

# **Wichita State University Athletic Training Program**

## **Pre-Professional Phase Athletic Training Student Policies & Procedures Manual**

**Department of Human Performance Studies**

Revised 8/05; 8/08; 8/10; 11/11; 8/12; 4/13; 8/13; 8/15; 8/16; 8/17; 8/18; 8/19; 8/20

# Table of Contents

Forward	4
Foundational Behaviors of Professional Practice	5
Program Design and Accreditation	6
BOC vs. NATA	6
Mission Statement	6
Goals and Objective of the ATP	7
Admission Policy	9
Early AT to PT Admittance Program	10
Transfer Policy	11
Retention	11
Probation and Dismissal	12
Special Requirements and Costs	12
Clinical Affiliation and Education	12
Clinical Education Policies	13
Clinical Observation Requirements	15
Clinical Expectations	15
Student Interpersonal Relationships	16
Grievance Procedures	17
Communicable Disease Policy	18
Blood Borne Pathogens Safety Policy	18

Sample Evaluation for Fall Clinical Observation	30
Agreement Statement	31

# **Forward**

during holiday breaks outside the academic calendar is left up to the student; however, these hours do not count toward any course, practicum, or internship credit.

## **Foundational Behaviors of Professional**



# **Goals and Objectives of the ATP**

**Standard 1. Students will demonstrate an understanding of evidence-based practice concepts and their application to essential clinical decision-making and critical examination of athletic training practice.**

## **Objectives:**

- A. Demonstrate an understanding of evidence-based practice through oral and visual examination of competency testing on skill sheets.
- B. Demonstrate an understanding of evidence-based practice through written examination.
- C. Demonstrate an understanding of evidence-based practice through current literature review on case study projects

**Standard 5. Students will demonstrate the ability to assess the patient's status using clinician- and patient-oriented outcome measures to determine the stage of healing, goals, and therapeutic intervention to maximize the patient's participation and health-related quality of life. (Therapeutic Interventions)**

**Objectives:**

- A. Demonstrate an understanding of therapeutic interventions through oral examination of competency testing on skills sheets.
- B. Demonstrate an understanding of therapeutic interventions through written and practical examinations, quizzes, and homework assignments.
- C. Demonstrate an understanding of therapeutic interventions through current literature review interventions



**Standard 9: Students will demonstrate the clinical integration proficiencies that represent the synthesis and integrations of knowledge, skills, and clinical decision-making into actual client/patient care. (Clinical Integration Proficiencies).**

**Objectives:**

- A. Demonstrate an understanding of clinical integration proficiencies through oral examination of competency testing on skills sheets.
- B. Demonstrate an understanding of clinical integration proficiencies through current literature review on case study projects.

## **Admission Policy**

A prospective ATS interested in pursuing the Bachelor of Arts degree in Athletic Training needs to request an application from the ATP Program Director, Clinical Education Coordinator or the Department of HPS. The applicant must meet all admission requirements by WSU.

- A. Application to Pre-Professional Program: An ATP application for the Pre-Professional Program can be completed by visiting the ATP website ([www.wichita.edu/athletictraining](http://www.wichita.edu/athletictraining)) or obtained from the ATP CEC or Director. The Pre-Professional Phase admission requirements are located below and must be on file with the Program Director by **March 1st** to assure full consideration into the ATP for the next fall semester. Applications received after **March 1st until July 15<sup>th</sup>** will be reviewed only if the next beginning class is not full. Applications will not be accepted after **July 15<sup>th</sup>**

receive a single dose of Tdap if it has been at least 2 years since

### **Differences between Early Admittance and Regular Admittance**

#### A. Early Admittance:

- 1) Candidates in the AT major are accepted under the special considerations.
- 2) Candidates are ranked by the top five AT students as PT applicants only.

#### B. Regular Admittance:

- 1) Candidates are placed in a pool of applicants.
- 2) Candidates are evaluated by PT program faculty and ranked within the pool.

Prospective students for the Early AT to PT program **MUST** understand they are **NOT** guaranteed a spot in the Professional Phase of the ATP. Admittance to the Professional Phase of the ATP is based on the student's athletic training clinical skills from course and laboratory, clinical work performance, personal attributes, as well as the ATP faculty and Preceptors considerations of their ability to successfully complete the ATP and BOC national certification exam.

## **Transfer Policy**

Transfer students are considered on a case by case basis. Students wishing to transfer must have completed at least one year of athletic training experience at the college level under the supervision of a certified athletic trainer, complete a care and prevention course or



## **Clinical Education Policies**

The ATP has developed clinical education policies relating to the athletic training practicum rotations, clinical hour logs, supervision, and student evaluations. These policies apply to any clinical education environment which the ATP has an affiliation agreement.

**A) Clinical Course (Athletic Training Practicum) Rotation:**

- a. The clinical education field experiences provide the student with opportunity for informal learning and practice of clinical proficiencies. Ample opportunities for supervised experience working with athletic practice and competition are tailored to meet specific goals and objectives.
- b. Clinical education is incorporated through athletic training practicums which begin in the second semester of the first year after formal admittance to the ATP. These athletic training practicums follow a particular course that encompasses educational and psychomotor competencies as well as clinical proficiencies. Each practicum has detailed clinical objectives the student must meet for a portion of the course grade. Students must enroll and successfully complete the requirements for the practicum before continuation in the clinical education portion of the program.
- c. Professional phase students are evaluated on four specific areas consisting of (1) evaluation of skills, abilities, and professional attitude while serving as an athletic training student at the clinical site, (2) evaluation of the athletic training student's participation in practicum skill tests administered while meeting the class, (3) the completion of the required clinical work hours each week, and (4) student's participation in practicum class sessions and other content areas. The following is a description for each practicum:

**ATS Year:      AT PracticeW\*inQ.000009365 0 628.5 t**

- b. Level I-III athletic training students are to accumulate a minimum of 10 hours and a maximum of 60 hours in a week.
- c. Athletic training students are to have one day off per seven day period.
- d. Athletic training students are expected to be on-site daily. Students having a clinical rotation on-campus who have afternoon classes are allowed to leave no more than 30 minutes prior to class time.
- e. Work hours must be considered appropriate for learning experiences; therefore dead-time hours are not to be accumulated. Examples: rain delays, time when team is in film sessions, early training facility hours with no athletes, other situations as deemed by preceptor. Therefore, some weeks will have more and some will have less depending of the particular clinical site schedule. The student must continually plan for events, practices, and competition at their clinical site. The Preceptor will notify the ATS of any changes to the schedule when it becomes available. ATS's are not required to travel out of town during the clinical experience; therefore, release time is provided during off days. ATS's can travel when opportunities become available baring the fact that academic performance does not falter. Every effort should be made to provide time off for academic performance. ATS's are not given time off for outside employment.
- f. Pre-professional phase students (titled Student Observers) must observe an average of 5-7 hours per week. Student observers must also work two home events per semester of their choice at WSU, one high school football game with a Level 1 student, the JK Black/Gold Cross Country Classic in September, the KT Woodman Track/Field Meet in April. In addition, indoor track/field will have two home meets. All of these are required events. A weekly observation/work schedule will be develop by the Clinicl Education Coordintor based on the student's class schedule. and sent to all student observers



**Professional Student Clinical Expectations:**

	<b>Bracing, Taping, Padding, and Wrapping Skills:</b>	<b>Emergency Skills and Risk Management:</b>
<p><b>Spring Semester:</b> HPS 121 – Professional Practicum</p>	<p>Taping, wrapping, and bracing techniques Fabrication of protective padding Equipment Fitting Procedures</p>	<p>CPR/AED Spine Board/Stabilization Crutch Fitting &amp; Walking Splinting Acute Injury Management Environmental Illness (Heat/Cold &amp; Lightning)</p>



relationship should exist and if in any way detracts from the normal operations of the athletic training facility it will create a situation in which the Athletic Training Students involved may be reassigned or dismissed from the athletic training program. Students are to have **NO** cell phone numbers or Facebook contacts of current WSU student-athletes. While we understand friendships could have developed years before, this is an area we want to avoid if situations occur.

## **Grievance Procedures**

You should maintain a professional relationship with the athletes. Respect is very important, you need to gain the athlete's respect in order for them to confide and trust in you. Do not get involved in a confrontation with the athletes. If such a situation develops then consult a staff athletic trainer or the Program Director or Clinical Education Coordinator immediately! Disrespect of an observer or athletic training student by an athlete will not be tolerated.

# Communicable Disease Policy

The ATP has adopted the following policies and procedures for athletic training students to complete if symptoms of a communicable disease are present or suspected. Students may not participate in clinical rotations and field experiences during the time they are affected by the communicable disease and shall not return to clinical participation until allowed by the attending physician.

If an ATS becomes ill, he/she must report to Student Health Service on campus or to another medical practitioner for evaluation. Upon evaluation, the medical practitioner will determine the appropriate intervention needed and the amount of time the student shall remain out of contact with others to prevent transmission. If the athletic training student acquires a communicable disease, the student will notify their Preceptor as soon as possible. The Preceptor will then notify the Program Director or Clinical Education Coordinator via email of the athletic training student's condition including the amount of time the student will be absent from the clinical experience. The student will not be permitted to return to the clinical experience until he/she has been re-evaluated by a medical practitioner. A signed release from a medical practitioner must be filled with the Preceptor and Program Director or Clinical Education Coordinator in order for the student to return to the Koch Arena Athletic Training Facility or the affiliated clinical site.

The Wichita State University Student Health Service is required to report to the Kansas Department of Health the names of students who have certain communicable diseases. Students that contract a communicable disease are required to obey prescribed guidelines by his/her attending physician and the recommendations of the University affiliated physicians at Student Health Service. While a complete list of communicable diseases is not provided, Student Health Service advises all students to seek medical attention for any illness or disorder that could potentially be communicable in nature. The athletic training student must report to Student Health Service if one of the following diseases is suspected:

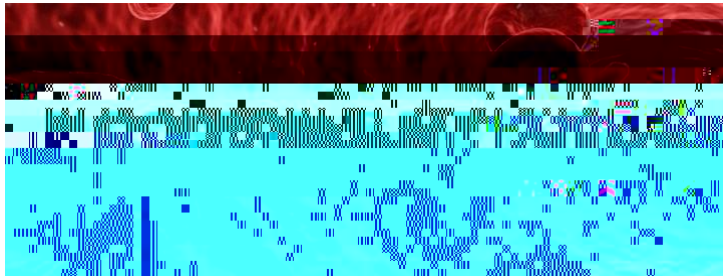
Chickenpox	Conjunctivitis	Diarrhea - Infectious Disease	Diphtheria	Group A Streptococcal	Hepatitis A, B, or C
Herpes Simplex	HIV	Impetigo	Influenza	Lice (Pediculosis)	Measles (Rubeola)
Mumps	Meningitis	Pertussis	Rabies	Rubella	Scabies

## Bloodborne Pathogens Safety

### Post-Exposure Procedures

#### **Immediate action:**

- Thoroughly wash the affected area with soap and warm water for several minutes.
- If exposure is by splashes of infectious materials to the nose, mouth, or eyes, the affected area should be flushed extensively with water, saline or sterile irrigating solution.
- Report all exposures to your supervisor and seek medical attention as soon as possible.



### **Follow-up:**

- An Exposure Report must be filed with Wichita State University-Student Health Services. [Exposure Report](#) (pdf)
- If directed, your physician may prescribe the hepatitis B vaccination. When given within 24 hours of exposure, it will prevent the Hepatitis B virus.

### **Optional resource for post exposure prophylaxis recommendations is the PEPLine Consultation Service (1-888-448-4911)**

WSU ATP has a copy of the SHS BBPE policy in the ATP Policy and Procedure Manual for your review. [www.wichita.edu/shs](http://www.wichita.edu/shs)

## **Coronavirus Policy**

1. Course/lab sessions must follow guidelines of social distancing and head count, including instructor as determined by the University.
2. Students and instructors needing physical contact will follow the guidelines below:
  - Must wear gloves, face shields, and mask
  - Must sanitize hands before lab, after each patient change/physical contact, and upon exiting lab
  - Student backpacks will be stored individually at least 6 feet apart
  - Tables and countertops will be properly sanitized before and after each lab session
  - Equipment will be properly sanitized before and after each use
  - Students must be hygienically clean before each lab
  - Students must be in appropriate dress attire for lab: closed toe shoes, athletic attire (gym shorts or pants, t-shirts, etc.), hair must be pulled back out of the face/off the shoulders, etc.
  - Students must complete wellness checks by instructor before entering lab: assessing temperature, symptoms checklist, etc.
  - Students who present as ill (signs & symptoms of communicable disease) will be prohibited from entering lab facility.
3. Lab will have additional open hours for practicing clinical skills (per guidelines above).

### **For Clinical Experiences:**

All athletic training students will follow the policies and procedures established by the affiliated clinical site. These policies and any potential revisions must be communicated in writing to the athletic training student in sufficient time to meet expectations.

## **Scholarships**

Athletic training scholarships from the NATA, MAATA, and Kansas Athletic Trainers' Society (KATS) are available to student members on a very limited basis following demonstration of responsibility, academic achievement and mastery of athletic training competencies. Scholarship aid from other sources such as the WSU Financial Aid Office should be pursued as need and qualifications permit. The ATP offers the Roland Banks, Tom Reeves and Brian Luinstra Memorial endowed scholarship funds which are available to Junior and Senior students only who qualify based specific criteria. The decisive factor for this determination is academic performance, mastery of competency, and personal attributes. For more information and specific requirements, please contact the Head Athletic Trainer. The Department of HPS also offers scholarships for prospective students. Students can apply for these scholarships through the College of Applied Studies website under the Educational Support Services link.

## **ATP Expectations**

The cornerstone of the ATP is academic excellence. Therefore, you will be expected to perform to the best of your ability in the classroom. The theoretical basis for the clinical experience is gained in the classroom setting. You will be expected to attend all class meetings, turn in assignments, and take exams on time. To do otherwise states that you are not taking the application process seriously.

Time spent in the clinical setting will be treated both as a class and a job. It is a learning situation and you will have a schedule that will require punctuality. It is expected that observers will be inquisitive by asking pertinent questions at appropriate times. It will also be expected that observers take initiative and not have to be told what to do every step of the way. Everyone will pitch in with the menial chores such as the daily cleaning and laundry. Attempt to improve your athletic training skills each observation day. It is expected that observers will be able to get along with fellow students, the staff athletic trainers, and attempt to get to know everyone. Above all, it is expected that all observers help one another.

Athletic training students will never be put in a position for which they are unprepared. In other words, **DO NOT** expect that any student will be asked to cover a practice or game alone. Students will never be put in a position of "faking" knowledge in front of an athlete, or be party to putting out misinformation.

## **Technology Issues**

Students must be able to effectively use the following sources of technology:

1. Use WSU e-mail address and attach documents
2. Knowledge of Microsoft office including:
  - a. Word
  - b. Excel
  - c. O3 12 50009365 0 628.5 806 6L reW\*n28.5 8reW\*nBT/F3 12 Tf1 0 0 1 252.1





Commission on Accreditation of Athletic Training Education (CAATE). The purpose of this document is to broadly delineate the cognitive, affective, and psychomotor skills deemed essential for completion of this program and performance as a competent athletic trainer. All students admitted to the ATP must meet the requirements for the following abilities and skills, with or without reasonable accommodations consistent with the Americans with Disabilities Act. A student who is unable to meet these technical standards with or without reasonable accommodation may be denied admission to or be dismissed from the ATP.

### **Technical Standards:**

Compliance with the program's technical standards does not guarantee a student's eligibility for the Board of Certification (BOC). Candidates for selection to the ATP must demonstrate cognitive, affective, and psychomotor skills.

A. Cognitive skills to be demonstrated in all classroom, laboratory, and clinical situations:

1. The athletic training student must possess the ability independently to measure, calculate, reason, analyze, integrate, retain, synthesize and assimilate concepts and problem-solve to formulate assessment and therapeutic judgements and to be able to distinguish deviations from the norm.
2. Examples are:
  - a. Students must be able to read, write, and understand at a level consistent with successful course completion and development of positive patient/athlete-athletic training student relationship.
  - b. Students must exercise sound judgements.
  - c. Students must be able to plan and supervise intervention procedures in a safe manner.
  - d. Perseverance, diligence and commitment to complete the athletic training program as outlined and sequenced.
  - e. Students must have 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.
3. The athletic training student must maintain composure and continue to function well during periods of high stress.
4. The athletic training student must possess the ability to adjust to changing situations and uncertainty in clinical situations.

B. Affective skills to be demonstrated in all classroom, laboratory, and clinical situations:

1. The athletic training student must possess the emotional health and stability required to fully utilize their intellectual abilities, to adapt to changing environments and to function effectively in stressful situations.
2. The athletic training student must demonstrate ethical behaviors in compliance with the ethical standards of the National Athletic Trainers' Association (NATA).
3. The athletic training student must be able to communicate in both oral and written form with patient/athlete and other members of the health care community to:
  - a. effectively and sensitively elicit information.
  - b. convey information essential for safe and effective









- medications required for athletic related injuries.
13. The WSU-ICAA Athletic Training Staff will not be an excuse for being late to practice or class. It is the responsibility of the student-athlete to allow adequate time for pre practice treatment and to make sure scheduled medical appointments do not conflict with scheduled practice times.

## **Student Daily Duties**

A very general list of duties is provided below to give an idea of what is to be done each day. This list is not all-inclusive as other duties may arise on a regular basis. It is everybody's responsibility to see that all duties are completed in a timely manner.

- Document your time sheet DAILY.
- Fold towels
- Setup or refresh the hot and cold whirlpools
- Prepare moist heat packs
- Prepare ice packs
- Setup for team practice
- Keep treatment log updated as athletes are seen
- Maintain clinical hour log daily
- Clean as you go, keep all equipment clean and orderly
- Replace items to their original, proper locations
- Handle equipment with care and report damaged/missing items promptly
- Clean up after team practice/loading dock
- Thoroughly clean athletic training and rehabilitation rooms at the end of the day.
- Everybody is required to follow universal precautions to prevent the transmission of blood borne pathogens.

## **Weather Policy**

In the rare occasion the University decides to cancel class or close because of inclement weather, a message should be posted on the university web site. These decisions are generally made early in the morning. It is your responsibility to continually check with your Preceptor to verify if practice is cancelled. Also, it is your responsibility to determine if the road conditions are too severe to safely travel to your clinical site. In the event classes are cancelled or the university closes, all scheduled student meetings for

# **ATP Faculty and WSU Athletic Training Staff Positions**

**Rich Bomgardner, Program Director:**

Education: Class Instruction  
Clinical Education

**Whitney Bailey, Clinical Education Coordinator:**

Education: Class Instruction  
Clinical Education

**Lindsay Luinstra, Faculty:**

Education: Class Instruction

**Dan Cahill, Head Athletic Trainer:**

Sports Assigned: Baseball  
Education: Preceptor

**Todd Fagan, Assistant Athletic Trainer:**

Sports Assigned: Men's Basketball  
Education: Preceptor

**Kat Hollowell, Assistant Athletic Trainer:**

Sports Assigned: Volleyball  
Education: Preceptor

**Chris Peroutka, Assistant Athletic Trainer:**

Sports Assigned: Men's and Women's Track and Field/Cross Country

**Note:**

A full job description will be kept in the Charles Koch Athletic Training Facility for all employees, stating their responsibilities.

Name: \_\_\_\_\_

**Student Observer Evaluation  
Fall Semester Clinical Evaluation**

**A. Athletic Training Clinical Skills: 25% of clinical score**

- |   |                  |
|---|------------------|
| 1. Attends class/laboratory regularly on time       | 5 4 3 2 1        |
| 2. Participates in class regularly                  | 5 4 3 2 1        |
| 3. Performs competency assessments timely           | 5 4 3 2 1        |
| 4. Works well with others in class/laboratory       | 5 4 3 2 1        |
| 5. Has competencies peer reviewed by upper classman | <u>5 4 3 2 1</u> |

Totals: \_\_\_\_\_

Average: \_\_\_\_\_

**B. Work Performance: 50% of clinical score**

- |   |                  |
|---|------------------|
| 1. Performs daily duties in CKATF                                     | 5 4 3 2 1        |
| 2. Performs duties when not asked                                     | 5 4 3 2 1        |
| 3. Volunteers to assist in other duties                               | 5 4 3 2 1        |
| 4. Completes daily clinical hour log (clocks 100 hours)               | 5 4 3 2 1        |
| 5. Identifies Preceptor staff by name                                 | 5 4 3 2 1        |
| 6. Volunteers for game assignments                                    | 5 4 3 2 1        |
| 7. Ask questions and watches staff perform duties (i.e. evals, etc..) | 5 4 3 2 1        |
| 8. Demonstrates comfort level with staff and/or athletes              | 5 4 3 2 1        |
| 9. Understands and uses confidentiality policy                        | 5 4 3 2 1        |
| 10. Understands and follows dress policy                              | <u>5 4 3 2 1</u> |

Totals: \_\_\_\_\_

Average: \_\_\_\_\_

**C. Professional/Personal Attributes: 25% of clinical score**

- |  |                  |
|--|------------------|
| 1. Reliability (promptness, attendance, on-time) | 5 4 3 2 1        |
| 2. Communication (staff and ATP instructors)     | 5 4 3 2 1        |
| 3. Cooperation (staff and ATP instructors)       | 5 4 3 2 1        |
| 4. Initiative (leadership, self motivation)      | 5 4 3 2 1        |
| 5. Professionalism (honesty, loyalty)            | <u>5 4 3 2 1</u> |

Totals: \_\_\_\_\_

Average: \_\_\_\_\_

- D. Overall Evaluation (Preceptor, Faculty, and Program Director) 5 4 3 2 1**  
(Does **NOT** count toward total score, used for appraisal purposes ONLY)

## **Agreement Statement**

*I have read and understand all of the policies and procedures outlined in the Pre-Professional Phase Athletic Training Student Policies and Procedure Manual. I agree to abide by these rules and regulations in good faith until my requirement has been fulfilled. Failure to abide by this agreement may result in my dismissal from the Athletic Training Program. Return this page to the Program Director.*

---

*Student Name (Print)*

---

*Date*

---

*Student Signature*