http://www.temple.edu/grad/policies/gradpolicies.htm#GCSS24
- Completion and successful defense of a capstone project

College of Public Health Interdisciplinary Requirement
In an effort to better train CPH students regarding the full scope of health professions and the way in which these professions collaborate and interact to advance health, the CPH has created a required online learning module, “HRPR 5001: Current and Emerging Issues in Public Health and Health Professions.”

The course is completely online and asynchronous, meaning that students can complete the modules at their own pace. The course is a required pass/fail course, but students will not be charged additional tuition for the course as it is considered a 0 credit course; however, this is mandatory and students will not be eligible for graduation unless the course is completed.
The course will require all students to complete a set of six learning modules that address some of the core elements of health, including guiding principles, practices and guidelines. Students will then have the option to select an additional six modules from a menu of modules (currently a choice of twelve, but new modules are being developed). All of the course content will be available via Blackboard. Each module includes a video presentation, powerpoint slides, additional resources and a quiz. The video presentation is divided into 3-4 segments of no more than 20 minutes each. Students will be required to view the video presentation (may also print and follow along with the powerpoint slides) and then complete the quiz, receiving a minimum grade of 80% to receive credit. Students must report to the Director of Athletic Training each semester that they complete a module. Students should not register for this course until they have completed or are about to complete all modules.

**DAT Program Policy on Missed Classes**
Students may not miss more than 2 synchronous sessions per class. Absences in excess of 2 will result in failure of the course. When students are absent, they must email the Director of Athletic Training Education and the course instructor as soon as possible. WebEx sessions will be recorded and posted to the Blackboard page. Absent students must watch the video and submit any missed synchronous work within 48 hours to the course instructor.

**Graduate School Exit Requirements for Graduation**
All students must apply for graduation and pay the associated fees by the deadline listed in the University’s Academic Calendar (~mid February). This is the only means by which a diploma will be produced and an awarded degree transcripted.

**Outside Clinical Work**
Students working as a certified athletic trainer outside of their assigned clinical experiences and graduate assistantships are not covered by Temple University’s liability insurance or by the physician standing orders. Students are responsible for purchasing liability insurance and ensuring that they are adhering to state practice guidelines, including the obtainment of appropriate standing orders.

**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 training students are asked to use appropriate terminology at all times.

<table>
<thead>
<tr>
<th>Professional terminology</th>
<th>Incorrect terminology</th>
</tr>
</thead>
<tbody>
<tr>
<td>“Athletic training room”</td>
<td>“Training room”</td>
</tr>
<tr>
<td>“Athletic trainer”</td>
<td>“Trainer” or “ATC”</td>
</tr>
<tr>
<td>“Athletic training students”</td>
<td>“Student athletic trainers” or “Student trainers”</td>
</tr>
</tbody>
</table>
Requirements to Remain a Student

Possible reasons expulsion from the graduate program include:

- Behavior contrary to NATA Code of Ethics (Appendix C).
- Not maintaining athletic training certification or license.
- Lack of progress in coursework/capstone project (e.g., not handing in assignments in a timely manner).

Please see the Graduate School policies on Standards of Scholarship: http://www.temple.edu/grad/policies/gradpolicies.htm#GCSS24

Please see the Graduate School policy on Academic Appeals: http://www.temple.edu/grad/policies/gradpolicies.htm#AAGB29

State Practice Acts

Every person working as a certified athletic trainer must be appropriately credentialed by his or her state. For individuals who will seek licensure, they should consult the following resources:

http://www.bocatc.org/index.php/state-regulation
http://members.nata.org/gov/state/regulatory-boards/map.cfm
Other General Information

Temple E-mail Address
Each student will be issued a Temple e-mail address upon official acceptance into the University. Please contact Temple Computer Services with any questions (215) 204-1100.

Temple ID
Upon payment of fees, students may obtain Temple ID cards. Please note that a Temple Student ID must be shown to enter all buildings. Library and printing privileges are also linked to the card. More information can be found at the following website: http://www.temple.edu/diamonddollars/owlcard.htm

Tuition & Fees
All Temple University graduate students pay student fees, which vary by semester and by credit hours taken (budget at least $400). Fees must be paid before an ID card will be issued.

Financial Aid
For financial aid options, please contact the Office of Student Financial Services.
http://www.temple.edu/sfs/  Phone: 215-204-2244

Enrolling in Courses
Each student must meet with the Director of Athletic Training Education before scheduling the next semester’s courses. Students can enroll by logging onto TUportal (http://tuportal.temple.edu). From here, you can select Self Service Banner and search for the courses that you need. Courses that require special permission can be added through Mr. Joseph Hines (see contact list). Please contact the Director of Athletic Training Education prior to scheduling classes.

Program of Study
You must complete a Program of Study that will be signed by you and the Director of Athletic Training Education. This is a contract detailing your two years of coursework at Temple University.

Other Resources
Kinesiology Graduate Handbook:

Graduate School policies and procedures: http://www.temple.edu/grad/

Center for Learning and Student Success: http://www.temple.edu/class/

Disability Resources and Services: http://disabilityresources.temple.edu/

Library Services: http://library.temple.edu/
The Kinesiology Department library liaison is Ms. Stephanie Roth. She can be contacted at: stephanie.roth@temple.edu or 215-707-9469.

Office of Digital Education: http://online.temple.edu/

Student Financial Services: http://sfs.temple.edu/

Writing Center: http://www.temple.edu/writingctr/
Please review the “Technology Support” section of your Blackboard courses for helpful tools and resources.
Contact List

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215-292-5085 (C)
jmansell@temple.edu

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Departmental Graduate Coordinator
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Associate Professor
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Department Chair
Michael Sitler
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sitler@temple.edu

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ybeckett@temple.edu
Appendix A

Acknowledgement Statement

This handbook has been developed to assist you as a student in our program. It should be used as a guide and resource during your various academic and clinical experiences within the Temple University DAT program. It contains specific information on a variety of topics such as program of study, research project, and prior to starting to-do-list. Students are required to read and sign this acknowledgement statement.

We highly encourage students to become familiar with the handbook contents and make every effort to utilize it to be certain that you are satisfying all the requirements associated with our program. It is your responsibility for being familiar with and understanding the contents of this handbook. As much as we have tried, this is not an all-encompassing manual so if you have any questions, problems, comments or concerns please do not hesitate to talk with the appropriate personnel.

Any additional or updated information will be given to you as necessary. Please sign this acknowledgement statement and return it to the Director of Athletic Training Education.

________________________  _______________
Student Signature  Date

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Appendix B

CONFIDENTIALITY AGREEMENT

I ______________________ understand that as a condition of my participation in the Temple University Post-Professional Athletic Training Education Program and as part of my teaching or clinical assistantship, I realize that I must safeguard the privacy, security, and integrity of patient records at all times.

I agree to abide by all state and federal laws and regulations governing the security and confidentiality of individual identifiable medical information and records.

I agree that I will not engage in behavior that may cause a breach of confidentiality or the appearance of a breach, whether intentional or not. This includes, but is not limited to:

* Discussing information contained in files or distributing confidential files to others
* Discussing a patient’s confidential information with another student or instructor where it can be overheard by other patients and individuals involved in the care of that patient (e.g., discussing in the hallway or patient’s waiting room).
* Discussing a patient with friends, other patients, other professional, or anyone inside or outside the clinic or ATR, not directly involved in the care of the patient or in a consultative role regarding the patient’s care.
* Releasing patients records without the patient’s consent unless required by law (Consent may be given by written release or by faxed memo and must specify which parts of the record may be released)
* Leaving records unsecured in an open area where individuals not involved in the care of that patient can view them
* Removing patient folders from the clinic or ATR except to be taken to a supervisor’s office. All medical files must be released according to procedures.
* Leaving computer workstation screens with identifiable patient information unattended or unlocked so that anyone may view or access patient information
* Leaving reports, treatment plans or session plans in printers or garbage without being shredded
* Saving identifiable patient information on computer disk or hard drive
* Transmitting reports with identifiable confidential information via email (see university email policy)
* Making copies of patient information or reports
* Removing any reports or raw data form the patient folder
* Discussing or posting information and/or pictures regarding patients or patient care on social media
* Maintaining videotapes of patient sessions after the end of the clinical assignment outside of the clinic, ATR, or department

As a participant in the program, I understand that I may be disciplined and subject to legal action for violating state or federal statutes or university policy regarding confidentiality and privacy of protected information. By my signature I agree to abide by all the premises and principles contained in this agreement.

_____________________________  ________________
Student Signature                        Date
Appendix C

NATA CODE OF ETHICS

September 28, 2005

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

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

PRINCIPLE 1:
Members shall 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.