



**Temple University Post-Professional MS in Kinesiology
Athletic Training Concentration
Program Handbook**

Written by:

**Jamie Mansell PhD, LAT, ATC
Athletic Training Program Director
Associate Professor**

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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 Cell: 215-292-5085
jmansell@temple.edu
Webpage: <https://cph.temple.edu/kinesiology/programs-offered/graduate/athletic-training-masters>

DIRECTOR OF CLINICAL EDUCATION:

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

PROGRAM FACULTY:

Jane McDevitt PhD, LAT, ATC
239A Pearson Hall
Office: 215-204-7503
jane.mcdevitt@temple.edu

Stephen Thomas, PhD, LAT, ATC
247 Pearson Hall
Office: 215-204-4908
Stephen.thomas@temple.edu

Ryan Tierney, PhD, LAT, ATC
259 Pearson Hall
Office: 215-204-4001
rtierney@temple.edu

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DISCLAIMER

This handbook was created to inform the Athletic Training Students of policies and procedures of the Post Professional Athletic Training Program 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 program. Any alterations to the handbook will be made available to all students, staff, and site supervisors.

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 (PPATP) 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 PPATP 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 Post-Professional Athletic Training Education 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, and Doctor of Philosophy 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 Temple University post-professional Athletic Training program is committed to advancing the profession by developing the faculty of reason and critical thinking skills of certified athletic trainers, who are empowered to become leaders in their field by evaluating accepted clinical practice, conducting scientific inquiries, creating, disseminating and clinically applying new knowledge from research that enhances proficiency in sports injury prevention, treatment, and rehabilitation of physically active populations.

Please visit our website for additional information outside the scope of this manual.

<http://cph.temple.edu/kinesiology/degrees-graduate-masters-ms-and-doctorate-phd-somatic-sciences/athletic-training-masters>

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.

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 PPATP. 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 PPATP.
- ◆ 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 PPATP 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.
- ◆ Provide mentorship and assistantship with master's research projects.
- ◆ Serve as an academic and professional advisor.

Clinical Education Coordinator

Unit: Kinesiology
Reports To: Department Chair
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 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 in the student's second year.
- ◆ Identify the psychomotor skills to be acquired during the clinical experience, and criteria for student evaluation.
- ◆ Assign students to clinical education and practicum experiences.
- ◆ Determine authorized absences in the clinical setting.
- ◆ Contact each affiliated graduate assistantship site supervisor (if applicable) 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 site supervisors 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 goals and progress.
- ◆ Provide feedback for more effective clinical experiences and graduate assistantships based on assessment measures.
- ◆ Serve as a moderator when problems arise in the clinical or graduate assistantship setting.
- ◆ Advise students as necessary.

Site Supervisor for Graduate Assistantships (if applicable)

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

Basic Function: To serve as a mentor for students in graduate assistant positions. The Preceptor shall fulfill the following duties and responsibilities:

- ◆ Provide informal and formal assessments of student professionalism and clinical proficiency.
- ◆ Meet with the Athletic Training Students at the beginning of the rotation to:

- Discuss scheduling, expectations and guidelines at the clinical site.
- ◆ Approve the Athletic Training Student's hours log online 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 online 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 PPATP.

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.

- ◆ Attend weekly Athletic Training Program meetings.
- ◆ Incorporate most current athletic training knowledge, skills, and abilities as they pertain to their respective teaching areas.
- ◆ Provide mentorship and assistantship with master's research projects.
- ◆ Participate in the programmatic assessment process, including collection and dissemination of data.
- ◆ Complete other duties as assigned.

Athletic Training Student(s)

Unit: Kinesiology
 Reports To: Program Director, Clinical Education Coordinator, 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, meetings, and graduate assistantship experiences (if applicable).
- ◆ 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.
- ◆ 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 PPATP 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 PPATP.

Conflict Resolution (If you have a problem, chain of command)

In the event of a problem, please utilize the following chain of command.

- Problem with athletes/coaches (e.g., non-compliance with rules & regulations of athletic training room): contact your site administrator.
- Problem with AD/site supervisor (e.g., expected to work above a 20-hour a week average): contact Clinical Education Coordinator.
- Problem with doctoral mentor (e.g., long turn-around times on project comments): contact the Program Director.
- Problem with Clinical Education Coordinator: contact the Program Director.
- Problem with Program Director: contact the Kinesiology Department Chair.

**General Program Requirements for Master of Science Degree:
Kinesiology Athletic Training (AT)**

Number of Didactic Credits required Beyond the Baccalaureate: 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*).

Required Courses - Core	16 s.h.	Course Title
Kinesiology 5202	3	Biomechanics of Skeletal Tissue**
Kinesiology 8343	3	Ortho in AT/Sport Med**
Kinesiology 8344	3	Rehab Tech in AT/Sport Med **
Kinesiology 8349	3	Cadaver Anatomy**
Kinesiology 9287	2	AT/Sports Med Pract I**
Kinesiology 9288	2	AT/Sports Med Pract II**
Required Courses - Research	16 s.h.	
Kinesiology 8300	4	Seminar-Athletic Training**
Kinesiology 8348	3	Laboratory Techniques in Athletic Training**
Kinesiology 9901	3	Research Methods Kinesiology
Kinesiology 9995	3	Masters Research**
Educational Psych 8625	3	Intermediate Educational Statistics
Elective Courses*	4 s.h.	
Kinesiology 5311	3	Exercise Physiology
Kinesiology 5313	3	Exercise + Aging
Kinesiology 9201	3	Cardiovascular Ex Phys
Kinesiology 5312	3	Exercise + Nutrient Metb
Kinesiology 9101	3	Pedagogy in Higher Ed
Kinesiology 9204	3	Cellular Adapt to Exer
Kinesiology 9203	3	Appl Ex Physio-Neuromusc
Kinesiology 9205	3	Exer Testing + Prescrip
Kinesiology 9882	1-3	Independent Research
Physical Therapy 9645	3	Advanced Musculo-Skeletal Anatomy

*Electives are not limited to this list. ** Instructor is a Certified Athletic Trainer (24 of 36 cr).

PROGRAM OF STUDY- subject to change

Year/ Sem.	Dept. Name/ Course Code	Course Title	Approx. Day/Time	Credit Hours	Total
1 Fall	KIN 8300	Seminar in AT/SM	M/W AM	01	
1 Fall	KIN 9995	Masters Research		01	
1 Fall	KIN 9287	AT/SM Practicum I		01	
1 Fall	KIN 9901	Research Methods	W PM	03	
1 Fall	KIN 8348	Lab Techniques in AT/SM	W AM	03	9
1 Sp	KIN 8300	Seminar in AT/SM	W/F AM	01	
1 Sp	KIN 9995	Masters Research		01	
1 Sp	KIN 9287	AT/SM Practicum I		01	
1 Sp	EdPsy 8625	Intermediate Statistics		03	
1 Sp	KIN 8349	Cadaver Anatomy	T/R AM	03	18
2 Fall	KIN 8300	Seminar in AT/SM	M/W AM	01	
2 Fall	KIN 9882	Independent Research		01	
2 Fall	KIN 9288	AT/SM Practicum II		01	
2 Fall	KIN 5202	Graduate Biomechanics	M PM	03	
2 Fall	***	Elective		03	27
2 Sp	KIN 8300	Seminar in AT/SM	W/F AM	01	
2 Sp	KIN 9995	Masters Research		01	
2 Sp	KIN 9288	AT/SM Practicum II		01	
2 Sp	KIN8344	Rehab. Methods and Tech for Sports-Related Injuries	T/R AM	03	
2 Sp	KIN 8343	Orthopedics in AT/SM	M AM	03	36

All students are responsible for completing an annual program of study document and giving the completed document to the Program Director by the end of the first week.

Master's Research Project

A requirement for all MS in Kinesiology: AT Concentration students is the completion of a research project. Formulation of the project idea, data collection, and the final written document will be performed under the direction and guidance of a doctoral student mentor (when available) and faculty mentor. The goals are to present your research at state, regional, and/or national conventions, have a published abstract and manuscript (e.g., *Journal of Athletic Training*), and graduate on time. Please find the **Master's Project Guidelines** in Appendix C.

Master's Research Project Timeline

Year 1

Fall semester goals

1. Formulate project idea
2. Part II- Review of Literature
 - a. Detailed outline
3. Present project idea
4. Begin Part I – Introduction and Methods

Spring semester goals

1. Finalize Methods section
2. Continue updating Introduction and Part II
3. Complete IRB/informed consent
4. Formally propose master's project

Summer goals

1. Submit for IRB approval
2. Perform pilot testing/reliability
3. Begin data collection

Year 2

Fall semester goals

1. Collect data
2. Continue updating Introduction and Part II

Spring semester goals

1. Analyze data
2. Complete Results and Discussion sections, and appendixes
3. Complete Introduction and Part II
4. Complete document (cover to cover)
5. Formally defend master's research project

May Graduation!

Masters Research Project Mentorship

Each master's student will work with doctoral student and/or faculty mentors. This mentorship structure is designed to enhance the quality of the master's research projects and graduation rates to 100%. The master's student can utilize faculty resources to aid in any part of the research project process. Research project progress will be monitored with scheduled meetings between the parties as part of the KN 8300 Seminar course and meetings twice a month with the Program Director. Other research project resources include other students and faculty, project and IRB templates (available on the KN 8300 Canvas website), and available copies of former master student projects and doctoral dissertations. It is incumbent upon the master's student to perform the work necessary to stay on the recommended timeline listed above. Failure to do so could result in delayed graduation.

ACADEMIC ADVISEMENT

The Kinesiology Department provides students with multiple means to receive academic and career advice. The Program Director can provide professional and academic guidance throughout the student's academic preparation. The Clinical Education Coordinator can provide clinical and professional guidance while all faculty members can provide assistance with the research process.

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, and/ or 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.

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/site supervisor.

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 (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 submit a signed confidentiality form (Appendices C &D) to the Clinical Education Coordinator by the end of the first week of the semester.

Students must also complete an online 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 two weeks of the email being sent out.

Requirements for Graduation

To successfully complete the Master's degree program, students must satisfy the following criteria:

- Complete all core, research 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.
- Complete and defend an original research project
- Remain in good standing in athletic training, as part of the requirements for remaining a graduate assistant (GA)/teaching assistant (TA) above

College of Public Health Interdisciplinary Requirement

An online learning module HRPR 5001 is required for all graduate students in the College of Public Health – “Current and Emerging Issues in Public Health and Health Professions.” This course is completely online and asynchronous, meaning that students 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. It is possible that one or more graduate courses students have will be embedding portions of the modules within the course, thereby minimizing any duplicative work.

HRPR 5001 requires 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 complete an additional six modules from a menu of modules (currently a choice of 12). All of the course content is available via Canvas. 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. The Program Director within the student’s program will work closely to explain the modules, discuss appropriate module completion timing, and monitor to be sure that modules are complete prior to graduation clearance deadline.

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 transcribed.

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 student is involved in direct patient care (this includes after your clinical experience has ended). Relationships with patients can lead to your immediate removal from a clinical site and may violate state practice acts.

Professional Relationships with Site Supervisors and BSAT Students

In order to ensure the best educational experience, athletic training students and site supervisors must develop and maintain a professional relationship. Any issues with a clinical site or site supervisor must be brought to the attention of the Clinical Education Coordinator immediately for remediation. Intimate relationships (casual or sustained) with a site supervisor or BSAT

student are not permitted. Any conduct deemed inappropriate may result in disciplinary action and/or removal from the clinical experience.

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.

Transportation

Each Athletic Training Student is responsible for transportation to and from clinical experience and graduate assistantship (if applicable) sites throughout the entire Athletic Training program. Transportation requires that each student has personal access to public transportation or a car.

Clinical Experience and Accommodations

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

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”

GA/TA Information

Currently, Temple University has GA/TA positions available at college and high school sites. New relationships emerge each year; therefore, this list is subject to change annually.

Current Sites

High Schools

William Penn Charter School
3000 West School House Lane
Philadelphia, PA 19144
<http://www.penncharter.com>

Teaching Assistantships

Temple University Department of Kinesiology
Courses: KIN 1223 (Anatomy & Physiology I)
KIN 1224 (Anatomy & Physiology II)
KIN 3202 (Biomechanics)

Contract Start/End Dates for Graduate Assistantships (if applicable)

Normally, contract start/end dates are as follows:

- High School/Other Universities (10 month contract), August/September –May/June
- Teaching Assistant (9 month contract), August/September –May/June

Please note that these dates are subject to change annually. Contact your site administrator for specifics.

Stipend/Tuition Remission/Health Insurance for Graduate Assistantships (if applicable)

The department teaching assistantships include stipend and tuition waiver. The high school/other university clinical assistantships compensation includes a stipend and partial tuition scholarship for certified students. Subsidized health insurance is available for graduate students. For information, please visit <http://www.temple.edu/hr/index.html>. The Employment Services Office is located in Mitten Hall, Suite 40. You will need a copy of your award letter to enroll in health insurance.

Making Schedule/Recording of Hours for GA/TA (if applicable) & Practicum

Each GA/TA in this program has a contract for an average of 20 hours per week. Students may work more than 20 hours in one week, but it must be counter-balanced in another week. In order to ensure that this is maintained, each student must communicate with their assistantship supervisor in the beginning of each school year or semester to discuss coverage. During this meeting, a schedule should be developed in which, over the course of the contract dates, there is an average of 20 hours worked per week.

Supervisors at each site are aware of this policy. It is important to note that these schedules should be loosely written and students should be prepared to work different days/times depending on the changing needs of the workplace (e.g., playoff coverage). Students should document hours via ATrack within one week and have their site supervisor approve the hours within two weeks.

All students are required, via the Practicum courses (KN 9278 & 9288), to complete and record 5 hours at a site assigned for completion of individual clinical goals. These hours must be logged within one week. Students are eligible for a free ATrack account with National Athletic Trainers' Association student membership.

Sick Leave/Coverage Policy for Graduate Assistantship (if applicable)

It is the student's responsibility to ensure coverage in the event of class conflicts, illness or other emergency. You may e-mail the other certified athletic trainers in the graduate program or from the outside, or provide Clinical Education Coordinator with a detailed e-mail complete with dates, times, pay and location in advance. The graduate Clinical Education Coordinator cannot guarantee coverage. In the event of alternate coverage, please contact your site administrator and let them know the details of who is covering, when and why.

Please remember your class schedule when completing your schedule with your site supervisor in the beginning of the semester. The responsibility of finding alternate coverage lies solely with the student.

Failure to Pass Board of Certification (BOC) Exam

Failure to pass the BOC exam prior to the start of your clinical assistantship (i.e., June test date) could result in revocation of the assistantship offer or change of assistantship type (e.g., clinical to teaching), but will not change the post-professional athletic training education program acceptance status. This will be handled on a case-by-case basis with the assistance of the site supervisor.

Requirements to Remain a GA/TA/Student

Being a student and GA/TA in the athletic training graduate program at Temple University is a privilege. You have been awarded acceptance into the program because of previous actions and achievements. Requirements to remain a GA/TA include remaining in good standing with your assistantship,

coursework, and research project. Good standing as an athletic training master's student is continuously evaluated.

Possible reasons for termination of assistantship/expulsion from the graduate program include:

- Not fulfilling job requirements (e.g., behavior contrary to NATA Code of Ethics; Appendix B).
- Not maintaining athletic training certification or license.
- Lack of progress in research project *

*A first offense will be met with letter indicating you are on probation for your remaining time at Temple University. A second offense will result in your expulsion from the program or rescinding of your assistantship. Depending on the severity of a violation, Temple, at its sole discretion, reserves the right to remove a student from a site with no warning or probation.

Note - You must remain in the same assistantship for your two years in order to remain in the graduate athletic training education program.

Prior to Start of Assistantship: To-Do List (see Appendix for Checklist)

Pennsylvania State License

Every person working as a certified athletic trainer in the State of Pennsylvania (PA) must be licensed by the state BEFORE he or she begins working in the state. Applications for state license can be obtained from the PA State Board of Medicine website

(<http://www.dos.pa.gov/ProfessionalLicensing/LicensingServices/Pages/default.aspx>).

Athletic trainers are certified under the Medical Board or the Osteopathic Board. The application for PA State License changes often; however, normally the applicants must provide a completed application, a check for processing/license fees, proof of BOC certification, proof of graduation from an approved/accredited athletic training program, current curriculum vitae, and letters of reference from any state in which licensure/certification was previously held. Please note that temporary permits are not available to anyone who has passed the BOC examination. Temporary permits are available for those students who have graduated from an accredited professional level (i.e., BS or MS) program and are awaiting results of the BOC exam. Anyone with temporary permits must practice under the direct supervision of a certified athletic trainer. Failure to follow these rules can result in penalties, including revocation of future certification, fines, and prison time. Processing of a completed application may take up to four weeks, so please get started on the process early!

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

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

Vaccinations/Physical Exam

First year graduate students are required to submit a completed history (with immunization record) and physical examination prior to orientation. Proof is required for tetanus and diphtheria immunizations and for adequate measles, mumps, and polio vaccinations. Viral titers for rubella and varicella are also required. For non-immunized students, the Student Health Service will provide immunization. Students are required to participate in the Hepatitis B vaccination program unless they obtain a waiver. The series of three injections must be started before the beginning of classes. Students are financially responsible for these requirements.

Current CPR Certification

Current CPR certification is necessary for all working athletic trainers. An ECSI re-certification course will be offered by the AT program faculty at the end of the fall semester for those students who need updates for the current year.

Criminal Background Checks

Act 33 checks, which include criminal history and child abuse, as well as the Sterling Background Check for driving offenses must be done prior to becoming a GA or TA at Temple. The Clinical Education Coordinator will provide Temple University Human Resources (HR) with your contact information. HR will contact you directly to complete the process. Please note that incoming graduate assistants are not eligible to have direct contact with children (i.e., those under 18 years of age) until the Clearances are completed and received by the University.

Lab and Research Training

All incoming students are required to complete Temple University's Environmental Health and Radiation Safety (EHRS) training (e.g., blood born pathogens, chemical hygiene). This training is required annually.

Institutional Review Board (IRB) education in human participant protection must be completed before students engage in data collection. Information regarding this training is available at Temple University Institutional Review Board's website (<http://www.temple.edu/research/regaffairs/index.html>) or in the laboratory manual. Proof of IRB training must be provided to the Program Director. The training provided by the IRB is valid for two years and must be renewed to continue working in the laboratory.

Athletic Training Room Requirements

Proper BBP and OSHA standards must be utilized at your site. Failure to do so may result in rescinding of GA/TA position. OSHA standards may be found on-line (<http://www.osha.gov/index.html>).

Copies of your state licensure, national certification, CPR certification, doctor's standing orders, and Emergency Action Plans must be posted in the athletic training room at your site. Emergency Action plans must be venue-specific and posted at each venue.

All electrical modalities must be calibrated annually.

All treatments and rehabilitation sessions must be recorded in a treatment log, either computerized or paper and pencil. Athletes must sign in and record why they are there (e.g., band aid, ice).

Helpful Sample Policy and Procedure Forms

(Each site should have a policy and procedures manual. If one does not exist, then meet with your site administrator and the Clinical Education Coordinator to create one.)

SAMPLE ATHLETIC TRAINING ROOM POLICY AND PROCEDURES

1. NO HATS ARE TO BE WORN IN THE ATHLETIC TRAINING ROOM
2. NO CURSING OR FOUL LANGUAGE IS ALLOWED
3. **NO FOOD OR DRINK IS ALLOWED IN THE ATHLETIC TRAINING ROOM.**
4. PROPER DRESS IS REQUIRED AT ALL TIMES
5. SHOWER BEFORE TREATMENT
6. NO EQUIPMENT IS TO BE BROUGHT INTO THE ATHLETIC TRAINING ROOM
7. DO NOT TAKE ANYTHING OUT OF THE CLINIC WITHOUT PERMISSION OF A STAFF ATHLETIC TRAINER. THIS INCLUDES TAPE.
8. **YOU WILL BE BILLED FOR EQUIPMENT WHICH YOU DO NOT RETURN, INCLUDING CRUTCHES, TENS UNITS, SLEEVES, BRACES, ETC.**
9. **PHONES ARE NOT TO BE USED BY NON-PERSONNEL.**
10. DO NOT ENTER ANY OFFICE UNLESS YOU ARE TOLD TO BY A MEMBER OF THE ATHLETIC TRAINING STAFF
11. NO CELL PHONE USAGE IN THE ATHLETIC TRAINING ROOM

SAMPLE EMERGENCY ACTION PLAN

If your site does not have an emergency action plan, you can use the following as a template for creating your own site-specific plan. This plan should be based on local rules and regulations (communicate with your site administrator). Remember to notify coaches and administrators each season to ensure compliance in an emergency.

Emergency Personnel: A certified athletic trainer (ATC) is on-site for practices and competitive events.

Emergency Communication: Campus Phone, Cell Phones.

Emergency Equipment: First aid supplies (athletic trainers' kit, biohazard bag, *breathing devices, vacuum splints, *spine board, and *crutches). Breathing devices, spine board and crutches are kept in the Athletic Training Room.

*where available

Roles of Emergency Care Team Members

1. Immediate care of the injured/ill student-athlete: Follow appropriate first aid principles.
2. Emergency equipment retrieval: Appropriate to the emergency
3. Activation of emergency medical system (EMS) by calling campus police or 911.

Provide them with the following information:

- a. Identify yourself and your role in the emergency
- b. Specify your location and telephone number (if calling by phone)
- c. Give name(s) of injured/ill individual(s)
- d. Condition of victim(s)
- e. Time of the incident
- f. Care being provided
- g. Give specific directions to the scene of the emergency

Direction of EMS to the scene (See Below)

Assign one or more people to do the following:

- h. Assist EMS in getting to the scene
- i. Open appropriate gates/doors; have elevator key ready
- j. Designate individual to "flag down" EMS and direct to scene
- k. Scene control: keep non-emergency medical team members away from the scene

Venue Directions:

LIGHTNING POLICY

A. Responsibility for Removing Athletes

The responsibility for removing student-athletes from the practice/game area lies with the head coach of the particular sport. If the head coach is not present, the assistant coach will assume responsibility. The staff athletic trainer and/or AT student will advise the head coach and/or their designee.

The staff athletic trainer and/or AT student will watch for lightning and listen for thunder, will be responsible for keeping track of the “flash/bang” count (see below), and will keep the head coach and/or their designee informed of the flash/bang count.

B. Flash/Bang Method

This method is used to estimate how far away a lightning flash is:

- Begin timing (in seconds) as soon as a lightning flash is seen; stop timing as soon as the thunder sound is heard after the lightning flash. This number is the “flash/bang” count.
- Divide the “flash/bang” count by five (5) and the resulting number is the distance, in miles, from the practice/game area to the lightning flash.

C. Criteria for Evacuation of the Practice and Game Area

- All personnel are to evacuate to a safe structure or location if the “flash/bang” count is 40 seconds or less. A safe structure or location is defined as any building that has plumbing and/or electrical wiring that acts to electrically ground the structure. In the absence of a sturdy, frequently inhabited location as described above, any vehicle with a hard metal roof and roll-up windows (not a convertible or golf cart) can provide a measure of safety. Do not touch the sides of the vehicle. **Baseball and softball dugouts do not meet the aforementioned criteria.**
- If no safe structure or location is within a reasonable distance, personnel should find a thick grove of small trees surrounded by taller trees or a dry ditch. Everyone should assume a crouched position on the ground with only the balls of the feet touching the ground. Persons should wrap their arms around their knees and lower their head. Do NOT lie flat. Minimize the body’s surface area and minimize contact with the ground.
- If unable to reach safe shelter, persons should stay away from the tallest trees or objects (light poles, flag poles, etc.), metal objects (fences, bleachers, etc.), individual trees, standing pools of water and open fields. Persons should avoid being the highest object in a field. In situations where thunder and/or lightning may or may not be present, yet you feel your hair stand on end and skin tingle, lightning is imminent. Therefore, all persons should assume the position described above. Use of a telephone and/or using shower and plumbing facilities should be avoided, except in emergency situations. A cellular and/or portable remote phone is a safe alternative to

landline phones, if the person and the antenna are located within a safe structure or location, and if all other precautions are followed.

D. Criteria for Safe Return to the Practice and Game Area

Personnel should not return to the practice/game area until thirty (30) minutes have passed since the last lightning flash or the last sound of thunder.

E. Lightning Safety Guidelines

Do not hesitate to help a victim of a lightning strike. Individuals struck by lightning do not carry a charge and it is safe to touch them to render medical treatment. If possible, an injured person should be moved to a safer location before beginning first aid. Prompt, aggressive CPR has been highly effective for the survival of victims of lightning strikes, the existence of a blue sky and the absence of rain do not eliminate the possibility of lightning. Lightning awareness should be increased with the first flash of lightning or the first clap of thunder no matter how far away.

References

1. Bennett, B.L. (1997). A model lightning safety policy for athletics. Journal of Athletic Training, 32 (3), 251-253.
2. NCAA Guidelines 1D: Lightning safety. NCAA Sports Medicine Handbook. (1999).
3. National Lightning Safety Institute. <http://www.lightningsafety.com> (2005)

Sample Report/Letter Resources

For sample injury reports, parent letters, and coaches' reports, please visit the following resources:

1. Pennsylvania Athletic Trainers' Society website
2. http://penntrafford-athletic-department.echalksites.com/groups/16750/athletic_training_sport_medicine/announcements

Other General Information

Graduate School Housing

Housing is available to graduate students through the university. Please view the website for more information. <http://www.temple.edu/studentaffairs/housing/>

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. Teaching Assistants can obtain a Tuition Waiver form from Ms. Andrea Beckett (see contact list) at the start of each semester.

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 Program Director 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 coordination with the Program Director prior to scheduling classes.

Program of Study

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

Other Resources

Kinesiology Graduate Handbook & College of Public Health Graduate Handbook:
<https://cph.temple.edu/student-handbooks>

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

Contact List

Program Director
Jamie Mansell PhD, LAT, ATC
Pearson Hall 261
215-204-2153
215-292-5085 (C)
jmansell@temple.edu

Clinical Education Coordinator
Anne Russ PhD, LAT, ATC
Pearson Hall 264
215-204-0264
anne.russ@temple.edu

Department Graduate Program Director
Ryan Tierney PhD, LAT, ATC
Associate Professor
Pearson Hall 259
215-204-4001
rtierney@temple.edu

Department Chair
Michael Sitler EdD, LAT, ATC
Pearson Hall 237
215-204-1950
sitler@temple.edu

Andrea Beckett
Kinesiology Department Coordinator
Pearson Hall 236
215 204-8707
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 Post Professional Athletic Training Education (PPATP) 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 Program Director.

Student Signature

Date

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

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 _____ ("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 disclosures 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 D
Department of Kinesiology
Graduate Athletic Training

Project Guidelines

Proposal

Submit one copy of the following to each of your committee members (minimum 2) at least two weeks prior to your proposal defense date.

Part 1

- Signature Page
- Introduction
- Materials and Methods
 - Research Design
 - Subjects
 - Instrumentation
 - Reliability
 - Testing Procedures
 - Data Analysis
- References

Part 2

- Problem Statement
- Hypothesis
- Data Collection Flow chart
- Review of Literature
- Medical History Forms
- Data Collection Forms

Guidelines

1. Parts 1, 2, and the reference list are to be submitted in journal format (specific journal will be determined by you and your advisor).

2. In text citations in the body of Parts 1, 2, and the reference list are to be in *American Psychological Association (APA) Publication Manual* (6th ed.); Author and year in the text and reference list in alphabetical order. ([Http://www.apastyle.org](http://www.apastyle.org))

3. Style Requirements:

Margins: Left 1.5 in., Right 1.0 in.,
Top 1.0 in., Bottom 1.0 in.

Page Numbering: Upper Right Corner

Font Style: New Courier 12

Font Size: 12

Headings: Follow most recent guidelines/examples of the selected journal.

Default: Journal of Athletic Training, using most recent Author's Guide

4. The proposal defense must be presented in electronic media format (e.g., PowerPoint) (Approximately 20-minute presentation). Provide copies of the data collection flow chart and data collection instruments as audience handouts.

5. Following proposal approval by the committee members you may then begin:

IRB approval
Pilot Testing
Data Collection

Project Defense

Submit one copy of the following to each of your committee members at least 7 calendar days prior to your project oral defense.

Part 1

Signature Page
Table of Contents
Manuscript Title Page
Acknowledgments
Abstract and Key Words (Begin Arabic numbering with 1)
Introduction
Materials and Methods
 Research Design
 Subjects
 Instrumentation
 Reliability
 Testing Procedures
 Data Analysis
Results
Discussion
Conclusion
References
Tables (each on a separate page)
Legends to figures
Figures
Direct Correspondence

Part 2

Problem Statement
Hypotheses
Decisions on Hypotheses
Recommendations for Future Research
Review of Literature
References

Appendices (examples)

IRB Consent Form (copy, showing approval stamp)
Medical History Forms
Data Collection Flow Chart
Data Collection Instructions
Data Collections Forms
Raw Data
Additional statistical tables (those not directly referred to in body of text (e.g., ANOVA tables) or other pertinent material.

Guidelines

1. Parts 1, 2, and reference list are to be submitted in journal format except in-text citations which are to be written according to APA style.
2. The specific journal format for the manuscript will be determined and agreed upon between you and your advisor. Refer to the *Guide to Contributors* of the journal chosen for the specifics of formatting as this will be unique for each journal.
3. Style Requirements:
 - Margins:** Left 1.5 in., Right 1.0 in.,
Top 1.0 in., Bottom 1.0 in.
 - Page Numbering:** Upper Right Corner
 - Font Style:** New Courier 12
 - Font Size:** 12
 - Headings:** Follow most recent guidelines/examples of the selected journal.
 - Default:** Journal of Athletic Training, using most recent Author's Guide
4. The proposal defense must be presented in electronic media format (e.g., PowerPoint). Include audience handouts.

Project Evaluation Criteria

Part 1

Title

1. Contains the fewest words possible that adequately describes the content of the paper.
2. Does not contain abbreviations.

Abstract

1. Follows *Guide to Contributors* requirements for a journal that you and your advisor have chosen.
2. Written in the past tense.
3. Title is clear and concise.
4. Project adequately summarized.
5. Purpose of the research.

6. Brief description of the methodology.
7. Summary of results.
8. Statement of the relevance or clinical significance.
9. Recommendations for future study.

Keywords

Contain words that represent the manuscript but that are not found in the title.

Body of Manuscript

1. Introduction should contain several paragraphs in which the purpose of hypothesis of the study is clearly developed and stated. Include why the study needed to be done and end with a statement of the problem or controversy.
2. Review, contrast, and critique the pertinent literature.
3. Adequately develop a sound rationale for the research question in the introduction and methodology.
4. The methodology should contain sufficient detail concerning the methods, procedures, and apparatus employed so that others can reproduce the results.
5. Clear description and the purpose and scope of the research.
6. Establishes relevance to existing research.
7. Research objectives are specifically stated.
8. Establishes relevance to sports medicine.
9. Experimental design identified.
10. Limitations discussed.
11. Dependent variables identified.
12. Independent variable identified.
13. Subject demographic information provided.
14. Sample selection inclusion and exclusion criteria defined and justified.
15. Adequate sample size.
16. Statement regarding human subjects included.
17. Description of measurement capabilities of all instruments provided.
18. Instrument validity and reliability included as necessary.
19. Data collection procedures identified.
20. Specific statistical test identified.
21. Statistics appropriate for question.
22. Contains no typographical, spelling, or grammatical errors.
23. References cited are correct, appropriate, and comprehensive.
24. Interpretation and synthesis of researched material is comprehensive and clearly organized.
25. Discussion section is clearly written regarding the hypothesis.

Part 2

1. Standards of Format and Style are followed.
2. Statement of the problem is clearly developed and written.
3. Previous scholarly research pertinent to the problem is adequately reviewed,

contrasted, and critiqued.

4. Research hypothesis is clearly stated.
5. Operational definitions discussed.
6. Contains no typographical, spelling, or grammatical errors.

Appendix E
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.

Appendix F
Athletic Training GA/TA CHECKLIST

Name: _____

PA License # (provide copies to Program Director and Clinical Education Coordinator): _____

BOC Certification # and Date (provide copies to Program Director and Clinical Education Coordinator): _____

Payroll Paperwork: _____

Tuition Remission (TA only; Andrea): _____

Identification Card: _____

TU e-mail Address: _____

IRB Training (online training)
(copy of certificate to Program Director): _____

Blood-borne Pathogens/Chemical Hygiene Training
(copy of certificates to Program Director): _____

CPR Certification (copies to Clinical Coordinator and Program Director): _____

Clinical Hours (estimated with site supervisor; copies to Clinical Education Coordinator): _____

Professional Liability Insurance (copies to Clinical Coordinator and Program Director): _____

Résumé (to Clinical Education Coordinator & Program Director): _____

Program of Study (signed by you and Program Director): _____

Confidentiality Form (to Clinical Education Coordinator):

HIPAA Form for TU Athletic Training Room (to Clinical Education Coordinator):

HIPAA Form for Assistantship (to Clinical Education Coordinator): _____

Keep this form for your records and provide a copy to the Clinical Education Coordinator and program coordinator at the start of your first semester.