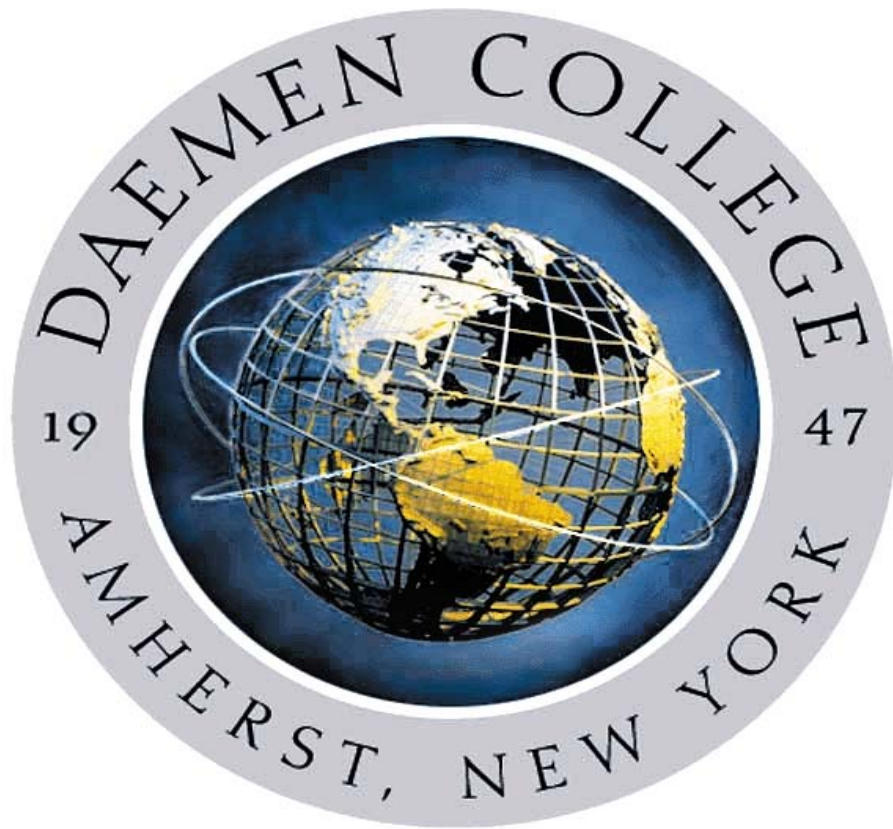


Daemen College

Athletic Training Education Program

Student Handbook



Rev. January 2012

Preface and Introduction

The Daemen College Health Care Studies Department and Athletic Training Department provide a combined degree program BS/MS, Bachelor of Science in Health Care Studies and a Master of Science in Athletic Training.

The Athletic Training Student Handbook provides program descriptions and outlines policies and procedures. This handbook is intended to be a guide for the Athletic Training Student along with the Daemen College Student Handbook and Daemen College Catalog.

Note: The Daemen College Student Handbook and College Catalog are available online at www.daemen.edu.

Accreditation Status

Accreditation Status of the Daemen College Athletic Training Education Program.

The Daemen College Athletic Training Education Program (ATEP) is pursuing accreditation by the Commission on Accreditation of Athletic Training Education (CAATE). We are currently in the self-study phase of the process. Documentation for initial accreditation was submitted and received by the CAATE on July 1, 2011. The CAATE will conduct a site visit to evaluate our program's compliance during the 2011-2012 academic year and an accreditation decision will be made after the comprehensive review.

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Evaluation forms for the Athletic Training Students and ACI/CI's can be found online at:
<https://www.atrackonline.com/index.php?component=dashboard>

The Daemen College Student Handbook can be found at:
<http://www.daemen.edu/studentlife/OfficeofStudentAffairs/Documents/Student-Handbook-2011-12.pdf>

The Daemen College Catalog can be found at:
<http://www.daemen.edu/academics/coursecatalog/undergraduate/Documents/undergradcatalog.pdf>

Program Information

The Athletic Training Education Program (ATEP) Mission and Goals in combination with the Mission and Goals of Daemen College and the following professional documents, have guided the construction, implementation, and ongoing assessment of our ATEP.

- Board of Certification (BOC) Role Delineation Study
- BOC Standards of Professional Practice
- Commission on Accreditation of Athletic Training Education (CAATE) standards
- National Athletic Trainers' Association (NATA)
- NATA Code of Ethics
- NATA Athletic Training Educational Competencies
- New York State Education Department Education Requirements

Athletic Training Education Program Mission Statement

The mission of the ATEP at Daemen College is to provide a comprehensive academic and clinical education experience to prepare students to become competent athletic trainers and leaders in the athletic training profession. Professional athletic training education at Daemen College builds upon and reinforces the intellectual qualities acquired through study of the liberal arts, social, and natural science while integrating the National Athletic Trainers' Association (NATA) educational competencies. Creative problem solving and clinical reasoning skills that promote sound and expeditious decision making are fostered throughout the Athletic Training Education program.

Athletic Training Education Program Goals

1. The student will be eligible for the BOC exam.
2. The student will possess the knowledge and skill to provide athletic training services in a variety of settings available to the profession.
3. The student will demonstrate problem solving and clinical reasoning skills.
4. The student will use evidence-based practice for delivery of patient care.
5. The student will demonstrate the foundational behaviors of professional practice.
6. The student will demonstrate cultural competence and effective communication with patients, family members, and the sports medicine team.
7. The student will be prepared to contribute to the athletic training profession.

ATEP Approved Clinical Instructor/Clinical Instructor (ACI/CI) evaluations of the Athletic Training Student will be performed at mid-term and immediately following the completion of the student's clinical experience.

Athletic Training Student evaluations of the ACI/CI and Clinical Instruction Site will be performed immediately following the completion of the student's clinical experience.

Student Alumni Surveys will be performed upon completion of the ATEP.

Standard Instructor evaluations are performed following the completion of each course.

Non-Discrimination Statement

No person, in whatever relationship with Daemen College or the Athletic Training Education Program, shall be subject to discrimination on the basis of age, creed, color, handicap, national origin, race religion, sex, or marital or veteran status.

Definition of Terms

Approved Clinical Instructor (ACI) - An ACI is a Board of Certification (BOC) certified athletic trainer or other qualified health care professional who has been credentialed for at least one year and has completed ACI training at Daemen College. The ACI may not be a current student within the ATEP. An appropriately credentialed professional identified and trained by the program CIE to provide instruction and evaluation of the Athletic Training Educational Competencies and/or Clinical Proficiencies. An ACI may be a CI. The ACI may not be a current student within the ATEP.

ATEP - Athletic Training Education Program.

Athletic Training Student (ATS) - A student formally enrolled in the professional phase of the athletic training curriculum.

CAATE – Commission on Accreditation of Athletic Training Education Programs

Clinical Instructor (CI) - A CI provides supervision of athletic training students during their clinical experience. The CI is not charged with the formal evaluation of the ATS. The CI may be ACI trained.

Clinical Coordinator (CC) - The individual designated as having the primary responsibilities for the coordination of the clinical experience activities associated with the ATEP.

Clinical Education - Clinical education represents the athletic training students' formal acquisition, practice, and evaluation of the Entry-level Athletic Training Clinical Proficiencies under the direct supervision of an ACI or a CI. Clinical education shall occur in a minimum period of two academic years (4 semesters) and be associated with course credit. Courses shall include educational objectives and specific clinical proficiency outcomes that can be documented over time.

Clinical Experience – those clinical education experiences for the Athletic Training Student that involve patient care and the application of athletic training skills under the supervision of a qualified instructor.

Clinical Instruction Site - The location in which an ACI or CI interacts with the ATS for clinical experiences. If the site is not in geographical proximity to the ATEP, then there must be annual review and documentation that the remote clinical site meets all educational requirements.

Clinical Proficiencies: The entry-level athletic training clinical proficiencies define the common set of skills that entry-level athletic trainers should possess. Proficiencies require the student's integration of individual pieces of knowledge and skills (educational

competencies) in a decision-making situation. The clinical proficiencies demonstrate learning over time. Whenever possible, proficiencies are assessed in a real-time environment/situation such as evaluating a real injury to an athlete rather than performing

Direct Supervision – Supervision of the athletic training student during clinical experience. The ACI and or CI must be physically present and have the ability to intervene on behalf of the athletic training student and the patient.

Educational Competencies: The Educational Competencies are the individual cognitive (knowledge), affective (appreciation), and psychomotor (skills) components of entry-level athletic training education programs. Competencies are used to develop the curriculum and educational experiences of students enrolled in CAATE-accredited entry-level athletic training education programs. Competencies are assessed through classroom exams (written and practical) and assignments, as well as through student evaluations.

Program Director - The full-time faculty member of the host institution and a BOC Certified Athletic Trainer responsible for the administration and implementation of the ATEP.

Use of Athletic Training Professional Terminology

The field of Athletic Training is frequently misunderstood among other health care professions/professionals regarding educational preparation, roles, and responsibilities, credentials, etc. To help raise the level of awareness of the Athletic Training profession, we ask that students, staff, and faculty use proper professional terminology at all times when referring to the Athletic Training profession and Athletic Training clinical settings. Examples of proper terminology include the following:

Professional/Appropriate Terminology

“Athletic training room”
“Athletic trainer”
“Athletic training students”

Incorrect or Unprofessional Terminology

“training room”
“trainer” or “ATC” (ATC is a credential)
“student athletic trainers” or “student trainers”

Portions of the above information were adapted from the JMU student handbook and CAATE.

Professional Phase Curriculum Information

Athletic Training Education Program curriculum information can found at:
www.daemen.edu/academics/divisionofhealthhumanservices/athletictraining/graduateprograms/at/sequence

Program Structure

Degrees are conferred separately for this BS/MS program. No MS will be conferred without completion in-full of the complete BS/MS curriculum.

Freshmen Admission Criteria

- Students admitted as freshmen as Athletic Training majors will be guaranteed admission into the professional phase of the curriculum upon meeting the requirements for progression to the professional program.
- All students must complete all liberal arts and science core requirements prior to progression into the professional program AND must have completed requirements for a baccalaureate degree by the end of the first year (year four) of the professional program.
- Minimum Freshmen Admission Criteria include: High School average of 88 and SAT score of 1000 and/or ACT score of 21.
- Students wishing to pursue Athletic Training, but not meeting the freshmen criteria for admission into the designated Athletic Training major may apply for admission into the Health Care Studies Program (upon meeting entry requirements for that degree program) and may then be re-evaluated for Athletic Training upon fulfilling entry requirements.
- Admittance into the professional phase of the Athletic Training Education Program is a competitive process. All who apply for the professional phase may not be admitted.

Transfer Student Admissions Criteria

- Selection process for transfer student admission to the professional program is based on space availability, level of performance in meeting the science coursework requirements (grades/GPA) and number of credits completed at Daemen College.
- Students may enter the Athletic Training Education Program at any point as pre-professional students (years 1, 2, or 3). Transfer students will be accepted as Athletic Training majors based on previous academic performance and space availability. Transfer students will complete requirements for the Bachelor of Science in the Health Care Studies program and upon fulfillment of requirements (see below) may apply for the professional phase of the Master of Science in Athletic Training Education Program.
- Minimum Admission Criteria for the Athletic Training major include: SAT or GRE (General) score of 1000 (with a minimum score of 450 on Math component) and/or ACT score of 21; or a 2.75 Overall GPA and 2.75 Science GPA in previous college course credits to be transferred. If a student transfers in less than

24 credits, high school requirements will be used to determine eligibility (see high school requirements above).

- Students wishing to pursue Athletic Training, but not meeting the criteria for admission into the Athletic Training major pool, will not be guaranteed progression to the Professional Program.
- For further detailed information regarding transfer applications, contact the Admissions Office.

Admission into the Professional Phase of the Program

Students apply into the professional phase of the program in the Spring semester of Year

3. Students must complete the requirements stipulated below by the final day of the Spring semester classes prior to the start of the professional phase.

1. Students must earn a letter grade of C or better in all courses required by the major.
2. Students must possess a cumulative grade point average (GPA) of 2.75 at the end of the pre-professional course work, and earn a letter grade of C or better in the following: CMP101, CMP315, MTH104, PSY103.
3. All students must possess a minimum of a 2.75 GPA and earn a letter grade of C or better in the following science related courses (lectures and labs): ATH300, BIO103 (or BIO 109/110), BIO117, BIO330, BIO340, CHE101 (or CHE110/111), HCS200, HCS301, HCS317, HCS332, HCS340, HCS350.
4. Grades earned in courses transferred into Daemen will be included in the overall and science GPAs.
5. A student who earns a grade below C in any science course taken at Daemen College must repeat that course at Daemen College.
6. Students may repeat any required science course only once and may repeat no more than 3 required science courses. A maximum of 3 course repeats are allowed regardless of whether the course was repeated to elevate their grade above a C or to simply elevate the grade in order to elevate their GPA
7. All students must have satisfactorily completed the liberal arts core requirements including all pre-professional coursework prior to entrance into the professional program.

Other Requirements for Progression into the Professional Phase

1. Students must gain at least 50 hours athletic training clinical observation, 15 of which must be in the Daemen College Athletic Training Room.
2. Students must submit two character references (one must be from a Board of Certification (BOC) Certified Athletic Trainer).
3. Selected applicants (based on grades, clinical observation hours, and references) will be invited for a personal interview.
4. Students must submit a Letter of Intent to progress to the professional program.
5. Students must submit a signed Technical Standards Verification form.

Professional Phase Application information and forms can be found on the Daemen College Athletic Training Education Program website at:

<http://www.daemen.edu/academics/divisionofhealthhumanservices/athletictraining/professional.phase.application/Pages/default.aspx>

Technical Standards

Guidelines for Technical Standards for Entry-Level Athletic Training Education

Taken/adapted from the NATA Education Council Guidelines

History and Rationale

The landmark Americans with Disabilities Act of 1990, P.L. 101-336 (“ADA” or “the Act”), enacted on July 26, 1990, provides comprehensive civil rights protections to qualified individuals with disabilities. The ADA was modeled after Section 504 of the Rehabilitation Act of 1973, which marked the beginning of equal opportunity for persons with disabilities. As amended, Section 504 “prohibits all programs or activities receiving federal financial assistance from discrimination against individuals with disabilities who are ‘otherwise qualified’ to participate in those programs.” With respect to post-secondary educational services, an “otherwise qualified” individual is a person with a disability “who meets the academic and technical standards requisite to admission or participation in the recipient’s education program or activity.”

Given the intent of Section 504 and the ADA, the development of standards of practice for a profession, and the establishment of essential requirements to the student’s program of study, or directly related to licensing requirements, is allowable under these laws. In applying Section 504 regulations, which require individuals to meet the “academic and technical standards for admission,” the Supreme Court has stated that physical qualifications could lawfully be considered “technical standard(s) for admission.” Institutions may not, however, exclude an “otherwise qualified” applicant or student merely because of a disability, if the institution can reasonably modify its program or facilities to accommodate the applicant or student with a disability. However, an institution need not provide accommodations or modify its program of study or facilities such that (a) would “fundamentally alter” and/or (b) place an “undue burden on” the educational program or academic requirements and technical standards which are essential to the program of study.

The following Guidelines embody the physical, cognitive, and attitudinal abilities an Entry-Level Athletic Trainer must be able to demonstrate in order to function in a broad variety of clinical situations; and to render a wide spectrum of care to athletes and individuals engaged in physical activity. The Guidelines serve to recognize abilities essential to the development of these Entry-Level abilities. Further, the Guidelines reflect the necessary and required skills and abilities identified for the Entry-Level Athletic Trainer as detailed in the NATA Athletic Training Educational Competencies and the BOC, Inc., Role Delineation Study.

Daemen College Athletic Training Education Program Technical Standards for Admission

The Athletic Training Education Program at Daemen College is a rigorous and intense program that places specific requirements and demands on the students enrolled in the program. An objective of this program is to prepare graduates to enter a variety of employment settings and to render care to a wide spectrum of individuals engaged in physical activity. The technical standards set forth by the Athletic Training Education Program establish the essential qualities considered necessary for students 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 accreditation agency the Commission on Accreditation of Athletic Training Education (CAATE). The following abilities and expectations must be met by all students admitted to the Athletic Training Education Program. In the event a student is unable to fulfill these technical standards, with or without reasonable accommodation, the student will not be admitted into the program.

Compliance with the program’s technical standards does not guarantee a student’s eligibility for the Board of Certification (BOC) exam.

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

1. the mental capacity to assimilate, analyze, synthesize, integrate concepts and problem solve to formulate assessment and therapeutic judgments and to be able to distinguish deviations from the norm.
2. sufficient postural and neuromuscular control, sensory function, and coordination to perform appropriate physical examinations using accepted techniques; and accurately, safely and efficiently use equipment and materials during the assessment and treatment of patients.
3. the ability to communicate effectively and sensitively with patients and colleagues, including individuals from different cultural and social backgrounds; this includes, but is not limited to, the ability to establish rapport with patients and communicate judgments and treatment information effectively. Students must be able to understand and speak the English language at a level consistent with competent professional practice.
4. the ability to record the physical examination results and a treatment plan clearly and accurately.
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.

** 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 a possible change in status of the student's accommodation needs. Thus, it may be necessary to sign subsequent Technical Standards forms while attending Daemen College as an Athletic Training Student.

Retention and Probation (GPA) Requirements of the Professional Phase of the ATEP

Successful completion of all required courses is necessary for progression as a student in the Professional Phase of the ATEP.

1. Students must achieve a "C" or higher in all required courses. Students failing to achieve this requirement will be placed on probation within the ATEP and must repeat the course (required courses may be repeated only once). The student may also be given a "hold" on continuation within the ATEP curriculum until the course can be repeated.
2. Withdrawal from required professional phase courses is not permitted.
3. Students must maintain a semester GPA of 2.75. Students failing to maintain this requirement will be placed on probation within the ATEP. Students failing to achieve the required GPA for a second consecutive semester may be dismissed from the ATEP.
4. These occurrences will be dealt with individually with the ATEP Director and the Clinical Coordinator.

Comprehensive Exam

Professional Phase Athletic Training Students are required to complete a comprehensive exam at the end of each semester. Athletic Training Students are required to pass the comprehensive exam with a minimum grade of 80% to continue in the Professional Phase of the Athletic Training Education program. The purpose of this exam is to track student progress and prepare them for the Board of Certification exam.

Graduation Requirements

BS portion of the Program (BS, Health Care Studies, Health & Fitness specialization):

1. A minimum grade of C or better in all courses in the Health Care Studies portion of the curriculum. This includes all courses under the Major and the Specialization.
2. A cumulative grade point average (GPA) of 2.00.

MS portion of the Program (MS, Athletic Training):

1. Satisfactory completion of all requirements as per the terms set forth by the Athletic Training Education Program and the Athletic Training Department.
2. Athletic Training students must complete a minimum of 800 clinical experience hours.

Tuition and Fees

For the most up to date tuition and fees please visit the Daemen College website at <http://www.daemen.edu/offices/studentaccounts/Pages/TuitionandFees.aspx>

Athletic Training Education Program Required Costs

During the course of the Athletic Training Program, athletic training students will incur several fees. The following is a list of approximate fees that you will be asked to pay. These fees are in addition to the fees that are paid as part of your tuition and fees billed each year. Fee amounts may change according to vendor's price changes and are as follows:

CPR, First Aid, and AED training re-certifications...	\$12.00 per year
Apparel ("Daemen College Athletic Training").....	\$25.00
Gross Anatomy lab fee.....	\$125.00
Clinical Travel.....	*
Supplies (may include items i.e., gloves, tape).....	\$130.00 per year
Additional lab fees.....	\$50.00 per year
NATA student membership dues	\$85.00 per year <u>OR</u>
ATrack subscription fee	\$120.00 per year

*Students are responsible for travel costs to and from clinical sites. On-campus sites can be accessed by foot. Off-campus sites normally require personal transportation.

Clinical Education

Clinical Education Description

The Athletic Training Education Program (ATEP) curriculum provides clinical education through clinical experiences. The clinical experiences provide students with opportunities to practice and integrate the cognitive learning, with the associated psychomotor skill requirements of the profession, to develop entry-level clinical proficiency and professional behavior as an Athletic Trainer as defined by the NATA Educational Competencies.

The clinical experiences will be under the direct supervision of a qualified Approved Clinical Instructor (ACI) and/or Clinical Instructor (CI).

For further information refer to www.caate.net for CAATE list of Allied Health Care Professionals’.

Note, at least 75% of the student’s clinical experiences must occur under the direct supervision of an ACI or CI who is a certified athletic trainer.

The Daemen College athletic training education program includes four clinical experiences while in the professional phase of the Athletic Training Education Program. The clinical experiences are contained in individual courses listed below and are completed over a minimum of two academic years.

The clinical experience courses are as follows:

ATH 490, Athletic Training; Practical Application I

ATH 592, Athletic Training; Practical Application II

ATH 593, Athletic Training; Practical Application III

ATH 594, Athletic Training; Practical Application IV

Course descriptions of the four clinical experience courses can be found on WebAdvisor on the Daemen College website. <http://webadvisor.daemen.edu>
Students will be provided course syllabi by the course instructor.

Student Levels

Professional phase Athletic Training Students are classified into four levels according to their academic status within the ATEP curriculum, which identifies expected student cognitive and psychomotor skills.

Pre-professional Athletic Training students have completed OSHA blood-borne pathogen training. They must complete all required ATEP prerequisites, obtain a minimum of 50 clinical observation hours, and apply to the professional phase of the ATEP.

Level I: These students are in the first semester of the professional phase of the ATEP. These students are registered for ATH 490 the first of four clinical education experience courses. The athletic training student will be expected to practice those skills and techniques previously covered in the curriculum and to demonstrate clinical proficiency

in the following: professional communication, recognition of injury, emergency/first aid care, selected taping and wrapping, protective equipment, take a history, and assess ROM, MMT, functional strength training and nutrition basics.

Level II: These students are in the second semester of the professional phase of the ATEP. These students register for ATH 592 the second clinical education experience course. The athletic training student will be expected to practice those skills and techniques previously covered in the curriculum and to demonstrate clinical proficiency in the following: taping, bracing, protective equipment fitting, use of therapeutic modalities, and assessment of the lower extremity and spine; and evaluation fundamentals and psychosocial intervention.

Level III: These students are in the third semester of the professional phase of the ATEP. These students register for ATH 593 the third clinical education experience course. The athletic training student will be expected to practice those skills and techniques previously covered in the curriculum and to demonstrate clinical proficiency in the following: assessment of the upper extremity, head, and neck.

Level IV: These students are in the fourth and final semester of the professional phase of the ATEP. These students register for ATH 594 the fourth clinical education experience course. The athletic training student will be expected to practice those skills and techniques previously covered in the curriculum and to demonstrate clinical proficiency in the following: medical conditions and therapeutic exercise.

The General Medical clinical experience will be completed in either ATH 592, ATH 593, or ATH 594. The experience will be completed at a general medical health care facility with exposure related to:

- Pharmacology
- General Medical Conditions
- Patient History
- Vital Signs
- Skin Conditions
- Respiratory Conditions
- Neurological Conditions
- Endocrine Conditions
- Disordered Eating
- Genitourinary Conditions
- Gynecological Concerns
- Viral Conditions
- Systemic Conditions
- Eyes, Ears, Nose, and Throat Conditions
- Gastrointestinal Conditions
- Sexually Transmitted Diseases

Clinical Experience Placement Qualifications

All psychomotor competencies and clinical proficiencies must be completed with a grade of 80% or better in order to continue on to the next Clinical Experience (ATH 490, ATH592, ATH 593, ATH 594). Students will not be assigned the next clinical experience until all clinical proficiencies from that semester are complete.

Clinical Experience Assignment Description

Clinical experiences are monitored to ensure that all students experience each of the following at least once:

- Lower extremity sport
- Upper extremity sport
- Equipment intensive sport
- General medical experiences
- Female sports
- Male sports

Assignments are made in the spring (i.e. by May) for the following year. Adjustments may be made as the seasons approach in order to accommodate student performance issues, changes in student availability, etc.

The student request, previous semester evaluations, and previous supervisor/sports exposure are taken into consideration for clinical assignments. Students may work with the same certified athletic trainer on occasion, but they will focus on a different sport/season. In the event that two or more students desire (and are eligible for) the same clinical assignment, priority is normally given to the student with the best previous semester evaluation.

The Clinical Coordinator, together with the ATEP director and ACI's/CI's, may choose to assign a student to a location other than what is requested. When this is done, an explanation of the rationale for the action will be provided to the student.

Preseason Attendance

All athletic training students will be required to report for pre-season training camps prior to the beginning of fall semester classes. Failure to report for pre-season may result in dismissal from the Athletic Training Education Program

Clinical Experience Hour Requirements

Athletic training students are expected to attend clinical experiences on average 40 hours per 2 weeks. The ATEP requires that AT students must be given 1-day off per week during the academic year.

Establishment of a Clinical Affiliation Agreement with the Daemen College Athletic Training Education Program

Daemen College will establish affiliation agreements with Athletic Training clinical instruction sites which are able to demonstrate the ability to effectively provide clinical teaching. The quality of the clinical instruction site's learning environment will be

determined by on-site visits, student feedback, written documentation and compliance with the CAATE Standards.

Procedure

Once a clinical instruction site has been identified by either student, alumni, core faculty or the clinical community the Daemen College ATEP Clinical Coordinator (CC) will obtain initial contact information. The CC will then initiate contact with the proposed clinical instruction site and determine whether or not to enter into a contractual agreement with the clinical instruction site.

The CC will schedule a visit to verify compliance with CAATE standards and to ensure a proper learning environment.

If the facility is deemed acceptable, the CC in collaboration with the Daemen College ATEP Program Director (PD) forwards the Daemen College Affiliation Agreement to the clinical instruction site for approval by their administration. If the clinical instruction site requires a revision, this proposed affiliation agreement is then forwarded to the Daemen College CC who then forwards the proposed affiliation agreement to the Daemen College PD. The Daemen College PD will review the contract who may forward for legal consultation. Once the affiliation agreement has been reviewed and revisions agreed upon by all parties, required signatures are then acquired.

Once the contracts are approved the clinical instruction site is asked to complete a Clinical Instruction Site Information Form (CISIF) which provides important information regarding the site for the program and future students.

The CC reviews the utilization of clinical instruction site annually to determine if the clinical instruction site continues to be a quality learning experience that has been utilized by Daemen College students and if that is the case updated contracts are forwarded to the site as needed.

Responsibilities of the Approved Clinical Instructor (ACI)

An ACI must function to:

- provide instruction and/or evaluation of the *Athletic Training Educational Competencies*,
- provide assessment of athletic training students' clinical proficiency,
- have regular communication with the appropriate Athletic Training Education Program (ATEP) administrator, and
- demonstrate understanding of and compliance with the policies and procedures of the ATEP.

Responsibilities of the Clinical Instructor (CI)

A CI must:

- supervise the students during clinical and/or field experiences,
- have regular communication with the appropriate ATEP administrator, and
- demonstrate understanding of, and compliance, with the policies and procedures of the ATEP.

Responsibilities of the Clinical Instruction Site

Maintain complete records on each student's performance and provide an evaluation to the College on forms provided by the College at mid-term and immediately following the completion of the student's clinical experience and to discuss jointly with the Clinical Coordinator and/or Director of the Athletic Training program any student problem arising during the course of the clinical experience. The Clinical Instruction Site has the right to dismiss any student whose condition or conduct jeopardizes the well being of the patients/clients or employees of the Clinical Instruction Site after prior consultation with the Clinical Coordinator.

Responsibilities of the Athletic Training Student

Each Clinical Instruction Site has rules and regulations specific to that facility. It is the students' responsibility to become familiar with and to abide by these rules and regulations (i.e. may require a more stringent dress code, background check, drug screen). Ignorance of the rules and regulations will not be accepted as an excuse. Athletic training students are expected to abide by the policies, procedures, and requirements set forth by the Daemen College Athletic Training Education Program.

Athletic training students are responsible to become familiar with and to abide by the rules, regulations, and policies set forth by the Daemen College ATEP which are included in this manual.

High standards of personal/professional appearance and grooming will be expected of each student. These characteristics are a reflection of the individual.

The student should remember that his/her performance at the clinical instruction site will help determine clinical competence and potential as a certified athletic trainer.

Therefore:

BE ON TIME EACH DAY.

BE ENTHUSIASTIC EACH DAY.

ALWAYS ACT PROFESSIONALLY.

TAKE INITIATIVE.

Athletic Training Education Program Policies

Active Communicable Disease

Universal Precautions - Since medical history and examination cannot reliably identify all patients infected with HIV or other blood-borne pathogens, blood and body- fluid precautions should be consistently used for ALL patients. This approach, previously recommended by CDC (3,4), 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 (20).

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, for handling items or surfaces soiled with blood or body fluids, and for performing venipuncture and other vascular access procedures. Gloves should be changed after contact with each patient. Masks and protective eyewear or face shields should be worn during procedures that are likely to generate droplets of blood or other body fluids to prevent exposure of mucous membranes of the mouth, nose, and eyes. Gowns or aprons should be worn during procedures that are likely to generate splashes of blood or other body fluids.
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. To prevent needle stick injuries, needles should not be recapped, purposely bent or broken by hand, removed from disposable syringes, or otherwise manipulated by hand. After they are used, disposable syringes and needles, scalpel blades, and other sharp items should be placed in puncture-resistant containers for disposal; the puncture-resistant containers should be located as close as practical to the use area. Large-bore reusable needles should be placed in a puncture-resistant container for transport to the reprocessing area.
4. Although saliva has not been implicated in HIV transmission, to minimize the need for emergency mouth-to-mouth resuscitation, mouth- pieces, resuscitation bags, or other ventilation devices should be available for use in areas in which the need for resuscitation is predictable.
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.

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. 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 CDC (7) for patients known or suspected to be infected with blood-borne pathogens. Isolation precautions (e.g., enteric, "AFB" {7}) should be used as necessary if associated conditions, such as infectious diarrhea or tuberculosis, are diagnosed or suspected.

Taken from: 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. <http://www.cdc.gov/mmwr/preview/mmwrhtml/00023587.htm>

Athletic training students are required to sign an Active Communicable Disease Policy Verification Form.

Blood-Borne Pathogen Training

Athletic training students must comply with Occupational Safety and Health Administration blood-borne pathogen procedures. Athletic training students must receive formal blood-borne pathogen training before being placed in a potential exposure situation. Athletic training students receive blood-borne pathogen training in HCS 200 prior to beginning their 50 clinical observation hours. If a student receives Blood-borne pathogen training outside of the Daemen campus the student is responsible to provide written documentation of completion of the Blood-borne pathogen training. An athletic training student, who does not participate in Blood-borne pathogen training, will become ineligible to participate in further Athletic Training clinical experiences until the training has been completed. Blood-Borne Pathogen Training is provided annually.

Clinical Supervision Policy

- I. All ATEP assigned Athletic Training Student clinical experiences (e.g. ATH 490, 592, 593, & 594) will be conducted under the direct supervision of a qualified Approved Clinical Instructor (ACI) and/or Clinical Instructor (CI).
 - **Direct Supervision** – Supervision of the athletic training student during clinical experience. The ACI and or CI must be physically present and have the ability to intervene on behalf of the athletic training student and the patient.
 - **Approved Clinical Instructor (ACI)** - An ACI is a Board of Certification (BOC) certified athletic trainer or other qualified health care professional who has been credentialed for at least one year and has completed ACI training at Daemen College to provide instruction and/or evaluation of the NATA Educational Competencies and provide assessment of athletic training student's clinical proficiency. An ACI may be a Clinical Instructor (CI). The ACI may not be a current student within the ATEP.
 - **Clinical Instructor (CI)** - A qualified health care professional who has been credentialed for a minimum of one year and provides supervision of athletic training students during their clinical experience. The CI is not charged with

the formal evaluation of an athletic training student's clinical proficiency. The CI may not be a current student within the ATEP.

Additional notes:

- The number of athletic training students assigned to any one ACI/CI as part of a clinical experience will be at an acceptable ratio (currently not to exceed 8:1) to ensure effective educational opportunity and allow for adequate supervision.
- At least 75% of the student's clinical experiences must occur under the direct supervision of an ACI/CI who is a certified athletic trainer.


II. Unsupervised experiences are not part of the ATEP, thus Daemen College does not encourage or condone these experiences. We do, however, recognize that, on occasion, a situation may arise where a student could be left unsupervised momentarily. In the event that the ACI/CI must discontinue direct supervision, the athletic training student is under no obligation to remain at the site. If the student chooses to remain at the clinical instruction site, the student must do so on a **volunteer** basis as a **First Responder** and must limit care as outlined below:

- Providing first aid care including:
 - Controlling bleeding and/or application of wound dressing and bandage.
 - Application of ice, compression and elevation.
 - Rescue breathing, CPR and AED use.
 - Relief of airway obstruction with abdominal thrusts or chest compressions.
 - Activation of the venue emergency action plan.
 - Activation of emergency medical services.
- Providing the following to athletes who have previously been receiving routine care:
 - Taping or wrapping applications.
 - Application of heat or ice.
- No return-to-play decisions can be made, nor can a First Responder perform taping, evaluation, or rehabilitation techniques with the intent of allowing or determining whether the athlete can return to play.

III. Athletic training students will often have the opportunity to travel with teams to away events. However, the ATEP prohibits any unsupervised student travel without the accompanying ACI/CI. Athletic training students are not to be viewed or used as a replacement of a certified athletic trainer. When traveling, the athletic training student must adhere to all policies in which the other team members are subject. This includes, but is not limited to, dress codes, curfews, meeting times, and professional behavior. Athletic training students are present to assist with the practices and contest preparation, injury care and treatment.

Confidentiality of Medical Records (HIPPA)

All athletic training students will be issued and are required to sign the "Oath of Confidentiality" (HIPPA) Statement.

Confidentiality of the student-athlete's medical records must be maintained at all times, as these are considered legal documents. Records are not permitted to leave the secured designated area of the clinical instruction site. Any questions or concerns from the press, professional scouts, game/event management staff, institutional administrators, sports information personnel, opposing team personnel, spectators or other bystanders must be directed to the Head Athletic Trainer, ACI/CI, or Head Coach. If medical records are needed for a case study then the athletic training student must complete the appropriate Medical Records Release Form and have it approved by both the student-athlete and the Head Athletic Trainer, ACI/CI, and/or other designated clinical instruction site administrator (i.e.: Athletic Director, Sports Information, Medical Director, Medical records, etc) prior to accessing or using any information obtained from such records. This form gives the athletic training student access to the medical records only of the student-athlete noted on the form. The records still may not be taken out of the facility or photocopied under any circumstances. Anyone associated with access to documents that are the property of the Clinical Instruction Sites will fully comply will all regulations set forth by the Health Information Portability and Accountability Act (HIPAA). Athletic training students must remember that discussing the status of a student-athlete with other student-athletes is forbidden. This is considered a breach of confidentiality. The athletic training student must be aware of his/her surroundings at all times when the health status of a student-athlete is being discussed. This is perhaps one of the most serious violations that can occur and will result in circumstances that may not only remove one from the clinical experience, but could ultimately result in a suspension or dismissal from the athletic training education program. A summary of the HIPAA policy rule can be found at: 

<http://www.hhs.gov/ocr/privacy/hipaa/understanding/summary/privacysummary.pdf>

Contagious Disease

If you become ill with something that is highly contagious (flu, chicken pox, etc), please inform your supervising athletic trainer so precautions can be taken to prevent infecting others or arrangements made to alter your clinical experience. We do not wish to infect athletes or other athletic trainers, so, depending on the nature of your illness, you may be excused from the clinical rotations until you are no longer contagious. Your ACI/CI will decide when you may return.

Cell phones

Cell phones should be turned on vibrate while you are on duty at your clinical instruction site. Only in emergencies should you be using your cell phone. No personal phone calls, text messaging, etc should be occurring while you are on duty. Failure to comply with cell phone policies can result in dismissal from the clinical instruction site.

CPR/AED

All athletic training students are required to be CPR/AED certified through either American Heart Association BLS for Healthcare Providers or American Red Cross CPR for Professional Rescuers or the equivalent, prior to the start of the first day at the clinical instruction site and must maintain CPR/AED certification throughout all clinical education experiences. CPR/AED certification and recertification is integrated within ATEP curriculum. A copy of the CPR/AED card is provided to the supervising ACI/CI prior to beginning clinical experiences.

Dress code

- Wear appropriate attire to the Clinical Instruction Site at all times.
- You should always wear your athletic training shirts when you are on-duty. Shirts must always look professional. Unacceptable attire includes: beer shirts or shirts with questionable ads, shirts with another school's logo, tank tops, rolled-up sleeves, mid-drifts, and low-cut or skin-tight shirts (women).
- Pants should be khaki, navy, black, etc. Blue jeans are not allowed while "on duty." Dress shorts are acceptable for warm weather or indoor events when appropriate.
- Hats are allowed outside on occasion, but must be clean, in good shape, and must not display another team's logo (or advertisements) on them. Hats are not permitted when working indoor events.
- Shoes should be "running quality." Heels, platforms, or open-toed shoes are not appropriate footwear when working in the Athletic Training Room or on the field.
- Weather-appropriate attire is allowed outside.
- Come to the athletic training room dressed and ready to work.
- Hair is to be kept well-groomed and out of your face. Please pull it back if it gets in the way. Men, facial hair is acceptable as long as it is trimmed and neat.
- Conservative jewelry and make-up may be worn that would portray appropriate professional demeanor.
- Body piercing and tattoos should be concealed as much as possible in order to portray appropriate professional demeanor.
- Eyebrow, nose, and lip piercings are not allowed. Tongue piercings are acceptable ONLY if they are not made visible and you do not "play" with them.
- Name tag as designated by school or per clinic regulations.

Failure of Clinical Education Experience

All clinical education experience (ATH 490, ATH 592, ATH 593, & ATH 594) grades are determined by the Clinical Coordinator (CC) in collaboration with the clinical instruction site or Approved Clinical Instructor(s) (ACI)/ Clinical Instructor(s) (CI). As soon as any difficulties are discovered by the CC, ACI, CI or student, the CC immediately contacts all parties and puts into place any appropriate interventions that may assist all parties in making the placement a positive and successful experience.

The grading of all clinical experiences will be based on the ACI/CI's overall assessment using the forms provided by Daemen College as well as the CC's interpretation of the clinical education experience for that given student. This assessment is completed at the

mid-term and end of each experience and following all affiliate visits, follow-up phone calls and any necessary interventions.

If a student fails a clinical experience, which is determined by the CC at Daemen College, they are required to repeat the experience in a similar clinical environment once a period of remedial work has been completed. Scheduling of this repeat clinical experience will be completed by the CC as time allows.

If a student fails two clinical experiences, the student is subject to dismissal from the Athletic Training Program as per departmental policy.

First Aid Certification

Athletic training students are required to become certified in first aid. First aid certification is offered within the Athletic Training Education Program curriculum.

Grade Appeal Procedure

Grade appeal information can be found in the Daemen College Student Handbook at: http://www.daemen.edu/studentlife/OfficeofStudentAffairs/Documents/Student_Handbook.pdf

Grievance Policies

Students within the Athletic Training Education Program are strongly encouraged to address concerns and attempt to resolve disputes directly with the individual(s) involved. It is understood that situations may arise in which assistance in resolving conflicts is necessary. In these situations, students are encouraged to present the case to the Athletic Training Education Program (ATEP) Director for advice and assistance in resolving the problem. The ATEP Program Director will work with the student and the involved party (ies) to find an acceptable solution. In the event the dispute involves the ATEP Director, the student should present the case to the Chair of the Athletic Training Department for assistance in resolving the problem. If satisfactory resolution is not achieved, the student should follow the steps that are outlined in the Daemen College Student Handbook.

If a dispute involves a decision that affects the student's status within the Athletic Training Education Program (i.e. non-acceptance, probation, or dismissal), the student can appeal the decision by presenting (in writing) strong rationale to support his or her case to the Athletic Training Department. The student may then be invited to meet with the department to defend their case. Upon review the department will provide a written response to the student. If satisfactory resolution is not achieved, the student should follow the procedures outlined in the Daemen College Student Handbook.

Health Insurance

All students must have health insurance prior to starting clinical experiences. Please go to the Daemen College Health and Insurance Services Office for assistance (716-839-8446) or go to www.gallagherkoster.com/daemen to enroll in the Daemen College health insurance plan.

Instruction and Evaluation of Cognitive and Psychomotor Competencies and Clinical Proficiencies

Cognitive and psychomotor competencies are instructed and evaluated through practical exams and lab times that are associated with the corresponding classes. ACIs evaluate the clinical proficiencies contained within the corresponding Practical Application course, i.e. ATH 490.

Malpractice Insurance

The College carries Student Professional Liability insurance which covers the students during their clinical experiences. Clinical sites are provided a copy of this certificate annually.

Off-Campus Clinical Experiences

Athletic training students will have some clinical experience assignments at local high schools, physical therapy clinics, physicians' offices, etc. The athletic training student schedule becomes the schedule of that site rather than the schedule you had for your on-campus rotation. In addition, your professional expectations, i.e., dress code, may be different than what you had when you were on-campus. These rotations/experiences are mandatory, thus you should attend every day that you do not have a class conflict. Please work your job and social schedules around these clinical experiences. Please do not call the site and request time off or ask if you are needed... you are to automatically be there.

Outside Employment

It is understood that many students must work outside jobs in order to finance their education, but keep outside jobs in perspective. Outside jobs cannot interfere with athletic training clinical experience hours. It is recommended that students do not participate in more than 10-12 hours per week in outside activities. Please do not let outside employment or other extracurricular activities take priority over your coursework/grades.

Participation in Varsity or Club Sports

Due to the clinical experience hours required of athletic training students, participation in a varsity or club sport while enrolled in the program may require additional time (i.e. an extra year or more) to complete the curriculum. If a student chooses to participate in a varsity or club sport during the Athletic Training Education Program (i.e. junior, senior, or fifth year), the Athletic Training Education Program Director and/or Clinical Coordinator will meet with the athlete and the athlete's coach in order to develop a plan that spells out the timeline as well as expectations of all parties for completion of the program. Intramural sport participation typically, does not create conflicts with the Athletic Training Education Program curriculum.

Physical Examinations and Health Forms

Each student will undergo a physical examination annually. A copy of the completed health form must be sent to the Daemen College Health and Insurance Services Office (HISO) for review prior to the beginning of the clinical experience. The health form is available through the Daemen College HISO (716-839-8446) and through the link below.

[http://www.daemen.edu/academics/divisionofhealthhumanservices/athletictraining/profesional.phase.application/Documents/frm_report_med_history_athletics_6-2011\[1\].pdf](http://www.daemen.edu/academics/divisionofhealthhumanservices/athletictraining/profesional.phase.application/Documents/frm_report_med_history_athletics_6-2011[1].pdf)

The Daemen College HISO will also provide the student with a list of current immunizations and will apprise the student of what is needed.

All physical examinations are housed in the Daemen College HISO.

The ATEP CC will send a roster of currently enrolled professional phase ATs (those eligible for clinical experience) to the HISO by June 1st. The HISO will verify physical examination date, required immunizations and health insurance for each. Any missing or required updated documentation will be communicated to the ATs by the ATEP CC.

The deadline for completion of the above is on or before the first day of their assigned clinical experience. Receipt must be verified by the HISO before ATs will be allowed to attend their clinical experience. The HISO will send a verification of the physical examination, required immunizations and health insurance card to the clinical site accompanied by a letter drafted by the ATEP PD and CC.

Preseason Attendance

All athletic training students will be required to report for pre-season training camps prior to the beginning of fall semester classes. Failure to report for pre-season may result in dismissal from the Athletic Training Education Program

Requests for time-off from Clinical Experiences

- For requests of 1 day, the student must make a request of the ACI/CI, who will decide whether permission for the absence will be granted. The student must have a reasonable excuse (i.e. funeral) to be excused from the clinical instruction site. All missed days need to be made up.
- Athletic Training Students are expected to contact the clinical coordinator with any requests for 2 or more days off from the clinical experience. If the request is granted, the clinical coordinator will contact the ACI/CI, the student will then speak with the ACI/CI to formally request the time off. Any approval of time off is at the discretion of the ACI/CI. **The student will notify the Clinical Coordinator at Daemen if permission is granted.**
- The student will be granted time off for holidays in accordance with clinical instruction site.
- **In case of illness, notify the ACI/CI as soon as possible; also notify the Clinical Coordinator at Daemen College.**
- **In case of absence for short periods of time, due to personal illness or serious family problems, the time must be made up before graduation. Final grades will not be assigned until all work is completed.**

Travel with Teams

Athletic training students will often have the opportunity to travel with teams to away events. When traveling, the athletic training student must adhere to all policies in which the other team members are subject. This includes, but is not limited to, dress codes, curfews, meeting times, and professional behavior. Athletic training students are present to assist with the practices and contest preparation, injury care and treatments.

Team Travel Alcohol

When traveling with athletic teams, athletic training students are responsible for the healthcare of all student-athletes during the entire trip. As such, a zero tolerance policy is in effect with respect to alcohol consumption so that sound, rationale decisions can be made at all times.

Unlawful Harassment including Sexual Harassment

This information is available in the Daemen College Student Handbook which can be found at:

<http://www.daemen.edu/studentlife/OfficeofStudentAffairs/Documents/Student-Handbook-2011-12.pdf>

Weather Cancellations

Procedure for class cancellations due to weather is available on the Daemen College website at: www.daemen.edu. *See Appendix J for clinical Instruction Site Cancellation Policy.*

The following documents provide Daemen College policies/procedures.

The Daemen College Catalog can be found at:

<http://www.daemen.edu/academics/coursecatalog/undergraduate/Pages/default.aspx>

The Daemen College Student Handbook can be found at:

http://www.daemen.edu/studentlife/OfficeofStudentAffairs/Documents/Student_Handbook.pdf

Appendix A



STUDENT WAIVER FORM

Date:

Name:

Student I.D. #

Institution:

I, _____, give permission for the members of the CAATE Evaluation Team to view my personal academic file relating to the athletic training program. I understand that this viewing will be for informational purposes only and that my confidentiality will be maintained.

Signed:

Date:

Witness:

Date:

Appendix B

Off Campus Guidelines and Acknowledgement Form Safety guidelines for Daemen College students who participate in service learning, co-ops, internships, clinical rotations, field experiences, student teaching, volunteer or any other learning experience.

To help ensure that your placement is a comfortable, safe, rewarding, reflective, and lasting experience, we ask you to acquaint yourself with the following requirements and safety guidelines. You will need to sign and keep a copy of these guidelines to acknowledge that you have received them and that you understand possible risk associated with your placement.

The "College Site Placement Coordinator" referred to hereafter will be, depending on students' experiences: the Service Learning Coordinator, the Director of Co-op & Career Development, the Coordinator of Student Teacher Placement, Clinical Coordinator for Physical Therapy, Clinical Coordinator for Physician Assistant, Field Placement Coordinator for Social Work or the Director of Health Care Studies. The Service Learning Coordinator, Director of Cooperative Education, and the Associate Dean of the College are also available for any general advice or answers to questions you may have about your off-campus learning experience.

Safety guidelines for students traveling abroad are separately published by the College's Office of Global Programs. All students/student groups traveling abroad under the auspices of Daemen College must be approved by the Director of Global Programs.

Insurance Issues

Daemen College does not assume responsibility for health-care-related costs arising from the illness or injury of a student. The College recommends that all students have health insurance. All resident students, international students, student athletes and students in health related fields of study who are participating in clinical internships/clerkships must be covered by health insurance. Both full- and part-time students are eligible to purchase the Daemen College Student Sickness and Injury Insurance Plan which provides basic health insurance coverage to students for a moderate premium. Students may contact the Office of Student Accounts to arrange for coverage or to get more information concerning the Plan.

The College has an Educators General Liability insurance policy which provides coverage to authorized student volunteers and the College in the event a claim for damages is made against either party as a result of an accident or negligence while performing duties in a College sponsored activity.

Any incident which is determined to have occurred outside the scope of a Daemen College sponsored activity *may* be covered under students' individual homeowners' policy, parents' homeowners' policy or professional liability insurance. Professional liability insurance is available through various professional organizations e.g. American

Counseling Association, National Association of Social Work, among others. For clinical affiliations and similar placements, your department will advise you of the requirements.

Safety and Security Issues

Awareness of your surroundings

Attend any training or orientation sessions provided by your site. These may include specific and general information about the agency, neighborhood, or community. Follow any guidelines provided to ensure your own well-being. Always ask questions of your site supervisor to clarify any issues. Complete any paperwork required by your site. Be sure that your volunteer status is duly recognized by the agency – that is, that you are authorized to be on the premises and in what capacity. Visit the website of the agency of your placement to learn about the organization’s mission, location, and typical opportunities, so you will have realistic expectations of what your placement may entail.

Pay attention to health risks and requirements for placement. You may be required to take/show proof of having TB tests, rubella tests and/or various vaccinations/immunizations required by the agency, state, or country of placement. If you are required by your placement to complete any health screenings or preventive routines such as vaccinations, you are required to use your own insurance if these costs are not covered by the placement site.

Take an active role in your safety and well-being. Be aware of your environment and possible risks. Violence, drugs, and personal safety issues may be factors in your placement. Educate yourself about your site by asking the College's placement coordinator and your site supervisor about possible risks. If home visits are a part of your placement, perform these in pairs, do not go alone. Do not park your car in the driveway of the home you visit; in the home, sit facing the front door and have access to an exit.

Be aware of potential unpredictable behavior of clients and learn strategies for handling such behaviors. If you feel uncomfortable, inform your site supervisor and the College placement coordinator. If a situation does not seem safe, leave and get help as needed.

Vehicle safety

When driving, pay attention to weather conditions; travel on well-lighted, populated streets. Keep your doors locked and windows rolled up.

Park in well-lit and and/or high traffic areas. Lock your vehicle and put all valuables (laptops, cell phones, electronics, handbags, any purchases, etc.) out of sight in the glove compartment or trunk.

Make sure your vehicle is in good working order and that you have at least a ½ tank of gas at all times. Even if you are familiar with the area in which you are traveling, it is a good idea to carry a map – especially in case of inclement weather and/or need to take an alternate route.

Do not use your personal vehicle to transport clients or people you do not know. Be aware of any personal vehicle insurance coverage limitations concerning passengers.

If you are using public transportation, make sure that you are aware of the routes, schedules, times, and have the correct fares.

Personal Safety

When possible, don't walk alone or at night. Don't isolate yourself.

If you or someone in your group has a cell phone, make sure it is charged and ready to use.

Inform friends, relatives, and/or professors of your whereabouts. Make sure someone reliable knows where you're going, when you're leaving and returning. If plans change, notify them.

If you attend after hours meetings, home visits or go to other sites that you are not familiar with, be aware of the location or neighborhood. If you are uncomfortable going to any such place, discuss the situation with your supervisor. Do not take unnecessary risks.

If you are injured on the site, promptly report your injury to your immediate supervisor, site coordinator and the College placement coordinator for documentation and action.

Always wash your hands:

- Between caring for individual patients/clients
- Before entering and after leaving the agency
- Before and after eating
- After coughing, sneezing or using the toilet
- When possible, cough into the crook of your arm instead of your hand

Try to take reasonable care and caution in your site placement as a means to enhance your experience and your margin of safety and the safety of others. Pay attention to details, ask questions and pay attention to supervisors' advice. For example, be aware of any food allergies (peanuts, nuts, milk) or other allergies (such as bee stings), that agency clients may have, especially young children you may give snacks to and/or take outside.

You may come into contact with confidential information during your placement – be sure you are clear about your site's expectations of you in this regard. Serious problems can result from careless disclosure of confidential information.

Appendix C

Acknowledgement Form

I have read the above information and any additional information provided by my placement coordinator and/or placement site. I have discussed any potential concerns of my placement with the College's placement coordinator and I understand that this experience may present some risks. I also understand that prudent choices and exercising caution can minimize these risks. I understand that it is my responsibility to become informed of placement site policies and practices regarding the safety concerns above. I understand that it is my responsibility to notify my Daemen College placement coordinator and my on-site supervisor immediately of any incident or situation that may be a cause for concern under these guidelines. I verify that I have health insurance as required by the College.

Name of Student

Date

Adapted from: Associate Vice President for Academic Affairs
02/10

Active Communicable Disease Policy Verification Form

Active Communicable Disease Policy

Universal Precautions - Since medical history and examination cannot reliably identify all patients infected with HIV or other blood-borne pathogens, blood and body- fluid precautions should be consistently used for ALL patients. This approach, previously recommended by CDC (3,4), 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 (20).

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, for handling items or surfaces soiled with blood or body fluids, and for performing venipuncture and other vascular access procedures. Gloves should be changed after contact with each patient. Masks and protective eyewear or face shields should be worn during procedures that are likely to generate droplets of blood or other body fluids to prevent exposure of mucous membranes of the mouth, nose, and eyes. Gowns or aprons should be worn during procedures that are likely to generate splashes of blood or other body fluids.
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. To prevent needle stick injuries, needles should not be recapped, purposely bent or broken by hand, removed from disposable syringes, or otherwise manipulated by hand. After they are used, disposable syringes and needles, scalpel blades, and other sharp items should be placed in puncture-resistant containers for disposal; the puncture-resistant containers should be located as close as practical to the use area. Large-bore reusable needles should be placed in a puncture-resistant container for transport to the reprocessing area.
4. Although saliva has not been implicated in HIV transmission, to minimize the need for emergency mouth-to-mouth resuscitation, mouth- pieces, resuscitation bags, or other ventilation devices should be available for use in areas in which the need for resuscitation is predictable.
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.

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. 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 CDC (7) for patients known or suspected to be infected with blood-borne pathogens. Isolation precautions (e.g., enteric, "AFB" {7}) should be used as necessary if associated conditions, such as infectious diarrhea or tuberculosis, are diagnosed or suspected.

Taken from: 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

*I verify by my signature I have read and understand the **Active Communicable Disease Policies.***

Student Signature

Date

Appendix E

Oath of confidentiality (HIPPA) statement

I, _____(Printed Name):

Accept responsibility for maintaining the confidentiality of all patient information. I acknowledge that during the course of my clinical experience and work I may have access to confidential patient, business, and financial information that should only be viewed as necessary for the performance of my job and only disclosed according to Daemen College Athletic Training policies and procedures.

I understand that confidentiality of the student-athlete's medical records must be maintained at all times, as these are considered legal documents. Records are not permitted to leave the secured designated area of the clinical instruction site. Any questions or concerns from the press, professional scouts, game/event management staff, institutional administrators, sports information personnel, opposing team personnel, spectators or other bystanders must be directed to the Head Athletic Trainer, ACI/CI, or Head Coach. If medical records are needed for a case study then the athletic training student must fill out an Athletic Training Student Medical Records Release Form and have it approved by both the student-athlete and the Head Athletic Trainer, ACI/CI, and/or other designated clinical instruction site administrator (i.e.: Athletic Director, Sports Information, Medical Director, Medical records, etc) prior to accessing or using any information obtained from such records. This form gives the athletic training student access to the medical records only of the student-athlete noted on the form. The records still may not be taken out of the facility or photocopied under any circumstances. Anyone associated with access to documents that are the property of the Clinical Instruction Sites will fully comply will all regulations set forth by the Health Information Portability and Accountability Act (HIPAA).

Athletic training students must remember that discussing the status of a student-athlete with other student-athletes is forbidden. This is considered a breach of confidentiality. I acknowledge that oral conversations may be overheard and, thereby, violate the privacy of patients. Conversations in patient care areas, hallways, stairwells, elevators, eating areas, and other places of public gathering should be kept to a minimum in order to insure confidentiality is not violated. Conversations regarding patients should not occur with others in order to insure confidentiality is not violated. This is perhaps one of the most serious violations that can occur and will result in circumstances that may not only remove one from the clinical experience, but could ultimately result in a suspension or dismissal from the athletic training education program.

I verify by my signature I have read, understand, and will abide by the Oath of Confidentiality HIPPA Statement and Summary of the HIPPA Privacy Rule document and the Daemen College.

Student Signature

Date

Appendix F

Guidelines for Technical Standards for Entry-Level Athletic Training Education

Taken/adapted from the NATA Education Council Guidelines

History and Rationale

The landmark Americans with Disabilities Act of 1990, P.L. 101-336 (“ADA” or “the Act”), enacted on July 26, 1990, provides comprehensive civil rights protections to qualified individuals with disabilities. The ADA was modeled after Section 504 of the Rehabilitation Act of 1973, which marked the beginning of equal opportunity for persons with disabilities. As amended, Section 504 “prohibits all programs or activities receiving federal financial assistance from discrimination against individuals with disabilities who are ‘otherwise qualified’ to participate in those programs.” With respect to post-secondary educational services, an “otherwise qualified” individual is a person with a disability “who meets the academic and technical standards requisite to admission or participation in the recipient’s education program or activity.”

Given the intent of Section 504 and the ADA, the development of standards of practice for a profession, and the establishment of essential requirements to the student’s program of study, or directly related to licensing requirements, is allowable under these laws. In applying Section 504 regulations, which require individuals to meet the “academic and technical standards for admission,” the Supreme Court has stated that physical qualifications could lawfully be considered “technical standard(s) for admission.” Institutions may not, however, exclude an “otherwise qualified” applicant or student merely because of a disability, if the institution can reasonably modify its program or facilities to accommodate the applicant or student with a disability. However, an institution need not provide accommodations or modify its program of study or facilities such that (a) would “fundamentally alter” and/or (b) place an “undue burden on” the educational program or academic requirements and technical standards which are essential to the program of study.

The following Guidelines embody the physical, cognitive, and attitudinal abilities an Entry-Level Athletic Trainer must be able to demonstrate in order to function in a broad variety of clinical situations; and to render a wide spectrum of care to athletes and individuals engaged in physical activity. The Guidelines serve to recognize abilities essential to the development of these Entry-Level abilities. Further, the Guidelines reflect the necessary and required skills and abilities identified for the Entry-Level Athletic Trainer as detailed in the NATA Athletic Training Educational Competencies and the NATABOC, Inc., Role Delineation Study.

Daemen College Athletic Training Education Program Technical Standards for Admission

The Athletic Training Education Program at Daemen College is a rigorous and intense program that places specific requirements and demands on the students enrolled in the program. An objective of this program is to prepare graduates to enter a variety of employment settings and to render care to a wide spectrum of individuals engaged in physical activity. The technical standards set forth by the Athletic Training

Education Program establish the essential qualities considered necessary for students 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 accreditation agency the Commission on Accreditation of Athletic Training Education (CAATE). The following abilities and expectations must be met by all students admitted to the Athletic Training Education Program. In the event a student is unable to fulfill these technical standards, with or without reasonable accommodation, the student will not be admitted into the program.

Compliance with the program's technical standards does not guarantee a student's eligibility for the Board of Certification (BOC) exam.

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

- 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.
- 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.
- 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.
- the ability to record the physical examination results and a treatment plan clearly and accurately.
- the capacity to maintain composure and continue to function well during periods of high stress.
- the perseverance, diligence and commitment to complete the athletic training education program as outlined and sequenced.
- flexibility and the ability to adjust to changing situations and uncertainty in clinical situations
- affective skills and appropriate demeanor and rapport that relate to professional education and quality patient care.

** 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 a possible change in status of the student's accommodation needs. Thus, it may be necessary to sign subsequent Technical Standards forms while attending Daemen College as an Athletic Training Student.

Appendix G

Daemen College
Technical Standards Verification Statement
Athletic Training Program

This form accompanies the Technical Standards document for the Athletic Training Program.

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

The Associate Dean of the College (Duns Scotus Hall Room 102, phone: (716)839-8301), 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 College will determine whether it agrees that the student can meet the technical standards with reasonable accommodation; this includes a review of whether the accommodations requested are reasonable, taking into account whether accommodation would jeopardize clinician/patient safety, or the educational process of the student or the institution, including all coursework, clinical experiences and internships deemed essential to graduation.

I certify that I have read and understand the technical standards for selection, 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.

Signature of Applicant: _____ Date: _____

Alternative statement for students requesting accommodations.

I certify that I have read and understand the technical standards of selection and I believe to the best of my knowledge that I can meet each of these standards with certain accommodations. I will contact the Associate Dean of the College (Duns Scotus Hall Room 102: (716)839-8301), 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.

Signature of Applicant: _____ Date: _____

Students who have been accepted into the Athletic Training Program must complete this form in order to officially enroll in the program. Enrollment in the professional phase of the program is contingent on receipt of this document. Please return this verification statement to the Athletic Training Education Program Director with your Statement of Intent to accept your admission offer.

Athletic Training Department

Clinical Laboratory Participant Release

This release is to be completed at the beginning of each laboratory course and returned to the instructor, who will return to Justine Tutuska for Health Care Studies courses and return to Lynn Matthews for Athletic Training courses.

I am participating of my own free will in clinical laboratories entitled **course title**. I agree to wear appropriate lab attire as outlined by the instructor.

I acknowledge that the Daemen College Health Care Studies and Athletic Training Department is organizing the above laboratory solely for my personal benefit. I also acknowledge that the laboratory may include: **Testing of vital signs, strength and endurance assessment, walking, climbing, lifting, pushing, pulling and other physical activities associated with musculoskeletal, cardiovascular, and/or exercise assessment.**

I further acknowledge that I have no knowledge of any personal physical condition that prevents my full participation in these labs and/or said clinical evaluation and treatment techniques except:

I also acknowledge that I understand that no techniques taught in the above mentioned laboratory, performed on me by the instructor or any other classmates, are outside my personal control. I agree that at any time, I have the right to terminate, without prejudice, any clinical technique or laboratory participation involving me for any reason that I judge may be physically injurious in any manner to me. I further agree to terminate any procedure if pain, discomfort, or any adverse sensation is experienced.

I acknowledge that other classmates may practice other therapeutic and course related techniques on me, as I might practice the same on them for the purpose of increasing clinical knowledge and skill. I willingly accept the risk of injury in return for the personal benefits received. I hereby release Daemen College, the instructors, and other classmates from any claim I might have for any resulting injury to me.

Signed _____ Date _____

Print Name _____

Witness _____ Date _____

Appendix I

Clinical Instruction Site Cancellation Policy

Individual institutions/facilities have different criteria for forcing a closure due to weather or other reasons. If Daemen College or the Clinical Instruction Site closes due to weather or for other unplanned reasons, all Athletic Training Students assigned to that Clinical Instruction Site **MUST** contact their ACI/CI. Athletic Training Student safety is of utmost importance; all Athletic Training Students and ACI/CIs are expected to respect and follow institutional/facility advisories, governmental or law enforced driving/travel bans that would preclude safe student travel to and from home to clinical experience site.

Appendix J
Athletic Training Student Statement of Contract

I, _____ as a professional phase Athletic Training
Student promise to:

1. Uphold the principles of academic honesty and integrity
2. Conduct myself in a professional manner, abiding by the NATA Code of Ethics.
3. Respect the field of Athletic Training.
4. Abide by the academic regulations and standards outlined in the Daemen College Student Handbook, the Daemen College Catalog and the Daemen College Athletic Training Student Handbook and appendices.
5. Report any observed violation of academic honesty.
6. Respect all property of the Health Care Studies and Athletic Training department including lab equipment, models and animal specimens.

I have read, understand and will comply with all the information in the Athletic Training Student Handbook.

Signature: _____ Date: _____



**Health Care Studies and Athletic Training Department
Athletic Training Education Program
Letter of Intent**

Name _____ Date _____

_____ I **accept** admission into the Daemen College Athletic Training Education Program.

_____ I **do not accept** admission into the Daemen College Athletic Training Education Program.

Signature _____

**If you have accepted admission into the program, please complete the following:

Home or Summer Address:

Contact Information:

Home Phone: _____

Cell Phone: _____

E-mail: _____

Shirt size Polo (men's) S M L XL XXL OTHER _____

Shirt size Polo (women's) S M L XL XXL OTHER _____

T-Shirt size S M L XL XXL OTHER _____