



UNIVERSITY

OF
LOUISIANA
L a f a y e t t e

Athletic Training Program

Student Handbook

And

Policies & Procedures Manual

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SECTION I - INTRODUCTION

I(a) - INTRODUCTION

Welcome to the University of Louisiana at Lafayette Athletic Training Program (ATP). The information contained within this manual was developed to assist and guide the athletic training student during their matriculation through the Athletic Training Program. The Student Handbook and Policy and Procedure Manual is also intended as a source, to both students and instructors, to help ensure continuity throughout the Athletic Training Program. All individuals involved with the UL Lafayette Athletic Training Program are required to know and follow the policies and procedures as outlined in this manual.

I(b) - MISSION STATEMENT

The Mission of the University of Louisiana at Lafayette Athletic Training Program is to provide an active learning environment for undergraduate students. Through didactic and clinical experience, students will master the skills, knowledge, and clinical competencies required for a successful career as an BOC Certified Athletic Trainer.

I(c) - PROGRAM OBJECTIVES

- To prepare the students for the BOC Exam
- To develop critical thinking skills
- To develop decision making skills
- To instill the value of professionalism
- To develop effective communication skills
- To Promote the involvement of students in their professional associations
- To promote the involvement of students in community service/volunteer activities
- To encourage student to be life-long learners
- To encourage significant contributions to the profession through research and service to professional organizations
- To facilitate students' efforts in securing a position in graduate school or in an athletic training setting.

I(d) - COMMISSION ON ACCREDITATION OF ATHLETIC TRAINING EDUCATION STANDARD DEFINITIONS

The purpose of the Commission on Accreditation of Athletic Training Education (CAATE) is to develop, maintain, and promote appropriate minimum education standards for quality for professional (entry-level) athletic training programs. CAATE is sponsored by the American Academy of Family Physicians, the American Academy of Pediatrics, the American Orthopedic Society for Sports Medicine, and the National Athletic Trainers' Association (NATA).

The *Standards for the Academic Accreditation of Professional Athletic Training Programs (Standards)* are used to prepare entry-level athletic trainers. Each institution is responsible for demonstrating compliance with these *Standards* to obtain and maintain recognition as a CAATE-accredited professional athletic training program. A list of accredited programs is published and available to the public. **Reference: 2012 CAATE Standards**

Definitions:

1. **Program Director:** A full time faculty member responsible for assurance of the following program features: Ongoing compliance with the Standards; Planning, development, implementation, delivery, documentation, and assessment of all components of the curriculum; Clinical education; and Programmatic budget.
2. **Clinical Education Coordinator:** A faculty member responsible for the following program features: Student clinical progression, Clinical site evaluation, Student evaluation, Preceptor training, and Preceptor evaluation.
3. **Preceptor:** A state credentialed health care professional responsible for: Supervising students during clinical education; Provide instruction and assessment of the current knowledge, skills, and clinical abilities designated by the Commission; Provide instruction and opportunities for the student to develop clinical integration proficiencies, communication skills and clinical decision-making during actual patient/client care; Provide assessment of athletic training students' clinical integration proficiencies, communication skills and clinical decision-making during actual patient/client care; Facilitate the clinical integration of skills, knowledge, and evidence regarding the practice of athletic training; Demonstrate understanding of and compliance with the program's policies and procedures.
4. **Athletic Training Student (ATS):** An student who has been applied and been admitted into the University of Louisiana at Lafayette-accredited entry-level athletic training education program.
Synonym: Student
5. **Clinical Education:** Clinical education represents the athletic training students' formal acquisition, practice, and preceptor evaluation of the Entry-Level Athletic Training Clinical. The athletic training curriculum must include provision for clinical experiences under the direct supervision of a qualified preceptor in an appropriate clinical setting. Clinical experiences must provide students with opportunities to practice and integrate the cognitive learning, with the associated psychomotor skills requirements of the profession, to develop entry-level clinical proficiency and professional behavior as an Athletic Trainer as defined by the *NATA Educational Competencies*
Reference: Standard J1, J2 CAATE Standards 2008

6. **Direct Supervision:** This applies to the instruction and evaluation of the clinical proficiencies by a preceptor. Supervision of the athletic training student during clinical experience. The preceptor must be physically present and have the ability to intervene on behalf of the athletic training student and the patient.
Reference: Glossary, CAATE Standards 2008

7. **Clinical Experience Requirements:** Clinical experiences must be contained in individual courses that are completed over a minimum of two academic years. There must be opportunities for students to gain clinical experiences associated with a variety of different populations including genders, varying levels of risk, protective equipment (to minimally include helmets and shoulder pads), and medical experiences that address the continuum of care that would prepare a student to function in a variety of settings and meet the domains of practice delineated for a certified athletic trainer in the profession. The length of clinical experiences should be consistent with other comparable academic programs requiring a clinical or supervised practice component. Consideration must be given to allow students comparable relief (days off) from clinical experiences during the academic year as compared to other student academic and student activities offered by the institution (e.g., other health care programs, athletics, clubs). The clinical experience must allow students opportunities to practice with different patient populations and in different athletic or allied health care settings. All clinical education sites where students are gaining clinical experience must be evaluated by the AT on an annual and planned basis. The majority of the student's clinical experiences must occur under the direct supervision of a preceptor. An athletic trainer certified by the BOC who currently possesses the appropriate state athletic training practice credential must supervise the majority of the student's clinical coursework. **Synonyms:** Clinical educational experience
Reference: Standard J3-6 CAATE Standards 2008

8. **Clinical Instruction Site:** The location in which an preceptor interacts with the ATS for clinical experiences. If the site is not in geographical proximity to the AT Program, then there must be annual review and documentation that the remote clinical site meets all educational requirements. The clinical setting shall include the athletic training room, athletic practices, and competitive events. An athletic training facility and other clinical settings must provide the primary setting(s) in which the clinical portion of the athletic training educational program is conducted. The athletic training facility/clinic is designated as the primary site for the preparation, treatment, and rehabilitation of athletes and those involved in physical activity within the sponsoring institution or within an acceptable affiliated clinical site. The student must be supervised by an appropriate preceptor in these settings.
Synonyms: Clinical setting **Reference:** Standard D1.2, Glossary CAATE Standards 2008

9. **Educational Competencies:** The educational content required of entry-level athletic training programs. These competencies cover the knowledge, skills, and clinical abilities to be mastered by students enrolled in professional athletic training education programs. Mastery of these Competencies provides the entry-level athletic trainer with the capacity to provide athletic training services to clients and patients of varying ages, lifestyles, and needs.
Reference: NATA Athletic Training Educational Competencies , 5th Ed (2011)

10. **Clinical proficiencies:** The common set of skills that entry-level athletic trainers should possess and redefine the structure of clinical education from a quantitative approach to an outcomes-based qualitative system.
Synonym: proficiencies **Reference:** NATA Athletic Training Educational Competencies, 5th Ed. (2011)
11. **Learning Over Time (Mastery of Skills):** The process by which professional knowledge and skills are learned, integrated, and evaluated. This process involves initial formal instruction and evaluation of knowledge and skill as defined by the NATA Educational Competencies, followed by a time of sufficient length to allow for practice and integration of discrete knowledge and skill into a demonstration of comprehensive clinical (actual or simulated) proficiency. Clinical proficiencies must be evaluated by program approved preceptors.
Reference: Glossary, 2008 CAATE Standards

I(e) - 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.

Reporting of Ethics Violations

Anyone having information regarding allegations of ethical violations, and wishing to supply such information to NATA, shall supply this information, with as much specificity and documentation as possible, to NATA's Executive Director or Chair of the Ethics Committee.

I(f) - LOUISIANA ATHLETIC TRAINERS LAW

(Louisiana Revised Statutes 37:3301 through 37:3312) (Enacted 1985)

§3301. Short title

This Chapter shall be known and may be cited as the Louisiana Athletic Trainers Law.

§3302. Definitions

As used in this Chapter. The following words and phrases have the meanings hereinafter ascribed to them:

(1) "Athletic trainer" means a person with the specific qualifications set forth in R.S.37:3306 who, under the direction and supervision of a medical physician carries out the practice of prevention, emergency management, and physical rehabilitation of injuries incurred by athletes at any educational institution, professional athletic organization, and any athletes participating in athletic competition or events sponsored by these organizations or other board sanctioned organization. In carrying out these functions, the athletic trainer shall use whatever physical modalities are prescribed by a team physician or consulting physician or both.

(2) "Board" means the Louisiana State Board of Medical Examiners.

(3) "Board sanctioned" means such associations including but not limited to the Amateur Athletic Union, the International Olympic Committee and its affiliates, the Pan American Committee, the National Collegiate Athletic Association, the National Association of Intercollegiate Athletics, college and university intramural sports, and National High School Athletic Association sports events.

(4) "Department" means the Louisiana Department of Health and Human Resources.

(5) "Educational institution" means a university, college, junior college, high school, junior high school, or grammar school, whether public or private.

(6) "Emergency management" means the immediate care given to an injured athlete until the services of a physician can be obtained. To accomplish this care, an athletic trainer may use such methods as accepted first aid procedures established by the American Red Cross and the American Heart Association and protocol previously established by the athletic trainer and the team or consulting physicians.

(7) "Medical physician" means a person licensed to practice medicine by the board in the state.

(8) "Physical rehabilitation" means the care given to athletes following injury and recovery.

These treatments and rehabilitation programs may consist of pre-established methods of physical modality use and exercise as prescribed by a team physician, consulting physician, or both. Physical rehabilitation also includes working cooperatively with and under the direction of a medical physician in respect to the following:

(a) Reconditioning procedures.

(b) Operation of therapeutic devices and equipment.

(c) Fitting of braces, guards, and other protective devices.

(d) Referrals to other physicians, auxiliary health services, and institutions.

(9) "Practice of prevention" shall include but is not limited to the following:

(a) Working cooperatively with supervisors and coaches in establishing and implementing a program of physical conditioning for athletes.

- (b) Applying protective or injury-preventive devices such as taping, padding, bandaging, strapping, wrapping, or bracing.
- (c) Working cooperatively with supervisors, coaches, and a team physician or consulting physician in the selection and fitting of protective athletic equipment for each athlete and constantly monitoring that equipment for safety.
- (d) Counseling and advising supervisors, coaches, and athletes on physical conditioning and training such as diet, flexibility, rest, and reconditioning.

§3303. Louisiana State Board of Medical Examiners; powers and duties

A. The board shall:

- (1) Keep a record of its proceedings regarding the regulation and certification of athletic trainers in a book maintained for that purpose.
- (2) Keep a complete roster of all certified athletic trainers and make a copy of the roster available to any person requesting it on payment of a fee established by the board as sufficient to cover the costs of the roster.
- (3) Certify athletic trainers in a manner consistent with the provisions of this Chapter.
- (4) Adopt rules and regulations necessary for the performance of its duties.
- (5) Prescribe application forms for certification.
- (6) Establish guidelines for athletic trainers in the state.

B. The board shall conduct a certification examination at least once every year at a time and place fixed by the board.

C. The board shall require continuing education units to maintain certification.

D. The board shall collect the following fees:

- (1) Examination fee \$75.00
- (2) Athletic trainers certificate \$35.00
- (3) Renewal fee \$25.00
- (4) Issuance of duplicate certificate \$ 5.00

E. The fees collected under the provisions of this Chapter shall be credited to the Louisiana State Board of Medical Examiners.

§3304. Exemptions from civil liability

No member of the board shall be liable in any civil action for any act performed in good faith in the execution of his duties under this Chapter.

§3305. Prohibited activities

On and after September 30th, 1985, no person shall hold himself out as an athletic trainer or perform, for compensation or any other means of remuneration, any of the activities of an athletic trainer as defined in this Chapter without first obtaining a certificate under this Chapter; however, nothing in this Chapter shall be construed to prevent any person from serving as a student-trainer, assistant trainer, teacher-trainer, or any similar position. Nothing in this Chapter shall require the certification of athletic trainers at nonpublic schools. Nothing in this Chapter should be construed to prevent an assigned athletic coach from administering and supervising his normal sports activities.

§3306. Qualification

A. A person who applies for an athletic trainer certificate must possess at least one of the following qualifications:

- (1) The applicant shall have met the athletic training curriculum requirements of a college or university approved by the board and provide proof of graduation.
- (2) The applicant shall hold a degree in physical therapy from a school approved by the board and shall have completed a basic athletic training course, a first aid course as approved by the American Red Cross, a cardiopulmonary resuscitation course as approved by the American Heart

Association or American Red Cross, and a nutrition course, and the applicant shall have spent two years in association with an athletic team, show proficiency in acute athletic care, and have letters of recommendation from a physician and a licensed athletic trainer.

(3) The applicant shall have completed, beyond the secondary school level, either as an undergraduate or graduate student, at least four years as an apprentice athletic trainer at a college or university under the direct supervision of an athletic trainer approved by the board. Three of the four years shall be consecutive years under such supervision, military duty excepted. An applicant for certification under this provision shall provide proof of graduation from an accredited college or university and of successful completion of courses in athletic training, first aid, cardiopulmonary resuscitation, and nutrition.

B. The board may certify as an athletic trainer in this state after a written examination given by the board a person who has been so certified or licensed in another state of the United States and who meets all requirements of this Chapter.

§3307. Requirements for certification

A. A person who wishes to apply for an athletic trainer certificate shall apply to the board on forms prescribed by the board and shall pay the examination fee required by

R.S.37:3303(D).

B. The applicant shall be entitled to an athletic trainers certificate if he possesses the qualifications enumerated in R.S.373306, successfully completes the examination administered by the board to the satisfaction of the board, pays the certificate fee required by R.S.37:3303(D), and has not committed an act which constitutes grounds for denial of a certificate under R.S.37:3308.

C. A certificate issued under this Chapter shall expire on June 30th of each year. Each certificate shall be renewed on or before June 30th of each year in accordance with the procedure established by the board and upon payment of the renewal fee.

§3308. Certification; denial, revocation, or suspension

A. The board may refuse to issue a certificate to an applicant or may suspend or revoke the certificate of any person if he has committed any of the following acts:

(1) Violated standards of practice established and promulgated by the board.

(2) Secured the certificate by fraud or deceit

(3) Violated or conspired to violate the provisions of this Chapter or rules promulgated pursuant to this Chapter.

B. Upon application and the payment of the reinstatement fee, the board may reinstate and reissue a certificate to a person whose certificate has been revoked; however, the application may not be made prior to the expiration of twelve months after the order of revocation becomes final. The application shall be made in the manner and form prescribed by the board.

C. A suspension of a certificate shall be for a specified period of not less than one year.

§3309. Hearing

A. Any person whose application for a certificate or for renewal of a certificate is denied shall be entitled to a hearing in accordance with procedures established by the Administrative Procedure Act.

B. The board may suspend or revoke a certificate for any cause stated in R.S.37:3308, but only after notice and opportunity for a hearing are provided to the certificate holder. Proceedings for such revocation or suspension of a certificate shall be commenced by filing charges against the certificate holder in writing and under oath with the board.

§3310. Acquisition of certificate by present athletic trainer

A. Notwithstanding any provision of this Chapter to the contrary, any person actively engaged as an athletic trainer as defined by R.S.37:3302 in the state on the effective date of this Chapter shall be issued certification without examination if he submits to the board an application, a certificate from the National Athletic Trainers Association with membership number and distinct certification numbers, is approved by the board, and pays the certificate fee required by R.S.37:3303(D).

B. Any person who has been actively engaged as an athletic trainer for a period of three years prior to the effective date of this Chapter and is recommended by his team physician and two certified Louisiana athletic trainers shall be issued a certificate if he submits an application, is approved by the board, and pays the certificate fee required by R.S.37:3303(D).

C. Any person who has been actively engaged as an athletic trainer for three years but does not meet the education requirements, but who submits an application, is approved by the board, takes the certification test, passes, and pays the certificate fee required by R.S.37:3303(D) shall be issued a certificate.

D. For the purposes of this Section, a person is actively engaged as an athletic trainer if he is employed by an educational institution, professional athletic organization, or other board sanctioned athletic organization for the duration of the institutions school year or the length of the athletic organizations season and performs the duties of the athletic trainer as the major responsibility of his employment and that being his primary employment.

E. After a period of one year from the effective date of this Chapter, no person shall be certified under the provisions of this Section.

§3311. Limitation

A. No provision of this Chapter shall be construed to limit or prevent any person duly licensed or certified under the laws of this state from practicing the profession for which he is licensed or certified.

B. The provisions of this Chapter shall not apply to any athletic trainer who is employed in another state by an educational institution or athletic organization when he accompanies the athletes or team of such institution or organization into this state for the purpose of an athletic contest.

§3312. Penalty

Any person who violates any provision of this Chapter shall be guilty of a misdemeanor and shall be punished by a fine of not less than twenty-five dollars, nor more than five hundred dollars, or be imprisoned in parish jail for not more than six months, or both.

To contact the Louisiana State Board of Medical Examiners for licensing information, write to:

Louisiana State Board of Medical Examiners

P.O. Box 30250

New Orleans, LA 70190-0250

Or visit their web site at www.lsbme.org

I(g) - STATEMENT OF NONDISCRIMINATION

The University of Louisiana at Lafayette does not discriminate on the basis of race, color, national origin, age, religion, sex, sexual orientation, or disability in admission to, access to, treatment in, or employment in its programs and activities as required by Title VI and Title VII of the Civil Rights Act of 1964, Age Discrimination in Employment Act of 1967, Age Discrimination Act of 1975, the Equal Pay Act of 1963, Title IX of the Education Amendments of 1972, Executive Order 11246, Section 503 and 504 of the Rehabilitation Act of 1973, Section 402 of the Vietnam Era Veterans, Readjustment Assistance Act of 1974 and the 1990 Americans with Disabilities Act. Contact the following regarding nondiscrimination policies:

Christine Brasher
Director of Operational Review, EEO Officer, and Title IX Coordinator
P.O. Box 41006
University of Louisiana at Lafayette
Lafayette, LA 70504

Martin Hall Room 309
337-482-1394

Inquiries concerning the application of nondiscrimination policies may also be referred to the Regional Civil Rights Director, Office for Civil Rights, U.S. Department of Education, 1200 Main Tower Building, Suite 2260, Dallas, Texas 75202 1-800-669-4000.

The University of Louisiana at Lafayette has complied with the Family Rights and Privacy Act of 1974. See institutional policies in Rules and Regulations.

SECTION II – ACADEMIC PROGRAM

II(a) – ACCREDITATION STATUS

The UL Lafayette AT Program is currently accredited by The Commission on Accreditation of Athletic Training Education (CAATE).

II(b) - REQUIREMENTS FOR ADMISSION TO THE UL LAFAYETTE ATHLETIC TRAINING PROGRAM

The UL Lafayette Athletic Training Program (AT Program, the Program, ATP) does exercise a competitive and formal admissions policy. Students meeting the minimum requirements for admission are not guaranteed acceptance into the UL Lafayette AT program.

All students wishing to enter the Program directly from high school and all students wishing to transfer to the Program are, first and foremost, subject to the admission procedures and standards of the University of Louisiana at Lafayette. Admission to the University of Louisiana at Lafayette as a Kinesiology major does **not** grant the student formal admission into the UL Lafayette AT Program nor progression into Athletic Training Core Coursework.

The minimum requirements to be eligible for admission into the UL Lafayette AT Program are as follows:

- 1) 2.75 Adjusted G.P.A.
- 2) A minimum grade of "C" in BIOL 110, 112, BIOL 220, 221, HLTH 100**, 101**;
and a grade of "B" or better in KNES 201 and 230.
- 3) Completion of all Junior Division course prior to the 1st Clinical Semester.
- 4) Completion of UL Lafayette AT program application form (& letters of recommendation), including completed physical examination by physician/nurse practitioner, signed Technical Standards form, TB skin test, (Chest x-ray if positive TB test), current MMR/tetanus immunization, verification of Hepatitis B vaccination or signed waiver for Permission to View Health Screening Form, and a copy of current American Red Cross or American Heart Association/American Academy of Orthopaedic Surgeons First Aid and CPR certification.

UL Lafayette AT Program Application forms may be obtained from the Departmental website at:
<http://kinesiology.louisiana.edu/Programs/ATEP/admit-reqs.shtml>

The AT Program accepts students into the program once a year, as space within the program allows. The admission deadline is **November 15th of each year** (*in the event that November 15th is a weekend applications will be due the following Monday*)

** Students must complete HLTH 100/101 and will not be allowed to test out if they are already CPR/AED or first aid certified.

Transfer Student Policy

All students wishing to transfer into the UL Lafayette AT Program from another institution must follow the admission procedures for transfer students required by the University of Louisiana at Lafayette, which include: Application for Admission, High School Transcripts and/or ACT/SAT score, College Transcripts, Immunization Form. Specific details of the university admission requirements for transfer students can be found on the following website:

<http://admissions.louisiana.edu/basics/2012requirements.shtml#transfer2012>

The Office of Admissions in conjunction with the AT Program Director will determine which courses and corresponding credits will be accepted towards graduation. Transfer students should also meet with the AT Program Director to determine if specific courses may substitute for curriculum requirements.

After meeting the entrance requirements of the Office of Admissions, students must follow the above procedures and meet the requirements of the program for admission. Admission to the University or Upper Division for Athletic Training majors in the College of Education does not guarantee admission into the AT Program. Students are encouraged to contact the AT Program Director to discuss all the degree requirements of the Athletic Training major.

II(c) – PROGRAM ADMISSION POINT SYSTEM

40% Program Rating of Previous Allied Health Experiences
20% Correctness and Quality of Application Materials
20% Academic Achievement
20% References

(30 points) Program Application Rating [Accuracy & Completion], Previous Allied Health Experiences/Internships/High School Athletic Training Experiences

(10 points) Academic Achievement [Overall & Adjusted, & Core course GPA]

(10 points) Letters of Recommendation]

The total possible points for a prospective student would be 50.

II(d) – ATHLETIC TRAINING CURRICULUM

Bachelor of Science in
Athletic Training
Code: 2473
2013- 2015 Bulletin

FRESHMAN YEAR

| Fall Semester | | | | Spring Semester | | | |
|----------------------|-----|--------------------------------|----------|------------------------|----------|-------------------------------|-----------|
| ENGL | 101 | Intro. to Academic Writing | 3 | BIOL | 110 | Fundamentals of Biology I | 3 |
| HLTH | 100 | First Aid | 1 | BIOL | 112 | Fundamentals of Biology I Lab | 1 |
| HLTH | 101 | CPR | 1 | ENGL | 102 | Writing/Research Culture | 3 |
| KNES | 110 | Concepts of Fitness & Wellness | 2 | CHEM | 101/ 107 | Intro/General Chemistry | 3 |
| KNES | 111 | Skills & Tech. Weight Trn. | 2 | MATH | 210 | Practical Math | 3 |
| KNES | 201 | Intro to Athletic Training | 1 | PSYC | 110 | General Psychology | 3 |
| MATH | 105 | College Algebra | 3 | UNIV | 200 | Information Literacy | 2 |
| UNIV | 100 | Cajun Connection | <u>2</u> | | | | |
| | | | 15 | | | | <u>18</u> |

SOPHMORE YEAR

| | | | | | | | |
|------|-----|-------------------------------|----------|------|-----|----------------------------------|----------|
| BIOL | 220 | App. A & P for Kinesiology | 3 | HLTH | 312 | Wellness | 3 |
| BIOL | 221 | App. A & P Lab in Kinesiology | 1 | KNES | 237 | Clinical Exp. Ath. Training I | 3 |
| CMCN | 100 | Principles of Human CMCN | 3 | KNES | 310 | Anatomical Kinesiology | 3 |
| KNES | 230 | Prev. & Treat. Ath. Injuries | 3 | KNES | 333 | Assess. Lower Extremity Injuries | 3 |
| STAT | 214 | Elementary Statistics | 3 | KNES | 334 | Assess. Lower Extremity Inj Lab | 3 |
| | | Elective (BHSC) ¹ | <u>3</u> | PHYS | 207 | Intro. To Physics | <u>3</u> |
| | | | 16 | | | | 16 |

JUNIOR YEAR

| | | | | | | | |
|------|-----|----------------------------------|----------|------|-----|-----------------------------------|----------|
| KNES | 238 | Clinical Exp. Ath. Training II | 3 | KNES | 303 | Physiology of Exercise | 3 |
| KNES | 341 | Assess. Upper Extremity Injuries | 3 | KNES | 304 | Physiology or Exercise Lab | 1 |
| KNES | 342 | Assess. Upper Extremity Inj Lab | 1 | KNES | 335 | Clinical Exp. Ath. Training III | 3 |
| KNES | 345 | Therapeutic Modalities | 3 | KNES | 425 | Reconditioning of Sports Injuries | 3 |
| KNES | 346 | Therapeutic Modalities Lab | 1 | KNES | 426 | Reconditioning of Sports Inj Lab | 1 |
| PHYS | 215 | Physics Lab I | 1 | KNES | 430 | Advanced Sports Medicine | <u>3</u> |
| | | Elective (ARTS) ² | <u>3</u> | | | | 14 |
| | | | 15 | | | | |

SENIOR YEAR

| | | | | | | | |
|------|-----|--------------------------------|----------|------|-----|-------------------------------|----------|
| KNES | 415 | Biomechanics | 3 | HLTH | 405 | Nutrition for Fit & Sport | 3 |
| KNES | 437 | Clinical Exp. Ath. Training IV | 3 | KNES | 400 | Measure & Evaluation KNES | 4 |
| KNES | 443 | Exercise & Sports Psychology | 3 | KNES | 438 | Clinical Exp. Ath. Training V | 3 |
| KNES | 420 | Legal Liabilities Sports/P.E. | 3 | | | Elective (ENGL) ⁴ | <u>3</u> |
| | | Elective (HIST) ³ | <u>3</u> | | | | 13 |
| | | | 15 | | | | |

Total: 122 hours

NOTE: Successful completion of this program requires that students complete a minimum of 900 hours of clinical experience.

- ¹ Select from approved ANTH, CJUS, GEOG, POLS, PSYC, or SOCI 2xx level or higher
- ² Select 3 credit course from Dance, Music, Theatre, or Visual Arts courses
- ³ Select from CMCN, DANC, ENGL, HIST, HUMN, MUS, PHIL, THEA, or VIAR
- ⁴ Select from HIST 101, 102, 221, or 222
- ⁵ Select from American Lit (205 or 206) or British Lit. (201 or 202)

II(e) - CURRICULUM TERMINOLOGY

Athletic Training Core Courses- Those classes in which only students formally admitted into the UL Lafayette AT Program are eligible to enroll. The Athletic Training Core Classes are as follows:

| | |
|-----------|-----------|
| KNES 237 | KNES 238 |
| KNES 333 | KNES 334 |
| KNES 345* | KNES 346* |
| KNES 341 | KNES 342 |
| KNES 335 | KNES 425* |
| KNES 426* | KNES 430* |
| KNES 437 | KNES 438 |

* Non-Athletic Training Students pursuing other Allied Health professions may register for these courses with the instructors permission and if space allows.

Prerequisite Courses- Those classes required to be completed with a grade of “C” or better prior to being formally admitted to the AT Program with the exception of KNES 201 and KNES 230 in which the student must have a B or better. Students may not begin taking Athletic Training Core Courses until meeting prerequisite requirements **and** being admitted to the AT Program. The AT Program prerequisites are as follows:

| | |
|-------------|------------|
| HLTH 100 | HLTH 101 |
| BIOL 110 | BIOL 112 |
| KNES 201 ++ | KNES 230++ |
| BIOL 220 | BIOL 221 |

++ must complete with grade of B or better for admissions purposes to the AT Program

Athletic Training Clinical Experience Courses- Those classes in the Athletic Training Core Courses designated to have regularly scheduled meeting times in addition to a hourly experience requirement within various settings with healthcare professionals. The classes designated as Clinical Experience Courses are as follows:

| | |
|----------|----------|
| KNES 237 | KNES 238 |
| KNES 335 | KNES 437 |
| KNES 438 | |

Kinesiology and University Core Courses- All classes in the Athletic Training Curriculum **other** than the Athletic Training Core Courses.

Athletic Training Education Committee- Permanently comprised of by the Program Director, Clinical Education Coordinator, and AT Full time faculty.

For situations related to AT Program probation and dismissal, one preceptor will be selected to assist the committee in rendering a fair and equitable ruling.

II(f) QUALIFICATION FOR THE BOARD OF CERTIFICATION EXAM

In addition to successful academic and clinical progress through the AT curriculum, senior students must meet two of the following criteria before the Athletic Training Education Committee will endorse the student to sit for the Board of Certification exam:

- 1) Attendance at an ACES BOC preparatory seminar the semester prior to their final clinical course (KNES 438), or...
- 2) Take a BOC-provided online assessment of knowledge, or...
- 3) Attain a score of 75% or higher on a BOC-provided online preparatory exam. Proof of the score attained must be given to the Program Director before endorsement of the student will be issued.

II(g) – COURSE CONTENT

KNES 201- INTRODUCTION TO ATHLETIC TRAINING. (1 CR) Orientation to pre-athletic training education, cognitive domains of athletic training, competencies and proficiencies required for graduation from the athletic training program and certification eligibility.

KNES 230- PREVENTION AND TREATMENT OF ATHLETIC INJURIES. (3 CR) Etiology and mechanism of injury and pathology, and recognition of clinical signs and symptoms of athletic injury. Provides knowledge required for proper recognition, management, treatment, and prevention of athletic injuries. Restr: KNES majors only or permission of instructor required.

KNES 237- CLINICAL EXPERIENCES IN ATHLETIC TRAINING I. (3 CR) Orientation to educational experiences in varied athletic training settings. Competency-based skills related to: emergency response techniques, risk management and injury prevention, medical terminology, and injury documentation. Spring Only. Prereq: KNES 201 and 230 with a “B” or higher. Restr: Must be admitted to AT Program prior to enrolling in KNES 237

KNES 238- CLINICAL EXPERIENCE IN ATHLETIC TRAINING II. (3 CR) Educational experiences in varied athletic training settings. Competency-based skills related to: taping and bracing of athletic injuries and physically active populations, physiological and legal aspects of drug use in athletics, and nutritional effects on physical activity and sport. Fall Only. Prereq: KNES 237. Restr: Must be admitted to the AT Program

KNES 333- ASSESSMENT OF LOWER EXTREMITY ATHLETIC INJURIES. (3 CR)
Assessment procedures for athletic injuries of lower extremities. Spring Only. Coreq: KNES 334
Restr: Must be admitted to AT Program.

KNES 334- ASSESSMENT OF LOWER EXTREMITY ATHLETIC INJ LAB. (1 CR)
Spring Only. Coreq: KNES 333.

KNES 335- CLINICAL EXPERIENCE IN ATHLETIC TRAINING III. (3 CR) Educational experiences in varied athletic training settings and competency-based skills related to general medical conditions, recognition and referral skills of systemic disease within athletic populations. Spring Only. Prereq: KNES 238. Restr: Must be admitted to the AT Program

KNES 341- ASSESSMENT OF UPPER EXTREMITY ATHLETIC INJURIES. (3 CR)
Assessment procedures for athletic injuries of the upper extremity. Fall Only. Coreq: 342 Restr: Must be admitted the AT Program.

KNES 342- ASSESSMENT OF UPPER EXTREMITY ATHLETIC INJURIES. (1 CR)
Fall Only. Coreq: KNES 341.

KNES 345- THERAPEUTIC MODALITIES. (3 CR) Theory, principles, and physiological effects of various therapeutic modalities used in the treatment of injuries to athletes and physically active people. Fall Only. Coreq: KNES 346 Prereq: KNES 230, or permission of instructor.

KNES 346- THERAPEUTIC MODALITIES LAB. (1 CR) Fall Only. Coreq: KNES 345

KNES 425(G) - RECONDITIONING OF SPORTS INJURIES. (3 CR) Rehabilitation principles, common tools and techniques, and development of rehabilitation and reconditioning programs based on various common musculoskeletal injuries related to sport and physical activity. Spring Only. Prereq: KNES 230. Coreq: KNES 426.

426(G)- RECONDITIONING OF SPORTS INJURIES LAB. (1 CR) Tools and techniques used to develop rehabilitation and reconditioning programs of musculoskeletal injuries. Spring Only. Prereq: KNES 230. Coreq: KNES 425.

KNES 430(G)- ADVANCED SPORTS MEDICINE. (3 CR) Management strategies and pharmacological aspects of athletic training. Spring Only. Prereq: KNES 230, or permission of instructor.

KNES 437- CLINICAL EXPERIENCE IN ATHLETIC TRAINING IV. (3 CR) Experiences in athletic training settings. Competency-based skills related to evidence-based clinical decision making, introducing common surgical procedures related to musculoskeletal injuries, and post-surgical rehabilitation protocols. Fall Only. Prereq: KNES 335. Restr: Must be admitted to the AT Program

KNES 438- CLINICAL EXPERIENCE IN ATHLETIC TRAINING V. (3 CR) Competency-based skills with emphasis on certification exam preparation, application and registration procedures, and professional preparation. Prereq: KNES 437. Restr: Must be admitted to the AT Program

II(h) – GRADING POLICY

Grades in the UL Lafayette AT Program will be determined through the administration of any combination of written examinations, practical examinations, assignments, skill check sheets, proficiency check sheets, and completion of clinical experience hours.

Final grades are assigned based on the ten point scale of your final average. Final grades will be rounded to the nearest tenth.

| | | | |
|-----------|-----|---------|-----|
| 100%- 90% | = A | 89%-80% | = B |
| 79%-70% | = C | 69%-60% | = D |
| Below 59% | = F | | |

II(i) – ATTENDANCE POLICY

Class attendance is regarded as an obligation as well as a privilege, and all students are expected to attend regularly and punctually all class sessions. Furthermore, if a student is absent for any reason, he or she is responsible for all missed assignments and material.

Classes with 3 Class meeting Per Week (MWF):

More than 3 unexcused absences in this course will be considered excessive. Beginning with the 4th unexcused absence, the student's final grade will be reduced by 1 letter grade for each unexcused absence. For example, if a student has a 93% but 5 total unexcused absences, the final letter grade assigned would be a 73% =C.

Classes with 2 Class Meetings Per Week (TR):

More than 2 unexcused absences in the course will be considered excessive. Beginning with the 3rd unexcused absence, the student's final grade will be reduced by 1 letter grade for each unexcused absence.

Classes with 1 Class Meeting Per Week:

The student will be allowed 1 unexcused absence. Beginning with the 2nd unexcused absence, the student's final grade will be reduced by 1 letter grade for each unexcused absence.

For an absence to be considered excused, it must fall within one of the following categories:

- 1) death in the immediate family
- 2) illness by the student requiring bed rest and documentation by a physician.
- 3) University sponsored activity
- 4) Religious Holiday

Appropriate documentation is required for each excused absence. In accordance with the 2013-2015 undergraduate bulletin, if a student knows of an absence in advance, documentation should be provided to the instructor before the absence will occur. Extended absences due to illness or other circumstances beyond the student's control should be reported by the student to the Dean of Students. The Dean of Student's will notify the instructor(s) of the circumstances surrounding the absence.

II(j) - COUNSELING, TESTING, AND REMEDIATION SUPPORT

The UL Lafayette AT Program recognizes the diversity of students and their learning styles. In the event a student experiences difficulty with course material or progressions, the UL Lafayette AT Program recommends the following course of action:

1. Initiate a meeting with the instructor, preceptor, and Clinical Education Coordinator as soon as a problem arises. In most situations, the instructor, preceptor, or Clinical Education Coordinator may be able to further explain the material in a manner that the student understands or be able to recommend other forms of remediation or counseling.
2. Initiate a meeting with another instructor, preceptor, or Clinical Education Coordinator who may be able to further explain the material in a manner that the student understands or be able to recommend other forms of remediation or counseling.

The Academic Success Center (ASC) counselors and staff assist you in making a successful transition into the University of Louisiana Lafayette. Located at the heart of the campus in Lee Hall, the Academic Success Center is your best resource for academic support services. Junior Division is the classification given to all freshmen, transfer, and reentry students until they meet the requirements for admission into the Upper Division of their academic college. The goal of every freshman, reentry, and transfer student is to be accepted into the Upper Division of his/her college. Academic success center staff provides counselors who are knowledgeable with a variety of matters affecting students within junior division with services, such as:

- Academic study skills
- Test taking strategies
- Tutoring for University Core Classes such as Math, English, and Sciences
- Stress management

Junior Division is located on campus in Lee Hall, room 115. See more at:

<http://studentsuccess.louisiana.edu/content/about-us#sthash.9W8wf3DB.dpuf>

The UL Lafayette Counseling and Testing Services, a branch of Student Affairs, is also available to all students. Counseling and Testing provides both academic and personal support to students and faculty. Some of the services provided by the UL Lafayette Counseling and Testing Services are:

- Personal counseling (crisis intervention, short-term counseling for individuals, couples, or groups)
- Study skills, time management, stress management
- Anxiety
- Alcohol and substance abuse
- Assertiveness
- Depression
- Sexual Orientation

Counseling and Testing is located in Olivier Hall, room 212. Counseling and Testing can be reached at 482-6480 or on the University web page <http://ull.edu/Student/Counseling/>

II(k) - CLINICAL COURSES

Clinical experience courses consist of both a formal classroom education, as well as additional hourly requirements for clinical/field experience. Clinical rotations will be assigned by the AT Program clinical education coordinator. Clinical rotations are assigned so as to expose the athletic training student to a variety of different populations including genders, varying levels of risk, protective equipment (to minimally include helmets and shoulder pads), and medical experiences that address the continuum of care that would prepare a student to function in a variety of settings.

Students must accumulate a **minimum** of 900 hours of supervised clinical experiences. The course progression for accumulating the 900 hours is the total **minimum** requirement to successfully complete the five clinical experience courses. Clinical experience hours are accumulated at a ratio of 180 hours per semester, which must be completed in a minimum of 15 hours per week during the academic semester. Clinical experience hours for each clinical experience course are equivalent to 60 hours per course credit hour. Courses include KNES 237, KNES 238, KNES 335, KNES 437, and KNES 438.

Students failing to complete one hundred percent of the required hours in a clinical experience course will be assigned a final grade of “**F**” for the semester, regardless of other class performance.

60 hours
x 3 credit hour (KNES 237)
180 practical hours earned for the semester

60 hours
x 3 credit hours (KNES 238)
180 practical hours earned for the semester

60 hours
x 3 credit hours (KNES 335)
180 practical hours earned for the semester

60 hours
x 3 credit hours (KNES 437)
180 practical hours earned for the semester

60 hours
x 3 credit hours (KNES 438)
180 practical hours earned for the semester

A minimum of 900 supervised hours will have been accumulated at the end of the program. **Students are not allowed to complete more than one clinical course per semester.**

II(l) – EVALUATION POLICY

Frequent evaluations will be required throughout ATS' tenure in the UL Lafayette AT Program. These evaluations will usually be designated as an assignment during both formal and clinical experience classes. The purpose of the evaluations is to ensure consistency and improvement within the AT Program program, as well as congruency with the AT Program Student Handbook and Policies and Procedures, and CAATE requirements.

It is imperative for the ATS, preceptor, and Clinical Education Coordinator to maintain a professional and ethical demeanor when completing these various evaluation tools. Examples of the evaluation tools can be found in the Policies and Procedures in section IV-b and IV-c of this document. Failure to complete the required evaluations will result in a grade of zero for that particular assignment, as well as the ATS being assigned an overall grade of Incomplete until all required evaluations are turned in.

II(m) - ATEP FACULTY

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III. – STUDENT POLICIES/HANDBOOK

III(a) – ACADEMIC REQUIREMENTS

- Students formally admitted to the UL Lafayette AT Program are required to maintain a minimum 2.75 semester and overall adjusted grade point average. Those students falling below the required minimum 2.75 adjusted GPA will be placed on academic probation. Students who fail to meet probationary requirements may be dismissed from the UL Lafayette AT Program.
- A semester GPA below 3.00 must attend five (5) hours of supervised study hall. Students with a semester GPA below 2.75 must attend 10 hours of weekly study hall, and meet weekly with their faculty advisor to create a weekly academic plan of improvement. Two semesters below 2.75 semester GPA, consecutive or non-consecutive, are grounds for removal from the AT Program.
- Study hall begins the first full week of the semester. 1 miss of study hall mandates repeat study hall for the next semester. 2 misses at any point in the program are grounds for removal from the AT Program.
- A student must receive a grade of “B” or better in Athletic Training Core Courses. Making a “C” in an Athletic Training Core Course places the student on Academic Probation for the remainder of their time in the program.
 - Students who earn a second “C”, “W”, “W + Grade” or earn a “D”, “F”, or “NC” in an athletic training core course will **not** be permitted to continue pursuing a major in athletic training at the University of Louisiana at Lafayette. This rule applies to designated athletic training core courses and only to students who have been formally admitted to the Athletic Training Program.
- Students will be permitted to enroll in any required Core Athletic Training Course only twice. Students will be permitted to repeat no more than one required Athletic Training Core Course.
- Students are expected to strictly adhere to the University Policies regarding academic honesty and plagiarism. Information on this topic can be found in your current University Catalog and in the UL Lafayette Code of Student Conduct in item “g” of this section.

III(b) – ADMISSION TO UPPER DIVISION

Students are unable to schedule 400 level classes until they are formally admitted into Upper Division.

To qualify for admission into Upper Division, the student must complete all freshman level coursework with an adjusted GPA of no less than 2.0 and a grade of "C" or better in classes where required. Upon completion of all freshman level classes schedule an appointment with your academic advisor.

- Bring permanent advising folder, copy of AT upper division form (from secretary), and a ULINK copy of your transcript.

III(c) – AT PROGRAM PROBATION AND DISMISSAL

Academic Probation/Dismissal:

- A student who drops below the 2.75 GPA requirements will be placed on academic probation for one semester. If the student does not obtain the 2.75 requirement during any subsequent semester, he or she will be recommended to the Head of the School of Kinesiology for dismissal from the Athletic Training Program. If a student receives a grade of a “C” in a core athletic training course, they will be placed on academic probation for the remainder of their time in the program. If a student receives a second “C” or a grade of “D” or “F” in a core athletic training course, he or she will be recommended to the Head of the School of Kinesiology for dismissal from the Athletic Training Program.
- Notification of dismissal from the program will be sent to the student by the Program Director or Clinical Education Coordinator. The student must petition, in writing, the Athletic Training Education Committee for consideration for readmission to the AT Program. The written request must be received **no later** than two weeks prior to the notification of dismissal. The following criteria are considered when reviewing applications for readmission:
 - A. The students standing in both academic and clinical courses prior to withdrawal from the athletic training program.
 - B. The student’s GPA.
 - C. The availability of space in the program.
- A student who violates the minimum GPA requirement for a second time will be cause for immediate dismissal from the UL Lafayette AT Program.
- A student in violation of any article of the UL Lafayette Code of Student Conduct will be referred to the Office of the Dean of Students, with penalties ranging from University Probation to Dismissal from the University.

General Disciplinary Probation/Dismissal:

- A student violating the NATA Code of Ethics, Louisiana Athletic Training Law, UL Lafayette Code of Student Conduct, Confidentiality of Medical Information, and any other policies detailed in this policies and procedure handbook, can be subject to disciplinary action from the AT Program.
 1. Initial disciplinary action can include any of the following:
 - Issuance a grade of zero for the assignment during which the offense occurred.
 - Formal warning and counseling by an AT Program faculty member.
 - Incident Documentation form and counseling by Preceptor.
 2. Secondary disciplinary action will result in a formal probationary period and can include any of the following:
 - Any offense of a student who has been formally warning and counseled by an AT Program faculty member.
 - Initial incident documentation form and counseling by AT Program faculty member or Preceptor if warranted by the situation.
 - Any subsequent incident documentation forms and counseling by AT Program

- faculty member Preceptor.
3. Recommendation for formal dismissal from the AT Program by the Athletic Training Education Committee as a result of the following:
 - Any offense (related to a previous incident or any other violation of the policy and procedure manual) of a student who is formally on probation.

The disciplinary action dispensed to the student will be reflective of the nature and severity of the offense. The student does have a right to appeal the disciplinary action as per the Appeal and Grievance Policy delineated in this handbook in section III-d.

III(d) – GRIEVANCE AND APPEAL POLICY

Disagreement and conflict are inevitable when dealing with a large and diverse group of individuals. In dealing with these situations, you are reminded to act in a mature, professional, and ethical manner. Below are several recommendations that may assist you in confronting these situations in a positive manner:

- Never try to settle a disagreement if either one or both of the parties involved are emotionally upset. Allow a cooling off period.
- Be proactive in problem solving, do not allow small problems or situations to become larger and more difficult to resolve.
- Don't make assumptions. If you do not clearly understand assignments or requests, ask for immediate clarification. Lack of effective communication is the root of many situations.
- Attempt to resolve the problem directly with the person(s) with which the problem has occurred. Circumventing the source of the problem does not only NOT resolve the problem, it usually inflames the situation.

The following is the chain of resolution for grievances and appeals of academic and disciplinary action within the UL Lafayette AT Program. All members of the UL Lafayette AT Program are expected to follow this chain of resolution in order:

1. Attempt to resolve the problem directly with the student, instructor, Preceptor, or other individual directly.
2. File a written letter of grievance or appeal, detailing relevant facts of the situation, with the Athletic Training Education Committee.
3. Consultation with the Head of the School of Kinesiology
4. Consultation with Dean of the College of Education

If a situation is outside the scope of the UL Lafayette AT Program, all appeals and grievances will then follow standard University procedures detailed in the UL Code of Student Conduct in section III-e of this handbook.

III(e) – UL LAFAYETTE CODE OF STUDENT CONDUCT

The following is an excerpt of the UL Lafayette Code of Student Conduct and Appeal Procedures which includes the sections on student conduct, sexual harassment, and student rights policies. The full UL Lafayette Code of Student Conduct and Appeal Procedures document can be viewed in the student handbook at the following website: <http://ullafayettestudenthandbook.com/code-of-student-conduct-and-appeal-procedures>

Section Fifteen

STUDENT CONDUCT

- 15.1 The succeeding violations as stated in this section are offenses for which a disciplinary proceeding may be initiated, but the university expects from its students, organizations and various groups or entities who represent or are University related a higher standard of conduct than the minimum required to avoid discipline.
- 15.2 The disciplinary sanctions outlined in Section Fourteen may be applied to any student who commits or attempts to commit, either singly or in concert with others, any of the following acts of misconduct whether or not the violation occurs on university property or in connection with any university authorized activity and notwithstanding any action taken by civil authorities on account of the violation if such a violation causes that student to be a clear and present danger or threat to the university community, or impedes and/or deters the university from its purposes, functions, goals or processes.
- 15.3 The university expects all students to obey the law, to show respect for properly constituted authority, to fulfill contractual obligations, to maintain absolute integrity and a high standard of individual honor in scholastic work and personal conduct, both on and off campus.
- 15.4 Disregard for the physical well being or rights or property of others.
- 15.5 Physical abuse or threat thereof against any person or persons, or other conduct which threatens or endangers the health or safety of any such person or persons.
- 15.6 Endangering ones own physical well- being, including but not limited to attempting or threatening suicide
- 15.7 Theft, larceny, embezzlement, bribery, or the temporary taking of the property of another or possession of stolen goods or attempted theft.
- 15.8 Academic cheating or plagiarism.
- 15.9 Breaching campus safety or security. This includes but is not limited to: Unauthorized access or use of University facilities or University-related facilities or premises; intentionally damaging door locks; unauthorized possession of university keys or access cards; duplicating university keys or access cards; or propping open of exterior residence hall doors; tampering with fire safety equipment such as fire extinguishers, smoke detectors, alarm pull stations or emergency exits; obstruction of the free flow of pedestrian or vehicular traffic on University premises or at University-sponsored or supervised functions.

- 15.10 Unauthorized use or possession on the campus of firearms (to include replicas and air pistols), ammunition, explosives, fireworks, or other dangerous weapons, substances, or materials.
- 15.11 Illegal manufacture, sale, possession or use of narcotics, barbiturates, central nervous system stimulants, marijuana, sedatives, tranquilizers, hallucinogens, and/or other similar known drugs and/or chemicals.
- 15.12 Vandalism, littering, malicious destruction, damage, defacing, or misuse of public or private property, including library materials.
- 15.13 Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other university event or university-authorized event.
- 15.14 Obstructing or restraining the passage of any person at an exit or entrance to the university campus, property, building, and classroom or otherwise denying freedom of ingress and egress on campus.
- 15.15 Setting a fire or the attempt to set a fire on the campus, buildings, or properties or campus related premises without proper authority.
- 15.16 Forgery, alteration, or misuse of any university documents, records, or identification cards.
- 15.17 Furnishing false information with intent to deceive.
- 15.18 Making a false statement and/or making a false report of a crime or university violation.
- 15.19 Gambling.
- 15.20 Failure to promptly meet university related financial obligations.
- 15.21 False Reporting of Emergency. The making of a false report of a bomb, fire or other emergency in any building, structure or facility on university premises or university related premises by means of activating a fire alarm or in any other manner.
- 15.22 Public profanity.
- 15.22a Obscene conduct on the university campus.
- 15.22b Indecent or lewd conduct, perversions or illicit sexual relations. For complete information regarding the conduct defined under 15.22b used by the Dean of Students Office staff when responding to an allegation of sexual assault, please refer to the [Sexual Assault and Abuse Definitions](#) page.
- 15.22 c Any communication, publication, or display that taken altogether appeals to the prurient interests in sex, portrays sexual literary, artistic, political or scientific value, all as judged according to the average person in the university community as obscene and/or indecent or inappropriate.

- 15.23 Profanity or abusive or foul language directed toward a person or persons.
- 15.24 Disruption of, or interference with any university academic or non-academic activities. This includes inappropriate behavior, disorderly conduct and use of electronic devices (ie. pagers, cellular phones, etc.)
- 15.25 Disorderly conduct, including rioting, inciting to riot, assembling to riot, raiding, inciting to raid and assembling to raid university units or university related facilities.
- 15.26 Hazing or stalking or physical or mental harassment, in any form on or off the campus, including electronic means such as texting, facebook, social networking sites.
- 15.27 Burning, or the attempt to burn, candles, incense or any flammable substance which may present a fire hazard, or danger to property or person and/or persons on the university campus.
- 15.28 In order to protect the safety and welfare of students and employees of the university, and to protect the property of the university, it is hereby declared that it shall be a violation of this code for students on any property either owned or controlled by the university not to identify themselves to a university employee by displaying their student identification card in response to a request.
- 15.29 Alcoholic Beverages - possession or consumption of alcoholic beverages in any form on university premises or university related premises, except in those areas of the university premises or university related premises where the President of the University (or designee) has authorized the serving of legal beverages, subject to prescribed regulations.
- 15.30 Violation of any or all published rules governing conduct in residence halls, dining halls, University Union, or conduct on University premises including fraternity and sorority housing or university related premises.
- 15.31 Violation of any published policies, rules and/or regulations, by any official university office such as, but not limited to Housing, Department of Student Life and Conduct, Admissions, Registrar, Business Office, Academic Deans, University's copyright policy*, University Police Department or the Office of the Vice President for Student Affairs.
- 15.32 Failure to follow the directions, instructions or directives of a university official or employee including faculty and staff, hall staff, police officers, student workers and others properly delegated.
- 15.33 Interference with performance of duties of any university official or employee including faculty and staff, residence hall staff and student workers.
- 15.34 Theft, sale and/or possession of stolen books or property of another.
- 15.35 Failure to answer a university summons.
- 15.36 Violation of any published rulings of the Board of Supervisors and Board of Regents such as, but not limited to, rules pertaining to university housing.
- 15.37 Failure to maintain a local and/or current mailing and resident address with the Registrar's Office.

15.38 Malfeasance of or misuse of elective or appointive office in a student organization or university committee which is injurious to said organization, its members, or the welfare of the university community. Presidents and students elected or appointed to specific leadership positions are held accountable for the actions of their organization/committee.

15.39 Violation of any civil or criminal ordinances or laws if such violation causes that student to be a clear and present danger or threat to the university community, or impedes and/or deters the university from its purposes, functions, goals or processes.

15.40 Failure to comply with a Letter of Agreement or any sanction placed on a student by the Student Discipline Committee or Student Life and Conduct Dean.

15.41 Unauthorized or illegal entry into anyone's room or personal property.

15.42 Climbing or hanging from balconies and railings is prohibited. Climbing, sitting on, or standing on roofs is prohibited. This is to include fraternity and sorority houses and all university owned properties.

*University Copyright Policy may be viewed in University Copyright Handbook at <http://www.louisiana.edu/InfoTech/MediaPrintSvcs/Copyright>

Section Nineteen

SEXUAL HARASSMENT

19.1 The University of Louisiana at Lafayette is committed to creating and maintaining a campus environment where all individuals are treated with respect and dignity and where all are free to participate in a lively exchange of ideas. Each student has the right to learn and each employee has the right to work in an environment free of sexual harassment and one in which ideas may be freely expressed.

19.2 At the University of Louisiana at Lafayette, sexual harassment, whether verbal, physical, written, or visual, is unacceptable and will not be tolerated. Harassment is unlawful and hurts all members of the educational community. Each incident of harassment contributes to a general atmosphere in which the entire community suffers the consequences and in which all students and employees may feel that their safety and equality are compromised.

19.3 Harassment has no legitimate educational purpose. Any employee or student, male or female, who engages in conduct prohibited by this policy shall be disciplined as provided by law, university policies, and applicable employment agreements.

19.4 UL Lafayette will not tolerate any sexual harassment of any person affiliated with UL Lafayette by any person affiliated with UL Lafayette (including non-employees, such as vendor and independent consultants), and will not tolerate academic or employment retaliation, including but not limited to, termination of anyone reporting harassment or providing information related to such a complaint.

19.5 Applicable Procedures: Any individuals who believe that they have been harassed may bring a complaint or file a grievance. Complaints will be handled informally while

grievances will involve a formal investigation and may result in hearings.

19.6 Bringing a Complaint:

19.6a Any member of the university community who believes that he/she has been the victim of sexual harassment as defined above may bring the matter to the attention of the Associate Dean of Students, Room 211, Martin Hall (482-6272), the Title IX Coordinator, Room 231, Martin Hall (482-6306), or one of the professional counselors in the Counseling Center, Olivier Hall (482-6480) or the University Ombudsman (482-6947), Coronna Hall.

19.6b The complainant should present the complaint as promptly as possible after the alleged harassment occurs. One consequence of failure to present a complaint promptly is that it may preclude recourse to legal procedures should the complainant decide to pursue them at a later date.

19.6c The initial discussion between the complainant and the university officer will be kept confidential with no written records. In many cases a satisfactory resolution of the complaint can be worked out at this point and no further action is required.

19.7 If a satisfactory solution to a complaint cannot be reached and the individual (grievant) decides to proceed, a written statement describing the alleged harassment should be submitted to the grievance officer designated by the president. Cases involving sexual harassment are particularly sensitive and demand special attention to issues of confidentiality. Dissemination of information related to the case should be limited in order that the privacy of all individuals involved is safeguarded as fully as possible;

19.7a The grievance officer shall inform the alleged offender of the allegation and the identity of the grievant. A written statement of the complaint shall be given to both parties. Every effort shall be made to protect the grievant from retaliatory action by those named in the grievance;

19.7b Promptly after the grievance is submitted, the grievance officer should initiate appropriate steps to effect an informal resolution of the grievance acceptable to both parties;

19.7c The grievant, if unsatisfied with the informal resolution proposed above, shall have access to the formal grievance procedures of the university upon prompt submission of a written request;

19.7d Review of a grievance against a faculty and/or staff member is conducted by a committee of peers. Members of a peer review committee should meet with the grievance officer to discuss the grievance. Unless the committee concludes that the complaint is without merit, the parties to the dispute should be invited to appear before the committee and to confront any adverse witnesses. The committee, with assistance from staff, may conduct its own informal inquiry, call witnesses, and gather whatever information it deems necessary in reaching a determination as to the merits of the allegations. Once such a determination has been reached, it should be communicated in writing to both parties;

19.7e Corrective action and/or disciplinary measures: if the review committee's findings do not lead to a mutually acceptable resolution, and if the committee believes that a reasonable

cause exists for seeking sanctions against the faculty and/or staff offender, the grievance officer will forward the recommendations immediately to the president and/or designee. The president and/or designee shall then proceed in the manner set forth in the applicable grievance procedure.

The entire policy on Sexual Harassment may be obtained in either the Dean of Student Office, Room 211, Martin Hall, or Student Personnel, Room 223, Martin Hall.

SEXUAL ABUSE AND ASSAULT

- 19.8 Statement of Policy: The University Of Louisiana at Lafayette will not tolerate sexual assault or abuse, such as rape (including acquaintance rape) or other forms of nonconsensual sexual activity. These acts degrade the victims, our campus community, and society in general. While the University cannot control all the factors in society that lead to sexual assault and abuse, the University strives to create an environment that is free of acts of violence.

Section Twenty

STATEMENT OF STUDENT RIGHTS

- 20.1 The University of Louisiana at Lafayette exists to educate its students; to advance, preserve and disseminate knowledge through research and scholarship; and to advance the public interest and the welfare of society as a whole. Essential to such purposes is an orderly climate of academic integrity, of rational and critical inquiry, of intellectual freedom, and of freedom of individual thought and expression consistent with the rights of others. To the end that such a climate may be established and maintained, UL Lafayette as an institution and each member of the university community have reciprocal rights and obligations. It is the obligation of the university as an institution to ensure orderly operation, to preserve academic freedom, to protect the rights of all members of the university community, to prohibit acts that materially and substantially interfere with legitimate educational objectives or interfere with the rights of others, and to institute disciplinary action where conduct adversely affects the university community's pursuit of its educational objectives.
- 20.2 For all UL Lafayette students, enrollment at the university confers certain rights and requires certain obligations that are defined below. It is expected that students will understand and respect the rights of others. It is also expected that all students be aware of their rights and obligations. Unfamiliarity with the following is not an excuse for failure to carry out one's obligations as a student member of the university community.
- 20.3 Expression - Students have the right and are encouraged to express their views on all issues. This expression may be verbal or in writing and is guaranteed by the first amendment concept of freedom of speech and press. In exercising this right, students have the obligation not to interfere with the academic process. The university shall provide all students a proper forum through which their views may be expressed which will not impair their right of expression and simultaneously maintain an orderly climate of academic pursuit. All publications and broadcasts are subject to the canons of responsible journalism and community standards, including the avoidance of libel, avoidance of indecency or obscenity, undocumented allegations, and techniques of harassment and innuendo. Freedom of expression may be subject to reasonable time, place and manner regulations

that are content-neutral, serve a significant university interest and leave open ample alternative channels for communication of the information.

- 20.4 Association and Assembly - Student groups may peacefully assemble and may express opinions publicly and privately. Students have the right to organize and join organizations to promote their common interests. These organizations are obligated to receive official recognition and follow the guidelines of the University Organizations Committee. Only approved organizations may enjoy the rights and privileges accorded by the university including the right to invite speakers to campus to address the group or student body. The university administration may cancel a speaker's reservation when there is a clear and present danger that the appearance would threaten the orderly operation of the university.
- 20.5 Privacy - Students have the right to have their academic and disciplinary records kept confidential subject to existing state and federal law. No official records shall be kept that reflect any alleged political activity or belief of students. No official records of students shall be available to unauthorized persons within the institution or to any person outside the institution without the expressed consent of the student involved except under legal compulsion. The university, on request, will make available to a student all of his or her records.
- 20.6 Equal Protection and Due Process - No student shall be subject to any regulation that discriminates on the basis of race, age, sex, political affiliation, religion, handicap or national origin; nor shall any regulation in any way deny any student due or equal protection under the law. Each student shall be treated as a unique individual and shall be accorded due respect. In the case of disciplinary action against a student, the procedures for due process, equal protection and appeal are outlined in the Code of Student Conduct and Appeal Procedures. The Code also outlines the procedures used for all appeals, including the appeal of academic sanctions, parking sanctions, financial aid procedures, residency status, fee assessments, and unfair or capricious treatment.

III(f) – FIRST AID AND CPR REQUIREMENTS

Students formally admitted to the UL Lafayette AT Program must possess and maintain current First Aid and CPR certifications throughout their tenure in the UL Lafayette AT Program. In the event an ATS is not directly supervised, First aid and CPR certifications allow the ATS to provide appropriate care as outlined in the UL Lafayette AT Program First Responder Guidelines (see appendix, Section IV-a). Acceptable credentialing agencies for first aid and CPR are the National Safety Council, American Red Cross, and American Heart Association.

The UL Lafayette AT Program will offer these courses on a limited basis. The UL Lafayette AT Program will make a concerted effort to give Athletic Training Students advanced notification of upcoming first aid and/or CPR courses to allow as many ATS, as possible, to attend. However, it is ultimately the ATS responsibility to maintain current First Aid and CPR certifications.

Students enrolled in Clinical Classes will be unable to log clinical experience hours until such time that the student has current First Aid and CPR certifications.

III(g) – OSHA BLOODBORNE PATHOGENS TRAINING REQUIREMENTS

The ATS are required to obtain approved training in OSHA Bloodborne Pathogens prior to beginning their first clinical class, in KNES 201. Students are then required to maintain Bloodborne pathogens training to be administered in KNES 237, KNES 335, and KNES 438.

Additional opportunities for Bloodborne pathogen training are available through the UL Lafayette Safety Department. For more information on the UL Lafayette Department of Health and Safety training courses, please contact:

Joey Pons, IV, Director
Parker Hall
P.O. Box 43210
Lafayette, LA 70504-3210
Phone: 337/482-5357
E-mail: safetyman@louisiana.edu

Or go to the UL Department of Health and Safety Web Page, scroll down towards the bottom of the page, and click on “Safety Training” for a list of current courses being administered:

<http://safety.louisiana.edu/Training/index.shtml>

III(h) -GUIDELINES FOR CLINICAL EXPERIENCE AND FIRST RESPONDER GUIDELINES

The following guidelines delineate the role of an athletic training student. As a student in the UL Lafayette AT Program, you are expected to conduct yourself in accordance with these guidelines during any clinical experience.

I. DEFINITIONS

- A. Direct Supervision (Clinical Education Experience)
 - 1. Direct Supervision is defined as the constant visual and auditory interaction between athletic training student and Preceptor when a specific clinical skill or proficiency is being evaluated for course credit
- B. Supervision (Field Experience)
 - 1. Supervision is defined as a clinical experience that involves daily personal/verbal at the setting between the athletic training student and Preceptor, ATC, LAT, or other supervising allied health care professional
 - 2. The Preceptor, ATC, LAT or other allied healthcare professional will plan, direct, and advise the ATS' clinical experience
- C. Unsupervised (First Responder)
 - 1. Any clinical experience in which the ATS is acting without the presence of a Preceptor, ATC, LAT, or other allied health care professional

II. ATHLETIC TRAINING STUDENT CREDENTIAL REQUIREMENTS

- A. First Aid and CPR
 - 1. A student athletic trainer must maintain current certification in First Aid and CPR, by the American Red Cross or the American Heart Association, in order to provide any allowable services of an athletic training student regardless of the presence of a supervising licensed and certified athletic trainer.
- B. OSHA Bloodborne Pathogens Training
 - 1. A student must maintain a current training in bloodborne pathogens training in order to provide any allowable services of an athletic training student regardless of the presence of a supervising licensed and certified athletic trainer.

III. SUPERVISED EXPERIENCES

- A. Acceptable Services

An athletic training student acting under the supervision of a Preceptor, ATC, LAT or other allied health care professional may:

 - 1. Provide all athletic training services that have been presented within a previous or concurrent academic course and/or successfully evaluated in "Competencies in Athletic Training" for proficiency
 - 2. Write progress notes recording actions of care

IV. CLINICAL EXPERIENCE HOURS

A. Required Hours

1. Athletic training students must complete a total of 900 clinical experience hours for completion of the program. To meet the total required amount of clinical experience hours, students must complete a minimum of 12 hours per week. Specific guidelines for obtaining clinical hours are included in the clinical course syllabi.

B. Verification of Hours

1. Clinical hour log sheets must be kept at the clinical rotation site, preferably in a binder, until hours are due to be turned in.
2. Clinical hours must be initialed/signed on a daily basis or as determined by your assigned certified athletic trainer
3. A separate sheet **must** also be kept to document all service work hours (see hours policy or any hours obtained over 20 hours per week) will be turned in along with your assigned clinical hours log sheets on the appropriate due date(s).

V. ROLE OF THE PRECEPTOR, CI, CERTIFIED ATHLETIC TRAINER

A. The Preceptor, ATC, LAT will:

1. Appropriately split time between multiple sports or settings assigned to the ATS in accordance with the objectives of the clinical course the ATS is currently enrolled.
2. Provide direct supervision of each athletic training student in the context of direct patient care and which is consistent with UL Lafayette AT Program Policies and Procedures.

III(i) - LIABILITY INSURANCE FOR CLINICAL/FIELD EXPERIENCES

The University of Louisiana System does provide a blanket liability insurance policy for those students currently enrolled in a clinical experience class (KNES 237,238,335, 437,438). Again, this policy is only for those ATS' enrolled in a clinical experience class and only while completing official clinical course hours for the clinical experience class. A certificate of liability insurance coverage is on file in the UL Lafayette AT Program Clinical Coordinators office and of which, a copy has been provided to each company and school utilized by the UL Lafayette AT Program.

Students not officially completing clinical experience course hours are not covered under the terms of this insurance policy. ATS' not enrolled in a clinical class or who are not officially logging hours for a clinical course, fall under the terms and guidelines for providing service work (see appendix, section IV-e of the Policies and Procedures Manual), which again, is not covered by the liability insurance policy.

Several insurance companies do provide reasonable liability insurance coverage for athletic training students, particularly, when not meeting the coverage guidelines by the UL System. More information about this subject can be found on the NATA web site or by contacting Healthcare Providers Service Organization (HPSO). There are two web links to HPSO:

<http://www.hpso.com>

or

<http://www.hpso.com/students/stucovm3.php3?state=Louisiana&megaVersion=3>

III(j) - CLINICAL EDUCATION EXPERIENCE DRESS CODE

Clothing and appearance during clinical experiences should project a professional image. ATS are required to wear black or khaki shorts or slacks and an approved shirt. An approved shirt includes an Athletic Training Program T-shirt on non-game days and an Athletic Training Education Program Polo shirt on game days.

- Entry level students: All AT Program students completing the first year of clinical education experiences (registered for Clinical Experiences in Ath. Training I or II) must wear white approved shirts during clinical rotations.
- Upper level students: AT Program students completing the second year of clinical education experiences (registered for Clinical Experiences in Ath. Training III-V) must wear red polos and grey t-shirts during clinical rotations.

Shorts must be at least 1 inch past the fingertips when hands are at the sides and shoulders relaxed (a minimum of a 5 inch inseam). Khaki pants should be a relaxed and comfortable fit, making it possible to move around and work. No hats are to be worn inside during a clinical rotation. A UL Lafayette hat or one displaying the affiliated sites logo may be worn outside of a building if deemed acceptable by the preceptor. In some sports it is customary to wear business casual attire (slacks and a collared shirt) when obtaining clinical experience hours on game days. Any other specific attire requirement, such as covering tattoos or removal of piercings, will be up to the discretion of the Preceptor. Otherwise the students are expected to dress appropriately according to UL-Lafayette student handbook guidelines:

- No cutoffs, skirts, or dresses.
- No tank tops, sleeveless/collarless shirts/blouses
- V-neck shirts/blouses are allowed, but must not be revealing
- All shirts/blouses must be tucked into the slacks/shorts.
- No clothing from other colleges/universities, or clothing that has any unacceptable graphic/language/notations.

It is the student's responsibility to wear approved clothing (AT Program shirts and other attire that met the above mentioned guidelines) during assigned clinical rotation hours. The preceptor has the discretion to ask the student to leave an observation and change from clothing that is deemed unacceptable.

The ATS should also be prepared with appropriate clothing and apparel in the event of inclement weather. As long as the weather is deemed safe for practice and play, the ATS should continue with the clinical experience hours. Inclement weather is a reality experienced during a number of athletic events. See Policies and Procedures section III-I for inclement weather policy.

ASSOCIATED CLINICAL ROTATION COSTS:

Direct Costs

- Approved clothing is the financial responsibility of the student and must be purchased upon entering the clinical education portion of the program. Students are only allowed to

wear one of three colored shirts at any time during clinical experience hours: white, red, or grey. In the event that a student should miss the order date, it is acceptable to wear a plain polo shirt (a collared shirt containing no logos or phrases or only the university licensed logos on the left chest) until an approved shirt is purchased. *It is recommended that each student purchase one polo and two t-shirts (\$70.00-\$90.00)*

- AT Program T-Shirts are available for \$15.00 each for cotton, \$25.00 each for dry-fit
- AT Program Polo style (collared) shirts are available starting at \$40.00 each
- In order to become a certified athletic trainer students must pass the BOC exam. Students must be considered an eligible *candidate* in order to sit for the BOC exam. Eligibility is determined by the BOC exam application. The BOC exam application fee (*1-time non-refundable fee*) is \$35 for NATA members and \$65 for non-NATA members. All AT Program students will be required to apply for the BOC exam during their final semester as part of a course assignment. *NOTE: Candidates(students) have 1 year to complete the application process once started. Only after* a student is considered an approved candidate will he/she be allowed to register and pay the BOC exam. Seniors are also encourage to participate in an external BOC preparatory course, such as ACES. The cost for this course is \$150 plus any travel. The registration fee for the BOC exam is \$300 for normal registration and \$375 for late registration. **NOTE: Candidates have 1 year from their application approval date to register and pay for the BOC exam.**

Indirect Costs

- Students are also responsible for providing their own means of transportation to and from clinical sites, which will indirectly cost the vehicle related expenses.
- Students are also assessed a lab fee of \$75.00 per clinical class (KNES 237/238/335/437/438) to cover the cost of expendable educational supplies, online BOC self assessment exams, and professional membership fees required for clinical experience course instruction/assignments.

Sample Fee Costs for a Senior Academic Year:

| Item | Minimum | Maximum |
|---|---------------------|---------------------|
| Liability Insurance | Opt Out/\$0 | \$150 |
| Lab Fee (2 Course @ \$75/course x 2 semesters) | \$300 | \$300 |
| Clothes | \$90 | \$200 |
| NATA Membership | \$60 | \$60 |
| BOC Application and Registration | \$350 | \$350 |
| ACES/BOC Prep | Opt Out | \$300 |
| Clinical Travel | \$250 approx | \$250 approx |
| Total (range) | \$1050 | \$1660 |

III(k) - COMMUNICABLE DISEASE

DEFINED: a disease that may be transmitted directly or indirectly from one individual to another.

The UL Lafayette AT Program wishes to ensure a healthy and safe environment for all students, faculty members, Preceptor and their respective patient/athletes. Therefore in the event an AT Program student contracts a communicable disease that could jeopardize other students, faculty, Preceptor, or patient/athletes, the AT Program student should:

1. Seek immediate medical attention for formal evaluation. Also, inform the attending physician that you are a student in an Allied Health Program and discuss if you should be restricted from interaction at clinical sites or with other students.
2. The student should have written documentation from the attending physician in regards to your ability to continue with classes and clinical rotations or if any restrictions are required.
3. The student should contact their respective instructor or the AT Program Program Director immediately following evaluation and consultation with a physician to discuss the AT Program student's status.
4. In the event of prolonged illness from communicable disease, the AT Program student should be in contact with the UL Lafayette Dean of Students to appropriately document and remediate the situation, as per the UL Lafayette Code of Student Conduct.

As long as an AT Program student is deemed to be contagious by a physician, that student will **not** be allowed to attend clinical rotations. By the student contacting their instructor or the AT Program Director promptly, appropriate remediation will be allowed to the student. In the event there is a prolonged communicable illness and the student cannot finish the required clinical experience hours or required coursework, a grade of "I" (incomplete) will be granted and the student will be allowed to make-up the work in the following Fall or Spring semester.

Further University Wide Information on Communicable disease may be accessed at:
<http://safety.louisiana.edu/Policy/seventh%20edition/Sec12%20BBP%20and%20other%20communicable%20illnesses%207th%20ed.pdf>

III(l) - INCLEMENT WEATHER POLICY

The UL Lafayette AT Program urges caution to the ATS and Preceptor in the event of inclement weather. These conditions include but are not limited to lightning, tornadic activity, hurricane, hail, and rising/moving flood waters. In the event such unsafe conditions present themselves, seek appropriate shelter immediately.

In the event inclement weather forces the closure of the University, the ATS is not required to report to clinical rotations until such time as the University officially re-opens.

III(m) - ATS HEALTH RECORDS

ATS student health records will be secured and filed in the office of the AT Program Director. The student can request to view their file at any time. The ATS is obligated to report any change in their health and well being which could prohibit the ATS from meeting the AT Program Technical Standards, see Policy and Procedure Manual, section IV(a).

III(n) - CONFIDENTIALITY OF MEDICAL INFORMATION

The UL Lafayette AT Program requires all ATS to respect and comply with confidentiality of a patient's personal and medical information. Through the course of your clinical education, you will be exposed to a significant amount of personal and medical information as it regards to the treatment of patients.

The student should exercise caution in using Personally Identifiable Health Information (PIH). PIH includes: name, social security number, insurance information, phone number, address, prognosis, diagnosis, and treatment. PIH should be used only as it directly relates to managing the care of the patient.

New Legislation by the Federal Government, HIPAA (Health Insurance Portability and Accountability Act), further governs the handling and use of PIH, see Policies and Procedures section IV(h).

Discussion and sharing of clinical experiences are encouraged and beneficial to the overall educational experience. However, when discussing clinical experiences, please refrain from using any specific and personal information (PIH) that may identify a particular patient or athlete.

Students guilty of breaking patient confidentiality will be referred to the Athletic Training Education Committee for disciplinary action, including possible probation or dismissal from the program. If a student is found guilty of intentionally divulging PIH for personal gain or with the intent to embarrass or coerce a patient, the ATS will be immediately dismissed from the AT Program and referred to the UL Lafayette Dean of Students for further disciplinary action.

III(o) – CLINICAL SITE CONFIDENTIALITY

Through your matriculation through the UL Lafayette AT Program, you will be exposed to a variety of clinical education settings, management styles, and business practices. During these experiences, you may be exposed to sensitive operational procedures and business practices of individual clinics and athletic training rooms. This information may include, but is not limited to budgeting, staff salaries, staffing numbers, planning, or specific treatment protocols.

The UL AT Program requires ATS' to refrain from sharing of potentially sensitive information as they move from one clinical experience to another. If the ATS is uncertain about sharing specific information, then the ATS should refrain from comment. A student guilty of divulging sensitive information may be referred to the Athletic Training Education Committee for review and possible disciplinary action.

III(p) - UL LAFAYETTE AT LEARNING LAB POLICIES

The UL Lafayette AT Program learning lab is located inside the Athletic Training Classroom(142-B) in Room 141-B. The lab is available only to Athletic Training Students that are admitted to the UL Lafayette AT Program. For a list of resources, please see the Policies and Procedures appendix, section IV-i.

The UL AT Program learning lab will be made available during regular school hours, 8am-5pm. To access the UL Lafayette AT Program, the ATS must request access from a member of the Athletic Training Faculty. The lab may be accessed at alternate times with prior permission from an Athletic Training Faculty member.

General Policies:

- the AT Program learning lab is available only for athletic training students
- the AT Program learning lab is for athletic training education and courses only, please use the KNES computer for all other non-athletic training coursework and assignments
- no food or beverage is allowed in the lab
- please sign in on the clip board next to the computer EVERY time you utilize the AT Program Learning Lab
- ATS may **NOT** utilize therapeutic modalities unless directly supervised by AT or Preceptor.
- Software programs and videos are **NOT** to be removed from the AT Program lab under any circumstances
- due to the small size of the learning lab, please restrict time on the computer and TV/VCR to one and a half hours, especially if other students are waiting to use the same equipment.
- use caution when utilizing AT Program learning lab equipment, the equipment in this lab is expensive and may be difficult to replace
- no horse-playing or loud and belligerent behavior, classrooms are immediately adjacent to the learning lab
- ATS' found to violate the general policies of the learning lab can lose learning lab privileges and depending on the nature of the offense, can be referred to the Athletic Training Education Committee for disciplinary action.
- an ATS found to have caused damages to AT Program learning lab equipment from inappropriate use or intentional destruction, will lose their privileges of AT Program learning lab access and will be financially responsible for all damages. Furthermore, additional disciplinary action may be taken by the Athletic Training Education Committee.

III(q) - UL LAFAYETTE SPORTS MEDICINE ASSOCIATION

The purpose of this organization is to promote the involvement of Kinesiology students with their state, regional, and national organizations. The organization also offers the opportunity to enhance relationships between students and faculty in the School of Kinesiology. Although

membership consists mostly of athletic training students, membership is open to all Kinesiology students. For students interested in joining the Sports Medicine Association, or for more information contact any AT faculty member.

III(r) – ATHLETIC DEPARTMENT FINANCIAL ASSISTANCE

The UL Lafayette Department of Athletics currently offers financial assistance stipends for service work in the Athletic Department Athletic Training Room. These stipends are open to all students. All interested must apply within the main Athletic Training Facility located at:

UL Lafayette Athletic Department
201 Reinhardt Dr.
Lafayette, LA 70506

Scholarship student workers must follow all policies and procedures outlined in the UL-Lafayette Student Handbook (located within the main Athletic Training Facility). Students who do not receive financial assistance but are assigned to the UL- Lafayette Athletics Department for clinical experiences are expected to follow all regulations within section III-s of this manual.

To receive more information or to apply, please contact one of the following staff:

Mr. Travis Soileau
Director of Athletic Training
Phone: 337-482-6335

Mr. BJ Duplantis
Associate Director of Athletic Training
Phone: 337-482-6523

III(s) –ATHLETICS DEPARTMENT ATHLETIC TRAINING REGULATIONS

The following rules and regulations are excerpts taken from the UL- Lafayette Athletics Athletic Training Student Handbook. These policies and procedures are expected to be followed by all AT Program students when assigned to the UL- Lafayette Athletics Department for clinical experiences.

Dress and Appearance

Maintaining a professional appearance at all times is extremely important.

1. Work clothes consist of UL-Lafayette issued **Adidas** athletic gear!
2. Work clothes and personal grooming should be clean and neat.
3. Your hands are your most important tools—keep them clean. Nails must be trimmed and clean at all times.

4. Male athletic training students should maintain well-groomed facial hair.
5. Male student athletic trainers are **NOT** to wear earrings while working and female student athletic trainers may **ONLY** wear earrings in their ears. Earrings should be worn in matched pairs only and should be small so as not to interfere with work in the training room.
6. All tattoos should be **completely covered** and not visible during working hours.
7. During working hours you are to wear issued clothing only. Shirts should be **tucked in at all times** while performing duties as an UL-Lafayette athletic training student.
 - Practice attire: UL-Lafayette issued athletic training shirt and mesh shorts
 - Game attire: UL-Lafayette issued game polo & shoes and khaki shorts with a belt
8. Athletic shoes and socks are to be worn at all times while working. Shoelaces must be tied.
9. Only UL-Lafayette or UL-Lafayette issued hats may be worn on the field. Hats are not to be worn inside the athletic complex or the cafeteria
10. Clothing from other schools is not permitted in the athletic training room and should not be worn at any other athletic department event. (Includes hats)
11. Do not wear any clothing belonging to the athletic department unless it is appropriate for the occasion and is properly checked out to you. Remember that you represent the UL-Lafayette Athletic Department and it is important that you project a positive image.
12. Student athletic trainers should dress professionally and appropriately when traveling with athletic teams.
13. Dress appropriately and conduct yourself in a professional manner when going to class.
14. All athletic training students must wear a **watch with a second hand** at all times while in the athletic training room or on the practice field. This is a valuable tool that you will use to monitor pulse and other vital signs.
15. Women's khaki shorts must be at least one inch past your fingertips. Khaki pants should be a relaxed and comfortable fit, making it possible to move around and work. **Females are required to wear at least a 5 inch inseam in all khaki shorts.** Any time a student athletic trainer wears pants that have belt loops a belt must be worn.

Conduct

You are an extension of the director of athletic training and a direct reflection on the entire UL-Lafayette athletic department; please remember this at all times. Always try to be courteous and tactful when dealing with coaches and athletes. Do not argue with an athlete, but be firm when carrying out an order from your supervisor. If you are having a problem with an athlete, be sure to discuss it with your supervisor. There will be no horseplay in the athletic training room or on the field. Student athletic trainers may not play catch or shoot baskets prior to, during, or after practice. NCAA rules prohibit the

use of tobacco products while participating in intercollegiate athletics—this includes athletes, athletic trainers, managers, and coaches. We will comply with this rule. Do not sit around while on the job. There is always something to be done; find out what needs to be taken care of and handle it. Never use obscene or abusive language and always keep your cool. Study materials belong at home or in the library and should never be utilized on the field. The use of headphones in the training room or on the practice field is not permitted. Always be prompt and never leave until the job is done. Never do anything that will embarrass yourself, your family, this program, or the university. Have fun, but always be mindful that you represent more than yourself. Remember this quote:

"Anything Worth Doing Is Worth Doing Well."

Earl of Chesterfield

Daily Athletic Training Responsibilities

In addition to assisting the certified athletic trainer with the prevention, assessment, and treatment of athletic injuries, the following are typical daily responsibilities.

- Drain and wipe whirlpools
- Clean tables
- Clean taping area
- Wash & dry towels
- Check water levels in hydrocollator
- Enter all treatments
- File all paperwork
- Organize rehab area
- Organize doctors office
- Sweep floors/vacuum
- Take out garbage
- Change coolers by trailers

Phone Etiquette

When answering the phones in any athletic training room office please use the following: "UL Athletic Training room this is (Your Name). May I help you?" If the call is for someone else and you cannot find that person write a clear and complete message. **Include the caller's name, phone number, date, time of call, message and initial.** Place the message on that staff athletic trainer's door and remind that person of the message when you see him/her.

Golf Cart

Use the cart for a specific purpose and not to joy ride. **Drive Safely.** When parking the cart for the night or taking the cart out of the break room – be very careful. **If you do not feel comfortable parking the cart, find someone that is and let them take the cart in.** Make sure when parking the cart for the night that you put it on the charger before you leave. The cart may not be the best, but it's the only thing we have – so take pride in it. During football practice, the primary purpose of the cart is for transporting athletes; everything else is secondary! Ask Mr. Travis before moving it!

UL-Lafayette Athletic Training Regulations in Accordance with OSHA Standards

It is anticipated that UL-Lafayette athletic trainers will come in contact with blood or other infectious materials while performing their duties. The potential for exposure not only exists in the athletic training room but also on the practice & competition fields.

A. Potential for Exposure

- Possibility of exposure while performing:
 - Wound cleaning
 - Whirlpool procedures
 - Towel & equipment sanitation
 - Emergency protocols for injury situations
 - Initial evaluations
 - Care & treatment of heat illness
 - Ambulatory aid techniques

- Universal Precautions
 - All blood or other potentially infectious material will be considered infectious, regardless of the perceived status of the individual

- Engineering Controls
 - Using the available technology & devices to eliminate or minimize athletic trainers' exposure to blood or other potentially infectious materials.
 - Examples
 - Sharps containers
 - Splash guards

- Work Practice Controls
 - Alterations in the manner in which a task is performed in an effort to reduce the likelihood of an athletic trainers' exposure to blood or other potentially infectious materials.
 - Hands shall be washed after removing gloves as soon as possible after contact with bodily fluids.
 - All personal protective equipment should be removed immediately or as soon as possible upon leaving the work area and placed in an appropriately designated container for storage, washing, decontamination or disposal.
 - Used needles & other sharps shall not be sheared, bent, broken, recapped or re-sheathed by hand.

B. Personal Protective Equipment

- Specialized clothing or equipment used by athletic trainers to protect themselves from direct exposure to blood or other potentially infectious materials.

- UL-Lafayette Athletic Training Department shall provide appropriate personal protective equipment
- Surgical or examination gloves shall be replaced when visibly soiled, torn or punctured.

C. Infectious Waste Disposal

- All infectious material shall be placed in sharps containers, leak proof containers or color-coded red bags.
- Disposable syringes, needles, scalpel blades and other sharp items shall be disposed of in the sharps container.
- When handling, storing, or transporting infectious waste, gloves shall be worn and the bags should be double-bagged.

D. Decontamination of Spills

- Spills of blood and other body fluids shall first be removed and then the area shall be disinfected with an approved disinfectant. Gloves shall be worn during clean-up and disinfecting.

E. Laundry Practices

- Laundry that is contaminated with blood or potentially infectious materials or that may contain contaminated needles or sharps shall be treated as if it were HIV/HBV infectious and handled as little as possible with minimum agitation.
- Contaminated laundry shall be bagged at the location where it was used and shall not be sorted or rinsed in patient areas.
- Contaminated laundry shall be placed and transported in bags that are labeled or colored coded and that prevent liquid seepage, if such a potential exists.

F. Post Exposure Evaluation and Follow-Up

- If you are exposed, you need to report the incident.
 - UL-Lafayette athletic training program shall make available to the student a confidential medical evaluation and follow-up.
 - The staff shall notify the source patient of the incident and the athletic trainer exposed and attempt to obtain consent to collect and test the source's blood to determine the presence of HIV and/or HBV infection.
 - Follow-up of the exposed athletic trainer shall include counseling, medical evaluation of any acute illness that occurs within twelve weeks, post-exposure and use of safe and effective post-exposure measures according to recommendations for standard medical practice.

IV - APPENDICES

IV(a) TECHNICAL STANDARDS FORM

The Athletic Training Program at the University of Louisiana at Lafayette 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 postural and neuromuscular control, sensory function, and coordination to perform appropriate physical examinations using accepted techniques; and accurately, safely and efficiently use equipment and materials during the assessment and treatment of patients;
3. the ability to communicate effectively and sensitively with patients and colleagues, including individuals from different cultural and social backgrounds; this includes, but is not limited to, the ability to establish rapport with patients and communicate judgements and treatment information effectively. Students must be able to understand and speak the English language at a level consistent with competent professional practice;
4. the ability to record the physical examination results and a treatment plan clearly and accurately;
5. the capacity to maintain composure and continue to function well during periods of high stress;
6. the perseverance, diligence and commitment to complete the athletic training education program as outlined and sequenced;

7. flexibility and the ability to adjust to changing situations and uncertainty in clinical situations;
8. affective skills and appropriate demeanor and rapport that relate to professional education and quality patient care.

Candidates 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 UL Lafayette Services for Students with Disabilities 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.

Please check only one of the following statements, then sign and date. 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 can meet each of these standards with certain accommodations. I will contact the UL Lafayette Services for Students with Disabilities 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 |
|------------------------|------|

**IV(b)- ATHLETIC TRAINING CLINICAL
EDUCATION CODE OF CONDUCT**

Purpose: to state the standards of appropriate behavior that should be followed by all athletic training students during clinical experiences while representing the University of Louisiana at Lafayette Athletic Training Program. The primary intent of this contract is to establish a high level of professionalism for athletic training students.

Standard I

All athletic training students are expected to establish a weekly clinical schedule with their Preceptor. It is the responsibility of the student to keep their Preceptor informed if they are not able to attend any previously scheduled athletic activities. This standard is intended to assure the student is viewed as reliable, consistent, and considerate of his or her Preceptor and the other staff involved with that clinical site.

Standard II

All athletic training students are expected to not engage in any social interactions or relationships with persons (i.e. a person who is directly related to athletic or educational aspects of clinical education) that may be interpreted as a conflict of interest or unprofessional behavior. It is the responsibility of the student to display ethical conduct when representing the profession of athletic training and the university. This standard is intended to assure the student is viewed as a pre-professional dedicated to upholding the integrity of clinical education.

Standard III

All athletic training students are expected to refrain from divulging any personal information regarding, athletes, other clinical students, clinical supervisors, and/or affiliated faculty and staff while completing clinical experiences. The purpose of a clinical rotation is to learn and engage in educational experience. It is imperative that all clinical students separate personal experiences from clinical experiences. Although the athletes are your peers you must still uphold HIPPA regulations. This standard is intended to assure the student is using the utmost discretion when discussing any personal and medical information during all educational experiences.

I _____, understand and agree to abide by the above mentioned standards in regards to all clinical educational experiences. I understand if I violate any of the above mentioned standards I will be subject to disciplinary action outline in the program student policy and procedures manual.

| | |
|------------------------|------|
| Signature of Applicant | Date |
|------------------------|------|

IV(c) - PRECEPTOR EVALUATION OF ATHLETIC TRAINING STUDENT FORM

**THE UNIVERSITY OF LOUISIANA AT LAFAYETTE
ATHLETIC TRAINING PROGRAM**

Evaluation of Student Clinical Traits

_____ **KNES** _____
 Students Name (Print) Course Preceptor Name

_____ _____ _____
 Rotation/Sport Rotation Beginning Date Due Date

Rating Scale:

- 5 = Excellent
- 4 = Good
- 3 = Adequate
- 2 = Needs Improvement
- 1 = Poor
- 0 = Unacceptable
- NA = Not applicable or unable to rate at this time

Please circle one.

| | | | | | | | |
|---|---|---|---|---|---|---|-----|
| Professionalism (Demeanor/Punctual/Attitude) | 5 | 4 | 3 | 2 | 1 | 0 | N/A |
| Level of Confidence and self image | 5 | 4 | 3 | 2 | 1 | 0 | N/A |
| Shows respect to others (Equal/Fair treatment) | 5 | 4 | 3 | 2 | 1 | 0 | N/A |
| Personal Appearance (Uniform) | 5 | 4 | 3 | 2 | 1 | 0 | N/A |
| Dependability (Reliable) | 5 | 4 | 3 | 2 | 1 | 0 | N/A |
| Initiative (Involvement) | 5 | 4 | 3 | 2 | 1 | 0 | N/A |
| Organization (Proficiencies/Time) | 5 | 4 | 3 | 2 | 1 | 0 | N/A |
| Professional interest (Interest in learning/Current Events) | 5 | 4 | 3 | 2 | 1 | 0 | N/A |
| Communication skills (ACI/Athletes/Coach) | 5 | 4 | 3 | 2 | 1 | 0 | N/A |
| Administrative skills (Injury Documentation) | 5 | 4 | 3 | 2 | 1 | 0 | N/A |
| Overall ability (Follow instructions/Perform Skills) | 5 | 4 | 3 | 2 | 1 | 0 | N/A |

Student's Signature: _____ **Date:** _____

Preceptor Signature: _____ **Date:** _____

Comments:

IV(d) - EVALUATION OF CLINICAL SITE FORM

**THE UNIVERSITY OF LOUISIANA AT LAFAYETTE
ATHLETIC TRAINING PROGRAM**

In an effort to improve the quality of clinical instruction and education within the Athletic Training Program, we are requesting that you complete the following evaluation. The responses you give will remain completely anonymous. However, the general information contained will be shared with the clinical instructor(s) in an effort to improve their overall clinical site, as well as the quality of their instruction.

STUDENT'S NAME: _____ **SITE:** _____

DATE OF ROTATION: _____ **SPORT:** _____

Answer the following questions about your experiences at your assigned clinical site to the best of your ability. Please use the following rating scale:

- | | |
|-----------------------------------|----------------------------|
| 1=poor/never | 4= good/often |
| 2=needs improvement/seldom | 5=excellent/always. |
| 3=adequate/sometimes | |

Circle One

- | | | | | | | |
|---|---|---|---|---|---|-----|
| 1. The initial overview of the clinical site policies/procedures | 1 | 2 | 3 | 4 | 5 | N/A |
| 2. Equipment/supplies adequate to meet athletes needs | 1 | 2 | 3 | 4 | 5 | N/A |
| 3. Utilization of proper OSHA protocol for blood and other biohazardous material | 1 | 2 | 3 | 4 | 5 | N/A |
| 4. The environment allowed for adequate opportunities to communicate with my Preceptor | 1 | 2 | 3 | 4 | 5 | N/A |
| 5. This clinical site provide for a positive learning environment | 1 | 2 | 3 | 4 | 5 | N/A |
| 6. This clinical site allowed me to utilize/practice the skills I've learned | 1 | 2 | 3 | 4 | 5 | N/A |
| 7. This clinical site allowed me to receive a variety of experiences with different sports | 1 | 2 | 3 | 4 | 5 | N/A |
| 8. This clinical site allowed me to receive a variety of experiences with both genders | 1 | 2 | 3 | 4 | 5 | N/A |
| 9. I interacted with enough patients at this clinical site to positively impact my learning | 1 | 2 | 3 | 4 | 5 | N/A |
| 10. I was left <u>unsupervised</u> to provide supervision, treatment, | 1 | 2 | 3 | 4 | 5 | N/A |

evaluation, rehabilitation of athlete's/patient's

11. Based on your opinion of an "Ideal" clinical education site, 1 2 3 4 5 N/A
how would you rate this clinical education site?

12. Should the Athletic Training Program continue to utilize this clinical site?

Yes **No**

13. In your own words, please describe the strengths of this clinical site:

14. In your own words, please constructively describe the areas of improvement of this clinical site:

IV(e)- STUDENT EVALUATION OF PRECEPTOR FORM

**THE UNIVERSITY OF LOUISIANA AT LAFAYETTE
ATHLETIC TRAINING PROGRAM**

In an effort to improve the quality of clinical instruction and education within the Athletic Training Program, we are requesting that you complete the following evaluation. The responses you give will remain completely anonymous. However, the general information contained will be shared with the clinical instructor(s) in an effort to improve the overall quality of their instruction.

STUDENT: _____ **PRECEPTOR:** _____

DATE OF ROTATION: _____ **SPORT:** _____

Answer the following questions about your experiences at your Preceptor to the best of your ability. Please use the following rating scale:

1=poor/never

2=needs improvement/seldom

3=adequate/sometimes

4= good/often

5=excellent/always.

Circle One

- | | | | | | | |
|--|---|---|---|---|---|-----|
| 1. Adequate delineation of my role and responsibilities | 1 | 2 | 3 | 4 | 5 | N/A |
| 2. Communicated knowledge effectively and in an organized manner | 1 | 2 | 3 | 4 | 5 | N/A |
| 3. Gave you to opportunity to practice skills | 1 | 2 | 3 | 4 | 5 | N/A |
| 4. Gave suggestions on how to improve your weaknesses | 1 | 2 | 3 | 4 | 5 | N/A |
| 5. Gave positive feedback about your strengths | 1 | 2 | 3 | 4 | 5 | N/A |
| 6. Demonstrates respect towards students | 1 | 2 | 3 | 4 | 5 | N/A |
| 7. Encourages student input and ideas concerning assessment and treatment plans | 1 | 2 | 3 | 4 | 5 | N/A |
| 8. Shows concern and/or interest in my learning | 1 | 2 | 3 | 4 | 5 | N/A |
| 9. Has a basic understanding of my educational background and needs | 1 | 2 | 3 | 4 | 5 | N/A |
| 10. Successfully combines academic knowledge with clinical practice, to enhance the learning | 1 | 2 | 3 | 4 | 5 | N/A |
| 11. Projected a professional attitude, demeanor, and appearance | 1 | 2 | 3 | 4 | 5 | N/A |
| 12. Encouraged you to project a professional attitude and demeanor | 1 | 2 | 3 | 4 | 5 | N/A |

13. What is your overall rating of this Preceptor's supervisory ability? 1 2 3 4 5 N/A

14. In your own words, please describe the strengths of your Preceptor:

15. In your own words, please constructively describe the areas in which your Preceptor could improve:

IV(f) - GUIDELINES FOR CLINICAL/FIELD EXPERIENCE ROTATIONS FORM

THE UNIVERSITY OF LOUISIANA AT LAFAYETTE ATHLETIC TRAINING PROGRAM

The following guidelines delineate the role of an athletic training student. As a student in the UL Lafayette AT Program, you are expected to conduct yourself in accordance with these guidelines during any clinical experience.

I. DEFINITIONS

- A. Direct Supervision (Clinical Experience)
 - 1. Direct Supervision is defined as the constant visual and auditory interaction between athletic training student and Preceptor when a specific clinical skill or proficiency is being evaluated for course credit
- B. Supervision (Field Experience)
 - 1. Supervision is defined as a clinical experience that involves daily personal/verbal at the setting between the athletic training student and Preceptor, ATC, LAT, or other supervising allied health care professional
 - 2. The Preceptor, ATC, LAT or other allied healthcare professional will plan, direct, and advise the ATS' clinical experience
- C. Unsupervised (First Responder)
 - 1. Any clinical experience in which the ATS is acting without the presence of a Preceptor, ATC, LAT, or other allied health care professional

II. ATHLETIC TRAINING STUDENT CREDENTIAL REQUIREMENTS

- A. First Aid and CPR
 - 1. A student athletic trainer must maintain current certification in First Aid and CPR, by the American Red Cross or the American Heart Association, in order to provide any allowable services of an athletic training student regardless of the presence of a supervising licensed and certified athletic trainer.
- B. OSHA Bloodborne Pathogens Training
 - 1. A student must maintain a current training in bloodborne pathogens training in order to provide any allowable services of an athletic training student regardless of the presence of a supervising licensed and certified athletic trainer.

III. SUPERVISED EXPERIENCES

- A. Acceptable Services

An athletic training student acting under the supervision of a Preceptor, ATC, LAT or other allied health care professional may:

 - 1. Provide all athletic training services that have been presented within a previous or concurrent academic course and/or successfully evaluated in "Competencies in Athletic Training" for proficiency
 - 2. Write progress notes recording actions of care

IV. UNSUPERVISED EXPERIENCES

- A. Acceptable Services

The role of an athletic training student acting without the supervision of a Preceptor, ATC, LAT or other allied healthcare professional is limited to that of the skills of a First Aider/First Responder, including:

1. Application of all first-aid skills for the treatment of acute injuries including;
 - a. RICE
 - b. Blister/wound care
 - c. Wrapping (Use of elastic wraps to prevent injury and control swelling)
2. Application of all CPR related skills
3. Provide assistance to the athlete with the application of a stretching program.
4. Application of a brace already being used
5. Application of splints for stabilization of an acute injury or for the protection of an existing injury provided that the splint has been previously applied to the athlete for the same injury
6. Conduct a history evaluation to determine the need for referral
7. Conduct a brief injury assessment to determine the need for splinting, bracing, or crutch use for safe referral
8. Application of ice per protocols
9. Write progress notes to record actions of care

B. Unacceptable Services

1. An athletic training student may not provide any service that is not identified in section III.A of the guidelines for clinical experience without prior written/verbal instruction, consent, and/or guidance by the supervising Preceptor, ATC, LAT or other allied healthcare professional. This includes, but is not limited to the following:
 - a. Initiate, change, or progress a rehabilitation plan
 - b. Conduct a full, new evaluation of an injury

C. ATS Travel Policy

1. There may be times when an ATS will travel with an intercollegiate athletic team from UL Lafayette without the supervision of a Preceptor, ATC, LAT, or other allied health care professional. In those instances, the ATS will act only within their scope of training as a First Aider/First Responder and consistent with approved National Safety Council, Red Cross, or American Heart Association guidelines. Current card(s) must be carried by the ATS to verify their qualifications. ATS may NOT record clinical experience hours when performing any skills without the supervision of a Preceptor, ATC, LAT, or other allied health care professional. ATS are allowed to travel and record hours performed under direct supervision of a Preceptor. Travel is based on the ATS ability to travel without compromising academic responsibilities and the discretion of the Preceptor and/or coaching staff.

V. CLINICAL EXPERIENCE HOURS

A. Required Hours

1. Athletic training students must complete a total of 900 clinical experience hours for completion of the program. To meet the total required amount of clinical experience hours, students must complete a minimum of 12 hours per week. Specific guidelines for obtaining clinical hours are included in the clinical course syllabi.

B. Verification of Hours

1. Clinical hour log sheets must be kept at the clinical rotation site, preferably in a binder, until hours are due to be turned in.

2. Clinical hours must be initialed/signed on a daily basis or as determined by your assigned Preceptor.
3. A separate sheet **must** also be kept to document all service work hours (see hours policy or any hours obtained over 20 hours per week) will be turned in along with your assigned clinical hours log sheets on the appropriate due date(s).

VI. ROLE OF THE PRECEPTOR

- A. The Preceptor, ATC, LAT will:
 1. Appropriately split time between multiple sports or settings assigned to the ATS in accordance with the objectives of the clinical course the ATS is currently enrolled.
 2. Provide direct supervision of each athletic training student in the context of direct patient care and which is consistent with UL Lafayette AT Program Policies and Procedures.

| | |
|-----------------------------------|-------------|
| <p>Signature of Preceptor/ATS</p> | <p>Date</p> |
|-----------------------------------|-------------|

IV(g) - GUIDELINES FOR SERVICE WORK FORM
THE UNIVERSITY OF LOUISIANA AT LAFAYETTE
ATHLETIC TRAINING PROGRAM

The purpose of this policy is to assist you in understanding the process by which you may perform service work that may be related to your athletic training education clinical experiences. The following statements serve to assist you in understanding the difference between your commitment to any service work and your commitment to your academic clinical experience requirements.

1. The purpose of the University of Louisiana at Lafayette Sports Medicine Association is to promote the involvement of Kinesiology students with their state, regional, and national organizations. The organization also offers the opportunity to enhance relationships between students and faculty in the Department of Kinesiology. Your involvement in this organization is completely voluntary and any activity that you perform with this organization is counted as a service to the University of Louisiana at Lafayette Sports Medicine Association and in no way is required as part of your grade within your academic clinical experiences.

2. You may volunteer or be compensated for any service work (athletics, intramurals, UCA summer camps, etc.) related to your clinical education experiences while completing or after completion of the necessary academic requirements as outlined in your document titled, "Athletic Training Student Clinical Experience Guidelines". The academic program encourages you to pursue these opportunities but in no way requires you to pursue them to complete your academic degree for the Athletic Training Program.

If you perform such service work it is recommended that you understand certain issues related to this experience.

It is recommended that you should:

1. seek to clarify your specific role with the agency (i.e. first responder).
2. ask for a written description of their expectations and sign it stating that you understand what is expected.
3. be able to identify and have clear communications with your direct supervisor during your assignments.

4. Clarify what liability coverage is provided by the department or agency and be informed of your need to possibly seek your own personal liability coverage. **The personal liability insurance provided by the University will only cover you during academic clinical experiences.**

It is your responsibility and the department or agency that you are performing the service work for (voluntary or compulsory) to seek an adequate resolution to these issues.

The University of Louisiana at Lafayette Athletic Training Program encourages you to take every opportunity to gain valuable experiences in settings that would enhance your pursuit to become a

certified athletic trainer. The Athletic Training Program will assist you in tracking these experiences by filing your logged hours and placing them in your portfolio under a section titled “Professional Experiences”. **These hours do NOT count toward Academic Clinical Experience hours.** You are encouraged to get a letter of recommendation from your supervisor(s) after your assignment is completed. The logged hours and letter(s) of recommendation will become part of your professional portfolio for later use.

I understand the difference between the academic standards required of me as stated in the “Athletic Training Student Clinical Experience Guidelines” and any other service work that I might perform related to my Athletic Training Education clinical experiences.

| |
|---|
| Student Signature Date |
|---|

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|--|
| Program Director Signature Date |
|--|

IV(j) HIPAA STATEMENT BY NATA

HIPAA Final Rules Information

NATA Governmental Affairs Committee

August 2002

The Governmental Affairs Committee provides this information about the HIPAA regulations as a service to NATA members. This is provided as information only and should be viewed that way. Any final interpretations of this act should be left to your employer's attorney. Portions of HIPAA will affect the way athletic trainers communicate and otherwise handle medical records/information of our patient population. We believe it is important that you become familiar with these regulations. This message will briefly cover: background of HIPAA, final modifications with potential implications in work settings, and resources for additional information.

Background: HIPAA, which stands for Health Insurance Portability and Accountability Act, was created to allow, among other things, employees to keep their medical insurance plans as they change jobs ("Portability"). HIPAA is administered by the US Health and Human Services Department (The Department) and can be broken down into three "Rules". The first one, the "Transaction Rule" is intended to standardize procedure codes and electronic billing format; the second rule, the "Security Rule" is designed to secure personally identifiable healthcare information being transmitted electronically; the third rule is the "Privacy Rule" and it will have the greatest impact on how we communicate and share patients' medical information. Actually, the Privacy Rule took effect on April 14, 2001. Most covered entities must comply with the Privacy Rule by April 14, 2003.

The privacy rule creates national standards to protect individuals' personal health information and gives patients increased access to their medical records. HIPAA regulations were intended to only affect "covered entities" or those health care providers that conduct financial or administrative transactions electronically. However, it is thought by some that this definition has been expanded to include all health care entities, and business associates, that utilize patients' medical records. Thus, certified athletic trainers in all employment settings may be affected. NATA recommends that all ATCs have your employer's legal counsel determine if you are a covered or hybrid entity in your state and employment setting.

Final Rules: On August 14, 2002 the final rules to the HIPAA statutes were released in the Federal Register. For the complete story, please go to <http://www.hhs.gov/ocr/hipaa/> where you can also find a helpful fact sheet and other pertinent information.

There are seven main categories in the final rules that will most likely affect certified athletic trainers and they are discussed below:

1. Consent for Treatment - The original privacy rule required direct care providers obtain the patients written consent to the use or release of protected health information (PHI) for treatment, payment and health care operations. The final rule eliminates this requirement and substitutes a requirement that direct health care providers make a "good faith effort"

to obtain a written acknowledgement of receipt of the provider's Notice of Privacy Practices.

Covered entities will instead be required to provide patients with a Notice of Privacy Practices that describes the uses and disclosures that may be made with their personal health information and the patient's rights over such information. The written acknowledgement must be in writing, but there is neither a form prescribed nor a requirement that the patient's signature be on the notice itself. A direct health provider may simply have the individual sign a separate sheet or simply initial a cover sheet of the notice. Following this logic, the Department understands that it is impossible to obtain a signed consent form or acknowledgement of receipt of privacy policies during an emergency situation. Therefore, this is not a requirement of the final rules.

2. Authorization to Release Information - Covered entities are required to obtain an authorization for non-routine uses and disclosures of PHI, meaning disclosures to third parties that are not part of the chain of health care providers. It is unclear whether disclosure of an athlete's PHI to a coach or athletic director is included here, but disclosures to the media and others are included. NATA recommends all athletic trainers discuss this situation with their team physician, AD and coach and have an attorney create the applicable policy.

The Department has established a list of core elements that must be present for the authorization to be valid. They are:

- (1) A description of the information to be used or disclosed;
- (2) The identification of the persons or class of persons authorized to make the use or disclosure of the protected health information;
- (3) The identification of the persons or class of persons to whom the covered entity is authorized to make the use or disclosure;
- (4) A description of each purpose of the use or disclosure;
- (5) An expiration date or event;
- (6) The individual's signature and date; and
- (7) If signed by a personal representative, a description of his or her authority to act for the individual.

An authorization is not valid unless it contains all of the following:

- (1) A statement that the individual may revoke the authorization in writing, and (a) a statement regarding the right to revoke, and instructions on how to exercise such right or (b) if this information is included in the covered entity's Notice of Privacy Practice, a reference to the notice;

(2) A statement that treatment, payment, enrollment, or eligibility for benefits may not be conditioned on obtaining the authorization if such conditioning is prohibited by the Privacy Rule or, if conditioning is permitted, a statement about the consequences of refusing to sign the authorization; and

(3) A statement about the potential for the protected health information to be disclosed by the recipient.

Traditional blanket authorizations commonly used by athletic trainers should, in order to protect PHI, contain and address the above elements.

Finally, a covered entity that seeks an authorization is required to provide the individual with a copy of the signed authorization form. It is also paramount to remember that the patient or athlete must grant permission in advance for each type of non-routine use or disclosure. This means that the authorization is done on a per incident basis and a universal authorization form will not be valid for non-routine uses or disclosures.

3. Minimum Necessary Rule - The minimum necessary standard was added to the privacy rules of HIPAA with the intention of limiting the use or disclosure of, and requests for, PHI to the minimum necessary to accomplish the intended purpose. The intent was to make covered entities evaluate their practices and enhance protections as needed to limit unnecessary or inappropriate access to, and disclosures of, PHI.

The final modifications exempt from the minimum necessary standard any use or disclosure for which the covered entity has an authorization. Nothing in the final rule eliminates an individual's control over his/her PHI with respect to authorization. Minimum necessary requirements are still in effect to ensure an individual's privacy for most other uses and disclosures. The minimum necessary rule does not apply to a covered entity's use or disclosure to another health care provider for treatment purposes. It does apply to use and disclosures for payment and health care operations (business operations).

4. Incidental Uses and Disclosures - The initial proposals made even incidental uses and disclosures subject to penalty. The final modifications, however, recognize that these may occur in the course of patient care and are often impossible to avoid. Thus, the final rule explicitly permits certain incidental uses and disclosures that occur as a byproduct of a use or disclosure otherwise permitted by the Privacy Rule.

The incidental use or disclosure is only permissible to the extent that the covered entity has applied reasonable safeguards to protect the PHI. If these safeguards are met, health care providers may use office sign-in sheets, hospitals may keep charts at bedside and health care providers can talk with patients in semi-private rooms without fear of violating the rule if overheard by a passerby.

5. Parents and Minors - The Final Rule clarifies that state law, or other applicable law, governs in the area of parents and minors. Generally, the Privacy Rule provides parents with new rights to control the health information about a minor child, with limited exceptions that are based on state or other applicable law and professional practice. For example, where a state has explicitly addressed disclosure of a minor's health information to a parent, or access to a child's medical record by a parent, the final Rule clarifies that

state law governs. In addition, the final Rule clarifies that, in the special cases in which the minor controls his or her own health information under such law and that law does not define the parents' ability to access the child's health information a licensed health care provider continues to be able to exercise discretion to grant or deny such access as long as that decision is consistent with the state or other applicable law. Athletic trainers need to be familiar with applicable state laws that govern this relationship.

6. Uses and Disclosures for Research - The Final Rule allows authorizations for research to be combined with an informed consent to participate in the research study, another authorization, or any other legal permission related to the research. This is an exception to the general rule that authorizations may not be combined.
7. Business Associate Agreements - The Final Rule permits a covered entity to disclose PHI to a business associate who performs a function or activity on behalf of the covered entity that involves the creation, use or disclosure of PHI, so long as the covered entity enters into a contract with the business associate containing specific safeguards. This will impact all athletic trainers. For example, those athletic trainers that have a business relationship with brace makers must have a contract with the maker detailing uses of the PHI and the privacy standards. These business associates, per the agreement, may not release patient information for marketing or other purposes without patient authorization.

The Final Rule allows covered entities to continue operating under existing contracts with business associates for up to one year beyond the April 14, 2003 compliance date. This transition period is available if the covered entity has an existing contract or other agreement with a business associate, and the contract is not renewed or modified between the effective date of the proposed rule and April 14, 2003.

An important piece of information to include in the Privacy Rules is a notice to the patient of their right to complain. According to the Department, the privacy notice must contain a statement that individuals may complain to the covered entity and to the Secretary of the Department if they believe their privacy rights have been violated, a brief description of how the individual may file a complaint with the covered entity, and a statement that the individual will not be retaliated against for filing a complaint. This is an important step in protecting the rights of the patient.

It should be noted that existing STATE law can preempt HIPAA although to what extent is worth considerable more discussion than space allows. It is highly likely that your state of residence already has a group/taskforce examining these issues based upon state law. You should monitor the information coming out of your state group, as NATA does not have all information as it pertains to individual state law. Many states have web sites devoted to this effort. For example, see Kansas site at www.hark.info.

The Department of Health and Human Services has stated a commitment to assisting covered entities meet compliance standards for this rule. They have also committed to update the guidance on their website to reflect any modifications or interpretations of the final rule. The NATA will monitor the information and bring it to our members, as it is available. You may personally monitor the information at the Office of Civil Rights web site at www.hhs.gov/ocr/hipaa/.

Note: ATCs who bill for athletic training services, regardless of work setting, must be aware of electronic billing rules (Rules 1 & 2) that are described elsewhere within HIPAA regulations.

Resources for Additional Information: The summary described above is not intended to be all-inclusive. Rather it serves as notice to all certified athletic trainers that provisions called for under HIPAA will impact the way you practice athletic training. Please consult your employer, medical director/ supervising physicians, and administrators to be sure that you clearly understand your role in the privacy policy and procedures that they will be required to develop. Share this information with third parties you work with, i.e., coaches, parents, media, etc.

Information regarding HIPAA has appeared in four issues of the NATA News. You may find these articles in the following issues:

- May 2000, p. 6-7
- Sept. 2001, p. 9
- Sept. 2001, p. 33-34
- Dec. 2001, p. 64

St. Anthony's Press offers a HIPAA Handbook with basic information and a notebook that is updated during the year as needed. The phone number is 1-800-765-6097 ext. 33107; ask for Katie to receive a special NATA member discount.

The following web sites can provide additional information:

- www.hhs.gov (US Department of Health and Human Services) follow the "news" link. The HHS News and HHS Fact Sheets are very informative.
- www.hhs.gov/ocr/hipaa/ Office of Civil Rights web page includes fact sheet, press release and the official copy of the Final Rules.
- www.aha.org this is the American Hospital Association site that offers AHA's comments and concerns about the Privacy Rule.

IV(j) - AT PROGRAM RESOURCE AND REFERENCE MATERIALS LIST

UL LAFAYETTE AT PROGRAM REFERENCE/RESOURCE MATERIALS

UL LAFAYETTE LIBRARY: This is a partial list of reference materials contained at the Edith Garland Dupre' Library on the campus of UL Lafayette:

BOOKS:

- Athletic Training & Sports Medicine. 3rd Edition. American Academy of Orthopedic Surgeons. AAOS- Chicago. ISBN: 0-89203-172-7
- Bate's Guide to Physical Examination and History Taking, 8th Edition. Brickley (2002).
- Clinical Athletic Training. Konin (1996). ISBN- 1556423152
- Counseling in Sports Medicine. Ray & Wiese-Bjornstal (1999). ISBN- 0880115270
- The Diabetic Athlete. Colberg-Ochs (2001). ISBN- 0736032711
- Functional Progressions for Sports Rehabilitation. Tippett & Voight (1995). ISBN- 0873226607
- Kinetic Anatomy. Behnke (2001). ISBN- 073600016X
- Physical Rehabilitation of the Injured Athlete. 2nd Edition. Andrews & Harrelson. WB Saunders Publishing. ISBN: 0-72166-549-7.
- The Team Physician's Handbook. 2nd Edition. Mellion, M., Walsh, W. Michael., Shelton, Guy L. (1997). ISBN: 1-560-53714-6.
- Thermal Agents in Rehabilitation, 3rd Edition . Michlovitz (1996). ISBN- 0044-5.
- Writing SOAP Notes, 2nd Edition. Kettenbach (1995). ISBN- 0037-2.

JOURNAL HOLDINGS:

- American Journal of Physical Medicine
- American Journal of Sports Medicine
- Archives of Physical Medicine and Rehabilitation
- Athletic Therapy Today
- International Journal of Health Services
- International Journal of Sports Medicine
- Journal of Athletic Training
- Journal of Sport Rehabilitation
- Journal of Sports Medicine and Physical Fitness

- Medicine and Science in Sport and Exercise
- Physical Therapy
- Physician and Sports Medicine
- Sports Medicine
- Sports Medicine Digest

AT LEARNING LAB:

EQUIPMENT:

Dell Computer w/ internet (Lab)
 Printer (lab)
 Sony TV (lab)
 Toshiba VCR (lab)
 Dell Computer w/internet (classroom 137-B)
 LCD projection unit, ceiling mounted (classroom 137-B)
 DVD/VCR combo unit (classroom)
 Paraffin Bath
 2 Intellect Legend Combo Unit
 (4) TENS units
 Mettler LASER
 Iontophoresis unit
 Traction Unit
 Intermittent Compression
 Extremity Whirlpool Unit
 Assorted aluminum crutches and walking canes
 Rebounding trampoline and weighted rubber balls
 Vacuum splint set
 Spine Board
 3 football helmets
 3 sets of shoulder pads
 Inclinometer
 Assorted goniometers
 Stethoscopes
 Assorted blood pressure cuffs
 Multi use otic/ophthalmic/otolaryngoscope

VIDEOS:

Cramer Athletic Training Series – Knee, Ankle, Shoulder, Back
 Back to Functional Movements
 The Keystone Concept for Back Injury Rehabilitation
 Athletes and Asthma (2 copies)
 Sports Injury Concerns: The Female Athlete
 Paul Chek's Scientific Core Conditioning Abdominal Training
 Paul Chek's Scientific Core Conditioning Back and Ball Training
 Tennis Elbow III
 Sports Taping Basics: Lower Body

Sports Taping Basics: Upper Body
Teaching Flexibility
Knee Replacement Surgery
Elbow Arthroscopy
Tackling the Heat
Cryotherapy for First Aid
Cryotherapy for Rehabilitation
Sports Injury Risk Management and the Keys to Safety
NCAA Athletes at Risk
NCAA Drugs and Athletic Performance
NCAA Recreational Drugs
NCAA Prevention and Intervention

BOOKS:

Physicians Desk Reference, 1996

Coalition of Americans to Protect Sports (1998). *Sports In Injury Risk Management and the Keys to Safety*. Coalition of Americans to Protect Sports: North Palm Beach, FL.

SOFTWARE:

Upper Extremity Injury Evaluation
Dynamic Human
Exam Master III
Goniometry
Athletic Training Action
Athletic Training Concepts and Skills
SIMS- Master
2002 SEATA Student Athletic Training Emergency Situations in Athletics
Tennis Elbow III
Bledsoe Brace System – A course in Bracing
Virtual Modalities
Microsoft Access
Microsoft Excel
Microsoft Frontpage
Microsoft Outlook
Microsoft Powerpoint
Microsoft Publisher
Microsoft Word

IV(J) - POLICIES AND PROCEDURES CONSENT FORM

**UL LAFAYETTE AT PROGRAM
STUDENT HANDBOOK
AND
POLICIES & PROCEDURES MANUAL
ACKNOWLEDEMENT FORM**

I do hereby acknowledge that I have read and understand the UL Lafayette AT Program Policies, Procedures, and Student Handbook Manual. Furthermore, I agree to adhere to the policies and procedures as set forth in this document. I understand that failure to adhere to these policies and procedures can result in disciplinary action by the Athletic Training Education Committee, including probation or dismissal from the UL Lafayette AT Program.

| | |
|--------------|------|
| Print & Sign | Date |
|--------------|------|

V. REFERENCES

- 1) Developing an Athletic Training Program Policy and Procedure Manual, Jeff G. Konin MED, ATC, MPT, Instructor, Athletic Trainer, Delaware Tech
- 2) CAATE Website
- 3) NATA website
- 4) LATA Website
- 5) 2013-2015 UL Lafayette Undergraduate Catalog Bulletin
- 6) UL Lafayette Code of Student Conduct