

2015 - 2016



KING  
UNIVERSITY

ATHLETIC TRAINING PROGRAM  
POLICIES & PROCEDURES MANUAL

Dear Athletic Training Student:

Congratulations on your acceptance into the King University Athletic Training Program! Our faculty and staff are delighted to have you as a part of our growing program and we look forward to helping you grow intellectually, personally and spiritually over the next three years. Our goal is to provide each of you with a personalized, comprehensive learning experience that will give you the knowledge necessary to become a part of the allied health care profession of Athletic Training.

The King University Athletic Training faculty and staff are committed to providing students with the best educational experience possible. Class sizes are small and provide close supervision and interaction with experienced professionals. We do this by offering courses that challenge students in both the classroom and in clinical settings. Each student will complete a rigorous curriculum of Athletic Training courses, and will also experience Athletic Training first hand in clinical educational experiences.

The King University Athletic Training Program is currently fully accredited by the Commission on Accreditation of Athletic Training Education (CAATE). Students wishing to become a Certified Athletic Trainer (ATC) must graduate from a CAATE-accredited program to be eligible to sit for the Board of Certification, Inc. (BOC) examination. Students who pass the BOC examination have a wide variety of options they can pursue after graduation.

Again, congratulations on your acceptance into the King University Athletic Training Program! We look forward to working with you to help you achieve your goals!

Sincerely,

The Athletic Training Faculty and Staff

Heather Hess, MA, ATC, LAT – Program Coordinator/Director  
Scott Landis, MA, ATC, LAT, LMT – Clinical Education Coordinator

## About the Program

The King University Athletic Training Program is fully accredited by the Commission on Accreditation of Athletic Training Education (CAATE). The program utilizes both classroom and clinical education to provide students with the educational opportunities necessary to obtain the knowledge and skills of an entry level Certified Athletic Trainer (ATC). The program's initial self-study and site visit (as King College) took place during the 2009-2010 academic year with accreditation being granted in May, 2010. Any student, who graduates from the King University Athletic Training Program is eligible to sit for the Board of Certification, Inc. (BOC) examination.

### **Mission Statement:**

The King University Athletic Training Program serves to equip students with the knowledge and skills required to become successful and marketable Certified Athletic Trainers. The program emphasizes critical thinking through a diverse selection of clinical education opportunities. The program promotes learning in a Christ-centered environment. The program mission is consistent with the King University mission, which is to ***build meaningful lives for achievement and cultural transformation in Christ.***

### **Vision:**

As a new program, the vision of the King University Athletic Training Program is to continue to grow as a program, in number of students, number of clinical opportunities offered to the students, and in our reputation in the region as one of the elite Athletic Training Programs. Our goals include:

- To surpass 80% passing rate each year for the BOC Examination
- To graduate students who are prepared intellectually, emotionally, and spiritually to enter into a profession or graduate school
- To give students opportunities to meet professionals in various allied health care fields
- To give students opportunities to perform research and present that research at local, regional and national professional conferences
- To utilize the exceptional resources to which we have access in the Tri-Cities area (both personnel and facilities) to offer our students a variety of settings in which to master their clinical and affective skills
- To increase our enrollment each year until we have a minimum of 15 students in each class (sophomore, junior, and senior)

### **Integration of the Athletic Training Program into the King University Philosophy of Education**

The King University mission is to educate students in an academically rigorous setting that integrates Christian faith, scholarship, service, and career, leading to meaningful lives of achievement and cultural transformation in Christ. The vision of the University is to continually grow as a Christian comprehensive institution with pre-professional and professional schools that build lives for achievement and cultural transformation in Christ. This wisdom guides the Athletic Training Program in expressing its core values to become a premier educator of Athletic Trainers who exemplify Christian caring behaviors in their personal and professional lives. With intention, the Athletic Training Program faculty and staff aspire to create a learning environment that will make a difference in meeting the educational needs of the next

generation of athletic trainers. For that reason, program faculty are committed to contemporary Athletic Training education that is rooted in evidence-based practice outcomes, effective interactive learning strategies, and performance-based outcomes assessment and evaluation methods. The Athletic Training Program philosophy underscores the responsibility to act with moral integrity, to accept social responsibility, to seek social justice, accept diversity, and to mature spiritually with commitment and devotion to the service of athletic training.

Faculty and students are partners in the learning process and they collaborate with other disciplines to provide quality education and care to the physically active population. Faculty cultivate the development of attitudes, behaviors, knowledge and skills necessary for students' personal and professional achievement. Technology and various effective pedagogical strategies are used to promote learning and assist students in preparation for developing a meaningful and successful career in Athletic Training. The faculty encourages development of life-long learning habits to promote ongoing competence that can be permanently woven into the fabric of being a successful Athletic Trainer.

#### **Program Outcomes:**

In order to graduate from the King University Athletic Training Program with a Bachelor of Science degree in Athletic Training, students are required to accrue a minimum of 124 semester credit hours (s.h.) of study, with 74 of those credits being required for the Athletic Training major. Upon successful completion of the program, students are eligible to sit for the Board of Certification, Inc. (BOC) examination. Once a student passes this national certification examination, they are a Certified Athletic Trainer (ATC). Students will then apply for licensure in the state in which they live and/or work.

Upon successful completion of the King University Athletic Training Program and fulfillment of national and state certification and licensure requirements, graduates are prepared to assume professional Athletic Training roles in a variety of healthcare settings and have been provided with an adequate foundation for graduate study in a variety of fields. Athletic Training graduates are prepared, at an entry level of practice, to meet the following program outcomes:

- Possess the knowledge and skills of an entry-level Athletic Trainer in the six (6) practice domains of athletic training set forth by the BOC:
  - Prevention of Injuries
  - Evaluation and Assessment of Injuries
  - Immediate Care of Injuries
  - Treatment, Rehabilitation and Reconditioning of Injuries
  - Organization and Administration
  - Professional Development and Responsibility
- Think critically to effectively solve problems in a variety of dynamic Athletic Training and healthcare environments to provide evidence-based care for patients across the lifespan
- Be a reflective practitioner who continually evaluates the effects of their choices and actions on others and who values lifelong learning by actively seeking out opportunities to grow professionally

- Model service to others in their practice, community, and personal relationships
- Practice with professionalism and integrity and adhere to the Professional Code of Ethics as outlined by the National Athletic Trainers' Association (NATA) and the BOC Standards of Professional Practice

### **Organizing Framework for the Athletic Training Curriculum**

Throughout the curriculum, subject matter progresses from the liberal arts foundations of humanities, arts and sciences, and Christian values to applied clinical sciences and to professional content.

In conjunction with academic coursework, clinical knowledge and skills and their development (learning over time) occur by interaction with Athletic Training preceptors, and other healthcare professionals thorough clinical experiences in various healthcare settings. Students in the Athletic Training Program are evaluated throughout the program on the attainment of knowledge including psychomotor, cognitive and affective competencies as outline by CAATE. Students will complete an Athletic Training Clinical Internship in tandem with an Athletic Training Senior Seminar Course in their final semester at King University to assist in preparing them to enter the Athletic Training profession. Student outcomes are measured though BOC exams results, preceptor assessments, student self-assessments, clinical internship assessments, and employee/graduate school placements.

Ongoing program assessment will include student evaluations and feedback, preceptor evaluations, clinical site evaluations, institutional program assessment, alumni and employer assessments, CAATE annual reports, as well as self-study and site visit reviews by CAATE.

## Program of Study

Athletic Training majors should complete the King University Core Curriculum as specified below. For additional course options and descriptions, please see “The Core Curriculum” section of the Academic Catalogue.

### Common Experience

KING 1000/2000	
First Year/Transfer Experience .....	1 s.h.
ENGL 3010	
English Composition: Research & Writing.....	2 s.h.
KING 4000	
Christian Faith & Social Responsibility.....	1 s.h.
Cross Cultural Experience.....	0 s.h.

### General Education Experience

RELG 1001	
Found. of Christian Thought & Practice.....	4 s.h.
ENGL 1110	
English Composition: Writing & Speech.....	4 s.h.
PHED 1110	
Fitness for Life.....	2 s.h.
BIOL 1010	
Human Anatomy & Physiology I** .....	4 s.h.
MATH 1560	
Introduction to Statistics** .....	4 s.h.
Literature.....	4 s.h.
History.....	4 s.h.
Human Creative Products.....	4 s.h.
Human Culture.....	4 s.h.
U.S. and Global Citizenship.....	4 s.h.
Total.....	42 s.h.

\*\*These courses fulfill the Science and Quantitative Literacy CORE requirements and are requirements of the ATEP.

See the CORE Curriculum section of the Academic Catalogue for course options in Literature, History, Human Creative Products, Human Culture, and U.S. and Global Citizenship.

### Athletic Training Major Requirements

BIOL 1020	
Human Anatomy & Physiology II.....	4 s.h.
ATEP 2510	
Care & Prevention of Athletic Injuries.....	4 s.h.
ATEP 3010	
Methods of Research & Design.....	2 s.h.
ATEP 3400, 3401, 3402, 3403, 3404	
Clinical Education Experience I – V in A.T.....	10 s.h.
ATEP 3420	
Pathophysiology & Pharmacology in A.T.....	4 s.h.
ATEP 3430	
Organization & Administration of A.T.....	2 s.h.
ATEP 3440	
Rehabilitation of Athletic Injuries I.....	2 s.h.
ATEP 3445	
Rehabilitation of Athletic Injuries II.....	2 s.h.
ATEP 3450	
Therapeutic Modalities.....	4 s.h.
ATEP 3460	
Advanced Evaluation of Athletic Injuries I.....	4 s.h.
ATEP 3470	
Advanced Evaluation of Athletic Injuries II.....	4 s.h.
ATEP 3680	
Kinesiology.....	4 s.h.
ATEP 3690	
Exercise Physiology.....	4 s.h.
ATEP 4100	
Senior Seminar.....	2 s.h.
ATEP 4900	
Clinical Internship in Athletic Training.....	10 s.h.
PHED 3550	
Nutrition & Conditioning.....	4 s.h.
PSYC 1520	
General Psychology.....	4 s.h.
CHEM 1020	

Chemistry for Health Sciences.....4 s.h.  
**Total.....74 s.h.**

**Summary of Total Credits**

Core Curriculum.....42 s.h.  
 Major Requirements.....74 s.h.  
 Electives.....8 s.h.

**Minimum for Bachelor of Science Degree in Athletic Training.....124 s.h.**

**Athletic Training Course Descriptions**

**ATEP 2510 (F/S) Care and Prevention of Athletic Injuries.**

Examines the incidence, causes, prevention, and treatment of sports-related injuries. Topics stressed are conditioning for sports, injury recognition, and evaluation, taping techniques, first-aid care, treatment, and reconditioning of athletic injuries. Required for Program admission.....4 s.h.

**ATEP 3010 (S) Methods of Research and Design in the Health Sciences.**

This course focuses on the interaction of the components of the research process with application to the theory and practices of Healthcare. This course emphasizes the critical appraisal and utilization of health-related research including selected theories and ethical considerations. Critical and reflective thinking, as a health-care clinician who provides evidence-based practice, will be emphasized. This course is designed to prepare students to write their own case study or research project..... 2 s.h.

**ATEP 3400 (F) Clinical Experience in Athletic Training I.**

Students will receive clinical instruction in order to meet clinical competencies in athletic training. Class will also include coverage of athletic teams and events. Requires a minimum of 150 to maximum of 400 clinical hours..... 2 s.h.  
 Prerequisite: Acceptance into the Athletic Training Program

**ATEP 3401 (S) Clinical Experience in Athletic Training II.**

Students will receive clinical instruction in order to meet clinical competencies in athletic training. Class will also include coverage of athletic teams and events. Requires a minimum of 150 to maximum of 400 clinical hours..... 2 s.h.  
 Prerequisite: Acceptance into the Athletic Training Program, ATEP 3400

**ATEP 3402 (F) Clinical Experience in Athletic Training III.**

Students will receive clinical instruction in order to meet clinical competencies in athletic training. Class will also include coverage of athletic teams and events. Requires a minimum of 150 to maximum of 400 clinical hours..... 2 s.h.  
 Prerequisite: Acceptance into the Athletic Training Program, ATEP 3400, ATEP 3401

**ATEP 3403 (S) Clinical Experience in Athletic Training IV.**

Students will receive clinical instruction in order to meet clinical competencies in athletic training. Class will also include coverage of athletic teams and events. Requires a minimum of 150 to maximum of 400 clinical hours..... 2 s.h.  
 Prerequisite: Acceptance the Athletic Training Program, ATEP 3400, ATEP 3401, ATEP3402

**ATEP 3404 (F) Clinical Experience in Athletic Training V.**

Students will receive clinical instruction in order to meet clinical competencies in athletic training. Class will also include coverage of athletic teams and events. Requires a minimum of 150 to a maximum of 400 clinical hours.. 2 s.h.  
 Prerequisite: Acceptance into the Athletic Training Program, ATEP 3400, ATEP 3401, ATEP 3402, ATEP 3403

**ATEP 3420 (F) Pathophysiology and Pharmacology in Athletic Training.**

Advanced study in the pathophysiology and pharmacology involved in injuries and conditions commonly seen in the area of sports medicine. This will include a detailed macro and microscopic analysis of underlying pathophysiologies of sports-related injuries. In addition, this course will explore the interrelationship of current therapeutic pharmacological agents and their physiological effects on the body ..... 4 s.h.  
 Prerequisites: ATEP 2510; BIOL 1010, 1020; CHEM 1020 or 1110

**ATEP 3430 (F) Organization and Administration of Athletic Training.**

Emphasis on the professional preparation of athletic trainers and their role in the athletic health care delivery system. Current issues and trends in athletic training and sports medicine including history, legal implications, stress management, and organization of sports medicine programs..... 2 s.h.  
 Prerequisites: ATEP 2510, ATEP 3460

**ATEP 3440 (S) Rehabilitation of Athletic Injuries I**

Principles in planning and implementation of rehabilitation programs for lower extremity injuries with emphasis on contemporary therapeutic exercise techniques..... 2 s.h.  
 Prerequisite: ATEP 2510; Co-Requisite: ATEP 3460

**ATEP 3445 (F) Rehabilitation of Athletic Injuries II**  
Principles in planning and implementation of rehabilitation programs for upper extremity injuries with emphasis on contemporary therapeutic exercise techniques..... 2 s.h.  
Prerequisite: ATEP 2510; Co-Requisite: ATEP 3470

**ATEP 3450 (F) Therapeutic Modalities.** This course covers advanced study of the use of therapeutic agents in the treatment and rehabilitation of athletic injuries, including heat, cold, hydrotherapeutic, electrotherapeutic, and manual techniques..... 4 s.h.  
Prerequisites: ATEP 2510; BIOL 1010

**ATEP 3460 (S) Advanced Evaluation of Athletic Injuries I.** Advanced study of the etiology, pathology, and clinical signs of common athletic injuries to the lower extremity and spine. Emphasis is placed on clinical evaluation of injury by the athletic trainer. Application of orthopedic and neurological assessment is included....4 s.h.  
Prerequisites: ATEP 2510; Co-Requisite: ATEP 3440

**ATEP 3470 (F) Advanced Evaluation of Athletic Injuries II.** Advanced study of the etiology, pathology, and clinical signs of common athletic injuries to the upper extremity, head, and cervical spine. Emphasis is placed on clinical evaluation of injury by the athletic trainer. Application of orthopedic and neurological assessment is included..... 4 s.h.

Prerequisites: ATEP 2510; Co-Requisite: ATEP 3445  
**ATEP 3680 (S) Kinesiology.** An analysis of the mechanics of human movement. Involves a study of the skeletal, muscular, and nervous systems and the basic principles underlying motor skill ..... 4 s.h

**ATEP 4100 (S) Senior Seminar (Capstone).** A two hour class designed for athletic training students to receive a broad overview of athletic training principles and recent research findings. In addition, this course will serve to prepare athletic training students for BOC certification and better prepare them for employment in the field of Athletic Training..... 2 s.h.  
Prerequisite: open only to graduating seniors in the Athletic Training Program

**ATEP 4900 (S) Clinical Internship in Athletic Training.** This course is designed to allow athletic training majors to gain clinical experience hours off-campus at a clinical site in the their final semester under the supervision of a licensed athletic trainer and other health care providers. A minimum of 500 to maximum of 700 clinical hours is required..... 10 s.h.  
Prerequisites: ATEP 3400, ATEP 3401, ATEP 3402, ATEP 3403, ATEP 3404 and approval of the Athletic Training Program Director



## Athletic Training Program

### Freshman Year, Fall Semester

KING 1000 or 2000\*\*  
1<sup>st</sup> year/Transfer Experience (1 s.h.)

### Sophomore Year, Fall Semester

BIOL 1020 Anatomy & Physiology II (4 s.h.)  
ATEP 3400 Clinical Education Experience in  
Athletic Training I (2 s.h.)  
ATEP 3450 Therapeutic Modalities (4 s.h.)

### Junior Year, Fall Semester

ATEP 3470 Advanced Evaluation of Athletic  
Injuries II (4 s.h.)  
ATEP 3402 Clinical Education Experience in  
Athletic Training III (2 s.h.)  
ATEP 3430 Organization & Admin (4 s.h.)  
ATEP 3445 Rehabilitation of Athletic Injuries  
II (2 s.h.)

### Senior Year, Fall Semester

ATEP 3420 Pathophysiology and  
Pharmacology (4 s.h.)  
ATEP 3404 Clinical Education Experience In  
Athletic Training V (2 s.h.)  
KING 4000\*\* Christian Faith and Social  
Responsibility (1 s.h.)

*The following courses are required for the ATEP  
and can be taken during any semester:*

PHED 3550 Nutrition & Conditioning (4 s.h.)  
CHEM 1020 Chemistry for Health Sciences  
(4 s.h.)  
PCYC 1520 General Psychology (4 s.h.)  
MATH 1560\*\* Intro to Statistics (4 s.h.)

*The following course is **recommended** toward  
fulfilling elective hours:*

PSYC 3300 Lifespan Human Development  
(4 s.h.)

### Summary of Total Hours

Core Curriculum 42 s.h.  
ATEP Requirements 74 s.h.  
Electives 8 s.h.  
TOTAL for Graduation 124 s.h.

### Freshman Year, Spring Semester

ATEP 2510 Care & Prevention of Athletic  
Injuries (4 s.h.)  
BIOL 1010\*\* Anatomy & Physiology I (4 s.h.)

### Sophomore Year, Spring Semester

ATEP 3010 Methods of Research & Design in  
the Health Sciences (2 s.h.)  
ATEP 3460 Advanced Evaluation of Athletic  
Injuries I (4 s.h.)  
ATEP 3401 Clinical Education Experience in  
Athletic Training II (2 s.h.)  
ATEP 3440 Rehabilitation of Athletic Injuries  
I (2 s.h.)  
ATEP 3680 Kinesiology (4 s.h.)

### Junior Year, Spring Semester

ATEP 3690 Exercise Physiology (4 s.h.)  
ATEP 3403 Clinical Education Experience in  
Athletic Training IV (2 s.h.)

### Senior Year, Spring Semester

ATEP 4100 Senior Seminar (2 s.h.)  
ATEP 4900 Clinical Internship in Athletic  
Training (10 s.h.)

### CORE CURRICULUM REQUIREMENTS

*The following are required as part of the King  
College Core Curriculum. Please see the "Core  
Curriculum" section of the academic catalogue for  
more details:*

ENGL 1110 English Composition: Writing &  
Speech (4 s.h.)  
ENGL 3010 English Composition: Research &  
Writing (2 s.h.)  
RELG 1001 Foundations of Christian Thought  
& Practice (4 s.h.)  
PHED 1110 Fitness for Life (2 s.h.)  
ENGL Literature Core (4 s.h.)  
HIST History Core (4 s.h.)  
HCP Human Creative Products Core  
(4 s.h.)  
HC Human Culture Core (4 s.h.)  
USGC US and Global Citizenship Core  
(4 s.h.)

\*\* indicates a course that fulfills a Core Curriculum requirement

**Professional Standards of Athletic Training Practice:**

All Athletic Training courses are designed to meet the standards as outlined in the *Athletic Training Educational competencies, 5<sup>th</sup> edition* (NATA, 2011); *The NATA Code of Ethics* (NATA 2005); *The BOC Role Delineation Study, 6<sup>th</sup> ed.* (BOC, 2010); *BOC Standards of Professional Practice* (BOC, 2006); and the *State of Tennessee Practice Act for Athletic Trainers* (2006).

**Student Services and Activities:**

Many student organizations, clubs and activities are available to Athletic Training Students. Please see the King University student handbook (the Twister) for a full listing and descriptions. The Athletic Training Student Organization was formed during the 2013 - 2014 academic year. This organization provides Athletic Training Students with opportunities to participate in professional meetings at the local, state, regional and national level. The organization also focuses on service to the King University campus and Southwest Virginia-Northeast Tennessee community at large.

The Academic Center for Excellence (ACE ), the Writing & Speaking Centers, and E.W. King Library are all available to students who need academic assistance,. The Student Counseling Center is available for students who need confidential psychological counseling or assistance.

**Student Right to Know Act:**

King University adheres to the "Student Right to Know" act and will disclose all required information upon request, including completion or graduation rates of degree-seeking, full-time students, the passing rate for the BOC exam, the University's standing within the State of Tennessee, and financial aid assistance available to students. Information regarding the BOC pass rate and the University's standing with CAATE is kept on record in the Athletic Training Program Director's office and is published on the Athletic Training Program website ([atep.king.edu](http://atep.king.edu)).

**Protection of Student Privacy of Academic Records:**

King University adheres to the Family Educational Rights and Privacy Act of 1974, as Amended (FERPA). King University will disclose personally identifiable information from a student's educational records only with the written consent of the student. Exceptions to this policy are those established by law and are outlined in the King University student handbook (the Twister).

**Student Employment:**

Opportunities for working on campus are available to financially qualified undergraduate students through the Office of Financial Aid. Students are NOT allowed to be employed as Athletic Trainers. An uncertified, unlicensed Athletic Training Student can only practice Athletic Training activities in a setting in which he or she is under direct supervision of a certified and licensed Athletic Trainer affiliated with the King University Athletic Training Program. Any other practice by the uncertified, unlicensed student is a direct violation of the Tennessee Athletic Training Practice Act. Because of the intense nature of study in the Athletic Training Program, students who work will have to employ excellent time-management skills in order to complete all clinical education experience requirements.

## **Guidelines and Policies for the Athletic Training Program**

### **Admissions Process for the Athletic Training Program:**

Admission to King University does not guarantee admission into the Athletic Training Program. Admission into the Athletic Training Program is competitive, and all interested students will be required to submit a personal letter of application and three (3) letters of recommendation. Students who meet eligibility requirements (3.0 cumulative GPA and grades of C or better in BIOL 1010 and ATEP 2510) will be granted an interview. The deadline for application materials to be submitted to the Athletic Training Program Director will occur during the month of March, with interviews occurring during the month of April (exact dates will be announced in January of each year). During the interview, students will be asked a series of questions related to their knowledge of Athletic Training, their commitment to the Athletic Training Program and to the profession of Athletic Training, and will be asked to demonstrate a sampling of skills learned in ATEP 2510, Care & Prevention of Athletic Injuries. Each interviewer will complete a scoring rubric for each aspect of the interview (this rubric can be found in the appendices of this manual) and scores of all interviewers will be averaged. Successful applicants will earn a minimum of 80% on each category identified in the rubric.

It is the policy of the Athletic Training Program to provide equal opportunity to all qualified students regardless of race, color, sex, age, national origin, citizenship status, physical or mental disability, or any other basis prohibited by local, state or federal law.

### **Transfer Student Policy:**

A student who has completed an associate of arts or science, a bachelor's or master's degree at another college or university or who has begun taking courses at another institution may apply for admission with the intent of completing a bachelor of science degree in Athletic Training at King University. The student must meet standard admission requirements. Transfer credits from regionally accredited colleges or universities may be accepted and applied to the new degree being sought as determined by the Office of Records and Registration. All students must take the following three (3) courses and meet the Cross-Cultural Experience requirement while enrolled at King University: KING 2000, ENGL 3010, and KING 4000. Transfer students who have not taken required courses such as Anatomy & Physiology I & II, Chemistry, and a math course involving statistics may be required to take those courses at King University. All transfer students must meet the residency requirement of 48 King University semester credit hours. Transfer students must apply to the Athletic Training Program in the same manner as traditional students and must meet the same admission requirements of a cumulative GPA of 3.0 and a grade of C or better in BIOL 1010 and ATEP 2510 (or the equivalent courses). If the current cohort is full, the transfer student may have to postpone admission to the program until the following year. If a student has been enrolled in an Athletic Training Program at another college or university, their transcript will be assessed on an individual basis to determine which courses will be transferable to the King University Athletic Training Program. Any student who earned a grade of C- or below in a required course (Anatomy & Physiology, Chemistry, Psychology, etc.) at another school must repeat that course once admitted to King University and may have to do so before being admitted into the Athletic Training Program.

### **Athletic Training Program Admission Requirements:**

- Minimum cumulative GPA of 3.0, including completion of ATEP 2510 and BIOL 1010 with a grade of C or better
- Completed letter of application with three (3) letters of recommendation

- Observation hours (minimum of 40 hours completed as a requirement of ATEP 2510)
- Completion of the Athletic Training Program interview, which will include a demonstration of skills learned in ATEP 2510 (applicant must score 80% or better in each aspect of the interview)
- Signed Safety and Technical Standards form
- Tuberculin (TB) skin test (must be tested every year in the Athletic Training Program)
- Immunization Documentation (if the student is not vaccinated, he or she must submit a completed declination of vaccinations)
  - Hepatitis B series of three (3)
  - MMR (measles, mumps & rubella)
  - Varicella
  - Tetanus
  - Diphtheria
  - Tuberculosis
  - Polio
- Completed physical performed by an appropriate healthcare provider (physician, physician assistant, nurse practitioner)
- Signed Student Athlete/Coach agreement if the student participates in a varsity sport
- Background check (to be completed through the King University Office of Safety and Security)
  - The student will be billed \$60 for the background check
  - Adverse background checks may affect the student's ability to participate in the clinical experiences/internship and may have ramifications for future employment
- Purchase of a fanny pack, which will include scissors, sharks and a penlight, at a cost of \$20
- Purchase of student personal liability insurance submitted to the Program Director by July 30<sup>th</sup>
- Initialed and signed Athletic Training Program Requirement Checklist
- Signed statement of receipt and understanding of the Athletic Training Program Policies and Procedures Manual
- Signed HIPAA Policy

#### **Athletic Training Program Provisional Admission:**

A student who has a cumulative GPA of 2.75 – 3.0 may still seek admission into the Athletic Training Program. Should the student satisfactorily meet all other admissions requirements, he or she may be admitted into the program on a provisional basis. In these cases, the student will sign a statement of understanding that they will be placed on “probation” and will need to achieve the 3.0 cumulative GPA during the following semester after being provisionally admitted. Should the student not achieve the 3.0 cumulative GPA and/or does not earn a grade of C or better in all Athletic Training coursework, the student will be dismissed from the program. The student will be eligible to reapply to the Athletic Training Program after achieving the 3.0 cumulative GPA.

A student who meets the minimum score of 80% in all but **one** aspect of the interview may also be admitted provisionally, should the interview panel feel that the student can easily rectify the deficiency. Students admitted provisionally due to an interview deficiency will be required to correct any deficiency (such as a poorly written letter or incorrectly demonstrated skill) within six (6) weeks of being informed of the provisional acceptance. Students who are unable to rectify the deficiency will not be permitted to continue in the program.

**Retention in the Athletic Training Program:**

Once admitted into the King University Athletic Training Program, students must maintain a cumulative GPA of 3.0 throughout the matriculation in the Athletic Training Program. A student whose cumulative GPA falls below a 3.0 will be placed on academic probation for the following semester. The student will have one semester to achieve the 3.0 cumulative GPA, maintaining a grade of C or better in all Athletic Training Program required courses. If the minimum 3.0 GPA is not achieved and/or the student does not earn a grade of C or better in all required Athletic Training courses, the student will be dismissed from the program, with the option to reapply once the minimum GPA has been achieved. Any course that the student has earned a grade of C- or below must be retaken.

The Athletic Training Program is designed for full-time study, and all Athletic Training Students are expected to maintain full-time student status. Traditional, full-time students can expect to complete the program within six semesters of study. By committing to a full-time student status, students agree to complete all course requirements, including clinical assignments, as outlined for each designated semester. Course syllabi identify specific course requirements, including grading and testing standards. If a student withdraws from the Athletic Training Program or if a student fails to meet the course requirements, the student may not be permitted to progress in the program or may be dismissed from the program.

Circumstances beyond the control of the student may require that the student drop to part-time status temporarily. If such circumstances do arise, requests for part-time study will be handled on a case-by-case basis. All part-time students must remain continuously enrolled in the Athletic Training Program required courses during the regular semester or they will have to reapply for admission.

Throughout the program of study in the Athletic Training Program, students may be requested to provide evidence of satisfactory physical, emotional, or mental well-being. Students must be free of any condition of chemical dependency, including alcohol and drugs, as this would interfere with their ability to practice Athletic Training in a safe manner. Remaining in the Athletic Training Program may be contingent upon evidence of freedom from such conditions. Any appraisal measures used to determine such physical and/or emotional well-being will be in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, so as not to discriminate against any individual on the basis of disability.

Violations of local, state, and federal laws and/or violation of the King University Honor Code, or the campus policies it upholds will be referred to the appropriate law enforcement agency and/or the Office of Student Affairs. The King University student handbook (the Twister) and the King University Academic Catalogue contain information pertaining to campus policies.

**Performance Evaluations:**

Athletic Training Program preceptors (formerly called Approved Clinical Instructors) will evaluate the Athletic Training Students in the clinical settings using the assessment instruments provided by the Athletic Training Program Director in ATrack, the online documentation system used in the program. These evaluations will be done at mid-semester and at the end of each semester. Students must be able to demonstrate successful achievement of the critical elements identified in each psychomotor competency with their preceptor. ***Progression through the clinical education experiences can be denied based on unsatisfactory evaluations by the preceptor, as final evaluations constitute 25% of the final grade for the clinical education experience (ATEP 3400, 3401, 3402, 3403 & 3404) and senior clinical internship (ATEP 4900). Students who receive a score of less than 70% on their final Preceptor***

**Evaluation will receive an F in that Clinical course, no matter the didactic portion of the grade. Students who feel their preceptor evaluation was unjustifiably low can appeal the evaluation to the professor of the Clinical course, the Clinical Coordinator and the Program Director. These cases will be individually assessed.** Students will be evaluated on not only their clinical skill proficiency, but also their affective qualities such as professionalism, promptness, and ethical behavior. Each student will have a meeting with the Athletic Training Program Director and other faculty at the end of each semester to discuss these evaluations. Should a mid-semester evaluation identify areas of deficiency, the student will be asked to meet with the Program Director and faculty at the mid-point of the semester so that the student has the opportunity to rectify the deficiency before it becomes problematic.

#### **Dismissal from the Athletic Training Program:**

**A student who fails to demonstrate performance consistent with professional Athletic Trainers is subject to review and potential dismissal from the Athletic Training Program.** The following are examples of behaviors that are considered serious enough to lead to dismissal from the clinical site and/or from the Athletic Training Program. Please note that this list is **not an all-inclusive list**, and may be adapted as the need arises.

- Placing the patient/client at risk physically or emotionally
- Inability to relate appropriately with others, including patients/clients and their families, preceptors, coaches, peers, and other instructors/professors
- Verbal abuse (profane language, threats, etc.) directed toward another student, university employee, clinical site staff, peer, or client
- Cyber-bullying or inappropriate use of technology or social networking (e-mail, texting, Facebook, Twitter, etc.) to slander, defame, intimidate, or otherwise harass another student, university employee, clinical site staff, peer or client
- Unprofessional and/or unethical behavior in the classroom and/or clinical site and/or on social networking (Facebook, Twitter, etc).
- Inability to use professional judgment, including the refusal to seek help for personal problems that interfere with professional practice
- Consistent inability to demonstrate knowledge, values and skills necessary for Athletic Training practice
- Failure to comply with confidentiality regulations such as HIPAA and FERPA
- Failure to abide by federal, state and local laws that prohibit the use, possession, and sale of illegal substances
- Willful destruction of King University property or clinical site property
- The possession or use of illegally obtained drugs and/or alcohol while in a clinical setting or classroom, or the impairment of the student by such illegally obtained substances
- Receipt of three (3) or more disciplinary reports written by faculty, staff or preceptor

Athletic Training Students who fall below the 3.0 cumulative GPA for two 2 consecutive semesters, and/or earn a semester GPA of below 3.0 for two (2) consecutive semesters, will be dismissed from the Athletic Training Program.

#### **Disciplinary Reports:**

Faculty, staff, and preceptors charged with the instruction or supervision of Athletic Training Students will have the freedom to complete disciplinary reports when deemed necessary by the individual. Disciplinary reports will be submitted to the Athletic Training Program Director, after which the Program Director will meet with the student to discuss the reason for the disciplinary report, and the steps that

the student must take to correct their behavior, attitude, academic standing, etc. The report will be signed by the student, in the presence of the Athletic Training Program Director and will be placed in the student's permanent program file. Students who receive three (3) disciplinary reports will be dismissed from the Athletic Training Program. Reasons for a disciplinary report include, but are not limited to:

- Excessive tardiness to the clinical site or class
- Unexcused absence from the clinical site
- Inappropriate behavior in the clinical site or classroom
- Inappropriate dress to the clinical site (after being warned or sent to change at least once)
- Unprofessional use of cellphones (texting during practice, games, class) and/or computers
- Unprofessional use of Social Networking sites
- Unprofessional/unethical conversations with taking place during clinical rotations
- Not representing King University with integrity

### **Reapplying to the Athletic Training Program:**

Any student who is dismissed from the King University Athletic Training Program for academic deficiencies has the option to reapply once the student is back in good academic standing with the Athletic Training Program (obtain a 3.0 cumulative and semester GPA, and earn a grade of C or better in all required Athletic Training Program required courses). These students will submit a letter of reapplication, along with two (2) letters of recommendation that attest to the student's academic improvements. The student will be interviewed and a decision will be made by the Athletic Training Program faculty. Students will only be permitted to reapply one time.

Students who are dismissed from the King University Athletic Training Program due to disciplinary problems will **only be allowed to reapply to the program if they have neither been on academic probation nor had a previous disciplinary report placed in their file**. These students can reapply after one semester of being out of the Athletic Training Program, and may be readmitted under specific conditions set forth by the program faculty. These cases and conditions for readmission will be determined on case-by-case basis

### **Voluntary/First Responder Actions:**

The Athletic Training Program faculty recognizes the fact that although constant auditory and visual supervision is expected at all times, there will be times during which the preceptor must discontinue supervision for short periods of time (to answer a call, to use the restroom, etc.). During those times when constant auditory and visual contact is not maintained, the Athletic Training Student may only act in the capacity of a first responder. The role of the first responder is to provide first aid and emergency treatment, for which they have been trained. King University Athletic Training students are trained in first aid, CPR and AED usage each year. Following are acceptable actions taken by first responders:

- Primary survey to assess the need for EMS
- Activate EMS
- Cardiopulmonary Resuscitation (CPR)
- Usage of Automated External Defibrillator (AED)
- Rescue Breathing
- Provide basic first aid, such as ice, compression, elevation, bandaging, splinting
- Provide basic first aid to treat shock
- Provide assistance to a choking victim
- Application of prophylactic taping and bracing
- Assistance with stretching

- Provide water

Unsupervised Athletic Training Students may not provide athletic training services. Unacceptable actions taken by unsupervised Athletic Training Students acting as first responders are:

- Evaluate injuries
- Perform any form of treatment or rehabilitation
- Provide any functional taping or bracing
- Make any return to play decisions

### **Student-Athlete Policy**

The King University Athletic Training Program requires six courses that place a significant time demand on the student. The required clinical hours combined with the demands of participating in a sport make time management for the student-athlete a necessity. There may also be times that clinical requirements and sport obligations (practices, games, travel) coincide, and although efforts will be made to minimize this, the clinical requirements must be completed to ensure appropriate development of the student in terms of skill mastery. **During the student's non-traditional season (i.e. fall baseball/softball, spring soccer, etc.), the student-athlete will be expected to be at all Athletic Training Program clinical assignments. The student-athlete will only attend practices that do not interfere, in any way, with the clinical education experience.**

The requirements for each of the Clinical Education Experience courses (ATEP 3400, 3401, 3402, 3403, & 3404) are a **minimum** of 150 and **maximum** of 400 hours per semester. The final semester, in which the student will be enrolled in a clinical internship, the hour requirement is a **minimum** of 500 and **maximum** of 700 clinical hours. This clinical internship is similar to an Education major completing his or her student teaching during their last semester. Winter and spring student-athletes are impacted by this course. Again, efforts will be made to place students in clinical internships that will allow them to participate in their sport; however, practice times could be affected. Flexibility between the coach and student-athlete to complete the demands of both is critical. The student may also consider completing their internship during the summer term.

### **Athletic Training Program Dress Code:**

- **Athletic Training Room Coverage and Practices:** Athletic Training Students who are performing clinical duties in the Athletic Training Room, for practices or during rehabilitation sessions, should be dressed in Khaki pants or shorts and Athletic Training staff shirts. ***Wind pants or other athletic pants (NOT YOGA PANTS) will be permitted in the Wrestling Room. If an athletic training student is covering wrestling practice, and working in the athletic training room either before and/or after the practice, the student will be required to be in khaki pants or shorts while in the athletic training room.***
  - All Athletic Training Students are given 2 t-shirts at the beginning of the fall semester
  - Additional t-shirts can be purchased from the Program Director for a small fee
  - **Athletic Training Staff shirts are not to be worn by students who are not Athletic Training Students. Students should not give shirts to roommates, friends, etc.**
  - Pants must FIT, must not sag below the waist, and must have unfrayed cuffs. Pants that are baggy or so long that the Athletic Training Student is stepping on the cuffs are inappropriate and could be dangerous. On females, pants should not be too tight, or sit so far below the waist that the shirt doesn't stay tucked in



- Shorts must be mid-thigh length or longer. Girls must have fingertips touching material when their hands are resting at their sides. Capri pants are allowed
- Tennis shoes (sneakers) and socks should be worn, **per OSHA standards**
  - Toms/Bobs are not appropriate for outdoor sport coverage.
- Boots and King University sweatshirts, coats and hats are acceptable for outdoor practices in cold or wet weather
  - Students are responsible for looking at the weather prior to arriving at their clinical site and are required to come prepared for practice. Students will not be allowed to leave to retrieve appropriate clothing that they should have planned for.
- King University hats may be worn **outside**. Hats from other schools or with inappropriate advertising are not to be worn while performing clinical duties
- Jewelry should be kept to a tasteful minimum. Excessive jewelry can hinder the ability to give care, and long necklaces and bracelets can get tangled in modality and rehabilitation equipment
- **Per OSHA standards**, piercings to the body other than those in the earlobes are not permitted while providing service. Students will be asked to remove any piercings to the eyes, nose, lip, tongue, or other areas that do not include the ears
- Gauges in the earlobes are not permitted
- Facial hair must be kept neat and clean
- **Game Coverage:**
  - For all King University sports games/competitions EXCEPT basketball, game polo shirts are to be worn (**tucked in**) with Khaki pants or shorts, tennis shoes (sneakers) and socks. The preceptor will let Athletic Training Students know if pants or shorts are to be worn, and the color pants/shorts to be worn
    - One game shirt will be provided each year. Additional polo shirts can be purchased for a fee of approximately \$30.00
  - Pants must FIT, must not sag below the waist, and must have unfrayed cuffs. Pants that are baggy or so long that the ATS is stepping on the cuffs are inappropriate and could be dangerous. On females, pants should not be too tight, or sit so far below the waist that the shirt doesn't stay tucked in
  - Shorts must be mid-thigh length or longer. Girls must have fingertips touching material when their hands are resting at their sides. Capri pants are allowed
  - Tennis shoes (sneakers) and socks should be worn, **per OSHA standards**
  - Boots and **King University** sweatshirts, coats, and hats are allowed for cold and wet weather
  - Jewelry should be kept to a tasteful minimum. Excessive jewelry can hinder the ability to give care, and long necklaces and bracelets can get tangled in modality and rehabilitation equipment
  - **Per OSHA standards**, piercings to the body other than those in the earlobes are not permitted while providing service. Students will be asked to remove any piercings to the eyes, nose, lip, tongue, or other areas that do not include the ears
  - Gauges in the earlobes are not permitted
  - Facial hair must be kept neat and clean
  - Visible tattoos must be covered for games
  - **Men's and Women's Basketball** are exceptions to the above dress code.

- Ladies dress in dress pants or long-to-medium length skirts, and blouse or sweater. Heels should not be so high that the Athletic Training Student cannot reach an injured athlete in a quick manner
  - Skirts that are more than three (3) inches above the knee are inappropriate
  - Pants that sit so low on the waist that undergarments are visible are inappropriate
  - Revealing blouses are inappropriate
  - Clothing (pants, skirts, or blouses) that is extremely tight is inappropriate
  - Jewelry should be kept to a tasteful minimum. Excessive jewelry can hinder the ability to give care, and long necklaces and bracelets can get tangled in modality and rehabilitation equipment
  - **Per OSHA standards**, piercings to the body other than those in the earlobes are not permitted while providing service. Students will be asked to remove any piercings to the eyes, nose, lip, tongue, or other areas that do not include the ears
  - Gauges in the earlobes are not permitted
  - Visible tattoos must be covered for games
  - If wearing heels, student should be of an appropriate height that the student could quickly get to an injured athlete
- Men will dress in dress pants, shirt & tie, or sweater, with dress shoes.
  - Baggy pants with frayed cuffs are inappropriate
  - Excessively wrinkled pants or shirts are inappropriate
  - Cargo pants with huge side pockets are inappropriate
  - Shirts should be tucked in
  - Hats are inappropriate
  - **Per OSHA standards**, piercings to the body other than those in the earlobes are not permitted while providing service. Students will be asked to remove any piercings to the eyes, nose, lip, tongue, or other areas that do not include the ears
  - Gauges in the earlobes are not permitted
  - Visible tattoos must be covered for games
  - Facial hair must be kept neat and clean

***The supervising preceptor at off-campus clinical sites may have different dress standards. All Athletic Training Students who are assigned to off-campus clinical sites are required to follow the King University dress code. These Athletic Training Students may wear apparel with the off-campus site logo instead of the King University t-shirts or game shirts.***

## Classroom and Clinical Policies

### **Student Advisement:**

All Athletic Training Students are assigned an Athletic Training Program faculty member to serve as their academic advisor. The student is expected to meet at least once each semester to review progression toward completion of the academic requirements of the Athletic Training Program. Advisors will post their office hours or schedule individual appointments as needed. Students should seek their advisor's assistance with appropriate course selection for fulfillment of graduation requirements, interpretation of institutional policies and procedures, situations that interfere with academic success, information regarding community resources and programs, and progression toward career goals. The faculty advisor is required to approve the course load each semester before the student can pre-register for the following semester of study; however, the final responsibility for the completion of all academic requirements rests with the student. In summary, students are responsible for the following:

- Taking initiative to contact their advisor as needed but at a minimum of once per semester
- Becoming acquainted with their advisor and seeking help before problems arise
- Being prepared when meeting with their advisor by having appropriate forms and a tentative plan for semester course load
- Clarifying their personal values and career goals prior to advising sessions
- Preparing a list of questions prior to advising sessions
- Cooperating with their advisor regarding class scheduling (follow the suggested plan of study as closely as possible)
- Accepting personal responsibility for academic and personal decisions
- Keeping copies of schedules and other important information regarding academic progress (drop/add forms, grade reports, transfer evaluations, etc.)
- Keeping track of Athletic Training Program requirements, courses completed, and seeking a degree audit from the Office of the Registrar prior to the senior year to ensure sufficient time to complete all requirements

### **Class and Clinical Site Attendance:**

Course attendance policies are listed on all course syllabi, and policies on children and visitors in the classroom can be found in the King University Student Handbook (the Twister), which is available to all students online. Athletic Training Students are expected to attend all classes and clinical assignments as scheduled. Students are expected to notify faculty or their preceptor when they will be absent or tardy to a class or clinical education experience. A student who is absent from class, campus skills lab, or clinical education experience is responsible for the content covered as well as for knowledge of any announcements that may have been made that day. In the case of anticipated prolonged absences due to illness or injury, the student or a family member should notify the Athletic Training Program Director immediately so that arrangements can be made to provide the student with as much course content as possible. Unanticipated prolonged absences should be reported to the Athletic Training Program Director as soon as possible. Documentation may be required in the case of prolonged absences.

**It is solely the responsibility of the student to make up any assignment, quiz or exam that may be missed due to an excused absence.** Faculty/instructors have the autonomy to decide whether or not make up work will be accepted based on the reason for absences. Typically, the opportunity to make up missed work is granted only to those students who are absent for legitimate reasons, such as participation in a King University sport or other activity, serious illness, or personal or family emergency. Faculty/instructors may require written statements of excuse from an appropriate person, such as a physician.

Excessive absences or tardiness in the classroom or in the clinical education experience will result in a disciplinary report being placed in the student's Athletic Training Program permanent file. Faculty/instructors will also evaluate whether or not that student is likely to meet the course competency requirements. In some instances, students miss too many classes or clinical assignments to satisfactorily complete the course requirements. In such cases, the student should discuss withdrawing from the course with his or her faculty advisor. The Athletic Training Program faculty advisor must sign all withdrawal requests.

**Cellphones and beepers are not allowed to be used in the classroom or in the clinical setting for purposes other than an emergency or as outlined by the professor or preceptor (use for polling, applications for clinical site, pictures, etc.). Cellphones must be on "vibrate" or "silent" and should an emergency arise that necessitates the student take a call, he or she should remove themselves from the classroom or clinical site to do so. No texting is allowed during class or the clinical education experience.**

#### **Academic and Professional Integrity:**

High standards of integrity are expected of all Athletic Training Students in their academic studies and in professional practice within the clinical education experience. The behavioral standards that are expected for one's personal life and the meaning of academic dishonesty are outlined in the King University Student Handbook (the Twister). The King University faculty will not tolerate academic dishonesty such as cheating and plagiarism. Incidences of these violations of the King University Honor Code will be handled immediately through the Office of Student Life and will result in a disciplinary report being placed in the student's Athletic Training Program permanent file OR dismissal from the program.

Additionally, integrity within a holistic framework of clinical education requires that one display respect for oneself and others. In the clinical education experience, a student's behavior is to be based on the NATA Code of Ethics and the BOC Standards of Professional Practice, which are both found in the appendices of this manual, and can also be found on the individual organization's websites ([www.nata.org](http://www.nata.org) and [www.bocatc.org](http://www.bocatc.org)). Most importantly, these codes and standards expect Athletic Trainers to protect patients' confidentiality, to refrain from any abuse of patients under their care, to refrain from any use or misuse of patient medications, and to be honest in documenting a patient's condition and in their own assessments and interventions. Athletic

Training Students must maintain high professional standards, including being physically, intellectually, emotionally, and academically prepared for each clinical experience with the patient. Students must demonstrate professional, ethical, and legal conduct at all times.

Faculty and students alike have a responsibility to take appropriate action when they detect any form of professional dishonesty. This could range from errors of omission or commission, where a patient received inappropriate or inadequate care or failed to receive any care at all. This is not a comprehensive listing of all possibly violations of the standards of care and integrity. If a student becomes aware of any violation, he or she should bring the incident to the attention of the preceptor or the Athletic Training Program Director. Student behavior that is deemed unethical or unprofessional by the program Director may result in a student being dismissed from the Athletic Training Program.

**Late Submission of Assignments:**

Students are responsible for submitting all written work for a course to their faculty/instructor by the published or announced deadline. Faculty/instructors are not obligated to accept any work submitted after the deadline or to grant any extensions. If a student has a legitimate reason for being unable to submit work on time, the student may request an extension, but all arrangements for submitting late work must be made directly with the faculty/instructor involved.

**Grade of Incomplete:**

Athletic Training Students who do not complete all required assignments prior to the final **exam but who have obtained permission** from the faculty/instructor to submit assignments late will be given an incomplete (I) as a letter grade. The work must be completed and submitted to the faculty/instructor within six (6) weeks or less for the incomplete (I) to be changed to the earned letter grade. If the work is not submitted within the set time frame or is unacceptable, the incomplete (I) becomes a grade of F.

Should the Athletic Training Student not meet the minimum requirement of 150 clinical hours, that student **may** be eligible for an incomplete (I). This decision will be made by the Preceptor, Clinical Coordinator and Program Director, collectively. Reports to the Clinical Coordinator and Program Director from the Preceptor that describe excessive absences, tardiness or other disciplinary problems will make the student ineligible for the incomplete (I). The Athletic Training Student in question **must complete a formal request** for an incomplete (I) and submit it to the Preceptor, Clinical Coordinator, and Program Director before the Program Director will sign the official Incomplete Grade Form from the Office of Records and Registration.

**Lost Work:**

Students are responsible for ensuring that all their written work is submitted as requested. Students should make copies of all written work and back-up copies for all computer assignments. Students should verify their work has been received by the faculty/instructor and should never assume it was received simply because it was placed under the faculty/instructor's office door or sent electronically as an attachment.

**Appeal of a Grade /Student Grievances:**

Generally, the grade assigned by the faculty/instructor of a course is considered final. According to the policies of King University, grades may be appealed only for reasons of unfair treatment. Should a student feel that he or she has been graded unfairly, the first step is to schedule an appointment with the faculty/instructor in question. The student should bring written documentation related to the grades that are in question to this initial meeting. If, after discussing the grade with the faculty/instructor, the student feels that he or she was treated unfairly, the appeal may be taken to the Dean of the School of Education. Should this discussion not lead to a satisfactory resolution, the student may file a formal appeal to the Provost/Dean of Faculty.

**Cancelation Due to Adverse Weather:**

There may be occasions when King University cancels classes due to severe weather conditions. The King University inclement weather policy can be found in the King University Student Handbook (the Twister), which is available online to all students. Closures for King University and all of our local high school clinical sites will be posted on [www.wcyb.com](http://www.wcyb.com) and will be aired on local television and radio stations. Students are to understand that just because King University (and other clinical site's) classes are canceled, athletic teams may still practice or play. Students should **always check with their preceptor** at their individual clinical sites to determine the daily schedule. Students should never put themselves in danger attempting to drive to their clinical site during inclement weather. Should the student decide that the weather conditions are too dangerous to travel to their clinical site, they must contact their preceptor. If an individual Athletic Training class or clinical experience is cancelled due to weather conditions, every attempt will be made to contact students in advance. Faculty and preceptors have the right to require "make-up" clinical sessions.

**Early Return:**

As part of the Athletic Training Program, students are required to maintain CPR certification as well as receive instruction in Occupational Safety and Health Administration (OSHA) guidelines. The faculty and staff provide this training prior to the start of classes in the fall. Students are asked to return to King University prior to the start date of traditional classes in order to attend these and other training sessions that are paramount to their success as an Athletic Training Student. Students will be able to start obtaining clinical experience hours as part of their clinical education experience at this time as well.

Since King University does not currently have a CAATE defined "equipment intensive" sport such as football, lacrosse or hockey, students must gain clinical experience at a local high school during at least one semester. Local high schools begin football practices during the last week of July or first week of August. Students assigned to a high school clinical site may be asked to return early so that they may begin obtaining those "equipment intensive" clinical experience hours.

**Clinical Experience/Internship Travel Requirements:**

Students are required to provide their own transportation and vehicular insurance for travel to and from their clinical sites.

**Clinical Orientation:**

Each clinical education site has orientation criteria with which all students are to be familiar. Some clinical sites may require an all-day orientation that could include a presentation regarding the site's clinical documentation policies and procedures, safety policies and procedures, and various other topics. Students may be given a quiz or test to demonstrate their knowledge of the policies and procedures of their specific clinical site and their understanding of the importance of being perceived as a representative of that site. Some sites will require that students read their employee handbook and sign an acknowledgement of understanding. All students will sign an acknowledgement of understanding of the Health Insurance Portability and Accountability Act of 1996 (HIPAA), the federal privacy standards that protect patients' medical records and other regulations regarding patient confidentiality.

**Liability Insurance:**

All students are required to be covered by liability insurance when they are enrolled in a course with a clinical education component. Students will be required to purchase a student liability insurance from [www.proliability.com](http://www.proliability.com) to satisfy this requirement. Students will be responsible for updating their policy each year and submitting proof of coverage to the Athletic Training Program Director by July 30<sup>th</sup>. King University assumes no responsibility for a student's employment or volunteer activities. If a student is employed as a healthcare worker independently of his or her student role in the Athletic Training Program, King University has neither insurance nor responsibility; legal liability is the responsibility of the student.

**Health and Other Requirements in the Clinical Setting:**

State law mandates immunization requirements for clinical education settings. Prior to the beginning of the first clinical course, each student must submit evidence of satisfactory immunization against Hepatitis B, Mumps, Measles, Mumps, Rubella, Varicella, Tetanus, Diphtheria, Tuberculosis, and Polio. Students will not be allowed to practice in these facilities until all requirements are met, or until a signed refusal is submitted to the Program Director.

Students are required to be certified in Cardiopulmonary Resuscitation (CPR) **for Healthcare Professionals to, include adult, infant and child** by the American Heart Association or the American Red Cross. Maintenance of this certification is a requirement throughout the Athletic Training Program. Students are also required to be trained in Occupational Safety and Health Administration (OSHA) guidelines. Both CPR and OSHA training are provided prior to the fall semester by the Athletic Training Program. Students who are unable to be present for this training must provide proof of the training from sources outside of King University to the Athletic Training Program Director before beginning their clinical education experiences.

Students will frequently be required to wear latex gloves when caring for patients/clients. Any student with an allergy to latex should notify their preceptor or faculty/instructor as soon as possible so that the necessary supplies can be purchased.

All students admitted into the Athletic Training Program must complete a background check that will be conducted by the King University Office of Safety and Security at a cost of \$60. Clinical education experience settings may require that students placed in their setting undergo a criminal background check. These checks are subject to the mandates of the clinical facility to which a student is assigned. Athletic Training Students should be aware that clinical facilities may have the right or responsibility to preclude students with certain criminal histories from the facility. Additionally, the state board of Athletic Training may deny licensure based on a student's criminal history. Even if licensure is granted, certain employers may preclude applicants with certain criminal histories.

#### **Sudden Illness and/or Accident at a Clinical Facility:**

All students in the King University Athletic Training Program are financially responsible for any necessary emergency treatment provided to them during clinical education experiences. A student, who becomes suddenly ill or injured in the clinical education site, will receive emergency care. Healthcare facility policies will be followed in the event of an injury. The financial responsibility for medical treatment provided to a student must be assumed by the student, parent or guardian.

#### **Pregnancy:**

Pregnant students are responsible for their own healthcare. Pregnant students are required to inform the Athletic Training Program Director of the pregnancy and to obtain a physician's verification of their ability to continue in the program and to complete any clinical education experience. Pregnant students will not be discriminated against in any manner.

#### **Blood-Borne Pathogen Exposure\***

In preparation for clinical education experiences, students will be taught proper procedure for the use of **standard precautions** to prevent exposure to blood-borne pathogens. It is the responsibility of the student to put those techniques into practice when caring for patients/clients. If an exposure occurs, even when the student is using the correct technique, the student must inform his or her preceptor immediately. Infectious diseases are a major risk to students.

- Infectious diseases can be spread through direct contact or the air, i.e., *a person can become infected if disease-causing organisms enter his or her bloodstream*
- Infectious diseases that pose the greatest risk to health care workers include *HIV infection; hepatitis (A, B, C, D, E, & G); tuberculosis (TB); pneumonia; gastroenteritis (caused by salmonella, shigella, etc.); staph and strep infections*
- Blood and certain other body fluids or secretions such as *pus, drainage from wounds or sores; saliva, sputum; secretions from mucous membranes; semen, vaginal secretions; stool*



*(feces), urine and vomit may contain disease-causing organisms. All body substances except sweat should be considered potentially infectious*

Know the precautions you must take if exposure to blood or other body fluids, broken skin or mucous membranes is possible:

- In general, follow standard (universal) precautions for all patients
- Follow transmission-based precautions for any patient who may have a contagious disease which includes *airborne precautions for infectious dust particles or small-particle droplets; droplet precautions for infectious large-particle droplets (such as from sneezing or coughing); contact precautions (skin-to-skin contact or contact with a contaminated object)*

Follow these general standard precautions guidelines:

- Always wear latex/vinyl gloves if contact with blood or other body fluids is possible
- Wear eye and/or face protection, and protective coverings such as gowns and boots, if splashing is possible
- Use a surgical mask or HEPA (high-efficiency particulate air) respirator, depending on which types of transmission-based precautions are needed
- Washed hands are required. Even if you wear gloves, be sure to wash your hands before and after: *each patient contact; any procedure that may involve exposure; and handling items that may be (or could get) contaminated*
- Prevent injuries from sharps, in general *dispose of used sharps promptly after use in designated containers only – never reach into the container; dispose of used sharps containers properly; don't recap needles unless absolutely necessary (if you must, use either a mechanical device or the proper one-handed technique)*
- Remove gloves properly. Make sure that the glove's outer surface never touches your skin, i.e., *grasp the outside of a glove near the wrist; pull down until the glove comes off inside-out. Cup this glove in the palm of your gloved hand – then insert 2 fingers of your bare hand inside the cuff of the remaining glove. Pull down so this glove also comes off inside-out – with the first glove tucked inside*

\*Channing L. Bete Co., Inc., *Employee Safety & Health Handbook – For health-care staff, 1998 Edition.*

#### **Other Infection Control Guidelines:**

- Clean up spills promptly. Use an approved disinfectant and proper PPE (personal protective equipment)
- Handle linen and laundry with care. Use proper labels and color-coded bags or containers, if required
- Sterilize or disinfect patient-care equipment properly. This must be done after each use
- Dispose of infectious wastes properly. Use the right containers or bags to prevent leaks or spills. Containers and bags must be properly labeled or color-coded
- Report all exposure incidents right away. Reporting is **essential**

In case of chemical exposure:

- Follow general first-aid procedures for the type of exposure (*splash, burn, inhalation, etc.*)
- Check the label and MSDS (Material Safety Data Sheet) for specific first-aid advice for the chemical involved
- Report the incident to your faculty and occupational health services/employee health services

In case of exposure to blood or other body substances:

- Wash or irrigate exposed areas immediately
- Report the incident to your faculty and infection control supervisor
- Follow proper procedures for getting a medical evaluation and treatment (*a blood sample will be taken, but you must give informed consent for it to be tested.*)

Report all health problems, injuries and other mishaps. In addition, remember to report all:

- “near misses” and “close calls”
- Security hazards
- Equipment problems

Why reporting is essential:

- Government regulations require it, in most cases
- It ensures prompt medical care and treatment, if necessary (which can reduce the risks of serious injury and illness)
- It provides information, so that steps can be taken to protect you and others from future harm
- It establishes a record that may be needed for workers’ compensation and/or insurance purposes

### **Communicable Disease Policy:**

The King University Athletic Training Program wishes to ensure the safety of all Athletic Training Students, preceptors, athletes, coaches and anyone else involved with the Athletic Training Program. Therefore, in the event an Athletic Training Student contracts a communicable disease, he or she must be evaluated by a physician and must inform the Athletic Training Program Director and preceptor prior to continuing his or her clinical education experience. If the physician deems it necessary for the student to discontinue their clinical education experience for a short period of time, the student will be given the opportunity to complete all work. In the event of a prolonged illness, a student may be given an “I” (incomplete) in the course which will allow him or her to complete all requirements at a later date (determined by King University). Written documentation must be provided by the physician before the student will be permitted to continue with his or her clinical education experience. All information will be treated confidentially and will be used by King University to make accommodations for students. Following is a list of communicable diseases that **must** be reported:

**Tennessee Department of Health  
Reportable Diseases and Events**

The diseases and events listed below are declared to be communicable and/or dangerous to the public and are to be reported to the local health department by all hospitals, physicians, laboratories, and other persons knowing of or suspecting a case in accordance with the provision of the statutes and regulations governing the control of communicable diseases in Tennessee (T.C.A. §68 Rule 1200-14-01-.02). See matrix for additional details.

**Category 1A: Requires immediate telephonic notification (24 hours a day, 7 days a week), followed by a written report using the PH-1600 within 1 week.**

- [002] Anthrax (*Bacillus anthracis*)B
- [005] Botulism-Foodborne (*Clostridium botulinum*)B
- [004] Botulism-Wound (*Clostridium botulinum*)
- [505] Disease Outbreaks (e.g., foodborne, waterborne, healthcare, etc.)
- [023] Hantavirus Disease
- [096] Measles-Imported
- [026] Measles-Indigenous
- [095] Meningococcal Disease (*Neisseria meningitidis*)
- [516] Novel Influenza A
- [032] Pertussis (Whooping Cough)
- [037] Rabies: Human
- [112] Ricin PoisoningB
  - [132] Severe Acute Respiratory Syndrome (SARS)
- [107] SmallpoxB
  - [110] Staphylococcal Enterotoxin B (SEB) Pulmonary PoisoningB
- [111] Viral Hemorrhagic FeverB

**Category 1B: Requires immediate telephonic notification (next business day), followed by a written report using the PH-1600 within 1 week.**

- [006] Brucellosis (*Brucella* species)B
- [502] *Burkholderia mallei* infectionB
- [010] Congenital Rubella Syndrome
- [011] Diphtheria (*Corynebacterium diphtheriae*)
- [123] Eastern Equine Encephalitis Virus Infection
- [506] Enterobacteriaceae, Carbapenem-resistant
- [507] *Francisella* species infection (other than *F. tularensis*)B
- [053] Group A Streptococcal Invasive Disease (*Streptococcus pyogenes*)
- [047] Group B Streptococcal Invasive Disease (*Streptococcus agalactiae*)
- [054] *Haemophilus influenzae* Invasive Disease
- [016] Hepatitis, Viral-Type A acute
- [513] Influenza-associated deaths, age <18 years

- [520] Influenza-associated deaths, pregnancy-associated
- [515] Melioidosis (*Burkholderia pseudomallei*)
- [102] Meningitis-Other Bacterial
- [031] Mumps
- [033] Plague (*Yersinia pestis*)B
- [035] Poliomyelitis-Nonparalytic
- [034] Poliomyelitis-Paralytic
  - [119] Prion disease-variant Creutzfeldt Jakob Disease
- [109] Q Fever (*Coxiella burnetii*)B
- [040] Rubella
  - [041] Salmonellosis: Typhoid Fever (*Salmonella* Typhi)
  - [131] *Staphylococcus aureus*: Vancomycin non-sensitive – all forms
  - [075] Syphilis (*Treponema pallidum*): Congenital
  - [519] Tuberculosis, confirmed and suspect cases of active disease (*Mycobacterium tuberculosis* complex)
- [113] Tularemia (*Francisella tularensis*)B
  - [108] Venezuelan Equine Encephalitis Virus InfectionB

**Category 2: Requires written report using form PH-1600 within 1 week.**

- [501] Babesiosis
  - [003] Botulism-Infant (*Clostridium botulinum*)
  - [121] California/LaCrosse Serogroup Virus Infection
  - [007] Campylobacteriosis (including EIA or PCR positive stools)
  - [503] Chagas Disease
  - [069] Chancroid
  - [055] *Chlamydia trachomatis*-Genital
  - [057] *Chlamydia trachomatis*-Other
  - [009] Cholera (*Vibrio cholerae*)
    - [001] Cryptosporidiosis (*Cryptosporidium* species)
  - [106] Cyclosporiasis (*Cyclospora* species)
  - [504] Dengue Fever
    - [522] Ehrlichiosis/Anaplasmosis – Any
    - [060] Gonorrhea-Genital (*Neisseria gonorrhoeae*)
    - [064] Gonorrhea-Ophthalmic (*Neisseria gonorrhoeae*)
- BPossible Bioterrorism Indicators Effective 01/01/2012. Updated 02/03/2012.
- [061] Gonorrhea-Oral (*Neisseria gonorrhoeae*)
  - [062] Gonorrhea-Rectal (*Neisseria gonorrhoeae*)
  - [133] Guillain-Barré syndrome
  - [058] Hemolytic Uremic Syndrome (HUS)
  - [480] Hepatitis, Viral-HbsAg positive infant
  - [048] Hepatitis, Viral-HbsAg positive pregnant female

- [017] Hepatitis, Viral-Type B acute
- [018] Hepatitis, Viral-Type C acute
- [021] Legionellosis (*Legionella* species)
- [022] Leprosy [Hansen Disease] (*Mycobacterium leprae*)
- [094] Listeriosis (*Listeria* species)
- [024] Lyme Disease (*Borrelia burgdorferi*)
- [025] Malaria (*Plasmodium* species)
- [521] Powassan virus infection
- [118] Prion disease-Creutzfeldt Jakob Disease
- [036] Psittacosis (*Chlamydia psittaci*)
- [105] Rabies: Animal
- [122] St. Louis Encephalitis Virus Infection
- [042] Salmonellosis: Other than *S. Typhi* (*Salmonella* species)
- [517] Shiga-toxin producing *Escherichia coli* (including Shiga-like toxin positive stools, *E. coli* O157 and *E. coli* non-O157)
- [043] Shigellosis (*Shigella* species)
- [039] Spotted Fever Rickettsiosis (*Rickettsia* species including Rocky Mountain Spotted Fever)
  - [130] *Staphylococcus aureus*: Methicillin resistant Invasive Disease
  - [518] *Streptococcus pneumoniae* Invasive Disease (IPD)
  - [074] Syphilis (*Treponema pallidum*): Cardiovascular
  - [072] Syphilis (*Treponema pallidum*): Early Latent
  - [073] Syphilis (*Treponema pallidum*): Late Latent
  - [077] Syphilis (*Treponema pallidum*): Late Other
  - [076] Syphilis (*Treponema pallidum*): Neurological
- [070] Syphilis (*Treponema pallidum*): Primary
  - [071] Syphilis (*Treponema pallidum*): Secondary
  - [078] Syphilis (*Treponema pallidum*): Unknown Latent
- [044] Tetanus (*Clostridium tetani*)
- [045] Toxic Shock Syndrome: Staphylococcal
- [097] Toxic Shock Syndrome: Streptococcal
- [046] Trichinosis
  - [101] Vancomycin resistant enterococci (VRE) Invasive Disease
- [114] *Varicella* deaths
- [104] Vibriosis (*Vibrio* species)
- [125] West Nile virus Infections-Encephalitis
- [126] West Nile virus Infections-Fever
- [124] Western Equine Encephalitis Virus Infection
- [098] Yellow Fever
- [103] Yersiniosis (*Yersinia* species)

**Category 3: Requires special confidential reporting to designated health department personnel within 1 week.**

[500] Acquired Immunodeficiency Syndrome (AIDS)

[512] Human Immunodeficiency Virus (HIV)

[525] All CD4+ T-cell and HIV-1 Viral Load testing results from those laboratories performing these tests

**Category 4: Laboratories and physicians are required to report all blood lead test results within 1 week.**

[514] Lead Levels (blood)

**Category 5: Events will be reported monthly (no later than 30 days following the end of the month) via the National Healthcare Safety Network (NHSN ☐ see <http://health.state.tn.us/ceds/hai/index.htm> for more details); *Clostridium difficile* infections (Davidson County residents only) will also be reported monthly to the Emerging Infections Program (EIP).**

[523] Healthcare Associated Infections, Catheter Associated Urinary Tract Infections

[508] Healthcare Associated Infections, Central Line Associated Bloodstream Infections

[509] Healthcare Associated Infections, *Clostridium difficile*

[524] Healthcare Associated Infections, Dialysis Events

[510] Healthcare Associated Infections, Methicillin resistant *Staphylococcus aureus* positive blood cultures

[511] Healthcare Associated Infections, Surgical Site Infections

Possible Bioterrorism Indicators Effective 01/01/2012. Updated 02/03/2012.

#### **Students with Disabilities:**

In keeping with the mission and goals, and in compliance with Section 504 of the Rehabilitation Act of 1973 and the 1990 Americans with Disabilities Act, the King University Athletic Training Program promotes an environment of respect for, and support of, persons with disabilities. **Reasonable accommodations will be made for students with disabilities who request accommodations, while recognizing that certain core performance standards may be required for the performance of Athletic Training duties.** All students must sign the Safety and Technical Standards form, found in the appendices of this manual, either requesting or denying the need for accommodations.

#### **National Certification and Licensure Examinations:**

Once a student enters into his or her last semester of study in the Athletic Training Program, he or she is eligible (contingent upon a favorable recommendation by the Program Director) to register for the BOC examination. Registration for the BOC examination is a requirement of ATEP 4100, The Senior Seminar. Students can sit for the exam as early as February; however sitting for the exam before graduation is not a requirement. Passing this exam is one criterion to practice as a Certified Athletic Trainer. Most states will also require that the student, once certified by the BOC, obtain licensure.

# Appendices



### Application Process

Applicants will submit to the Athletic Training Program faculty:

1. Letter of interest
2. 3 letters of recommendation
3. Signed hour log with a minimum of 40 hours of observation
4. Signed Athletic Training Program information form
5. Signed student-athlete/coach agreement

Letter of Interest:

A typed, grammatically correct, clearly written letter of interest should be submitted to the Athletic Training Program faculty that includes the following information:

- Reason for seeking admission into the Athletic Training Program
- Why you think Athletic Training is the right major for you
- Describe what you know about ATCs and what we do
- Any previous experience working with or shadowing an Athletic Trainer or other allied health care provider
- Current GPA and grades in pre-requisite courses taken
- Personal characteristics that will lead to your success in the Athletic Training Program
- Future career goals
- How the Athletic Training Program will help you achieve your career goals

Letters of Recommendation:

Letters of recommendation can be requested from anyone **other than** King University Athletic Training Program faculty or Athletic Training staff. Letters can be emailed to the Program Director, Heather Hess, at [hlhess@king.edu](mailto:hlhess@king.edu) and should speak to the following qualities of the student:

- Academic capabilities
- Moral character
- Dependability and reliability of student

Letters can include other information about the applicant; however, these three topics must be addressed.

The Athletic Training Program Interview will consist of:

- Oral interview with the interview panel
- Demonstration of skills learned in ATEP 2510, Care & Prevention of Athletic Injuries



- Ankle tape
- Identify at least 10 bony and/or soft tissue landmarks of the foot, ankle, and/or lower leg
- Ask at least eight (8) questions appropriate for taking a history from an injured athlete
- Perform the following special tests, along with a description of what each tests for and what constitutes a positive test
  - Anterior Drawer for the Ankle
  - Talar Tilt
  - Anterior Drawer for the Knee
  - Kleiger's Test



Students in the King University Athletic Training Program  
are responsible for:

(please initial each blank after reading)

**AT TIME OF ADMISSION ONLY**

- \_\_\_\_\_ having a criminal background check through the King University Office of Security at a cost of \$60 (these MUST be, at minimum "in progress" before clinical hours can be obtained)
- \_\_\_\_\_ purchasing a fanny pack, which will include scissors, sharks, and a penlight at a cost of \$20 (this must be done on or before orientation day)
- \_\_\_\_\_ providing an updated immunization record with proof of immunizations against Hepatitis B, Measles, Mumps, Rubella, Varicella, Tetanus, Diphtheria, Tuberculosis, and Polio (these must be provided on or before orientation day)
- \_\_\_\_\_ reading and signing the King University Athletic Training Program Technical Standards document (only at the time of admission unless the health status of the student changes; this must be submitted on or before orientation day)
- \_\_\_\_\_ reading and signing a document of receipt of the King University Athletic Training Program Policies & Procedures Manual (if changes are made to the P&P Manual, students will receive an updated copy and will sign a receipt of the updated version; this will be done on orientation day)
- \_\_\_\_\_ reading and signing the King University Athletic Training Program Student-Athlete/Coach Agreement form, if applicable (this must be submitted with the application for admission)

**YEARLY**

- \_\_\_\_\_ becoming a member of the NATA and renewing those dues each January. This membership allows Athletic Training Students to access ATRack, which is Program's online hour and proficiency tracking software (visit [www.nata.org](http://www.nata.org) to become a member; initial memberships must be purchased by orientation day and memberships MUST be

updated/renewed, with proof of update given to the Program Director, by **January 10<sup>th</sup>** each year)

\_\_\_\_\_ purchasing and maintaining a student personal liability insurance policy (proof of insurance **MUST** be submitted to the program director by **July 30<sup>th</sup>** each year for students admitted in the fall, or by **January 10<sup>th</sup>** for students admitted in the spring)

\_\_\_\_\_ providing your own transportation to and from assigned clinical rotations

\_\_\_\_\_ providing proof of flu shot each year by **November 1<sup>st</sup>**

\_\_\_\_\_ obtaining and providing proof of a complete physical examination each year (students can obtain their physical at King University with the Athletics department; physicals must be submitted by orientation day)

\_\_\_\_\_ providing proof of health insurance each year (this must be submitted on or before orientation day)

\_\_\_\_\_ obtaining and providing proof of a Tuberculin (TB) skin test (PPD) each year (this must be submitted on or before orientation day)

\_\_\_\_\_ obtaining and maintaining CPR/AED certification (will be provided by King for students admitted in the fall; students admitted in the spring will be responsible for obtaining certification on their own and proof of such must be submitted by **January 10<sup>th</sup>**)

\_\_\_\_\_ returning to King University early each August to attend an orientation meeting (that will include CPR/AED and OSHA training) and begin clinical rotations

I \_\_\_\_\_, have read and understand each responsibility described above. My initials beside each responsibility signify that, once admitted into the King University Athletic Training Program, I agree to perform each responsibility to the best of my ability in a timely manner and that failure to do so will negatively affect my progression and good standing within the King University Athletic Training Program.

\_\_\_\_\_  
Signature of Athletic Training Student or Applicant

\_\_\_\_\_  
Date



King College Athletic Training Program  
Admission Interview Scoring Rubric

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

_____ GPA of 3.0 or higher (acceptable)	_____ GPA 2.75 – 3.0 (deficient; provisional possible if not deficient in any other category)	_____ GPA below 2.75 (unacceptable; no interview)
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Excellent	Good	Average	Poor	Unacceptable
5	4	3	2	1

I. Letter of Interest

a. Reveals interest and enthusiasm for AT	5	4	3	2	1
b. Reveals professional knowledge	5	4	3	2	1
c. Reveals commitment to academics	5	4	3	2	1
d. Reveals self-confidence	5	4	3	2	1
e. Is grammatically correct and clearly written	5	4	3	2	1

Total for Category \_\_\_\_\_  
Acceptable or Deficient \_\_\_\_\_

II. Letters of Recommendation

a. Describes student as academically capable	5	4	3	2	1
b. Describes student as having good moral character	5	4	3	2	1
c. Describes student as dependable and reliable	5	4	3	2	1

Total for Category \_\_\_\_\_  
Acceptable or Deficient \_\_\_\_\_

III.	Observation Hours					
	a. Has completed a minimum of 40 hours	5	4	3	2	1
	b. Favorable reference from ATC supervisor	5	4	3	2	1
	Total for Category				_____	
	Acceptable or Deficient				_____	
IV.	Interview					
	a. Displays self-confidence	5	4	3	2	1
	b. Displays a high level of professionalism	5	4	3	2	1
	c. Is professionally dressed	5	4	3	2	1
	d. Communicates clearly and effectively	5	4	3	2	1
	e. Demonstrates professional knowledge	5	4	3	2	1
	f. Demonstrates personal or self-reflection	5	4	3	2	1
	g. Demonstrates a commitment to the program and profession					
		5	4	3	2	1
	h. Demonstrates interest and enthusiasm	5	4	3	2	1
	Total for Category				_____	
	Acceptable or Deficient				_____	
V.	Clinical Skills					
	a. Ankle Taping	5	4	3	2	1
	b. Anatomical landmarks (10 minimum)	5	4	3	2	1
	c. History questions (8 minimum)	5	4	3	2	1
	d. Anterior Drawer Test for Ankle	5	4	3	2	1
	e. Talar Tilt Test	5	4	3	2	1
	f. Anterior Drawer Test for the Knee	5	4	3	2	1
	g. Kleiger's Test	5	4	3	2	1
	Total for Category				_____	
	Acceptable or Deficient				_____	

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Interview Panelist Signature

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Date

\*Students will be accepted if they score acceptable on all categories. 80% is considered acceptable.

\*\*Students will be accepted on a provisional basis if they are deficient in only ONE category.

\*\*\*Students will NOT be accepted if they are deficient in more than one category, or if cumulative GPA is below a 2.75



### Athletic Training Student and Sport Participation Contract

The King University Athletic Training Program has required clinical education experiences that put significant time demands on the student. The required clinical hours, combined with the demands of participating in a sport, make efficient time management for the student athlete a necessity. There may also be times that clinical education experience requirements and sport obligations (e.g. practice) coincide, and, although efforts will be made to minimize this, the clinical education experience requirements must be completed to ensure appropriate development through the Athletic Training Program. **During the student's non-traditional season (i.e. fall baseball/softball, spring soccer, etc.), the student-athlete will be expected to be at all Athletic Training Program clinical assignments. The student-athlete will only attend practices that do not interfere, in any way, with the clinical education experience.**

The **minimum** clinical education experience requirements for the Athletic Training Program Clinical Education Experiences are 150 clinical hours per semester (with a maximum of 400 clinical hours). The final semester is a Clinical Internship in Athletic Training. During this semester, the student will be involved in the Clinical Internship which is similar to a full time job, requiring a **minimum** of 500 clinical experience hours (maximum of 700 clinical hours) during the semester. This would be similar to an Education major completing their student teaching during their last semester. Winter and Spring student-athletes are impacted by this course. Again, efforts will be made to place students in Clinical Internships that will allow for the student to do both (especially working around game schedules) but practice time could be affected. Flexibility between the coach and student-athlete to complete the demands of both will be critical. It is also suggested that the student consider completing this requirement during the summer term.

By placing a signature below, this document verifies that both the Athletic Training Student-Athlete and his or her Coach understand the clinical education experience requirements of the Athletic Training Program. The student will be responsible for upholding appropriate time management and the Coach will allow for some flexibility in an unavoidable schedule conflict.

AT Student/Student-Athlete: \_\_\_\_\_

Date: \_\_\_\_\_

Coach: \_\_\_\_\_

Date: \_\_\_\_\_



The Athletic Training Program at King University, as well as the Athletic Training profession, places significant physical and intellectual demands on the students. The Athletic Training Program is designed to prepare the students to enter the workforce after graduation and to perform all duties necessary as an Athletic Trainer. The safety and technical standards set forth by the Athletic Training Program describe the requirements necessary for students to complete all coursework and clinical education requirements. The requirements include the ability to acquire knowledge, to perform physical skills, and to complete competencies of an entry-level Athletic Trainer. Upon graduation, all students must be able to meet the expectations of the Athletic Training Program's accrediting body, the Commission on Accreditation of Athletic Training Education (CAATE). Students are required to complete this form so that King University can assess their ability to fulfill safety and technical standards required of an Athletic Trainer. If a student is unable to fulfill the listed safety and technical standards, with or without reasonable accommodation, the student will not be admitted to the Athletic Training Program.

Any evidence of misrepresentation concerning the safety and technical standards may be cause for further evaluation at the University's discretion. Evidence of possible misrepresentation may be obtained from the application materials, letters of recommendation, interviews or visual observations. Further evaluation may entail an interview or a physical examination by a physician of the University's choice. Compliance with the King University Athletic Training Program safety and technical standards does not guarantee a student's eligibility to take the Board of Certification, Inc. examination, which is necessary for certification and employment as an Athletic Trainer.

Students must be able to meet the following safety and technical standards:

- Sufficient sensory capability and coordination to complete customary techniques for physical assessment including, but not limited to, range of motion, manual muscle testing, auscultation (listening with a stethoscope), percussion (tapping of chest to elicit a sound indicating the relative density of body parts), palpation (feeling various bony prominences, articulations, muscles, tendons and other soft tissues) and visual observation sufficient to note such changes as skin condition and color, and body position, and use various evaluative and therapeutic instruments and equipment (heat, cold, electrotherapy, radiation)
- Sufficient sensory, postural, and neuromuscular capability and coordination to perform Athletic Training procedures including but not limited to transferring, lifting, taping, splinting, ambulatory aid, treatment, rehabilitation and reconditioning techniques through positioning and movement of physically active patients or parts thereof, and training of activities of daily living. The student should also have sufficient ability to perform quickly and effectively such emergency procedures as cardiopulmonary resuscitation (CPR) and application of routine first aid procedures

- Sufficient ability to compose and record results of assessment and treatment plans clearly, accurately and legibly in order to communicate that information to others involved in the athlete’s healthcare
- Sufficient ability to maintain composure and continue to perform the duties of an Athletic Trainer in high stress situations that could involve traumatic injury, interaction with other professionals, as well as the ability to adjust to changing situations with the possibility of uncertain outcomes while in clinical situations
- Sufficient ability to withstand the rigors of Athletic Training education and practice. Both may entail long hours, intellectual challenges, strenuous physical activity, stress and working with patients who have serious illnesses, infectious or terminal diseases, and severe emotional disorders
- Sufficient affective skills, demeanor, and ability to establish and maintain rapport with the athletes in their care and with peers in the profession

Candidates for selection to the King University Athletic Training Program must verify that they understand and meet these safety and technical standards or that they believe they can meet them with reasonable accommodation.

**Please sign and date ONE of the statements below**

**Waiver of Reasonable Accommodation**

I certify that I have read and understand the safety and technical standards listed above and I believe that I can meet these technical standards without the need for reasonable accommodation. I also understand that if I am unable to meet these standards that I will not be admitted into the King University Athletic Training Program.

Applicant’s Name– PRINTED	Applicant’s Signature	Date
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**Acknowledgement of Need for Reasonable Accommodation**

I certify that I have read and understand these safety and technical standards and believe that with certain accommodations that I can meet these standards. I will contact the King University Director of Learning Services at (423) 652-4303 to determine what accommodations may be available. I understand that if I am unable to meet these standards with reasonable accommodation that I will not be admitted into the King University Athletic Training Program.

Applicant’s Name– PRINTED	Applicant’s Signature	Date
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### **Clinical Progression Policy**

In order for Athletic Training Students to progress from one clinical to the next they must meet a number of specific criteria, which are listed and detailed below:

1. Satisfy the program's clinical hour requirement
  - a. Obtain a minimum of 150 clinical hours (not to exceed a maximum of 400 hours)
  - b. Athletic Training Students will have a minimum of one (1) day free of clinical duties per week.
  - c. Hours cannot carry over from one semester to the next. This means that in-season athletes MUST obtain a minimum of ten (10) hours per week to acquire the minimum of 150 clinical hours for the semester.
  - d. Athletic Training Students with extenuating circumstances resulting in the inability to obtain the minimum 150 clinical hours (illness, death in family, etc.) will be considered individually and these students must submit, in writing, a request for a grade of "I"(Incomplete). Requests will be reviewed by a committee and considered on an individual basis.
2. Problem Based Learning (PBLs)
  - a. Each clinical course will require Athletic Training Students to satisfactorily complete five (5) PBLs.
    - i. PBLs will consist of a material learned throughout the duration of the Athletic Training Program
    - ii. PBLs will consist of written and practical scenarios that will require the signature of the Athletic Training Student's preceptor.
    - iii. PBLs will be kept in the Athletic Training Student's Athletic Training Program permanent file.
3. Clinical Skills Documentation in ATrack
  - a. Instructors and preceptors in the clinical courses will be required to incorporate the assessment of specific skills listed in ATrack into the course content of each Clinical course.
  - b. Athletic Training Students will be required to show the instructor of their clinical course and/or their preceptor clinical skill assessments completed in their clinical rotations.
    - i. The majority of clinical skill assessments should occur within the clinical rotation.
4. In-Service/Professional Development Seminars
  - a. Each semester, there will be a minimum of three (3) scheduled in-service seminars. Attendance and satisfactory performance on a quiz after each in-service seminar are required of all Athletic Training Students.
    - i. Documented illness, other academic conflict, or sport travel are the only circumstances that constitute an excused absence.

- ii. Any Athletic Training Student who does miss an in-service seminar will be required to submit a make-up assignment to the instructor of their clinical course.
- 5. Journals and Thoughts of the Week
  - a. Athletic Training Student are required to submit a weekly journal entry and thought of the week to the instructor of their clinical course via Blackboard. Specific instructions for completing these assignments can be found on the Athletic Training Program Blackboard page.
- 6. Physical Interaction and Surgical Observation Forms (when applicable)
  - a. In clinical courses (ATEP 3400, 3401, 3402, 3403, 3404 & 4900), in which there are interactions with physicians or other allied health care professionals, Athletic Training Students will be required to complete and submit a minimum of four (4) Physician Interaction and/or Surgical Observation forms.
- 7. Preceptor (formerly, ACI) Evaluation
  - a. Each Athletic Training Student must receive a favorable end of semester evaluation from their Preceptor in order to progress to the next clinical course.
  - b. Each instructor of the clinical courses **must** incorporate this evaluation into the final grade.
  - c. Evaluations will be factored into the final grade in the clinical courses and in the Senior Clinical Internship (ATEP 4900).
  - d. ***Students who receive a score of 70% or less on their final Preceptor Evaluation will receive an F in that Clinical course, no matter the didactic portion of the grade. Students who feel their preceptor evaluation was unjustifiably low can appeal the evaluation to the professor of the Clinical course, the Clinical Coordinator and the Program Director. These cases will be individually assessed.***

Failure to satisfactorily complete any of the above requirements will prohibit the Athletic Training Student from progressing to the next clinical course. If an Athletic Training Student does fail to meet any of the above stated criteria for progression to the next clinical course in the academic sequence, he or she must repeat the clinical course and meet with the Athletic Training Program faculty to define the problem area(s) and explore measures to be taken to meet all specified criteria.

I \_\_\_\_\_ have read the above clinical progression policy and understand that failure to meet all specified criteria for each clinical course in the Athletic Training Program will prohibit me from progressing within the Athletic Training Program. I agree to abide by this policy and, to the best of my ability, meet all criteria as set forth by the Athletic Training Program faculty.

\_\_\_\_\_  
Athletic Training Student Signature

\_\_\_\_\_  
Date



**Physician Interaction Documentation**

Athletic Training Student Name: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Physician's Name: \_\_\_\_\_ Facility where interaction occurred: \_\_\_\_\_

**Case Description:**

Describe the case you observed interacting with the physician. Include the following: gender, sport, injury, present status, initial visit or continuance of ongoing injury, and surgical procedure if warranted.

**Information that you posed to the Physician:**

**Critical thinking questions that the Physician posed to you during the interaction:**

**New information that you may have acquired following the physician interaction:**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Preceptor Signature



### Surgical Observation Documentation

Athletic Training Student Name: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Surgeon's Name: \_\_\_\_\_

Surgical Facility: \_\_\_\_\_

#### **Case Description:**

Describe the surgical case you observed. Include the following: gender, sport (if applicable), injury and mechanism (if known), surgical procedure and anatomical structures to be corrected.

**Questions that you posed to the Surgeon:**

**Critical thinking questions that the Surgeon posed to you during the surgery/interaction:**

**Anatomical structures viewed during the surgery:**

**Type of rehabilitation suggested for the patient (include approximate length of time of recovery):**

**New information that you may have acquired because of the surgery observation:**

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**Student Signature**

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**Surgeon Signature**

# NATA CODE OF ETHICS

## PREAMBLE

The National Athletic Trainers' Association Code of Ethics states the principles of ethical behavior that should be followed in the practice of athletic training. It is intended to establish and maintain high standards and professionalism for the athletic training profession.

The principles do not cover every situation encountered by the practicing athletic trainer, but are representative of the spirit with which athletic trainers should make decisions. The principles are written generally; the circumstances of a situation will determine the interpretation and application of a given principle and of the Code as a whole. When a conflict exists between the Code and the law, the law prevails.

### PRINCIPLE 1:

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

- 1.1 Members shall not discriminate against any legally protected class.
- 1.2 Members shall be committed to providing competent care.
- 1.3 Members shall preserve the confidentiality of privileged information and shall not release such information to a third party not involved in the patient's care without a release unless required by law.

### PRINCIPLE 2:

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

- 2.1 Members shall comply with applicable local, state, and federal laws and institutional guidelines.
- 2.2 Members shall be familiar with and abide by all National Athletic Trainers' Association standards, rules and regulations.
- 2.3 Members shall report illegal or unethical practices related to athletic training to the appropriate person or authority.
- 2.4 Members shall avoid substance abuse and, when necessary, seek rehabilitation for chemical dependency.

### PRINCIPLE 3:

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

- 3.1 Members shall not misrepresent, either directly or indirectly, their skills, training, professional credentials, identity or services.
- 3.2 Members shall provide only those services for which they are qualified through education or experience and which are allowed by their practice acts and other pertinent regulation.
- 3.3 Members shall provide services, make referrals, and seek compensation only for those services that are necessary.
- 3.4 Members shall recognize the need for continuing education and participate in educational activities that enhance their skills and knowledge.

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

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

**PRINCIPLE 4:**

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

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

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

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

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

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**BOC Standards of Professional Practice**

Implemented January 1, 2006

**Introduction**

The mission of the Board of Certification Inc. (BOC) is to provide exceptional credentialing programs for healthcare professionals. The BOC has been responsible for the certification of Athletic Trainers since 1969. Upon its inception, the BOC was a division of the professional membership organization the National Athletic Trainers' Association. However, in 1989, the BOC became an independent non-profit corporation.

Accordingly, the BOC provides a certification program for the entry-level Athletic Trainer that confers the ATC® credential and establishes requirements for maintaining status as a Certified Athletic Trainer (to be referred to as "Athletic Trainer" from this point forward). A nine member Board of Directors governs the BOC. There are six Athletic Trainer Directors, one Physician Director, one Public Director and one Corporate/Educational Director.

The BOC is the only accredited certification program for Athletic Trainers in the United States. Every five years, the BOC must undergo review and re-accreditation by the National Commission for Certifying Agencies (NCCA). The NCCA is the accreditation body of the National Organization for Competency Assurance.

The *BOC Standards of Professional Practice* consists of two sections:

- I. Practice Standards
- II. Code of Professional Responsibility

**I. Practice Standards**

**Preamble**

The Practice Standards (Standards) establish essential practice expectations for all Athletic Trainers. Compliance with the Standards is mandatory.

The Standards are intended to:

- assist the public in understanding what to expect from an Athletic Trainer
- assist the Athletic Trainer in evaluating the quality of patient care
- assist the Athletic Trainer in understanding the duties and obligations imposed by virtue of holding the ATC® credential

The Standards are NOT intended to:

- prescribe services
- provide step-by-step procedures
- ensure specific patient outcomes

The BOC does not express an opinion on the competence or warrant job performance of credential holders; however, every Athletic Trainer and applicant must agree to comply with the Standards at all times.



**Standard 1: Direction**

The Athletic Trainer renders service or treatment under the direction of a physician.

**Standard 2: Prevention**

The Athletic Trainer understands and uses preventive measures to ensure the highest quality of care for every patient.

**Standard 3: Immediate Care**

The Athletic Trainer provides standard immediate care procedures used in emergency situations, independent of setting.

**Standard 4: Clinical Evaluation and Diagnosis**

Prior to treatment, the Athletic Trainer assesses the patient's level of function. The patient's input is considered an integral part of the initial assessment. The Athletic Trainer follows standardized clinical practice in the area of diagnostic reasoning and medical decision making.

**Standard 5: Treatment, Rehabilitation and Reconditioning**

In development of a treatment program, the Athletic Trainer determines appropriate treatment, rehabilitation and/or reconditioning strategies. Treatment program objectives include long and short-term goals and an appraisal of those which the patient can realistically be expected to achieve from the program. Assessment measures to determine effectiveness of the program are incorporated into the program.

**Standard 6: Program Discontinuation**

The Athletic Trainer, with collaboration of the physician, recommends discontinuation of the athletic training service when the patient has received optimal benefit of the program. The Athletic Trainer, at the time of discontinuation, notes the final assessment of the patient's status.

**Standard 7: Organization and Administration**

All services are documented in writing by the Athletic Trainer and are part of the patient's permanent records. The Athletic Trainer accepts responsibility for recording details of the patient's health status.

**II. Code of Professional Responsibility****Preamble**

The Code of Professional Responsibility (Code) mandates that BOC credential holders and applicants act in a professionally responsible manner in all athletic training services and activities. The BOC requires all Athletic Trainers and applicants to comply with the Code. The BOC may discipline, revoke or take other action with regard to the application or certification of an individual that does not adhere to the Code. The *Professional Practice and Discipline Guidelines and Procedures* may be accessed via the BOC website, [www.bocatc.org](http://www.bocatc.org).

**Code 1: Patient Responsibility**

The Athletic Trainer or applicant:

1.1 Renders quality patient care regardless of the patient's race, religion, age, sex, nationality, disability, social/economic status or any other characteristic protected by law

1.2 Protects the patient from harm, acts always in the patient's best interests and is an advocate

for the patient's welfare

1.3 Takes appropriate action to protect patients from Athletic Trainers, other healthcare providers or athletic training students who are incompetent, impaired or engaged in illegal or unethical practice

1.4 Maintains the confidentiality of patient information in accordance with applicable law

1.5 Communicates clearly and truthfully with patients and other persons involved in the patient's program, including, but not limited to, appropriate discussion of assessment results, program plans and progress

1.6 Respects and safeguards his or her relationship of trust and confidence with the patient and does not exploit his or her relationship with the patient for personal or financial gain

1.7 Exercises reasonable care, skill and judgment in all professional work

### **Code 2: Competency**

The Athletic Trainer or applicant:

2.1 Engages in lifelong, professional and continuing educational activities

2.2 Participates in continuous quality improvement activities

2.3 Complies with the most current BOC recertification policies and requirements

### **Code 3: Professional Responsibility**

The Athletic Trainer or applicant:

3.1 Practices in accordance with the most current BOC Practice Standards

3.2 Knows and complies with applicable local, state and/or federal rules, requirements, regulations and/or laws related to the practice of athletic training

3.3 Collaborates and cooperates with other healthcare providers involved in a patient's care

3.4 Respects the expertise and responsibility of all healthcare providers involved in a patient's Care

3.5 Reports any suspected or known violation of a rule, requirement, regulation or law by him/herself and/or by another Athletic Trainer that is related to the practice of athletic training, public health, patient care or education

3.6 Reports any criminal convictions (with the exception of misdemeanor traffic offenses or traffic ordinance violations that do not involve the use of alcohol or drugs) and/or professional suspension, discipline or sanction received by him/herself or by another Athletic Trainer that is related to athletic training, public health, patient care or education

3.7 Complies with all BOC exam eligibility requirements and ensures that any information

provided to the BOC in connection with any certification application is accurate and truthful

3.8 Does not, without proper authority, possess, use, copy, access, distribute or discuss certification exams, score reports, answer sheets, certificates, certificant or applicant files, documents or other materials

3.9 Is candid, responsible and truthful in making any statement to the BOC, and in making any statement in connection with athletic training to the public

3.10 Complies with all confidentiality and disclosure requirements of the BOC

3.11 Does not take any action that leads, or may lead, to the conviction, plea of guilty or plea of nolo contendere (no contest) to any felony or to a misdemeanor related to public health, patient care, athletics or education; this includes, but is not limited to: rape; sexual abuse of a child or patient; actual or threatened use of a weapon of violence; the prohibited sale or distribution of controlled substance, or its possession with the intent to distribute; or the use of the position of an Athletic Trainer to improperly influence the outcome or score of an athletic contest or event or in connection with any gambling activity

3.12 Cooperates with BOC investigations into alleged illegal or unethical activities; this includes but is not limited to, providing factual and non-misleading information and responding to requests for information in a timely fashion

3.13 Does not endorse or advertise products or services with the use of, or by reference to, the BOC name without proper authorization

#### **Code 4: Research**

The Athletic Trainer or applicant who engages in research:

4.1 Conducts research according to accepted ethical research and reporting standards established by public law, institutional procedures and/or the health professions

4.2 Protects the rights and well being of research subjects

4.3 Conducts research activities with the goal of improving practice, education and public policy relative to the health needs of diverse populations, the health workforce, the organization and administration of health systems and healthcare delivery

#### **Code 5: Social Responsibility**

The Athletic Trainer or applicant:

5.1 Uses professional skills and knowledge to positively impact the community

#### **Code 6: Business Practices**

The Athletic Trainer or applicant:

6.1 Refrains from deceptive or fraudulent business practices

6.2 Maintains adequate and customary professional liability insurance



### ***HIPAA and Patient Confidentiality***

HIPAA, which stands for Health Insurance Portability and Accountability Act, was created to allow, among other things, employees to keep their medical insurance plans as they change jobs (“Portability”). HIPAA is administered by the US Health and Human Services Department (The Department) and can be broken down into three “Rules”. The first one, the “Transaction Rule” is intended to standardize procedure codes and electronic billing format; the second rule, the “Security Rule” is designed to secure personally identifiable healthcare information being transmitted electronically; the third rule is the “Privacy Rule” and it will have the greatest impact on how we communicate and share patients’ medical information. Actually, the Privacy Rule took effect on April 14, 2001. Most covered entities must comply with the Privacy Rule by April 14, 2003.

The privacy rule creates national standards to protect individuals’ personal health information and gives patients increased access to their medical records. HIPAA regulations were intended to only affect “covered entities” or those health care providers that conduct financial or administrative transactions electronically. However, it is thought by some that this definition has been expanded to include all health care entities, and business associates, that utilize patients’ medical records. Thus, certifies athletic trainers in all employment settings may be affected.

### ***Confidentiality Policy***

It is the responsibility of all King University athletic training students to ensure that all patient information, personal, medical, or education-related remains confidential. Due to the varied number of staff personnel that may be involved with a patient’s case, it is essential that this policy be observed in order to maintain an atmosphere of mutual trust that must exist between the patient and the representatives of King University Medical Staff. Gossip, careless remarks, or idle chatter concerning patients, made inside or outside of the athletic training room is inappropriate, unprofessional, and will not be tolerated.

It is illegal for any certified athletic trainer/athletic training student to attempt to gain access to patient information, through any and all means, unless the information is needed in order to treat the patient, or because their job would require such access. The protection of patient information, records, and reports, is the responsibility of all athletic training personnel involved.

The confidentiality policy applies to any information learned by or revealed to any athletic training student.

Statement of Confidentiality

I have read the King University Athletic Training Confidentiality Policy. My signature states that I understand and agree to the conditions therein and to adhere to the policy. I understand that violation of this policy is grounds for dismissal from the King University Athletic Training Program.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date



**King University Athletic Training Program  
Statement of Understanding  
Of the  
Athletic Training Program  
Policies & Procedures Manual**

By my signature, I state that have received, read and understand the 2014 – 2015 Athletic Training Program Policies & Procedures Manual and agree to abide by its policies. I understand that failure to adhere to the policies and procedures set forth in this manual can lead to disciplinary measures or dismissal from the Athletic Training Program.

Student Name, printed: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_