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WELCOME

The Norwich University Athletic Training Education Program (NUATEP) would like to take this opportunity to welcome you to our program. As a student in our program we want you to know that you have put yourself in a very rewarding position that hopefully will assist you in obtaining your professional goals.

We are looking forward to having you as a student in our program. We assure you that it is our intent to provide you with a sound academic and professional experience and one that will take you wherever you should desire to go. By enrolling in our program, we want you to know that you have taken on a tremendous amount of responsibility, but it is well worth it!

INTRODUCTION

Certified Athletic Trainers (ATC) are highly trained health care professionals qualified to work in a number of settings. In cooperation with physicians and other health care personnel, the certified athletic trainer functions as an integral member of the health care team in secondary schools, colleges, universities, sports medicine clinics, professional sports programs, and other health care settings.

Supervised clinical observations and experiences take place in the Norwich University Athletic Training Rooms, NU Sports Medicine Clinic, Student Health Service/Infirmary, and local high schools.

The Bachelor of Science in Athletic Training is six (6) semester competency-based program designed to provide professional preparation leading toward eligibility to take the Board of Certification (NATABOC) Examination

The Norwich University Athletic Training Education Program (NUATEP) is housed in the Department of Sports Medicine within the College of Science and Mathematics. Students matriculate to the university designated as prospective athletic training majors, but do NOT enter the ATEP until the fall semester of their sophomore year.

Please be sure to read and sign the NUATEP Handbook acknowledgement form in Appendix One (p.26)
PROGRAM GOALS AND OBJECTIVES

The NU Athletic Training Education Program (NUATEP) has many and various objectives to help promote curricular, program and student outcomes.

The program goals are to:

- Develop competent athletic training students, by preparing them for the Board of Certification (BOC) examination and a successful future as athletic trainers.
- Provide high quality education to athletic training students to prepare them to pursue graduate education in athletic training, allied health, or a related field.
- Foster a professional work ethic and responsibility in athletic training students.
- Encourage awareness and sensitivity to diversity within the NUATEP among the, faculty, staff, athletic training students, student athletes and patients.
- Assist athletic training students with developing lifelong learning skills.
- Develop athletic training students’ clinical skills.
- Develop athletic training students’ written and verbal communication skills.
- Encourage athletic training students to take responsibility for and value their education.
- Motivate students to take an enthusiastic, active role in learning and skill development.
- Promote student success in the classroom and during their clinical education experiences.
- Encourage students to utilize their didactic knowledge and incorporate it appropriately into their skills for clinical education experiences.
- Promote student comprehension, knowledge acquisition, and critical thinking of didactic and evidence based practices.
- Encourage student use of technology in the classroom and clinical education experiences.
- Utilize up-to-date equipment as part of the athletic training room and laboratory settings
-Expose students to research within the profession
- Provide students with an understanding of the value research plays in the growth of the athletic training
PROGRAM GOALS AND OBJECTIVES (cond’t)

- Support hands-on practical learning of athletic training students in a variety of settings, and under diverse circumstances, with various clinical preceptors.
- Encourage students to take active roles in the NU Sports Medicine Club, NU activities, Northfield community, professional organizations and meetings.
  - Create a working community with on-campus and off-campus athletic trainers, athletic training students, coaches, patients, and administration.
  - Help students develop an over-all understanding of the organizational structure of the athletic training profession at the state, district, and national levels
- Promote the NUATEP to potential athletic training students and employers.
- Attain effective instructional off-campus sites and preceptors
- Continual review of the entry-level requirements by the faculty and staff of the Athletic Training Education Program
  - Determine outcomes via assessment of alumni and affiliated partners.
  - Administer clinical Preceptors evaluation tools to improve clinical instruction/experiences
  - Encourage regular meetings between athletic training students and Clinical Preceptors
POLICY & PROCEDURES

I. CODE OF CONDUCT FOR THE ATHLETIC TRAINING STUDENT

1. Act in a responsible and professional manner.
2. Remain objective and non-discriminatory in your treatment of your patients, peers and faculty.
3. Resolve problems and conflicts and bring them to the attention of the Program Director, the Clinical Education Coordinator, Clinical Preceptor (CP) or NUATEP Faculty member as soon as possible.
4. Strive to do your best.
5. Dedicate yourself to academic growth, the department, and to the profession.
6. Maintain all information about the student-athlete, patients, and their illness/injury confidential.
7. Comply with and enforce the NU Honor Code
8. Develop and maintain a professional relationship with peers, staff and faculty.

   Personal / romantic relationships are not allowed between staff faculty and students.

II. NUTEP APPLICATION PROCESS

   During the student’s freshman year, the Level I phase (the Level I phase is considered the first two semesters of the student’s educational preparation), the prospective student must demonstrate academic, professional and personal qualities to permit them admission into the NUATEP.

   ➢ During this period students are responsible for maintaining a portfolio of their experiences.
   ➢ Level I students abide by the policies and procedures of NU and NUATEP.

A. SELECTION CRITERIA: Any NU student who would like to be admitted to the NUATEP and be considered as a candidate must meet the following selection criteria. All candidates will be ranked numerically by the following criteria:

B.
1. **Academics---25%**
   
a. **To be considered for selection candidates must have a minimum overall GPA of 2.50**
   
b. Successfully complete a minimum of 24 semester hours of coursework.
   
c. The following courses must be completed with a grade of “C” or higher during the Level I phase and students will be ranked numerically on their final grades:
      
      - SM 128 Clinical Anatomy I
      - SM 129 Clinical Anatomy II
      - SM 136 Emergency Care
      - SM 138 Introduction to Sports Medicine
      - SM 220 Care and Prevention

2. **Observation Hours---20%**
   
   Prospective students / Candidates are to observe a variety of health care venues and clinicians to gain an appreciation of the profession, the knowledge and skills needed to be an efficient clinician and to interface with NUATEP students and Clinical Preceptors.
   
a. Must accrue a minimum of 50 hours in the two semesters as outlined in SM 138.
   
b. Hours must be recorded and affirmed by a NUATEP clinical preceptor.

3. **Application Letter / Resume---20% MUST BE TYPED**
   
a. Must submit a letter of application indicating their desire to be considered for admittance to the NUATEP. Please address each of the following points in your application letter:
      
      - What is an athletic trainer?
      - Why do you want to become a certified athletic trainer?
      - What unique qualities do you possess that will help you be a successful athletic trainer; your strengths and weaknesses
      - What have you done to prepare yourself for admission to the athletic training program?
      - Where and with which population they would like to care for
      - Other future goals.
   
b. Must submit to the NUATEP selection Committee an up to date and accurate resume.
   
c. Submit a copy of current Professional Rescuer CPR with AED certification,
d. Submit a copy of and Advanced First Aid or equivalent certification

4. **Interview---20%**  Candidate will schedule and have a personal interview with a NUATEP Selection Committee

5. **Letters of Recommendation---15%**
   a. Must submit to the NUATEP Selection committee three (3) letters of recommendation.
      • These may come from any source the candidate wishes; ATC’s, Athletics Staff, NUATEP Faculty, NU Faculty, Upper Level NU ATS’s, Clinical Preceptors, etc.

C. **SELECTION PROCESS**

   In the spring semester of the student’s freshman year (about the tenth (10th) week), the call for applications will be posted and announced. The specific dates will also be posted.

   a. All of the candidate’s credentials and information will be reviewed by the NUATEP Selection Committee.
   b. Interviews will be schedules and administered to those candidates who have met the criteria for selection.
      ➢ Submit the completed application by the deadline to the NUATEP Selection Committee

C. **UPON SELECTION TO THE NUATEP:**

   a. Complete all required paperwork which includes but not limited to the following.
      i. Meet the required technical standards (see Appendix Three)
      ii. Submit a completed Student-Athlete/Athletic Training Student Policy form.
   b. Successfully pass the NUATEP standard physical examination and immunizations
   c. Submit the NATA student membership number to the Clinical Education Coordinator before the last day of spring semester classes.
D. TRANSFER STUDENTS

Transfer students are permitted to apply to the NUATEP either from accredited or non-accredited programs.

***Transfer students from a CAATE accredited program must have a letter from their previous program director indicating the transfer student is in good academic standing and has no issues which would hinder their ability to be successful in the NUATEP.

1. Course work from other institutions will be accepted “for credit” based on current NU rules and regulations
2. Transfer students must fulfill all NU prerequisite course work and satisfy the NUATEP selection criteria
3. Students interested in transferring should meet with: a member of the Admissions staff, an NUATEP Faculty member and the Registrar to determine which courses will transfer and to develop a program of study.
   *Transfer students may need additional semesters to meet all of the requirements of the NU ATEP.*

III. PROGRESSION CRITERIA:

To advance and continue in the NUATEP, students must:

A. Complete all identified courses with a grade of ‘C’ or higher.
   a. Courses not meeting the ‘C’ level of work may be repeated as per university academic regulations
B. Maintain a GPA of 2.50 or higher
C. Comply with all required NU and NUATEP policies and procedures
   a. Comply and enforce the NU Honor Code
D. Be an active and contributing member of the NU Sports Medicine Athletic Training Club
E. Have no conduct or legal issues both in the NU or public legal system.
F. Be a student member of the National Athletic Trainers Association (NATA)

IV. GRADUATION

Graduation is contingent upon the following:

A. the student has successfully completed the university requirements
B. the student has successfully completed all coursework requirements
C. the student has successfully completed all ATEP academic and clinical education experience requirements
D. the student has earned a minimum overall GPA of 2.50 when he/she has completed all academic coursework

E. the student has successfully completed a minimum of 1000 hours and maximum of 1500 hours of approved athletic training clinical education experience

V. PROBATION

As a student in the NUATEP, you must adhere to the laws, rules, and policies / procedures of the University, NUATEP, any clinical sites you may be assigned and local, state and national agencies. If a student does not maintain or meet all of the above academic components, or commits any other violation, they may be subject to probation.

There are two (2) types of probation, Academic and Administrative.

A. Academic Probation Any student who cannot meet or maintain the academic standards or progression of NU or the NUATEP will be placed on Academic Probation:

1. While on academic probation students will not be able to enroll and accumulate clinical hours / experiences.

2. Club activities may be maintained only by petitioning for the privilege to do so.

B. Administrative Probation --- Any student who fails to adhere to the laws, rules and /or policies / procedures they are subject to may be placed on Administrative Probation.

First Violation-- Verbal and documented warning

Second Violation-- Written and documented warning***May involve additional sanctions

Third Violation—Administrative Probation********

➢ Before being placed on Administrative Probation, the student will have a meeting with the NUATEP Faculty to determine specifics.

➢ The student will have an appeals procedure for any ruling.

➢ If placed on Administrative Probation, students will NOT be able to enroll and accumulate clinical hours / experiences.

➢ All extracurricular activities will not be allowed.
VI. **PROGRAM DISMISSAL**

Conduct which is deemed inappropriate, unprofessional or illegal may be grounds for probation or dismissal from the NU ATEP.

VII. **PROGRAM RE-ADMISSION**

A. Students dismissed from the NUATEP are permitted to reapply the following academic year.
B. Re-admission to the NUATEP will be addressed on an individual basis; however, the student will be required to demonstrate a commitment to the NUATEP through meeting the academic requirements of the program and through an interview process with staff and faculty. Students dismissed from NU are automatically dismissed from the NUATEP and may be re-admitted to the NUATEP **ONLY AFTER** re-admission to NU.
C. Students will be permitted program leave as outline in the NU academic rules and regulations.

VIII. **ATEP GRIEVANCE PROCEDURE**

You must speak up if you have a grievance. You are encouraged to speak with the person individually first to resolve the problem. If this is unsuccessful, you are encouraged to talk with the NUATEP Program Director, the NU Clinical Education Coordinator a NUATEP faculty member, or a Staff CP not involved in the specific problem. If the grievance involves another student, you are encouraged to speak to the particular person and if you are unable to resolve the issue with that individual, communicate the problem to the NUATEP Program Director or a NUATEP faculty member

****If these measures fail, you are encouraged to follow university grievance procedures as outlined in the student handbook or at URL:
IX. CLINICAL EDUCATION INSTRUCTIONAL PLAN

Students in the ATEP must complete all clinical proficiency levels, in sequence, over a minimum period of three (3) years. Athletic Training experiences occur during the Sophomore, Junior-, and Senior-year. Each experience is composed of three components: Laboratory Education, Clinical Education and Field Experience. The laboratory education component involves the instruction, practice, and evaluation of entry-level clinical skills under the direction of a Clinical Preceptor (CP). The clinical education component involves the review, practice, and evaluation of entry-level clinical skills presented in the academic course work associated with each clinical level under the direction of a Clinical Preceptor. The field experience encompasses an opportunity for the student to apply mastered proficiencies to an active population under the direct supervision of a clinical instructor in an approved clinical environment. Students are required to attend clinical hours in addition to classroom hours for each of the six (6) clinical courses.

X. PROCEDURES FOR CLINICAL ADVANCEMENT/PLACEMENT

Students are required to do the following in order to progress to the next clinical level:

1. Master the appropriate clinical proficiency skills for the designated clinical level.
2. Pass the final practical examination for the assigned clinical level.
3. Obtain satisfactory mid-term and final overall performance assessments of your field experiences. These assessments provide insight into the general performance characteristics expected of the student at the assigned clinical level.
XI. CLINICAL ROTATIONS

A. Overview

1. Students will rotate among upper/lower extremity, men’s, women’s, and equipment intensive events in addition embedded within each of these rotations is an opportunity for general medical experiences in addition to a required general medical experience requirement.

2. Each student will be assigned to a specific CP and associated population for the duration of their clinical rotation.

3. Students will serve in a Level I, Level II, or Level III capacity.
   a. Level I (sophomore) students observe staff and Level II/III students in the day-to-day responsibilities of the clinical setting.
   b. Level II (junior) athletic training students assist staff and Level III athletic training students in the day-to-day responsibilities of the clinical setting and coverage of specific athletic teams and are responsible for assisting in the education of Level I students.
   c. Level III (senior) athletic training students are responsible for assisting in the education of Level I/II students, coordinating athletic training services under the direction of a CP. Pre-practice and post-practice participation, pre-competition and post-competition participation will occur with all rotations with the exception of selected sites (i.e., general medical rotation).

*****ALL clinical experiences MUST be supervised by an appropriately qualified provider.

B. CLINICAL EXPERIENCE AND CLINICAL COURSE REQUIREMENTS

1. Clinical Experience Requirements
   a. Meets all Clinical Education Requirements.
   b. Assigned to an CP in coordination with proficiency needs based on Lower Extremity, Upper Extremity, Equipment Intensive, and General Medical criteria.
c. Submits a semester schedule proposal to the Clinical Education Coordinator (CEC) in advance of beginning a clinical experience rotation. The Clinical Education Coordinator (CEC) determines the clinical schedule and provides a copy to the CP.

d. Evaluated by an CP after monthly and at the end of the semester. Conversely, the ATS evaluates the CP, the clinical experience/site, and performs a self-evaluation, in the same time frame.

e. Assures correspondence between Clinical Education Coordinator and CP through proper documentation when schedule changes are proposed due to unplanned events.

f. Reports to CC any request to travel to away athletic contests with CP. The Clinical Education Coordinator reserves the exclusive right in permitting ATS travel. At minimum throughout the entire clinical course sequence, the ATS will document all travel experiences

2. Clinical Course Requirements

a. All Athletic Training Clinical Courses are graded as percentages assigned to a letter grade. A full description of the NU’s letter grading policy can be found in the University catalog.

b. To meet minimum course requirement, the ATS

   i. Does not receive more than three (3) unexcused tardy, absent or inappropriately dressed citations per semester.

   ii. Meets passing criteria of all assigned proficiencies and any other course assignments as determined by the clinical course instructor.

c. Definitions:

   i. Unexcused tardy/absence is determined by the CP in accordance to the clinical experience schedule established by the Clinical Education Coordinator. A minimum of 24 hours of advanced notice is expected for proposed schedule changes. Citations appear on the ATS evaluation.

   ii. Inappropriate attire is determined by the CP.
C. TRANSPORTATION TO CLINICAL SITES

Students are responsible for their own transportation (and associated costs) to clinical sites.

D. CLINICAL SITE DISTANCE

Clinical sites MUST be within one (1.0) hour travel time from the NU campus, to ensure that the Clinical Coordinator is able to visit each clinical site three times every term.

E. EXPECTATIONS OF STUDENTS DURING CLINICAL EDUCATION

1. Students will review and accept the responsibility of an athletic training student as stated in the NUATEP Handbook. Students are expected to present themselves in a professional manner at all times while representing the Program and University. This includes, but is not limited to; behavior, language, appearance, and demeanor.

2. Students will maintain a current membership with the National Athletic Trainer’s Association (NATA).

3. Students will schedule to meet with their assigned Clinical Preceptor (CP) at least 1 (one) week before the beginning of their clinical rotation.

4. Students who engage in team travel with their assigned CP are expected to follow the rules and regulations of the team and the affiliated clinical sites Athletic Department.

5. Students are expected to provide their own transportation to clinical assignments; and assume all liability related to travel and transportation associated with clinical experience courses.

6. Students are expected to full fill the clinical experience hours requirements as assigned regardless of weather conditions or extenuating circumstances. Students will engage in clinical experiences outdoors and during inclement weather.

7. Students are expected to maintain confidentiality of all medical information, be it verbal or written. Students are expected to abide to the Confidentiality Statement located in the NUATEP Handbook.

8. Students are expected to abide to the NU Honor Code at all times.

9. Students are expected to provide payment of materials fee prior to the start of the LEVEL II (III or IV) clinical experience for athletic training related clothing and supplies.
10. Students are expected to remain current in the American Red Cross CPR/AED for the Professional Rescuer certification.

XII. **DRESS CODE**

- All students will be required to dress in a professional manner while performing clinical duties, i.e., practices, games, rehabilitation sessions, observation periods, etc.
- Professional dress includes, but is not limited to the following:
  - NU SM/AT Program apparel
  - NU Athletic Training Room apparel
  - Game shirt and khakis or equivalent for ALL HOME GAMES
  - Wind pants
  - NU PT gear
  - NU bookstore apparel ONLY, if unable to wear NU AT apparel
  - Closed toe shoes, athletic dress, or weather specific foot wear
- Unacceptable dress includes, but is not limited to the following:
  - Denim jeans
  - Mini-skirts
  - Overalls
  - Shoes with High heels; Sandals
  - Non-NU logo T-Shirts
  - Any other school or college apparel – (this includes
  - Mid-drift shirts or cut-offs
  - Excessive jewelry
  - Bandannas
  - Any jewelry that impedes with your ability to perform as an allied health care student
    - Tongue rings are not permitted during the clinical experience
  - Body art must be covered during the clinical experience
• Articles which display or promote illegal acts, tobacco and alcohol products, and profane language or symbols
• Any article deemed unacceptable in an allied health profession

*****If you are unsure about what you are to wear, please ask.
Students who are dressed inappropriately will be asked to change or leave the clinical site. This will constitute an unexcused absence and result in a deduction in your clinical grade.

XIII. STUDENT ATHLETES

Student-Athletes who are interested pursuing an athletic training education will most likely ask “Can I play a sport and be an athletic training student at the same time?”

Although very difficult and time consuming, it is possible for student-athletes to be an athletic training student (ATS); however, the following NUATEP policies exist:

1. The student-athlete cannot participate on more than one intercollegiate team while in the NUATEP. If the student-athlete participates on more than one intercollegiate team, he/she cannot apply for entry to the ATEP Professional Preparation Phase until his/her eligibility has expired.

2. Prior to being accepted into the NUATEP the student-athlete must state his/her intention to continue to participate in a sport while completing the NUATEP requirements. Also at this time, the student-athlete and his/her head coach must read and sign the NUATEP Student-Athlete Policy Form.

3. Once admitted to the NUATEP the ATS/student-athlete may have difficulty accruing Clinical Experience in Athletic Training while in season. (The ATS/student-athlete may have to take these courses when he/she is no longer participating in their sport. Course sequencing will not be changed to accommodate the ATS/student-athlete due to the course content progression requirements. Consequently, the ATS/student-athlete may expect to stay at the University to complete the Athletic Training Education Program a minimum of one additional year, possibly longer depending on the sport played and the course sequence.)
4. During the non-traditional season, the ATS/student-athlete must make the ATEP program requirements a priority over his/her sport activities when conflicts arise.

5. The ATS/student-athlete will not be assigned his/her sport for any of his/her Clinical Experience in Athletic Training classes. Likewise, the ATS/student-athlete cannot take on the role of an ATS for their teammates at any time.

6. Student-athletes are bound by the same ATEP academic and clinical policies and procedures as their non-student-athlete classmates.

7. Student-athletes with questions or concerns regarding this policy are encouraged to speak with the ATEP Program Director or Clinical Education Coordinator.

XIV. ATHLETIC TRAINING LABORATORY (ATL) AND EXAMINATION ROOM (EXAM ROOM)—Andrews Rooms 002 & 003

The following are the duties and procedures for the ATL and Exam Room:

- All outerwear (jackets, coats) are to be left in the hallway.
- All bags and packs are to be left in hallway.
- Only clean, dry indoor shoes are allowed in the ATL and Exam room.
- Shoes / feet are not to be put on table storage shelves.

1. Daily Maintenance:
   a. Wipe off tables with designated cleaner
   b. Replenish liquids and electrodes for modalities
   c. Organize and replace all chairs, tables to appropriate area.
   d. Put all supplies and equipment back in its proper place.
   e. Make note of any limited supplies
   f. Leave the room cleaner than you found it.

2. Semester Maintenance
   a. Annual equipment inspection
   b. Inventory (Beginning & end of semester)
   c. Clean Hydrocollator (Monthly)
   d. Clean Paraffin wax baths (Mid-semester & end of semester)
   e. Inspect electrical cords of equipment for fraying (Mid-semester & end of semester)
XV. **STUDENT HEALTH RECORDS**

1. All NUATEP students must receive a standard health physical examination before they can matriculate to the university and the proof of the physical must be on file.

2. All NUATEP students must have their immunizations up to date and on file with the NU Infirmary and with the NUATEP (Program Director/ Clinical Education Coordinator).
   - Vermont State law requires all incoming students born after 1956 to have proof of the following Immunizations prior to enrolling in College: 2 doses of MMR, Tdap, Hepatitis B Series, Varicella, and a Meningococcal Vaccine (1st year dorm students only).
   - Norwich University Health Services also requires a TB test (PPD) of all incoming students in the last 12 months.

3. All NUATEP students must undergo initial blood-borne pathogens training, plus yearly recertification, and have documentation of completion on file.

4. Because of the higher risk for certain diseases such as hepatitis B, all NUATEP students must choose either to be vaccinated against hepatitis B or sign the declination form and have this documentation on file before participation in the program.

5. All NUATEP students are expected to maintain health insurance for their own personal well-being and financial security.

6. All ATE students must provide the Program Director with proof of the following: MMR immunization, TB test or recent chest x-ray, and tetanus shot within the last five years.

XVI. **COMMUNICABLE DISEASES**

The dispensation of clinical students who are suffering from communicable diseases will be dealt with on a case-by-case basis. The general principles guiding these decisions are:

(1) the health of the clinical student and

(2) the patient’s health.

As a result, clinical students will be removed from clinical activity while they are contagious or while their clinical experience represents a hazard to their health or the health of
the patients they may come in contact with during the normal course of their educational day. The final decision rests with the NUATEP Medical Director in consultation with the NUATEP Program Director. See APPENDIX 11

XVII. STIPEND/SCHOLARSHIPS

There are many opportunities for additional aid for students pursuing Athletic Training at Norwich University. Please inquire at the Financial Aid Office for further details.

XVIII. EMPLOYMENT

Students who qualify for work-study may seek work-study jobs in the athletic training room. Work-study or outside employment will NOT interfere with your educational commitments. You may NOT collect work-study while at the same time fulfilling clinical hour requirements (no “double dipping”). Norwich University’s work-study rules/criteria may be found at the following URL: http://numail02.norwich.edu/workstudy.nsf.htm.

XIX. EXTRA-CURRICULAR ACTIVITIES-ATHLETICS, CLUBS, CORPS OF CADETS

Participation in a wide variety of extra-curricular activities provides a depth to the college experience that cannot be replicated in any other manner. However, the primary purpose for attending an institution of higher education is to gain a post-secondary degree, if your extra-curricular activities interfere with your academic performance you will need to either discontinue the extra-curricular activities or leave the athletic training education program. Questions or concerns should be directed to the NUAEP Program Director.

XX. ALCOHOL AND SUBSTANCE ABUSE POLICY

Norwich University has adopted a stringent alcohol, tobacco, and substance abuse policy. All students abide by these policies. The policies may be found at the following URL: http://www.norwich.edu/policy/students/index.html.

XXI. HARASSMENT

No form of harassment will be tolerated. If you feel you have been harassed either in the work place or in another environment, you should report it immediately to an Equal Opportunity Contact Person, a listing of these individuals may be found at the following URL:
http://www.norwich.edu/policy/discrimination/policy.html#contact. Please refer to the following URLs for specific Norwich University and National Athletic Trainers Association Policies:

XXII. ADDITIONAL COSTS
There are a series of costs associated with the NUATEP that are the responsibility of the student. (See Appendix 10). Some examples are:
- NATA membership (starting Jan 1 of 2nd year and continue through graduation).
- Criminal background check-at matriculation.
- Travel expenses associated with any off-campus clinical experience.
- Any additional immunizations required by clinical placement sites.
- Costs associated with registering for and taking the BOC examination
- Re-certification in Blood-borne pathogens and Health Care Provider CPR

XXIII. LIABILITY AND LICENSURE
As athletic training students, you are responsible for your actions and decisions for your part in the medical care of patients; however, those actions and decisions are also the legal responsibility of the attending licensed provider. As a student of an educational program at an institution of higher education, you are covered by the university’s liability policy; however, legal action can be brought against you regardless of this fact.
The state of Vermont has a Licensure Act for Athletic Trainers, which defines the scope of practice within the State of Vermont. Please refer to the following URL for detailed information regarding professional licensure, regulations, and guidelines in the state of Vermont:
http://vtprofessionals.org/opr1/athletic.

XXIV. COURSE DESCRIPTIONS
Course descriptions may be found in the university catalog for the year in which you were admitted, the current university catalog or the university web site for the most current version of the course descriptions. Also see Appendix Seven (7)
XXV. GENERAL EDUCATION REQUIREMENTS

See the requirements listed in the university catalog for your admission year or visit the university’s web site at www.norwich.edu.

XXVI. REGULATION OF ATHLETIC TRAINING

State of Vermont

The Vermont Office of Professional Regulation regulates licensure of athletic trainers in the state of Vermont. URL is: http://vtprofessionals.org/opr1/athletic.

BOC

The National Athletic Trainers Association Board of Certification regulates certification and criteria for credentialing of Certified Athletic Trainers. URL is: http://www.bocatc.org.

NATA

The National Athletic Trainers Association, established in 1950, is responsible for administrative affairs that concern athletic trainers, including membership, research, and promotion of the profession. URL is: http://www.nata.org.

CAATE

The Commission on Accreditation of Athletic Training Education was established to aid in insuring quality health education programs. URL is: http://www.caate.org.

XXVII. CERTIFICATION REQUIREMENTS

As of 1 January 2004 students wishing to sit for the NATA BOC certification examination must be graduates of accredited athletic training education programs.

XXVIII. ACCREDITATION STATUS

The Norwich University Athletic Training Education Program is currently accredited through the Commission on the Accreditation of Athletic Training Education, CAATE. The NU ATEP recently was re-accredited for an additional 10 years, the first program in Vermont to receive such recognition.

XXIX. REFERENCE MATERIAL

Reference materials are available for your use in the Athletic Training Room, Head and Assistant Trainer’s office, Program Director’s office, Athletic Training Education Laboratory, and at the campus library. Please inquire for a complete list of references available.
APPENDIX DIRECTORY

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<tr>
<td>Sixteen (16)</td>
<td>Exposure Control Plan</td>
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</tr>
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*Appendixes to be read, completed on ATrack*
NUATEP Handbook Acknowledgement

I, __________________________, as an athletic training student participating in the Athletic Training Education Program at Norwich University (NUATEP) hereby confirm by my signature below, that I have been given a copy of the current Norwich University ATE Program Policies and Procedures Manual.

I will abide by all the policies and procedures contained within the manual and understand that any deviation or violation of the policies and procedures could result in disciplinary action or dismissal from the Norwich University ATE Program.

I have been informed that the manual is always available for my review in the Offices of the Athletic Training Education Program Faculty and Director and that if I feel I do not understand or disagree with the policies and procedures contained in the manual, that I can ask for clarification or assistance from an NUATEP faculty member in order to resolve the issue(s).

____________________________________________________   ________
Signature                                      Date

ON ATrack
Application for Entrance to NUATEP

NAME: ___________________________________________________________ Date:____________________

Last             First             MI

Current Academic Standing (Circle one)  FR    SO    JR    SR    Transfer    YOG:_______

Major(s):___________________________________ Minor(s):_________________________________

Current academic advisor: ________________________________

School Address (dorm and room #):____________________________________________________________

School Phone: ___________________________ Email(s):__________________________________________

Summer/Home Address: ________________________________________________________________

Summer Phone (land line): ______________________________

COURSEWORK (please identify which of the following courses you have taken)

<table>
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<tr>
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<tr>
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<tr>
<td>SM 129</td>
<td>Clinical Anatomy II</td>
<td>3</td>
<td></td>
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</tr>
<tr>
<td>SM 136</td>
<td>Emergency Care</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SM 138</td>
<td>Introduction to Sports Medicine</td>
<td>3</td>
<td></td>
<td></td>
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<tr>
<td>SM 220</td>
<td>Care and Prevention</td>
<td>4</td>
<td></td>
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</tbody>
</table>

Do you have current certification in the following?

<table>
<thead>
<tr>
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<th>Yes</th>
<th>No</th>
<th>Accrediting organization</th>
<th>Expiration date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Response</td>
<td></td>
<td></td>
<td>_________________________</td>
<td>________________</td>
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<tr>
<td>Other First Aid (specify)</td>
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<td>_________________________</td>
<td>________________</td>
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<tr>
<td>Cardiopulmonary Resuscitation</td>
<td></td>
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<td>_________________________</td>
<td>________________</td>
</tr>
<tr>
<td>Auto. Ext. Defibrillator</td>
<td></td>
<td></td>
<td>_________________________</td>
<td>________________</td>
</tr>
</tbody>
</table>

ATHLETIC TRAINING/ HEALTH CARE EXPERIENCE Please list any experience you have had

| Position | School | Supervisor | # of hours |
|----------|--------|------------|------------|------------|
How strong is your desire to become a BOC certified athletic trainer (ATC)? (Check one)

_____ Very Strong  _____ Strong  _____ Average  _____ Unsure  _____ Not Very Strong

EXTRA-CURRICULAR ACTIVITY

➢ Do you participate on any intercollegiate athletic teams at Norwich University? Yes_____ No_____
   If yes, which team(s)? ________________________________________________________________

➢ Do you plan to continue participation on these teams if accepted into the NUATEP? Yes_____ No____

➢ Do you have a Work Study job? Yes____  No____ If so where? ________________________________

➢ Do you have an off campus job? Yes____  No____ If so where? ________________________________
   ➢ Please list any other extra-curricular activities you are or may become involved in.

APPLICATION CHECKLIST:

The following materials must accompany this application:

_____ An unofficial copy of your current transcripts

_____ Documentation of your observation hours

_____ An application / cover letter

_____ A résumé

_____ Three completed reference forms / letters

_____ Interview date and time

Return the application and above materials to: Jennie Beth Kruger, ATC Bartoletto 49

Deadline for receiving application materials: TBA
NUATEP—TECHNICAL STANDARDS

The Athletic Training Education Program at Norwich University is a rigorous and intense program that places specific requirements and demands on the students enrolled in the program. An objective of this program is to prepare graduates to enter a variety of employment settings and to render care to a wide spectrum of individuals engaged in physical activity. The technical standards set forth by the Athletic Training Education Program establish the essential qualities considered necessary for students in 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 in the Athletic Training Education Program. In the event a student is unable to fulfill these technical standards, with or without reasonable accommodation, the student will not be allowed to participate in the program. Compliance with the program’s technical standards does not guarantee a student’s eligibility for the BOC certification examination.

Candidates for admission to the NU 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 judgments 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 in the appropriate style within the prescribed time.

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 patient care.

Candidates for selection to the NU Athletic Training Education Program are required to verify they understand and meet the technical standards or that they believe that, with certain accommodations, they can meet the standards. The Academic Achievement Center will evaluate a student who states he/she could meet the program’s technical standards with accommodation and confirm that the stated condition(s) qualifies as a disability under applicable laws. If a student states he/she can meet the technical standards with accommodation, then the Academic Achievement Center will determine whether it agrees that the student can meet the technical standards with reasonable accommodation; this includes a review of whether the accommodations requested are reasonable, taking into account whether accommodation would jeopardize clinician/patient safety, or the educational process of the student or the institution, including all coursework, clinical experiences and field work deemed essential to graduation.

- I certify that I have read and understand the technical standards for selection listed above and I believe to the best of my knowledge that I can meet each of the standards. If I need accommodation(s) to meet the technical standards, I will contact the Academic Achievement Center to determine what accommodations may be available. I understand that if I am unable to meet the standards with or without accommodations, I will not be able to participate in the program.

_________________________________________  ______________________
Signature of Student                           Date

ON ATrack
NUATEP Agreement of Confidentiality

Athletic Trainers are (allied) health care professions and in the course of their work, medical records are created/maintained and confidentiality is essential. At no time should there be any discussion about an injury or injured individual, who is being cared for at a clinical rotation site, with anyone other than the immediate medical staff. This includes parents, roommates, professors, the press, and others in the community without prior written consent from the individual. Athletic Training students must always be aware of their surroundings and other persons present before discussing any information relating to a patient. The following Agreement of Confidentiality must be upheld by all members of the Athletic Training Staff and Athletic Training Education Program.

As an Athletic Training student, I understand that I have an obligation to myself, to all patients, coaches, members of the Norwich University community, our affiliated sites, and to my clinical supervisors, to withhold any information that I acquire professionally or socially which is considered confidential, from anyone other than my immediate supervisors. Included in this information is anything relative to the patient’s medical condition, the treatment and rehabilitation of any medical condition and/or any information which I acquire during the conduct of my academic and professional duties, or any information that is not considered to be public knowledge. I am aware that any breach of this trust will jeopardize my ability to continue to function in the NU Athletic Training Education Program.

Furthermore, I understand that as an athletic training student I am required to uphold the Code of Professional Practice as outlined by the National Athletic Trainers’ Association and the State of Vermont Athletic Training Practice Act. I am aware that a copy of these documents is present in the Athletic Training Education Program Policies and Procedures Manual.

Norwich University, NU ATEP, NU Athletic Training and affiliated clinical sites contain confidential information pertaining to students and employees. This information is required by law to be protected. The use of a computer network that is shared by many individuals imposes many obligations. This is to inform you of your responsibilities, and to secure your agreement to abide by the associated policies and procedures

I, (your name);______________________________

➢ Will respect the privacy and rules governing the use of any information accessibility through the computer system or network and only utilize information necessary for performance of my job or educational experience as required by law,

➢ Understand that the information accessed through all NUATEP and NU Athletic Training, and off-campus clinical sites’, information systems contain sensitive and confidential patient, student, business, and financial information which should only be disclosed to those authorized to receive it,

➢ Will not exhibit or divulge the contents of any record or report except to fulfill a work assignment,
NUATEP Agreement of Confidentiality

- Understand that I may access health information on myself, but must have specific authorization from my Clinical Preceptor, to access information on anyone else (e.g., my spouse, children, friends, neighbors, and other employees),
- Understand that my user identification code and password are the equivalent of my signature and that I am accountable for all entries and actions recorded under them,
- Will not release my user identification code or password to anyone, or allow anyone to access or alter information under my identity
- Understand that I am responsible for logging out of information systems and will not leave unattended a display device to which I have logged on unless there is an active password protected Screen Saver,
- Understand that all access to NU, or affiliates’, information systems may be monitored at any time,
- Will not attempt to access information by using a user identification code or password other than my own,
- Will not remove any records, reports or copies from their storage,
- Report any violation of confidentiality or computer usage policies,
- Respect the ownership of proprietary software, (for example, I will not operate unlicensed software on NU computers or make unauthorized copies of such software for my own use)
- Respect the finite capability of the systems, and limit my use so as not to interfere unreasonably with the activity of others,
- Will not use these resources to engage in any activity that violates any federal, state, or local law, or University policies or procedures,
- Prevent unauthorized use of information maintained, stored, or processed by NU or affiliates,
- Will not seek personal benefit of, or permit others to benefit personally by any confidential information or use of equipment available through my assignment,
- Understand that my obligation under this agreement will continue after my termination of involvement and that my privileges are subject to periodic review, revision, and renewal,
- Understand that violators of this agreement will be denied access to information systems, subject to disciplinary actions including dismissal and may be subject to penalties under state law and federal laws and regulations,

By signing this, I agree that I have read, understand, and will comply with this agreement.

_________________________________________  ______________________________
Printed Name                                                                 Signature

Date: _____________________  ON ATrack
HEPATITIS B VACCINE DECLINATION

I, ________________________________, a student enrolled in the Norwich University Athletic Training Education Program, Acknowledge, declare and agree as follows:

I am over the age of eighteen (18) years, or if not, I have parental consent as evidenced by signature below.

I understand that due to my exposure to blood or other potentially infectious materials as a result of my study of Athletic Training at the Norwich University I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine; however, I decline hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease.

Therefore, I do for myself, my heirs and personal representatives, defend, hold harmless, indemnify, and release the University, and all of its officers, agents, and employees from and against all claims, demands, actions, or causes of actions resulting from the contraction of hepatitis which may result from my participation in the Athletic Training Major.

This assumption of Risk and Release shall remain in effect from the date hereof and every day thereafter that I participate in the Athletic Training Major.

_________________________________________________  ___________
Signature                                      Date

_________________________________________________
Date Co-signature of parent or guardian if student is under 18 years of age
NUATEP Infectious and Communicable Disease Policy

Purpose
The purpose of this document is to create a plan to control any potential exposures of infectious diseases to students and staff in the clinical education sites.

Policy/Procedure
Vaccinations/Immunization Records/Mantoux Testing:

1. All students are required to have completed, or in the process of completing, the Hepatitis B vaccinations prior to the start of their clinical rotations.
   a. A student may decline these vaccinations if he or she feels it is in their best interest. If this occurs a waiver, signed by the student, will be placed into their permanent file in the ATEP records.
2. A Mantoux test for TB is required to be completed in conjunction with their medical physical prior to the start of the clinical experience with a preceptor.
   a. If this test is positive a chest x-ray will also be performed.
   b. This test will be repeated yearly.
3. All other vaccinations as required by the University for admittance to the school. A record of these vaccinations will be kept at the Norwich University Infirmary and in the vaccination section of the ATEP physical form.

Student with a Communicable Disease or Suspected Communicable Disease:

1. Any AT Student that suspects they may have or develops a severe respiratory infection, diarrhea, fever, sore throat or skin lesion should NOT report to their clinical assignment.
   a. They will notify their Clinical Preceptor and the Clinical Education Coordinator of their illness as soon as possible.
   b. The clinical preceptor may also suggest follow-up care with the Norwich University Infirmary or personal physician for treatment and care.
2. Student or staff should contact their preceptor on a daily basis (or personal physician) to determine if it is safe to return to their clinical rotation without infecting other students, staff or patients.
3. Athletic training students who miss more than three days of a clinical assignment due to sickness will require a note from a MD, NP or PA that will be placed into their permanent file. Experiences missed during this time period may need to be completed prior to successful completion of the clinical course.
Student-Athletes with a Communicable Disease or Suspected Communicable Disease:

1. Student-Athletes should report to their supervising certified athletic trainer with any severe respiratory infection, diarrhea, fever, sore throat or skin lesion immediately prior to any practice or event.
   a. If the condition is deemed to be a potential communicable disease then the student-athlete will be dismissed from practice/event for that day with notification to the coaching staff.
   b. The supervising certified athletic trainer may also suggest follow-up care with the Norwich University Infirmary or their personal physician for treatment and care.
2. Student-Athletes should contact their supervising athletic trainer on a daily basis (or personal physician) to determine if it is safe to return to their sport without infecting other students, staff or student-athletes.
3. If the condition is deemed to be potentially transferable to other athletes whom use the athletic training facility or other athletic facilities the following should occur:
   a. The condition should be documented on an injury evaluation sheet, along with any follow-up care provided to the athlete by other health care professionals
   b. All Athletic Training Staff members should be notified immediately of the risk in order to take appropriate actions with their respective student-athletes
4. If necessary, facility maintenance staff should be notified in order to properly clean/disinfect locker rooms or other common areas
5. If necessary, coaching staffs should be notified
6. Any cleaning/disinfectant of the facility/area should occur immediately prior to use of that area by other student-athletes.

I have read and understand the above Norwich University Athletic Training Education Program Policy as it related to Infectious and Communicable Disease.

____________________________________________________________________________
Printed Name

______________________________________________________________________________  ___________
Signature  Date

ON ATrack
## Athletic Training Education Program

### FIRST YEAR

<table>
<thead>
<tr>
<th>Course</th>
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<td>EN 102</td>
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<td>SM 129</td>
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<th>Course</th>
<th>Title</th>
<th>CR</th>
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</thead>
<tbody>
<tr>
<td>MA 235</td>
<td>Clinical. Math. Method.</td>
<td>3</td>
<td>CH 111</td>
<td>Living Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>SM 200</td>
<td>Clinical I</td>
<td>1</td>
<td>PE 260</td>
<td>P &amp; C Health</td>
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</tr>
<tr>
<td>SM 212</td>
<td>Health Promotion</td>
<td>3</td>
<td>SM 201</td>
<td>Clinical II</td>
<td>2</td>
</tr>
<tr>
<td>SM 228</td>
<td>Clinical Physiology I</td>
<td>4</td>
<td>SM 229</td>
<td>Clinical Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>SM 230</td>
<td>Evidence-Based Practice</td>
<td>2</td>
<td>SM 232</td>
<td>Manage. LE Conditions</td>
<td>3</td>
</tr>
<tr>
<td>SM 231</td>
<td>Manage. of Spine &amp; Pelvis</td>
<td>3</td>
<td></td>
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</tr>
</tbody>
</table>

### THIRD YEAR

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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</thead>
<tbody>
<tr>
<td>CH 112</td>
<td>World Chemistry</td>
<td>4</td>
<td>BI 253</td>
<td>Foods &amp; Nutrition</td>
<td>4</td>
</tr>
<tr>
<td>SM 233</td>
<td>Manage. of UE Conditions</td>
<td>3</td>
<td>PE 371</td>
<td>Exercise Physiology</td>
<td>4</td>
</tr>
<tr>
<td>SM 300</td>
<td>Clinical III</td>
<td>4</td>
<td>SM 301</td>
<td>Clinical IV</td>
<td>4</td>
</tr>
<tr>
<td>SM 420</td>
<td>Therapeutic Modalities</td>
<td>4</td>
<td>SM 422</td>
<td>Therapeutic. Exercise</td>
<td>4</td>
</tr>
</tbody>
</table>

### FOURTH YEAR

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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</tr>
</thead>
<tbody>
<tr>
<td>SM 400</td>
<td>Clinical V</td>
<td>4</td>
<td>SM 401</td>
<td>Clinical VI</td>
<td>4</td>
</tr>
<tr>
<td>SM 439</td>
<td>Lead. &amp; Man. in SM</td>
<td>3</td>
<td>SM 451</td>
<td>Capstone Experience. II</td>
<td>1</td>
</tr>
<tr>
<td>SM 450</td>
<td>Capstone Experience I</td>
<td>1</td>
<td>SM 460</td>
<td>Emerging. Practices</td>
<td>3</td>
</tr>
<tr>
<td>Lit Elective</td>
<td></td>
<td>3</td>
<td>HU Elective</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>HI Elective</td>
<td></td>
<td>3</td>
<td>Free Elective</td>
<td></td>
<td>3/4</td>
</tr>
<tr>
<td>Free Elective</td>
<td></td>
<td>3/4</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
NUATEP  COURSE DESCRIPTIONS

SM 136 – Advanced Emergency Care of Injury and Illness 3 credits

This course follows the national standards for Advanced First Aid, CPR for Professional Rescuers, and Bloodborne Pathogens. Recognition, care, and temporary treatment of injuries and illness are discussed and the associated skills are practiced. In addition, this course will introduce basic concepts of emergency actions plans and initial injury evaluation. Upon successful completion of the course, students will be awarded national certification cards for: Advanced First Aid, CPR for Professional Rescuers, and Bloodborne Pathogens training. Classroom 2 hours, laboratory 2 hours.

SM 138 - Introduction to Sports Medicine 3 credits

This course provides students with an introduction to the principles of pharmacology, medical terminology, and documentation used in the care of physical active individuals. Students will gain an understanding of the concepts associated with injury assessment, tissue healing, wound care, protective equipment, therapeutic modalities, and exercise and the health care team. Classroom 3 hours.

SM 128: Clinical Anatomy I 3 credits

This course is part one of a two part series of anatomy courses in a modular format aligned with clinical practice. It provides an introduction to human anatomy with a basic survey of the body and pathological processes. Students will learn basic concepts related to anatomy, pathology and medical assessment of the head, eyes, ears, nose, throat, neck, back, and upper extremities. Classroom 2 hours, laboratory 2 hours. Offered fall semesters.

SM 129: Clinical Anatomy II 3 credits

This course is part two of a two part series of anatomy courses in a modular format aligned with clinical practice. It provides an introduction to human anatomy with a basic survey of the body and pathological processes. Students will learn basic concepts related to anatomy, pathology and medical assessment of the thorax, abdomen, pelvis, cranial nerves, and lower extremities. Classroom 2 hours, laboratory 2 hours. Offered spring semesters.

SM 139: Health Science Research Methods 2 credits

This course provides the foundation for understanding basic research methods and the application of research findings to health care. Current literature is used to demonstrate the fundamentals of research design, research ethics, basic biostatistics, and other research-related issues applicable to future health care providers. Classroom 2 hours. Pre-requisite: MA 232. Offered spring semesters.

SM 200: Clinical Education in Athletic Training 1 credit

This course provides students the opportunity to integrate clinical proficiencies introduced in prerequisite courses during a supervised practicum in an athletic training setting. Clinical rotation(s) (3 hours/week) and clinical proficiency evaluations.

Prerequisites: SM 136, 138, and 220.

SM 201: Clinical Education in Athletic Training II 2 credits

This course provides students the opportunity to integrate clinical proficiencies introduced in prerequisite courses during a supervised practicum in an athletic training setting. Clinical rotation(s) (6 hours/week) and clinical proficiency evaluations.

Prerequisites: SM 212 and 231, MA 235.

SM 212: Health Promotion 3 credits

This course provides students with the knowledge and skills essential for understanding the etiology and prevention of common injuries and illness. Special emphasis is placed on acute and chronic conditions of the musculoskeletal system and chronic conditions of the cardiovascular, endocrine and respiratory systems. Classroom 3 hours. Offered fall semesters.
SM 228: Clinical Physiology I  
This course is part one of a series of two physiology courses in a modular format aligned with clinical practice. It provides an introduction to human physiology with a basic survey of the physiologic and pathological processes. Students will learn concepts related to cellular, neuromuscular, renal, and cardiovascular physiology. Classroom 3 hours, laboratory 3 hours. Offered fall semesters.

SM 229: Clinical Physiology II  
This course is part two of a series of two physiology courses in a modular format aligned with clinical practice. It provides an introduction to human physiology with a basic survey of the physiologic pathological processes. Students will learn concepts related to respiratory, gastrointestinal, endocrine, and reproductive physiology and temperature regulation. Classroom 3 hours, laboratory 3 hours. Prerequisite: SM 228. Offered spring semesters.

SM 230: Fundamentals of Evidence-Based Practice  
This course prepares students to make independent judgments about the validity of clinical research and implement evidence-based clinical practice in their careers. Focus is on concepts of evidence-based practice with emphasis on forming answerable clinical questions, effective literature search strategies, and structured evaluation of the strength and relevance of clinical evidence. Classroom 2 hours. Offered spring semesters.

SM 231: Management of Spine and Pelvic Conditions  
This course will focus on a critical analysis of injuries and conditions that may affect the spine and pelvis in physically active individuals. The application of joint and musculoskeletal anatomy will be utilized to assess the various joints and body regions of the spine and pelvis to determine the appropriate management of these conditions. Classroom 2 hours, Laboratory 2 hours. Offered fall semesters.

SM 232: Lower Extremity Injuries  
This course will focus on a critical analysis of injuries and conditions that may affect the lower extremity in physically active individuals. The application of joint and musculoskeletal anatomy will be utilized to assess the various joints and body regions of the lower extremity to determine the appropriate management of these conditions. Classroom 2 hours, Laboratory 2 hours. Offered spring semesters.

SM 233: Upper Extremity Injuries  
This course will focus on a critical analysis of injuries and conditions that may affect the upper extremity in physically active individuals. The application of joint and musculoskeletal anatomy will be utilized to assess the various joints and body regions of the upper extremity to determine the appropriate management of these conditions. Classroom 2 hours, Laboratory 2 hours. Offered fall semesters.

SM 300: Clinical Education in Athletic Training III  
This course provides students the opportunity to integrate clinical proficiencies introduced in prerequisite courses during a supervised practicum in an athletic training setting. Clinical rotation(s) including non-traditional seasons (12 hours/week) and clinical proficiency evaluations. Prerequisites: SM 228, 229, and 232.

SM 301: Clinical Education in Athletic Training IV  
This course provides students the opportunity to integrate clinical proficiencies introduced in prerequisite courses during a supervised practicum in an athletic training setting. Clinical rotation(s) (12 hours/week) and clinical proficiency evaluations. Prerequisites: SM 233 and 420.
SM 400: Clinical Education in Athletic Training V  4 credits
This course provides students the opportunity to integrate clinical proficiencies introduced in prerequisite courses during a supervised practicum in an athletic training setting. Clinical rotation(s) including non-traditional seasons (12 hours/week) and clinical proficiency evaluations. Prerequisites: SM 212, 420, 422; BI 253 and PE 371.

SM 401: Clinical Education in Athletic Training VI  4 credits
This course provides students the opportunity to integrate clinical proficiencies introduced in prerequisite courses during a supervised practicum in an athletic training setting. Clinical rotation(s) (12 hours/week) and clinical proficiency evaluations. Prerequisites: SM 400 and 439.

SM 450: Capstone Experience I  1 credit
This course will focus on the development of two evidence-based practice projects that have direct application to clinical practice. Classroom 1 hour. Offered fall semesters.

SM 451: Capstone Experience II  1 credit
This course will focus on the presentation and evaluation of two evidence-based practice projects from SM 450. Classroom 1 hour. Offered spring semesters.

SM 460: Emerging Practice Skills  3 credits
This course will focus on emerging topics in sports medicine practice. Included in the course will be advanced airway management, advanced wound closure techniques, IV therapy, advanced cardiac examination and advanced immobilization techniques. Classroom 2 hour, Laboratory 2 hours. Offered spring semesters.

SM 420 - Therapeutic Modalities  4 credits
Investigation of the physiological response of selected human body tissues to trauma and inactivity as well as the implications of said responses for the selection, use, and application of therapeutic modalities. Classroom 3 hours, laboratory 3 hours. Prerequisite: SM 220.

SM 422 - Therapeutic Exercise 4 credits
Investigation of principles, objectives, indications, contraindications and progression of various modes of conditioning and reconditioning exercises. Methods for evaluation, progress assessment and development of criteria for return to activity. Classroom 3 hours, laboratory 3 hours. Prerequisite: SM 420.

SM 439 – Leadership & Management in Sports Medicine  3 credits
Part of a two-semester capstone experience in sports medicine/athletic training. This course focuses on leadership, management, and professional ethics in sports medicine. Students will complete a series of organization and administrative projects and papers focused on personal and professional ethics. This course will satisfy General Education Goal 6 requirements. In addition, students will be required to lead the weekly discipline journal club discussion. Classroom 3 hours. Prerequisite: Senior Standing.
National Athletic Trainers’ Association Code of Ethics

Preamble
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 Code presents aspirational standards of behavior that all members should strive to achieve.

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 make decisions. The principles are written generally and the circumstances of a situation will determine the interpretation and application of a given principle and of the Code as a whole. Whenever there is a conflict between the Code and the legality, the laws prevail. The guidelines set forth in this Code are subject to continual review and revision as the athletic training profession develops and changes.

Principle One: Members shall respect the rights, welfare, and dignity of all individuals.

1.1 Members shall not discriminate against any legally protected class.

1.2 Members shall be committed to providing competent care consistent with both the requirements and the limitations of their profession.

1.3.1 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 unless the person consents to such release or release is permitted or required by law.

Principle Two: 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 adhere to all National Athletic Trainers’s Association guidelines and ethical standards.

2.3 Members are encouraged to report illegal and unethical practice pertaining 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 Three: Members shall accept responsibility for the exercise of sound judgment.

3.1 Members shall not misrepresent in any manner, 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 via education and/or experience and by pertinent legal regulatory process.

3.3 Members shall provide services, make referrals, and seek compensation only for those services that are necessary.
Principle Four: Members shall maintain and promote high standards in the provision of services.

4.1 Members shall recognize the need for continuing education and participate in various types of educational activities that enhance their skills and knowledge.

4.2 Members who have the responsibility for employing and evaluating the performance of other staff members shall fulfill such responsibility in a fair, considerate, and equitable manner, on the basis of clearly enunciated criteria.

4.3 Members who have the responsibility for evaluating the performance of employees, supervises, or students are encouraged to share evaluations with them and to allow them the opportunity to respond to those evaluations.

4.4 Members shall educate those whom they supervise in the practice of athletic training with regard to the Code of Ethics and encourage their adherence to it.

4.5 Whenever possible, members are encouraged to participate and support others in the conduct and communication of research and educational activities that may contribute knowledge for improved patient care, patient or student education, and the growth of athletic training as a profession.

4.6 When members are researchers or educators, they are responsible for maintaining and promoting ethical conduct in research and educational activities.

Principle Five: Members shall not engage in any form of conduct that constitutes a conflict of interest or that adversely reflects on the profession.

5.1 The private conduct of the member is a personal matter to the same degree as is any other person’s except when such conduct compromises the fulfillment of professional responsibilities.

5.2 Members of the National Athletic Trainers’ Association and others serving on the Association’s committees or acting as consultants shall not use, directly or by implication, the Association’s name or logo or their affiliation with the Association in the endorsement of products or services.

5.3 Members shall not place financial gain above the welfare of the patient being treated and shall not participated in any arrangement that exploits the patient.

5.4 Members may seek remuneration for their services that is commensurate with their services and in compliance with applicable law.
<table>
<thead>
<tr>
<th>YEAR</th>
<th>ITEM</th>
<th>APPROXIMATE COST</th>
</tr>
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<tbody>
<tr>
<td>2cd</td>
<td>NATA Student membership</td>
<td>$85.00</td>
</tr>
<tr>
<td>Yearly</td>
<td>NATA Student membership renewal</td>
<td>$65.00</td>
</tr>
<tr>
<td>First</td>
<td>Professional Rescuer CPR / AED Certification</td>
<td>$30.00</td>
</tr>
<tr>
<td></td>
<td>Professional Rescuer CPR/AED renewal (Every other year)</td>
<td>$30.00</td>
</tr>
<tr>
<td>2nd</td>
<td>CASTLE BRANCH—(Background check, fingerprinting, Immunizations, HIPPA)</td>
<td>$150.00</td>
</tr>
<tr>
<td>Yearly</td>
<td>CASTLE BRANCH renewal</td>
<td>$30.00</td>
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<tr>
<td>As needed</td>
<td>TRANSPORTATION TO CLINICAL SITES</td>
<td>varies</td>
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<tr>
<td></td>
<td><strong>CLOTHING</strong></td>
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<tr>
<td>Upon admittance</td>
<td>JACKET (S) ---(multi-season)</td>
<td>$50-75</td>
</tr>
<tr>
<td>Upon admittance</td>
<td>RAIN GEAR</td>
<td>$50</td>
</tr>
<tr>
<td>Upon admittance</td>
<td>Polo Shirts---2; White and Maroon</td>
<td>$25 ea</td>
</tr>
<tr>
<td>Upon admittance</td>
<td>T-SHIRTS-----2; White and Maroon</td>
<td>$15 ea</td>
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<tr>
<td></td>
<td>Warm-up suit</td>
<td>$ 60</td>
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<td><strong>EQUIPMENT</strong></td>
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<tr>
<td>Second year</td>
<td>STETHOSCOPE &amp; BP CUFF</td>
<td>$30.00</td>
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<tr>
<td>Second year</td>
<td>GONIOMETER</td>
<td>$10.00</td>
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<tr>
<td>Second year</td>
<td>TAPE MEASURE</td>
<td>$5.00</td>
</tr>
<tr>
<td>Upon admittance</td>
<td>SCISSORS---bandage &amp; utility</td>
<td>$10-$20</td>
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<tr>
<td>Upon admittance</td>
<td>TAPE CUTTER</td>
<td>$10.00</td>
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<tr>
<td>Upon admittance</td>
<td>PEN LIGHT (non-disposable)</td>
<td>$8.00</td>
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<tr>
<td>Upon admittance</td>
<td>PROFESSIONAL CPR POCKET MASK &amp; 15.00</td>
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<tr>
<td>Upon admittance</td>
<td>Multi-tool (i.e. Leatherman)</td>
<td>$50.00</td>
</tr>
<tr>
<td>Upon admittance</td>
<td>FANNY PACK (Small kit?)</td>
<td>$50.00</td>
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<tr>
<td></td>
<td><strong>MISC</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Workshops, conferences (may be offset with fundraising)</td>
<td></td>
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</tbody>
</table>
Notice of Disciplinary Action  by  Clinical Preceptor

Name of Athletic Training Student: __________________________________________________________

Name of Clinical Preceptor: ______________________________________________________________

Assignment: ___________________________ Semester: ______________________________

Person Submitting Complaint: ______________________________________________________________

Reason for Complaint:

________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

One of the following disciplinary actions will occur as a result of this notice:

☐ Meet with the Program Director and Clinical Education Coordinator to discuss infraction – this disciplinary notice remains in the Clinical Preceptors file.

☐ Meet with the Program Director and Clinical Education Coordinator to discuss infraction and removal from clinical responsibilities for ________ semester(s).

☐ Meet with the Program Director and Clinical Education Coordinator to discuss infraction and removal from clinical responsibilities for ________ semester(s) and/or removal from the Norwich University Athletic Training Education Program Clinical Preceptorship.

Summary of Action Taken:

________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

_________________________

_________________________

_________________________

_________________________

Student’s Signature

Date

Clinical Preceptor Signature

Date

ATEP (PD / CEC) Signature

Date
Athletic Training Clinical Preceptor Evaluation

Name of Athletic Training Student: _________________________________________________
Name of Clinical Preceptor: ____________________________________________________
Assignment: __________________________ Semester: ___________________________

It is very important to the Norwich University Athletic Training Program that we receive your input on each of your clinical field experiences and each of the clinical sites in which you have been placed. Your information will remain anonymous; general comments will be shared, at midterm and final, of each semester with the Clinical Preceptors (CP) to help improve clinical sites and teaching methods while educating the students in the Athletic Training Education Program.

Scale:
4. **Exceptional** – above average
3. **Proficient** – average/Satisfactory
2. **Needs Improvement** – consistently below average
1. **Deficient** – very week
0. **Not Applicable** – N/A

**Professional Attitudes and Actions**

| CP is a positive professional role model for students |
| CP demonstrates self-confidence as a professional |
| CP cares about student learning in a clinical setting |
| CP verbally and actively promotes the athletic training profession |
| CP assists students in understanding their professional responsibility |
| CP has a vision for his/her own professional growth |

Comments:________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

**Personal Attributes**

| CP dresses professionally during event coverage |
| CP encourages student athletic trainers to dress professionally |
| CP continually asks him/herself if there is a better way to accomplish his/her goal |
| CP is excited about the direction the profession of Athletic Training is headed |

Comments:________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
Communication skills

| CP provides feedback to students in a timely manner |
| CP actively promotes clinical discussion with students |
| CP corrects students tactfully in an appropriate location/place |
| CP deals with conflict in a mature/professional manner |
| CP provides a clear orientation during first day(s) of rotation |
| CP provides on-going communication for student expectations |
| CP encourages students to ask questions |
| CP is an active listener |

Comments:
________________________________________________________________________________
__________________________________________________________________________________
____________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

Teaching Abilities and Attitudes

| CP provides stimulating real scenarios for students to learn |
| CP promotes critical thinking skills in his/her teaching to foster learning |
| CP admits to students when he/she does not know the correct answer to a question |
| CP follows up on his/her lack of knowledge and seeks out the correct information |
| CP is organized in his/her teaching methods |
| CP asks students for feedback regarding his/her teaching |

Comments:
________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

Clinical Site Evaluation

| The clinical site provided me with a stimulating learning environment |
| The supplies and equipment at the Clinical Site were adequate to meet the demands and expectations placed upon me. |
| The Clinical Site provided me with challenges in which I could utilize my skills |
| The experiences I encountered during my Field Experiences reinforced the information and skills I learned in my course work |
| The protocols and procedures of the Clinical Site were explained to me adequately sufficient time to implement them effectively |
| Proper OSHA guidelines in the management of blood, bodily fluids, and medical waste were used at my clinical site |
Comments: __________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Overall strengths for this CP and Clinical Site:
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Weaknesses for the CP and Clinical Site.
Please give constructive recommendations as to how those weaknesses may be improved:
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Provide constructive recommendations as to how to improve this clinical experience:
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

The Norwich University Athletic Training Education Program should continue to use this clinical site.

YES (justification(s)):
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

NO (reason(s)):
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

_________________________ __/__/____
Student’s Signature Date

_________________________ __/__/____
Clinical Preceptor Signature Date

_________________________ __/__/____
ATEP (PD / CEC) Signature Date
Clinical Site Evaluation

Evaluator: ___________________________ Clinical Site: ___________________________

Date of Visit: __________ Time of Visit: __________ Clinical Preceptor (CP): __________

NU ATS present at time of visit: ___________________________

Based on your observations of this clinical site during a, minimum of 45 minutes, visit, provide feedback by circling the number that best applies to each statement.

<table>
<thead>
<tr>
<th></th>
<th>0: Not Applicable</th>
<th>1: Deficient</th>
<th>2: Needs Improvement</th>
<th>3: Proficient</th>
<th>4: Exceptional</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>The Clinical Site provides students with a stimulating learning environment.</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>2.</td>
<td>The Clinical Site provides students with experiences where they are able to utilize their skills</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>3.</td>
<td>The protocols and procedures (i.e. emergency action plans) of the Clinical Site have been explained adequately and in sufficient time in order for students and others to implement them</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>4.</td>
<td>Proper OSHA guidelines in the management of blood, bodily fluids, and medical waste were used at the Clinical Site</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>5.</td>
<td>Prescribed guidelines of the governing body for athletics (NCAA, VPA) in regards to the care and treatment of athletes are used at the clinical site</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>6.</td>
<td>The CP at this site provided instruction and/or evaluation of the Athletic Training educational competencies and proficiencies</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>7.</td>
<td>The CP at this site understands his/her roles and responsibilities</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>8.</td>
<td>The CP supervised students during their clinical experience adequately and effectively</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>9.</td>
<td>This Clinical Site contained adequate and appropriate athletic training room space</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>10.</td>
<td>This Clinical Site contained adequate and appropriate learning and instructional resources</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>11.</td>
<td>This Clinical Site contained adequate and appropriate therapeutic modalities and rehabilitation resources</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>12.</td>
<td>This Clinical Site contained adequate and appropriate first aid and emergency care equipment</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>13.</td>
<td>Students at this Clinical Site were given clinically supervised responsibility based on their level of athletic training knowledge and education</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
</tbody>
</table>
The Norwich University Athletic Training Education Program should continue to use this clinical site.

YES       NO

Comments:

________________________________________________________________________

Evaluator’s Signature       ___/___/____
Date

________________________________________________________________________

Clinical Education Coordinator’s Signature   ___/___/____
Date

________________________________________________________________________

Program Director’s Signature   ___/___/____
Date

By providing my signature below, I am confirming that I reviewed this evaluation completed by a representative of the Norwich University Athletic Training Program.

________________________________________________________________________

Clinical Preceptor’s Signature   ___/___/____
Date
### Athletic Training Student SELF Evaluation Form

**Name of Athletic Training Student:** ____________________________________________

**Name of Clinical Preceptor:** ________________________________________________

**Assignment:** ___________________________________ **Semester:** __________________

These evaluations are very important. NO student is expected to be perfect; therefore everyone has room for improvement. Please be honest in your evaluation and comments. Please write the appropriate Scale (number) next to each item, including a +/- if appropriate. EXPLAIN any rating that falls below average (3). When finished, meet with the Clinical Preceptor and return this form to the Norwich University Athletic Training Program Clinical Coordinator.

**Scale:**

- **4. Exceptional** – performs duties better than most ATSs at this level
- **3. Proficient** – performs duties as well as most students at this level; needs supervision
- **2. Needs Improvement** – performs duties at an unsatisfactory level; needs very close supervision
- **1. Deficient** – needs remedial aid prior to advancing
- **0. Not Applicable** – these duties were not observed or ATS has not acquired these skills yet

**Professional Qualities**

<table>
<thead>
<tr>
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<th>Scale</th>
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<tbody>
<tr>
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**Comments:**

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____________________________________________________________________________________

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Athletic Training Student SELF Evaluation Form

**Personal Qualities**

| is punctual for all assignments |
| dresses in a professional manner on a consistent basis |
| demonstrates a professional attitude |
| demonstrates initiative to learn |
| accepts and responds appropriately to constructive criticism |
| maintains a positive attitude and behavior |
| demonstrates appropriate communication skills |
| demonstrates confidence in abilities |

**Comments:**

________________________________________________________________________________________
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**Overall strengths for this AT student (considering level):**

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**Suggestions for noted weaknesses for the AT student (considering level):**

________________________________________________________________________________________
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<td>Very deficient overall</td>
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The signatures below indicate that the Clinical Preceptor has reviewed and discussed this form with the Athletic Training Student. The signature of the student does not indicate that he/she agrees with this evaluation; but simply that he/she has been informed. The purpose of this evaluation is to improve the student as well as our athletic training program.

__________________________  ___/___/___
Clinical Preceptor’s Signature  Date

__________________________  ___/___/___
Clinical Education Coordinator Signature  Date

__________________________  ___/___/___
Student’s Signature  Date

__________________________  ___/___/___
Program Director’s signature  Date

51
Athletic Training Student Evaluation

Name of Athletic Training Student: ____________________________________________________

Name of Clinical Preceptor: __________________________________________________________

Assignment: ___________________________  Semester: ____________

These evaluations are very important. NO student is expected to be perfect; therefore everyone has room for improvement. Please be honest in your evaluation and comments. Please write the appropriate Scale (number) next to each item, including a +/- if appropriate. EXPLAIN any rating that falls below average (3). When finished, meet with the Athletic Training Student and return this form to the Norwich University Athletic Training Program Clinical Coordinator.

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ATHLETIC TRAINING EDUCATION PROGRAM

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Clinical Education Coordinator Signature  Date

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Student’s Signature  Date

____________________________  ___/___/___  
Program Director’s signature  Date
NUATEP Exposure Control Plan

In accordance with the OSHA Blood-borne Pathogens Standard, 29 CFR 1910--1030; the following exposure control plan, for the NUATEP has been developed:

I. PURPOSE
The purpose of this exposure plan is to:
1. Eliminate or minimize employee occupational exposure to blood or certain other body fluids;

II. DEFINITIONS

Blood means human blood, human blood components, and products made from human blood.

Bloodborne Pathogens means pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

Clinical Laboratory means a workplace where diagnostic or other screening procedures are performed on blood or other potentially infectious materials.

Contaminated means the presence or the reasonably anticipated presence of blood or other potentially infectious materials on an item or surface.

Contaminated Laundry means laundry which has been soiled with blood or other potentially infectious materials or may contain sharps.

Contaminated Sharps means any contaminated object that can penetrate the skin including, but not limited to, needles, scalpels, broken glass, broken capillary tubes, and exposed ends of dental wires.

Decontamination means the use of physical or chemical means to remove, inactivate or destroy Bloodborne pathogens on a surface or item to the point where they are no longer capable of transmitting infectious particles and the surface or item is rendered safe for handling, use or disposal.

Engineering Control means controls (e.g., sharps disposal containers, self-sheathing needles) that isolate or remove the Bloodborne pathogens hazard from the workplace.

Exposure Incident means a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potential infectious materials that results from the performance of an employee's duties.

Hand washing Facilities means a facility providing an adequate supply of running potable water, soap and single use towels or hot air drying machines.

Licensed Healthcare Professional is a person whose legally permitted scope of practice allows him or her to independently perform the activities required by paragraph (f) Hepatitis B Vaccination and Post-exposure Evaluation and Follow-up. HBV means hepatitis B virus. HIV means human immunodeficiency virus.

Job Classification having occupational exposure means all faculty, staff, and students in the Norwich University Athletic Training Education Program.

Occupational Exposure means reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties.
Other Potentially Infectious Materials

(1) The following human body fluids: semen, vaginal secretions, cerebrospinal fluid, saliva in dental procedures, any blood fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids;

(2) Any unfixed tissue or organ (other than intact skin) from a human (living or dead); and

(3) HIV-containing cell or tissue cultures, organ cultures, and HIV- or HBV-containing culture medium or other solutions; and blood, organs or other tissues from experimental animals infected with HIV of HBV.

Parenteral means piercing mucous membranes or the skins barrier through such events as needle sticks, human bites, cuts and abrasions.

Personal Protective Equipment is specialized clothing or equipment worn by an employee for protection against a hazard. General work clothes (e.g., uniforms, pants, shirts or blouses) not intended to function as protection against a hazard are not considered to be personal protective equipment.

Regulated Waste means liquid or semi-liquid blood or other potentially infectious materials; contaminated items that would release blood or other potentially infectious materials in a liquid or semi-liquid state if compressed; items that are caked with dried blood or other potentially infectious materials and are capable of releasing these materials during handling; contaminated sharps; and pathological and microbiological wastes containing blood or potentially infectious materials.

Source individual means any individual, living or dead, whose blood or other potentially infectious materials may be a source of occupational exposure to the employees.

Sterilize means the use of a physical or chemical procedure to destroy all microbial life including highly resistant bacterial endospores.

Universal Precautions is an approach to infection control. According to the concept of Universal Precautions, all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV, and other Bloodborne pathogens.

Work Practice Controls means controls that reduce the likelihood of exposure by altering the manner in which a task is performed (e.g., prohibiting recapping of needles by a two-handed technique).

III. RESPONSIBILITIES

Management Responsibilities

1. Provide an Exposure Control Plan
2. Ensures the availability of appropriate personal protective equipment to all employees who are exposed to blood or other potentially infectious materials.
3. Develops and implements a written schedule for cleaning and methods of decontaminations as provided for in ATP Manual.
4. Ensures waste is disposed of according to appropriate guidelines.
5. Provides for post exposure evaluation and follow-up after reported exposure incident.
6. Provides continuing education to faculty, staff, and students.
7. Provides protocol for reporting of exposure incidents within 24 hours to appropriate personnel.
8. Maintains health and continuing education records as required by OSHA.
10. Complies with NU ATEP health requirements.
Student Responsibilities

1. To be knowledgeable of and comply with Exposure Control Plan of NU ATEP.
2. Complies with OSHA regulations at affiliated agencies.
3. Properly uses and disposes of required PPE and equipment when performing exposure prone tasks.
5. Immediately reports exposure incidents to faculty.
6. To be knowledgeable of and comply with the ATP Safety Manual.
7. Complies with NU ATEP health requirements.

Transportation of infectious waste is coordinated through the office of safety and hazardous waste.

IV. ENGINEERING & WORK PRACTICE CONTROLS

1. Needles/sharps will not be bent, recapped, broken or reused.
2. All contaminated needles/sharps shall be disposed of immediately after use in a puncture proof container provided for that purpose.
3. Contaminated reusable sharps shall be placed in an appropriate container until properly reprocessed. These containers must be puncture resistant, appropriately labeled and/or color coded and leak proof on sides and bottom.
4. Recapping of needles prior to administration of medication must not employ a two handed technique.

V. IMPLEMENTATION SCHEDULE AND METHODOLOGY

1. Compliance Methods
   a. Universal precautions will be observed at this faculty in order to prevent contact with blood or potentially infectious materials. All blood or other potentially infectious materials will be considered infectious regardless of the perceived status of the source individual.
   b. Engineering and work practice controls will be utilized to eliminate or minimize exposure to employees at this facility. Where occupational exposure remains after institution of these control, personal protective equipment shall also be utilized. Engineering controls may include, but are not limited to, the following:
      i. Contaminated needles and other contaminated sharps will not be bent, recapped, broken or reused.
      ii. All contaminated needles/sharps shall be disposed of immediately after use in a puncture-proof container provided for that purpose.
      iii. Contaminated reusable sharps shall be placed in an appropriate container until properly reprocessed. These containers must be:
         1. puncture resistant.
         2. labeled and/or color-coded appropriate with the standard.
         3. leak-proof on the sides and bottom.
         4. containers that are moved from one location to another must have fully scalable caps.

2. Disposable procedures
   a. Non-sharp infectious waste is placed in a designated infectious waste container; label with a biohazard sticker. Sharps containers are considered full when they are 2/3 full and must be disposed of at that time.
   b. Waste in the ATEP will be managed in accordance with the provisions of the NU Bloodborne Pathogens Exposure Control Plan: Biomedical Waste Management Plan.
3. **Protection for Handlers of Infectious Waste**
   Individuals who transport infectious waste shall be instructed in the proper procedures for handling and transporting infectious waste. Training shall be documented.

4. **Safe-Work Practices**
   Safe work practices which alters the manner in which a task is performed will be implemented whenever possible to eliminate or reduce the potential for employee exposure.

5. **Personal Protective Equipment (PPE)**
   Personal Protective Equipment is specialized clothing or equipment work by faculty/student for protection against a hazard. General work clothes (e.g. uniforms, pants, shirts or blouses) not intended to function as protection against a hazard or not considered to be personal protective equipment.

   If a garment is penetrated by blood or other potentially infectious materials, the garment(s) shall be removed immediately or as soon as possible. All PPE Shall be removed prior to leaving the work area. When PPE is removed it shall be placed in an appropriately designated area or container for storage, washing, decontamination, or disposal.

   - Gloves must be worn when it can be reasonably anticipated that there will be exposure to blood, body fluids, mucous membranes or non-intact skin of any patient. They will be worn when engaging in the following procedures: invasive procedures including fingersticks, initiation/discontinuing IV therapy, examining non-intact skin such as cuts, lesions or chafed hands or dermatitis.
   - Considerations for selection of disposable gloves: gloves should be of appropriate size, material (hypoallergenic as needed) and quality.
   - The use of gloves does not exclude the necessity for hand washing.
   - Disposable (single use) gloves such as surgical or examination gloves shall be replaced as soon as practical when contaminated or soon as feasible if they are torn, punctured, or when there ability function as a barrier is compromised.
   - Disposable (single use) gloves shall not be washed or decontaminated for use.
   - Utility gloves may be decontaminated for re-use if the integrity of the glove is not compromised.
   - Appropriate PPE will be available to faculty, staff, and students exposed to infectious materials. PPE includes, but is not limited to gloves, gowns, lab coats, face shields, or mask, and goggles. Personal protective equipment will be chosen based on the anticipated exposure to blood or other potentially infectious materials. The protective equipment will be considered appropriate only if it does not permit blood or other potentially infectious materials to pass through or reach the employees’ clothing, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time which the protective equipment will be used.
   - All students and faculty must carry a change of clothing or second uniform with them during all clinical assignments.
   - Uniforms and other apparel that is soiled with blood or other body fluid must be handled as contaminated laundry.
   - Appropriately labeled BIOHAZARD bags must be used to contain and transport contaminated apparel.
   - If contamination is not observed or evident until apparel is removed, it must be handled as contaminated laundry.
In the clinical agency, remove it immediately upon notice, if feasible and have it decontaminated by the clinical facility.

- When removed at home, wash the item as a single item in hot water and bleach solution.

- For faculty, staff, and students in non-clinical or nontraditional health care settings, apparel must be removed, appropriately bagged and transported.

6. Laundering of Uniforms & Lab Jackets or other non-PPE apparel.
   - Processing of contaminated apparel should be done by the clinical agency.
   - In situations as described above, the contaminated apparel must be washed as a single item in hot water and bleach.

7. Worksites
   Worksites will be maintained in a clean and sanitary condition. In work areas where there is a reasonable likelihood of exposure to blood or other potentially infectious materials, faculty/students are not to eat, drink, apply cosmetics or lip balm, smoke, or handle contact lenses. All procedures will be conducted in a manner which will minimize splashing, spraying, splattering, and generation of droplets of blood or other potentially infectious materials.

8. Other Protective Practices
   - If a faculty member/student’s skin or mucous membranes come into contact with blood, he or she is to wash with soap and water and flush eyes with water as soon as feasible. In addition, workers must wash their hands immediately or as soon as feasible after removing protective equipment. If soap and water are not immediately available, other hand washing measures must be employed, such as towelettes. Faculty/students still must wash with soap and water as soon as possible.
   - Specimens of blood or other potentially infectious materials will be placed in a container which prevents leakage during the collection, handling, processing, storage, and transport of the specimens. The container used for this purpose will be labeled or color coded in accordance with the requirements of the OSHA standard. When a facility utilizes Universal Precautions in the handling of all specimens, the labeling/color coding of specimens is not necessary, provided containers are recognizable as containing specimens. If outside contamination of the primary container occurs, the primary container shall be placed within a second container which prevents leakage during handling, processing, storage, transport or shipping of the specimen. Any specimens which could puncture a primary container will be placed within a secondary container which is puncture resistant.

9. Housekeeping
   - All equipment and working surfaces shall be cleaned and decontaminated with appropriate disinfectant solution.
   - Broken glassware, which may be contaminated, shall not be picked up directly with the hands. It shall be cleaned up using mechanical means such as a brush and dust pan, tongs, or forceps.
VI. POST EXPOSURE EVALUATION AND FOLLOW UP
Individuals should report any incident considered to place them at risk (needle stick, puncture or cut from a potentially contaminated source) to the appropriate clinical agency personnel. Faculty, staff, or student exposure incidents must be reported to the appropriate campus official within 24 hours of the exposure incident. Students should report immediately for treatment of the exposure incident according to the clinical agency protocol. A copy of the incident report should be brought to the ATE Program Director as soon as possible so that appropriate action can be initiated.

Summary of actions taken when an exposure incident occurs:
- Report the incident to faculty/clinical agency.
- Secure immediately medical attention/testing.
- File required paperwork.
- Post exposure follow up according to OSHA Guidelines.

Documentation of the route(s) of exposure and the circumstances under which the exposure incident occurred:
- Identification and documentation of the source individual unless the employer can establish that identification is infeasible or prohibited by the state or local law.
- The source individual’s blood shall be tested as soon as feasible in accordance with Federal Register 29 CFR Pt. 1910.1030 (Occupational Exposure to Blood Borne Pathogens).

Post exposure prophylaxis will be provided when medically indicated. Counseling and evaluation of reported illnesses:
  - Post exposure follow up and record keeping will be according to OSHA Guidelines.
  - Communications of Hazards to Faculty/Students Education regarding hazards and warning labels are discussed in the educational program for faculty and students.
NUATEP Handbook Acknowledgement

I, ____________________________, as an athletic training student participating in the Athletic Training Education Program at Norwich University (NUATEP) hereby confirm by my signature below, that I have been given a copy of the current Norwich University ATE Program Policies and Procedures Manual.

I will abide by all the policies and procedures contained within the manual and understand that any deviation or violation of the policies and procedures could result in disciplinary action or dismissal from the Norwich University ATE Program.

I have been informed that the manual is always available for my review in the Offices of the Athletic Training Education Program Faculty and Director and that if I feel I do not understand or disagree with the policies and procedures contained in the manual, that I can ask for clarification or assistance from an NUATEP faculty member in order to resolve the issue(s).

________________________________________________________  _________
Signature                                     Date
ATHLETIC TRAINING EDUCATION PROGRAM

NUATEP– TECHNICAL STANDARDS

The Athletic Training Education Program at Norwich University is a rigorous and intense program that places specific requirements and demands on the students enrolled in the program. An objective of this program is to prepare graduates to enter a variety of employment settings and to render care to a wide spectrum of individuals engaged in physical activity. The technical standards set forth by the Athletic Training Education Program establish the essential qualities considered necessary for students in 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 in the Athletic Training Education Program. In the event a student is unable to fulfill these technical standards, with or without reasonable accommodation, the student will not be allowed to participate in the program. Compliance with the program’s technical standards does not guarantee a student’s eligibility for the BOC certification examination.

Candidates for admission to the NU Athletic Training Education Program must demonstrate:

9. 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.

10. 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.

11. The ability to communicate effectively and sensitively with patients and colleagues, including individuals from different cultural and social backgrounds; this includes, but is not limited to, the ability to establish rapport with patients and communicate judgments and treatment, information effectively. Students must be able to understand and speak the English language at a level consistent with competent professional practice.

12. The ability to record the physical examination results and a treatment plan clearly and accurately in the appropriate style within the prescribed time.

13. The capacity to maintain composure and continue to function well during periods of high stress.

14. The perseverance, diligence and commitment to complete the Athletic Training Education Program as outlined and sequenced.

15. Flexibility and the ability to adjust to changing situations and uncertainty in clinical situations.
16. Affective skills and appropriate demeanor and rapport that relate to professional patient care.

Candidates for selection to the NU Athletic Training Education Program are required to verify they understand and meet the technical standards or that they believe that, with certain accommodations, they can meet the standards. The Academic Achievement Center will evaluate a student who states he/she could meet the program’s technical standards with accommodation and confirm that the stated condition(s) qualifies as a disability under applicable laws. If a student states he/she can meet the technical standards with accommodation, then the Academic Achievement Center will determine whether it agrees that the student can meet the technical standards with reasonable accommodation; this includes a review of whether the accommodations requested are reasonable, taking into account whether accommodation would jeopardize clinician/patient safety, or the educational process of the student or the institution, including all coursework, clinical experiences and field work deemed essential to graduation.

❖ I certify that I have read and understand the technical standards for selection listed above and I believe to the best of my knowledge that I can meet each of the standards. If I need accommodation(s) to meet the technical standards, I will contact the Academic Achievement Center to determine what accommodations may be available. I understand that if I am unable to meet the standards with or without accommodations, I will not be able to participate in the program.

___________________________________________  ________________
Signature of Student                            Date
NUATEP Agreement of Confidentiality

Athletic Trainers are (allied) health care professions and in the course of their work, medical records are created/maintained and confidentiality is essential. At no time should there be any discussion about an injury or injured individual, who is being cared for at a clinical rotation site, with anyone other than the immediate medical staff. This includes parents, roommates, professors, the press, and others in the community without prior written consent from the individual. Athletic Training students must always be aware of their surroundings and other persons present before discussing any information relating to a patient. The following Agreement of Confidentiality must be upheld by all members of the Athletic Training Staff and Athletic Training Education Program.

As an Athletic Training student, I understand that I have an obligation to myself, to all patients, coaches, members of the Norwich University community, our affiliated sites, and to my clinical supervisors, to withhold any information that I acquire professionally or socially which is considered confidential, from anyone other than my immediate supervisors. Included in this information is anything relative to the patient’s medical condition, the treatment and rehabilitation of any medical condition and/or any information which I acquire during the conduct of my academic and professional duties, or any information that is not considered to be public knowledge. I am aware that any breach of this trust will jeopardize my ability to continue to function in the NU Athletic Training Education Program.

Furthermore, I understand that as an athletic training student I am required to uphold the Code of Professional Practice as outlined by the National Athletic Trainers’ Association and the State of Vermont Athletic Training Practice Act. I am aware that a copy of these documents is present in the Athletic Training Education Program Policies and Procedures Manual.

Norwich University, NU ATEP, NU Athletic Training and affiliated clinical sites contain confidential information pertaining to students and employees. This information is required by law to be protected. The use of a computer network that is shared by many individuals imposes many obligations. This is to inform you of your responsibilities, and to secure your agreement to abide by the associated policies and procedures.

I, (your name); __________________________________________________________

☑ Will respect the privacy and rules governing the use of any information accessibility through the computer system or network and only utilize information necessary for performance of my job or educational experience as required by law,

☑ Understand that the information accessed through all NUATEP and NU Athletic Training, and off-campus clinical sites’, information systems contain sensitive and confidential patient, student, business, and financial information which should only be disclosed to those authorized to receive it,

☑ Will not exhibit or divulge the contents of any record or report except to fulfill a work assignment,
NUATEP Agreement of Confidentiality

- Understand that I may access health information on myself, but must have specific authorization from my Clinical Preceptor, to access information on anyone else (e.g., my spouse, children, friends, neighbors, and other employees),
- Understand that my user identification code and password are the equivalent of my signature and that I am accountable for all entries and actions recorded under them,
- Will not release my user identification code or password to anyone, or allow anyone to access or alter information under my identity,
- Understand that I am responsible for logging out of information systems and will not leave unattended a display device to which I have logged on unless there is an active password protected Screen Saver,
- Understand that all access to NU, or affiliates', information systems may be monitored at any time,
- Will not attempt to access information by using a user identification code or password other than my own,
- Will not remove any records, reports or copies from their storage,
- Report any violation of confidentiality or computer usage policies,
- Respect the ownership of proprietary software, (for example, I will not operate unlicensed software on NU computers or make unauthorized copies of such software for my own use)
- Respect the finite capability of the systems, and limit my use so as not to interfere unreasonably with the activity of others,
- Will not use these resources to engage in any activity that violates any federal, state, or local law, or University policies or procedures,
- Prevent unauthorized use of information maintained, stored, or processed by NU or affiliates,
- Will not seek personal benefit of, or permit others to benefit personally by any confidential information or use of equipment available through my assignment,
- Understand that my obligation under this agreement will continue after my termination of involvement and that my privileges are subject to periodic review, revision, and renewal,
- Understand that violators of this agreement will be denied access to information systems, subject to disciplinary actions including dismissal and may be subject to penalties under state law and federal laws and regulations,

By signing this, I agree that I have read, understand, and will comply with this agreement.

__________________________________________  ______________________________
Printed Name                                      Signature

Date: ______________________________
HEPATITIS B VACCINE DECLINATION  

I, _________________________________________, a student enrolled in the Norwich University Athletic Training Education Program, acknowledge, declare and agree as follows:

I am over the age of eighteen (18) years, or if not, I have parental consent as evidenced by signature below.

I understand that due to my exposure to blood or other potentially infectious materials as a result of my study of Athletic Training at the Norwich University I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine; however, I decline hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease.

Therefore, I do for myself, my heirs and personal representatives, defend, hold harmless, indemnify, and release the University, and all of its officers, agents, and employees from and against all claims, demands, actions, or causes of actions resulting from the contraction of hepatitis which may result from my participation in the Athletic Training Major.

This assumption of Risk and Release shall remain in effect from the date hereof and every day thereafter that I participate in the Athletic Training Major.

______________________________________________________  ______________
Signature                                                Date

______________________________________________________
Date Co-signature of parent or guardian if student is under 18 years of age
NUATEP Infectious and Communicable Disease Policy

Purpose
The purpose of this document is to create a plan to control any potential exposures of infectious diseases to students and staff in the clinical education sites.

Policy/Procedure
Vaccinations/Immunization Records/Mantoux Testing:

4. All students are required to have completed, or in the process of completing, the Hepatitis B vaccinations prior to the start of their clinical rotations.
   a. A student may decline these vaccinations if he or she feels it is in their best interest. If this occurs a waiver, signed by the student, will be placed into their permanent file in the ATEP records.
5. A Mantoux test for TB is required to be completed in conjunction with their medical physical prior to the start of the clinical experience with a preceptor.
   a. If this test is positive a chest x-ray will also be performed.
   b. This test will be repeated yearly.
6. All other vaccinations as required by the University for admittance to the school. A record of these vaccinations will be kept at the Norwich University Infirmary and in the vaccination section of the ATEP physical form.

Student with a Communicable Disease or Suspected Communicable Disease:

4. Any AT Student that suspects they may have or develops a severe respiratory infection, diarrhea, fever, sore throat or skin lesion should NOT report to their clinical assignment.
   a. They will notify their Clinical Preceptor and the Clinical Education Coordinator of their illness as soon as possible.
   b. The clinical preceptor may also suggest follow-up care with the Norwich University Infirmary or personal physician for treatment and care.
5. Student or staff should contact their preceptor on a daily basis (or personal physician) to determine if it is safe to return to their clinical rotation without infecting other students, staff or patients.
6. Athletic training students who miss more than three days of a clinical assignment due to sickness will require a note from a MD, NP or PA that will be placed into their permanent file. Experiences missed during this time period may need to be completed prior to successful completion of the clinical course.
Student-Athletes with a Communicable Disease or Suspected Communicable Disease:

7. Student-Athletes should report to their supervising certified athletic trainer with any severe respiratory infection, diarrhea, fever, sore throat or skin lesion immediately prior to any practice or event.
   a. If the condition is deemed to be a potential communicable disease then the student-athlete will be dismissed from practice/event for that day with notification to the coaching staff.
   b. The supervising certified athletic trainer may also suggest follow-up care with the Norwich University Infirmary or their personal physician for treatment and care.

8. Student-Athletes should contact their supervising athletic trainer on a daily basis (or personal physician) to determine if it is safe to return to their sport without infecting other students, staff or student-athletes.

9. If the condition is deemed to be potentially transferable to other athletes whom use the athletic training facility or other athletic facilities the following should occur:
   a. The condition should be documented on an injury evaluation sheet, along with any follow-up care provided to the athlete by other health care professionals
   b. All Athletic Training Staff members should be notified immediately of the risk in order to take appropriate actions with their respective student-athletes

10. If necessary, facility maintenance staff should be notified in order to properly clean/disinfect locker rooms or other common areas

11. If necessary, coaching staffs should be notified

12. Any cleaning/disinfectant of the facility/area should occur immediately prior to use of that area by other student-athletes.

I have read and understand the above Norwich University Athletic Training Education Program Policy as it related to Infectious and Communicable Disease.

__________________________________________  __________________________
Printed Name

__________________________________________  __________________________
Signature  Date