

# Wheeling Jesuit University



## Department of Athletic Training



Athletic Training

## Student Handbook

*This handbook outlines the rules and regulations that you as a student in the Athletic Training Education Program at Wheeling Jesuit University must follow. You are responsible to abide by these rules and regulations as well as other rules established by the University. Every attempt will be made to consistently adhere to these rules. In extenuating circumstances, the program director reserves the right to make decisions on an individual basis.*

***A Note to You as an Athletic Training Student:***

*After reading and signing the Student Policies Agreement form at the end of the document, you agree to abide by the Code of Ethics (Appendix A) that governs the behaviors of those working in this profession. This is a serious responsibility that you assume as a student in this program. While the contents of this handbook give you specific information about your conduct and behavior as a student, you should always remember that the Code of Ethics is your guide while preparing to become an athletic training professional. (See section on Athletic Training Code of Ethics)*

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## **ATEP Mission:**

Wheeling Jesuit University's Athletic Training Education Program as a subsidiary of the Department of Athletic Training has a mission which is to reinforce the University's mission of educating young men and women for life, leadership, and service with and among others. In addition, the ATEP mission is to provide an exciting, educational, nurturing, and caring environment in which the student will learn skills such as problem-solving, critical thinking, communication, professionalism and respect for others while integrating the necessary professional, educational and clinical skills of an athletic trainer in accordance with the six practice domains of (a) prevention, (b) clinical evaluation and diagnosis, (c) immediate care, (d) treatment, rehabilitation and reconditioning, (e) organization and administration, and (f) professional responsibility, with an ultimate goal of becoming an allied health care professional who will feel confident and comfortable providing the safest and best possible care to physically active *individuals*.

### **1.0 Program Goals**

#### **Goal 1**

To prepare students as competent and knowledgeable athletic trainers qualified to perform in any available setting for such professionals.

#### **Goal 2**

To enhance the graduates' self perception by allowing students to analyze and critique themselves and others in a professional manner in order to help mold a broader perspective on whom we are as individuals.

#### **Goal 3**

To facilitate learning in a manner that puts the student in control of his or her depths of learning as well as developing the students' abilities to become self-taught learners, independent thinkers, problem solvers, and more autonomous professionals.

### **2.0 Admission into the Program**

Admission into the Athletic Training Education Program at WJU is a competitive one. Declaring athletic training as your major does not necessarily guarantee acceptance into the program. If acceptance is not granted, you may re-apply the following year. All students wishing to enter the program must apply for and meet the following criteria by end of his or her freshman year. Final determination of who is accepted is based upon the factors listed below and the number of available spots. Upon acceptance, the student will then be required to fulfill the obligations required of an athletic training student as described in the Athletic Training Student Handbook. Any violations of these requirements could result in dismissal from the program, and at any time the Program Director has the right to dismiss a student for appropriate reason.

The following is a list of requirements for eligibility to gain acceptance into the athletic training program at WJU:

1. Minimum 2.8 cumulative GPA
2. Minimum of a “C” in the allied health science classes (BIO 127, 128, 129; CLS 121)
3. Minimum of 30 hours of clinical observation during first two semesters
4. Acknowledgement and compliance with the ATEP Technical Standards (2.0.1)
5. Completion of the ATEP physical form

**\*\*\*If needed\*\*\***

6. Professional letter of application explaining why you declared Athletic Training as a major.
7. Successful interview with the Program Director and Clinical Education Coordinator.

## **2.1 Remaining in the program**

Successful completion of all required courses is necessary for progression as a student in the Athletic Training Education Program. You must maintain at least a 2.8 or higher cumulative GPA. In addition, you must earn a “C” or higher in all required Athletic Training major courses including PSY 250 and CLS 221. If a “C-“ or lower is earned in any of the major courses, the entire course must be retaken. A course may be retaken only one time, and readmission into the program is required. These occurrences will be dealt with individually with the Program Director and the Clinical Education Coordinator.

## **2.2 Student Pre-Clinical Physicals**

Following WJU’s student policy, all students are required to have submitted a completed physical examination form and updated immunization records to the Health Center prior to admittance to WJU. Incomplete documentation will delay the student’s participation in their clinical rotations. Further proof of health records or additional requirements might be expected for off-campus clinical rotations. This is dependent and individualized to each site, and students will be expected to comply. Prior to entrance into the program as a sophomore, a second physical must be taken developed specifically for the ATEP student. It must be signed by a physician and on file prior to the student beginning any clinical rotations.

## **2.3 Sophomore Year Clinical Rotations**

The sophomore year is a time of learning basic athletic training room skills and philosophies and starting to apply these concepts. You will be expected to spend at minimum 100 hours during your sophomore year in the athletic training room

through scheduled hours, clinical rotations, and assisting at home athletic events. You will be given learning opportunities with a variety of sports and various Approved Clinical Instructors (ACI). Again, hours must be documented in your Athletic Training binder and signed-off by an athletic trainer or other health care professional who is acting as your supervisor.

## **2.4 Junior and Senior Year Clinical Rotations**

During your junior and senior year, you will be assigned to specific teams or clinical sites with an ACI. You will be required to obtain a minimum of 75 hours per semester. **This does not imply your rotation is complete once you obtain 75 hours. In addition all students will have varying hours above and beyond the required minimum of 75 depending on the clinical site assigned.** These rotations will include working with the varsity athletic teams at WJU as well as off-campus sites including other colleges and high schools. You will be expected to perform the duties of an athletic training student using the knowledge attained during your freshmen and sophomore years and integrating that with the knowledge you will continue to receive in your didactic athletic training classes. Your ACI will not only supervise your activities as an athletic training student, but also will educate and guide you in achieving specific goals and objectives each semester in accordance with your respective practicum class. It will be your responsibility to record hours in your athletic training binder as well as show achievements with your goals and objectives.

***\*\*No student in any clinical rotation is to perform a skill or task on a patient until it has been formally taught and assessed in the classroom. This still allows for the student and the ACI/CI to engage in learning new material, but the patient should still be treated by someone who has acquired the skill in a formal setting.***

## **2.5 Technical Standards**

### **Wheeling Jesuit University Department of Athletic Training Technical Standards for Admission**

The Athletic Training Education Program at Wheeling Jesuit University is a rigorous and intense academic program that places specific requirements and demands on the student enrolled in the program. The objective of this program is to prepare graduates to enter a variety of employment settings and to render care to a wide spectrum of people engaged in physical activity. The technical standards set forth by the ATEP establish the essential qualities considered necessary for students admitted to this program to achieve the knowledge, skills competencies of an entry-level athletic trainer, as well as meet the expectations of the program's accreditation agency (Commission on Accreditation of Athletic Training Education [CAATE]) These technical standards are the basic physical, cognitive, and psychosocial skills and abilities that are required for all students who choose to major in Athletic Training at Wheeling Jesuit University. Should a student not be able to fulfill the requirements of the Technical Standards with or without reasonable accommodations, the student will be prohibited admission into the ATEP program. In addition, compliance with the ATEP's technical standards does not necessarily guarantee a student's eligibility for the Board of Certification exam.

The following standards must be demonstrated by the Wheeling Jesuit University ATEP student:

1. The mental capacity to assimilate, analyze, synthesize and 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 professional practice.
4. The ability to record the physical examination results and treatment plans clearly and accurately.
5. The capacity to maintain composure and continue to function well during periods of high stress.
6. The perseverance, diligence and commitment to complete the ATEP outlined and developed at Wheeling Jesuit University.
7. Flexibility and the ability to adjust to changing situations and uncertainty in clinical situations.
8. Affective skills and appropriate demeanor and rapport that relate to professional education and effective quality patient care.

Should a student request the need for accommodations in order to meet the technical standards, the Program Director will be notified, and in conjunction with the University's Academic Resource Center a review of the request will commence. Determinations for specific accommodations will be implemented on a case by case, basis. The University reserves the right to deny, or refuse accommodations that are deemed unreasonable. No accommodations will be made if clinician/patient safety, the educational integrity of the program (including coursework, educational process of the student, internships and clinical sites), or the University could be jeopardized. Each student must meet the technical standards for all courses, throughout enrollment in the program.

**\*\*It should be understood by the student that any change in the student's medical, physical or psychological status warrants re-examination of this form and possibly a change in the status of the student's accommodation needs. Thus, it may be necessary to sign subsequent Technical Standards forms while attending WJU as an Athletic Training Student.**

### **3.0 Attendance Policy**

#### **3.1 Class Attendance**

You are expected to attend all class meetings. Attendance is checked at the beginning of each class. Specific attendance requirements are delineated in each course syllabus. It is your responsibility to obtain assignments and materials missed during any absence.

#### **3.2 Clinical Attendance**

You are required to attend all clinical experiences as well as attending meetings and functions organized by the athletic training staff or the WJU Athletic Training Club.

It is your responsibility to keep accurate and updated time sheets or a spreadsheet of actual times worked at each clinical rotation. Time sheets or the spreadsheet can each be obtained from the Clinical Education Coordinator. Tardiness and leaving early must be documented with the reason why and the clinical supervisor's signature.

Time sheets will be inspected during the Clinical Education Coordinator's visit to the clinical education site. Failure to complete these time sheets properly and accurately will result in no credit for those clinical hours in question and you must make up those hours. Any discrepancy in time recorded on the time sheet and the time you actually worked will result in an UNEXCUSED absence and will be handled according to the disciplinary policy.

### **3.21 Excused Absences**

You are permitted three excused absences total per clinical rotation that you do not need to make up. You will be granted an excused absence for the following reasons:

- A. Injury or illness. Any absence longer than two consecutive days due to injury or illness requires permission from your ACI/CI to return to your clinical site. Additionally, the program director and/or the clinical education coordinator reserves the right to require a physician's excuse for any questionable absence.
- B. A death in the immediate family.
- C. Other commitments required by WJU, i.e. athletic responsibilities (in-season), ARUPE, community service, etc.

### **3.22 Unexcused Absences**

The following are considered UNEXCUSED absences:

- A. Any absence for reasons other than those stated above.
- B. Absence due to student's injury or illness greater than 2 consecutive days without a physician's excuse.
- C. Failure to follow the call-off policy. (See 3.23 Call-Off Policy)
- D. Any tardiness that exceeds the limit of 3 per clinical rotation. (See 3.24 Clinical Tardiness)

- E. Failure to call the clinical supervisor at the site when you will be more than 30 minutes late for work. (See 3.24 Clinical Tardiness)
- F. Leaving early without prior approval from the clinical supervisor at the site.
- G. Any discrepancy between time recorded on time sheet and time actually worked. (See 3.27 Student Time Sheets)
- H. Any dismissal by the clinical supervisor at the site due to inappropriate and unacceptable behavior.

Time missed due to an unexcused absence must always be made up. Any quizzes or tests missed will be given the grade of “0” (See 3.26 Make-Up Time).

Any unexcused absence will be handled according to the disciplinary policy. (See Section 8.0, Disciplinary Policy.).

### **3.23 Call-Off Policy**

Should you be absent from a clinical rotation FOR ANY REASON, the following procedure must be followed:

- A. NOTIFY YOUR ACI OR CLINICAL SUPERVISOR NO LATER THAN 60 MINUTES AHEAD OF SCHEDULED STARTING TIME.

Failure to follow this procedure exactly will result in an UNEXCUSED absence.

### **3.24 Clinical Tardiness**

Tardiness is defined as arriving to the clinical area at any time later than the scheduled starting time, regardless of the reason. If you realize that you will be more than 30 minutes late to work, you must:

- A. NOTIFY YOUR ACI OR CLINICAL SUPERVISOR IMMEDIATELY. If they are not available, a message should be left.

You may be tardy three times before receiving an UNEXCUSED absence, providing that the above notification procedure was followed. Failure to follow this procedure will result in an UNEXCUSED absence. Any

UNEXCUSED absence will be handled according to the disciplinary policy (See Section 9.0, Disciplinary Policy.).

Any tardiness must be documented on your time sheet with the reason and signed by your ACI or clinical supervisor. The time missed must also be made up. (See 3.26 Make-up Time)

### **3.25 Student Clinical Hours and Overtime**

Working as an athletic training student is different than other clinical rotations where you might see your peers performing in other disciplines. Work times are dependent on your site location and the athletic team to which you have been assigned. Many times, your schedule will be determined by starting and ending times of athletic practices and events.

The clinical supervisor at each site will determine starting and finishing times. Be prepared for sudden changes in work schedules as practices and games might be changed due to weather or to the head coach's needs.

### **3.26 Make-up Time**

Any unexcused absence from a clinical rotation must be made up. It is your responsibility to schedule this make-up time with both the clinical coordinator and the clinical supervisor at the site. Any assignment missed as a result of any absence must also be completed. A grade of "0" will be given for any quiz or test missed due to an unexcused absence. Failure to make up the missed hours in a timely fashion will be handled according to the disciplinary policy (See Section 8.0, Disciplinary Policy.).

## **3.3 Illness during Clinical Attendance**

If you become ill during clinical practice, you should notify your clinical supervisor and proceed as directed by the clinical supervisor. If the clinical supervisor permits you to leave due to illness, it will be considered an excused absence and the hours must be made up if you have exceeded three excused absences. If you leave the clinical site, the WJU clinical education coordinator must be notified that day. (See 3.21 Excused Absences). You are not permitted to return to the clinical site until you have communicated your status with the ACI/CI for that site at which point the ACI/CI will determine if you should return. A physician's release may be required depending on the circumstances.

## **3.4 Injury during Clinical Attendance**

If you are injured in any way during a clinical experience, you must report the injury to the ACI/CI and to the clinical coordinator at WJU. You must then follow the

procedure required by the clinical site. If such procedures involve emergency room services or other treatment, you will be responsible for any expenses incurred.

### **3.5 Extended Illness/Injury Policy**

To participate in a clinical rotation in the ATEP program you must be able to meet the technical standards listed in section 2.5. If at any time due to injury or extended illness, you can not meet these, it is your duty to notify the Program Director so accommodations may be made.

Should an extended illness/injury occur that prevents you from performing at full capacity as listed in the technical standards, you will not be able to return to your clinical site until these can be met. The ATEP clinical education coordinator must be notified verbally within 24 hours of the occurrence of the extended illness/injury. Written documentation from your physician including the time expected to be absent from your clinical rotation must be faxed to the WJU clinical education coordinator within 48 hours of the occurrence of the extended illness/injury. You **MUST** make up any time missed during this period. You must obtain a physician's release stating that you are able to perform all duties with no limitations before returning to clinical. The medical director of the clinical site must also approve your return to the department. You may not return to the clinical setting without the prior approval of the WJU clinical education coordinator or program director.

Should the illness or injury require you to be absent from a clinical rotation longer than one month, your situation must be reevaluated before you may reenter your clinical rotation. Reentry depends on your clinical/academic performance prior to the illness or injury. If your clinical/academic performance was less than satisfactory, it is possible you may not be able to reenter the program. Reentry is based on the collaborative decision of the program director, clinical coordinator, and ACI/CI for your clinical site. Each case will be evaluated on a separate basis.

You must make up any time missed due to extended illness or injury. There is no guarantee as to which clinical site will be available for you to make up the missed time. It is your responsibility to make these arrangements with the ATEP clinical coordinator. Upon receipt of written physician release, you must contact the ATEP clinical coordinator within 5 working days to make arrangements to make up missed time. Failure to make up the missed time will result in dismissal from the program.

### **3.6 Inclement Weather Policy**

When inclement weather causes driving conditions to be hazardous, attendance at your clinical education site is left to your discretion. You should call the clinical supervisor at the site to discuss road conditions. If you decide to miss clinical due to hazardous conditions, you must always make up the missed time.

## **4.0 Overall Clinical Evaluation**

The following section deals with the evaluation of your performance in the clinical setting. If any aspect of the following subsections are deemed to be incomplete or inadequate by the clinical coordinator, the situation will be handled under the disciplinary policy (See Section 8.0, Disciplinary Policy).

### **4.1 Grade Determination**

The following will be evaluated at each clinical education site to obtain the final grade for that rotation:

- Student notebooks, any written or oral projects, assignments, or quizzes
- Final evaluation and grade from your ACI
- Psychomotor Skill Objectives
- Clinical Proficiencies

#### **4.11 Student Notebooks**

It is your responsibility at each clinical rotation to keep a notebook outlining all the procedures done in that department. You will be given a format to follow prior to starting your clinical rotation. The clinical coordinator will review this notebook during each site visit. It is your responsibility to have this notebook with you at all times and to keep it up-to-date.

#### **4.12 Clinical Academic Assignments**

You are responsible for the completion of any projects, assignments, quizzes, or tests that may be given to you during a clinical rotation. The clinical education coordinator or the clinical supervisor at the site may make assignments. You will be given advance notice of any quiz or test. Any missed assignment must be completed but any quiz or test missed due to an unexcused absence will receive a grade of "0."

#### **4.13 Final Evaluation Forms**

A final evaluation form will be completed at the end of your clinical rotation at each site. It is your responsibility to give this evaluation to the clinical supervisor at each site one week prior to the due date. The clinical supervisor will complete the evaluation.

#### 4.14 Performance Skill Objectives

You are required to complete a set of performance skill objectives at each clinical site. The clinical education coordinator will provide you with the necessary performance skill objectives for each site, as well as the required completion dates. All forms are available on Blackboard®. Clinical supervisors at each site also have copies of all the performance skill objectives to be completed at their sites. The directions for use are as follows:

At the beginning of each clinical rotation, you will be given a list of performance skill objectives that are required to be completed at that clinical site. These performance skill objectives are designed to evaluate the tasks that an athletic training student is required to master at each clinical site. The clinical education coordinator will determine the completion dates for the performance skill objectives at each site.

It is your responsibility to schedule evaluations at each clinical site when you have developed the expertise necessary for completion of the performance skill objective. Failure to complete any required performance skill objective will result in clinical probation, suspension and/or dismissal from the program. (See 4.4 Clinical Probation). In addition, 0.5 points for each day that the performance skill objective is late will be deducted from the final score.

Successful completion of a Performance Skill Objective requires “SATISFACTORY” performance of all the steps outlined. You must achieve an average score of “C” to achieve satisfactory performance for that procedure.

- 1) You have three chances to successfully meet the performance skill objectives for each procedure.
- 2) Unsuccessful completion of any performance skill objective is not acceptable.
- 3) The ACI evaluating you on compliance with the performance skill objectives will sign/initial and date the evaluation. Comments are encouraged, especially in unsatisfactory areas.
- 4) You and the ACI will discuss the evaluation. The ACI should reinforce positive behaviors and proficient skills, and make suggestions for remedial work in deficient areas. It will be your responsibility to make arrangements for remedial time.
- 5) You should sign the evaluation and write comments if you wish.

## 4.2 Cheating and Plagiarism

**Neither cheating nor plagiarism will be tolerated—at all!!!!**

The faculty has the responsibility for seeing that all students receive credit for work which they have done. All students are expected to be honest in dealings with members of the staff and faculty of WJU and staff members and patients in all clinical education site facilities. Students are also expected to report any observed instances of dishonesty to the instructor in charge. Failure to do so makes the observer as guilty as the one who is cheating. Students will not receive credit for work which is not their own. ***If proven, cheating could result in expulsion from the program and the University in accordance with the University standards.***

Plagiarism is the use of other's words, writings, thoughts, or ideas without giving proper credit. Taking a section of a book or a magazine article and copying it essentially word for word without giving proper credit to the author is one example of plagiarism. The instructor who detects plagiarism will review with you the circumstances that constitute plagiarism. ***If proven, plagiarism could result in expulsion from the program and the University in accordance with the University standards.***

## 5.0 Clinical Guidelines

### 5.1 Appearance/Dress Code

As a student, you represent both Wheeling Jesuit University and the profession of Athletic Training. You are expected to dress and conduct yourself in a professional, responsible manner. Your clothing is to be appropriate and in accordance with whatever site you are assigned. You must wear appropriate clothing at all times or face reprimand from the necessary parties involved.

You must abide by the following dress code guidelines:

Male students:

Monday through Friday

- Shirts

- Polo shirts of various colors
  - camouflage shirts not acceptable
- Game polo's
- WJU top apparel is allowed
  - sweatshirts
  - t-shirts
  - polo
  - long sleeves
- Button-up dress shirts
- Cold weather attire – long sleeve shirts underneath the

- Outside event – any cold weather gear is appropriate
- Male sized polo's, button ups must be tucked in
- Pants
  - Khakis
  - Cargo shorts
  - Athletic pants/mesh shorts – black, red, white

Saturday Attire

- Will be specified by your ACI depending on weather and schedule

Sunday Attire

- Dress down day
  - Sweatpants, jeans allowed
  - Appropriate sleeved top, no undershirts

Female students:

Monday through Friday

- Shirts
  - Polo shirts of various colors
  - Game polo's
  - WJU top apparel is allowed
    - sweatshirts
    - t-shirts
    - polo
    - long sleeves
  - Button-up dress shirts
  - Cold weather attire – long sleeve shirts underneath the
  - Outside event – any cold weather gear is appropriate
  - Females do not have to tuck in tailored women's polo's
  - If male sized t-shirt or polo is worn it must be tucked in
- Pants
  - Khakis – pants or capri
  - Cargo shorts
  - Bermuda shorts – khaki or black
  - Athletic pants/mesh shorts – black, red, white
  - All shorts (athletic) must be of appropriate length (not shorter than mid-thigh)

Saturday Attire

- Will be specified by your ACI depending on weather and schedule

Sunday Attire

- Dress down day

- Sweatpants, jeans allowed
- Appropriate sleeved top, no undershirts

**\*\*\* Those of you at off-campus sites will need to follow the code of the respective site along with the aforementioned requirements.**

### **5.11 Dress Code Violations**

If you arrive at a clinical site inappropriately dressed, the ACI/CI at the site reserves the right to send you home to change into appropriate attire. You will be required to make up any missed time.

All other situations will be handled according to the Disciplinary Policy (See Section 8.0, Disciplinary Policy).

## **5.2 Specific Rules and Regulations**

You are required to abide by the specific rules and regulations set forth by the clinical education site to which you are assigned. Other regulations include:

1. Outside Telephone Calls: You are permitted to use phones only with prior permission. You may make outside local calls or telephone your advisor or clinical education coordinator for related clinical or University business, however any personal calls should be approved prior to making them. *Social calls and texting is highly discouraged.* It is prohibited to be on the sidelines of an event making any type of call other than summoning the EMS or patient-related. If you need to make a call that can't wait, obtain permission to leave the sidelines or court. *Do not make calls standing on the sideline at an event events.*
2. Follow your clinical schedule regarding vacation and days for holidays as determined by the clinical education coordinator prior to the beginning of the clinical rotation. You will not follow the Wheeling Jesuit University school calendar during clinical rotations.
3. You are to present yourself in a professional manner at all times and abide by the previously set rules and regulations of your assigned clinical site. Failure to do so can result in dismissal of the program.
4. There is to be absolutely no trash talking or engagement in conversation with opposing team players, coaches, staff or officials other than medically related.

## **5.3 Impaired Thinking**

Impaired thinking constitutes a risk to patient safety. Impaired thinking is evidenced by an inability to make appropriate judgments and carry athletic

training tasks in relation to situations that arise. Impaired thinking may be the result of fatigue, anxiety, sleep deprivation, medication use, illegal drug use, alcohol use, etc.

An ACI/CI who determines that you are exhibiting evidence of impaired thinking will ask you to leave the clinical area and consult with the program director. You will be given an unexcused clinical absence. (See 3.22 Unexcused Absences). If drug or alcohol use is responsible for the impaired thinking, you will be permanently dismissed from the program (See Section 8.2).

### **5.31 Drug/Alcohol Use**

1. Drug and alcohol use at affiliated clinical sites is prohibited
  - a. If you are at a clinical site under the influence of drugs or alcohol or use drugs or alcohol, you will be immediately and permanently dismissed from the Athletic Training Education Program.

### **5.4 Criminal Background Check**

Background checks may be required for Wheeling Jesuit University Athletic Training Students. If the background check reveals a conviction or other information relevant to the position, you may be disqualified from holding that position. Your background report may contain the following information:

- Criminal records (fingerprints)
- Civil records
- Social Security verification
- Credit reports
- Employment history

### **5.5 Pregnancy Policy**

Should you discover that you are pregnant during a clinical rotation, you must abide by the University pregnancy policy. It is recommended you notify the program director as soon as possible so necessary arrangements may be made—mainly for the appropriate health of the child. Should the pregnancy interfere with your ability to complete your rotation at that site, all efforts will be made to accommodate you but no guarantees can be made.

### **5.6 Infectious Disease Policy**

Because of the nature of the health care profession, students participating in required clinical education experiences will find themselves at risk for exposure to infectious diseases. Even though the risk is extremely small, it cannot be completely eliminated. However, it can be minimized by careful and consistent

aseptic techniques. Because you interact with many athletes (or patients), you could inadvertently transmit disease organisms from one person to another. Therefore, you must consistently follow the Standard Precautions (transmission-based precautions) set in place to reduce the transmission of disease organisms. This may require the use of gloves, gowns, and/or masks depending upon the type of transmission and setting in which you are assigned.

### **5.61 OSHA Training**

You must complete a training module about blood borne pathogens and the use of universal precautions. Because this training is mandatory, your completion is documented and kept on file by the clinical education coordinator at Wheeling Jesuit University. *Failure to complete this training will prohibit you from attending your clinical site.* This is required at the beginning of each academic year and must be completed within the time frame mandated.

### **5.62 Universal Precautions**

Since medical history and examination cannot reliably identify all patients infected with HIV and other blood borne pathogens, blood and body, fluid precautions should be consistently used for all patients. This approach, previously recommended by CDC, and referred to as “universal blood and body fluid precautions” or “universal precautions,” should be used in the care of all patients, especially including those in emergency care settings in which the risk of blood exposure is increased and the infection status of the patient is usually unknown. *In any case, you are required to wear gloves, change them as necessary, and wash your hands after every patient to reduce the chances of transmitting an infectious organism. There are no exceptions to this requirement.*

1. All health-care workers should routinely use appropriate barrier precautions to prevent skin and mucous-membrane exposure when contact with blood or other body fluids of any patient is anticipated. Gloves should be worn for touching blood and body fluids, mucous membranes, or non-intact skin of all patients and for handling items or surfaces soiled with blood or body fluids. Gloves should be changed after contact with each patient.
2. Hands and other skin surfaces should be washed immediately and thoroughly if contaminated with blood or other body fluids. Hands should be washed immediately after gloves are removed.
3. All health-care workers should take precautions to prevent injuries caused by needles, scalpels, and other sharp instruments or devices during procedures; when cleaning used instruments; during disposal of used needles; and when handling sharp instruments after procedures. Athletic training students should seldom if ever come in contact with any of these. However, if the situation

4. Although saliva has not been implicated in HIV transmission, to minimize the need for emergency mouth-to-mouth resuscitation, mouthpieces, resuscitation bags, or other ventilation devices should be available for use in areas in which the need for resuscitation is possible.
5. Health-care workers who have exudative lesions or weeping dermatitis should refrain from all direct patient care and from handling patient-care equipment until the condition resolves.
6. Pregnant health-care workers are not known to be at greater risk of contracting HIV infection than health-care workers who are not pregnant; however, if a health-care worker develops HIV infection during pregnancy, the infant is at risk of infection resulting from perinatal transmission. Because of this risk, pregnant health-care workers should be especially familiar with and strictly adhere to precautions to minimize the risk of HIV transmission.
7. Implementation of universal blood and body-fluid precautions for ALL patients eliminates the need for use of the isolation category of “Blood and Body Fluid Precautions” previously recommended by the CDC for patients known or suspected to be infected with blood-borne pathogens. Isolation, precautions (e. g. , enteric, “AFB”) should be used as necessary if associated conditions, such as infectious diarrhea or tuberculosis, are diagnosed or suspected.

Taken from (with some changes): Recommendation for Prevention of HIV Transmission in Health Care Settings, U.S. Department of Health and Human Services, Public Health Service, Centers for Disease Control, Atlanta, Georgia 30333.

## **5.7 CPR Certification**

All students participating in a clinical rotation must have current CPR certification. A copy of the current CPR certification card must be given to the ATEP clinical education coordinator prior to beginning a clinical rotation. You will gain initial certification during a clinical science class in your sophomore year.

## **5.8 Health Insurance**

Health insurance is a requirement for all Wheeling Jesuit University students. If you do not own insurance or have some sort of coverage, you must make arrangements with the clinical education coordinator and the University student wellness center.

## **6.0 Additional Costs**

### **6.1 Malpractice Insurance**

All Clinical Sciences students are required to carry student professional malpractice insurance through Wheeling Jesuit University. The University has arranged for a blanket coverage policy. Some key points of this coverage are:

#### **6.11 Limit of Liability**

“Pay up to \$2,000,000 for each claim to a total of \$4,000,000 in anyone year.”

*Note: This malpractice insurance is mandatory for all clinical science students without exception. Students without insurance will not be allowed in the clinical area.*

#### **6.12 Policy Provisions and Coverage**

“Payment is made by the insurance company on claims arising out of real or alleged malpractice, regardless of the number of claims or persons involved, when the injury being claimed is the result of error, accident, or omission. Payment of all court costs is also provided. Expert legal counsel and claim adjusters are immediately available in all sections of the country to aid and defend the insured without cost. Under this program, students are covered for malpractice related to their normal curriculum studies only.”

The annual premium will be billed to your account at Wheeling Jesuit University every year.

### **6.2 Clinical Science Fee**

The Clinical Science Fee is assessed to all allied health major students, including Athletic Training. This fee offsets the additional costs incurred to these majors from accreditation fees, clinical site fees, faculty salaries due to professional status maintenance, and faculty travel to clinical sites. The fee is added to billing when you achieve sophomore status and continues through graduation.

### **6.3 Student Transportation**

You are responsible for your transportation to and from the University and all clinical education facilities. Student car pools are the responsibility of the

individual student and not the responsibility of the University. Arrangements for transportation should be made prior to entering the program.

## **6.4 Student Housing**

Living arrangements during clinical rotation is your responsibility. Off-campus clinical rotations might provide housing during preseason football but this is not guaranteed. You will be notified in advance of what is available.

## **7.0 General Information/Activities**

### **7.1 Student Employment**

Employment during the course of study is the choice of the student and mandates good time management skills. You will not be discouraged from employment, but you will also not be excused for work-related issues. *You are a student first and foremost and your clinical rotation requirements must be scheduled around work—not the other way around.* It is up to you to have good communication with your employer and your ACI about potential conflicts.

### **7.2 Athletic Participation**

We want to try to provide you with the best collegiate experience possible. Our program will not prohibit you from participating on an athletic team, although it will require some extra planning and commitment if you choose to do so. We will do everything we can to schedule clinical times appropriately.

### **7.3 Athletic Season**

Your education comes before athletics. You can expect to have some conflicts if you choose to do both. Arrangements will be made to lessen your load during in-season sports, however you will still be expected to perform at your clinical rotation. The clinical education coordinator will try to be as flexible as possible with everyone, but there are no guarantees. Conflicts need to be communicated to the clinical education coordinator immediately to eliminate any confusion. You will most likely miss some practices and games as a result of your off-season schedule with athletics and your clinical site obligations. *The key is good communication among you, the coach, and the clinical education coordinator.*

### **7.4 Student Health Reporting Policy**

You must notify the program director at Wheeling Jesuit University and the clinical supervisor at the clinical education site of any and all contracted

diseases or health problems that might or could jeopardize an athlete's and/or coworker's health at each clinical site.

If you are involved with a blood and/or body fluid exposure, you must have follow-up testing at your personal physician's office, local hospital, or county health department. You are responsible for any expenses incurred.

You must agree to and sign a release for information to be reported to the program director relating to exposure follow-up testing, and/or treatment for blood and/or body fluid exposure. All of this information will be treated in strictest confidence and shall be used solely to determine if you should be removed from your clinical rotation to protect the employees and/or athletes of the clinical site.

### **7.5 Professional Association Membership**

Membership to the National Athletic Trainers' Association will be paid through your Athletic Training fee which is included in your yearly tuition bill. Membership runs from January 1<sup>st</sup> to December 31<sup>st</sup> each year.

## **8.0 Disciplinary Policy**

### **8.1 Disciplinary Process**

Except for the circumstances described in Section 8.2, the following process will be used for disciplinary matters. The purpose of this process is to correct your behaviors so that you can successfully complete the program.

The following list contains examples of inappropriate behaviors that may result in disciplinary procedures:

1. Cheating or plagiarism
2. Dress code violations
3. Tardiness
4. Failure to call in an absence to both the clinical education coordinator and the clinical affiliate
5. Insubordination
6. Failure to maintain academic or clinical proficiency
7. Under the influence of alcohol or drugs in an academic setting
8. Abusive language
9. Falsifying clinical attendance records
10. Failure to maintain proper hygiene

**First Offense:**

Student is given an oral reprimand and two weeks to improve. A written account is filed in the student's record.

**Second Offense:**

Written documentation of the offense is given to the student. The student will be counseled and expelled from school for three days. The missed time must be made up at the end of the year. A written report is placed in the student's permanent file.

**Third Offense:**

Written documentation of the offense is given to the student. The student is then permanently dismissed from the program and a written report is placed in the student's permanent file.

**8.2 Permanent Dismissal from a Clinical Site**

You may be permanently dismissed from clinical for unsafe clinical practice any time during the semester. In such cases a grade of "F" will be given for the course in which the unsafe practice occurred and you will be permanently dismissed from the program.

Reasons for unsafe clinical practice include, but are not limited to the following:

1. Failure to attain the required level of cognitive or motor skills
2. Inadequate preparation
3. Inaccurate documentation
4. The inability to perform motor skills safely
5. Violation of institutional or professional codes of conduct
6. Unethical behavior
7. Under the influence of drugs or alcohol
8. Inability to establish rapport with patients or staff
9. Lack of integrity, initiative, interest, or dependability

You will be afforded due process according to Wheeling Jesuit University policy in cases of dismissal for unsafe practice. If you choose to appeal the decision, the clinical education coordinator will keep you out of the clinical areas until the appeal process is completed. If the results of the appeal allow you to remain in the course, you will be given the opportunity to make up the clinical time.

# NATA Code of Ethics

## **PREAMBLE**

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

## **PRINCIPLE 1:**

Members shall respect the rights, welfare and dignity of all.

1.1 Members shall not discriminate against any legally protected class.

1.2 Members shall be committed to providing competent care.

1.3 Members shall preserve the confidentiality of privileged information and shall not release such information to a third party not involved in the patient's care without a release unless required by law.

## **PRINCIPLE 2:**

Members shall comply with the laws and regulations governing the practice of athletic training.

2.1 Members shall comply with applicable local, state, and federal laws and institutional guidelines.

2.2 Members shall be familiar with and abide by all National Athletic Trainers' Association standards, rules and regulations.

2.3 Members shall report illegal or unethical practices related to athletic training to the appropriate person or authority.

2.4 Members shall avoid substance abuse and, when necessary, seek rehabilitation for chemical dependency.

## **PRINCIPLE 3:**

Members shall maintain and promote high standards in their provision of services.

3.1 Members shall not misrepresent, either directly or indirectly, their skills, training, professional credentials, identity or services.

3.2 Members shall provide only those services for which they are qualified through education or experience and which are allowed by their practice acts and other pertinent regulation.

3.3 Members shall provide services, make referrals, and seek compensation only for those services that are necessary.

3.4 Members shall recognize the need for continuing education and participate in educational activities that enhance their skills and knowledge.

3.5 Members shall educate those whom they supervise in the practice of athletic training about the Code of Ethics and stress the importance of adherence.

3.6 Members who are researchers or educators should maintain and promote ethical conduct in research and educational activities.

**PRINCIPLE 4:**

Members shall not engage in conduct that could be construed as a conflict of interest or that reflects negatively on the profession.

4.1 Members should conduct themselves personally and professionally in a manner that does not compromise their professional responsibilities or the practice of athletic training.

4.2 National Athletic Trainers' Association current or past volunteer leaders shall not use the NATA logo in the endorsement of products or services or exploit their affiliation with the NATA in a manner that reflects badly upon the profession.

4.3 Members shall not place financial gain above the patient's welfare and shall not participate in any arrangement that exploits the patient.

4.4 Members shall not, through direct or indirect means, use information obtained in the course of the practice of athletic training to try to influence the score or outcome of an athletic event, or attempt to induce financial gain through gambling.

**To the student: After carefully reading this page, print and complete the required information. Sign it and return it to Program Director or Clinical Education Coordinator.**

**STUDENT POLICIES AGREEMENT**

I, the undersigned, have read, received an explanation of, and understand the guidelines contained in this handbook.

I also understand that I must comply with and follow these guidelines and policies during the period of my enrollment as an Athletic Training Education Program student at Wheeling Jesuit University.

In accordance with Wheeling Jesuit University's clinical affiliation agreement, I grant permission for Wheeling Jesuit University's Clinical Sciences faculty to discuss both my academic standing and clinical progression with any or all of the Program's clinical affiliates. Further, I hold Wheeling Jesuit University's administration and faculty harmless for any discussion of my academic and clinical progression and standing with clinical affiliate sites.

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DATE	SIGNATURE	PRINTED NAME
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DATE	WITNESS	PRINTED NAME
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I, the undersigned, give Wheeling Jesuit University my permission to release my medical records to clinical sites as necessary.

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DATE	SIGNATURE	SOCIAL SECURITY #
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