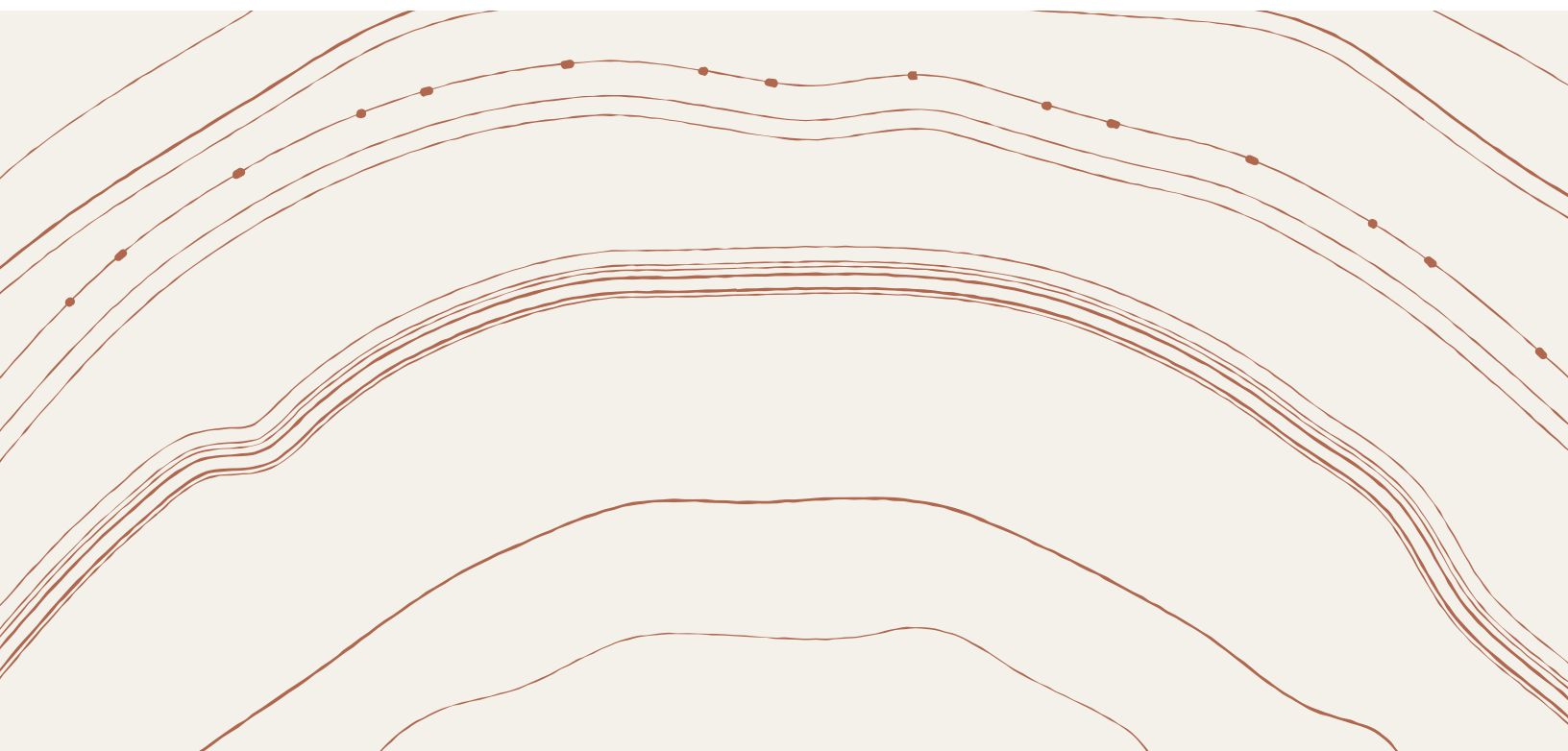


**MS in Athletic Training**  
*Department of Health and Rehabilitation Sciences*

# Student Handbook 2021-2022



Updated July 2021

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## **DISCLAIMER**

This handbook was created to inform the Athletic Training Students of policies and procedures of the Master of Science in Athletic Training Program (ATP) at Temple University. The overall intent of this handbook is to ensure a quality educational experience for every student, and to ensure safe and efficient clinical education opportunities. Every student must be thoroughly familiar with the policies and procedures listed herein. The information in this handbook is not all-inclusive. This handbook, in conjunction with the University Bulletin and departmental handbook, should be used as a guide throughout your progression through the Master of Science in Athletic Training program. Any alterations to the handbook will be made available to all students, staff, and preceptors.

## **TEMPLE UNIVERSITY NON-DISCRIMINATORY STATEMENT**

Temple University is committed to a policy of equal opportunity for all in every aspect of its operations, including employment, service, and educational programs. The University has pledged not to discriminate on the basis of age, color, disability, marital status, national origin or ethnic origin, race, religion, sex (including pregnancy), sexual orientation, gender identity, genetic information, or veteran status.

## **ATHLETIC TRAINING EDUCATION PROGRAM NON-DISCRIMINATORY STATEMENT**

In compliance with the Temple University non-discriminatory policy, the ATP does not discriminate on the basis of age, color, disability, marital status, national origin or ethnic origin, race, religion, sex (including pregnancy), sexual orientation, gender identity, genetic information, or veteran status. In addition, it is these guidelines of the ATP that extend these principles into our daily work. All coaches, staff, and athletes must be judged and treated under these same conditions.

# **ATHLETIC TRAINING EDUCATION PROGRAM**

## **MISSION STATEMENT**

The mission of the Temple University Master of Science in Athletic Training (MSAT) Program is to provide a rigorous intellectual and diverse learning environment in which students develop skills and acquire knowledge of inclusive patient-centered clinical practice concepts. The evidence-based curriculum prepares students through engaged learning, scholarly pursuits and immersive clinical experiences to demonstrate sound clinical reasoning, promotion of best practices, and transformative leadership in an ever-evolving healthcare environment.

## **GOALS AND OBJECTIVES**

### **1. To prepare graduates for successful clinical practice.**

- A. Provide patient-centered care utilizing evidence-based medicine.
- B. Utilize reflective practice and healthcare informatics for quality improvement.
- C. Facilitate the evolution of athletic training relative to its position in public health.

### **2. To prepare graduates to be leaders and advocates to enhance clinical and patient outcomes.**

- A. Provide patient-centered education to empower navigation of the healthcare system.
- B. Promote personal and professional value as an athletic trainer.
- C. Establish an environment that promotes collaboration in interprofessional practice.

### **3. To prepare graduates to practice with cultural competence and professional integrity.**

- A. Identify and describe cultural practices that may influence healthcare for various populations.
- B. Recognize individual patient characteristics to facilitate care.
- C. Provide athletic training services according to standards of practice, ethics and law.

### **4. To prepare graduates to advance the athletic training profession.**

- A. Synthesize current research to inform clinical practice.
- B. Educate the community about the profession of athletic training.
- C. Promote an environment of lifelong learning through professional development and scholarship.

## **GENERAL DESCRIPTION OF THE ATHLETIC TRAINING EDUCATION PROGRAM**

The Master of Science Degree within the Department of Health and Rehabilitation Sciences and the College of Public Health consists of 53 credit hours. The overall objectives of the athletic training program (ATP) are to teach the students in the following Board of Certification domains:

1. **Injury/Illness Prevention & Wellness Promotion** - Promoting healthy lifestyle behaviors with effective education and communication to enhance wellness and minimize the risk of injury and illness.
2. **Examination, Assessment, and Diagnosis** - Implementing systematic, evidence-based examinations and assessments to formulate valid clinical diagnoses and determine patients' plan of care.
3. **Immediate & Emergency Care** - Integrating best practices in immediate and emergency care for optimal outcomes.
4. **Therapeutic Intervention**– Rehabilitating and reconditioning injuries, illnesses and general medical conditions with the goal of achieving optimal activity level based on core concepts (i.e., knowledge and skillsets fundamental to all aspects of therapeutic interventions) using the applications of therapeutic exercise, modality devices and manual techniques.
5. **Healthcare Administration and Professional Responsibility**- Integrating best practices in policy construction and implementation, documentation and basic business practices to promote optimal patient care and employee well-being.



## ATP PERSONNEL

For an ATP to be successful, the involved personnel must be aware of the importance of each person's role. For example, the Athletic Training Student should know and understand the responsibilities of the Preceptor, and the Preceptor should be aware of the educational requirements of the Athletic Training Student to ensure the overall success of the program. This section outlines the responsibilities of each position.

### **Program Director**

Unit: Health and Rehabilitation Sciences  
Reports To: Department Chair  
Positions Supervised: Athletic Training Students  
Athletic Training Faculty

Basic Function: The Program Director is responsible for the day-to-day operation, coordination, supervision, and evaluation of all aspects of the ATP. This individual must be an excellent leader, have a broad-based knowledge of the Athletic Training profession, have excellent management skills, and possess the necessary qualifications to perform the functions as identified in the Commission on Accreditation of Athletic Training Education (CAATE) standards. The Program Director must have a minimum of 5 years of experience as a Board of Certification (BOC) certified athletic trainer, be a full-time teaching faculty member of Temple University, have current BOC certification and licensure as an Athletic Trainer in the State of Pennsylvania, and shall demonstrate teaching, scholarship, and service consistent with institutional standards. The Program Director shall fulfill the following duties and responsibilities:

- ◆ Provide updated information to the students, staff, and Athletic Training faculty on the ATP.
- ◆ Determine necessary curriculum changes and institute new academic and clinical courses.
- ◆ Serve as the liaison with the Department Chair, Department Committees, and advisors on the ATP and its students.
- ◆ Serve as the liaison with the CAATE, National Athletic Trainers' Association (NATA), and the BOC and complete any and all forms or correspondence, which represents the CAATE accredited program.
- ◆ Document ongoing compliance with CAATE standards on an annual basis including the completion of re-certification reports, self-studies, and coordination of site visits.
- ◆ Plan, develop, deliver, and assess all components of the program.
- ◆ Serve as the final authority in determining any actions surrounding students in the CAATE accredited program.
- ◆ Provide input into the clinical education aspects of the program.
- ◆ Maintain Athletic Training Students educational files.
- ◆ Serve as an advisor and assist with career planning.

## **Clinical Education Coordinator**

Unit: Health and Rehabilitation Sciences  
Reports To: Department Chair  
Positions Supervised: Graduate Athletic Training Students  
Athletic Training Students  
Preceptors

Basic Function: To provide the coordination, supervision, and evaluation of the clinical educational program in consultation with the Program Director. This individual must possess the necessary qualifications to perform the functions as identified in the CAATE standards. The Clinical Education Coordinator must have a minimum of 5 years of experience as a BOC certified athletic trainer, be a full-time teaching faculty member of Temple University, have current BOC certification and licensure as an Athletic Trainer in the State of Pennsylvania, and shall demonstrate teaching, scholarship, and service consistent with institutional standards and shall fulfill the following duties and responsibilities:

- ◆ Create and conduct preceptor training.
- ◆ Provide a handbook for Preceptors, which details the CAATE program and their responsibilities as an extension of the academic program.
- ◆ Identify the psychomotor skills to be acquired during the clinical experience, and criteria for student evaluation.
- ◆ Assign students to clinical rotations and provide the students with the names of the Preceptors they are assigned to for contact.
- ◆ Determine authorized absences in the clinical setting by the Athletic Training Students and inform the Preceptor of the intended absence.
- ◆ Contact each affiliated site instructor at least once during the student's clinical rotation to review the student's progress and determine student competence in their clinical skills and identify areas that need improvement.
- ◆ Provide Athletic Training Student evaluation forms to Preceptors via EValue and ensures that completed forms are maintained in student's official file.
- ◆ Meet with each Athletic Training Student at least twice per semester to discuss clinical evaluations and experiences.
- ◆ Assess Preceptors and provide feedback to improve clinical education.
- ◆ Serve as a moderator when problems arise in the clinical setting.
- ◆ Advise students as necessary.

### **Athletic Training Faculty**

Unit: Health and Rehabilitation Sciences  
Reports To: Department Chair, Program Director  
Positions Supervised: Athletic Training Students

Basic Function: To serve as an instructor, mentor, and role model to the Athletic Training students while fulfilling various Athletic Training responsibilities as assigned by the Program Director and Department Chair. The faculty member must be appropriately credentialed where and when applicable and shall demonstrate teaching, scholarship, and service consistent with institutional standards.

- ◆ Incorporate most current athletic training knowledge, skills, and abilities as they pertain to their respective teaching areas.
- ◆ Document athletic training competencies, when applicable.
- ◆ Attend ATP meetings.
- ◆ Participate in the programmatic assessment process, including data collection and dissemination each semester.
- ◆ Complete other tasks as assigned.

## **Preceptor**

Unit: Health and Rehabilitation Sciences  
Reports To: Clinical Education Coordinator  
Positions Supervised: Athletic Training Students

Basic Function: To serve as an instructor, mentor, and role model for Athletic Training Students as they matriculate through their clinical education and clinical skill development. This individual must possess the necessary qualifications to perform the functions as identified in the CAATE standards. The Preceptor must be a certified athletic trainer credentialed by the state or appropriately credentialed health care professional for a minimum of one year. In addition, the Preceptor must be trained/re-trained by the institution at least once every three years. The Preceptor shall fulfill the following duties and responsibilities:

- ◆ Supervise students at all times during clinical education experiences.
- ◆ Complete preceptor training.
- ◆ Know and understand all psychomotor competencies required for CAATE accredited athletic training programs.
- ◆ Provide formal instruction and assessment of clinical proficiencies during patient care.
- ◆ Facilitate the clinical integration of skills, knowledge, and evidence regarding the practice of athletic training.
- ◆ Meet with the Athletic Training Students at the beginning of the rotation to:
  - Discuss guidelines at the clinical site including hazardous waste disposal, emergency procedures, referral protocol and record keeping.
- ◆ Develop a schedule to ensure direct supervision of students.
- ◆ Ensure students dress professionally and complete their duties in a professional manner.
- ◆ Approve the Athletic Training Student's hours log on EValue at a minimum of every two weeks.
- ◆ Speak with the Clinical Education Coordinator at least once during the student's clinical rotation to discuss student progress.
- ◆ Report any and all problems directly to the Clinical Education Coordinator regardless of whether or not the situation was resolved.
- ◆ Complete student evaluation forms via EValue twice per semester.
- ◆ Whenever possible, serve as a resource person to the athletic training curriculum program for didactic class presentations, assist in the administration of practical examinations, and encourage students to participate in professional activities.
- ◆ Demonstrate understanding of, and compliance, with the policies and procedures of the ATP.
- ◆ Provide site's Emergency Action Plan, calibration records, safety checks, and bloodborne pathogen policy to the program on an annual basis.
- ◆ For any clinical concerns, contact the Clinical Education Coordinator.
- ◆ For any didactic or other concerns, contact the Program Director.

### **Athletic Training Student(s)**

Unit: Health and Rehabilitation Sciences  
Reports To: Program Director, Clinical Education Coordinator, Athletic  
Training Faculty and Preceptor  
Positions Supervised: None

Basic Function: To successfully complete the clinical proficiency skills set forth by the BOC while fulfilling various Athletic Training responsibilities as assigned by the Program Director, Clinical Education Coordinator, or Preceptor in accordance with his or her educational and skill level throughout the entire semester.

- ◆ Athletic Training Students must attend all regularly scheduled courses, meetings, and clinical assignments.
- ◆ Communication must be adhered to, including all verbal and written (including emails) forms.
- ◆ Community service is a key component of any profession and students will be expected to participate in service activities.
- ◆ Professional dress is expected at all clinical assignments.
- ◆ Competency review is imperative for success in the program. Athletic training skills and mastery of these skills are necessary for success as an Athletic Trainer.
- ◆ Peer mentoring: Upper level ATs serve as mentors for lower level ATs. This mentoring program provides an additional source that students may use to seek guidance and education.
- ◆ Conduct themselves according to the NATA Code of Ethics.
- ◆ For any clinical concerns, contact the Clinical Education Coordinator.
- ◆ For any didactic or other concerns, contact the Program Director.

### **ATP Medical Director**

Unit: Health and Rehabilitation Sciences  
Reports To: Program Director

Basic Function: To serve in coordination with the Program Director, as a resource and expert for the medical content of the ATP in both formal classroom and supervised clinical experiences. The Medical Director must be an MD/DO who is licensed to practice in the state of Pennsylvania.

- ◆ Whenever possible, serve as a resource person to the athletic training curriculum program for didactic class presentations, assist in the administration of practical examinations, and encourage students to participate in professional activities.
- ◆ Demonstrate understanding of, and compliance with the policies and procedures of the ATP.

## ACADEMIC REQUIREMENTS

### RETENTION POLICIES AND/OR GPA REQUIREMENTS

Athletic training majors must satisfactorily complete all core athletic training courses. Please refer to the Temple University Graduate Bulletin for specific policies related to standards of scholarship.

<http://bulletin.temple.edu/graduate/graduate-policies/#graduatecreditstext>

Students that fail to follow the NATA Code of Ethics and/or policy and procedures for any affiliated site may also be dismissed from the Program. This includes involvement in illegal activities, violation of the alcohol, drugs, and tobacco policy, unexcused absences for clinical assignments, or violation of university or program policies.

**Students who have a felony or misdemeanor conviction, including drug and alcohol related offenses, must report a written explanation to the Board of Certification to determine eligibility to sit for the BOC Certification Exam. For detailed and updated instructions, please see the Board of Certification Candidate Handbook found at [www.bocatc.org](http://www.bocatc.org).** There is a possibility that certain convictions will prevent a student from completing clinical experiences in some settings. Students with such offenses may be referred to student advising for assistance in exploring alternative academic options.

### ACADEMIC CALENDAR

The academic calendar, which includes start and end dates, registration and withdrawal deadlines, and final examination schedules can be found on the [Office of the University Registrar website](#).

### ADMISSIONS PROCESSES

Information related to admissions to the MSAT program, including pre-requisite courses can be found in the Graduate Bulletin and on the [program's website](#).

### TUITION INFORMATION

Tuition-related information can be found on the [Office of the Bursar's website](#).

## ATHLETIC TRAINING CORE COURSES

In addition to Athletic Training core courses, fulfillment of the College of Public Health core course (HRPR 5001) is also required. The course numbers are reflected on the table below.

<b>Course Number: ATHT</b>	<b>Current Course Title</b>	<b>C.H.</b>
5142	Foundations of Athletic Training	4
5143	Orthopedic Assessment I	3
5244	Orthopedic Assessment II	3
5245	General Medical Conditions in the Athlete	4
5247	Leadership for the Entry-Level Athletic Trainer	1
5287	Practicum in Athletic Training I	3
5443	Organization & Administration in Athletic Training	3
5444	Therapeutic Interventions in Athletic Training	5
5445	Considerations for Healing	4
5487	Practicum in Athletic Training II	3
5644	Applied Research in Athletic Training	3
5645	Board of Certification Examination Preparation	2
5687	Practicum in Athletic Training III	2
5808	Advanced Sport Concussion	3
5851	Current Issues and Trends in Athletic Training	3
5852	Transitioning to Clinical Practice	3
5888	Immersive Clinical Practice in Athletic Training	2
5988	Advanced Clinical Practice in Athletic Training	2
HRPR 5001	Current and Emerging Issues in Public Health and Health Professions	0

## TWO-YEAR ACADEMIC PROGRAM

<u>First Year Summer</u>	<u>First Year Fall</u>	<u>First Year Spring</u>
ATHT 5142 Foundations of Athletic Training (4)	ATHT 5244 Orthopedic Assessment II (3)	ATHT 5244 Therapeutic Interventions in Athletic Training (5)
ATHT 5143 Orthopedic Assessment I (3)	ATHT 5245 General Medical Conditions in the Athlete (4)	ATHT 5245 Considerations for Healing (4)
	ATHT 5247 Leadership in Athletic Training (1)	ATHT 5487 Practicum in Athletic Training II (3)
	ATHT 5287 Practicum in Athletic Training I (3)	

<u>Second Year Fall</u>	<u>Second Year Spring</u>
*ATHT 5888 Immersive Clinical Practice in Athletic Training (1)	*ATHT 5888 Immersive Clinical Practice in Athletic Training (1)
ATHT 5443 Organization and Administration in Athletic Training (3)	**ATHT 5988 Advanced Immersive Clinical Practice in Athletic Training (2)
ATHT 5644 Applied Research in Athletic Training (3)	***ATHT 5808 Advanced Sport Concussion (3)
ATHT 5645 Board of Certification Examination Preparation (2)	***ATHT 5851 Current Trends in Athletic Training (3)
ATHT 5687 Practicum in Athletic Training III (2)	***ATHT 5852 Transition to Athletic Training Clinical Practice (3)

*Note:* \* denotes an early term start course; \*\* denotes a 7A course, \*\*\* denotes a 7B course

### ATHLETIC TRAINING CORE COURSE DESCRIPTIONS

#### **ATHT 5142. Foundations of Athletic Training. 4 Credit Hours.**

Through lecture and laboratory exercises, the student will obtain both didactic information and practical application of athletic training skills, including basic taping and bracing techniques, acute and emergency management, stretching, and equipment fitting and removal. Additionally, legal and ethical issues will be addressed.

#### **ATHT 5143. Orthopedic Assessment I. 3 Credit Hours.**

This required course will focus on the key concepts of evaluation, diagnosis, and management of lower extremity sports-related injuries. Students will be able to use an evidence-based approach to identify, explain, and assess pathologies of musculoskeletal injuries in the lower extremity and apply these concepts in real-life athletic training scenarios.



**ATHT 5244. Orthopedic Assessment II. 3 Credit Hours.**

This is a required three credit hour course that will focus on the key concepts of evaluation, diagnosis, and management of upper-extremity and axial skeleton sports-related injuries. Students will be able to use an evidence-based approach to identify, explain, and assess pathologies of musculoskeletal injuries in the upper extremity and axial skeleton and apply these concepts in real-life scenarios.

**Pre-requisites:** ATHT 5143 (May not be taken concurrently.)

**ATHT 5245. General Medical Conditions in Athletic Training. 3 Credit Hours.**

This course will focus on the key concepts of evaluation, diagnosis, and management of general medical conditions commonly seen in the athlete. Students will be able to use an evidence-based approach to identify, explain, and assess pathologies and apply these concepts in real-life scenarios.

**Pre-requisites:** ATHT 5142 (May not be taken concurrently.)

**ATHT 5247. Leadership for the Entry-Level Athletic Trainer. 1 Credit Hour.**

This 1 credit hour course will focus on the history of athletic training and its continued growth as a healthcare profession. Students will determine their leadership style and practice conflict resolution skills.

**ATHT 5287. Practicum in Athletic Training I. 3 Credit Hours.**

This course accompanies the first of four clinical experiences in the athletic training curriculum in order to further develop and enhance the practical skills and knowledge necessary for clinical practice. Students will review and demonstrate lower extremity injury evaluations, foundational athletic training skills, and emergency management techniques.

**Pre-requisites:** ATHT 5142 (May not be taken concurrently) and ATHT 5143 (May not be taken concurrently).

**ATHT 5444. Therapeutic Interventions in Athletic Training. 5 Credit Hours.**

This lecture and laboratory course provides current evidence and best practices for the implementation of therapeutic interventions and modalities targeted for the physically active population from the time of injury to the return to participation in sports and activities. Students will gain knowledge and experience in the theory and application of therapeutic interventions throughout the injury management spectrum. Upon completion of the 5-credit course, students will be able to apply evidence-based therapeutic guidelines to create a comprehensive treatment and rehabilitation protocol.

**Pre-requisites:** ATHT 5244 (May not be taken concurrently.)

**ATHT 5445. Considerations for Healing. 4 Credit Hours.**

Through lecture and laboratory exercise, the student will examine the body's response to injury and pain, within the framework of the Disablement Model. Students will explore pathology, histology, nutrition, behavioral therapies, and pharmacological interventions as they are directed through the continuum of care. Upon completion of this 4-credit course, students will be able to implement a patient-centered plan of care across a spectrum of injuries and illnesses.

**Pre-requisites:** ATHT 5244 (May not be taken concurrently.) AND ATHT 5245 (May not be taken concurrently.) AND ATHT 5287 (May not be taken concurrently.)

**ATHT 5443. Organization and Administration in Athletic Training. 3 Credit Hours.**

This three-credit hour lecture/seminar course will focus on the aspects of professional management and administrative issues in athletic training, including program management, human resources, insurance, risk management, ethics, pre-participation examinations and facility design.

**Pre-requisites:** ATHT 5247 (May not be taken concurrently.)

**ATHT 5487. Practicum in Athletic Training II. 3 Credit Hours.**

This 3-credit course is designed to accompany the second of four clinical experiences in the athletic training curriculum to further develop and enhance the practical skills and knowledge necessary for clinical practice. Students will review and demonstrate upper extremity and postural evaluations, general medical assessments, and leadership skills.

**Pre-requisites:** ATHT 5244 (May not be taken concurrently)

AND ATHT 5245 (May not be taken concurrently)

AND ATHT 5287 (May not be taken concurrently).

**ATHT 5644. Applied Research in Athletic Training. 3 Credit Hours.**

This three-credit course will introduce the fundamentals of research design and interpretation, including basic statistical analysis. Students will read, summarize, and interpret current literature related to athletic training and determine how it applies to clinical practice.

**Pre-requisites:** ATHT 5487 (May not be taken concurrently.)

**ATHT 5645. Board of Certification Examination Preparation. 2 Credit Hours.**

This 2-credit course will focus on the directed study for the Board of Certification (BOC) examination. Through the use of self-assessments, students will identify areas of strengths and weaknesses, create tailored study plans, and complete practice examinations.

**Pre-requisites:** ATHT 5487 (May not be taken concurrently)

AND ATHT 5441 (May not be taken concurrently)

AND ATHT 5442 (May not be taken concurrently).

**ATHT 5687. Practicum in Athletic Training III. 3 Credit Hours.**

This three-credit course is designed to accompany the third of four clinical experiences in the athletic training curriculum to further develop and enhance the practical skills and knowledge necessary for clinical practice. Students will review and demonstrate therapeutic exercise and modality applications.

**Pre-requisites:** ATHT 5487 (May not be taken concurrently)

AND ATHT 5444 (May not be taken concurrently)

AND ATHT 5445 (May not be taken concurrently).

**ATHT 5888. Immersive Clinical Practice in Athletic Training. 1 Credit Hour (repeated for a total of 2 credits).**

Immersive Clinical Practice in Athletic Training is designed to provide athletic training students with a clinical experience opportunity to further develop, enhance, and practice skills and knowledge necessary for clinical practice and the continuum of patient care. This course will be completed in the Early-Term Start period, allowing the student to be with their assigned preceptor full-time for the 2-week duration of the course. Students must complete between 75 and 100 supervised hours, record patient-encounters, create a plan of care, and complete a final reflection of their experience. Background checks, CPR certification, and medical requirements must be current.

**Pre-requisites:** ATHT 5487 (May not be taken concurrently)

AND ATHT 5444 (May not be taken concurrently)

AND ATHT 5445 (May not be taken concurrently).

**ATHT 5988. Advanced Immersive Clinical Practice in Athletic Training. 2 Credit Hours.**

Advanced Immersive Clinical Practice in Athletic Training is designed to provide athletic training students with a clinical experience opportunity to further develop, enhance, and practice skills and knowledge necessary for clinical practice, the continuum of patient care, and organizational and administrative duties. This course will be 7 weeks and completed in the final semester within the MSAT program, allowing the student to be with their assigned preceptor full-time for the 7-week duration of the course. Students must complete between 250 and 300 supervised hours, record patient-encounters, create a plan of care, critique current site policy and procedures, and complete a final reflection of their experience. Background checks, CPR certification, and medical requirements must be current throughout duration.

**Pre-requisites:** ATHT 5687 (May not be taken concurrently)

AND ATHT 5443 (May not be taken concurrently)

**ATHT 5808. Advanced Sport Concussion. 3 Credit Hours.**

This online course is designed to provide students information about sport concussion. It is geared towards graduate students seeking to augment their concussion education. It is open to all students, but also serves to supplement specific student learning objectives for graduate Athletic Training Education students. This course will be cross-listed with an approved undergraduate course ATHT 4808 Sport Concussion. Graduate students will receive targeted course lectures, readings, and online resources on topics such as concussion pathomechanics, pathophysiology, recognition, assessment, management, and return to play guidelines.

**ATHT 5851. Current Trends in Athletic Training. 3 Credit Hours.**

Through the use of current literature and content experts in the field, this three-credit course will provide advanced information regarding clinically relevant topics related to athletic training and sports medicine practice.

**Pre-requisites:** ATHT 5443 (May not be taken concurrently.)

**ATHT 5852. Transition to Athletic Training Clinical Practice. 3 Credit Hours.**

This three-credit course will serve as the students' capstone experience and focus on preparing students to transition from the classroom to clinical practice. Students will submit a portfolio that

includes completed competencies, resume, cover letter, and professional development units.

**Pre-requisites:** ATHT 5645 (May not be taken concurrently.)

**HRPR 5001. Current and Emerging Issues in Public Health and Health Professions. 0 Credit Hours.**

College of Public Health Interdisciplinary Requirement

An online learning module HRPR 5001 is required for all graduate students in the College of Public Health – “Current and Emerging Issues in Public Health and Health Professions.” This course is completely online and asynchronous, meaning that students complete the modules at their own pace. The course is a required pass/fail course, but students will not be charged additional tuition for the course as it is considered a 0-credit course; however, this is mandatory, and students will not be eligible for graduation unless the course is completed. It is possible that one or more graduate courses students will be embedding portions of the modules within the course, thereby minimizing any duplicative work.

HRPR 5001 requires all students to complete a set of six learning modules that address some of the core elements of health, including guiding principles, practices and guidelines. Students will then complete an additional six modules from a menu of modules. All of the course content is available via Canvas. Each module includes a video presentation, PowerPoint slides, additional resources, and a quiz. The video presentation is divided into 3-4 segments of no more than 20 minutes each. Students will be required to view the video presentation (may also print and follow along with the PowerPoint slides) and then complete the quiz, receiving a minimum grade of 80% to receive credit. The Program Director within the student’s program will work closely to explain the modules, discuss appropriate module completion timing, and monitor to be sure that modules are complete prior to graduation clearance deadline.

Note: The MSAT program is currently accredited by the Commission on the Accreditation for Athletic Training Education. The 2020 standards can be found on the CAATE website.

**Graduate School Exit Requirements for Graduation**

All students must apply for graduation and pay the associated fees by the deadline listed in the University’s Academic Calendar (~mid-February). This is the only means by which a diploma will be produced and an awarded degree transcribed.

**ACADEMIC ADVISEMENT**

The Program Director can provide professional guidance throughout the student’s academic preparation and will coordinate advising during the student’s matriculation. The Clinical Education Coordinator can provide assistance with clinical advisement and goal-setting. Any of the AT faculty can provide assistance with career and professional advice.

## LEAVE OF ABSENCE

Temple University Policy (02.25.11) describes the University policy on student leave of absence and return procedures.

## FINANCIAL ASSISTANCE INFORMATION

Many students utilize financial aid and scholarships to subsidize their expenses during their MSAT education. A specialized team of financial aid counselors are available to determine and individualized financial plan that is acceptable to each student. More information regarding tuition, fees and financial aid can be found here - [www.bursar.temple.edu](http://www.bursar.temple.edu)

For information on withdrawing from courses and refunds, please refer to the University Bulletin for the academic year in which you are enrolled.

## SCHOLARSHIP INFORMATION

As an athletic training student at Temple University, there are a variety of financial aid awards in addition to the traditional forms offered through the University's financial aid office. Listed below are scholarships available to a limited number of qualified students. Selection is based on those eligibility requirements specific to the individual award.

### *NATA Scholarships*

The NATA Research and Education Foundation awards scholarships annually. Junior or senior students interested in applying for NATA scholarships should request the appropriate information from the Program Director or by downloading an application at [www.natafoundation.org](http://www.natafoundation.org). The deadline for application is in February.

### *EATA District I and II Scholarships*

The Eastern Athletic Trainers' Association (EATA) offers scholarship monies to outstanding athletic training students. Contact the website ([www.goata.org](http://www.goata.org)) for information. The deadline for application is November.

### *PATS and ATSNJ Scholarships*

The Pennsylvania Athletic Trainers' Society (PATS) and Athletic Training Society of New Jersey (ATSNJ) offer several scholarships to outstanding students pursuing undergraduate degrees in athletic training. Contact the respective website ([www.gopats.org](http://www.gopats.org) or [www.atsnj.org](http://www.atsnj.org)) for information.

### *College of Public Health*

Several scholarships/awards are available through the College of Public Health. Some have grade point average requirements while others have specific criteria that must be met. Log-in to Academic Works for more information about the various scholarships/awards. There is one Athletic Training specific scholarship, "The AT Prize." See Academic Works for more information, including the award criteria.

## HEALTH INSURANCE REQUIREMENT

As an emerging healthcare professional, your own personal health is of utmost importance. If you are ill or injured, you may not be able to adequately perform required tasks associated with the didactic or clinical experience portions of the curriculum. During the entirety of the program, every student must maintain personal health insurance coverage (i.e.- during didactic and clinical experience portions of the curriculum). Temple University has health insurance plans to choose from or every student is able to choose their own personal plan. There is no required level of coverage, but each student needs to provide proof of health insurance at orientation. During the program, you may be required to show proof of health insurance coverage for various reasons including clinical experiences. Every student within the College of Public Health is automatically enrolled in a student accident insurance policy, but this does not cover personal healthcare coverage.

### **DURATION OF THE PROGRAM**

It is the AT Program faculty's expectation that students complete the program in two (2) years. There may be instances when students need to take a leave of absence or are dismissed for academic performance reasons. In the case of a leave of absence, each request will be reviewed by the faculty on an individual basis and in a timely fashion. All University policies will be followed regarding these instances. Regardless of the circumstances, students must complete the MSAT program within five years after admission. The terminal clinical experience must be completed within one year of the end of didactic work and within the five-year period.

### **GRADE REQUIREMENTS**

To remain in Academic Good Standing in the University, a professional graduate student must achieve a semester GPA of at least 3.0 for each semester and maintain a cumulative GPA of at least 3.0 for all work completed at Temple University. A student must have a grade point average (GPA) of at least 3.0 in order to graduate (Graduate School Policy # 02.24.11.05 and #02.24.11.03). Departmental policy also requires a student to have a cumulative GPA of 3.0 to participate in clinical internships.

A student who receives more than two grades below B- **or** one grade of F will be dismissed from the program for substandard academic performance. Grades of B-, C+, and C carry academic credit. Receipt of any grades below a B is an indication that the student is performing at a substandard academic level. The course coordinator maintains the responsibility for identifying and informing any student whose academic performance is substandard.

The course coordinator will also notify the Chair of the Academic Status Committee (ASC). A student with one grade below B- will be informed in writing by the Dean of the Graduate School that he/she is in academic jeopardy. The students must attain a passing grade on all clinical education courses. If the student fails a clinical education course they will be dismissed from the program. A student who does not maintain Academic Good Standing resulting from failure to maintain a 3.0 semester GPA or two grades below B- will be required to come before the ASC to determine an appropriate course of action to help the student succeed academically.

Additional specific graduate policies germane to academic performance can be located at:  
<http://www.temple.edu/grad/policies/gradpolicies.htm>

## ACADEMIC ACCOMMODATIONS

The Americans with Disabilities Act and the Rehabilitation Act affords students the opportunity to seek reasonable accommodation to help in their academic success. There may be many reasons for students to seek accommodation. Academic accommodations are one of the most frequently-sought accommodations. According to Temple University's Disability Resources and Services (DRS) academic accommodations may include:

- Test taking accommodations
- Sign language/CART
- Assistive technology
- Alternate format materials
- Note taking

A student seeking academic accommodations must schedule an intake meeting with the DRS. A DRS coordinator will work with the student to determine appropriate reasonable accommodations for the classroom and/or clinical internships. The student will receive an accommodation letter from DRS that documents the recommended accommodations. It should be noted that receiving an accommodation letter does not automatically require faculty (including clinical instructors) to make the accommodations. The accommodation letter will be delivered to the instructor via the MyDRS system. The MSAT student is required to meet with the faculty member for each course to review the accommodation request. In some cases (i.e., clinical experiences) some academic accommodations may not be feasible. If the faculty member agrees with the accommodation request, they will sign off and discuss an implementation plan with the student. If the student is seeking academic accommodation, they must meet with and provide each instructor with documentation from DRS at the start of each semester about needed accommodations. If the faculty member does not agree with the accommodations, the faculty member and the student may need to meet with DRS to determine an appropriate course of action.

Accommodations for practical skill testing may be more challenging to accept. For instance, if additional test taking time is identified by DRS, this applies to written components of examinations only. Any psychomotor components of an examination (e.g., practical examinations) must be completed in the time allotted by the course instructor for the rest of the cohort. Students requiring additional test taking time will be afforded additional time to practice the required psychomotor skills prior to the practical examination. The student should notify course instructor if the student wants to conduct additional practice with the course instructor. If there is a written component to the practical examination, the student with an additional time or environmental accommodation will be accommodated.

The following recommendations indicate the process the faculty of MSAT Program in the CPH will utilize to address reasonable academic accommodations.

- All MSAT students that have written testing accommodations are required to take the exam according to DRS policy and in their testing center.
- It is our intention to help prepare students for their career as an athletic trainer. In order to earn certification to practice, the student must pass the Board of Certification (BOC) examination. Receiving accommodations for this examination may be more challenging and require official documentation from your medical provider. Any student that may wish to seek accommodations should consult with faculty, DRS at Temple and contact the BOC.

<http://www.temple.edu/studentaffairs/disability/accommodations/accommodation-letters.html>

## **INCOMPLETE GRADES**

As specified in the Graduate Bulletin of Temple University (#02.10.13), the assignment of an “I” presumes that the student has completed the majority of the work at a passing level at the point when the “I” is assigned. Incomplete grades are to be used to respond to an intervening event, such as a death in the family, an extreme illness in the family, or personal extreme illness and not intended to defer failure in a course.

The assignment of an “I” grade is allowed only after completion of a written contract for the completion of the work. The contract must be signed by the course coordinator who is the instructor of record for the course and the student. The contract must contain the specific outcomes and timelines necessary to convert the “I” grade into a passing grade. A copy of the written contract must be provided to the AT Program Director, HRS Department Chair, the student signing the contract, and the Associate Dean for Academic Affairs in the College of Public Health. A copy will be maintained in the student’s departmental file. The incomplete grade contracts are only valid once they are approved by the Dean or the Dean’s designee. At the time that grades are submitted, the course coordinator will assign the “I” grade along with the grade (alternative grade) that the student would have earned without the inclusion of the “I” grade. If the “I” grade is not cleared within one year, the alternative grade will become the official grade of record for the course.

Incomplete grade contracts must be completed in a timely fashion. Barring extreme circumstances and acknowledging the difficulty in placement for clinical education, most “I” grades must be completed within one month. Depending on the type of facility and the course content required for performance at the scheduled facility, the Director of Clinical Education, MSAT Program Director, and Chair of the Academic Status Committee will consult with the course coordinator and determine whether the student can progress to the clinic with an incomplete grade in that particular course.

An “I” grade cannot satisfy a prerequisite. A satisfactory letter grade must be obtained in a prerequisite course prior to matriculation into the subsequent course. A student with an unresolved incomplete grade on his or her official academic record cannot graduate from Temple University.



## **COURSE TRANSFERS AND WAIVERS**

Normally, neither transfer credits nor course waivers are offered as part of the MSAT curriculum. If a student believes that there are sound reasons for an exception to this rule, he or she may request such transfer or waiver. The Academic Status Committee, in consultation with relevant faculty, will review all such requests. Any request should be made at least eight weeks before the start of the semester in which the course is offered.

## **CONTINUOUS ENROLLMENT/REGISTRATION**

To remain in Academic Good Standing, a graduate student must maintain continuous enrollment (i.e., 1 or more credit hours for each semester) from the semester of matriculation through the semester of graduation. Each student is responsible for registering him/her/themselves for courses with general guidance provided by the MSAT Program Director. A student must be appropriately registered for all identified courses and will not be permitted to attend a course for which he or she is not officially registered. A student who is not on the published grade list for a course may not receive a grade or credit for that course. Every student is advised to utilize Self-Service Banner to confirm billing and registration status, particularly when adding a course, dropping a course, or otherwise revising the roster. Each student is ultimately responsible for ensuring accurate registration. Please note that any student who is registered for a course but does not attend will be billed for the course and will receive a final grade of “F” from the course coordinator.

The only exception for continuous enrollment/registration is for a student who has been granted an official leave of absence from the program. A student may request a leave of absence for any number of reasons. However, with the exception of a serious condition or situation, a student will not be granted more than four cumulative semesters of leave in accordance with the Graduate School policy. Because MSAT students must be enrolled in summer courses, the summer must be included in a leave of absence request if appropriate. Because of the “lock step” nature of the MSAT curriculum, a leave of absence means that the student must wait a year to return and resume courses. In most instances this means that a student requesting an initial leave of absence will need to request more than 1 semester of leave. A leave of absence does not extend the time allotted toward degree completion.

Specific details can be found at:

[http://www.temple.edu/grad/forms/documents/Leave\\_of\\_Absence\\_15A.pdf](http://www.temple.edu/grad/forms/documents/Leave_of_Absence_15A.pdf)

## **GRADE APPEAL**

Only a final course grade may be appealed by the student. If the student’s academic performance results in either a grade of F or a third substandard final grade (below B-), the student is automatically dismissed from the MSAT program per the policy of the Graduate School and the MSAT Program. In such cases where dismissal from the program results from the receipt of a substandard grade, the appeal of the grade on behalf of the student can occur concurrently with the appeal for reinstatement back into Temple University. Regardless, student concerns connected to individual assignments such as examinations, term projects/papers, lab grades, etc., are to be handled between the individual course instructor (or course coordinator) and the student. Procedures are found within the Graduate Handbook.

## ACADEMIC REVIEW AND APPEAL FOR REINSTATEMENT PROCEDURES

The Academic Status Committee (ASC) will monitor a student's academic performance throughout their time in the MSAT program. The student's mentor will be briefed by the Chair of the ASC regarding academic difficulty. Coursework in the MSAT program is separated into didactic and clinical education domains. Students are required to demonstrate satisfactory academic performance in courses in both the didactic and clinical education coursework. A student may be dismissed from the program for substandard performance in didactic or clinical education experience coursework.

The student will receive notification in writing by the Dean of the Graduate School at the end of the academic semester for any performance at a substandard level. The student may also be informed of the dismissal verbally by either the instructor of record for the course or the Chair of the Academic Status Committee (ASC).

**Implications for dismissal:** The lock-step nature of the MSAT program is such that coursework occurs in sequence, and prerequisite courses must be successfully completed prior to moving on to the subsequent academic semester. Depending on the remediation plan, a student may not progress with their current class and the dismissal may result in delay of graduation by one year or more. This may cause significant financial implications for the student.

**Reinstatement:** When a student is dismissed from the MSAT program for substandard performance, the dismissed student can choose to submit a formal petition for reinstatement or choose to remain dismissed. A petition for reinstatement is not a guarantee of reinstatement.

**Reinstatement procedures:** The Chair of the ASC will contact the dismissed student to set up a meeting to discuss the student's academic performance to date and performance leading to dismissal. The Chair of the ASC will also identify areas of potential remediation and encourage the student to contact their faculty mentor. At this initial meeting, the student will be informed of the faculty on the ASC and the formal procedures for petitioning for reinstatement. The dismissed student decides on whether or not to petition for reinstatement. A dismissed student will not be able to enroll in MSAT coursework. If the dismissed student is successful with their Petition for Reinstatement, they will be allowed to enroll in coursework dictated by their remediation plan. The University requires that students pay full tuition for all courses they are required to repeat.

**The reinstatement process is outlined below:**

1. If the student decides to petition for reinstatement they need to complete and submit the following to the Chair of the ASC within one calendar year from date of dismissal, but must abide by 5-year policy:
  - a. The Petition to the Graduate School or Graduate Board Student Appeals Committee (Temple University Policy 02.29.12). The form can be found here: <http://www.temple.edu/grad/forms/>
  - b. The student may also request 1-2 letters of support from current MSAT Program faculty. Letters are optional and cannot be from current members of the ASC.

2. After reviewing the student's submitted materials, the ASC will meet with the student. The ASC will inform the student about their recommendation to support or reject the Petition for Reinstatement.
3. If the ASC supports the dismissed student's petition, a formal remediation plan will be developed by the ASC and shared with the student.
  - a. The student will review and consent to the terms of the remediation by signing the plan.
  - b. The University requires that students pay full tuition for all courses they are required to repeat.
4. The ASC's recommendation concerning the student's petition will be presented to the MSAT Program faculty.
  - a. The faculty will vote whether or not to support the student's reinstatement petition.
5. The Program Director of the MSAT program will decide whether to support the faculty's vote and then pass his/her recommendation to the Chair of the Health and Rehabilitation Science Department. The Chair of the Health and Rehabilitation Science Department will forward their recommendation to the Associate Dean for Student Affairs and/or the Dean of the College of Public Health.
6. The Associate Dean of Academic Affairs and/or Dean will then make a recommendation to accept or reject the petition for reinstatement.
  - a. This recommendation is then sent to the Graduate School.
7. The Dean of the Graduate School reviews the petition for reinstatement and renders a final decision.
  - a. Official notice of dismissal or reinstatement is sent to the student by the Dean of the Graduate School.

According to Graduate School policy, in the event that the reinstatement petition is denied, the student has the right to appeal the decision based on procedural grounds only. (Temple University Policy - 02.29.14). If reinstated to the MSAT program, the student will be given only one opportunity per course to repeat that course (didactic or clinical experience), and must meet all performance standards that are outlined in the remediation plan.

**Remediation plan:** The student should note that any reinstatement recommendation by the ASC will include both specific recommendations designed to utilize all available University resources and a personalized curricular plan for any remaining coursework. The construction of such a remediation plan is at the discretion of the members of the ASC and associated course faculty. The plan may require the student to repeat any or all didactic and/or clinical education courses in which the student received a previous grade of B- or below. The plan may also include a specific performance expectation that must be met for that student for any given course. The University requires that students pay full tuition for all courses they repeat.

***Multiple Academic Dismissals:*** A student who is dismissed from the MSAT program a second time for substandard didactic or clinical education performance may petition for reinstatement into the MSAT program. However, it is unlikely that the student will be recommended for reinstatement a second time because of the commitment of the MSAT program to uphold the highest standards of academic and clinical education performance.

## **GRIEVANCE PROCEDURES**

If a student who has been dismissed believes that the dismissal has been unfairly determined, that student may request a grievance hearing as specified by the CPH Graduate Student Handbook ([Accessed here](#)). This grievance procedure is also open to any other student who believes that he or she has been unfairly treated by any member of the MSAT program.

## **ETHICS AND ACADEMIC INTEGRITY**

All students are expected to abide by the ethical norms and expectations for academic honesty as described below. Students should always reflect the behavior expected of a practicing athletic trainer. As professionals, the athletic trainers' first responsibility is to the fiduciary relationship with their patients and clients. Their behavior should never violate this trust.

### ***Academic Integrity***

Each student is expected to maintain the highest levels of academic integrity and honesty throughout the MSAT program. The information contained in the Graduate School Policy on Academic Honesty, the Temple University Student Code of Conduct, and the CPH Graduate Student Handbook can help the student to specifically identify the basis for academic dishonesty, penalties, and disciplinary procedures. Academic dishonesty includes plagiarism, violating the rules of an assignment, and cheating on examinations, including take home examinations. At the minimum, the penalty for plagiarism, violating the rules of an assignment, or cheating on an examination is a grade of "F" on the examination or assignment. In addition, the violation may result in an "F" in the course and therefore, dismissal from the program. Faculty members can only be assured of the knowledge, ability, and skill of a student to safely and effectively provide athletic training care through an honest appraisal process.

### **Excerpts from the Graduate School Policy on Academic Honesty:**

Academic honesty and integrity constitute the root of the educational process at Temple University. Intellectual growth requires the development of independent thought and respect for the thoughts of others. To foster this independence and respect, plagiarism and academic cheating are prohibited. Plagiarism is the unacknowledged use of another individual's ideas, words, labor, or assistance. All coursework submitted by a student, including papers, examinations, laboratory reports, and oral presentations, is expected to be the individual effort of the student presenting the work. When it is not, that assistance must be reported to the instructor. If the work involves the consultation of other resources such as journals, books, or other media, those resources must be cited in the appropriate style. All other borrowed material, such as

suggestions for organization, ideas, or actual language, must also be cited. Failure to cite any borrowed material, including information from the internet, constitutes plagiarism. Academic cheating results when the general rules of academic work or the specific rules of individual courses are broken. Examples of cheating includes falsifying data; submitting, without the instructor's approval, work in one course done for another; helping others to plagiarize or cheat from one's own or another's work; or performing another person's work. The penalty for academic dishonesty can vary from a reprimand and receiving a failing grade for a particular assignment, to a failing grade in the course, to suspension or expulsion from the University. The penalty varies with the nature of the offense. Students who believe that they have been unfairly accused may appeal through their school/college's academic grievance procedure and, ultimately, to the Graduate Board if academic dismissal has occurred.

### **Excerpts from the Temple University Student Code of Conduct:**

Temple University is a community of scholars in which freedom of inquiry and freedom of expression are valued. Important aspects of attending the University as a student are having respect for the rights of others in the community, conducting oneself in a manner that is compatible with the University's mission and taking responsibility for one's actions. In addition to exhibiting appropriate maturity and self-control, members of the University community are expected to conduct themselves in a manner in which they neither break laws nor cause mental, physical, or emotional harm to others. To fulfill its functions of promoting and disseminating knowledge, the University has authority and responsibility for maintaining order and for taking appropriate action, including, without limitation, exclusion of those who disrupt the educational process. University authority should not be used merely to duplicate the function of general laws. Only when the University's interests as an academic community are substantially involved should the special authority of the University be asserted. Responsibility for the enforcement of the rules of the University rests with all the members of the Temple community: students, faculty and staff. University rules should serve as a guide for high personal standards. The individual student is responsible for:

- Fostering an environment conducive to continued intellectual and educational stimulation within the University free from harassment by other members of the community
- Fostering the maintenance of physical and mental health, the safety and welfare of each member of the community
- Respecting the rights of others

These general behavioral expectations and the Student Code of Conduct ("Code of Conduct") represent a reasonable regulation of student conduct, but the student should be as free as possible from imposed limitations that have no direct relevance to his/her education and to his/her obligations and responsibilities as a member of the University community. The provisions of the

Code of Conduct should be interpreted consistent with this philosophy, and in accordance with all recognized student rights and privileges.

### **CODE OF CONDUCT**

A student is in violation of the Code of Conduct whenever the student commits, attempt to commit, aids, facilitates, or solicits the commission of, or acts in concert with others in bringing about the behavior or acts regulated or prohibited by any of the following:

- Academic dishonesty and impropriety, including plagiarism, fabrication and academic cheating. This includes helping, procuring or encouraging another person to engage in academic misconduct
- Interfering with or disrupting the conduct of classes or any other normal or regular activities of the University

There are a total of 42 actionable items listed.

Should the University Disciplinary Committee (UDC) determine that a violation of the Temple University Code of Conduct has occurred; the student is subject to any of the following sanctions – alone or in combinations:

- Letter of reprimand
- Withdrawal of student social privileges
- Fine
- Academic sanction
- Probation
- Suspension
- Expulsion
- Alternative sanctions

#### **Excerpts from the CPH Graduate Student Handbook:**

As a student enrolled in a program of professional study within the CPH, the student is expected to abide by standards of professional conduct. Applicants and matriculated students should contact their dean's office to review school/college policies. Each student should also contact his or her graduate mentor to review current requirements. This request for explicit contact between student and graduate advisor is necessary because some programs impose more stringent requirements than those set by the Graduate Board and the Graduate School. A complete listing of Graduate School policies and procedures related to professional behavior can help guide the student should difficulties arise.

The penalty for plagiarism or violating the rules of an assignment or cheating on an examination is, at a minimum, the assignment of an "F" grade. In addition, engagement in the act of plagiarism may result in an "F" grade for the course, dismissal from the program, and/or referral to the UDC.

Issues of academic dishonesty or violations of the code of conduct should first be addressed between the faculty member and the student. The Departmental Chairperson may become involved at the request of either the faculty member or the student. If the Chairperson is unable to successfully resolve the situation between the faculty member and the student, the Chairperson has the prerogative to call for the meeting of the departmental Professional Development

Committee (PDC). Should the involvement of the PDC fail to resolve the issue at this level, the student, faculty member, the Departmental Chairperson, or the Chairperson of the PDC may choose to take the case forward to the Dean of the CPH.

The Dean may intercede directly at this point or convene a meeting of the UDC or exercise the prerogative to convene a CPH Academic Review Board (ARB) as deemed appropriate. The ARB hears those cases of academic dishonesty as it affects a final grade; unlike the UDC, it does not deal with suspensions, dismissals, or fines. Should the matter go before the ARB, the faculty member and the student shall provide the ARB with written accounts of the incident. All decision or recommendations should be made in writing within 10 working days.

Any appeal beyond the Dean is to be addressed to the Provost.

## **MSAT PROGRAM STATEMENT ON ACADEMIC INTEGRITY AND PROFESSIONALISM**

### **Purpose:**

The MSAT program Statement on Academic Integrity and Professionalism exists to assist MSAT students understand and demonstrate the highest standards of academic integrity, honesty, and professionalism in their interactions with patients, colleagues, faculty, students and administrators. All professionals and members of the academic community inherently adhere to these beliefs and remain intolerant of clear violations by other members.

### **Expectations:**

A student accepting admission into the Temple University MSAT community takes on an obligation to promote the welfare of the program and assumes certain rights and responsibilities. Each individual member of this community is responsible for his or her own actions and is expected to respect the rights of others. The Temple University MSAT community affords every student certain rights that are essential to the educational mission of the university and its mission. These rights include, but are not limited to:

- The right to have access to and participate in the academic and non-academic opportunities afforded by the University, subject to applicable standards or requirements.
- The right to freedom of thought and expression.
- The right to be free from discrimination on the basis of race, color, gender identity, sex, sexual orientation, religion, national or ethnic origin, age, disability, or status as a disabled or non-disabled veteran.
- The right to fair University judicial process in the determination of accountability for conduct.

A student is also expected to exhibit responsible behavior regardless of time or place. Failure to do so may result in disciplinary action by the program, College and/or University. Depending on the nature of the action, the discipline may range in time (e.g., immediate vs delayed) and severity (e.g., less to more severe). Responsible behavior is a standard of conduct that reflects

higher expectations than may be prevalent outside the University community. Responsible behavior includes but is not limited to the following obligations:

- Refrain from activities that have an effect of or intent to interfere with the education, pursuit of knowledge, or fair evaluation of the performance of any student. Examples of such activities include but are not limited to the following definitions:
  - *Cheating*: The use or attempt to use unauthorized assistance, material, or study aids in examinations or other academic work or preventing, or attempting to prevent, another from using authorized assistance, material, or study aids. Example: using a cheat sheet in a quiz or exam, altering a graded exam and resubmitting it for a better grade, accessing and/or utilizing unauthorized sources during the assessment, etc. For assessments delivered in an online format, students may not alter the computer parameters or settings to create an unfair advantage. Additionally, not other materials are permitted unless strictly with the approval of the faculty member. Assessments in the online format should also be done individually and not in the same proximity to another student.
  - *Plagiarism*: The use of the ideas, data, or language of another without specific or proper acknowledgment. Example: copying another person's paper, article, or computer work and submitting it for an assignment, cloning someone else's ideas without attribution, failing to use quotation marks where appropriate, etc.
  - *Fabrication*: The submission of contrived or altered information in any academic exercise. Example: making up data for an experiment, fudging data, citing nonexistent articles, contriving sources, etc.
  - *Multiple Submissions*: The submission, without prior permission, of any work already submitted to fulfill another academic requirement.
  - *Misrepresentation of Academic Records*: The misrepresentation of or the tampering with or an attempting to tamper with any portion of a student's transcripts or academic record, either before or after coming to Temple University. Example: forging a change of grade slip, tampering with computer records, falsifying academic information on one's resume, etc.
  - *Facilitating Academic Dishonesty*: The deliberate fabrication, sorting, manipulation, exclusion or resultant suppression of data or statistical testing in the classroom, laboratory, or clinic. Knowingly helping or attempting to help another violate any provision of the Code. Example: working together on a take-home exam, sharing of assignments that are supposed to be completed individually, etc.
  - *Unfair Advantage*: An attempt to gain unauthorized advantage over fellow students in an academic exercise. Example: gaining or providing unauthorized access to examination materials, obstructing or interfering with another student's efforts in an academic exercise, lying about a need for an extension for an exam or paper, continuing to write even when time is up during an exam, destroying or keeping library materials for one's own use, etc.
- To respect the health and safety of others. This includes threats of physical violence against another person (including sexual violence) and disorderly conduct. In addition, the possession of dangerous articles (such as firearms, explosive materials, etc.) on University property or at University events is prohibited without University authorization.
- To respect the right of fellow students to participate in university organizations and in relationships with other students without fear, threat, or acts of hazing.
- To refrain from conduct that infringes upon the rights of other students, employees and faculty. The University condemns hate speech, epithets, and racial, ethnic, sexual and



religious slurs - whether written, electronic or oral. However, the content of student speech or expression is not by itself a basis for disciplinary actions; rather student speech may be subject to discipline when it violates applicable laws or University regulations or policies.

- To refrain from stealing, damaging, defacing, or misusing the property or facilities of the University or of others. This also prohibits the disruption of University computing services or interference with the rights of others to use computer resources.
- To be honest and truthful in dealings with the University about one's own identity (e.g., name or Social Security number), and in the use of University and other identification.
- To comply with all contracts made with the University, such as Clinical Education Services contracts.
- To comply with policies and regulations of the University and its departments (e.g., the University's Guidelines on Open Expression, Anti-Hazing Regulations, Drug and Alcohol Policies, Sexual Harassment Policy, etc.).
- To comply with federal, state and local laws.
- To adopt and maintain the ethical standards consistent with the behaviors outlined in the Code of Ethics of the National Athletic Trainers' Association.
- Adhere to Professional classroom/clinic/laboratory behavior that include, but are not limited to the following:
  - o *Appearance*: Laboratory attire should be appropriate to allow laboratory objectives to be met. Clinical appearance is based upon site policy. Business casual attire should be worn for all presentations.
  - o *Classroom*: Students should be punctual for all laboratories, lectures and presentations, both at the beginning of class and after breaks. Minimal disruption should occur if a student needs to leave the classroom or laboratory. Food, of any kind, is not permitted in the instructional spaces. Drinks within a covered, spill-proof container are permitted.
  - o *Test Behavior*: During an exam, eyes should be kept on the test paper or computer. There will be no talking during an exam. Cell phones should be turned off or placed on vibrate. Faculty members will individually decide on standard examination room behavior – for example, putting backpacks and coats in the back of the room, random row assignments with optional seating, etc. and will notify students of these behaviors prior to the examination. Faculty members are encouraged to occasionally walk around and observe the testing site.
  - o *Room Cleanliness*: Prior to leaving the laboratory or classroom, all linens, paper, equipment, and furniture should be correctly disposed of or stored. All students and faculty should disinfect all surfaces before and after use.
  - o *Infection Control*: Hand washing and equipment cleaning should be performed between patient and/or contacts. This includes wiping down mats and equipment before, in between and after student/faculty/patient contact.

NOTE: If a student is unsure whether his or her actions constitute a violation of the Code of Academic Integrity and Professionalism it is that student's responsibility to consult with the instructor or their mentor to clarify any ambiguities.

### **POLICY ON ABSENCE AND/OR LATENESS**

Attendance at laboratories, lectures and presentations (unless noted) are mandatory. The course director and course instructors should be notified in advance of planned absences. If a student

plans an absence, the student should notify each relevant faculty member as early as possible of the planned absence. If the absence will be for more than one class session in any course, the student should obtain all relevant course materials and review them. Should the student have any questions after that time, the student is advised to contact the appropriate faculty member and be prepared to ask specific questions regarding points that remain unclear.

Every student is expected to attend all classes and participate in all group activities associated with class assignments. Only a notified absence or lateness will be permitted. By comparison, any absences or lateness without faculty notification are subject to penalty. Multiple absences without notification may result in program discipline including, but not limited to, learning contract, remediation efforts or potential dismissal. Every faculty member is encouraged to monitor student attendance in class and therefore has been given the right to deduct points from the overall point value accumulated by a student over that duration of the semester. However, the faculty member must operate within the terms of any attendance or professional behavior policies identified by the course coordinator in advance and documented within the course syllabus. When an absence is unavoidable, the student should contact the program director and the appropriate faculty member via email, in accordance with professional courtesy. If the absence is an emergency, please take care of the emergent situation and then contact the faculty and program director when able. Students may also contact classmates to notify them of an unexpected lateness or absence and ask that the information be conveyed to the instructor.

### **POLICY ON EMAIL USE**

Every student is required to obtain and use a Temple e-mail address. Because faculty members use these addresses to convey important information, every student should check his or her Temple email account at least daily during the semester. After admission to the MSAT program, you will be assigned a “tu#” Temple e-mail. The letters “tu#” are followed by several numbers. To facilitate communication and recognition by faculty and other students, you will be required to convert this “tu#” e-mail address to one that contains some semblance of your name (preferably “first name.last name@temple.edu”). Please Note: You should have a period (.) between your first and last name.

The following procedure can be used so that your first name and last name will appear on e-mail addresses. You will create an alias so that your e-mail alias will be your “first name.last name@temple.edu”.

#### *Steps to Obtain Proper e-mail Formatting:*

1. Update your listing in the Temple University Cherry and White Pages.
2. Click on UPDATE YOUR ENTRY
3. Click on the circle for e-mail Alias 1
4. In the box for e-mail Alias 1: type your first name.last name. Please be sure to put the “.” Between your first and last name.
5. Click on SUBMIT When you click on SUBMIT, it will take you to another page.
6. Type in your AccessNet Password in the box provided
7. Click on Commit Changes. When you click on Commit Changes, it will take you to another page that states that your Directory entry has been updated and a confirmation will be sent to your account
8. Exit the Browser because you are finished.

9. You should now receive messages with your firstname.lastname in the heading rather than the tux00000.

### **POLICY ON CELL PHONE USE**

Cell phones and other electronic devices are allowed in class. However, the following conditions are in effect:

- All devices are to be set to a silent/vibrate mode at all times during all class activities.
- Students and faculty members should leave class to answer calls and/or texts only when they are believed to be of an urgent nature.
- If a student is expecting a call of an urgent nature, the student has the responsibility to notify the faculty member at the start of class of the potential for a disruption.
- If a faculty is expecting a call of an urgent nature, the faculty member will inform the class of the potential of a disruption.
- Any student who receives a call or text with sound, without prior notification, may be asked to leave the class.
- Any student who receives a call or text with sound, without prior notification, during an examination may be asked to turn in all testing materials immediately and leave class.
- This policy is amendable at the discretion of individual faculty members.

### **POLICY ON PATIENT PRIVACY**

All patients have a right to privacy. Specific privacy rights are specified in the Health Information Portability and Accountability Act (HIPAA). All MSAT students will be enrolled in and must complete the Temple University “Bridge” Human Resource training. Students must retain the certificate of completion since it may be required by some internship sites for proof of education. All students in the program are expected to honor these rights in their conduct in both didactic and clinical portions of the program. All documentation about patients provided in classroom assignments and activities must completely hide the identity of the patient. This means not using a patient’s first or last name or any other data that would make it possible to identify the patient. Any data collected at clinical sites for these activities shall be collected in a manner consistent with the policies of the health care facility. Generation or use of patient data at health care facilities in the conduct of any didactic or clinical activities shall be consistent with HIPAA/FERPA regulations and facility policies.

## PROFESSIONAL DEVELOPMENT UNIT (PDU)

The purpose of the Professional Development Unit (PDU) Initiative is to:

- encourage students to pursue current and future professional development activities;
- ensure that students become involved and engaged in a variety of different professional development experiences while matriculating through the ATEP;
- make students more marketable to prospective graduate schools and/or employers;
- allow students to become accustomed to participating in future professional development activities.

By the end of the student's final semester, every athletic training student (ATS) must accumulate a total of at least **50** Professional Development Units (PDU). This amount is required because Certified Athletic Trainers are required to obtain a minimum of 50 Continuing Education Units (CEUs) every two years, so this is designed to prepare you for those requirements. Acceptable activities are listed on a separate page. Similar to CEU requirements for ATC credentialed professionals, progress should be continuously made toward the required **50** PDU to avoid the need to "cram" for activities at the end of the program. Each ATS must complete a "Professional Development Unit Verification Form" after each particular activity has been completed and ***attach appropriate documentation/verification (certificate of attendance, name badge, supervisor letter, etc)***. The verification form and adequate documentation must be verified (signature) by each mentor of each activity. Activities must be signed and dated by the mentor within 1 week of the activity. The ATS is responsible for submitting the verified documentation to the course instructor for ATHT 5852: Transition to Clinical Practice. Fulfillment of this requirement will be reflected in the grade.

All of the required forms can be found in Appendix C.

## CLINICAL EDUCATION

The students will participate in clinical education experiences at local colleges, high schools, sports medicine clinics, general medicine facilities. Attempts will be made to affiliate with professional teams and organizations, in addition to other special events that might occur in the community. In all clinical experiences, students must be supervised by a BOC certified and state credentialed athletic trainer or other licensed healthcare worker, who is a preceptor associated with the ATP. The majority of the clinical education hours obtained by the Athletic Training Student will be accumulated during team coverage that occurs between the hours of 5:30 AM- 8 AM and 12:00 PM - 9:00 p.m., Monday through Friday and various weekend hours. *All hours are site-dependent and subject to change.* Clinical education rotations also may include traveling when accompanied by a preceptor. A preceptor will supervise each student and evaluate each student on their performance and clinical proficiency using e-Value.

### ***Direct Supervision***

For the clinical component of the ATP, the students must be supervised by preceptors. The ratio of no more than 6 students for every one preceptor will be maintained. The preceptors will provide direct supervision in the form of direct visual and auditory contact with the student at all times. Within the ATP, athletic training clinical experiences coincide with various athletic training courses. **Any unsupervised clinical education experience is in violation of CAATE Standards and ATP policy and is not permitted under any circumstances.** Doing so may affect students' ability to become credentialed in the future.

Each semester, every ATS will be assigned to work with a specific preceptor. Students will not be assigned specific sports, but will rather work with whatever sport their preceptor is covering that day.

### ***Requirements***

Prior to starting the clinical education aspect of the ATP, students are required to meet the health, immunization and background check requirements of the ATP, College, and University **annually.** Health requirements and background check requirements are stored in CastleBranch.com. Due to a federal law called The Fair Credit Reporting Act, students are required to sign a "Disclosure and Authorization Regarding Background Investigation" prior to registering with Castlebranch. See Appendix N for the form.

Background checks must be completed annually and be current prior to starting at a clinical site. All background checks must be current through the entirety of clinical experiences. Students must have a physical examination, proof of immunity (i.e., records and titers), and current Emergency Cardiac Care certification on file with CastleBranch.com prior to beginning their first clinical experience. Proof of PPD must be updated annually through CastleBranch.com. Any associated cost is the student's responsibility. For a full list of submissions to CastleBranch.com, see Appendix E.

Students must complete refresher modules tied to the Practicum course in which they are enrolled. These modules are released in the summer via Canvas and must be completed prior to starting at a clinical site in the fall or the first Friday of the fall semester, whichever comes first.

Each of the requirements must be satisfied before a clinical rotation can be arranged. Failure to provide this documentation will result in a delay in starting at the clinical site and a possible

delay in graduation. Specific sites may have additional requirements such as pre-employment physicals, employee orientation, HIPAA Compliance Program Completion, which must also be satisfied in order for the clinical education experience to begin. Any associated cost is the student's responsibility.

### ***Documentation of Clinical Education Hours***

Clinical education hours accumulated under the direct supervision of a preceptor **must be recorded** by the ATS via EValue and will be approved by the supervising preceptor. All hours must be recorded within seven days. **Students may not complete undocumented hours, as this is in direct violation of CAATE standards.**

Only the Athletic Training clinical education hours obtained under the direct supervision of a preceptor may be counted towards the required hours for graduation. Athletic Training clinical education hours do not include the time spent while traveling with a team, lodging, team meetings, or team meals.

Clinical hours may be recorded during the following:

- Set-up for practice/competition and clean-up after practice/competition
- Preparing the athletes for practice/competition
- Treatments before and after practice/competition
- Injury evaluation/Clinic with a team physician
- Rehabilitation
- In-services
- Administrative duties
- Clean-up and stocking of the cabinets/drawers in the athletic training room, including kits
- Hours working with a Preceptor on clinical proficiencies

Clinical hours may NOT be recorded for the following:

- Time when traveling with a team
- Commuting to and from clinical site
- Team meetings
- Team meals

### ***Absence from Clinical Experiences***

**If a situation arises where an athletic training student cannot attend a clinical experience, they must email the preceptor and the Clinical Education Coordinator beforehand.** Failure to do so may result in disciplinary action and failure of the course associated with the clinical hours. Acceptable reasons for absence include: illness/injury, death in the family, accident/car trouble on the way to the site. Unacceptable reasons for absence include: poor time management, outside job responsibilities, social engagements, "studying for a test," and completing assignments.

### **Policy on Absences and/or Lateness:**

Every student is expected to report to their clinical site according to the hours arranged by preceptor or Clinical Education Coordinator. Students must attend their clinical internship during the assigned working hours, days, weeks, and internship period.

Every student is expected to be on time as promptness is a professional behavior and only an excused absence or lateness will be permitted. Concerns from the student or preceptor regarding this policy should be addressed to the Clinical Education Coordinator.

When an absence is unavoidable, the student must contact the Clinical Education Coordinator and preceptor as soon as possible. This includes lateness to the clinical site. Students should submit the Qualtrics “time off” request located in the Canvas course.

**Illness:** Students with an illness or medical condition that may be communicable to patients or staff should not have contact with either. If students are unsure whether they should be in patient contact areas, they should seek medical advice for evaluation of their work status. Students are to comply with the clinical center’s policies and procedures for patient care activities.

If the student misses a single day of internship for any reason, it is up to the discretion of the Clinical Education Coordinator and preceptor whether the day should be made up. Absences for more than one day must be made up according to Temple MSAT policy, and documentation from a medical provider is expected. Excessive absences or abuse of the sick day policy cannot be excused.

**Planned Absence:** Anytime an athletic training student is seeking an approved absence, they must have written request and approved by the clinical education coordinator greater than 2 weeks prior to the potentially scheduled absence. The absence will be considered unapproved if the student does not comply with the timeline or misses without written approval by the clinical education coordinator. Medical procedures (unless emergent), prolonged personal business, and vacation should not be scheduled during clinical internship periods. Students will not be excused from their clinical experience for personal business. Students with religious obligations should complete the Qualtrics “time off” request form at the beginning of the semester.

**Lateness:** Students must call the preceptor as soon as possible if they are going to be late. If the preceptor cannot be reached for any reason, the student must contact the Clinical Education Coordinator. Persistent tardiness may jeopardize the student’s successful completion of the goals for clinical education.

### ***Dress Code***

Clinical experiences require specific attire. Athletic training students should clarify the dress code for their specific clinical assignment with their preceptor prior to the first day. Athletic training students who do not comply with the dress code for their clinical experience may face disciplinary action (see discipline form, Appendix F).

All students are expected to wear the following uniform (unless more formal attire is required by the clinical site):

- Polo shirt, plain or with a Temple University/site specific logo or one given by the clinical site only.
- If warranted, sweatshirt or jacket with Temple University/site specific logo.
- Solid color, neat, khaki-style pants or shorts.

- Name tag, which must be worn to allow patients to differentiate between students and credentialed clinicians.
- Note: Some clinical sites may require specific branding to be worn due to contracts with sponsors (e.g., Nike logo rather than an Adidas logo).

For outdoor events, students should be prepared for inclement weather. Additional clothing is acceptable under the following conditions:

- Clothing is approved by the preceptor.
- Clothing does not contain vulgar, profane, or other inappropriate advertising (as determined by the preceptor). Please note that some collegiate sports will require specific branding to be worn on the sidelines.
- Student wears polo or sweatshirt underneath.

For some indoor competitions, students should be prepared to wear dress clothes. Dress must be functional and appropriate for the event. The clothing should meet the following guidelines:

- No spiked shoes or high heels over 2 inches.
- Skirt or dress length must be knee length or longer.
- No low-cut or see-through blouses.
- No clothing that exposes undergarments or midriffs.
- No long jewelry that may interfere with patient interaction.

Additional uniform guidelines:

- All shirts must be tucked-in at all times.
- All baggy or large pants/shorts must be worn with a belt.
- All shoes must be closed-toe and socks must be worn.
- Clothing must be neat, clean, and ironed.
- Shorts must end above the knee but longer than the fingertips when arm is at your side.
- No hats can be worn indoors.
- Students should wear a watch with a second-hand to assist with clinical skills (i.e., taking a pulse).
- Hair and nails must be neat and maintained in a manner to professionally fulfill clinical responsibilities.
- No body piercings to ears other than the ear lobe are permitted during clinical experiences, as per OSHA guidelines.
- Prohibited attire:
  - Tights, yoga pants, spandex
  - Tank tops or exposed cleavage
  - Jeans
  - Ripped or torn pants

### ***Cell Phone Use***

Cell phones are only to be used for emergencies during clinical experiences. Cell phones cannot be used for personal calls, texting, or internet usage unless approved by the preceptor. Such devices must be set to silent or vibrate during your internship. Please note- your preceptor may be using their cell phone during clinical hours; however, that does not automatically afford you the same opportunity.



### ***Electronic communication***

Athletic training students should not accept or request any interaction involving social media with any current or former patient or athlete, regardless of whether the athletic training student is directly responsible for patient care. Athletic training students are encouraged to keep all social media accounts private. Furthermore, it is unacceptable, and may violate state practice acts to interact through social media, text messaging or email with patients or athletes who are minors, regardless if they are currently involved in direct patient contact. Athletic training students should also refrain from sharing any materials related to patient diagnosis and care through social media, text messaging, or email. Any information disclosure is in violation of HIPAA and/or FERPA policies.

### ***Confidentiality***

Strict adherence to HIPAA and FERPA policies must be practiced at all times. Patient records are considered legal documents and cannot leave the designated clinical site. Any questions or concerns from anyone who does not need to medically know the information (e.g., coach, reporter, teammate), must be directed to the preceptor. Athletic training students may not discuss medical records with other student athletes or patients. Violation of confidentiality may result in disciplinary action and could be in direct violation of the NATA Code of Ethics, which could jeopardize the ability to practice as an athletic trainer. Athletic training students must submit a signed confidentiality form (Appendix G) to the Clinical Education Coordinator by the end of the first week of each semester.

Students must also complete a confidentiality training module annually. Information regarding the training will be sent in an email to each student. Students must submit the certificate of completion to the Clinical Education Coordinator within 2 weeks of the initial email being sent out.

### ***Social Media Policy***

Students must follow the policy of the clinical site concerning the use of social media and other internet activities during clinical hours. Any issues concerning appropriate use of social networking may be reflected in the professional, legal and/or ethical items and may jeopardize a student's abilities to successfully complete clinical education.

In the absence of a facility policy, students should default to the following statement:

*Any information that is posted by an individual on a social networking site is reflective of that individual. If the individual is identified as a Temple University and/or athletic training student, the posted information is then reflective of the institution, the department and possibly even the profession. As a result, please remember that you are responsible for what you post!*

*When participating in social networking during internships and upon completion, the student MUST comply with all clinical facility HIPAA policies. A violation of such policies may not only result in legal action against you, but may also result in failure of a clinical rotation. Absolutely no reference to patients, clinical sites, or clinical instructors is permitted, even if names are not given or you believe you have blinded the identifying information.*

### ***Relationships with Patients***

Athletic training students participating in intimate or social relationships (sustained or casual) with patients can lead to compromising situations for both patients and students. No athletic training student may engage in ANY relationship with a patient at a clinical site, regardless of whether the ATS is involved in direct patient care (this includes after clinical experience has ended). Relationships with patients can lead to immediate removal from a clinical site. If there is an existing conflict or a conflict arises, please contact the Clinical Coordinator immediately.

### ***Professional Relationships with Preceptors***

To ensure the best educational experience, athletic training students and preceptors must develop and maintain a professional relationship. Any issues with a clinical site or preceptor must be brought to the attention of the Clinical Education Coordinator immediately for remediation. Intimate relationships (casual or sustained) with a preceptor are not permitted. Any conduct deemed inappropriate may result in disciplinary action, including removal from the site. . If there is an existing conflict or a conflict arises, please contact the Clinical Coordinator immediately.

### ***Clinical Rotations in the Summer and/or During Winter Break (not associated with clinical immersion classes)***

Clinical hours during the summer and/or winter breaks are optional\* but must be with a preceptor at an affiliated site. The Clinical Education Coordinator must approve the request to complete clinical education hours during these time periods. Students are not required to attend pre-season practices and/or competitions prior to the first day of classes nor are they required to attend practices and/or competitions during winter break\*; however, these can be very valuable learning experiences and students are encouraged to speak with the Clinical Education Coordinator. Students who complete hours outside of the academic calendar must be enrolled in a course with associated clinical hours. Information about course registration and requirements can be obtained from the Program Director.

Due to insurance and liability purposes, clinical experiences outside of the academic calendar must be approved by the Clinical Education Coordinator. Students must make a request in writing, at least 4 weeks in advance, with signed approval from the preceptor. The request must include the dates, number of anticipated clinical hours, clinical assignment, and preceptor's name and signature. Please note that a request does not guarantee approval.

**\*exception- if you are enrolled in a course with a clinical component during these time periods**

### ***Evaluations***

#### **ATHT 5287, 5487, 5687, 5888, 5988:**

These clinical experiences continue to expand upon the didactic knowledge as well as to master the competencies and clinical integration proficiencies expected of an entry level athletic training student. These clinical hours are part of the course requirements for ATHT 5287, 5487, 5687, 5888 and 5988 and are directly supervised by BOC certified athletic trainers or other appropriately credentialed healthcare professional. Students are required to demonstrate competency in a variety of clinical skills. Students will be evaluated by the supervising

preceptor at the 5<sup>th</sup> week and at the conclusion of the semester for regular semester courses (i.e., 5287, 5487, 5687). During the clinical immersion and advanced clinical practice courses (i.e., 5888, 5988) the students will be evaluated by their supervising preceptor at the midway point of the clinical education experience. Students must also meet with the Clinical Education Coordinator at least once per semester. Emergency Cardiac Care certification must be current for the entirety of the experience.

### ***Evaluation Procedures***

Preceptors will provide informal and ongoing critiques or feedback to students regarding their performance. Formal evaluation of student performance will occur at the 5th week and at the conclusion of the semester for regular semester courses (i.e., 5287, 5487, 5687) and at the midway point for the clinical immersion and advanced clinical practice courses (i.e., 5888, 5988). Each clinical proficiency is graded using a Likert scale ranging from one (1) to five (5). Each score on the Likert scale corresponds to specific skills that the ATS must demonstrate to obtain that given score. A score of one reflects an inability to complete the skill whereas a score of two, three, four, or five reflects an ability to complete the skill at a below average, average, above average, and outstanding level, respectively. Successful completion of the clinical proficiencies includes the proper demonstration or instruction of a skill with a score of 3 or better from the preceptor.

The clinical proficiency evaluation forms for each level are provided to the ATSs on EValue. The ATS is responsible for maintaining and possessing these clinical proficiency evaluation forms on a regular basis. At the beginning of the clinical rotation, the preceptor and ATS will review and discuss the clinical proficiency evaluation forms to inform the preceptor about the clinical proficiency mastery accomplished by the student.

The clinical site and preceptor are evaluated anonymously by Athletic Training Students at the conclusion of the clinical experience. All forms are available on EValue. The ATS submits these evaluations via E-Value at the end of each clinical experience. At the conclusion of the academic year, the Program Director and the Clinical Education Coordinator provide the preceptor with general feedback, maintaining confidentiality, from the evaluation conducted by the ATSs. This feedback is provided to assist the preceptor in the improvement of the clinical site.

### ***Transportation***

Each Athletic Training Student is responsible for transportation to and from clinical sites throughout the entire ATP. This requires that each student has personal access to public transportation or a car. Any associated costs are the responsibility of the student. Sites vary from on-campus to 35 miles from campus for regular semester courses (i.e., 5287, 5487, 5687). Anything that is outside of this range can occur as agreed upon by the athletic training student and clinical education coordinator with approval from the program director. Immersive sites may be local or anywhere in the US, but student preference will be taken into account as much as possible. Athletic training students will not be placed outside of the traditional clinical range as stated above except where the student has requested. During the immersive clinical experience, the students must have access to either public transportation or a car.

### ***Transportation of an injured/ill patient***

An athletic training student cannot be the primary driver in the transportation of an injured or ill patient. Per accreditation standards, athletic training students cannot assist a patient when not in direct auditory and visual contact with a preceptor.

### ***Housing and Other Related Clinical Immersion Costs***

The MSAT program will offer as much information about each clinical site as is available; however, it is the student's responsibility to confirm housing, transportation and other needs that they may have during their internship.

### ***Use of Athletic Training Professional Terminology***

The field of athletic training is often misunderstood among other health care professionals. To help raise the level of awareness, athletic trainings students are asked to use appropriate terminology at all times.

#### *Professional terminology*

“Athletic training room or facility”  
“Athletic trainer”  
“Athletic training students”

#### *Incorrect terminology*

“Training room”  
“Trainer” or “ATC”  
“Student athletic trainers” or “Student trainers”

## **INTERNSHIP/VOLUNTEER POLICY**

Participation in internships or volunteer opportunities outside of the ATP violates state practice laws. Students **can not** complete internships or volunteer time as an athletic training student. This jeopardizes the program's accreditation status and may affect the student's ability to seek Board of Certification and state credentialing.

## **CLINICAL EXPERIENCE AND ACCOMMODATIONS**

Temple University is dedicated to full inclusion of students with a disability in all programs and services. The ATP maintains relationships with clinical sites that are accessible and works with clinical sites to arrange reasonable accommodations upon request. Anyone requiring clinical accommodations must contact Disability Resources and Services at: (215) 204-1280 in 100 Ritter Annex (Main Campus).  
Process for requesting accommodations:

1. Student notifies Clinical Education Coordinator of the need for access or accommodations at clinical sites and obtains an Access/Accommodations in Clinical Experience form (Appendix G).
2. Student meets with Disability Resources and Services (DRS) staff to discuss access needs and appropriate accommodations for clinical placement.
3. DRS staff member determines reasonable accommodations, consulting with the ATP as needed, and generates a Clinical Accommodation Letter.
4. DRS staff member sends the accommodation letter to the student and Clinical Education Coordinator.
5. Clinical Education Coordinator communicates accommodations to student's preceptor, who works with Clinical Education Coordinator to make arrangements for access/accommodations.

## TECHNICAL STANDARDS

### GUIDELINES TO TECHNICAL STANDARDS

#### **History and Rationale:**

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

Under the Americans with Disabilities Act, Title II and Title III are applicable to students with disabilities and their requests for accommodations. Title II covers state colleges and universities. Title III pertains to private educational institutions; it prohibits discrimination based on disability in places of “public accommodation,” including undergraduate and postgraduate schools.

Given the intent of Section 504 and the ADA, the development of standards of practice for a profession, and the establishment of essential requirements to the student's program of study, or directly related to licensing requirements, is allowable under these laws. In applying Section 504 regulations, which require individuals to meet the “academic and technical standards for admission,” the Supreme Court has stated that physical qualifications could lawfully be considered “technical standard(s) for admission.”

Institutions may not, however, exclude an “otherwise qualified” applicant or student merely because of a disability, if the institution can reasonably modify its program or facilities to accommodate the applicant or student with a disability. However, an institution need not provide accommodations or modify its program of study or facilities such that (a) would “fundamentally alter” and/or (b) place an “undue burden on” the educational program or academic requirements and technical standards which are essential to the program of study.

#### **Use of the Guidelines:**

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

#### **Technical Standards:**

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

## **TEMPLE UNIVERSITY ATP TECHNICAL STANDARDS FOR ADMISSION**

The ATP at Temple University is a rigorous and intense program that places specific requirements and demands on the students enrolled in the program. An objective of this program is to prepare graduates to enter a variety of employment settings and to render care to a wide spectrum of individuals engaged in physical activity. The technical standards set forth by the ATP establish the essential qualities considered necessary for students admitted to this program to achieve the knowledge, skills, and competencies of an entry-level athletic trainer, as well as meet the expectations of the program's accrediting agency (Commission on Accreditation of Athletic Training Education [CAATE]). The following abilities and expectations must be met by all students admitted to the ATP. In the event a student is unable to fulfill these technical standards, with or without reasonable accommodation, the student will not be admitted into the program.

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

Candidates for selection to the Athletic Training Program must demonstrate:

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

**Students enrolled in the ATP will be required to verify they understand and meet these technical standards or that they believe that, with certain accommodations, they can meet the standards.**

The **Temple University Disability Resources and Services Department** will evaluate a student who states he/she could meet the program's technical standards with reasonable accommodation and confirm that the stated condition qualifies as a disability under applicable laws.

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

Please see Appendix I for completion of form.

## **HEALTH REQUIREMENTS**

Temple University's College of Public Health and CAATE requires all students enrolled in the ATP to complete a physical examination (Appendix J) by a MD/DO/NP/PA to verify that the student is able to meet the physical and mental requirements, with or without reasonable accommodation, of an athletic trainer. These are used in part to demonstrate that the student is able to meet the technical standards adopted by the ATP, and to provide proof of immunizations (Appendix K). Students who do not have these on file will not be allowed to begin clinical experience. The cost of the physical examination and the Hepatitis B vaccination are the student's responsibility. Students are required to have the PPD test performed at the Student Health Center on an annual basis.

The Technical Standards form containing the signature of the ATS documenting acknowledgement of this requirement is maintained by the Program Director of the ATP. All records are kept confidential and will not be released without the student's permission or court order.

## **BLOOD BORNE PATHOGEN POLICY**

All students will participate in a yearly workshop or on-line refresher course on blood borne pathogens. Students must provide documentation to the program by the end of the first week of each semester that their training is current. This documentation of participation will be kept in the student's file. The following guidelines will be used to protect the caregiver and minimize the risk of transmission of blood borne pathogens before, during and after events:

### **Pre-event preparation:**

1. Any existing healing wounds, abrasions or cuts that may be present on the caregiver should be covered adequately to prevent transmission to or from an athlete.
2. Any existing healing wounds, abrasions or cuts that may be present on an athlete should be covered with adequate dressing that will withstand the competition that he/she is involved in.

### **Bleeding during an event:**

1. Early recognition of a bleeding athlete is the responsibility of officials, student athletes, coaches, and medical personnel. The student athlete should always be responsible to report bleeding to medical personnel.



2. The bleeding athlete must be removed as soon as possible. Return to play will be decided by appropriate medical staff.
3. Latex gloves or non-latex gloves (if allergic) must be worn with ANY direct contact with blood or any blood-filled items. Gloves MUST be changed after each individual athlete and hands thoroughly washed with warm water and soap.
4. Any saturated uniform must be removed and replaced. A uniform that is not saturated may be cleaned with an approved substance that will decontaminate the uniform (i.e. diluted bleach, medic kleen, blood buster).
  - a. Contaminated laundry must be handled wearing gloves. All contaminated laundry must be bagged in order to prevent seepage and washed separately in hot water (at least 71 Celsius/159.8 degrees Fahrenheit for 25 minutes).
  - b. Use a disinfectant that will inactivate the virus to decontaminate the area (Sani-Cloth Plus, Sani-Cloth HB, Simple Green D or Envirocide).
  - c. Dispose of any bloody materials into labeled biohazard containers. Dispose of any sharps into labeled leak proof and puncture-resistant containers. Biohazard Containers used during events must be checked upon completion of the contest. Make sure that container has been emptied if material is present (old bag removed and new bag in its place) and do not allow people to throw non-biohazard material into container (i.e., cups, popcorn bags, etc.).

**Exposure control:**

1. Wash with soap and large quantities of hot water.
2. Students should contact their supervising athletic trainer first and then health services.
3. The source material should try to be obtained and, if possible, tested for the presence of HIV and HBV.
4. Students have the option of having blood drawn and tested as soon as possible.
5. Most infections take place within 6 to 12 weeks. The test should be repeated at 6 weeks, 12 weeks and at 6 months. Students are reminded to take proper precautions towards the possible transmission to others.
6. Counseling will be made available.

**BLOOD BORNE PATHOGEN TRAINING**

Athletic Training students are required to complete Bloodborne Pathogen Training certification annually. An online link for second year students will be sent at the start of the fall semester and students must complete the module prior to starting at the assigned clinical site. Appendix L (i.e., acknowledgment of the BBP policy) must be signed and submitted to the Program Director.

## **UNIVERSAL PRECAUTIONS**

According to the concept of Universal Precautions, all human blood components, products made from human blood, and certain other materials are treated and handled as if known to be infectious for HIV (the virus that causes AIDS), HBV (hepatitis B), and other blood-borne pathogens. The following body fluids should be treated under the Universal Precautions guidelines:

- Amniotic Fluid
- Cerebrospinal Fluid
- Pericardial Fluid
- Peritoneal Fluid
- Pleural Fluid
- Semen
- Synovial Fluid
- Vaginal Secretions
- Any body fluid that is visibly contaminated with blood
- All body fluids in situations where it is difficult or impossible to differentiate between body fluids.

The following guidelines, or work practice controls, are recommended for Athletic Training Students at Temple University:

- All Athletic Training Students must wash their hands and any other skin with soap and water, or flush mucous membranes with water immediately or as soon as possible following contact of such body areas with blood or other potentially infectious materials. This shall be done immediately following the removal of latex gloves or other personal protective equipment.
- Eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses are prohibited in work areas where there is reasonable likelihood of occupational exposure.
- Food and drink shall not be kept in refrigerators, freezers, shelves, cabinets, or on countertops or bench tops where blood or other potentially infectious materials are present.
- All procedures involving blood or other potentially infectious materials shall be performed in such a manner as to minimize splashing, spraying, spattering, and generation of droplets of these substances.
- Mouth pipetting/suctioning of blood or other potentially infectious materials is prohibited.
- Resuscitation devices including mouthpieces or resuscitation bags shall be available for use in areas where the need for resuscitation is predictable.
- Equipment, which may become contaminated with blood or other potentially infectious materials, shall be examined prior to servicing or shipping and shall be decontaminated as necessary unless decontamination is not feasible. It must be properly labeled and information conveyed to all affected people, so precautions can be taken.

## **COMMUNICABLE DISEASES POLICY**

The purpose of the Temple University ATP Communicable Disease Policy is to protect the health and safety of the students enrolled in the ATP. It is designed to provide students, clinical instructors, and faculty with a plan to assist in the management of students with infectious

diseases as defined by the Centers for Disease Control and Prevention (CDC). This policy was developed using the recommendations established by the CDC for health care workers ([www.cdc.gov](http://www.cdc.gov)).

### What are Communicable Diseases?

A communicable disease is a disease that can be transmitted from one person to another. There are four main types of transmission including direct physical contact, air (through a cough, sneeze, or other particle inhaled), a vehicle (ingested or injected), and a vector (via animals or insects).

### Communicable Diseases Cited by the CDC:

Bloodborne Pathogens	Conjunctivitis	Cytomegalovirus infections
Diarrheal diseases	Diphtheria	Enteroviral infections
Hepatitis viruses	Herpes simplex	Human immunodeficiency virus (HIV)
Measles	Meningococcal infections	Mumps
Pediculosis	Pertussis	Rubella
Scabies	Streptococcal infection	Tuberculosis
Varicella	Zoster	Viral respiratory infections

### Guidelines for Prevention of Exposure and Infection

1. Athletic Training Students (ATs) must successfully complete annual Bloodborne Pathogens training.
2. ATs are required to use proper hand washing techniques and practice good hygiene at all times.
3. Students are required to use Universal Precautions at all times when functioning as an AT in the ATP. This applies to all clinical sites and affiliate sites.
4. ATs are not to provide patient care if they have active signs or symptoms of a communicable disease.

### Guidelines for Managing Potential Infection

1. A student who has been exposed to a potential infection before, during, or after a clinical experience should report that exposure to their preceptor **immediately**.
2. Any student, who demonstrates signs or symptoms of infection or disease that may place patients at risk, should report that potential infection or disease **immediately** to the TU Student Health Center.
3. The student is responsible for keeping the ATP Clinical Education Coordinator informed of his/her conditions that require extended care and/or missed class/clinical time. ATs may be required to provide written documentation from a physician to return to class and/or clinical site.

4. If a student feels ill enough to miss ANY class that student should notify the appropriate instructor **immediately**.
5. If a student feels ill enough to miss ANY clinical experience that student should notify the ATP Clinical Education Coordinator and preceptor **immediately** via email.

Appendix M (i.e., acknowledgment of the CDP) must be signed and submitted to the Program Director.

### **LIABILITY INSURANCE**

Athletic Trainers are not immune to litigation. If the ATS adheres to the Guidelines as set forth in this manual and those particular to their own clinical site assignment and does not attempt to perform duties outside the scope of their limitations, the chances of litigation are greatly reduced. The following guidelines should be adhered to at all times:

1. Consider everyone you see, talk to or touch as a potential plaintiff.
2. Adhere to the Family Educational Rights and Privacy Act of 1974 (also known as “the Buckley Amendment”) and HIPAA which deal with releasing confidential information. A written release from the student athlete must be signed before releasing any information.
3. Know the limits of your competence and responsibilities. Do not perform duties that you have not learned in the didactic setting.
4. Be attentive and develop good evaluative skills.
5. Maintain a good rapport and open communication with your athletes, clinical supervisor, administrators and faculty.
6. Maintain good records and documentation of athletic injuries.
7. Know the State of Pennsylvania Laws and Rules governing the practice of Athletic Training.
8. Maintain a good rapport with the team physicians. Athletic Trainers function under the guidance and direction of the Team Physicians.

ATS are only covered by a Temple University policy during an approved and assigned clinical experience. Students are encouraged to purchase their own liability insurance.

### **ATP STUDENT WORK POLICY**

Students are encouraged not to hold outside jobs while completing clinical experiences as athletic training students. Simultaneously working as an athletic training student and holding an outside job may interfere with the student’s study time and adversely affect his/her performance in the class and athletic training room. In addition, students may not substitute for staff athletic trainers in either their responsibilities or duties.

Students who hold outside jobs must not let their jobs interfere with didactic and clinical obligations. Remember, a student’s responsibilities in the ATP don’t always run on a strict schedule and are subject to change on short notice.

## **SEXUAL HARASSMENT GUIDELINES**

Sexual harassment includes, but is not limited to, physical or verbal abuse of a sexual nature including graphic commentaries about an individual's body, sexually degrading remarks used to describe an individual, or unwelcome propositions and physical advances of a sexual nature. Sexual harassment also includes the threat or insinuation that sexual submission or the lack thereof will be used as a basis for employment or education decisions affecting or interfering with an individual's salary, academic standing or other conditions of employment, academic, or career development. Sexual harassment of or by any administrator, faculty member, employee, or student is prohibited. A violation of the student sexual harassment guidelines shall constitute grounds for disciplinary action up to and including dismissal/expulsion from the University. The University reaffirms its commitment to the concept of nondiscrimination and to providing an educational forum and work environment free of sexual harassment.

The University student sexual harassment policy provides for an informal and formal grievance procedure. Students who feel they have been sexually harassed or need information about the Temple University Sexual Harassment Guidelines should contact any Equal Opportunity Ombudsperson (Refer to the Temple University Policy on Sexual Harassment 04.82.01).

The Athletic Training Education Program (ATP) has adopted the Temple University Sexual Harassment Guidelines. The following list contains explanations of inappropriate behavior that may be construed as sexual harassment.

- ◆ Engaging in conduct with an athlete or patient that is sexual, or may reasonably be interpreted as sexual, is inappropriate behavior and is grounds for immediate dismissal from the ATP.
- ◆ Verbal remarks or comments that are seductive or sexually demeaning to an athlete or patient is inappropriate behavior and is grounds for immediate dismissal from the ATP.
- ◆ Engaging in sexual exploitation of an athlete or patient is inappropriate behavior and is grounds for immediate dismissal from the ATP.

## **ALCOHOL, DRUGS, TOBACCO, AND GAMBLING GUIDELINES**

The use of alcohol, drugs, and tobacco or gambling while working as an Athletic Training Student is strictly prohibited. If an ATS is suspected of being under the influence of alcohol, drugs, and/or tobacco or gambling, they will be dismissed from their responsibilities for the day and they will be subject to disciplinary measures. If there is a second offense, the ATS will be referred to the Temple University Counseling Center and removed from the clinical education component of the ATP. When the ATS demonstrates the initiation and continuation of counseling, they may be reinstated into the clinical component of the ATP. A third offense will constitute grounds for permanent dismissal from the ATP.

The Program Director and Department of Athletics have the discretion to require that the Athletic Training Students be held to the same athletic Drug Testing Guidelines for athletes while working in the Athletic Department at Temple University and other clinical sites.

## **ILLEGAL & PROHIBITED ACTIVITIES NOT OTHERWISE STATED**

Athletic Training Students who participate in and/or are caught in other illegal activities either as an Athletic Training Student or in the case of a felony outside of their athletic training duties, may be dismissed from the ATP at the discretion of the Program Director and Clinical Education Coordinator.

Students who have a felony or misdemeanor conviction, including drug and alcohol related offenses, must report a written explanation to the Board of Certification to determine eligibility to take the BOC Certification Exam. For detailed and updated instructions, please see the Board of Certification Candidate Handbook found at [www.bocatc.org](http://www.bocatc.org). There is a possibility that certain convictions will prevent a student from completing clinical experiences in some settings. Students with such offenses may be referred to student advising for assistance in exploring alternative academic options.

Violation of the program's policies or the university's policies, including the Student Conduct Code, depending on the severity of a violation, can result in being removed from a site with no warning or probation.

## **STUDYING ABROAD/EXTENDED ABSENCE GUIDELINES**

Athletic Training Students are not prohibited from studying abroad, nor will students be expelled from the program due to extenuating circumstances resulting in a prolonged absence. However, students will be advised that these situations will prolong their education process. The courses in the Athletic Training major are designed to be taken in sequence to maximize student learning. The student must complete the major in sequence; therefore, upon returning to the program the student must re-enter in the proper sequence. The education process may be prolonged for one to two additional years.

## **APPROXIMATE COSTS FOR THE PROGRAM**

**\* All costs subject to change**

- Name Tags: \$5-10
- Immunizations: Price varies by health insurance and physician office, required prior to starting clinical experience
- Annual PPD tests: Approximately \$5 at Student Health Center
- Emergency Cardiac Care certification: Price varies, discounted renewal classes (\$20) will be offered annually by the ATP
- Fingerprinting (annually): \$22.60
- CastleBranch Account, including Act 34: Criminal Record Check (annually): \$102.75 initial year, \$59.75 for renewal
- Act 151: Child Abuse History Clearance (annually): \$13
- Transportation (e.g., car, subway, train): Price varies, students are encouraged to explore the SEPTA University Pass Program for discounted monthly transit passes
  
- NATA Annual Dues \$50.00 - 115.00/year (not mandatory but highly encouraged for networking, discounted test rates, and scholarship opportunities)  
<http://www.nata.org/dues/dues-structure>

- Liability Insurance (highly suggested): Students enrolled in clinical courses are covered by the University's liability insurance. Students are encouraged to carry their own policy-price varies.
- Uniform: No specific uniform, but students must wear proper clinical attire for laboratory classes and clinical education. Price will vary.
- Textbooks: Prices vary throughout the program; however, the program has adopted the Human Kinetics Athletic Training e-textbook suite for discounted rates for students.

## **MEMBERSHIP IN PROFESSIONAL ORGANIZATIONS**

Membership in professional organizations can build professional networks and help advocate for the advancement of the profession. Membership also affords benefits for students and certified athletic trainers (e.g., discounted events) and is also a prerequisite for some scholarships. Athletic Training Students are required to apply for student membership in the NATA no later than the first fall in the program.

### ***Pennsylvania Athletic Trainers' Society***

Students are strongly encouraged to become active members of the PATS. Founded in 1984, one of the functions of this society is to advance the athletic training profession in the state of Pennsylvania. In addition to publishing a newsletter, a clinical symposium is sponsored annually by PATS. Students who live in Pennsylvania and become members of the NATA will automatically become a member of PATS. See [www.gopats.org](http://www.gopats.org) for more information.

### ***Athletic Training Society of New Jersey***

Students who live in New Jersey will become member of the ATSNJ once NATA membership is obtained. See [www.atsnj.org](http://www.atsnj.org) for more information.

### ***National Athletic Trainers' Association***

Annual dues include membership in the national organization, as well as District II (EATA). For more information about the NATA refer to their website at [www.nata.org](http://www.nata.org).

### **Eligibility for NATA Membership**

No individual is eligible to apply for membership unless in compliance with all NATA rules and standards. NATA may deny, cancel, or otherwise act upon membership where the individual is not in compliance with the following NATA rules and standards:

1. The individual must truthfully complete and sign the application form provided by NATA and shall provide additional information as requested. The individual must notify NATA of any change in address, telephone number, and any other facts bearing eligibility or membership within 30 days of such occurrence.
2. An individual convicted of a felony directly related to public health or athletic care or education shall be ineligible to apply for membership for a period of one year from the exhaustion of appeals, completion of sentence, or completion of parole, whichever is later. Convictions of this nature include but are not limited to felonies involving: rape; sexual abuse of an athlete or child; actual or threatened use of a weapon or violence; the prohibited sale or distribution of a controlled substance, or its possession with the intent

to distribute; or use of position of the athletic trainer improperly to influence or attempt to influence the outcome or score of an athletic event or in connection with any gambling activity.

## **BOC CERTIFICATION EXAMINATION**

Students currently enrolled in the ATP may apply to take the BOC Certification Examination provided that they have satisfied all necessary components, as described by the BOC. For current information, please see the BOC Candidate handbook found at [www.bocatc.org](http://www.bocatc.org).

Application to sit for the certification examination, examination schedule, and a list of fees can be obtained from the Program Director. ***The Program Director is the only individual authorized to sign-off on the Program Director section of the application.***

**It is not required to be a member of the NATA to take the exam. However, the registration fee is significantly lower for members.**

### ***REGISTRATION/ LICENSURE***

Many states now have credentialing of athletic trainers. Each state has different requirements to qualify. Athletic training students will meet the qualifications for Pennsylvania licensure upon graduation from Temple and for sitting for the BOC exam, but must apply for this on his or her own. Check on the accreditation requirements for the states you may want to work in prior to beginning your career.

For individuals who will seek licensure, they should consult the following resources:

<http://members.nata.org/gov/state/regulatory-boards/map.cfm>



## NATA CODE OF ETHICS

### PREAMBLE

The NATA 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.

**APPENDIX A  
TEMPLE UNIVERSITY**

**Athletic Training Program  
ATP Guidelines Manual Acknowledgement**

I, \_\_\_\_\_, have read and understand the Athletic Training Program/ Department of Athletic Training Guidelines Manual. I agree to abide by all of the guidelines stated therein during my matriculation through the Athletic Training Program. If I fail to adhere to guidelines set forth in this manual, I am aware that I may be disciplined in accordance with the College of Public Health and Temple University policies.

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

\_\_\_\_\_  
Date

Please return this form to the Program Director. Students who do not submit this form to the Program Director will be removed from their clinical education setting until the signed form is submitted.

## APPENDIX B ATP Advisor Checklist

NAME: \_\_\_\_\_

TEMPLE ID#: \_\_\_\_\_

I understand that the role of an Academic Advisor is to advise me on such matters as course offerings and graduation requirements, but I am solely responsible for ensuring that I have taken all courses and complete all other requirements necessary to the completion of a Temple University degree. I further understand that it is my responsibility to read the University Bulletin, which contains all rules and requirements pertaining to the completion of a Temple University degree.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Advisor's Signature

\_\_\_\_\_  
Date

**The Student has been advised of the following requirements and has initialed each item in acknowledgement as it is explained by the Advisor:**

\_\_\_\_\_ I am aware that I must meet the health requirements of the Athletic Training Program.

\_\_\_\_\_ I am aware that I must meet the technical standards of the Athletic Training Program.

\_\_\_\_\_ I am aware that I must meet the retention criteria to remain in the Athletic Training Program.

\_\_\_\_\_ I am aware that all Athletic Training Major courses must be completed at Temple University.

\_\_\_\_\_ I am aware that all Athletic Training Major courses must be taken in the proper sequence. Failure to meet a pre-requisite for a course means ineligibility to the take course. Ultimately, this will delay the time to graduation due to the lock-step progression of the program.

\_\_\_\_\_ I am aware that I must complete various clinical experiences to be eligible for graduation and that I must have reliable transportation for at least 3 semesters.

\_\_\_\_\_ I am aware that I must apply for Graduation during my last semester.

\_\_\_\_\_ I am aware that it is my responsibility to initiate the scheduling of the BOC examination and state licensure paperwork.

**APPENDIX C**

**PROFESSIONAL DEVELOPMENT UNIT  
CATEGORIES,  
VERIFICATION FORM,  
AND  
YEARLY WORKSHEET**

**Temple University Athletic Training Program**  
**Professional Development Unit (PDU) – Categories**

**Category A (maximum of 12 PDUs/semester)**

Professional Conferences/Seminars/Workshops

**(Units obtained will be equal to the BOC CEUs obtained for certified AT's – 1.0 PDU/hour)**

- Attending NATA, ACSM, NSCA National Conventions
- Attending EATA Symposium
- Attending PATS, PATS Student Symposium, ATSNJ Symposium
- Attending other (must be pre-approved in writing by Program Director) athletic training related conferences/seminars, etc.
- Completing modules in the NATA Professional Development Center

**Category B (maximum of 1.5 PDUs/semester)**

Athletic Training (or related) Association Involvement

- Member of NATA **(.5 PDU/semester of paid dues)**, ACSM **(1 PDU)**, NSCA **(1 PDU)**
  - Must show proof of current membership – paid dues for entire year.

**Category C (maximum of 12 PDUs/semester)**

- Case study accepted for presentation (poster or other) and/or publication (JAT, ATT, etc) at an NATA, EATA, PATS, ATSNJ and/or “other” athletic training related conference. **(10 PDUs)**
- Participant in a research study. (One PDU/hour.)
- Research assistant with approved study. (PDUs determined by PI.)
- IRB Certification. **(3 PDUs)**
- Attendance at doctoral/masters’ proposals and defenses. (PDUs determined by PD/CEC/faculty.)

**Category D (maximum of 5 PDUs/year)**

Other - **must** be approved in writing by the Program Director **prior to the activity**

**Temple University Athletic Training Program  
Professional Development Unit (PDU) - Verification Form**

ATS Name: \_\_\_\_\_ Graduation Year: \_\_\_\_\_

Name of Activity: \_\_\_\_\_ Date(s) of Activity: \_\_\_\_\_

Description of Activity (*\*include all necessary information and proof of completion relating to PDUs requested, hours spent, etc.\**):

PDUs Requested:

Category (circle):    A        B        C        D

\_\_\_\_\_  
ATS Signature

\_\_\_\_\_  
Date

*\*submit to current Preceptor or appropriate staff AT for approval*

-----

**APPROVED:**

\_\_\_\_\_  
Preceptor or Appropriate Staff AT Signature

\_\_\_\_\_  
Date

Once approved and verified by the appropriate AT, please return to the Program Director along with appropriate activity documentation and/or verification, **within 3 months of activity date(s)**.

\_\_\_\_\_  
Program Director Signature

\_\_\_\_\_  
Date

PDUs Obtained:

<b>Temple University</b>			
<b>Professional Development Unit (PDU) - Semesterly PDU's Obtained</b>			
ATS Name:	Semester/Year:		
<b>Category A - Professional Conferences/Seminars/Workshops (1 PDU/hour) - Maximum of 12 PDUs</b>			
Date(s)	Name of Conference	# of BOC CEU's Provided	# of PDU's Obtained
<b>Category B - Athletic Training (or related) Association Involvement - Maximum of 2.5 PDUs</b>			
Date(s)	Name of Association	Description of Involvement	# of PDU's Obtained
<b>Category C - Research (1 PDU/hour) - Maximum of 20 PDUs (1 PDU/hour) - Maximum of 12 PDUs</b>			
Date(s)	Description of Activity	# of Hours Spent	# of PDU's Obtained
<b>Category D - Other (must be approved by Clinical Coordinator or AT Program Director <i>prior</i> to activity) - Maximum of 5 PDUs</b>			
Date(s)	Description of Activity	# of Hours Spent	# of PDU's Obtained
Total of 12.5 PDU's Required Each Semester		<b>Total # of PDUs Obtained</b>	USD0
Signed:		Date:	



APPENDIX D

**Initial Clinical Experience Preparation Checklist**

**Student Name:** \_\_\_\_\_ **TUID #** \_\_\_\_\_

**I. Prerequisite Coursework Completed:**

- ATHT 5142  ATHT 5143

**II. Required Pre-Documentation (to be completed/submitted via CastleBranch.com):**

- Child Abuse Clearance-*see info below* (completed within previous year)
- Criminal Background Check- *see info below* (completed within previous year)
- Fingerprint Scan - *see info below* (completed within previous year)
- Current Health Care Provider CPR certification- *see info below*

*Notes:* \_\_\_\_\_

**III. CPH Health Screening Requirements Completed (to be completed via CastleBranch.com):**

- Bloodwork completed with documented titers/antibodies for measles, mumps, rubella, varicella and Hep B (YOU MUST upload the lab reports, along with Temple summary forms)
- Physicians’ physical completed within previous year
- Current Tetanus/Diphtheria booster
- TB Test (while there is a TB test shortage, you may get this from your primary care physician)

*ALL DOCUMENTATION MUST BE PROVIDED ON TEMPLE PROVIDED FORMS AVAILABLE ON CANVAS*

**HOW TO ORDER CLEARANCES:**

**Temple has contracted with an outside organization to make the clearance process more efficient.**

**The Athletic Training Initial Package costs \$102.75 and includes:** Healthcare Fraud and Abuse scan, Sexual Offender Index, Residency History, Criminal Background Check-PA, PA Child Abuse Clearance, and PA Fingerprint. There is a separate fee of \$13 for the Child Abuse Clearance and \$22.60 for the Fingerprint Scan. The CastleBranch Portfolio will also assure compliance with the Health Immunization requirements.

Please note: You must print the Child Abuse Clearance form from this website and MAIL it in on your own with a MONEY ORDER. When you receive the returned clearance, upload it onto CastleBranch.

Emergency Cardiac Care Certification can be any of the following providers/courses: American Heart Association (ACLS, BLS Care Provider), American Red Cross (CPR/AED for Professional Rescuer), American Safety and Health Institute (CPR for Professionals), Emergency Care and Safety Institute (Healthcare Provider CPR), or National Safety Council (Basic Life Support for Healthcare and Professional Rescuer).

[www.CastleBranch.com](http://www.CastleBranch.com)

Click on “Place Order”

In Package Code Box, type “TF34”

Select Method of Payment (Visa, Mastercard, and money order)

If you experience problems, contact organization at 888.914.7279

# **Renewal Clinical Experience Preparation Checklist**

**Student Name:** \_\_\_\_\_ **TUID #** \_\_\_\_\_

## **I. Enrollment for the Fall Semester**

- ATHT 5287  ATHT 5687

## **II. Required Pre-Documentation (to be completed/submitted via CastleBranch.com):**

- Child Abuse Clearance-*see info below* (completed within previous year)
- Criminal Background Check- *see info below* (completed within previous year)
- Fingerprint Scan - *see info below* (completed within previous year)
- Current Health Care Provider CPR certification- *see info below*

**Notes:** \_\_\_\_\_

## **III. CPH Health Screening Requirements Completed (to be completed via CastleBranch.com):**

- Bloodwork completed with documented titers/antibodies for measles, mumps, rubella, varicella and Hep B (YOU MUST upload the lab reports, along with Temple summary forms)
- Physicians' physical completed within previous year
- Current Tetanus/Diphtheria booster
- TB Test (while there is a TB test shortage, you may get this from your primary care physician)

*ALL DOCUMENTATION MUST BE PROVIDED ON TEMPLE PROVIDED FORMS  
AVAILABLE ON CANVAS*

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### **HOW TO ORDER CLEARANCES:**

**Temple has contracted with an outside organization to make the clearance process more efficient.**

**The Athletic Training Renewal Package costs \$59.75 and includes:** Healthcare Fraud and Abuse scan, Sexual Offender Index, Residency History, Criminal Background Check-PA, PA Child Abuse Clearance, and PA Fingerprint. There is a separate fee of \$13 for the Child Abuse Clearance and \$22.60 for the Fingerprint Scan. The Castle Branch Portfolio will also assure compliance with the Health Immunization requirements.

Please note: You must print the Child Abuse Clearance form from this website and MAIL it in on your own with a MONEY ORDER. When you receive the returned clearance, upload it onto CastleBranch.

Emergency Cardiac Care Certification can be any of the following providers/courses: American Heart Association (ACLS, BLS Care Provider), American Red Cross (CPR/AED for Professional Rescuer), American Safety and Health Institute (CPR for Professionals), Emergency Care and Safety Institute (Healthcare Provider CPR), or National Safety Council (Basic Life Support for Healthcare and Professional Rescuer).

[www.CastleBranch.com](http://www.CastleBranch.com)

Click on "Place Order"

In Package Code Box, type "TF34r"

Select Method of Payment (Visa, Mastercard, and money order)

If you experience problems, contact organization at 888.914.7279

**APPENDIX E  
DISCIPLINE NOTIFICATION LETTER**



**College of Public Health**

Dear \_\_\_\_\_ :

**Discipline Notification**

This is to inform you of a violation committed as an athletic training student. The following is for your information.

- **Unexcused absence or tardy**
  - 1<sup>st</sup> Offense – Meet with preceptor
  - 2<sup>nd</sup> Offense – Meeting with preceptor, Clinical Education Coordinator
  - 3<sup>rd</sup> Offense – Meeting with preceptor, Clinical Education Coordinator and Director of Athletic Training Education; \*possible suspension of athletic training clinical hours and failure of clinical course
  
- **Dress code violation**
  - 1<sup>st</sup> Offense – Warning and may necessitate returning home to change
  - 2<sup>nd</sup> Offense – Sent home, meeting with preceptor and Clinical Education Coordinator
  - 3<sup>rd</sup> Offense – Meeting with preceptor, Clinical Education Coordinator and Director of Athletic Training Education; \*possible suspension of athletic training clinical hours and failure of clinical course
  
- **Poor Clinical Evaluations**
  - 1<sup>st</sup> Offense – Meeting with preceptor and Clinical Education Coordinator and creation of improvement plan with specific goals and objectives.
  - 2<sup>nd</sup> Offense – Formal meeting with preceptor, Clinical Education Coordinator and Program Director, \*possible failure of course to which the clinical hours are attached
  
- **Failure to follow NATA code of ethics**
  - Dismissal from program

□ **Other (Please describe action completely):**

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\*Will delay graduation

**Comments to student:**

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**Comments by student:**

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\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of ATP Program Director      Date

\_\_\_\_\_

\_\_\_\_\_  
Signature of Clinical Education Coordinator

\_\_\_\_\_  
Date

A copy of this notification will be placed in the student's file

## APPENDIX F

### Statement of Confidentiality, HIPAA Minimum Necessary Consent and Responsibility

I understand and agree to comply with the terms of the Student Affiliation Agreement, as amended from time to time (the “Agreement”), by and between [REDACTED] (“Affiliate”) and **Temple University – Of The Commonwealth System of Higher Education** (“University”) to receive training and experience in the Athletic Training Program (the “Program”).

As consideration for allowing me to participate in the Program at Affiliate, I understand that my role as a participant in the Program is contingent upon compliance with all policies and rules of Affiliate. In addition, I understand that I am required to keep confidential patient protected health information. I recognize and acknowledge that during the course of my participation in the Program, I may become aware of such private and confidential information and that I have access to such information as part of the Program and for educational and training purposes only. I agree to keep this information confidential forever and not to use or disclose it to others, including all members of Affiliate’s workforce, and its entities, patients and family members, unless there is a need to know and I am otherwise authorized by: (a) Affiliate; (b) Affiliate’s policies and procedures; (c) the patient (for that patient’s specific information); or (d) where appropriate, as required by law. I understand that I must comply with Affiliate’s policies and procedures, including but not limited to those regarding protected health information under HIPAA laws and regulations and I acknowledge that I have been trained in the appropriate uses and [REDACTED] of protected health information as they relate to my specific role as a participant in the Program.

The undersigned, intending to be legally bound, has reviewed this Statement of Confidentiality, HIPAA Minimum Necessary Consent and Responsibility, and agrees to abide by same.

Student Name: \_\_\_\_\_

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

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

**APPENDIX G**  
**Access/Accommodations in Clinical Experience Form**

**STUDENT INFORMATION**

Student name: \_\_\_\_\_

TUID: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email: \_\_\_\_\_

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

**CLINICAL/FIELD EDUCATION OFFICE INFORMATION**

Name of Clinical/Field Adviser: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email: \_\_\_\_\_

Clinical/Field Course Name and Number: \_\_\_\_\_

\_\_\_\_\_

Clinical/Field Site (if known): \_\_\_\_\_

**DISABILITY RESOURCES AND SERVICE INFORMATION**

Date form received: \_\_\_\_\_

DRS Coordinator: \_\_\_\_\_

Access/Accommodations for clinical/field placement: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I have reviewed this form and confirm that I do not need special accommodations.

Name:

Signature & Date:

**APPENDIX H**  
**Technical Standards Acknowledgement Form**

**Candidates for selection to the athletic training educational program will be required to verify they understand and meet these technical standards or that they believe that, with certain accommodations, they can meet the standards. Note- you should only sign one of the lines below. Please read carefully.**

The **Temple University Disability Resources and Services Department** will evaluate a student who states he/she could meet the program's technical standards with accommodation and confirm that the stated condition qualifies as a disability under applicable laws.

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

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

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Alternative statement for students requesting accommodations.

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

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

# APPENDIX I



**Student Health Services**  
 Student Faculty Center, Lower Basement Rm.43  
 3340 North Broad Street  
 Philadelphia, PA 19140

**FALL 2021**  
 Phone: (215) 707-4088  
 Fax: (215) 707-2708  
 Web: <https://studenthealth.temple.edu/>

## PHYSICAL FORM

**(CIRCLE NAME OF SCHOOL)**

**DENTAL**                      **COLLEGE OF PUBLIC HEALTH:** \_\_\_\_\_  
(Name of Department)

**MEDICINE                      PHARMACY                      PHYSICIAN ASSISTANT                      PODIATRY**

NAME: \_\_\_\_\_  
LAST FIRST

TU ID#: \_\_\_\_\_

DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_

**TO THE EXAMINING HEALTHCARE PROVIDER: Please review the student's health data and complete this form. The information supplied will be used as a background for providing any necessary health care, and for identifying any need for accommodation to facilitate the student's academic success. This information will be handled in accordance with all applicable law.**

Date of exam: \_\_\_\_\_ BP: R \_\_\_\_\_ L \_\_\_\_\_ PULSE: \_\_\_\_\_ HEIGHT: \_\_\_\_\_ WEIGHT: \_\_\_\_\_

	Normal	Abnormal	Remarks
General Health			
Skin			
Ears			
Eyes			
Neck (include thyroid exam)			
Lungs			
Heart			
Abdomen/hernia check			
Back			
Extremities			
Neurologic exam			

VISION: Uncorrected: OD \_\_\_\_\_ OS \_\_\_\_\_ Corrected: OD \_\_\_\_\_ OS \_\_\_\_\_



This Student is able to participate in all educational, physical and patient care activities:

\_\_\_\_\_  
Yes

\_\_\_\_\_  
No If No, please indicate what restrictions, accommodations, or modifications, if any, will be required for this student.

\_\_\_\_\_  
\_\_\_\_\_  
Medical Summary: Note problems or suggestions for care:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Health Care Provider**  
**(please print): Name:**

\_\_\_\_\_  
\_\_\_\_\_

**Address:**

\_\_\_\_\_  
\_\_\_\_\_

**City:**

\_\_\_\_\_ **State:**

\_\_\_\_\_ **Zip:**

**Signature:**

\_\_\_\_\_

MD/DO/CRNP

**Date:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



APPENDIX J

Student Health Services
Student Faculty Center, Lower Basement Rm.43
3340 North Broad Street
Philadelphia, PA 19140

FALL 2021
Phone: (215) 707-4088
Fax: (215) 707-2708
Web: https://studenthealth.temple.edu/

IMMUNIZATION RECORD

(CIRCLE NAME OF SCHOOL)

DENTAL MEDICINE PHARMACY PHYSICIAN ASSISTANT PODIATRY

COLLEGE OF PUBLIC HEALTH: (Name of Department)

NAME: LAST FIRST

TU ID#: DOB: / /

TUBERCULIN SKIN TEST (PPD) Placement Date: / / Read Date: / /

Reading: mm induration

OR

Quantiferon Test: DATE: / / (attach lab report)

PERTUSSIS/TETANUS/DIPHTHERIA BOOSTER DATE: / / REQUIRED WITHIN THE PAST 10 YEARS

HEPATITIS B VACCINE SERIES: #1 / / #2 / / #3 / /

\*\*HEPATITIS B SURFACE AB, Quantitative (Blood test) DATE: (attach lab report)

(if non-reactive) Hepatitis B Booster: #4 / / #5 / / #6 / /

REPEAT TITER DATE: / /

MMR VACCINE SERIES: #1 / / #2 / /

\*\*MEASLES TITER, Quantitative (Blood test) DATE: / / (attach lab report)

**\*\*MUMPS TITER, Quantitative (Blood test)      DATE: \_\_\_ / \_\_\_ / \_\_\_      (attach lab report)**

**\*\*RUBELLA TITER, Quantitative (Blood test)      DATE: \_\_\_ / \_\_\_ / \_\_\_      (attach lab report)**

(if negative) MMR BOOSTER: \_\_\_ / \_\_\_ / \_\_\_

---

VARICELLA VACCINE SERIES: #1 \_\_\_ / \_\_\_ / \_\_\_ #2 \_\_\_ / \_\_\_ / \_\_\_  
(HISTORY OF DISEASE NOT ACCEPTABLE)

**\*\*VARICELLA TITER, Quantitative (Blood test)      DATE: \_\_\_ / \_\_\_ / \_\_\_      (attach lab report)**

(if non-reactive) VARICELLA BOOSTER: \_\_\_ / \_\_\_ / \_\_\_

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**\*\*QUANTITATIVE LAB REPORTS REQUIRED FOR ALL TITERS; QUALITATIVE RESULTS WILL NOT BE ACCEPTED\*\***

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**MEDICAL PROVIDER'S SIGNATURE    DATE**

ADDRESS \_\_\_\_\_

\_\_\_\_\_

PHONE (\_\_\_\_) \_\_\_\_\_

## APPENDIX K

### EXPOSURE TO BLOOD BORNE PATHOGENS

In 1990, the Occupational Safety and Health Administration (OSHA) enacted a law entitled Occupational Exposure to Blood Borne Pathogens; (29 CFR 1910,1030). This regulation was promulgated in response to OSHA's determination that "individuals whose occupational duties place them at risk of exposure to blood and other potentially infectious materials are at risk of becoming infected with these blood borne pathogens, developing disease and, in some cases, dying." The intent of the regulation is to minimize incidents of occupational exposure of blood borne pathogens and other potentially infectious materials.

In compliance with OSHA's blood borne pathogen regulations, Temple University has implemented an exposure control plan to minimize the risk of infection. As part of this plan, Temple University employees are eligible to receive, at no cost to the employee, the Hepatitis B vaccine and vaccination series.

OSHA regulations, however, do not cover students who are not employees of the University. This includes students who are accepted into or who are applying to the Undergraduate Athletic Training Program.

The intent of this correspondence is to strongly encourage you, as the student participating in the Undergraduate Athletic Training Program, to obtain the Hepatitis B vaccine. Please note that the cost of this inoculation is your responsibility. The Temple University Student Health Services is available to you to administer this vaccine.

Should you have any questions regarding OSHA's regulations on blood borne pathogens, please do not hesitate to contact the Office of Environmental Health and Safety at (215) 221-2520.

I freely sign this document as a testament to my having read and understood its contents.

---

Student's *PRINTED Name*

---

*SIGNATURE*

---

Date

## APPENDIX L

### COMMUNICABLE DISEASE POLICY ACKNOWLEDGEMENT

#### Guidelines for Prevention of Exposure and Infection

1. Athletic Training Students (ATs) must successfully complete annual Bloodborne Pathogens training.
2. ATs are required to use proper hand washing techniques and practice good hygiene at all times.
3. Students are required to use Universal Precautions at all times when functioning as an AT in the ATP. This applies to TU clinical sites and affiliate sites.
4. ATs are not to provide patient care if they have active signs or symptoms of a communicable disease.

#### Guidelines for Managing Potential Infection

1. A student who has been exposed to a potential infection before, during, or after a clinical experience should report that exposure to his/her preceptor **immediately**.
2. Any student, who demonstrates signs or symptoms of infection or disease that may place him/her and/or his/her patients at risk, should report that potential infection or disease **immediately** to the TU Student Health Center.
3. The student is responsible for keeping the ATP Clinical Education Coordinator informed of his/her conditions that require extended care and/or missed class/clinical time. ATs may be required to provide written documentation from a physician to return to class and/or clinical site.
4. If a student feels ill enough to miss ANY class that student should notify the appropriate instructor **immediately**.
5. If a student feels ill enough to miss ANY clinical experience that student should notify the ATP Clinical Education Coordinator and preceptor **immediately**.

I, \_\_\_\_\_, have read and understand the Athletic Training Program's Communicable Disease Policy. I agree to abide by all of the guidelines.

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

\_\_\_\_\_  
Date

**APPENDIX M**  
**DISCLOSURE & AUTHORIZATION REGARDING BACKGROUND INVESTIGATION**

**DISCLOSURE:**

Temple University – Of The Commonwealth System of Higher Education (the “School”) may obtain information about you from a third party consumer reporting agency for purposes of evaluating your application for participation in clinical, experiential, residency, externship, or other education or degree requirements at a health care facility or clinical program, which may be deemed to be “employment purposes” under the Fair Credit Reporting Act (“FCRA”). Thus, you may be the subject of a “consumer report” which may include information about your character, general reputation, personal characteristics, and/or mode of living. These reports may contain information regarding your criminal history, social security verification, motor vehicle records (“driving records”), verification of your education or employment history, drug testing, or other background checks. These reports may include a drug test and the results of that test. These reports will also include immunization records and other medical information to be used for the above stated permissible purposes, specifically verifying your compliance with program or health care facility requirements for accessing the facility and participating in clinical, experiential, residency, or other education or degree requirements at the facility.

You have the right, upon written request made within a reasonable time, to request whether a consumer report has been run about you and to request a copy of your report. These searches will be conducted by Castle Branch Inc., 1844 Sir Tyler Drive Wilmington, NC 28405, 888.723.4263. The scope of this disclosure is all-encompassing, however, allowing the School to obtain from any outside organization all manner of consumer reports throughout the course of your participation in the educational program or clinical, experiential, residency, or other education or degree requirements to the extent permitted by law.

**AUTHORIZATION:**

I hereby authorize the obtaining of “consumer reports” by the School at any time after receipt of this authorization and throughout my participation in the educational program or clinical, experiential, residency, or other education or degree requirements, if applicable. I further authorize and consent to the obtaining by the School of my immunization records and other medical information to be used for verifying my compliance with program or health care facility requirements for accessing the facility and participating in clinical, experiential, residency, or other education or degree requirements at the facility. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by Castle Branch Inc., 1844 Sir Tyler Drive Wilmington, NC 28405, 888.723.4263. and/or the School. I agree that a facsimile (“fax”), electronic or photographic copy of this Authorization shall be as valid as the original.

Signature: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Date: \_\_\_\_\_

End of Document