

# LEWIS UNIVERSITY

DEPARTMENT OF HEALTH AND HUMAN PERFORMANCE

## ATHLETIC TRAINING PROGRAM

STUDENT MANUAL

Revised August, 2019

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**Introduction to the Manual**

The Athletic Training Program is designed to teach undergraduate students the knowledge, skills, and attitudes necessary to be a Certified Athletic Trainer. This program is a weave of classroom lecture, discussion, demonstration, and practice with clinical observation, learning, application, and experience. An effective educational process requires the collaborative effort of faculty, students, and clinical instructors. The information in this manual details the educational, clinical and professional standards of the program. These standards should guide students, faculty, and clinical instructors in the effective presentation, understanding, and application of educational competencies and clinical proficiencies over time.

Students enrolled in the Athletic Training Program must be familiar with the guidelines set forth in this manual. They are expected to take initiative in their learning by being prepared for class, asking questions, taking advantage of learning opportunities, and making their education a high priority. During classroom and clinical experiences, students should display professional behavior consistent with the Code of Ethics. Finally, students, faculty, and clinical instructors should be respectful of each other, their patients, the facilities and equipment, and the profession of athletic training.

Any questions regarding this manual or the Athletic Training Program should be directed to the Program Director for Athletic Training, 815-836-5921.

**Acknowledgement completed and digitally signed in ATrack:**

To ensure effective communication of policies and procedures, I acknowledge that I have read, understand, and agree to follow the policies and procedures listed in the ATHLETIC TRAINING PROGRAM MANUAL. Any questions regarding policies or procedures mentioned in this manual should be directed to the Athletic Training Program Director.

## LEWIS UNIVERSITY INFORMATION AND POLICIES

### **NON-DISCRIMINATION STATEMENT**

Lewis University does not discriminate with regard to race, creed, or religion, national origin, sex, sexual orientation, age, disability or color. The University seeks to provide an environment and community where each person may develop academically, socially, and spiritually. Lewis University is committed to making reasonable accommodations for qualifying students, faculty, and employees with disabilities as required by applicable laws.

### **SANCTIFIED ZONE**

Guided by its Catholic and Lasallian heritage, Lewis University is firmly committed to fostering a campus atmosphere that is permeated by its Mission values of Fidelity, Wisdom, Knowledge, Justice, and Association. Accordingly, we have declared the University campus to be a Sanctified Zone, a place and a people *United in Diversity*. The active promotion of diversity and the opposition to all forms of prejudice and bias are a powerful and healing expression of our desire to be Signs of Faith (Signum Fidei) to each other. To learn more about the Sanctified Zone, please visit:

<https://lewisu.edu/sanctifiedzone/index.htm>

### **REQUESTS FOR REASONABLE ACCOMMODATIONS**

Lewis University is committed to providing equal access and opportunity for participation in all programs, services and activities. If you are a student with a disability who would like to request a reasonable accommodation, please speak with the Learning Access Coordinator at the Center for Academic Success and Enrichment (CASE). Please make an appointment by calling 815-836-5593 or emailing [learningaccess@lewisu.edu](mailto:learningaccess@lewisu.edu). Since accommodations require early planning and are not provided retroactively, it is recommended that you make your request prior to or during the first week of class. It is not necessary to disclose the nature of your disability to your instructor. For more information about academic support services, visit the website at: [www.lewisu.edu/CASE](http://www.lewisu.edu/CASE).

### **ACADEMIC HONESTY**

Scholastic integrity lies at the heart of Lewis University. Plagiarism, collusion and other forms of cheating or scholastic dishonesty are incompatible with the principles of the University. Students engaging in such activities are subject to loss of credit and expulsion from the University. Cases involving academic dishonesty are initially considered and determined at the instructor level. If the student is not satisfied with the instructor's explanation, the student may appeal at the department/program level. Appeal of the department /program decision must be made to the Dean of the college/school. The Dean reviews the appeal and makes the final decision in all cases except those in which suspension or expulsion is recommended, and in these cases, the Provost makes the final decision.

## **CLASSROOM DECORUM**

To maintain an environment conducive to learning and student development, it is expected that classroom discourse is respectful and non-disruptive. The primary responsibility for managing the classroom environment rests with the faculty. Students who engage in any prohibited or unlawful acts that result in disruption of a class may be directed by the faculty member to leave class for the remainder of the class period. Students considered to be a disruption or who present a threat of potential harm to self or others may be referred for action to the Dean of Student Services.

Further:

Students are expected to assist in maintaining the classroom facility. Food and drink should be limited, defacing the tables or equipment is not acceptable. After class students should discard all trash and properly store any equipment or supplies used during class. Your ideas and opinions are always welcome in this course. However, your personal experiences are not the equivalent of scholarly expertise. Personal discussions that are not relevant to the entire class will not occur.

### [University Student Complaint Policy](#)

The University Student Complaint Policy can be found at [lewisu.edu/studentcomplaints](http://lewisu.edu/studentcomplaints)

### [University Grade Appeal Policy](#)

The University Grade Appeal Policy can be found at [lewisu.edu/studentcomplaints](http://lewisu.edu/studentcomplaints)

## **CLASS ATTENDANCE**

Students are expected to attend all classes as part of the normal learning process. In addition, students must be especially consistent in attendance, both on-ground and online, during the first two weeks of the semester to confirm registration and to be listed on the official course roster. Students who fail to follow this procedure and who have not received prior approval from the instructor for absences will be withdrawn from the courses in question by certification of the instructor on the official class lists.

Instructors may publish specific, additional reasonable standards of attendance for their classes in the course syllabus. Students may receive failing grades if they do not observe attendance requirements.

The Illinois Student Assistance Commission also requires attendance as a “demonstration of academic progress toward a degree” as one criterion for retaining financial aid awards.

## **UNIVERSITY REQUIREMENTS FOR GRADUATION**

Students must meet the following requirements to earn a Bachelor of Arts Degree, in addition to the requirement for the Athletic Training major:

- Successfully complete 128 hours
- Complete the last 32 hours of course work at Lewis University
- Complete General Education Requirements listed in the University Catalog specific to the year you entered the University

# THE ATHLETIC TRAINING PROGRAM

## ATHLETIC TRAINING, AN ALLIED HEALTHCARE PROFESSION

A Certified Athletic Trainer is an allied health care professional who collaborates with physicians to optimize activity and participation of patients and clients. The Certified Athletic Trainer functions as an integral member of the athletic health care team in secondary schools, colleges and universities, professional sports programs, sports medicine clinics, and other health care settings.

The roles of the Athletic Trainer has been defined by the [BOC Practice Analysis](#) in the following manner:

- 1: Injury and Illness Prevention and Wellness Promotion
- 2: Examination, Assessment and Diagnosis
- 3: Immediate and Emergency Care
- 4: Therapeutic Intervention
- 5: Health Care Administration & Professional Responsibility

## INTRODUCTION

The Lewis University Athletic Training Program provides a comprehensive, entry-level educational and clinical foundation for undergraduate students wishing to pursue BOC certification and a career as a Certified Athletic Trainer. The educational program presents current, scientifically-based instruction and application of anatomy, exercise physiology, physical assessment, nutrition, rehabilitation, and administration. The diverse clinical program encourages professional behavior, the application of knowledge, and the development of critical thinking.

## ACCREDITATION

The Athletic Training Program received initial accreditation in 2003 and was awarded re-accreditation in 2009. In February, 2016, the Program was placed on probation due to low-first time pass rates on the BOC exam. Recent improvements have increased student success and have yielded improved first-time pass rates; however, in alignment with a national movement towards graduate education being the entry to the field, Lewis University has notified the CAATE of its intent to withdraw its accreditation. While on probation and during the withdrawal period, the Program remains accredited, degrees will be awarded, and a student's eligibility to take the BOC certification exam will not be affected. The Fall 2017 applicants were the last cohort of students to be admitted to the program.

## THE MISSION STATEMENT OF THE ATHLETIC TRAINING PROGRAM

The Lewis University Athletic Training Program (ATP) Bachelor of Arts degree aims to educate, mentor, and inspire undergraduate students to be certified athletic trainers in the health care industry. Employment opportunities for program graduates, in addition to high school and collegiate settings, include outpatient rehabilitation centers, professional sports franchises, and medical offices. The Program aims to be viewed by prospective students, alumni, employers, patients, and colleagues as a leader in preparing athletic training professionals in the state of Illinois. The program is accredited by the Commission on Accreditation of Athletic Training Education (CAATE) and uses CAATE standards in promoting and measuring student achievement.

### PROGRAM GOALS

The program will provide superior curriculum and instruction that enables students to:

1. Demonstrate the knowledge, skills, and professional traits required to be successful as a certified athletic trainer in entry-level positions.
2. Possess the necessary skills to provide athletic training services for an organization in the profession.
3. Appreciate and demonstrate knowledge of professional behaviors expected by employers and organizations in the profession.
4. Demonstrate effective communication and research skills.

### PROGRAM OUTCOMES

1. Achieve and maintain CAATE accreditation
2. Provide students with a skill set that is desirable to a variety of health care employers
3. Provide a dynamic and engaging curriculum
  - a. Attract and retain exemplary faculty
  - b. Identify and maintain diverse clinical experiences
  - c. Provide intelligent and collaborative preceptors

### PROGRAM STUDENT LEARNING OUTCOMES

The successful student will:

1. A. Accurately assess and make referral decisions for injuries sustained as a result of physical activity.
1. B. Demonstrate the ability to identify, implement effective interventions, and provide immediate care for injuries and illnesses.
1. C. Recall and apply current epidemiological information to identify risk factors for common musculoskeletal injuries and illnesses and effective methods for prevention.
  
2. A. Understand and follow relevant legal principles related to patient care.
2. B. Create policies and procedures to efficiently organize and deliver a sports medicine program.
  
3. A. Demonstrate professional behavior in compliance with the NATA Code of Ethics. Hold membership in the National Athletic Trainers' Association and perform professionally in compliance with the NATA Code of Ethics.
3. B. Provide service to the profession.
  
4. A. Demonstrate accurate, effective, and persuasive communication skills, both written and verbal with application of vocabulary specific to the field.
4. B. Demonstrate the ability to locate, appraise, and apply current evidence to aid clinical decisions.

## ORGANIZATIONS OF INTEREST

### **The Commission of Accreditation for Athletic Training Education**

The [Commission of Accreditation for Athletic Training Education \(CAATE\)](#) is the agency responsible for the accreditation of more than 360 professional (entry-level) Athletic Training programs, 16 Post-Professional Degree Programs and 2 Residencies. The American Academy of Family Physicians (AAFP), The American Academy of Pediatrics (AAP), the American Orthopaedic Society for Sports Medicine (AOSSM), and the National Athletic Trainers' Association, Inc. (NATA), cooperate to sponsor the CAATE and to collaboratively develop the Standards for Entry-Level Athletic Training Educational Programs.

- Taken from the CAATE website

### **THE NATIONAL ATHLETIC TRAINERS' ASSOCIATION**

The [National Athletic Trainers Association \(NATA\)](#) is the professional membership association for certified athletic trainers and others who support the athletic training profession. Founded in 1950, the NATA has grown to more than 43,000 members worldwide today. The majority of certified athletic trainers choose to be members of NATA to support their profession and to receive a broad array of membership benefits. By joining forces as a group, NATA members can accomplish more for the athletic training profession than they can individually. The NATA national office currently has more than 40 full-time staff members who work to support NATA's mission. An annual meeting and clinical symposia is held each year in June. For an application, benefits of membership and additional information about the NATA please visit their website: <http://www.nata.org/>.

-Taken from NATA Website

### **BOARD OF CERTIFICATION, Inc.**

The [Board of Certification \(BOC\)](#) has been responsible for the certification of athletic trainers since 1969. The BOC exists so that healthcare professionals worldwide have access to globally recognized standards of competence and exceptional credentialing programs that support them in the protection of the public and the provision of excellent patient care. The Mission of the Board of Certification is to provide exceptional credentialing programs for healthcare professionals to assure protection of the public.

-Taken from the BOC website

### **ILLINOIS ATHLETIC TRAINERS ASSOCIATION**

The [Illinois Athletic Trainers Association \(IATA\)](#) is a professional membership organization for licensed athletic trainers (ATC) and others who support the athletic training profession in the State of Illinois. Incorporated as a general not for profit corporation in 1982 with just over 100 members, the IATA currently serves over 1900 members in a number of healthcare settings throughout the State of Illinois.

-Taken from the IATA website

Athletic training in Illinois is governed by the Illinois Athletic Training Practice Act. This piece of legislation applies to certified athletic trainers and students studying athletic training. Please refer to the [Department of Financial and Professional Regulations](#) for a copy of the act.

## ATHLETIC TRAINING PROGRAM PERSONNEL

### **Cathy Bohlin, DHSc, ATC**

West Hall 107C

815-836-5921

Program Director & Clinical Education Coordinator

[bohlinca@lewisu.edu](mailto:bohlinca@lewisu.edu)

This faculty member is responsible for the development, execution, and modification of all curricular matters that affect the Athletic Training Program. Specifically, the Program Director oversees classroom instruction, assessment, budget, and accreditation.

The clinical education coordinator is responsible for clinical education. Specifically, the clinical education coordinator oversees clinical site usage and evaluation, student clinical progression, preceptor development and evaluation, and clinical education content and assessment.

### **Pietro Tonino, MD**

Loyola University Medical Center

Medical Director

708-216-8730

The Medical Director is an interactive part of the Athletic Training Program, serving as a resource and medical content expert for the program. The medical director plays an active role in the program by engaging in the academic and clinical preparation of students.

### Preceptor

A preceptor is a BOC Certified Athletic Trainer or other health care professional with a minimum of one year of work experience as a health care professional. Initially, the preceptor will provide the student with a brief orientation to the facility, facility policies, and their expectations. Throughout the clinical experience, the preceptor provides formal instruction and evaluation of clinical proficiencies in classroom, and/or in clinical education experiences through direct supervision of athletic training students. The preceptor has a responsibility to provide students with appropriate, professional experiences and to provide guidance and assistance as needed. A student's preceptor should be able to intervene on behalf of the athlete/patient at all times. If necessary, the preceptor will file an Incident Report for any violation of the ATP policies or clinical site policies. It is always the preceptor's prerogative to dismiss a student from their site. Finally, a student's preceptor will evaluate the student's performance at the midpoint and conclusion of the experience.

### Student

The student at a clinical site has the role of a professional in training, and is expected to be professional, responsible, reliable, and prompt. Additionally, the student must abide by state and federal laws regarding sexual harassment and appropriate behavior with a minor. The student should receive direction, instruction, and feedback from their preceptor on a daily basis. The student's experiences should include observation, skill practice, and skill application. The objectives of the course should coordinate with clinical experiences. Application of a skill or technique can only occur once the student has demonstrated competence in the skill during class. If at any time the student does not feel comfortable performing a certain skill the student should inform their preceptor immediately.

It is the responsibility of the student to establish and follow a schedule set-up with their preceptor. A copy of this schedule should be given to the preceptor and the course instructor and a copy retained by the student. The preceptor and course instructor should be notified prior to any absences or changes in the schedule.

## CURRICULUM AND REQUIREMENTS

### REQUIRED COURSEWORK

BIOS101	Anatomy and Physiology 1	4
BIOS102	Anatomy and Physiology 1 Lab	1
BIOS103	Anatomy and Physiology 2	4
BIOS104	Anatomy and Physiology 2 Lab	1
SPEX204	Emergency Cardiac Care	1
SPEX211	Weight Training	3
SPEX250	Introduction to Athletic Training	3
SPEX251	Athletic Taping Lab	1
SPEX256	Sport Psychology	3
SPEX263	Physical Assessment of the Lower Extremity	3
SPEX264	Physical Assessment of the Lower Extremity Lab	2
SPEX265	Physical Assessment of the Upper Extremity	3
SPEX266	Physical Assessment of the Upper Extremity Lab	2
SPEX271	Nutrition and Exercise	3
SPEX275	Health	3
SPEX300	Disease Processes and Exercise	3
SPEX304	Clinical 1	2
SPEX305	Clinical 2	2
SPEX306	Emergency Procedures for Athletic Trainers	3
SPEX307	Pharmacology for Sport and Exercise Science	1
SPEX340	Kinesiology	3
SPEX345	Exercise Physiology	3
SPEX361	Athletic Training Management	3
SPEX409	Evidence Based Clinical Decision Making	3
SPEX405	Clinical 3	2
SPEX406	Professional Development for Athletic Trainers	1
SPEX440	Therapeutic Exercise	3
SPEX441	Therapeutic Modalities	3
SPEX481	Internship	4
	<b>TOTAL HOURS REQUIRED</b>	<b>73</b>

## **ACADEMIC ADVISEMENT**

### Faculty Academic Advisor

Students planning to study Athletic Training should declare Athletic Training as their major as soon as possible. This form is available from the student's advisor. Use the link to make an appointment.

Dr. Cathy Bohlin <http://meetme.so/CathyBohlin>

### Student Responsibility

It is the responsibility of each student to know and to meet graduation requirements and to make a reasonable effort to obtain adequate academic advisement. Students should schedule regular appointments with their academic advisor to discuss progress towards graduation requirements, academic difficulties, and career goals. University and Major requirements for Graduation are published in the University Catalog.

### Additional Fees

In addition to tuition and standard University fees, athletic training majors should be aware of and expect to pay the following fees:

Athletic Taping Lab course fee	\$35
ATrack/NATA membership	\$75/annually
Influenza Vaccination	~\$10/annually
Drug Test (Clinical 2)	\$35
Background Check	~\$35/semester
Clothing	Variable
Transportation	Variable

### Transfer Credit

Upon admission to Lewis University, the Office of Admissions and the Athletic Training Program Director evaluate transcripts from previously attended academic institutions. The decision to accept a required course from another institution is based on course content and whether required competencies have been met. Once students have been admitted to Lewis University, NO required Athletic Training courses may be taken at other colleges or universities for transfer to Lewis University without PRIOR approval from the Athletic Training Program Director and Dean of the College of Arts and Sciences.

**Sample Degree Plan for a Student who enters Lewis as a freshman**

<b>FALL</b>		<b>SPRING</b>	
BIOL101 Anatomy & Physiology I BIOL102 A&P I Lab HUPR211 Weight Training _____ <i>Intro to College Experience</i> _____ <i>College Writing 1</i> _____ <i>General Education</i>	4 1 3 1 3 3 <b>15</b>	BIOL103 Anatomy & Physiology II BIOL104 A&P II Lab HUPR250 Introduction to Athletic Training HUPR251 Athletic Taping Lab HUPR204 CPR professional rescuer _____ <i>College Writing 2</i> _____ <i>General Education</i>	4 1 3 1 1 3 3 <b>16</b>
SPEX265 Physical Exam Upper Ext. <b>SPEX266 Physical Exam Upper Ext. Lab</b> SPEX340 Kinesiology _____ <i>General Education</i> _____ <i>General Education</i> _____ <i>General Education</i>	3 2 3 <b>3</b> <b>3</b> <b>3</b> <b>17</b>	HUPR263 Physical Exam Lower Ext. <b>HUPR264 Physical Exam Lower Ext. Lab</b> HUPR441 Therapeutic Modalities HUPR306 Emergency Procedures for AT HUPR271 Nutrition & Exercise _____ <i>General Education</i>	3 2 3 3 3 <b>3</b> <b>17</b>
<b>HUPR304 AT Clinical I</b> HUPR256 Sport Psychology HUPR300 Disease Processes & Exercise HUPR275 Health _____ <i>General Education</i> _____ <i>General Education</i>	2 3 3 3 3 3 <b>17</b>	<b>HUPR305 AT Clinical II</b> HUPR345 Exercise Physiology HUPR307 Pharmacology HUPR440 Therapeutic Exercise _____ <i>General Education</i> _____ <i>General Education</i> _____ <i>Elective</i>	2 3 1 3 3 3 <b>3</b> <b>18</b>
<b>HUPR405 AT Clinical III</b> HUPR409 Evidence Based Dec. Making HUPR406 Prof. Development for AT HUPR361 Management Strategies for AT _____ <i>General Education</i> _____ <i>General Education</i>	2 3 1 3 3 <b>3</b> <b>15</b>	<b>HUPR481 Internship</b> _____ <i>Elective</i> _____ <i>Elective</i> _____ <i>Elective</i>	4 3 3 3 <b>13</b>

**Sample schedule for a student that enters Lewis University as a transfer student**

<b>FALL</b>		<b>SPRING</b>	
HUPR250 Introduction to Athletic Training	3	HUPR263 Physical Exam Lower Ext.	3
HUPR251 Athletic Taping Lab	1	<b>HUPR264 Physical Exam Lower Ext. Lab</b>	2
HUPR204 CPR professional rescuer	1	HUPR441 Therapeutic Modalities	3
HUPR211 Weight Training	3	HUPR306 Emergency Procedures for AT	3
HUPR271 Nutrition & Exercise	3	_____ <i>General Education</i>	3
_____ General Education	<b>3</b>		<b>14</b>
	<b>14</b>		
HUPR265 Physical Exam Upper Ext.	3	<b>HUPR304 AT Clinical I</b>	2
<b>HUPR266 Physical Exam Upper Ext. Lab</b>	2	HUPR256 Sport Psychology	3
HUPR340 Kinesiology	3	HUPR345 Exercise Physiology	3
HUPR300 Disease Processes & Exercise	<b>3</b>	HUPR307 Pharmacology	1
HUPR275 Health	<b>3</b>	HUPR440 Therapeutic Exercise	3
	<b>14</b>		12
		Summer:	
		<b>HUPR305 AT Clinical II</b>	2
<b>HUPR405 AT Clinical III</b>	2	<b>HUPR481 Internship</b>	4
HUPR409 Evidence Based Dec. Making	3		
HUPR406 Prof. Development for AT	1		<b>4</b>
HUPR361 Management Strategies for AT	3		
_____ Elective	3		
	<b>12</b>		

Criminal Background Check

Applicants to the program shall complete the Applicant Affidavit to ensure eligibility for clinical placement in a variety of settings and to allow for appropriate advising and career planning.

**Please answer the following questions:**

1. Have you ever been convicted of, pled guilty or nolo contendere or are you currently under indictment for a felony or misdemeanor? For the purposes of this question, include convictions that have since been removed from your record, such as through expungement or through a pre-trial diversion program or similar process.	YES	NO
2. Have you been found by any court, administrative or disciplinary proceeding to have committed negligence, malpractice, recklessness or willful or intentional misconduct, or are you currently under investigation for such?	YES	NO
3. Have you been denied a professional license or permit, or privilege of taking an examination, or had a professional license or permit disciplined in any way by any licensing authority in Illinois or elsewhere? If yes, attach a detailed explanation.	YES	NO
4. Have you ever been discharged other than honorably from the armed service or from a city, county, state or federal position? If yes, attach a detailed explanation.	YES	NO

If you have answered “YES” to any of the questions above, please provide a brief description and any relevant dates. Based on the information provided, your application will need additional review.

The Program adheres to the [Board of Certification \(BOC\) Candidate Standards](#) and [Illinois State Licensing Requirements](#). Students should expect a criminal background check at the beginning of all clinical experiences. Background check fees are the responsibility of the student.

Students must immediately report events that may change the answers to any of the above questions. This information will be used to appropriately advise students on potential for BOC exam eligibility and state licensure. Failure to do so, could compromise enrollment in clinical courses.

### **Program Health Requirements**

If at any time during a clinical experience the preceptor or Program Director has reason to believe the student is not in appropriate physical or mental health the student will be asked to leave the clinical site until proof of appropriate health can be demonstrated. Inappropriate physical and mental health is considered any physical condition that puts the student, other students, the athletic training staff, or patients at risk for disease or illness, or interferes with the student's ability to perform the expected duties. For the health and safety of the student and patients, students who miss class due to illness are not permitted to attend clinical experience that day.

### **Technical Standards**

Students in the Athletic Training Education 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 for selection to the Athletic Training Program will be required to verify they understand and meet these technical standards or that they believe, with certain accommodations, they can meet the standards. Each candidate must demonstrate meeting each technical standard during the application process.

The CASE Center, in consultation with the BOC, will evaluate a student's request for accommodations and confirm that the stated condition qualifies as a disability under applicable laws. This includes a review of whether the accommodations requested are reasonable, taking into account whether accommodation would jeopardize clinician/patient safety, or the educational process of the student or the institution, including all coursework, clinical experiences and internships deemed essential to graduate.

### OSHA Requirements

Students will not be admitted to the Athletic Training Program until a signed Blood Borne Pathogen Risk Statement is on file in the Program Director's office. Annual OSHA training is conducted in the following courses:

Initial OSHA Training is conducted in SPEX250, Introduction to Athletic Training. Students who do not achieve a passing score will be required to complete a self-study course and achieve an 80% on a written test prior to beginning any clinical experience. Students who fail to successfully complete this training will be asked to drop the clinical/lab course.

Each student is also evaluated on proper OSHA techniques during an oral practical exam during SPEX250 Introduction to Athletic Training. Students will be expected to follow the OSHA procedures in place at the clinical site they have been assigned.

### Health Status and Communicable Disease Policy

All students must meet the following requirements at all times while in the Athletic Training Program:

1. Complete immunization records on file in University Health & Counseling Services
2. A signed Informed Consent statement acknowledging the health risks inherent in Athletic Training
3. A signed Technical Standards Statement acknowledging the physical and mental demands of Athletic Training.
4. Flu shots are required of all students participating in a clinical experience. Documentation of this vaccine should be submitted to the Program Director by the 1<sup>st</sup> Monday after fall break.
5. Students who are unable to attend class due to illness, are not expected to attend clinical experience that day. Students should notify their course instructor and preceptor if unable to attend class or clinical due to illness.

Students absent from clinical experiences due to accident or illness are required to submit a release statement from a physician prior to returning to their clinical site. A copy should be given to the course instructor and/or clinical education coordinator.

### Substance Abuse Policy

The use of alcohol, tobacco, and illegal substances is not allowed during a student's clinical experience. If there is reason to believe a student is under the influence of an illegal substance or a legal substance that might impede their judgement or ability to function during a clinical, the student will be asked to leave the clinical site, and an incident report will be placed in the student's department academic file. Prior to resuming clinical activities, the student must meet with the Program Director and have their consent to resume such activities.

### Retention Policies

1. Athletic Training Students must achieve a B- or better in all clinicals and a C- in all other required courses to progress in the Program.
2. Athletic Training Students who fail a clinical will be dismissed from the Program.
3. Once admitted to the Athletic Training Program, students may only repeat 2 courses. The need to repeat a 3rd course will result in dismissal from the Program.
4. Any student who receives two non-recommendations for clinical progression from a preceptor, consecutive or non-consecutive, will be dismissed from the Program.
5. Students must maintain an overall GPA of 2.5 or above
6. Students must maintain certification in first aid and CPR certification at all times throughout the program.

If the above standards are not met, the student will be considered on probation and ineligible for enrollment in any clinical/lab courses until the standards are achieved.

Dismissal from the Program does not necessarily result in dismissal from the University. Decisions can be appealed by the student by following the appeals process outlined in the University Catalog.

### Code of Ethics

The Code of Ethics of the National Athletic Trainers' Association has been written to make the membership aware of the principles of ethical behavior that should be followed in the practice of Athletic Training. The primary goal of the Code is the assurance of high quality health care.

The principles cannot be expected to cover all specific situations that may be encountered by the practicing Athletic Trainer but should be considered representative of the spirit with which Athletic Trainers should make decisions. Whenever there is a conflict between the Code and legality, the laws prevail.

The NATA Code of Ethics is a minimal standard for students enrolled in the Lewis University Athletic Training Program. Violations will result in department disciplinary action ranging from short-term suspension to Program expulsion.

### Incident Reports

Incident reports will be filed for any violation of the policies in this manual or policies of the clinical site to which the student has been assigned. Once the Program Director receives the Incident Report it is the student's responsibility to meet with the Program Director prior to returning to the clinical site. Incident reports filed against a student will result in department disciplinary action ranging from short-term suspension to program expulsion.

### **APPLICATION PROCESS – No longer accepting applications effective (11/15/2017)**

The Athletic Training Program (ATP) is a rigorous and time intensive major with a strong academic emphasis. It is necessary for students to have a strong understanding of anatomy and physiology and how each relates to exercise and injury prior to beginning the clinical portion of the major. There is a 3 phase application process to the ATP. Application packets are available in the Program Director's office (Sheil Hall 052) and students are encouraged to pick up an application packet as soon as possible. The packet includes an explanation of application procedures, application form, technical standards information, and criteria for Program acceptance. The application process is the same for ALL students i.e.: 1<sup>st</sup> year students, transfer students, and student athletes. Transfer students are advised that the clinical program is a minimum of 7 semesters.

#### **PHASE 1.**

Students must submit documentation of the following requirements by November 15<sup>th</sup> for enrollment in Physical Assessment of the Lower Extremity Lab during the Spring Semester or April 15<sup>th</sup> for enrollment in Physical Assessment of the Upper Extremity Lab during the Fall Semester.

1. Copy of current First Aid Card
2. Copy of current CPR Card
3. Passing score (>500) on the TOEFL Written Exam. (International Students Only)
4. Current enrollment in, completion of, or eligibility for College Writing I
5. Current copy of immunization records demonstrating compliance with Illinois State Law (obtain from health services)
6. Complete, legible Athletic Training Program Application (form provided)
7. Signed Technical Standards statement
8. Resume
9. Complete 40 hours of observation with a currently accepted Lewis University Athletic Training student.
10. One page, single-spaced essay answering the following question:  
Based on your observation experience, what personality characteristics and attributes do you believe are necessary to be a successful athletic trainer?

***Students who do not meet the following requirements may not continue with Phase 2 of the application process.***

## **PHASE 2**

Students who successfully demonstrate each requirement of Phase 1 will be further evaluated using the criteria listed below. The interview will take place during the first week of December for enrollment in Physical Assessment of the Lower Extremity Lab during the Spring Semester or the last week of April for enrollment in Physical Assessment of the Upper Extremity Lab during the Fall Semester.

Successfully (80%) demonstrate the ability to engage in professional communication during an interview. The following criteria will be used to evaluate students during the interview process:

- Understand and speak the English language at a level consistent with professional practice
- Maintain composure during a stressful situation
- Display appropriate demeanor and rapport that relate to professional education and quality patient care
- Demonstrate a sincere interest in athletic training as a health care field.

## **PHASE 3**

It will be verified that students who have successfully completed Phase I and Phase II have also:

1. Passed (>70%) the Introduction to Athletic Training Final Exam
2. Passed (>70%) the Athletic Taping Lab Written Final Exam
3. Passed (>70%) the Athletic Taping Lab Practical Final Exam
4. A cumulative grade point average of 2.5 or above
5. Successfully (C- or better) completed:
  - Introduction to Athletic Training
  - Athletic Taping Lab
  - Anatomy and Physiology 1 & Lab
  - Anatomy and Physiology 2 & Lab

The Program accepts up to 10 students per semester. When the number of students qualifying for admittance into the program exceeds the number of openings, acceptance will be based on the student's GPA in the core courses (Introduction to Athletic Training, Athletic Taping Lab, Anatomy & Physiology I, and Anatomy & Physiology 2), and their cumulative GPA

Notification of acceptance or rejection into the clinical program will be approximately 1 week after grades are posted.

## CLINICAL EDUCATION

### Introduction

Students will experience clinical rotations that address the continuum of care. A variety of placements will prepare the student for a variety of employment settings after graduation. Examples of clinical experiences include: Individual and team sports, sports requiring protective equipment, patients of different sexes, non-sport patient populations (e.g., outpatient rehabilitation clinic, emergency department, emergency medical services, and physician clinic). Students will also experience working with and learning from a variety of health care providers including: physicians, nurses, paramedics, physical therapists, occupational therapists, and physician assistants.

### Liability Insurance

A liability insurance policy is in place for students enrolled in a clinical or lab course. For further policy information please see the Vice President for Business and Finance. Additionally, students may purchase individual liability insurance policies. See the Program Director for further information.

### Transportation

Students are responsible for their own transportation to and from on and off-campus clinical sites.

### Supervision

Students must be directly supervised by a preceptor during the delivery of athletic training services. The preceptor must be physically present and can intervene on behalf of the athletic training student and the patient. The preceptor shall be physically present to provide skill instruction, offer constructive feedback, and integrate the student into patient care. Daily communication between the student and preceptor should occur.

### Clinical Hours

Each clinical course will have a minimum and maximum number of hours the instructor believes is necessary for a student to learn and practice the skills related to the course objectives. These hours shall be documented through ATrack. Students are required to have 1 day off during each 7-day period regardless of the demands of their clinical site.

### Clinical Attendance

At the beginning of each clinical assignment the student should set up a time to meet with their assigned preceptor to set up a daily schedule. This schedule should be given to the Clinical Education Coordinator during the first week of the assignment. *Schedule changes MUST be discussed with the preceptor.* The Clinical Education Coordinator is to be informed of the change as soon as possible. Once the schedule has been set, it should be followed. If a situation arises and the student is not able to attend clinical, their preceptor should be notified PRIOR to the students scheduled time. This is an interactive course. Students are expected to attend all class times as scheduled. Attendance at all practices and home competitions of the experience to which the student is assigned is strongly recommended.

### Excused Absences

Direct contact with the preceptor, prior to an absence, will be considered an excused absence. **All excuses are at the discretion of the supervising preceptor (e.g.: illness, death in family, wedding, etc.).** Because of the importance of communication in the profession of athletic training, direct contact must be made with the supervising preceptor regarding nature of the excused absence. If direct contact is not made with the supervising preceptor regarding an absence, prior to the student not being in attendance, the excuse will not be considered excused. **Two excused absences are allowed without points being subtracted from the student's final grade. For each additional excused absence, 5 points will be deducted from the student's final grade in this class.**

### Unexcused Absences

Any absences or tardiness where the student does not have permission or an excused absence from the supervising preceptor prior to the absence will be reported to the Clinical Education Coordinator. For any unexcused absences, 10 points will be subtracted from the student's final grade in this class.

### Clinical Progression

Students must have met all retention policy criteria to be eligible for clinical progression. Students must successfully complete Physical Assessment of the Upper Extremity Lab and Physical Assessment of the Lower Extremity Lab to enroll in Clinical 1. Eligibility for Clinical 2 is determined by the final exam in Clinical 1. Students who do not score an 80% or better on the final exam will complete 3 remediation sessions with the Program Director and then re-test. Students will not be allowed to register for Clinical 2 until achieving an 80% or better on the Clinical 1 final exam.

### Clinical Retention

If a student receives a non-recommendation from a preceptor, they are placed on remediation with Program administration. Remediation may include additional skill work, knowledge assessment, or professional behavior modification. A second non-recommendation will result in dismissal from the Program.

### Appearance Standards

An individual's appearance affects a person's first impression of that individual. From an Athletic Training Student's first clinical experience to their last, their dress/appearance should always be professional. As a member of the health care industry, Athletic Training Students are expected to present themselves in a clean, well groomed, and professional manner. This type of dress combined with skills and knowledge in the field of Athletic Training will help gain the respect of colleagues, patients, doctors, parents, coaches, and other allied health care professionals.

Students should be prepared to meet the following expectations during clinical experiences. This dress code is a minimum requirement and may vary slightly from clinical site to clinical site. Students must follow the dress code for the assigned clinical site. Students should expect to be dismissed if they are in violation of the dress code. Repeated violation will result in the student's withdrawal from the clinical.

#### Pants/Shorts:

Students should wear "chino-type" pants or shorts or wind/warm-up pants. The pants or shorts should be clean, not torn, and enhance the student's professional appearance. Jeans are not allowed at any time. Shorts should be a minimum of mid-thigh length.

#### Shirts:

A Lewis University Athletic Training shirt or a solid-colored t-shirt, collared shirt, or sweatshirt should be worn at all clinical experiences. A collared shirt should be worn for events. Lewis University shirts and sweatshirts are preferred.

#### Shoes:

Closed toe shoes with socks must be worn in all clinical environments.

#### Jewelry:

Jewelry should not be excessive or detract from the student's professionalism. A watch should be worn at all times during clinical experiences.

#### Tattoos:

Tattoos should not be visible at any time during a clinical experience.

#### Hair and Makeup:

Should be neat and clean.

#### Outdoor events:

Certain aspects of your clinical experience will require you to be outside and endure a variety of weather conditions. When discussing clinical experiences and scheduling with the clinical instructor, students should be aware of possible out-door clinical experiences and be prepared for those experiences including rain, snow, and temperature extremes. In any situation your clothing should not restrict you from being able to perform the expected duties.

## Confidentiality Agreement

As a student in the Lewis University Athletic Training Program I acknowledge having access to patient/athlete medical records as part of clinical experiences. I also understand that medical records are considered confidential information and disclosing any information regarding the health or health care of an individual including but not limited to: general health, injuries, rehabilitation, treatment, or prognosis without written consent from the individual is illegal.

By signing this statement I agree to keep private any patient/athlete medical information that would violate state confidentiality laws (HIPPA, FERPA). I also agree to accept the consequences for violating this agreement including a written reprimand to be placed in my academic file and possible dismissal from the Lewis University Athletic Training Program.

Student (Please print) \_\_\_\_\_

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

Date \_\_\_\_\_

Witness \_\_\_\_\_

\*\*All students admitted to the program will sign and follow this agreement.