IMPORTANT PHONE NUMBERS

EMERGENCY PHONE NUMBERS:

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

Temple Ambler– 911 for ambulance

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ATHLETIC TRAINING PROGRAM POLICIES AND PROCEDURES

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Health Requirements
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Liability Insurance
ATP Student Work Policy
Sexual Harassment Policy
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H: Access/Accommodations in Clinical Placement Form
I: Technical Standards
J: Athletic Training Student Physical Examination Form
K: Athletic Training Student Immunization Form
L: Blood Borne Pathogens Policy
M: Communicable Disease Policy
DISCLAIMER

This handbook was created to inform the Athletic Training Students of policies and procedures of the Master of Science in 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 Master of Science in Athletic Training program. Any alterations to the handbook will be made available to all students, staff, and preceptors.

INTRODUCTION

Welcome to the Temple University Master of Science in Athletic Training Program (ATP). 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 ATP policies and procedures. Our program is seeking accreditation by the Commission on Accreditation of Athletic Training Education (CAATE) and with this respect, great expectations must be met. 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 September 2nd.

We look forward to working with each of you.

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

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

MISSION STATEMENT

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

GOALS AND OBJECTIVES

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

   • Review of Educational Competencies and Clinical Proficiencies matrix within the Athletic Training Education Program (ATP) curriculum
   • Monitor ongoing changes with the BOC, Commission on Accreditation of Athletic Training Education, and National Athletic Trainers’ Association (NATA)
   • Assess future ATP needs via assessments (e.g., alumni and employer surveys, Advisory Board meetings, student surveys)

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

   • Provide quality clinical experiences (both sexes) through upper and lower extremity, general medical, individual and team sports and equipment intensive clinical settings
   • Structure learning opportunities that integrate the classroom, laboratory, and practicum experiences into patient care
   • Prepare athletic training students for careers in traditional and emerging settings with diverse populations
   • Provide Athletic Training Students with opportunities to communicate with athletic and medical personnel
   • Provide Athletic Training Students with internship opportunities to develop professional rapport with athletic and allied health professionals
   • Promote and encourage cooperative learning and service orientation for Athletic Training Students

3. To prepare graduates to practice with cultural competence and professional integrity
• Adhere to and review the NATA Code of Ethics and Pennsylvania State Practice guidelines
• Adhere to and review the Temple University Policy and Procedures Student Handbook
• Prepare students to work in diverse patient settings
• Incorporate ethical decision-making into clinical practice

4. To prepare Athletic Training Students to utilize and demonstrate evidence-based practice decision-making

• Emphasize the ongoing importance of reading, appraising, and applying research in the athletic training field

• Provide athletic training students with opportunities to communicate with other allied health care professionals through guest lectures, practicums, and/or clinical experiences

• Encourage and facilitate efforts of the Athletic Training Students to attend national, regional, state, or local continuing education symposiums, workshops, or meetings
GENERAL DESCRIPTION OF THE
ATHLETIC TRAINING EDUCATION PROGRAM

The Master of Science Degree within the Department of Kinesiology and the College of Public Health consists of 53 credit hours. The overall objectives of the ATP are to teach the students in the following Board of Certification domains:

1. **Injury/Illness Prevention & Wellness Protection** - Athletic trainers are educated and trained in injury and illness prevention strategies that focus on optimizing health to improve an individual’s quality of life. Athletic trainers are the only health care professionals whose expertise in prevention ranges from minor sprains to catastrophic head and neck injuries, and from minor illnesses to exertional heat syndrome. Nutrition and wellness also play an integral role in the athletic trainers’ work in preventing injury and illness. Athletic trainers recognize when consultation with other health care providers is necessary and refer accordingly.

2. **Clinical Evaluation & Diagnosis** - Athletic trainers are educated and trained to examine patients/clients who have acute, subacute, or chronic musculoskeletal disorders and medical conditions and to arrive at a differential diagnosis regarding suspected pathologies. Based on this assessment, athletic trainers determine the impairments, functional limitations and the disabilities that result from these injuries and illnesses. Effective examination requires a thorough understanding of musculoskeletal and systemic anatomy, and the physiological response to injury and illness. Examination is an ongoing process focused on meeting the changing needs of the patient/client. Athletic trainers recognize when consultation with other health care providers is necessary and refer accordingly.

3. **Immediate & Emergency Care** - Athletic trainers are educated and trained to provide standard immediate and emergency care procedures to patients and clients. Athletic trainers also recognize when consultation with other health care providers is necessary and refer accordingly.

4. **Treatment & Rehabilitation** – Athletic trainers are educated and trained to assess the status of a patient’s or client’s post-operative, chronic, acute and subacute musculoskeletal injuries, illnesses and/or conditions to determine impairments, functional limitations and disability. Based on this assessment, athletic trainers determine the appropriate treatment goals and therapeutic interventions to reduce the extent of a patient’s or client’s disability. Athletic trainers modify the treatment plans based on continual/regular assessment of the patient/client, and discharge the patient/client once treatment goals are met or the patient’s or client’s condition is no longer improving. Athletic trainers recognize when consultation with other health care providers is necessary and refer accordingly.

5. **Organization and Professional Health & Well-Being** Athletic trainers possess the skills necessary to develop, administer and manage a healthcare facility and associated venues that provide healthcare services. Athletic trainers have the skill set to utilize human, physical, and fiscal resources to provide efficient and effective healthcare services.
ATHLETIC TRAINING PROGRAM PERSONNEL

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

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 ATP. This individual must be an excellent leader, have a broad based knowledge of the Athletic Training profession, have excellent management skills, and possess the necessary qualifications to perform the functions as identified in the CAATE standards. The 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 ATP.
♦ Determine necessary curriculum changes and institute new academic and clinical courses.
♦ Serve as the liaison with the Department Chair, Department Committees, and advisors on the ATP and its students.
♦ Serve as the liaison with the CAATE, NATA, or 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.
Director of Clinical Education
Unit: Kinesiology
Reports To: Department Chairman
Positions Supervised: Graduate Athletic Training Students
Athletic Training Students
Preceptors

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

♦ Create and conduct preceptor training.
♦ Provide a handbook for Preceptors, which details the CAATE program and their responsibilities as an extension of the academic program.
♦ Identifies the psychomotor skills to be acquired during the clinical experience, and criteria for student evaluation.
♦ Assign students to clinical rotations and provide the students with the names of the Preceptors they are assigned to for contact.
♦ Determine authorized absences in the clinical setting by the Athletic Training Students and inform the Preceptor of the intended absence.
♦ Contact each affiliated site instructor at least once during the student’s clinical rotation to review the student’s progress and determine student competence in their clinical skills and identify areas that need improvement.
♦ Provides Athletic Training Student evaluation forms to Preceptors via A-Track and ensures that completed forms are maintained in student’s official file.
♦ Meet with each Athletic Training Student at least twice per semester to discuss clinical evaluations and experiences.
♦ Assess Preceptors and provide feedback to improve clinical education.
♦ Serve as a moderator when problems arise in the clinical setting.
♦ Advise students as necessary.
Athletic Training Faculty
Unit: Kinesiology
Reports To: Department Chair, 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.
♦ Document athletic training competencies via ATrack, when applicable.
♦ Attend weekly Athletic Training Program meetings.
♦ Participate in the programmatic assessment process, including data collection and dissemination each semester.
♦ Complete other tasks as assigned.
Preceptor
Unit: Kinesiology
Reports To: Director of Clinical Education
Positions Supervised: Graduate Assistant Athletic Training Students
Athletic Training Students

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

♦ Supervise students at all times during clinical education experiences.
♦ Complete Preceptor training.
♦ Know and understand all psychomotor competencies required for CAATE accredited athletic training programs.
♦ Provide formal instruction and assessment of clinical proficiencies during patient care.
♦ Facilitate the clinical integration of skills, knowledge, and evidence regarding the practice of athletic training.
♦ Meet with the Athletic Training Students at the beginning of the rotation to:
  • Discuss guidelines at the clinical site including hazardous waste disposal, emergency procedures, referral protocol and record keeping.
♦ Develop a schedule to ensure direct supervision of students.
♦ Ensure students dress professionally and complete their duties in a professional manner.
♦ Approve the Athletic Training Student’s hours log on A-Track at a minimum of every two weeks.
♦ Speak with the Director of Clinical Education at least once during the student’s clinical rotation to discuss student progress.
♦ Report any and all problems directly to the Director of Clinical Education regardless of whether or not the situation was resolved.
♦ Complete student evaluation forms via A-Track twice per semester.
♦ Whenever possible, serve as a resource person to the athletic training curriculum program for didactic class presentations, assist in the administration of practical examinations, and encourage students to participate in professional activities.
♦ Demonstrate understanding of, and compliance, with the policies and procedures of the ATP.
♦ Provide site’s Emergency Action Plan, calibration records, safety checks, and bloodborne pathogen policy to the program on an annual basis.
Athletic Training Student(s)
Unit: Kinesiology
Reports To: Director of Athletic Training Education, Director of Clinical Education, Athletic Training Faculty and Preceptor
Positions Supervised: None

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

♦ Athletic Training Students must attend all regularly scheduled courses, meetings, and clinical assignments.
♦ Communication must be adhered to, including all verbal and written (including emails) forms.
♦ Community service is a key component of any profession and students will be expected to participate in service activities.
♦ Professional dress is expected at all clinical assignments.
♦ Competency review is imperative for success in the program. Athletic training skills and mastery of these skills are necessary for success as an Athletic Trainer.
♦ Peer mentoring: Upper level ATSs serve as mentors for lower level ATSs. This mentoring program provides an additional source that students may use to seek guidance and education.
♦ Conduct themselves according to the NATA Code of Ethics.

ATP Medical Director
Unit: Kinesiology
Reports To: Director of Athletic Training Education

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

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

RETENTION POLICIES AND/OR GPA REQUIREMENTS

Athletic training majors must satisfactorily complete all core athletic training courses. Please refer to the Temple University Graduate Bulletin for specific policies related to standards of scholarship.

http://bulletin.temple.edu/graduate/graduate-policies/#graduatecreditstext

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

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

In addition to Athletic Training core courses, fulfillment of the College of Public Health core course (HRPR 5001) is also required. The course numbers are reflected on the table below.

<table>
<thead>
<tr>
<th>Course Number: KN</th>
<th>Current Course Title</th>
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<td>Anatomy for Orthopedic Assessment</td>
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<td>5244</td>
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<td>5245</td>
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<tr>
<td>5246</td>
<td>General Medical Conditions in the Athlete Laboratory</td>
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<td>5247</td>
<td>Leadership for the Entry-Level Athletic Trainer</td>
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<td>5287</td>
<td>Practicum in Athletic Training I</td>
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<td>5441</td>
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<td>Therapeutic Exercise</td>
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</tr>
<tr>
<td>5487</td>
<td>Practicum in Athletic Training II</td>
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<td>5443</td>
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<td>5644</td>
<td>Applied Research in Athletic Training</td>
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<td>5645</td>
<td>Board of Certification Examination Preparation</td>
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<tr>
<td>5688</td>
<td>Practicum in Athletic Training III</td>
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<tr>
<td>5808</td>
<td>Advanced Sport Concussion</td>
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<tr>
<td>5851</td>
<td>Current Issues and Trends in Athletic Training</td>
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<td>5852</td>
<td>Transitioning to Clinical Practice</td>
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<td>5487</td>
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<tr>
<td>HRPR 5001</td>
<td>Current and Emerging Issues in Public Health and Health Professions</td>
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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, “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.

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.
# TWO-YEAR ACADEMIC PROGRAM

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<td>KN 5244 Orthopedic Assessment II (3)</td>
<td>KN 5441 Therapeutic Modalities in Athletic Training (4)</td>
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<td>KN 5442 Therapeutic Exercise in Athletic Training (4)</td>
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<td>KN 5644 Applied Research in Athletic Training (3)</td>
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<td>KN 5645 Board of Certification Examination Preparation (2)</td>
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<td>KN 5987 Practicum in Athletic Training IV (3)</td>
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# ATHLETIC TRAINING CORE COURSE DESCRIPTIONS

**KINS 5141. Anatomy for Orthopedic Assessment. 1 Credit Hour.**
This 1 credit hour course will focus on pertinent anatomical landmark identification and palpation for clinical evaluation of athletic injuries and conditions.

**KINS 5142. Foundations of Athletic Training. 4 Credit Hours.**
Through lecture and laboratory exercises, the student will obtain both didactic information and practical application of athletic training skills, including basic taping and bracing techniques, acute and emergency management, stretching, and equipment fitting and removal. Additionally, legal and ethical issues will be addressed.
KINS 5143. Orthopedic Assessment I. 3 Credit Hours.
This required course will focus on the key concepts of evaluation, diagnosis, and management of lower extremity sports-related injuries. Students will be able to use an evidence-based approach to identify, explain, and assess pathologies of musculoskeletal injuries in the lower extremity and apply these concepts in real-life athletic training scenarios.

KINS 5244. Orthopedic Assessment II. 3 Credit Hours.
This is a required three credit hour course that will focus on the key concepts of evaluation, diagnosis, and management of upper-extremity and axial skeleton sports-related injuries. Students will be able to use an evidence-based approach to identify, explain, and assess pathologies of musculoskeletal injuries in the upper extremity and axial skeleton and apply these concepts in real-life scenarios.

Pre-requisites: KINS 5143, Minimum Grade of B (May not be taken concurrently.)

KINS 5245. General Medical Conditions in Athletic Training. 3 Credit Hours.
This course will focus on the key concepts of evaluation, diagnosis, and management of general medical conditions commonly seen in the athlete. Students will be able to use an evidence-based approach to identify, explain, and assess pathologies and apply these concepts in real-life scenarios.

Co-requisites: KINS 5246

Pre-requisites: KINS 5142, Minimum Grade of B (May not be taken concurrently.)

KINS 5246. General Medical Conditions in Athletic Training Laboratory. 1 Credit Hour.
This course will focus on the practical application of diagnostic and assessment techniques for general medical conditions. Students will use auscultation, palpation, urinalysis, diabetic screening tools, anthropometric measurements, and otoscopes and ophthalmoscopes and calculate reliability among groups.

Co-requisites: KINS 5245

Pre-requisites: KINS 5142, Minimum Grade of B (May not be taken concurrently.)

KINS 5247. Leadership for the Entry-Level Athletic Trainer. 1 Credit Hour.
This 1 credit hour course will focus on the history of athletic training and its continued growth as a healthcare profession. Students will determine their leadership style and practice conflict resolution skills.

KINS 5287. Practicum in Athletic Training I. 3 Credit Hours.
This course accompanies the first of four clinical experiences in the athletic training curriculum in order to further develop and enhance the practical skills and knowledge necessary for clinical practice. Students will review and demonstrate lower extremity injury evaluations, foundational athletic training skills, and emergency management techniques.

Pre-requisites: KINS 5142, Minimum Grade of B (May not be taken concurrently) and KINS 5143, Minimum Grade of B (May not be taken concurrently).
KINS 5441. Therapeutic Modalities in Athletic Training. 4 Credit Hours.
Through lecture and laboratory exercises, the student will be able to identify indications and contraindications, appropriately apply, and utilize therapeutic guidelines for thermal, electrical and mechanical agents used in the management of athletic injuries. Upon completion of the 4-credit course, students will be able to use an evidence-based approach to create a successful therapeutic modality program for an injured physically active individual.
Pre-requisites: KINS 5244, Minimum Grade of B (May not be taken concurrently.)

KINS 5442. Therapeutic Exercise in Athletic Training. 4 Credit Hours.
Through lecture and laboratory exercise, the student will summarize the injury process, discuss current surgical techniques and utilize various rehabilitation exercises to ensure a safe return to activity. Upon completion of this 4-credit course, students will be able to use an evidence-based approach to create a successful rehabilitation program for an injured physically active individual.
Pre-requisites: KINS 5244, Minimum Grade of B (May not be taken concurrently.)

KINS 5443. Organization and Administration in Athletic Training. 3 Credit Hours.
This three-credit hour lecture/seminar course will focus on the aspects of professional management and administrative issues in athletic training, including program management, human resources, insurance, risk management, ethics, pre-participation examinations and facility design.
Pre-requisites: KINS 5247, Minimum Grade of B (May not be taken concurrently.)

KINS 5487. Practicum in Athletic Training II. 3 Credit Hours.
This 3-credit course is designed to accompany the second of four clinical experiences in the athletic training curriculum to further develop and enhance the practical skills and knowledge necessary for clinical practice. Students will review and demonstrate upper extremity and postural evaluations, general medical assessments, and leadership skills.
Pre-requisites: KINS 5244, Minimum Grade of B (May not be taken concurrently)
AND KINS 5245, Minimum Grade of B (May not be taken concurrently)
AND KINS 5246, Minimum Grade of B (May not be taken concurrently)
AND KINS 5287, Minimum Grade of B (May not be taken concurrently).

KINS 5644. Applied Research in Athletic Training. 3 Credit Hours.
This three-credit course will introduce the fundamentals of research design and interpretation, including basic statistical analysis. Students will read, summarize, and interpret current literature related to athletic training and determine how it applies to clinical practice.
Pre-requisites: KINS 5487, Minimum Grade of B (May not be taken concurrently.)

KINS 5645. Board of Certification Examination Preparation. 2 Credit Hours.
This 2-credit course will focus on the directed study for the Board of Certification (BOC) examination. Through the use of self-assessments, students will identify areas of strengths and
weaknesses, create tailored study plans, and complete practice examinations.

**Pre-requisites:** KINS 5487, Minimum Grade of B (May not be taken concurrently)
AND KINS 5441, Minimum Grade of B (May not be taken concurrently)
AND KINS 5442, Minimum Grade of B (May not be taken concurrently).

**KINS 5687. Practicum in Athletic Training III. 3 Credit Hours.**
This three-credit course is designed to accompany the third of four clinical experiences in the athletic training curriculum to further develop and enhance the practical skills and knowledge necessary for clinical practice. Students will review and demonstrate therapeutic exercise and modality applications.

**Pre-requisites:** KINS 5487, Minimum Grade of B (May not be taken concurrently)
AND KINS 5441, Minimum Grade of B (May not be taken concurrently)
AND KINS 5442, Minimum Grade of B (May not be taken concurrently).

**KINS 5808. Advanced Sport Concussion. 3 Credit Hours.**
This online course is designed to provide students information about sport concussion. It is geared towards graduate students seeking to augment their concussion education. It is open to all students, but also serves to supplement specific student learning objectives for graduate Athletic Training Education students. This course will be cross-listed with an approved undergraduate course KINS 4808 Sport Concussion. Graduate students will receive targeted course lectures, readings, and online resources on topics such as concussion pathomechanics, pathophysiology, recognition, assessment, management, and return to play guidelines.

**KINS 5851. Current Trends in Athletic Training. 3 Credit Hours.**
Through the use of current literature and content experts in the field, this three-credit course will provide advanced information regarding clinically relevant topics related to athletic training and sports medicine practice.

**Pre-requisites:** KINS 5443, Minimum Grade of B (May not be taken concurrently.)

**KINS 5852. Transition to Athletic Training Clinical Practice. 3 Credit Hours.**
This three-credit course will serve as the students' capstone experience and focus on preparing students to transition from the classroom to clinical practice. Students will submit a portfolio that includes completed competencies, resume, cover letter, and professional development units.

**Pre-requisites:** KINS 5645, Minimum Grade of B (May not be taken concurrently.)

**KINS 5987. Practicum in Athletic Training IV. 3 Credit Hours.**
This three-credit course is designed to accompany the final of four clinical experiences in the athletic training curriculum to further develop and enhance the practical skills and knowledge necessary for clinical practice. Students will review and demonstrate organization and administration principles and applied research skills.

**Pre-requisites:** KINS 5443, Minimum Grade of B (May not be taken concurrently)
ACADEMIC ADVISEMENT

The Director of Athletic Training Education can provide professional guidance throughout the student’s academic preparation and will coordinate advising during the student's matriculation. The Director of Clinical Education can provide assistance with clinical advisement and goal-setting.

LEAVE OF ABSENCE

Temple University Policy (02.25.11) 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.
PROFESSIONAL DEVELOPMENT UNIT (PDU)

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

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

Within each Practicum experience, students must complete 12.5 Professional Development Units (PDUs). This is in-line with the Board of Certification requirement of 50 Continuing Education Units (CEUs) for certified athletic trainers every two years, so this is designed to prepare you for those requirements. Acceptable activities are listed on the in Appendix C. Similar to CEU requirements for ATC credentialed professionals, progress should be continuously made toward the required 12.5 PDUs, to avoid the need to “cram” for activities at the end of the semester. Each ATS must complete a “Professional Development Unit Verification Form” after each particular activity has been completed, and attach appropriate documentation/verification (certificate of attendance, name badge, supervisor letter, etc). The signed verification form and adequate documentation must then be submitted to the Practicum instructor, who verifies (signature) each activity and forwards each verified activity to the Director of Athletic Training Education. At the close of the semester, you will receive your verification form to maintain your records.

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

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

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

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

Examples:

I want to work on my record keeping.
(BAD GOAL: not specific, there is no way to measure when this goal is met)

I will be able to write a SOAP note following an evaluation.
  * write a SOAP note at least three times per week and have it checked by my preceptor
  * write practice SOAP notes with my preceptor or peers based on fake scenarios
(GOOD GOAL: specific, challenging, long-term and short-term to help direct and motivate student)

I will be able to assess vital signs. (long-term)
  * practice taking heart rate and blood pressure on preceptor or peers (short-term)
  * volunteer to take vitals before doctor’s visits (short-term)

I will be able to take a complete history for an injured athlete. (long-term)
  * observe preceptor performing evaluation (short-term)
  * assist preceptor in performing evaluation (short-term)
CLINICAL EDUCATION

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

Direct Supervision

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

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

Requirements

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

Each of the requirements has to be satisfied before a clinical rotation can be arranged. Failure to provide this documentation will result in a delay in starting at the clinical site and a possible delay in graduation. Specific sites may have additional requirements such as pre-employment physicals, employee orientation, HIPAA Compliance Program Completion, which must also be satisfied in order for the clinical education experience to begin. Any associated cost is the student’s responsibility.

Documentation of Clinical Education Hours

Clinical education hours accumulated under the direct supervision of a preceptor must be recorded by the ATS via A-Track and will be approved by the supervising preceptor. All hours must be recorded within seven days. Students may not complete undocumented hours, as this is in direct violation of CAATE standards.
Only the Athletic Training clinical education hours obtained under the direct supervision of a preceptor may be counted towards the required hours for graduation. Athletic Training clinical education hours do not include the time spent while traveling with a team, lodging, team meetings, or team meals.

Clinical hours may be recorded during the following:
- Set-up for practice/competition and clean-up after practice/competition
- Preparing the athletes for practice/competition
- Treatments before and after practice/competition
- Injury evaluation/Clinic with a team physician
- Rehabilitation
- Escorting an athlete to an appointment with a physician or to the emergency room
- Observing surgery
- In-services
- Administrative duties
- Clean-up and stocking of the cabinets/drawers in the athletic training room, including kits
- Hours working with a Preceptor on clinical proficiencies

Clinical hours may NOT be recorded for the following:
- Traveling with a team
- Team meetings
- Team meals

Absence from Clinical Experiences

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

Dress Code

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

All students are expected to wear the following uniform (unless more formal attire is required by the clinical site):
- Polo shirt, plain or with a Temple University logo only. Exception: if a student is at a clinical site that provides polo shirts with the respective logo.
- If warranted, sweatshirt or jacket with Temple University logo.
- Solid color, neat, khaki-style pants or shorts.
- Name tag

For outdoor events, students should be prepared for inclement weather. Additional clothing is acceptable under the following conditions:
♦ Clothing is approved by the preceptor.
♦ Clothing does not contain vulgar, profane, or other inappropriate advertising. Please note that some collegiate sports will require specific branding to be worn on the sidelines.
♦ Student wears polo or sweatshirt underneath.

For some indoor competitions, students should be prepared to wear professional dress clothes. Professional dress must be functional and appropriate for the event. The clothing should meet the following guidelines:
♦ No spiked shoes or high heels over 2 inches.
♦ Skirt or dress length must be knee length or longer.
♦ No low-cut or see-through blouses.
♦ No clothing that exposes undergarments.
♦ No long jewelry that may interfere with patient interaction.

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

**Cell Phone Use**

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

**Electronic communication**

Athletic training students should not accept or request any interaction involving social media with any current 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. 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. Athletic training students must submit a signed confidentiality form (Appendix G) to the Director of Clinical Education by the end of the first week of each semester.

Students must also complete a 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 Director of Clinical Education within 2 weeks of the initial email being sent out.

Relationships with Patients

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

Professional Relationships with Preceptors

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

Clinical Rotations in the Summer and/or During Winter Break

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

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

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

KN 5287, 5487, 5687, and 5987: Practicum in Athletic Training I-IV

These clinical experiences continue to expand upon the didactic knowledge as well as to master the competencies and clinical integration proficiencies expected of an entry level athletic training student. These 200-225 hours per semester are part of the course requirements for KN 5287, 5487, 5687, and 5987 and are directly supervised by BOC certified athletic trainers or other appropriately credentialed healthcare professional. All hours must be recorded via A-Track within 7 days. Students are required to demonstrate competency in a variety of clinical skills. Students will be evaluated by the supervising preceptor at the 5th week and at the conclusion of the semester. Students must also meet with the Director of Clinical Education at least once per semester. Emergency Cardiac Care certification must be current.

Evaluation Procedures

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

The clinical proficiency evaluation forms for each level are provided to the ATSs on A-Track. The ATS is responsible for maintaining and possessing these clinical proficiency evaluation forms on a regular basis. At the beginning of the clinical rotation, the preceptor and ATS will review and discuss the clinical proficiency evaluation forms to inform the preceptor about the clinical proficiency mastery accomplished by the student.

The clinical site and preceptor are evaluated anonymously by Athletic Training Students at the conclusion of the clinical experience. All forms are available on A-Track. The ATS submits these evaluations via A-Track at the end of each clinical experience. At the conclusion of the academic year, the Director of Athletic Training Education and the Director of Clinical Education provides the preceptor with general feedback, maintaining confidentiality, from the evaluation conducted by the ATSs. This feedback is provided to assist the preceptor in the improvement of the clinical site. The Director of Clinical Education and the preceptor meet at the conclusion of the academic year to discuss the evaluation and determine the appropriate changes necessary to improve the clinical education experience for the students.

Transportation

Each Athletic Training Student is responsible for transportation to and from clinical practice sites throughout the entire Athletic Training program. Transportation requires that each student has personal access to public transportation or a car. Any associated costs are the responsibility of the student.

Transportation of an injured/ill patient

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

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

<table>
<thead>
<tr>
<th>Professional terminology</th>
<th>Incorrect terminology</th>
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<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>
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INTERNSHIP/VOLUNTEER POLICY

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

CLINICAL EXPERIENCE AND ACCOMMODATIONS

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

Process for requesting accommodations:

1. Student notifies Director of Clinical Education of the need for access or accommodations at clinical sites and obtains an Access/Accommodations in Clinical Experience form (Appendix G).
2. Student meets with Disability Resources and Services (DRS) staff to discuss access needs and appropriate accommodations for clinical placement.
3. DRS staff member determines reasonable accommodations, consulting with the Athletic Training Program as needed, and generates a Clinical Accommodation Letter.
4. DRS staff member sends the accommodation letter to the student and Director of Clinical Education.
5. Director of Clinical Education communicates accommodations to student’s preceptor, who works with Director of Clinical Education to make arrangements for access/accommodations.
POLICIES AND PROCEDURES

TECHNICAL STANDARDS

GUIDELINES TO TECHNICAL STANDARDS

History and Rationale:

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

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

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

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

Use of the Guidelines:

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

Technical Standards:

Compliance with technical standards does not guarantee a student’s eligibility for the BOC certification exam.
TEMPLE UNIVERSITY ATHLETIC TRAINING PROGRAM
TECHNICAL STANDARDS FOR ADMISSION

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

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

Candidates for selection to the Athletic Training Program must demonstrate:

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

Students enrolled in the ATP will be required to verify they understand and meet these technical standards or that they believe that, with certain accommodations, they can meet the standards.
The Temple University Disability Resources and Services Department will evaluate a student who states he/she could meet the program’s technical standards with reasonable accommodation and confirm that the stated condition qualifies as a disability under applicable laws.

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

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

_________________________________________  ____________
Signature of Applicant                        Date

Alternative statement for students requesting accommodations.

I certify that I have read and understand the technical standards of selection listed above and I believe to the best of my knowledge that I can meet each of these standards with certain accommodations. I will contact the Temple University Disability Resources and Services Department to determine what accommodations may be available. I understand that if I am unable to meet these standards with or without accommodations, I will not be admitted into the program.

_________________________________________  ____________
Signature of Applicant                        Date

(See Appendix I)
HEALTH REQUIREMENTS

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

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

BLOOD BORNE PATHOGEN POLICY

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

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

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

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

**BLOOD BORNE PATHOGEN TRAINING**

The Athletic Training Staff and the Athletic Training Students are required to attend the annual OSHA Blood Borne Pathogen training program conducted by the Office of Environmental Health and Safety or complete the on-line recertification annually. The ATSs must sign in, including their Temple ID number, prior to the start of the training program. The ATS may select to complete recertification on-line, but must submit the appropriate certificate of completion for their file. Each student must complete this training each year. The Office of Environmental Health and Radiation Safety has developed documents regarding Blood Borne Pathogens and Biohazard Waste which, are published in this Guidelines Manual. The OSHA manuals are maintained in the Athletic Training Room Office.

The Athletic Training Room contains the following universal precaution materials: latex gloves, gowns, masks, face shields, safety needles, and biohazard bags and containers. These materials are maintained through the Athletic Training budget. Stericycle is a biohazard waste removal company contracted by the Athletic Training Department for the disposal of biohazard waste. Please sign Appendix L stating your understanding of the Blood Borne Pathogen policy.
UNIVERSAL PRECAUTIONS

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

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

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

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

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

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

Communicable Diseases Cited by the CDC:

<table>
<thead>
<tr>
<th>Bloodborne Pathogens</th>
<th>Conjunctivitis</th>
<th>Cytomegalovirus infections</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diarrheal diseases</td>
<td>Diphtheria</td>
<td>Enteroviral infections</td>
</tr>
<tr>
<td>Hepatitis viruses</td>
<td>Herpes simplex</td>
<td>Human immunodeficiency virus (HIV)</td>
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<td>Measles</td>
<td>Meningococcal infections</td>
<td>Mumps</td>
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<td>Pediculosis</td>
<td>Pertussis</td>
<td>Rubella</td>
</tr>
<tr>
<td>Scabies</td>
<td>Streptococcal infection</td>
<td>Tuberculosis</td>
</tr>
<tr>
<td>Varicella</td>
<td>Zoster</td>
<td>Viral respiratory infections</td>
</tr>
</tbody>
</table>

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

Guidelines for Managing Potential Infection
1. A student who has been exposed to a potential infection before, during, or after a clinical experience should report that exposure to his/her preceptor immediately.
2. Any student, who demonstrates signs or symptoms of infection or disease that may place him/her and/or his/her patients at risk, should report that potential infection or disease immediately to the TU Student Health Center.

3. The student is responsible for keeping the ATP Director of Clinical Education informed of his/her conditions that require extended care and/or missed class/clinical time. ATS may be required to provide written documentation from a physician to return to class and/or clinical site.

4. If a student feels ill enough to miss ANY class that student should notify the appropriate instructor immediately.

5. If a student feels ill enough to miss ANY clinical experience that student should notify the ATP Director of Clinical Education and preceptor immediately.

**LIABILITY INSURANCE**

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

1. Consider everyone you see, talk to or touch as a potential plaintiff.
2. Adhere to the Family Educational Rights and Privacy Act of 1974 (also known as "the Buckley Amendment") and the Privacy Act which deal with releasing confidential information. A written release from the student athlete must be signed before releasing any information.
3. Know the limits of your competence and responsibilities.
4. Be attentive and develop good evaluative skills
5. Maintain a good rapport and open communication with your athletes, clinical supervisor, administrators and faculty.
6. Maintain good records and documentation of athletic injuries.
8. Maintain a good rapport with the team physicians. Athletic Trainers function under the guidance and direction of the Team Physicians.

ATS are covered by a Temple University policy, but students are encouraged to purchase their own liability insurance during the sophomore year of the program.

**ATP STUDENT WORK POLICY**

Students are encouraged not to hold outside jobs while working as athletic training students. Simultaneously working as an athletic training student and holding an outside job may interfere with the student’s study time and adversely affect his/her performance in the class and athletic training room. In addition, students may not substitute for Temple University staff athletic trainers in either their responsibilities or duties.

Students who hold outside jobs must not let their jobs interfere with assigned duties in the athletic training room. Time off from work or quitting first at the end of the day will not be granted to students who are employed outside of the athletic training room. Remember, a
student’s duties in the athletic training room don’t always run on a strict schedule and are subject to change on short notice.

**SEXUAL HARASSMENT GUIDELINES**

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

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

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

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

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

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

The Director of Athletic Training Education and Department of Athletics have the discretion to require that the Athletic Training Students be held to the same athletic Drug Testing Guidelines for athletes while working in the Athletic Department at Temple University. Please refer to the Student Athlete Handbook for the athletic Drug Testing Guidelines.
ILLEGAL & PROHIBITED ACTIVITIES NOT OTHERWISE STATED

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

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

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

STUDYING ABROAD/EXTENDED ABSENCE GUIDELINES

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

APPROXIMATE COSTS FOR THE PROGRAM

* All costs subject to change

- Transportation (e.g., car, subway, train) – Price varies, students are encouraged to explore the SEPTA University Pass Program for discounted monthly transit passes
- NATA Annual Dues (beginning spring of sophomore year in ATP; includes A-Track subscription): $50.00 - 90.00/year http://www.nata.org/dues/dues-structure
- Owls Athletic Training Society membership dues: $10.00/semester
- Name Tags: $5-10
- Uniform: Price varies
- Liability Insurance (beginning spring of sophomore year in ATP): price varies
- Immunizations: Price varies, required prior to spring of sophomore year in ATP
- Annual PPD tests: Approximately $5 at Student Health Center
- Emergency Cardiac Care certification: Price varies, discounted renewal classes will be offered annually by the Athletic Training Program
- Fingerprinting (annually): $27.50
- CastleBranch Account, including Act 34: Criminal Record Check (annually): $88.75 initial year, $44.75 for renewal
- Act 151: Child Abuse History Clearance (annually): $10
SCHOLARSHIP INFORMATION

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

NATA Scholarships
The NATA Research and Education Foundation awards scholarships annually. Junior or senior students interested in applying for NATA scholarships should request the appropriate information from the Director of Athletic Training Education or by downloading an application at www.natafoundation.org. The deadline for application is in February.

EATA District I and II Scholarships
The Eastern Athletic Trainers’ Association (EATA) offers scholarship monies to outstanding athletic training athletic training students. Contact the website (www.goeata.org) for information. The deadline for application is November.

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

Department of Kinesiology
Several scholarships/awards are available through the Department of Kinesiology. Some have grade point average requirements while others have specific criteria that must be met. Refer to the department’s graduate handbook for more information about the various scholarships/awards.

MEMBERSHIP IN PROFESSIONAL ORGANIZATIONS

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

Pennsylvania Athletic Trainers’ Association
Students are strongly encouraged to become active members of the PATS. Founded in 1984, one of the functions of this society is to advance the athletic training profession in the state of Pennsylvania. In addition to publishing a newsletter, a clinical symposium is sponsored annually by PATS. Students who live in Pennsylvania and become members of the NATA will automatically become a member of PATS. See www.gopats.org for more information.

Athletic Training Society of New Jersey
Students who live in New Jersey will become member of the ATSNJ once NATA membership is obtained. See www.atsnj.org for more information.
National Athletic Trainers’ Association
Students formally accepted into the athletic training education program are required to become members of the NATA. Annual dues include membership in the national organization, as well as District II (EATA). Student membership also includes access to A-Track. For more information about the NATA refer to their website at www.nata.org.

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

1. The individual must truthfully complete and sign the application form provided by NATA and shall provide additional information as requested. The individual must notify NATA of any change in address, telephone number, and any other facts bearing eligibility or membership within 30 days of such occurrence.

2. An individual convicted of a felony directly related to public health or athletic care or education shall be ineligible to apply for membership for a period of one year from the exhaustion of appeals, completion of sentence, or completion of parole, whichever is later. Convictions of this nature include but are not limited to felonies involving: rape; sexual abuse of an athlete or child; actual or threatened use of a weapon or violence; the prohibited sale or distribution of a controlled substance, or its possession with the intent to distribute; or use of position of the athletic trainer improperly to influence or attempt to influence the outcome or score of an athletic event or in connection with any gambling activity.

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

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

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

PENNSYLVANIA ATHLETIC TRAINING LICENSURE
Students who successfully complete Temple University’s ATP and successfully pass the BOC examination post 1984 are eligible for Pennsylvania licensure. It is the student’s responsibility to initiate the Pennsylvania licensure process. Failure to do so and to work as an athletic trainer in Pennsylvania is a violation of the state practice act 49 PA Code CH. 40. More information and an application may be found at:
https://www.mylicense.state.pa.us/PersonSearchResults.aspx
REGISTRATION/ LICENSURE
Many states now have credentialing of athletic trainers. Each state has different requirements to qualify. Athletic training students will meet the qualifications for Pennsylvania licensure upon graduation from Temple and for sitting for the BOC exam, but must apply for this on his or her own. Check on the accreditation requirements for the states you may want to work in prior to beginning your career.

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

http://www.bocatc.org/index.php/state-regulation
http://members.nata.org/gov/state/regulatory-boards/map.cfm
NATA CODE OF ETHICS

PREAMBLE
The National Athletic Trainers’ Association Code of Ethics states the principles of ethical behavior that should be followed in the practice of athletic training. It is intended to establish and maintain high standards and professionalism for the athletic training profession.
The principles do not cover every situation encountered by the practicing athletic trainer, but are representative of the spirit with which athletic trainers should make decisions. The principles are written generally; the circumstances of a situation will determine the interpretation and application of a given principle and of the Code as a whole. When a conflict exists between the Code and the law, the law prevails.

PRINCIPLE 1:
Members shall respect the rights, welfare and dignity of all.
1.1 Members shall not discriminate against any legally protected class.
1.2 Members shall be committed to providing competent care.
1.3 Members shall preserve the confidentiality of privileged information and shall not release such information to a third party not involved in the patient’s care without a release unless required by law.

PRINCIPLE 2:
Members shall comply with the laws and regulations governing the practice of athletic training.
2.1 Members shall comply with applicable local, state, and federal laws and institutional guidelines.
2.2 Members shall be familiar with and abide by all National Athletic Trainers’ Association standards, rules and regulations.
2.3 Members shall report illegal or unethical practices related to athletic training to the appropriate person or authority.
2.4 Members shall avoid substance abuse and, when necessary, seek rehabilitation for chemical dependency.

PRINCIPLE 3:
Members shall maintain and promote high standards in their provision of services.
3.1 Members shall not misrepresent, either directly or indirectly, their skills, training, professional credentials, identity or services.
3.2 Members shall provide only those services for which they are qualified through education or experience and which are allowed by their practice acts and other pertinent regulation.
3.3 Members shall provide services, make referrals, and seek compensation only for those services that are necessary.
3.4 Members shall recognize the need for continuing education and participate in educational activities that enhance their skills and knowledge.
3.5 Members shall educate those whom they supervise in the practice of athletic training about the Code of Ethics and stress the importance of adherence.
3.6 Members who are researchers or educators should maintain and promote ethical conduct in research and educational activities.
PRINCIPLE 4:
Members shall not engage in conduct that could be construed as a conflict of interest or that reflects negatively on the profession.
4.1 Members should conduct themselves personally and professionally in a manner that does not compromise their professional responsibilities or the practice of athletic training.
4.2 National Athletic Trainers’ Association current or past volunteer leaders shall not use the NATA logo in the endorsement of products or services or exploit their affiliation with the NATA in a manner that reflects badly upon the profession.
4.3 Members shall not place financial gain above the patient’s welfare and shall not participate in any arrangement that exploits the patient.
4.4 Members shall not, through direct or indirect means, use information obtained in the course of the practice of athletic training to try to influence the score or outcome of an athletic event, or attempt to induce financial gain through gambling.
APPENDIX A
TEMPLE UNIVERSITY

Athletic Training Program
ATP Guidelines Manual Acknowledgement

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

____________________________________________  _________________
Student Signature                              Date

Please return this form to the Director of Athletic Training Education by September 2nd. Students who do not submit this form to the Director of Athletic Training Education will be removed from their clinical education setting until the signed form is submitted.
APPENDIX B
ATP Advisor Checklist

NAME: ______________________________________________________________

TEMPLE ID#: __________________________________________

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

__________________________________________________________________________  __________
Student’s Signature                                      Date

__________________________________________________________________________  __________
Advisor’s Signature                                      Date

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

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

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

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

_____ I am aware that all Athletic Training Major courses must be completed at Temple University.

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

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

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

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

PROFESSIONAL DEVELOPMENT UNITS VERIFICATION FORM AND YEARLY WORKSHEET
Temple University Athletic Training Program  
Professional Development Unit (PDU) - Verification Form

ATS Name: ___________________________  Graduation Year: ________

Name of Activity: ___________________________  Date(s) of Activity: _______

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

PDUs Requested:  

Category (circle):  A  B  C

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

---------------------------------------------------------------------------------------------------

APPROVED:

Preceptor or Appropriate Staff AT Signature  Date

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

Program Director Signature  Date

PDUs Obtained:  

49
Temple University

Professional Development Unit (PDU) - Semesterly PDU's Obtained

<p>| Category A - Professional Conferences/Seminars/Workshops (1 PDU/hour) - Maximum of 10 PDUs |</p>
<table>
<thead>
<tr>
<th>Date(s)</th>
<th>Name of Conference</th>
<th># of BOC CEU's Provided</th>
<th># of PDU's Obtained</th>
</tr>
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</table>

<p>| Category B - Athletic Training (or related) Association Involvement - Maximum of 2.5 PDUs |</p>
<table>
<thead>
<tr>
<th>Date(s)</th>
<th>Name of Association</th>
<th>Description of Involvement</th>
<th># of PDU's Obtained</th>
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<p>| Category C - Research (1 PDU/hour) - Maximum of 20 PDUs (1 PDU/hour) - Maximum of 10 PDUs |</p>
<table>
<thead>
<tr>
<th>Date(s)</th>
<th>Description of Activity</th>
<th># of Hours Spent</th>
<th># of PDU's Obtained</th>
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<p>| Category D - Other (must be approved by Preceptor and AT Program Director prior to activity) - Maximum of 5 PDUs |</p>
<table>
<thead>
<tr>
<th>Date(s)</th>
<th>Description of Activity</th>
<th># of Hours Spent</th>
<th># of PDU's Obtained</th>
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<td>Total of 12.5 PDU's Required Each Semester</td>
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Signed: ___________________________    Date: ______________
APPENDIX D
GOAL WORKSHEET
Temple University Athletic Training Program

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

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

Examples:

I want to work on my record keeping.
(BAD GOAL: not specific, there is no way to measure when this goal is met)

I will be able to write a SOAP note following an evaluation.
   *write a SOAP note at least three times per week and have it checked by my preceptor
   *write practice SOAP notes with my preceptor or peers based on fake scenarios
(GOOD GOAL: specific, challenging, long-term and short-term to help direct and motivate student)

I will be able to assess vital signs. (long-term)
   *practice taking heart rate and blood pressure on preceptor or peers (short-term)
   *volunteer to take vitals before doctor’s visits (short-term)

I will be able to take a complete history for an injured athlete. (long-term)
   *observe preceptor performing evaluation (short-term)
   *assist preceptor in performing evaluation (short-term)
Semester in Program ________________

Athletic Training Student

Printed Name: ____________________________________________
Signature: _______________________________________________

Preceptor

Printed Name: ____________________________________________
Signature: _______________________________________________
Clinical Site: ____________________________________________

Goal 1:

Goal 2:

Goal 3:
APPENDIX E

Initial Clinical Experience Preparation Checklist

Student Name: ________________________ TUID # __________________________

I. Prerequisite Coursework Completed:

☐ KINS 5141 ☐ KINS 5142 ☐ KINS 5143

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

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

Notes: ____________________________________________________________

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

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

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

HOW TO ORDER CLEARANCES:

Temple has contracted with an outside organization to make the clearance process more efficient.
The Athletic Training Initial Package costs $88.75 and includes: Healthcare Fraud and Abuse scan, Sexual Offender Index, Residency History, Criminal Background Check-PA, PA Child Abuse Clearance, and PA Fingerprint. There is a separate fee of $10 for the Child Abuse Clearance and $27.50 for the Fingerprint Scan. The CastleBranch Portfolio will also assure compliance with the Health Immunization requirements.

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

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

www.CastleBranch.com
Click on “Place Order”
In Package Code Box, type “TF34”
Select Method of Payment (Visa, Mastercard, and money order)
If you experience problems, contact organization at 888.914.7279
Renewal Clinical Experience Preparation Checklist

Student Name: ___________________________ TUID # ___________________________

I. Enrollment for the Fall Semester
□ KN 5287  □ KN 5687

II. Required Pre-Docummentation (to be completed/submitted via CastleBranch.com):
□ Child Abuse Clearance-see info below (completed within previous year)
□ Criminal Background Check- see info below (completed within previous year)
□ Fingerprint Scan - see info below (completed within previous year)
□ Current Health Care Provider CPR certification- see info below

Notes:____________________________________________________________________

III. CPH Health Screening Requirements Completed (to be completed via CastleBranch.com):
□ Bloodwork completed with documented titers/antibodies for measles, mumps, rubella, varicella and Hep B (YOU MUST upload the lab reports, along with Temple summary forms)
□ Physicians’ physical completed within previous year
□ Current Tetanus/Diptheria booster
□ TB Test (while there is a TB test shortage, you may get this from your primary care physician)

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

HOW TO ORDER CLEARANCES:
Temple has contracted with an outside organization to make the clearance process more efficient.

The Athletic Training Renewal Package costs $45.75 and includes: Healthcare Fraud and Abuse scan, Sexual Offender Index, Residency History, Criminal Background Check-PA, PA Child Abuse Clearance, and PA Fingerprint. There is a separate fee of $10 for the Child Abuse Clearance and $27.50 for the Fingerprint Scan. The Castle Branch Portfolio will also assure compliance with the Health Immunization requirements.

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

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

www.CastleBranch.com
Click on "Place Order"
In Package Code Box, type “TF34r”
Select Method of Payment (Visa, Mastercard, and money order)
If you experience problems, contact organization at 888.914.7279
Dear ________________________:

Discipline Notification

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

☐ **Unexcused absence or tardy**
  1st Offense – Meet with preceptor
  2nd Offense – Meeting with preceptor, Director of Clinical Education
  3rd Offense – Meeting with preceptor, Director of Clinical Education and Director of Athletic Training Education; *possible suspension of athletic training clinical hours

☐ **Dress code violation**
  1st Offense – Warning
  2nd Offense – Sent home, early treatment or practice following day, meeting with preceptor and Director of Clinical Education
  3rd Offense – Meeting with preceptor, Director of Clinical Education and Director of Athletic Training Education; *possible suspension of athletic training clinical hours

☐ **Clinical Evaluations**
  1st Offense – Meeting with preceptor and Director of Clinical Education
  2nd Offense – written warning and formal meeting with supervisor; Director of Athletic Training Education, Director of Clinical Education, *possible failure of course to which the clinical hours are attached

☐ **Failure to follow NATA code of ethics**
  Dismissal from program

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

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

*May delay graduation
Comments to student:
________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________

Comments by student:
________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________

Signature of Supervisor ___________________________ Date ____________

Signature of Student ______________________________ Date ____________

Signature of ATP Director of Athletic Training Education ___________________________ Date ____________

Signature of Director of Clinical Education ___________________________ Date ____________

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

Statement of Confidentiality, HIPAA Minimum Necessary Consent and Responsibility

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

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

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

Student Name: [REDACTED]

Student Signature: [REDACTED]

Date: [REDACTED]
APPENDIX H
Access/Accommodations in Clinical Experience Form

STUDENT INFORMATION
Student name: _____________________________________
TUID: _____________________________________________
Phone number: _____________________________________
Email: _____________________________________________
Date: _____________________________________________

CLINICAL/FIELD EDUCATION OFFICE INFORMATION
Name of Clinical/Field Adviser: ______________________
Phone number: _____________________________________
Email: _____________________________________________
Clinical/Field Course Name and Number: ______________________
_____________________________________________________
Clinical/Field Site (if known): ______________________

DISABILITY RESOURCES AND SERVICE INFORMATION
Date form received: ______________________
DRS Coordinator: ______________________
Access/Accommodations for clinical/field placement: __________
_____________________________________________________
_____________________________________________________
_____________________________________________________
_____________________________________________________
APPENDIX I
Technical Standards Acknowledgement Form

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

The Temple University Disability Resources and Services Department will evaluate a student who states he/she could meet the program’s technical standards with accommodation and confirm that the stated condition qualifies as a disability under applicable laws.

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

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

______________________________  ______________
Signature of Applicant          Date

Alternative statement for students requesting accommodations.

I certify that I have read and understand the technical standards of selection listed above and I believe to the best of my knowledge that I can meet each of these standards with certain accommodations. I will contact the Temple University Disability Resources and Services Department to determine what accommodations may be available. I understand that if I am unable to meet these standards with or without accommodations, I will not be admitted into the program.

______________________________  ______________
Signature of Applicant          Date
APPENDIX J

TEMPLE UNIVERSITY
A Commonwealth University

PHYSICAL FORM

(CIRCLE NAME OF SCHOOL)

DENTAL COLLEGE OF HEALTH PROFESSIONS
MEDICINE PODIATRY PHARMACY

NAME: ___________________________________________ FIRST

LAST

SS#________________________________________

DOB: ____/_____/_______

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

Date of exam: ________ BP: R____ L____ PULSE: ______ HEIGHT: ______ WEIGHT: ______

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<td>Ears</td>
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<td>Eyes (include funduscopic exam)</td>
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<td>Abdomen/hernia check</td>
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<td>Extremities</td>
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<td>Neurologic exam</td>
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Vision: Uncorrected 0D____ OS____ Corrected: OD____ OS____

This Student is able to participate in all educational, physical and patient care activities: _____Y _____ N

If no, please indicate what restrictions, accommodations, or modifications, if any, will be required for this student.
Medical Summary: Note problems or suggestions for care:

_________________________________________________________________________________________________

______________________________________________________________________________________________________

Health Care Provider (please print): Name:______________________________
Address:______________________________________________
City:________________ State:________________ Zipcode:_____
Signature:_________________________ MD/DO/CRNP Date:_________________
APPENDIX K

TEMPLE UNIVERSITY
A Commonwealth University

IMMUNIZATION FORM

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

NAME: ____________________________________________
LAST FIRST

SS#__________________________________________________

DOB: _____/_____/_______

(CIRCLE NAME OF SCHOOL)
DENTAL COLLEGE OF HEALTH PROFESSIONS
MEDICINE PODIATRY PHARMACY

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

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

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

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

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

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

HEPATITS B VACCINE SERIES #1________ #2________ #3________

VARICELLA TITER DATE:___________
RESULT: Reactive / non-reactive (please circle)
IF NEGATIVE 2 DOSES OF VARIVAX REQUIRED
#1___________ #2___________

HISTORY OF DISEASE NOT ACCEPTABLE

TETANUS/DIPHTHERIA BOOSTER DATE:__________
REQUIRED WITHIN THE PAST 10 YEARS

MEDICAL PROVIDER’S SIGNATURE__________________________ DATE ____________

ADDRESS AND PHONE ________________________________________________
APPENDIX L

EXPOSURE TO BLOOD BORNE PATHOGENS

In 1990, the Occupational Safety and Health Administration (OSHA) enacted a law entitled Occupational Exposure to Blood Borne Pathogens; (29 CFR 1910.1030). This regulation was promulgated in response to OSHA's determination that "individuals whose occupational duties place them at risk of exposure to blood and other potentially infectious materials are at risk of becoming infected with these blood borne pathogens, developing disease and, in some cases, dying." The intent of the regulation is to minimize incidents of occupational exposure of blood borne pathogens and other potentially infectious materials.

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

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

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

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

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

___________________________________________________________________________
Student's PRINTED Name                         SIGNATURE                         Date
Guidelines for Prevention of Exposure and Infection

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

Guidelines for Managing Potential Infection

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

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

______________________________________________  ________________
Student Signature                                      Date