

**DAKOTA WESLEYAN UNIVERSITY
MASTER OF ATHLETIC TRAINING PROGRAM HANDBOOK**



**Department of Athletic Training
Dakota Wesleyan University
Mitchell, South Dakota
(Updated 2018)**

Table of Contents

Contents	PAGE
<u>Introduction</u>	3
<u>Program Mission, Goals & Objectives and Student Outcomes</u>	3
<u>Program Admission Prerequisites and Procedures</u>	4
<u>Program Curriculum</u>	7
<u>Program Standards, Graduation Requirements and Curriculum</u>	8
<u>Clinical Supervision Policy</u>	10
<u>Clinical Hour Requirements</u>	11
<u>DWU Athletic Training Student Policies & Procedures</u>	14
<u>Travel policy & Works Study Policy & Social Medial Policy</u>	15
<u>Immunization Policy</u>	17
<u>Bloodborne Pathogen & Communicable Disease Policy</u>	18
<u>NATA Code of Ethics</u>	20
<u>DWU Athletic Training Program Citation Procedure</u>	21
<u>Athletic Training Clinical Leave of Absence Policy</u>	23
<u>Technical Standards for Admission</u>	24
<u>Student Agreement Statement</u>	26
<u>Communicable Disease Agreement Statement</u>	27

Introduction

Mission Statement

The Dakota Wesleyan University Athletic Training program strives to educate students in the concepts of athletic training; to prepare students to provide the highest quality care for the physically active population that they serve; and to prepare them for service to both their patients and to their future employers.

We strive to develop moral and ethical students who will act as leaders within the classroom while at Dakota Wesleyan University and as leaders within their profession and within their communities upon graduation.

Goals and Objectives of the Program

The goals and objectives of the Dakota Wesleyan University Athletic Training Program are:

1. To prepare athletic training students for careers in athletic training.
2. To fulfill the Competencies and Proficiencies in Athletic Training as established by the Commission on Accreditation of Athletic Training Education.
3. To teach, demonstrate, and adhere to the NATA Code of Ethics.
4. To provide a quality clinical experience in the athletic training facilities that compliment the educational program.
5. To encourage the overall development of leadership skills and service to the community and to the athletic training profession.

Student Learning Outcomes

I. Students will be able to perform the following at entry level proficiency:

A. Students will be able to assess orthopedic and medical conditions associated with active populations and apply the appropriate measures for acute and sub-acute care utilizing current literature as a basis for decisions.

B. Students will be able to assess the condition of the physically active individual and demonstrate appropriate therapeutic treatment, conditioning/rehabilitation, and nutritional intervention strategies utilizing current literature as a basis for decisions.

C. Students will be able to demonstrate the appropriate risk management assessment and planning, appropriate psychosocial referral, health care administration and professional development responsibilities utilizing current literature as a basis for decisions.

II. Students will participate and reflect upon a variety of service-learning projects to instill an attitude of service to their community and to the profession.

III. Students will demonstrate that they can discriminate the moral and ethical behavior required by the NATA Code of Ethics.

Program Admission Procedures

1. Admission to the Master of Athletic Training program is contingent upon the student satisfactorily completing the following prerequisites:

- completion of application through appropriate application service. The deadline for the application will be available through application service website.
- minimum of 50 hours of documented clinical observation with a certified athletic trainer
- 3.0 cumulative GPA
- completion of prerequisite coursework with a minimum grade of C in each course.
 - Prevention & Care of Athletic Injuries
 - Introduction to Athletic Training/Healthcare Professions
 - Medical Terminology
 - Human Nutrition
 - Advanced Emergency Skills for Professionals or EMT (or proof of current CPR for the healthcare professional certification)
 - Methods of Free Weight Training
 - Kinesiology/Biomechanics
 - Physiology of Exercise
 - Anatomy & Physiology – 8 credits/2 semesters with lab
 - University (General) Chemistry – 8 credits/2 semesters with lab
 - Statistical Methods – 1 semester
 - General Biology-4 Credits/1 semester with lab
 - Physics – 4 credits/1 semester with lab
 - General Psychology or Developmental Psychology
 - Abnormal Psychology
 - Ethics/Healthcare Ethics
 - English Composition
 - Speech or Interpersonal Communications
 - Minority Groups or Sociology
 - Encouraged Coursework
 - Spanish

Successful completion of all of the prerequisites mentioned above does not guarantee admission into the Master of Athletic Training Program. The Athletic Training Program is a limited enrollment program based on the availability of Preceptors. The maximum number of students allowed is 20 per cohort.

2. Students must submit an application to Athletic Training Central Applications Services (ATCAS) (<https://atcas.liaisoncas.com/applicant-ux/#/login>)** or complete the DWU admissions application process . Applications will not be accepted after April 1st.

3. Following the submission of application materials, prospective candidates will participate in an interview process. On-campus interviews are preferred but virtual interviews will be considered when appropriate.

4. Determination of admission to the athletic training program is the responsibility of the Athletic Training Department. Students must meet all department as well as University admission requirements.

5. Following the interview, each candidate will receive written notification of the admission status. . Each student will have 2 calendar weeks to accept or decline his or her position in the Master of Athletic Training program. Students who are accepted into the program will be officially admitted as of the first day of the next academic term. Students who are not accepted into the program will be allowed to re-apply if they meet all prerequisites.
6. Provisional acceptance may be allowed and will follow the University procedure found in the Graduate Studies Handbook.
7. Students may appeal admissions decisions via the University appeals process found in the Graduate Studies Handbook.

Post-Admission Requirements

The cost of the post-admission requirements are the student's responsibility.

- Immunizations
 - Immunizations are the responsibility of the athletic training student accepted into Dakota Wesleyan University and into the Athletic Training program. Immunizations are required prior to participating in clinical education. This includes the (2) MMR, Hepatitis B and Tdap vaccinations, a Varicella vaccination or a titer proving immunity and yearly Tuberculosis testing, COVID 19 vaccination (determined by clinical site requirements) and an annual influenza vaccination.
 - Students are required to meet all vaccinations requirements to perform clinical rotations. If a student has a specific medical condition that would prevent vaccination, the student should meet with the PD or the CEC for consultation.
- Physical Examination.
 - Students are required to submit a copy of a physical examination that has been completed within one calendar year of acceptance. The physical examination must be performed by an appropriate provider. Dakota Wesleyan University accept physicals performed by MD's, DO's, C-NP's, PA-C's. A copy of the form may be obtained at <http://www.dwu.edu/media/dwu.edu/documents/futureStudents/Health/B%202015-16%20DWU%20Physical%20Form.pdf>
- Liability Insurance
 - Athletic Training Student Liability Insurance is provided by Dakota Wesleyan University. The professional liability insurance shall have minimum coverage limits of \$1,000,000 per occurrence and \$3,000,000 aggregate.
- Criminal Background check
 - A criminal background check must be completed before final acceptance into the MAT program. Information will be given to by the Coordinator of Clinical Education.
- Technical Standards
 - Students must read and sign the technical standards required for the MAT program annually.

For all additional costs to athletic training students please see:
<http://athletic-training.dwu.edu/Cost/>

Program Curriculum

Sum 1	ATN 610 Advanced Principles of AT (2) ATN 630 Pathology & Evaluation in AT I (2) ATN 625 Concepts of Evidence Based Practice (2)		
Fall - 1	ATN 635 Pathology & Evaluation in AT II(6) ATN 683 Modalities (3) ATN 640 Practicum in AT I (2) ATN 627 Professional Conduct and Ethics (2)	Spr – 1	ATN 685 Therapeutic Exercise (4) ATN 687 Medical Aspects/Pharm I (3) ATN 642 Practicum in AT II (2) ATN 682 Applied Exercise Physiology (3) ATN 690 Research Methods (3)
Sum 2	ATN 689 Medical Aspects/Pharm II (3) ATN 629 Health and Fitness Assessment (2) ATN 644 Practicum in AT III (2)		
Fall - 2	ATN 665 Healthcare Administration (2) ATN 670 Current Concepts in AT (2) ATN 646 Practicum in AT IV (4) ATN 680 Biomechanics (3)	Spr - 2	ATN 692 Thesis credits (2credits) ATN 648 Practicum in AT V (1) ATN 650 Clinical Immersion (6 credits)

Progression within the major:

All students must demonstrate the following in order to progress within the AT curriculum:

- Minimum of 3.0 GPA
- No grade below a C in any graduate course
- Meeting minimal expectations of clinical experiences
- No violations of the NATA Code of Ethics
- No violations of DWU AT program requirements which lead to dismissal according to the discipline procedure
- Demonstration of progression of required clinical competencies

Retention and Disciplinary Actions

All students must demonstrate the following in order to graduate from the AT program:

- Minimum of 3.0 GPA
- No grade below a C in any graduate course
- completion of clinical hours per practicum course requirements
- Successful completion and defense of thesis project
- Demonstration of completion of required clinical competencies

Failure to maintain these standards may result in probation, suspension or termination of the MAT program. The following are designed how these actions are applied.

1. **Probation-** The student will be put on probation if any of the following occur:
 - GPA drops below a 3.0
 - student fails to meet policies/procedures in the MAT handbook
 - the student fails to meet appropriate clinical education standards

Probation will result in the following actions.

- a) possible restriction/revision of clinical rotation assignment
- b) creation of an academic “Contract” with the PD/CEC and the ATS’s preceptors which defines specific performance goals
- c) regular meetings with the PD/CEC to follow academic and clinical progress.

Probation will end once the following conditions have been met:

- a) GPA rises to a 3.0
- b) performance goals provided by the Contract are met satisfactorily
- c) the student corrects clinical deficiencies

2. **Suspension-** The student will be suspended from the MAT program under the following circumstances:
 - Student receives any letter grade lower than a “C” in Athletic Training coursework (Didactic or Clinical Practicum)
 - The student will be unable to enroll in MAT courses for the subsequent semester
 - Creation of a “Contract” with the PD and CCE that defines specific performance goals.

The suspension will end once the following conditions have been met:

1. The student re-takes the MAT course where unsatisfactory grade was received and receives a passing grade of “C” .
2. The student meets all goals set forth in the “Contract”.
3. **Termination:** Students may be terminated from the MAT program for the following circumstances:
 - The student fails to meet the requirements of probation or suspension.
 - The student conducts themselves in an unethical or illegal mannerTermination results in the following actions
 - a) Immediate removal from the students clinical rotation
 - b) Removal from the students Didactic or Clinical coursework
 - c) The student will no longer be able to enroll in any MAT coursework and will NOT be able to matriculate through the remaining portions of the MAT

All disciplinary action may be appealed according to the University Graduate Studies handbook.

Program Clinical Education Experience

- Athletic Training Clinical Education experiences are required by the CAATE in order to provide the student with sufficient opportunity to exercise specific competencies pertaining to the health care of the athletes.
- Accepted students must meet the clinical education requirements as established by the athletic training program, 1 credit hour of Practicum coursework equals 60 hours of clinical education.
- The clinical education for the athletic training students will be met by serving as an athletic training student with approved sites under the direction of a Preceptor. These experiences are meant to be educationally – based and at no time should the ATS act in place of a Certified Athletic Trainer. Costs incurred for travel to off-campus clinical sites is the responsibility of the athletic training student. The University will not provide travel to off campus clinical sites.
- Students who show academic difficulties (see above standards) may suspended from clinical rotations and the academic program.

Progression through Clinical Education

- Year one: The clinical education plan at Dakota Wesleyan University requires all students to have two intensive and one less intensive rotation per academic year. All students have input on when there less intensive rotation are scheduled.
- Year two: Students will be expected to complete clinical rotations during the summer and fall with a Clinical Immersion requirement during the spring semester
- Students are allowed to participate in intercollegiate athletics. During the first year, they will be begin their less intensive rotation two weeks before the first competition. If they choose to participate in athletics during the second year of the second year of the program, the student must complete all clinical rotations as assigned. There is no less intensive rotation during the second year of the program.

Clinical Supervision Policy

All student clinical experiences will be conducted with associated Preceptor as arranged by the athletic training education major. Clinical education experience provides an opportunity for integration of psychomotor, cognitive and affective skills, and clinical proficiencies within the context of direct patient care. A Preceptor must directly supervise formal clinical education experience. Students will have appropriate Preceptor supervision at ALL TIMES. The Preceptor must be physically present and able to intervene on the behalf of the athletic training student and the patient.

Clinical Hours Guidelines

PRE – ADMISSION

- minimum of 50 hours of documented clinical observation with a certified athletic trainer

PROGRAM ADMISSION

<u>Practicum Course</u>	<u>Clinical Hours</u>
ATN 640	max of 20/ week min of 120 per semester
ATN 642	max of 20/week, min of 120 per semester
ATN 644	max of 40/week, min of 120 per semester
ATN 646	max of 20/week, min of 240 per semester
ATN 650	Clinical Immersions minimum of 360 per semester

** Students are required to have a minimum of one day off per week.

TOTAL CLINICAL HOURS 960 (minimum)

Note: Clinical hours are no longer required by CAATE but students will be required to log hours in order to qualify them for state licensure.

GUIDELINES FOR THE CLINICAL EDUCATION OF STUDENTS ENROLLED IN ACCREDITED ATHLETIC TRAINING EDUCATION PROGRAMS

Description

Clinical education experiences used to meet the requirements of the CAATE must be offered using academic courses or academic credit.

The contact hours included in clinical education course must be determined in accordance with each institution's academic guidelines.

A clinical academic course could include a laboratory class, a practicum, or externship.

All accredited athletic training education programs should include clinical education courses, or related courses that incorporate an academic syllabi or clinical instruction manual that includes educational objectives and specific clinical skill outcomes.

The clinical education program must include the presentation and evaluation of the **Athletic Training Competencies and Proficiencies**.

The "Athletic Training Competencies Proficiencies" outcomes must be measurable and the evaluations of those outcomes must be documented over time.

Clinical Education Supervision

A Preceptor (as defined in the subsequent section) should supervise the students' clinical education.

"Supervision" of students by the Preceptor should be where "the Preceptor is able to physically intervene if necessary".

Students should be assigned to a Preceptor, not to facilities or sports.

The daily supervision of students by the Preceptor must include multiple opportunities for evaluation and feedback between the student and Preceptor.

Students are required to develop proficiency within adjunct affiliated professional clinical sites during the clinical education course or experience; however, these experiences should not comprise the majority of the student's clinical experience.

Ample opportunity should be provided for student clinical education of athletic practices and competitive events in a variety of men's and women's sports including high-risk sport and equipment intensive activities and general medical rotations. These experiences should also include adequate opportunities for observation of, and involvement in, the immediate management and emergency care of variety of acute athletic injuries and illness.

Competencies should provide the basis for deriving the objectives and activities constituting the program's curriculum. Both program competencies and curriculum objectives should be consistent with the stated level of practitioner preparation. The level is delineated in the program's goals and objectives statements and encompasses the knowledge, skill, and behavior expected of graduates upon entry into the field.

Supervised clinical experiences involves personal/verbal contact at the site of supervision between the athletic training student and the Preceptor who plans, directs, advises, and evaluates the student's clinical education rotation. The supervising Preceptor must be on-site where the athletic training experience is being obtained.

Preceptors should be readily accessible to students for on-going feedback and guidance on a daily basis. Preceptors who are supervising athletic training students' experiences shall afford supervision adequate to assure (following stated written and verbal direction) that the student performs his or her tasks in a manner consistent with the Standards of Practice of the profession of Athletic Training.

Clinical Assignments

The students' clinical education must include:

- Practices and events (Individual and team and various genders).
- Non orthopedic conditions
- Non sport populations
- Equipment intensive activities

The students' clinical education courses should include a variety of clinical settings, including but not limited to:

- Four year colleges and universities
- Two year colleges
- High schools
- Clinics
- Hospitals
- Industrial health care and rehabilitation clinics
- Professional sports
- Olympic sports

The student's practicum course, clinical education rotation, or a combination of the two should provide the opportunity to expose the student to specific populations for the duration of their competitive season.

At no time during the clinical education component shall students be used as replacement for regular clinical staff.

DWU Athletic Training Student Policies and Procedures

As a member of the Athletic Training staff, you are expected to perform with ethics and professionalism, the duties assigned to you. Our fundamental goal is to provide a comprehensive educational experience. The following guidelines should remind you of what is expected of a professional. Clinical education sites may have additional policies and the student must follow each sites guidelines.

1. Dress appropriately! Athletic training shirts should be worn at all times while in clinical education at DWU. Shorts and pants should be presentable: no jeans with holes or patches, spandex / lycra, or boxers or shorts that are less than the length of your arms. Clothes should be clean! Only athletic shoes or dress shoes (no open toes) are allowed at practices and games. Hats/caps may not be worn indoors. Off-campus clinical sites may have other dress code requirements. Please consult the appropriate Preceptor for dress code policy at these sites. A polo shirt and nametag will be provided to each entering student (sophomore year). Cost of other athletic training clothing (t-shirts, sweatshirts, hats, etc) are the responsibility of the student.
2. Grooming and cleanliness are very important. As a member of a professional program, you should look the part. You should have well groomed hair. Only natural looking hair colors are acceptable. Long hair must be worn in such a way that it does not fall forward on the face or come in contact with patients or equipment. Facial hair must be neatly trimmed and may not come in contact with patients or equipment.
3. Visible tattoos are must be respectful and considerate of patients, visitors and co-workers.
4. Jewelry should be conservative and must not interfere with administration of medical care.
5. Unacceptable (Jewelry)
 - Visible body piercing jewelry, other than earrings, is unacceptable and must be covered or removed while at clinical education rotations.
 - Tattoos which do not meet the guidelines must be covered during work hours.
 - Feathers/tinsel, unnatural colored hair extensions.
6. When you travel with teams, it is your duty to find out the team's dress code from the Preceptor. It is very important to display professionalism while on the road.
7. Game day dress should be neat and clean. It is your duty to find out from the Preceptor what attire he or she would like you to wear for games. Dress clothes may be required for indoor events. Dress or athletic shoes are appropriate for games or practice.
8. Cell phones should only be used in emergency. It is inappropriate for student to use their cell phone for any other purpose then athletic training during practice or games.

9. Confidentiality is a must! You have access to very private information. This includes medical and personal information. Information related to problems, which may need counseling should be discussed in private with the facility supervisor. If the facility supervisor is informed by a coach or a patient that confidentiality has been broken, and you are responsible, it will be reported to the director of the program. If found in the wrong, the citation procedure will come into effect. All FILES MUST BE RETURNED TO THE APPROPRIATE AREA AND SHOULD NOT BE PLACED IN THE ATHLETIC TRAINING ROOM MAILBOXES!!!!
10. Attitude and behavior are important! As a professional program member you will be measured by your attitude and behavior. Poor attitude and inappropriate behavior can result in a citation. Talk in the clinical education should pertain to healthcare; do not talk about your social activities or other such events while involved in clinical education.
11. Know your limits! If you do not know how to do something, ask. Find out the correct answer. Stay within your own professional abilities.
12. If something needs to be done, go ahead and do it! Take pride in yourself and do your best. This means being attentive while at your clinical rotations.
13. If you have athletic training room duty, do what needs to be done to keep the facility clean and orderly. Help with injury records as directed by the Preceptor(s).
14. Clinical education rotations are meant for practicing/mastering clinical education skills. Non-healthcare related homework should not be brought to clinical rotations.

Travel Policy:

DWU athletic training students will not be allowed to travel unless accompanied by a Preceptor. If a student is a bystander at an event and his/her services are requested by an athlete or a coach, the student must understand that he/she will be not be acting in the role of an athletic training student.

Social Media Policy

Athletic Training students are encouraged to utilize social media as a way to network with friends, family, and other professionals. However, students must use caution to ensure both professional and ethical behaviors while utilizing social media. Inappropriate use of social media will not be tolerated by the Dakota Wesleyan University Athletic Training Program and, if discovered the student will be subject to the program citation procedures. The following guidelines reflect the expectations of the Master of Athletic Training program:

1. No offensive or inappropriate pictures. Examples of inappropriate pictures may include, but are not limited to those containing alcohol, illegal drugs, or sexual content.
2. No offensive or inappropriate comments. Examples may include, but are not limited to references to behaviors relating to alcohol or illegal drug use, sexually

- related behaviors, behaviors that would be deemed illegal or unethical (based on the NATA Code of Ethics), or inappropriate language (swearing).
3. No references to the staff, students or athletes (including injury/illness status) at Dakota Wesleyan University should be posted.
 4. No references to athletes or patients at non-Dakota Wesleyan University clinical sites should be posted.

Athletic training students must also be aware that future employers and graduate admission committees utilize social media sites to “screen” prospective candidates. Students are encouraged to set all social media networking sites to the most private settings.

Documentation of Clinical Education Experiences

All students are responsible for the completion and submission of the clinical rotation evaluation forms (including the Preceptor’s evaluation of the ATS, the ATS’s evaluation of the Preceptor and the clinical site evaluation). Please see the following timeline for due dates for different forms.

- Timesheets
 - Must be initialed by the Preceptor at the end of each week and signed at the end of each month
 - Must be turned in within one week of the last Friday of each month. If they are not turned in at this time, the student will NOT receive credit toward the 134 hours required for practicum classes for these clinical hours. The hours will still be kept and counted toward the 800 total clinical hours needed for graduation.
- Student evaluations and the evaluation of the Preceptor/Clinical site must be turned in to the Clinical Education Coordinator within 1 week of the end of the rotation or during finals week (if rotations end during finals week). If evaluations aren’t turned in within 1 week, the student will be graded according to the Late Assignment Policy in Practicum class.
- Leave of Absence Forms must be signed and turned in to the Clinical Education Coordinator a minimum of 1 week prior to date of absence.

APPENDIX A

Immunization Policies

Dakota Wesleyan University Requirements

IMMUNIZATION REQUIREMENTS

Dakota Wesleyan University requires all graduate and undergraduate students who were born after 1956, and who are taking six or more credit hours on the Mitchell, Huron and Sioux Falls sites, to present written confirmation from their family physician that the student has one of the following:

1. documentation of two doses of MMR (Measles, Mumps and Rubella) vaccine or one dose of MMR plus a second dose of measles vaccine, separated by a minimum of 30 days; or
2. medical documentation of having had measles, mumps and rubella, or the presence of immune antibody titers; or
3. written notice from the student's health care provider that he/she should not receive an MMR immunization at this time.
4. COVID vaccination is determined by each clinical site.

Students born after 1956 who are unable to comply with one of the above must be re-immunized.

Dakota Wesleyan University also requires each student to have a documented TB (Tuberculosis) Skin test done within the past year. If the student has had a positive TB skin test in the past, a copy of the most recent chest x-ray must be submitted with the physical.

IMMUNIZATION RECOMMENDATIONS

Dakota Wesleyan University, in compliance with the American College Health Association and the South Dakota Department of Health, recommends that incoming students have the following vaccines:

1. The series of three [Hepatitis B](#) vaccines. **Mandatory for athletic trainers and nursing students. Athletic Training Students must show proof of a positive titer for the Hepatitis B vaccine. If the titer is negative, the student will be referred to the DWU campus nurse for appropriate procedures.**
2. A [Meningococcal Meningitis](#) vaccine (for serogroups C, A, Y, and W-135).
3. A [Varicella \(chickenpox\)](#) vaccination series if a student does not have a reliable history of proof of chickenpox or a positive titer.
4. Immunization of [Tetanus/Diphtheria/Pertussis](#) (Tdap) booster every 10 years. Diphtheria, and poliomyelitis should also be up to date.

Dakota Wesleyan University Athletic Training requires students to show proof of updated Tdap vaccination as well as yearly vaccine for Influenza (required for hospital/clinic sites).

Documentation of completed immunizations are provided by the Campus Nurse and stored in either the office of the Coordinator of Clinical Education or the office of the Campus Nurse.

APPENDIX B

CONSIDERATIONS FOR BLOODBORNE PATHOGENS

The information listed in this section represents a brief summary of the issues and procedures regarding prevention of disease transmission and procedures for handling blood spills. To review the complete DWU policy, see (<http://www.dwu.edu/humanresources/oshamanual/>). In an effort to decrease the risk of transmission of bloodborne pathogens between these two parties, the Dakota Wesleyan University Athletic Training Program has adopted and will conform the current procedures of risk management as stated by Dakota Wesleyan University.

Infectious Disease Education

Topics relative to bloodborne pathogens will be covered in ATN 110: Introduction to Athletic Training. Yearly OSHA in-services are conducted by the Dakota Wesleyan University Campus Nurse to review and re-new the requirements set forth by OSHA

Risk Management/Universal Precautions

1. Treat all blood as potentially infected.
2. Use disposable gloves when treating a patient who is bleeding or has breaks in the skin.
3. Wash hands before and after touching patients.
4. Use protective devices (i.e. gowns, masks, and eye protection) during procedures where blood is likely to splash.
5. Use resuscitation masks during CPR and BLS.
6. Dispose of all contaminated waste in approved containers.
7. Use a fresh 1:10 bleach solution or other EPA approved cleaner (ex: Cavicide or Envirocide) for cleaning bloody spills.

Disposal of Contaminated Waste

Any contaminated waste should be disposed into a red biohazard bag or infectious sharps container. The disposal of any contaminated waste will be under the direction of Dakota Wesleyan University Physical Plant.

Post Exposure Policy

1. An exposure incident is defined as a specific skin or parental contact with blood or other body fluids. Examples include: blood or body fluids into a wound or skin lesion; blood or body fluid splash to the mouth, nose, or eyes; puncture wounds with contaminated sharps; mouth-to-mouth without resuscitation device.
2. Every effort should be made to prevent an exposure incident through the methods outlined in the Exposure Control Plan. However, when unavoidable or accidental exposure does occur, it is ESSENTIAL that the employee/student wash/flush the area thoroughly and then report the exposure to the Preceptor for referral to the campus nurse. If the campus nurse is unavailable then the Human Resource Director should be notified. If after hours the Preceptor should refer the student to the Avera Queen of Peace Emergency Department.

3. Reporting of significant exposure will provide three measure of employee protection:

- a. The individual and employee(s) will be evaluated for risk of transmissible disease.
- b. The employee will have a documented exposure which inquires that they will be notified should the diagnosis of infectious disease be made in the future.
- c. Circumstances surrounding the exposure incident will be evaluated for the purpose of identifying measures to prevent additional incidents.

APPENDIX C

NATIONAL ATHLETIC TRAINER'S ASSOCIATION CODE OF ETHICS and BOARD OF CERTIFICATION STANDARDS FOR PROFESSIONAL PRACTICE

All athletic training students in the Dakota Wesleyan University Athletic Training program are REQUIRED to abide by the National Athletic Trainers Association Code of Ethics (www.nata.org/codeofethics) and the Board of Certification Standards of Professional Practice (http://www.bocatc.org/images/stories/resources/boc_standards_of_professional_practice_1401bf.pdf) Failure to comply with the Code of Ethics or the Standards for Professional Practice will result initiation of the programs disciplinary citations procedures and may result in dismissal from the Athletic Training program.

APPENDIX D

DAKOTA WESLEYAN UNIVERSITY ATHLETIC TRAINING PROGRAM CITATION PROCEDURES

Athletic training students will be given a citation for failure to abide by the established rules, regulations and NATA Code of Ethics. A student is allowed 5 citation points per year. After the fifth citation point the student will meet with the Athletic Training Review Committee. The Athletic Training Review Committee will review pertinent written information, interview appropriate personnel, and determine additional action to be taken (this includes probation, or possibly suspension from the program).

The following points will be assigned:

<u>Point(s)</u>	<u>Infraction</u>
0	Warning (specify reason _____)
1	Failure to attend assigned duties and meetings, but called in.
1	Improper dress 1st offense
2	Improper dress 2nd offense
1-3	Failure to follow established procedures (cell phones etc)
	Late to assigned contest or practice, without notification
1	15 minutes or less
2	15 – 1 hour
3	Greater than 1 hour = failure to attend
3	Failure to attend assigned contest or practice, without notification
5	Infraction of the Code of Ethics Violation of confidentiality

Any Preceptor may make citations. All citations must be written down (even 0 point citations). The Clinical Education Coordinator will keep track of the points on a yearly basis.

**DAKOTA WESLEYAN UNIVERSITY
ATHLETIC TRAINING PROGRAM
CITATION**

Athletic training students will be given citations for failure to abide by the established rules, regulations and NATA code of Ethics. An athletic training student is allowed 5 citation points per year. After the fifth citation point the student will meet with the Athletic Training Review Committee. The Athletic Training review Committee will determine additional action to be taken (this includes probation, or possibly suspension from the program).

NAME _____ DATE _____

Item for citation: _____ Point Value _____

Preceptor Signature _____ Student Signature _____
=====

Committee comments

Date _____

Point Value _____

APPENDIX E

Athletic Training Clinical Leave of Absence

Each student involved in athletic training clinical education rotations will be allowed five leave of absences per year. Each absence constitutes one day of clinical education rotation missed (e.g. missing a Saturday and a Sunday from rotation = two days of absence). The absence may be used for personal reasons (off season sporting events, weddings etc) which will not be questioned by the AT program. Emergency situations (death of a family member etc) or other academic related situations (as determined by the AT Program Director or the Clinical Education Coordinator) will not require a leave of absence. Individual exceptions may be granted upon agreement of the appropriate Preceptor, Clinical Education Coordinator (CEC) and the Athletic Training Education Program Director. During large events, such as the DWU Open or conference tournaments, a limited number of leave of absences will be accepted on a first come/first serve basis. All requests for Clinical Leave of Absence must be turned into the CEC a minimum of one week prior to the request absence.

Request of Leave of Absence

Date of Request for Leave: _____

ATS _____
Date _____

Preceptor _____
Date _____

CEC _____
Date _____

APPENDIX F

DAKOTA WESLEYAN UNIVERSITY ATHLETIC TRAINING EDUCATIONAL PROGRAM TECHNICAL STANDARDS FOR ADMISSION

The Athletic Training Educational Program at Dakota Wesleyan 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 Educational Program establish the essential qualities considered necessary for students admitted to this program to achieve the knowledge, skills, and competencies of an entry-level athletic trainer, as well as meet the expectations of the program's accrediting agency (Commission on Accreditation of Athletic Training Education). The following abilities and expectations must be met by all students admitted to the Athletic Training Educational Program. In the event a student is unable to fulfill these technical standards, with or without reasonable accommodation, the student will not be admitted into the program.

Compliance with the program's technical standards does not guarantee a student's eligibility for the NATABOC certification exam.

Candidates for selection to the Athletic Training Educational Program must demonstrate:

1. the mental capacity to assimilate, analyze, synthesize, integrate concepts and problem solve to formulate assessment and therapeutic judgments and to be able to distinguish deviations from the norm.
2. *sufficient postural and neuromuscular control, sensory function, and coordination to perform appropriate physical examinations using accepted techniques; and accurately, safely and efficiently use equipment and materials during the assessment and treatment of patients.*
3. the ability to communicate effectively and sensitively with patients and colleagues, including individuals from different cultural and social backgrounds; this includes, but is not limited to, the ability to establish rapport with patients and communicate judgements and treatment information effectively. Students must be able to understand and speak the English language at a level consistent with competent professional practice.
4. the ability to record the physical examination results and a treatment plan clearly and accurately.
5. the capacity to maintain composure and continue to function well during periods of high stress.
6. the perseverance, diligence and commitment to complete the athletic training education program as outlined and sequenced.
7. flexibility and the ability to adjust to changing situations and uncertainty in clinical situations.
8. affective skills and appropriate demeanor and rapport that relate to professional education and quality patient care.

Candidates for selection to the athletic training educational program will be required to verify they understand and meet these technical standards or that they believe that, with certain accommodations, they can meet the standards.

Dakota Wesleyan University will evaluate a student who states he/she could meet the program's technical standards with accommodation and confirm that the stated condition qualifies as a disability under applicable laws.

If a student states he/she can meet the technical standards with accommodation, then the University will determine whether it agrees that the student can meet the technical standards with reasonable accommodation; this includes a review a whether the accommodations requested are reasonable, taking into account whether accommodation would jeopardize clinician/patient safety, or the educational process of the student or the institution, including all coursework, clinical experiences and internships deemed essential to graduation.

I certify that I have read and understand the technical standards for selection listed above, and I believe to the best of my knowledge that I meet each of these standards without accommodation. I understand that if I am unable to meet these standards I will not be admitted into the program.

Year 1

Signature of Applicant

Date

Year 2

Signature of Applicant

Date

Alternative statement for students requesting accommodations.

I certify that I have read and understand the technical standards of selection listed above and I believe to the best of my knowledge that I can meet each of these standards with certain accommodations. I will contact Dakota Wesleyan University to determine what accommodations may be available. I understand that if I am unable to meet these standards with or without accommodations, I will not be admitted into the program.

Year 1

Signature of Applicant

Date

Year 2

Signature of Applicant

Date

Student Agreement Statement

Students enrolled in the Dakota Wesleyan University Athletic Training Program are required to meet certain academic requirements and maintain a high level of professional conduct. The Athletic Training Handbook, including the policies and procedures are based on NATA standards and the NATA Code of Ethics. Each student is expected to abide by these standards. Failure to do so will jeopardize continuation in the program.

I _____ have received a copy of the Student Handbook, including the policies and procedures and agree to abide by the written policies and procedures including:

- Conduct, dress code, and appearance regulations
- Academic requirements
- Serve to the best of my abilities in assigned clinical experiences
- Represent the University and the Athletic Training Program in a professional manner

Furthermore, I understand that by serving as an athletic training student in the Dakota Wesleyan University Athletic Training Program I am exposed to a great deal of medical information concerning the athletes that is confidential. I agree not to disclose any information about an athlete’s medical situation or other relevant information concerning injuries or health status. I understand that if I do disclose the confidential information I will put myself at risk and be subject to release from the Athletic Training Program.

I understand completely that if I do not fulfill the requirements set forth or do not abide by the rules and regulations I can be released from the Athletic Training Program.

Student’s Signature

Date

Student’s Signature

Date

Appendix G

Dakota Wesleyan University Communicable Disease Policy

It is possible that while attending Dakota Wesleyan University, a student(s) may be exposed to a communicable disease (meningitis, chicken pox, measles, mumps, tuberculosis, influenza, etc.). If a student(s) suspects that he/she has been in contact with a person(s) with a communicable disease, they should report immediately to the campus nurse. If it is after hours, the student will notify the RD/RA, preceptor, coach or faculty/staff, which they are affiliated with at the time, of the reason for medical treatment and the faculty/staff person can assist the student in contacting the campus nurse while care is being sought. Student(s) should seek medical treatment at a local emergency room if traveling, or through their family doctor, Avera Urgent Care, Avera Queen of Peace Emergency Room pending on the situation at hand. The campus health nurse will be contacted in order to assess the seriousness of the situation to the wellbeing of the campus community, and begin implementation of the campus-wide communicable disease policy/pandemic planning for possible isolation, treatment, cleaning and/or consult of Communicable Disease Control, if applicable, for assistance pending the diagnosis. All students are responsible for their own health costs accrued in treatment.

I _____ understand and will abide by the above policy:
Print Name

Year 1 Signature

Date

Year 2 Signature

Date