

Rowan University Athletic Training Program

Policies and Procedures Manual Academic Year 2024-25



Updated:

June 2024
June 2023

Policy and Procedures Manual Signature Page

I _____ have read, had explained and been given opportunities to ask questions that are pertinent to the information contained within this policy and procedures document. By signing below, the student indicates they understand all the information found in this document. The student further understands that they must abide by ALL the policies and procedures dictated by this program document. The student understands that failure to follow ALL policies and procedures will result in some kind of disciplinary action taken against the student as defined by the Disciplinary Action section within this document.

Signature

Date

Print Name

Date

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INTRODUCTION

Rowan Athletic Training Program

Vision Statement

The athletic training program aspires to be a leader in student-centered athletic training higher education and recognized regionally and nationwide as one of the best among its peers. We aim to provide model preparation for continuing professional practice and scholarship in the athletic training profession. We are committed to creating experiences and opportunities to prepare our students to be successful in any athletic training setting for which they chose to pursue a career.

Mission Statement

The Rowan University Athletic Training Program is committed to providing an innovative and dynamic learning environment dedicated to excellence in education, research and quality healthcare. We promote a student-centered approach that prepares them to succeed in a diverse and inter-professional healthcare environment. As a result, we are dedicated to educating students at a level of competency and professionalism that prepares them to provide quality health care within the profession of athletic training.

Values

1. Excellence
 - a. Definition – *Excellence* is practicing athletic training consistently uses evidence-based practice, theory and clinical experience to enhance patient outcomes, while reflecting on limitations, challenging mediocrity, and continuing the pursuit of developing new knowledge and techniques to advance clinical practice and the athletic training profession
2. Social Responsibility
 - a. Definition – *Social Responsibility* is the obligation to promote a mutual trust between the athletic training profession and the larger population to advocate for the health, wellness and access to athletic training healthcare for the common good of all society.
3. Compassionate/Caring Healthcare
 - a. Definition:
 - i. *Compassionate* is the ability to appreciate or recognize a patient's distress; together with a desire to alleviate it
 - ii. *Caring* is the ability to show concern, understanding, and respect for the individual needs and values of patients.
4. Collaborative Engagement
 - a. Definition – *Collaborative engagement* is an efficient, effective, and cooperative process between interdependent professionals in making healthcare decisions that s develops collective action plans to address patient care needs

5. Integrity
 - a. Definition -- *Integrity* is the firm adherence to incorruptible moral values that drive ethical practice and professional standards.
6. Altruism
 - a. Definition – *Altruism* is the unselfish regard or devotion to placing the patient’s needs above the athletic trainer’s self interest
7. Professional Responsibility
 - a. Definition – *Professional Responsibility* the obligation to meeting one’s obligations to provide the most contemporary and effective healthcare to the individual patient, to serve and advance the athletic training profession, and to positively influence and be an advocate for the healthcare needs for individuals within the communities' athletic trainers serve.
8. Accountability
 - a. Definition – *Accountability* is the athletic trainer’s obligation to accept responsibility for their actions as they relate to positively affecting patient outcomes, the athletic training profession and the healthcare needs within the communities the athletic trainer serves.

Program Goals & Objectives

1. **Program Goal 1: To challenge program administrators to think, plan and manage a athletic training program that ranks as one of the best among the region, state and national levels.**
 - a. **Program Objective 1:** To prepare athletic training students to successfully pass the BOC, Inc Exam.
 - b. **Program Objective 2:** To prepare athletic training students to demonstrate competency within the five BOC practice domains.
 - c. **Program Objective 3:** To prepare athletic training students to be competent clinicians within the profession.
2. **Program Goal 2: To adequately prepare students to successfully enter the athletic training profession.**
 - a. **Program Objective 1:** Students will favorably rate the ATP’s ability to prepare them to enter the athletic training profession.
 - b. **Program Objective 2:** Alumni will favorably rate the ATP in preparing them in the BOC domains one year post graduation.
 - c. **Program Objective 3:** Alumni will favorably rate the program in their preparation of the CAATE curricular content.
 - d. **Program Objective 4:** Employers of Rowan University students will favorably rate athletic training students’ ability to enter the profession.
3. **Program Goal 3: To provide high quality instruction both academically and clinically throughout the athletic training program.**
 - a. **Program Objective 1:** The Rowan University Student Evaluations of Teaching Effectiveness will demonstrate that faculty are effectively teaching courses within the athletic training program.

- b. **Program Objective 2:** The Athletic Training Program Student Evaluation of Preceptors will demonstrate that preceptors are effectively teaching the clinical skills necessary to become athletic trainers.
4. **Program Goals 4: The Athletic Training Program will prepare students to foster cultural competency, equality and respect for all individuals.**
- a. **Program Objective 1:** To challenge students to respect social responsibility, diversity, equality, and inclusiveness when practicing athletic training and throughout all facets of life.
 - b. **Program Objective 2:** Alumni will demonstrate that they were prepared to practice cultural sensitivity within the profession.

Faculty and Staff Commitment to Athletic Training Students

The faculty and staff are devoted to maintaining the standard of academic and clinical excellence long associated with the RUATP program. All educators, both academic and clinical, are dedicated to exceeding the standards established by the BOC, Inc. and CAATE so that students become a competent and well-rounded Athletic Trainer practicing in the Profession. Furthermore, the RUATP program is committed to maintaining the objectives and philosophies in line with those established by the Department of Health and Exercise Science, the College of Education, and Rowan University. The faculty and staff are therefore fully dedicated:

1. to striving to be fair and consistent in the administration of the policies, procedures, and regulations which govern the RUATP.
2. to establishing admissions criteria which are consistent with the program's mission and goals.
3. to establishing retention criteria which are consistent with the program's mission and goals
4. to monitoring student progress in the program using retention criteria, academic evaluations, and clinical evaluations as a means to provide an opportunity for students to develop as Professionals and individuals
5. to orienting students to the NATA Code of Ethics so they can develop the appropriate standards of practice expected of Athletic Trainers
6. to providing students with direct supervision and guidance in order to facilitate the application of theory into the clinical practice of Athletic Training.
7. to fostering and encouraging the development of Professional relationships and leadership skills necessary for the practice of Athletic Training.
8. to providing an environment for the development of each student's potential both Professionally and personally.
9. to achieve student success on the Board of Certification examination and job placements that exceeds national normative data.

History of Rowan University

On September 4, 1923, Rowan University, then known as Glassboro Normal School, opened with 236 young women arriving by train to convene in College Hall, the campus' only building. Since then, Rowan University has evolved from its humble

beginning as a teacher training school to a comprehensive university with a history of extraordinary firsts that have made the world take notice. Rowan University opened one of the first clinics in the country for reading disabilities and hosted a summit conference between President Johnson and Premier Kosygin in 1967. Rowan University received a \$100 million gift from Henry and Betty Rowan in 1992 and offered the first doctoral degree in the New Jersey State system in 1997.

Rowan University's legacy as a valuable resource to the state began in the early 1900s when many New Jersey teachers lacked proper training because of a shortage of educational facilities. In 1911, Gov. Woodrow Wilson convinced the state to build a two-year training school for teachers, known as a normal school, in southern New Jersey.

The choice of where to locate the school created fierce competition among several towns in South Jersey who wanted the economic benefit and prestige such an institution would bring. The town of Glassboro was an early favorite because of its excellent rail system, harmonious blend of industry and agriculture, natural beauty and location in the heart of South Jersey. In 1917, to sway the decision in their favor, 107 Glassboro residents raised more than \$7,000 to purchase 25 acres, which they offered to the state for free if it selected Glassboro as the site. The land tract included the Whitney family mansion and carriage house, which had belonged to the prominent owners of the Whitney Glass Works during the 1800's. This show of support convinced the selection committee that Glassboro was the perfect location and created a lasting bond between the town and the University.

History of Rowan University Athletic Training Program

Athletic Training at Rowan University began when William Reinheimer, ATC was hired in 1978. He served as Head Athletic Trainer and a mentor to several students until 1982, when he left for physical therapy school. Gerard Scibilia, ATC, took over and began to develop classes geared toward preparing students to sit for the BOC, Inc examination via the internship route offered by the NATA. The two initial classes developed for the Athletic Training Program were Safety and First Aid, Prevention and Treatment of Athletic Injuries and Advanced Techniques in Athletic Injuries. Physical Assessment of Athletic Injuries, a two-credit class was added in 1985, later expanded to three credits in 1987.

Chuck Whedon, MS, ATC, took over for Mr. Scibila in 1986. At this time, the course Physical Modalities and Therapeutic Exercise in Athletic Training were added, followed in 1988 by Field Experiences in Athletic Training. There were four Athletic Training Students in the program at that time. That number steadily grew to between fifteen and twenty during the internship route years. Advanced Emergency Care was added in 1988, as was Basic Nutrition and Exercise Prescription to round out the other course offerings of the Health and Physical Education Department.

The move towards an accredited curriculum program, rather than internship program, occurred in 1996 when Mr. Whedon wrote the first self-study for submission to Commission on Accreditation of Allied Health Education Programs (CAAHEP). Kent Scriber, PHD, ATC, visited from Ithaca College and served as a critical consultant of programmatic needs. As a result of the self-study, Marsha Grant-Ford was hired in 1997 as the first program director, and a renovation of the Esbjornson Athletic Training Facility was done to provide a more suitable teaching station.

Because of the move to an accredited program, sweeping curricular changes followed, which included the addition of the four Clinical Experiences in Athletic Training, Introduction to Athletic Training, and Senior Seminar in Athletic Training. Field Experiences was changed to Organization and Administration in Athletic Training and expanded to three credits and Therapeutic Exercise and Therapeutic Modalities were separated into three credit courses each. Also in 1998 Douglas Mann, DPE, ATC, was hired as the second Athletic Training faculty position. Mrs. Grant-Ford left for Montclair University the following year, moving Dr. Mann to the Program Director position and Robert Sterner, PhD, ATC, hired in 2001, as the Coordinator of Clinical Education.

The Rowan University Athletic Training Program was reviewed and accredited by the CAAHEP via The Joint Review Committee on Athletic Training in Fall 2000.

In 2005, the program was re-accredited on the stipulation that an assistant Athletic Trainer be hired. Rowan was fortunate enough to secure the services of Colleen Grugan, MS, ATC. The ATP is currently accredited by the Commission on Accreditation of Athletic Training Education (CAATE).

In 2008, the CAATE reaccredited the ATP for ten years. The athletic training program was one of the first to attain such a lengthy re-accreditation period. Also, the ATP moved from a specialization program to a degree program. Historically, students received a BA in Health and Physical Education with a specialization in Athletic Training. As of September 2008, students receive a BS in Athletic Training.

In the Spring 2010, the Rowan University Athletic Training Program Hall of Fame was established. Chuck Whedon was the first person inducted into the Hall of Fame at the end-of-year awards banquet on May 2, 2010.

In Spring 2014, the Department of Health and Exercise Science moved out of the College of Education to within a School within the College of Science & Math (CSM). The School was originally titled the School of Biomedical Sciences and Health Profession but was soon changed to the School of Health Professions. The athletic training program resided in the School of Health Professions until 2022.

In Spring 2020, the athletic training program graduated its first Master of Science in

Athletic Training class. This was the combined efforts of Drs. Rob Sterner, Doug Mann and Erin Pletcher over the course of a 6-year span. This inaugural class consisted of 6 students.

In Spring 2022, , the athletic training program moved into the Rowan-Virtua Salva School of Nursing & Health Professions. At this time the athletic training program was also moved to the Virtua Health College of Medicine & Life Sciences.

In Fall 2022, Dr. Jennifer Longo joined the athletic training program team. Samantha Santos and Brandon Olaya were also hired to increase the Rowan University athletic training staff to 5.

Program Director History

2006- present	Rob Sterner, PhD, ATC
2000-2006	Douglas Mann DPE, ATC
1996-2000	Marsha Grant-Ford, PhD, ATC
1986-1996	Chuck Whedon, MS, ATC
1982-1986	Gerard Scibilia, ATC
1978-1982	William Reinheimer, ATC

Rowan University Athletic Training Program Hall of Fame

2023	Laurie Dwyer, MS
2019	Robert Baerman, MS, ATC
2018	Kevin Briles, ATC
2017	Rob Sterner, PhD, ATC
2016	Douglas Mann, DPE, ATC
2015	Colleen Grugan, MS, ATC
2014	Garath Manpae, MD
2013	Tanya Dargusch, ATC
2012	Arthur Bartolozzi, MD
2011	Casey Christy MA, ATC
2010	Chuck Whedon, MS, ATC, CSCS

Athletic Training Profession

Athletic trainers (ATs) are unique health care providers and an essential member of any health care team skilled and trained in the prevention of injury and illness, examination, diagnosis, treatment and rehabilitation of emergency, acute or chronic injuries and medical conditions. Found on sidelines, military bases, warehouse floors, performance halls and clinics and hospitals, ATs provide a safer approach to work, life and sport. – NATA.org

The Athletic Trainer is educated to develop specified knowledge, skill and abilities in the following five domains (Board of Certification, Inc Role Delineation Study, 8th ed):

1. Risk Reduction, Wellness & Health Literacy

2. Assessment, Examination & Diagnosis
3. Critical Incident Management
4. Therapeutic Intervention
5. Healthcare Administration & Professional Responsibility

Through a combination of formal classroom instruction and clinical experiences, the athletic trainer is prepared to apply a wide variety of specific health care skills and knowledge within each of the domains.

NATA Code of Ethics

The NATA Code of Ethics can be found at: <https://www.nata.org/membership/about-membership/member-resources/code-of-ethics>

STUDENTS ARE EXPECTED TO READ AND KNOW THE BOC STANDARDS OF PROFESSIONAL PRACTICE AS THEY ARE HELD ACCOUNTABLE TO THEM.

Board of Certification, Inc. Standards of Professional Practice

Implemented January 2018

The BOC Standards of Professional Practice can be found at:
<https://bocatc.org/athletic-trainer-life-cycle/#st19>

STUDENTS ARE EXPECTED TO READ AND KNOW THE NATA CODE OF ETHICS AND THE BOC STANDARDS OF PROFESSIONAL PRACTICE AS THEY ARE HELD ACCOUNTABLE TO THEM.

MSAT Athletic Training Program Curriculum

The MSAT has a unique curriculum. Undergraduate students accepted to Rowan University will declare their major within the Pre-Athletic Training (PreAT) curriculum. The PreAT curriculum is designed to prepare students over a 3-year sequence of courses for the Professional Preparation (Graduate) athletic training program curriculum. In the spring of the junior year, students will apply to the Professional Preparation component (Please see Admission Requirements below). Once accepted into the Professional Athletic Training Program, students will begin the curriculum in May of their 3rd year and will continue for two calendar years. Students will also change their major from the Pre-Athletic Training Curriculum to the BS in Athletic Training Studies. After the fourth year, students will receive a Bachelor's of Science in Athletic Training Studies and then be changed to the MS in Athletic Training. This is only done to account for the 4th year being at the undergraduate tuition rate. Students will take graduate courses throughout the 4th and 5th year.

Non-native Rowan Students with a Bachelor's degree will apply to the two-year athletic training program through Rowan Global. Students accepted will start in May of the year they are accepted.

This Program's Advantages:

1. **The 2 calendar years of graduate classes will be at the undergraduate tuition rate** for the first year of the program for those students that completed the Rowan University Pre-Athletic Training Curriculum. The AT Program does consider applications from students that have a bachelor's degree from other institutions. However, these students will be required to pay graduate tuition rates for both years of the program.
2. The MSAT has 4 total clinical experience classes with two being completely immersive. This means students will spend the majority or all semester in the clinical setting without attending face-to-face classes.
3. The Pre-Athletic Training curriculum is specifically designed to prepare the student for success within the Professional Athletic Training Program. These Pre-Athletic Training curriculum's major courses will introduce foundational knowledge that will be pertinent for the AT Program.
4. Pre-Athletic Training Curriculum: The courses in bold face are Pre-Athletic Training major courses. Courses in **BOLD** are pre-requisite courses needed to apply to the Athletic Training Program.

Pre-Athletic Training Component (0828)							
Freshman Year – Pre-Athletic Training Curriculum							
Fall Semester	S.H.	Grade	Sem/Year	Spring Semester	S.H.	Grade	Sem/Year
COMP01 111 Comp I (Communicative Literacy)	3			COMP01 112 Comp II (Communicative Literacy)	3		
BIO10 210 Anatomy & Phys I (Scientific Literacy)	4			BIO10212 Anatomy & Physiology II	4		
MCB01101 Found Bio I with Lab (MCB L1101)	4			NUT00200 Basic Nutrition	3		
ATR00105 Introduction to Healthcare in Sports Medicine	3			PSY01 107 Essential of Psychology	3		
				Artistic Literacy Choice	3		
Semester Total	14			Semester Total	16		
Sophomore Year – Pre-Athletic Training Curriculum							
Fall Semester	S.H.	Grade	Sem/Year	Spring Semester	S.H.	Grade	Sem/Year
HES00346 Introduction to Biomechanics	3			HES00 401 Exercise Prescription	3		
HES00 345 Exercise Physiology with Lab	4			CHEM05103 Chemistry in the World	3		
PHYS00 150 Physic EDL or PHYS00 210 Physics I	4			ATR00 210 Foundation in Sports Medicine I	3		
Free Elective	3			ATR00 347 Applied Biomechanics	3		
Free Elective	1			CMS04 205 Public Speaking (Communicative Literacy)	3		
Semester Total	15			Semester Total	15		
Junior Year – Pre-Athletic Training Curriculum							
Fall Semester	S.H.	Grade	Sem/Year	Spring Semester	S.H.	Grade	Sem/Year
ATR00339 Foundations in Sports Medicine II	3			ATR00340 Foundations of Sports Medicine III	3		
Free Elective	3			NUT00415 Nutrition for Fitness	3		
STAT02260 Statistics I (Quantitative Literacy)	3			STAT02323 Applied Statistical Analysis in Healthcare Professions	3		

Global Literacy Choice	3			Lit-writing intensive	3		
Free Elective	3			Free Elective	3		
Semester Total	15			Semester Total	15		
				Pre-Athletic Training Total	90		
Student Applies to the graduate Professional Prep of the Program – All graduate level							

Athletic Training Program Admission Requirements

1. 3.0 Overall GPA
2. 3.0 Major GPA (Rowan University Pre-Athletic Training Students): No grade lower than a C in any of the Pre-Athletic Training major/pre-requisite courses.
3. Pre-requisite Courses: Rowan University students will accrue these courses as part of the Pre-Athletic Training Curriculum. No grade lower than a C will be accepted in any of the courses listed below.
 - a. **Human Anatomy and Physiology I and II** (4 credits with lab for each course): The Human Anatomy and Physiology requirement can be fulfilled at Rowan University by taking BIO10210 Anatomy and Physiology I and BIO10212 Anatomy. If Human Anatomy and Physiology are taken as separate courses, then one semester each of Human Anatomy with Lab and Human Physiology with Lab are required.
 - b. **Biology with lab** (3-4 sh) The biology requirement can be fulfilled at Rowan University by taking BIO01113 Gen. Bio -Human Focus I or BIO01104 Biology I
 - c. **Chemistry with lab** (3-4 sh): The chemistry requirement can be fulfilled at Rowan University by taking CHEM05103 Chemistry in the World Around Us
 - d. **Physics with lab** (3-4 sh): The physiology requirement can be fulfilled at Rowan University by taking PHYS00150 Physic for Everyday Life or PHYS00210 Physics I – no calc
 - e. **Introduction to Biomechanics** (3-4 sh): The Introduction to Biomechanics requirement can be fulfilled at Rowan University by taking HES00346 Introduction to Biomechanics
 - f. **Exercise Physiology with lab** (3-4 sh): The Exercise Physiology requirement can be fulfilled at Rowan University by taking HES00345 Exercise Physiology with Lab
 - g. **Nutrition** (3-4 sh): The Nutrition requirement can be fulfilled at Rowan University by taking NUT00415 Nutrition for Fitness

- h. **Statistics** (3-4 sh) One course to include descriptive statistics, correlation, and introduction to inferential statistics or research design. The statistic requirement can be fulfilled at Rowan University by taking STAT02260 Statistics I
 - i. **General Psychology** (3 sh): The General Psychology requirement can be fulfilled at Rowan University by taking PSY0107 Essentials of Psychology
4. **50 Hours of Athletic Training Clinical Observation Hours**
- a. Rowan PreAT students must complete these hours during the PreAT curriculum. All students, including non-PreAT students (those with an undergraduate degree), must complete hours within an Athletic Training Clinic and have hours certified by a Licensed Athletic Trainer in order for their application to be considered for acceptance to Athletic Training Program. Rowan PreAT students will be able to complete a maximum of 25 hours on-campus over the three years of the pre-athletic training program.
5. **2 Letters of Recommendation – These must be from an athletic trainer working within the profession that can attest to your character and abilities to be an athletic training student.**
6. **Interview.** Each student must complete a face-to-face interview with the selection committee. A score of **at least 70%** is needed to be eligible for entry into the Professional Phase of the program. The grading criteria for the interview are as follows:
- Understanding of Profession- 12.5%
 - Career Goals and Congruence with Athletic Training Major - 12.5%
 - Personal Qualities, Preparation, and Ability to Meet Challenges - 12.5%
 - Problem Solving Abilities - 12.5%
 - Clarity of Expression (Thoughts are clearly expressed and organized) - 12.5
 - Enthusiasm/Affect (demonstrates an upbeat and positive attitude) - 12.5%
 - Poise and Confidence - 12.5%
 - Ability to ask pertinent questions of interview committee - 12.5%

All candidates must meet all application requirements **at the time the application is submitted. All GPA's, courses and clinical observation hours must occur prior to application submission.**

External students must meet all of the above criteria prior to application submission.

All native Rowan University students (freshman & transfers without a Bachelor's Degree) must meet all the Bachelor of Science in Athletic Training Studies at the time of application and prior to being fully accepted into the Professional Preparation Athletic Training Program. Please see [Pre-Athletic Training Program curriculum](#). All classes in bold are BS in Athletic Training Studies major classes. The criteria are no grade lower than a C in these courses and the student must have the required 3.0 overall and 3.0 major GPAs.

Final Acceptance Criteria

The RUATP's maximum capacity is 20 students for junior level admission; however, the actual number is based on the number of clinical assignments available during a given year. It usually ranges between 18-20 students. Students are ranked, and the highest rated students are conditionally accepted into the Professional Phase of the ATP. Students must meet all acceptance criteria by May 1 of the application year to be fully accepted into the athletic training program. Failure to maintain program requirements will result in the student's conditional acceptance being rescinded.

It is possible that a student may minimally achieve all academic and clinical observation requirements but does not fall within the available clinical assignment slots for the next academic year. If this occurs the student may not be accepted into the Professional Athletic Training Program.

Application Calculation Sheet

- **Overall GPA- 40 points**

4.0=40 pts. 3.0=30 pts. 2.0=20 pts 1.0=10 pts <1.0=0 pts
Applicant Subsection total _____

- **Major GPA - 40 points**

4.0=40 pts. 3.0=30 pts. 2.0=20 pts 1.0=10 pts <1.0=0 pts
Applicant Subsection total _____

- **References 30 points**

100%=30 pts 90%= 20 pts. 80%= 10 pts. 71%= 1 pt <70%= 0 pts
Applicant Subsection total _____

- **Interview- 20 points**

100%=20 pts 90%=10 pts 80%=5 pts 71%=1 pt <70%=0 pts
Applicant Subsection total _____

Applicant's Total for Acceptance into the ATP _____/130

All scores are converted to a percentage based on 100% and the average score is taken.

Final acceptance does not occur until all grades are in at the end of the application year's spring semester. Students conditionally accepted (occurs in March of application's year) into the ATP must by May 1 of the application year provide the following:

1. Proof of NATA membership. Please go to:

<https://www.nata.org/membership/about-membership/join-or-renew>

2. Proof of ATrack subscription. This is needed because the ATP uses ATrack to track clinical experiences. Please go to: <https://www.atrackonline.com/>

Athletic Training Program

The Athletic Training Program consists of 68 credits completed over two calendar years. The Program begins approximately mid-May of the Junior year, and part-time enrollment is not an option. Students will have to maintain a minimum 3.0 GPA to stay in good standing and to graduate from the Athletic Training Program. A minimum grade of C is required for all courses within the Professional Athletic Training Program.

Summer Sessions							
Summer 1 Courses	S.H.	Grade	Sem/Year	Summer 2 Courses	S.H.	Grade	Sem/Year
ATR00510 Cadaver Anatomy	4			ATR00519 Clinical Assessment I	4		
ATR00511 Management of Medical Emergencies	3			ATR00524 Injury Risk Management to Enhance Human Performance	3		
Semester Total	7			Semester Total	7		
Academic Year 1							
Fall Semester				Spring Semester			
Course	S.H.	Grade	Sem/Year	Course	S.H.	Grade	Sem/Year
ATR00505 Principles in Evidence-based Practice	3			ATR00533 Therapeutic Interventions II	4		

ATR00529 Clinical Assessment II	4			ATR00521 Clinical Assessment III	4		
ATR00537 Residency in Athletic Training I	3			ATR00538 Residency in Athletic Training II	3		
ATR00531 Therapeutic Interventions I	4			ATR00526 Healthcare Management & Quality Improvement	3		
Semester Total	14			Semester Total	14		
Summer Sessions							
Summer 1 Courses	S.H.	Grade	Sem/Year	Summer 4 Courses	S.H.	Grade	Sem/Year
ATR00530 Pharmacology	3			ATR00535 Behavioral Health	3		
Semester Total	3			Semester Total	3		
Academic Year 2							
Fall Year 2 Module 1 (Aug-Oct)				Spring Year 2			
Course	S.H.	Grade	Sem/Year	Course	S.H.	Grade	Sem/Year
ATR00540 Fellowship in Athletic Training I	5			ATR00570 Seminar in Healthcare Inter-Professional Education & Practice	2		
ATR00560 Capstone in Clinical Reasoning I	4			ATR00561 Capstone in Clinical Reasoning II	4		
				ATR00541 Fellowship in Athletic Training II	5		
Semester Total	9			Semester Total	11		
				Professional Prep (G838) Total	68		
				Pre-Athletic Training Total (0828)	81		
				Program Total	149		

Athletic Training Program's Professional Phase Retention Criteria

Retention is a continuing process based on the athletic training student's academic, clinical, and behavioral achievement in accordance with established criteria. The student within the Professional Athletic Training Program must be aware that there is an expected level of achievement that must be maintained:

- **Completion of Curricular and Clinical Knowledge on schedule.** Mastery of curricular content is completed upon successful evaluation of course-work as all course objectives are tied to the CAATE Curricular Content. All clinical experience expectations are outlined in each Residency in Athletic Training I & II and Fellowship in Athletic Training I & II syllabi and on ATrack software..
 - Retention criteria include but may be not limited to:
 - Passing all didactic and clinical classes with a C or better
 - Passing all simulations with an 80% or better. Please see simulation policy.
 - Remaining in good standing with the ATP's policy manual
 - Students will be evaluated by their assigned Preceptor with a grade no lower than a 8 out of 10 to continue matriculating through the Professional Athletic Training Program
 - Any score below an 8 will result in the student being placed on probation and will have to complete a simulation to rectify the non-compliant grade.
- **GPA Requirements**
 - 3.00 = Overall GPA
 - No grade lower than a C in any athletic training course. Failure to maintain the minimum grade will result in the student being suspended from the program until all academic deficiencies are remediated in accordance with the Athletic Training Program's Policy & Procedure manual.
- **CPR and First Aid certification.** All students must maintain Professional Rescuer CPR and First Aid certification. Students are required to give the Program Director a copy of all certification cards. These will be kept in the student's file.
- **Confidentiality of Medical Records and Information.** Students must abide by the policy signed during application into Professional Athletic Training Program. Please see disciplinary action for breaking confidentiality of medical records and information within the Policy & Procedure Manual
- **NATA Code of Ethics & BOC Standards of Practice.** Students must conform to the standards of the NATA Code of Ethics and BOC Standards of Practice (see Policy & Procedure Manual) when practicing Athletic Training related skills within their clinical assignments. Students must also conform to the behavior standards expected of intercollegiate athletes regarding substance abuse, controlled and dangerous substances, harassment and hazing (See Rowan

University Student Handbook). Violations of this type will place the student under immediate review by the Professional Athletic Training Program's Student Issues Committee (RUATP SIC) and the Department of Health & Exercise Science's Academic and Student Affairs Committee.

- **Academic Honesty.** Since the primary goal of education is to increase one's own knowledge, academic dishonesty will not be tolerated at Rowan University. Violation of the Rowan University's Academic Honesty Policy (<https://confluence.rowan.edu/display/POLICY/Academic+Integrity+Policy>) will place the student under immediate review by the RUATP SIC and the Department of Health and Exercise Science Academic and Student Affairs Committee. All violations will then be forwarded to the Provost's Office in accordance with Rowan University policy.

Academic dishonesty includes the following examples, as well as similar conduct aimed at making false representation with respect to academic performance: cheating on an examination; collaborating with others in work to be presented contrary to the stated rules of the course Plagiarizing, including the submission of others' ideas or papers as one's own stealing examination or course materials falsifying records, laboratory results, etc. knowing and intentionally assisting another student in any of the above activities or similar activities.

- **Clinical Experience Responsibilities.** The student is expected to enthusiastically complete all clinical education responsibilities including pre-practice activities, coverage of practices and games, post-practice activities, cleaning and general Athletic Training Clinic duties, and abide by the NATA Code of Ethics. The RUATP SIC will determine the disciplinary action for students not meeting their clinical experience responsibilities. All students are supervised by a Preceptor during their clinical experiences.

There will be additional costs (i.e., gas) to the student when traveling to affiliated sites for their clinical experience. These costs will not be reimbursed to the student. The student is encouraged to plan ahead as they can expect to be off-campus between 1-2 times during their clinical experiences .

- **Master's Comprehensive Exam**
Students must receive a 75% or higher on this written exam to be able to continue matriculating through the athletic training program, respectively. This exam is part of the Capstone in Clinical Reasoning I grade. The Comprehensive Exam will consist of a 150-question written test on all athletic training courses and clinical experiences taken within the ATP. Students will have two opportunities to pass this exam. **Failure to pass this exam on the second attempt will disqualify students from passing Capstone in Clinical Reasoning I.**

Coursework to be included on this exam include:

- Cadaver Anatomy
 - Management of Medical Emergencies
 - Clinical Assessment I
 - Injury Risk Management to Enhance Human Performance
 - Principles in Evidence Based Medicine
 - Clinical Assessment II
 - Therapeutic Interventions I
 - Therapeutic Interventions II
 - Clinical Assessment III
 - Healthcare Management & Quality Improvement
 - Pharmacology
 - Residency in Athletic Training I & II
 - Seminar in Healthcare Interprofessional Education & Practice
 - Behavioral Health
 - Fellowship in Athletic Training I & II
- **NATA Membership.** Once fully accepted into the Professional Athletic Training Program students must become a member of the NATA prior to starting classes. The NATA membership must be maintained throughout the completion of this program.
 - **ATrack.** All students must complete clinical hours, patient exposures and patient encounters within the ATrack system.

MSAT Graduation Criteria

1. **Minimum GPA = 3.00**
2. **Completion of All Clinical Assignments and Simulations.** Students will gain clinical experiences with a variety of diverse populations including genders, non-sport patient populations, sports using different protective equipment (i.e., helmets and shoulder pads), and medical (non-orthopedic) conditions over a minimum of two academic years from entering the Professional Athletic Training Program. Students must pass all clinical evaluations provided by the student's respective Preceptor before being eligible to graduate. The clinical education grade is recorded within the classes Residency in Athletic Training I & II and Fellowship in Athletic Training I & II in each respective semester over the two-year course sequence.
3. Successful completion of CAATE Curricular Content as scheduled via coursework and clinical experiences.

For the curricular content not assessed within the course work or clinical experiences, simulations will take the place of real-world experience. All

students must successfully demonstrate that they are competent and ready for autonomous practice on all real-world and/or simulated patient exposures prior to being eligible to graduate from the athletic training program and sit for the BOC, Inc Exam. A Simulation Outcome Policy has been developed (see page 30 Athletic Training Policy and Procedures Manual).

4. Completion of the Summary of Student Experiences Form: All items on the Summary of Student Experiences document (found on ATrack) must be assessed as “ready for autonomous practice” by the 12th week of the semester in Fellowship in Athletic Training II. Failure to accomplish this will result in the student receiving an incomplete grade for Fellowship in Athletic Training II. The incomplete grade will not be changed until the student has been assessed as “ready for autonomous practice” for all items found within the Summary of Student Experiences document. **This will affect the student's ability to graduate on-time.**
5. **Successful Completion of all ATP's coursework.** All coursework must be completed with a C or better.
6. **Successful Completion of the MSAT Comprehensive Examination.** Students must receive a 75% or higher on this exam to be able to be endorsed to sit for the BOC exam. The Comprehensive Exam consists of a 150-question written examination on all Athletic Training courses and clinical experiences taken within the ATP. Students will have two opportunities to pass this exam. Failure to pass this exam on the second attempt will disqualify students from passing Capstone in Clinical Reasoning I. Coursework to be included on the exam are:
 - Cadaver Anatomy
 - Management of Medical Emergencies
 - Clinical Assessment I
 - Injury Risk Management to Enhance Human Performance
 - Principles in Evidence Based Medicine
 - Clinical Assessment II
 - Therapeutic Interventions I

 - Therapeutic Interventions II
 - Clinical Assessment III
 - Healthcare Management & Quality Improvement
 - Pharmacology
 - Behavioral Health
 - Seminar in Healthcare Interprofessional Education and Practice
 - Residency in Athletic Training I & II
 - Fellowship in Athletic Training I & II
7. **Successful completion and defense of the Capstone in Clinical Reasoning Project.**

Potential Additional Costs:

The Athletic Training Program will require some additional costs above the standard tuition, fees and books. These costs may include but are not limited to:

1. Professional Memberships

Students will be conditionally accepted into the Professional Phase at the conclusion of the application process. All students MUST become NATA student members by May 1 of their application year to be fully accepted into the Professional Phase of the Program. Students must also maintain this membership during their progress through the Athletic Training Program. Cost will depend on NATA membership fees. Please see www.NATA.org for membership applications.

2. Travel

Students can expect to be given a clinical assignment that will require them to travel to an off campus affiliated clinical to obtain their clinical education under the direct supervision of an Athletic Trainer. All fees associated with this travel (ie, gas, food, etc) are the responsibility of the student. Students can expect to be given an off campus for a total of 1-2 semesters. All attempts will be made so that students are not given off-campus clinical assignments on consecutive semesters during Residency in Athletic Training I and II courses.

3. Professional Polo Shirts

Students will be given one polo shirt when entering the professional athletic training program paid for by the athletic training club. All additional professional clothing purchases are the responsibility of the student.

4. Professional Equipment (Optional)

Students may choose to acquire a side kit for on-field needs. If the student chooses to purchase a side-kit, the student is responsible for the costs to supply equipment (ie, scissors, airways, resuscitation masks, etc). Supplies (ie, gauze pads, ace wraps, band aids, etc) will be provided by the assigned clinical site.

5. Professional Conferences

Attending professional conferences is highly encouraged by the Athletic Training Program. A partial reimbursement program has been established through the Athletic Training Club. The student must be an active member of the club to receive any reimbursements for going to professional conferences. The left-over balance for the conference is the responsibility of the student.

6. Background Checks and Fingerprinting

Several off-campus site (e.g., high schools) require criminal background and/or fingerprinting in order to complete the clinical experience at the affiliated site. Students are responsible for these costs.

7. **Additional requirements** (ie, Mantoux test, etc) may be necessary in addition to Rowan University requirements to begin clinical education at some ATP affiliated clinical sites.
8. **Atrack Subscription:** All students must maintain a subscription to Atrack, as this is how the ATP tracks clinical experiences. Please go to Atrack website for more information: <https://www.atrackonline.com>
9. **Clinical Sites**
Some clinical sites for Fellowship in Athletic Training I and II may require the student travel a significant distance. All living expenses (ie, housing, food, transportation costs, etc.) will be the responsibility of the student. The program administrators will assist with administrative arrangements, but not financially.
10. **NATA Membership:** All students must maintain their NATA membership.
11. **Other Costs:**
There may be additional classroom supplies (e.g., tape) that may be needed that are not reflected on this list. Students will be made aware of these costs at the beginning of each semester for any class that may require additional costs.

Guidelines for Participation in Rowan University NCAA Sanctioned Athletics

The CAATE mandates that an Athletic Training Program (ATP) cannot complete formal clinical education in less than 2 academic years. The Rowan University ATP allows students to participate in athletics; however, there are specific policies regarding this situation. The following policies are for any student wishing to participate in sports and complete the ATP.

Athletic participation during the first three years (native Rowan University Students) will not interfere with any athletic training clinical experience responsibilities. Participation in athletics after a student's third year (junior) is not allowed, however a student wishing to participate in athletics after their third (junior) year can discuss with the athletic training program administrators the potential options including, but not limited to, delaying acceptance into the athletic training program. The student's graduation timeframe will be affected by athletic participation beyond a student's third year. The athletic training program does reserve the right to not allow athletic participation beyond a student's third year if the student is not willing to postpone their acceptance into the athletic training program.

External students applying to the Professional Athletic Training Program will not be allowed to participate in Rowan University NCAA sanctioned athletics. Students transferring into the pre-athletic training program must meet with the Program Director to discuss the possibility of participating in Rowan University athletics.

Clinical Education Policy

The Rowan University Athletic Training Program (RUATP) has developed a clinical education policy that uses the learning over time model to prepare athletic training students (ATS) to become competent Athletic Trainers. A Preceptor, being an Athletic Trainer or physician, will be physically present during the student's clinical experiences. Students will gain clinical experiences with a variety of diverse populations including genders, upper extremity and lower extremity dominant physical activities, sports using different protective equipment (i.e., football helmets and shoulder pads), and medical conditions.

Clinical Education Process

Advancement through the clinical experience process is dependent on the ATS completing the pertinent requirements.

Clinical Education Expectations

• Residency in Athletic Training I & II Clinical Education Hour Policy

Those accepted into the Professional Preparation Program will complete 2 Residency in Athletic Training courses. There is no average hour requirement for August preseason, as there is a significant amount of learning opportunities that we do not want you to miss during this time. Once the semester starts, students are required to discuss their weekly clinical education hour requirements with their preceptor. However, the average weekly hour requirement may not exceed 25 hours. This does not mean that a student cannot go over the 25 hours in a single week. For example, there may be a week where a student completes clinical education hours that accrue to 30 hours. In a subsequent week the student accrues 20 weekly hours, which averages to 25 hours per week. This average is compliant with the ATP's clinical hour policy. Therefore, if the average weekly hour does not exceed 25 hours/week over the course of the semester, the student and preceptor are compliant with the ATP's clinical education hour policy.

All clinical experience hours MUST occur under the direct supervision of a Preceptor to learn, practice and master various entry-level components of the athletic training profession (i.e., coaches, athletes, problem-solving, clinical decision making, equipment, setting, rehabilitation techniques, and injury/illnesses). During the regular semester, students will cease going to their regular clinical assignment, but will complete a 1 week non-sport population clinical experience within the Residency in Athletic Training Course sequence. The Coordinator of Clinical Education will schedule this non-sport population experience. Following this two-week rotation, students will return to their previously scheduled clinical assignment.

- **Fellowship in Athletic Training I & II Clinical Experience Hour Policy**

Master's students will also complete two full-time immersive clinical experiences as part of Fellowship in Athletic Training I and II. Fellowship in Athletic Training I & II will occur throughout the typical 15-week semester, including breaks. There is no average hour requirement for August preseason, as there is a significant amount of learning opportunities that we do not want you to miss during this time. Once the semester starts, students are required to discuss their weekly clinical education hour requirements with their preceptor. However, the average weekly hour requirement may not exceed 35 hours. This does not mean that a student cannot go over the 35 hours in a single week. For example, there may be a week where a student completes clinical education hours that accrue to 38 hours. In a subsequent week, the student accrues 32 weekly hours, which averages to 35 hours per week. This average is compliant with the ATP's clinical education hour policy. Therefore, if the average weekly hour does not exceed 35 hours/week over the course of the semester, the student and preceptor are compliant with the ATP's clinical education hour policy.

- **Clinical Evaluation of the Student**

The Clinical Evaluation forms found on ATrack Software are used to determine how students are assimilating skills learned in didactic and laboratory experiences into their clinical decision-making processes.

- **Athletic Training Student's Role**

At no time are students required or asked to complete the duties and responsibilities of the athletic training staff. Below is a description of the clinical education expectations of all athletic training students.

The following clinical education policies have been defined for students accepted into the ATP. A student is only acting as an athletic training student when they are physically supervised by a Preceptor affiliated with Rowan University. Following being taught in the appropriate content material and during direct preceptor supervision students may include, but may not be limited, the following clinical skills:

1. initiate, change or progress a plan of care
2. use electrical or acoustic modalities
3. conduct an evaluation of injuries and/or medical conditions that occur during their clinical experience
4. assist in return-to-play decisions
5. provide taping and bracing techniques
6. document hours toward their clinical experience

Students **will not** practice any skill on a patient until they have been instructed and evaluated by the Program. Instruction and evaluation include:

1. Formal instruction. This is content taught and evaluated within the classroom and laboratory setting
2. Informal instruction by preceptor. Students must be instructed, given time to practice, be evaluated by their preceptor on competence/proficiency **prior** to completing any skill on a patient.

- **Additional Costs.**

The student understands that there will be additional costs (ie, gas) when traveling to affiliated sites for their clinical assignment. These costs will not be reimbursed to the student. The student is encouraged to plan ahead as they can expect to be off-campus between 1-2 times during their clinical education.

- **Abide by the Supervision Policy**

Please see supervision policy within this policy and procedure manual.

- **Attendance**

The student must attend all practices that are under the direct supervision of a Preceptor. Athletic Training Students are requested to be present a **minimum** of one hour before and one half-hour after practice time, or as deemed appropriate by their supervising Preceptor. Practices provide the opportunity to develop critical-thinking and problem-solving skills when an injury actually occurs. Therefore, if the student is not present, a perfect opportunity to learn will be missed should an injury occur during that missed experience. All known missed practices (class, family emergency, etc) must be first cleared by the Clinical Education Coordinator and the Preceptor. Reasons for an excused absence may include but are not limited to: documented illness, religious observance, death in the family, etc **Absences that are not approved absences by the Preceptor and Clinical Education Coordinator, (ie, work schedules or vacations) will be considered unexcused. Two unexcused absences will be grounds for probation. Continued unexcused absences will be grounds for suspension from the ATP, and failure within their respective clinical class (e.g. Residency in Athletic Training I or II, Fellowship in Athletic Training I or II).** Please remember that showing up late 2 times to your clinical assignment will also be considered as one unexcused absence.

Complete pre-practice and post-practice plans of care

Students are expected to develop and implement plans of care at a level that is commensurate with their level within the ATP.

- **Attend all home events**

Students are expected to attend all home events at their clinical assignment under the Preceptor's direct supervision. Again, there are a lot of potential learning opportunities during this time. Any missed home events (class, family emergency, etc) must be first cleared by the Clinical Education Coordinator **and** the Preceptor.

- **Athletic Training Clinical Hour Documentation.**

ATP students will keep a running tally using the ATrack Software. Students will only have 5 days to post clinical education hours on ATrack. The student's Preceptor will then electronically sign off on student hours. Those hours not posted within 5 days will not count and the student's Residency in Athletic Training grade will be negatively affected by one letter grade. Every day must be accounted for within the Atrack system.

- **Patient Exposure/Contacts Documentation.**

ATP students will keep a running tally using the ATrack Software. Students will post their patient exposures/contacts in ATrack within 5 days of the exposure. The student's Preceptor will then electronically sign off on student exposures. Those patient exposures not posted within 5 days will result in the student's clinical grade being negatively affected by a minimum of one letter grade. Continued violations will result in further disciplinary action which may include but not limited to probation and suspension.

- **Abide by the Travel Policy.**

Students are expected to travel with their clinical assignment affiliation when their assigned Preceptor travels with said team. If a Preceptor does not travel, students are **not** allowed to travel with the team.

- **Assimilation of Skills.**

The student has a responsibility to work towards assimilating individual skills, knowledge, and abilities into their clinical decision-making processes within their clinical education. Although the Preceptor's will be available to directly assist in

learning problem solving skills, it is expected that the student will practice their skills through hands-on experience with patients (under direct supervision of the Preceptor), complete scenario based critical thinking problems, students challenging each other, etc. ***There should never be a time when students are sitting around doing nothing during the clinical education time.***

- **Disposition.**

Students are expected to demonstrate a positive attitude and enthusiasm towards their clinical education. Each student *will be assessed on their disposition and demeanor during their clinical assignment.*

- **Abide by the NATA Code of Ethics and BOC Standards of Professional Practice.**

Students are expected to always be Professional while in the role of the athletic training student. Students must also dress professionally during their clinical assignment.

- **Confidentiality.**

Students are expected to maintain confidentiality requirements throughout the completion of their clinical assignments. Since students have signed a confidentiality agreement when accepted into the ATP, it is the student's responsibility to maintain this policy. Failure to do so will not be tolerated.

- **Beginning and End of Clinical Education Experiences for a Semester.**

- a. Fall Clinical Assignment

- i. For the Fall semester, students are required to begin their Clinical Assignments the first day of practice (i.e., August preseason). Students are also required to attend at least one pre-season physical date (usually in July) as scheduled by the Coordinator of Athletic Training Services.
- ii. Students may also be asked to continue their clinical assignment over breaks (ie, winter break).
- iii. All clinical assignments end the last day of classes unless letter "b" takes precedence.

- b. Spring Clinical Assignment

- i. Residency in Athletic Training I and II students
 - 1. On Campus Clinical Assignment

- a. Return at beginning of Spring semester (exception basketball who are expected to schedule during the winter break)
- b. Spring Break Off
- 2. Off-campus Sites
 - a. Return one week prior to the beginning of the Spring semester. This is to offset lost clinical education time during off-campus sites (high schools) Spring Break.
 - b. Spring break off
- ii. Fellowship in Athletic Training I and II students
 - 1. Students will be expected to be at their clinical assignment when their Preceptor is at their site, except for the Winter Break.
 - 2. Do not have spring break off
- c. Unmandated Clinical Assignment Extension
 - i. Students are encouraged to stay with their clinical assignments until the last day of practice and competition (i.e., baseball or softball playoffs). This is suggested, not mandated, because these are excellent learning opportunities. If you miss them your preparation to become a competent Athletic Trainer will may be compromised.

Failure to meet the above expectations will indicate that the student is deficient in completing their clinical assignment. The athletic training student will be notified in writing of this deficiency. The procedures for addressing deficient students are found within the RUATP policy and procedure manual.

Clinical Supervision Policy

Preceptor Responsibilities

According to the Commission on Accreditation of Athletic Training Education (CAATE), when students are acting as an athletic training student:

1. Students must be directly supervised by a Preceptor affiliated with Rowan University during their clinical experiences.
2. The Preceptor must consistently and physically interact with the ATS at the site of the clinical experience.
3. At no time should a Preceptor require an ATS to provide athletic training services when they are not physically and directly supervised.
4. Students are not to take the place of athletic training staff duties and responsibilities time

There is no first responder policy associated with the athletic training program. Students are not to be left unsupervised at any time.

Simulation Outcome Policy

1. Student passing each section of a simulation with an 80% or higher will be deemed *competency-ready for autonomous practice*. These students will continue unabated with their clinical education.

2. A student passing a simulation with an overall score of 80%, but did not receive an 80% or higher on each section will be deemed *competency-emerging*. This student's clinical education will continue unabated; however, the student must work with their preceptor to become *competency-ready for autonomous practice* in this skill. (see Student Summary of Clinical Experiences – ATrack). Students/Preceptors can view student level of proficiency in the Student Summary of Clinical Experiences document (see ATrack).

3. **First Unsuccessful Attempt.** The first unsuccessful attempt to demonstrate a level of *competency-emerging* on a simulation will result in the student having a debriefing immediately following the simulation. The student must have an additional meeting with faculty prior to their second attempt to discuss questions and practice.
 - a. Emergency and Critical Incident Simulation Outcome Policy: Since students have the Red Cross Professional Rescuer CPR and First Aid Certifications, they must provide a standard of care that meets that of the certification for which they hold in order to clinically practice. The inability to provide this standard of care increases liability for the student, preceptor, and victim/patient. Thus, if a student is found to not be at the level *competency-emerging* for any emergency or critical incident skill (ECIS), that student will be suspended from clinical education until they are deemed *competency-emerging*.
 - i. These situations will result in an automatic half letter grade reduction in the student's residency/fellowship grade regardless of if they are found to be *competency-emerging* at a later date.
 - ii. In these situations, the student must meet with the AT faculty to establish a remediation plan to work to become *competency-emerging* in this area.

4. **Second Unsuccessful Attempt.** A second unsuccessful attempt to demonstrate a level of *competency-emerging* on a simulation will result in a missed day of clinical education in which the student will practice with a faculty member available to supervise the practice session. Additionally, the highest grade a student can receive in their Residency/Fellowship clinical experience class will be a B+. If a student was to earn less than a B+ within their clinical experience, then that grade will be reduced by half a letter grade (B+ to B, B to B-, etc).
 - a. Emergency and Critical Incident Simulation Outcome Policy (see 3.a above)

- i. A second unsuccessful attempt in ECIS will result in an automatic full letter grade reduction in the student's Residency/Fellowship grade regardless of if they are found to be *competency-emerging* at a later date. This full letter grade deduction will be on top of the half letter grade lost as a result of the first unsuccessful attempt. For example, if a student's original grade was an A, but the student was unsuccessful at demonstrating *competency-emerging* after the first attempt and they dropped to a A- (see #3 above), then after the second unsuccessful attempt to demonstrate *competency-emerging* the student's Residency/Fellowship grade would be reduced to a B-.
 - ii. In these situations, the student must meet with the AT faculty to establish a remediation plan to work to become *competency-emerging* in this area.
5. **Third Unsuccessful Attempt.** A third unsuccessful attempt to demonstrate a level of *competency-emerging* on a simulation will result in the student writing up a one-week remediation plan. Additionally, the highest grade a student can receive in their Residency/Fellowship class is a B. If a student was to earn less than a B within their clinical experience, then that grade will be reduced by a half letter grade (B to B-, B- to C+, etc).
 - a. Emergency and Critical Incident Simulation Outcome Policy (see 3.a above)
 - i. These situations will result in another automatic letter grade reduction in the student's Residency/Fellowship grade regardless of if they are found to be *competency-emerging* at a later date. For example, after the second unsuccessful attempt (see #4 above) the student's grade dropped to a B-, then following a third unsuccessful attempt the student's residence/fellowship grade would drop to a C-.
 - ii. In these situations, the student must meet with the AT faculty to establish a remediation plan to work to become *competency-emerging* in this area.
6. **Fourth Unsuccessful Attempt.** A fourth unsuccessful attempt to demonstrate a level of *competency-emerging* in any skill will result in suspension from the program. At this point, the student matriculation through the program and clinical experiences will cease, as per the program policy and procedures manual.

Links to Other Important Link

In accordance with CAATE standard 24, students and the public must be provided access to the following policies:

1. Rowan University catalogs - <https://sites.rowan.edu/catalogs/>
2. Financial Aid - <https://sites.rowan.edu/financial-aid/> students wishing to attain financial aid must contact the financial aid office using the link presented above
3. Rowan University Grade Policy - <https://sites.rowan.edu/registrar/services-resources/grading-system-gpa.html>
4. Rowan University Immunization Policy – <https://confluence.rowan.edu/display/POLICY/Required+Immunizations+for+Rowan+Students>
5. Rowan University Nondiscrimination Policy - <https://confluence.rowan.edu/display/POLICY/Policy+Prohibiting+Discrimination+in+the+Workplace+and+Educational+Environment>
6. Rowan University Tuition & Fees - <https://sites.rowan.edu/financial-aid/cost-of-attendance/>

Addressing Deficient Students Policy

1. A board has been developed consisting of the Program Director, Clinical Education Coordinator, an Athletic Training faculty member.
2. A hearing with the board will be arranged for the student to address the deficiency.
3. The student will be given ample opportunity to discuss the problem and develop solutions to rectify the deficiency during this meeting.
4. The board will then meet to make a decision on what action, if any, to take against the student.
5. Possible outcomes are but are not limited to (Please See Disciplinary Action Description Section):
 - No action against student
 - Written Warning
 - Probation
 - Suspension
 - Expulsion
 - Issue submitted to Provost's Office
6. Students will be notified in writing once a decision is made by the board.
7. The student has the right to appeal the decision as outlined in the Rowan University Student Manual

Disciplinary Action Description

The following is a description of possible disciplinary actions that can be made by the RUATP SIC regarding students who fail to meet the Program's policies and procedures.

Written Warning

1. **Definition:** Possible reasons for receiving a written warning include, but are not limited to, minor offenses that do not warrant probation
 - a. Minor infraction in recording clinical hours
 - b. Minor infraction in recording patient exposures
 - c. Minor behavioral disposition or professional demeanor issues
 - d. Minor infractions for professional attire
 - e. other unforeseen minor offenses as deemed appropriate by the RUATP SIC
2. **Disciplinary Process**
 - a. Student will be notified of deficiency in writing
 - b. The student will have 5 working days to provide a written explanation for each deficiency to the Program Director. The written explanation will include reasons for deficiency and a plan to rectify said deficiency.
 - c. A meeting with the RUATP SIC will be scheduled to allow the student to discuss the deficiency.
3. **Outcome**
 - a. Following the RUATP SIC interview and provided a plan to rectify the deficiency has been established, the student will be given no less than one semester to correct the deficiency.
 - b. In some minor instances (ie, Professional attire policies) a review of the student's deficiency can occur two weeks following the RUATP SIC decision to determine if the issue has been corrected. If so, the RUATP SIC may decide to remove the student from probation.

Probation

1. **Definition:**
 - a. A student placed on probation from the RUATP can continue matriculating through the program. This means that students can take any professional athletic training course past the date of probation. All clinical experiences will continue as of the date of probation. Please see suspension policy for a second violation or if not rectifying the probationary issue.

- b. Possible reasons for being placed on probation include but are not limited to the following:
 - c. failure to meet required GPA's
 - d. failure to follow Clinical Education Policy
 - e. failure to follow Clinical Supervision Policy
 - f. failure to follow NATA Code of Ethics
 - g. failure to maintain appropriate Professional demeanor
 - h. failure to meet Professional attire policy failure to follow
 - i. fraternization policy with non-high school patient that is an athlete.
 - j. failure to notify the Program Director of being charged with a criminal offense.
 - k. second violation in not documenting clinical hour.
 - l. second violation of not documenting patient exposures
 - m. other unforeseen offenses as deemed appropriate by the RUATP SIC
- 2. Disciplinary Process:**
- a. Student will be notified of deficiency in writing
 - b. The student will have 5 working days to provide a written explanation for each deficiency to the Program Director. The written explanation will include reasons for deficiency and a plan to rectify said deficiency.
 - c. A meeting with the RUATP SIC will be scheduled to allow the student to discuss the deficiency.
- 3. Outcome**
- a. Following the RUATP SIC interview and provided a plan to rectify the deficiency has been established, the student will be given no less than one semester to correct the deficiency.
 - b. In some minor instances (ie, Professional attire policies) a review of the student's deficiency can occur two weeks following the RUATP SIC decision to determine if the issue has been corrected. If so, the RUATP SIC may decide to remove the student from probation.

Suspension

1. Definition:

- a. A student suspended from the RUATP will not be able to continue matriculating through the program. This means that students cannot take any professional athletic training courses past the date of suspension. All clinical experiences will cease as of the date of suspension.
- b. Possible reasons for being suspended include but are not limited to the following:

- i. Any grade lower than a “C” in any graduate level Athletic Training course (**There is no probation for minimum grade deficiencies. A student will be suspended on their first offense if not meeting minimum grade requirements**).
- ii. 2nd failure of the benchmark exams (i.e., MSAT Comprehensive Exam, etc)
- iii. a second failure to follow Clinical Education Policy
- iv. a second failure to follow Clinical Supervision Policy
- v. a second failure to follow NATA Code of Ethics
- vi. third violation of not documenting clinical hours
- vii. third violation of not documenting patient exposures
- viii. any academic integrity violation where the student is found responsible for the offense
- ix. any situation involving substance abuse
- x. any incident of bullying, harassment, hazing, or insensitivity to cultural diversity
- xi. conviction of a criminal offense, with the exception of misdemeanor traffic offenses or traffic ordinance violations that do not involve the use of alcohol or drugs (BOC Standards of Practice)
- xii. any other unforeseen moderate offenses as deemed appropriate by the RUATP SIC

2. Disciplinary Process:

- a. The student will be notified of deficiency and pending suspension in writing.
- b. The student will be given, in writing, a date and time to meet with the RUATP SIC
- c. The student will have the opportunity to discuss the reason for possible suspension in front of RUATP SIC.
- d. A decision will be made by RUATP SIC.

3. Outcome:

- a. All clinical experiences will cease as of the suspension date.
- b. Suspended individuals may reapply for admission to the RUATP in the spring following suspension if remediation of the situation has been approved by RUATP SIC.
- c. Suspended individuals will be required to do the following to return to matriculation within the ATP
 - i. Must reapply to the athletic training program

- ii. Must pass a practical examination with an 80% or better on all classes taken up to the point of suspension. The student will have only one attempt at this examination.
- iii. Interview with program administrators
- d. The student has the right to appeal a suspension decision to the Chair, Department of Health & Exercise Science (See Rowan University Student Handbook).

Expulsion

1. Definition:

- a. A student expelled is terminated from the RUATP and cannot re-apply.
- b. Reason for expulsion include but are not limited to the following:
 - i. a third failure to meet minimum GPA requirements
 - ii. a second offense in not meeting minimum grade requirements for Athletic Training major and non-major courses
 - iii. a third failure to follow Clinical Education Policy
 - iv. a third failure to follow Clinical Supervision Policy
 - v. a third failure to follow NATA Code of Ethics
 - vi. a second situation involving substance abuse
 - vii. a second academic integrity violation
 - viii. any situation involving recommendation or dispensing a controlled substance
 - ix. a second incident of harassment, hazing, or insensitivity to cultural diversity
 - x. any incident involving Fraternization with a high school student
 - xi. Conviction of certain criminal offenses (ie, felony convictions)
 - xii. fourth violation of not documenting clinical hours
 - xiii. fourth violation of not documenting patient exposures
 - xiv. any unforeseen major offense as deemed appropriate by the RUATP SIC

2. Disciplinary Process:

- a. Student will be notified of deficiency and pending expulsion in writing.
- b. Student will be given, in writing, a date and time to meet with the RUATP SIC.
- c. The student will have the opportunity to discuss the reason for possible expulsion in front of RUATP SIC.
- d. A decision will be made by RUATP SIC.

3. Outcome

- a. All clinical experiences will cease as of date of expulsion.
- b. Possible notification of the Dean of Students or Provost's Office.

- c. Expulsed students can never reapply to the RUATP.
 - d. The student has the right to appeal an expulsion to the Chairperson of the Department of Health and Exercise Science (Please See Rowan University Student Handbook).
4. **Remediation**
- a. There is no remediation possible because expelled students can never reapply to the RUATP.

Criminal Activity Notification Policy

In accordance with BOC Standards of Practice 3.10 criminal activity is defined as an "...takes no action that leads, or may lead, to the conviction, plea of guilty or plea of nolo contendere (no contest) to any felony or to a misdemeanor related to public health, patient care, athletics or education; this includes, but is not limited to: rape; sexual abuse or misconduct; actual or threatened use of violence; the prohibited sale or distribution of controlled substances, or the possession with intent to distribute controlled substances; or improper influence of the outcome or score of an athletic contest or event " This also includes DUI's, underage drinking, and criminal mischief violations.

1. The Rowan Athletic Training Program will not tolerate students engaging in criminal activity.
2. Students accused or convicted of a crime are expected to report this accusation or conviction to the Program Director **immediately**.
3. Failure to comply with this policy will result in the student being immediately suspended from the ATP.
4. Students accused of certain crimes may be subject to disciplinary actions as directed by Rowan University counsel and/or this policy manual.
5. Students convicted of crimes may be suspended or expelled from the program.

Anti-Bullying Policy

Definition:

Bullying is unwelcome or unreasonable behavior that demeans, intimidates or humiliates people either as individuals or as a group. Bullying behavior is often persistent and part of a pattern, but it can also occur as a single incident. It is usually carried out by an individual but can also be an aspect of group behavior (see “mobbing” below). Some examples of bullying behavior are:

- Abusive and offensive language
- Insults
- Teasing
- Spreading rumor and innuendo
- Unreasonable criticism
- Trivializing of work and achievements

Context is important in understanding bullying, particularly verbal communication. There is a difference between friendly bantering exchanged by long-time work colleagues and comments that are meant to be, or are taken as, demeaning. While care should be exercised, particularly if a person is reporting alleged bullying as a witness, it is better to be genuinely mistaken than to let actual bullying go unreported.

Mobbing

Mobbing is a particular type of bullying behavior carried out by a group rather than by an individual. Mobbing is the bullying or social isolation of a person through collective unjustified accusations, humiliation, general harassment or emotional abuse. Although it is group behavior, specific incidents such as an insult or a practical joke may be carried out by an individual as part of mobbing behavior.

CONSEQUENCES OF BULLYING

It will not be tolerated. Those found guilty of bullying will be suspended from the Athletic Training Program. Please see the Disciplinary Section under Suspension.

IF YOU THINK YOU HAVE BEEN BULLIED

- Any student who feels they have been victimized by bullying is encouraged to report the matter to the Program Director.
- An investigation will be undertaken by Rowan University Officials and disciplinary measures will be taken as necessary against the responsible individual or individuals. See Above

Anti-Fraternization Policy

All athletic training students are reminded to act professionally when working with peers, student athletes and coaches. Students are reminded of the NATA Code of Ethics (Principle 4.1):

“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.”

Policies for Working with High School Students

It is important to remember that when working with high school student athletes that you are dealing with minors. It has been said, “be friendly but you are NOT to be their friends.” Thus, specific policies are identified for this patient population.

THERE IS A NO TOLERANCE POLICY. IF YOU ARE FOUND TO FRATERNIZE WITH A HIGH SCHOOL STUDENT, YOU WILL BE EXPELLED FROM THE ATP AND THE APPROPRIATE AUTHORITIES WILL BE CONTACTED.

1. Do not discuss your personal lives with these individuals. Stick to discussing their health care needs only.
2. Do not discuss, joke, make innuendos about alcohol, sexually related topics or any other inappropriate topics.
3. Do not write letters, notes, e-mails, text messages, or participate in any social media or other electronic communication and/or make phone calls to these minor aged student athletes.
 - a. Again, you are not their friend. You are a healthcare professional in training held to BOC Standards of Practice, NATA Code of Ethics and the NJ State Laws.
 - b. If a student athlete contacts you in one of the ways above, you must immediately contact your Preceptor and the Program Director.
 - c. If you have a any social media account, do not use them to converse with a high school student.
4. Do not touch, pat, pinch, stroke, squeeze, tickle, massage or brush against student athletes in inappropriate ways.
 - a. You only need to make physical contact with these student athletes in order to perform the necessary functions of an athletic training student.
5. It is against the law to fraternize with these students. If evidence supports fraternization, the appropriate authorities will be contacted.
6. In the case of a high school student that is 18, you are still forbidden from fraternizing with these students.

Non-Discrimination Policy

The athletic training program abides by the Rowan University "[Policy Prohibiting Discrimination in the Workplace and Educational Environment](#)"

Dress Code Policy

The athletic trainer is an allied health professional and as part of the RUATP program, you are required to dress appropriately and professionally for all practices and games. Students wearing inappropriate attire will be asked to leave the athletic training facilities and possibly placed on probation.

1. Name tags identifying you as an athletic training student must be worn at all times.
2. A collared shirt must be worn at all times unless specified by an Affiliated Rowan University Preceptor. It is highly suggested that students wear a polo style shirt at all times to represent themselves as a healthcare professional.
 - a. The collared shirt or Preceptor approved shirt cannot be affiliated with any other school or sports team (i.e., Duke or Eagles). It may be either plain colored, be associated with Rowan University or with the affiliated site. The collared shirt must have a minimum of two buttons to be acceptable.
 - b. During games collared shirts and chino type pants/shorts must be worn, no exceptions. It is suggested that students work together to wear the same collared shirt and colored pants/shorts style for games, as it makes you and the program look more professional.
3. Chino or Kaki type slacks must be worn at all times, except during outside practices where heat is an issue. **All pants must be worn at the appropriate height (i.e., at the waist and not below). Waist is defined as at or above the iliac crest!!!!**
4. Chino or Khaki shorts are acceptable wear during excessive heat; however, shorts must fit properly and be plain in nature. Kaki shorts are acceptable for outdoor games. **All shorts must be at least mid-thigh in length.**
5. Hats or caps are not allowed in the athletic training clinic; however caps and hats may be worn for outdoor practices and games if appropriate due to the weather (sun or cold). Hats should be licensed Rowan University athletic wear. If such hats or caps are not available then the head wear should be blank. **No hats can be worn that advertise other schools or other organizations other than NATA, ATSNJ or Rowan University.** Hats or caps must also be worn forwards and straight on the head.
6. Jewelry. Any jewelry that interferes with daily clinical education practice duties may not be worn.

7. Hair must be neatly maintained in a manner that does not interfere with performance. Facial hair must be neat and trimmed.
8. Closed shoes and socks are to be worn at all times.
9. During cold or inclement weather, outer wear must be appropriate and professional as defined by the RU affiliated Preceptor.

Athletic Training Student's Health Records

The following must be completed as part of the Professional ATP Application Process. Failure to complete these procedures will result in the student not being accepted into the RUATP Professional Phase.

All students must submit the following forms, immunizations, consents and tests as part of the application process:

1. Technical Standards must be signed within the ATP application.
2. The athletic training program abides by the Rowan University Immunization Policy that requires students to have the following immunizations prior to them being accepted to the University. Records are housed within the Rowan University Wellness Center.
 - a. 2 MMR vaccines (Measles, Mumps and Rubella)
 - b. Meningococcal vaccine dated within 5 years of enrollment date or after student's 16th birthday for students residing on-campus or NCAA athletes
 - c. Hepatitis B vaccine (series of 3)
 - d. Tdap (Tuberculosis, Diphtheria, Pertussis) is recommended for all students and required for all NCAA athletes
 - e. Covid-19 Vaccination – This is no longer required but is recommended by the University
3. The Clinical Education Coordinator will contact the student if additional immunizations are required at affiliated clinical sites.

This is a one-time only requirement for the Athletic Training Program

Rowan Athletic Training Program COVID Policy

The Rowan University Athletic Training Program is committed to providing a safe and healthy environment for its student to successfully complete their clinical education. Therefore, the RUATP abides by the Rowan University Policies related to COVID found at: <https://sites.rowan.edu/wellness/public-health-information/covid-information/>

Rowan Policy (update 3/24) – *“The Wellness Center has updated the respiratory illness guidance in line with the latest [CDC guidance found here](#). Individuals, considered lower risk, who experience a respiratory illness with a fever should stay home or away from others until 24 hours fever free and symptoms are improving. Students diagnosed with a respiratory disease may be asked to isolate off campus until their symptoms are resolving. Public health officials recommend wearing a mask for 5 additional days to help prevent the spread of respiratory diseases. RSV, Influenza, Covid-19, and many other viruses are still circulating locally and everyone should continue to take preventative measures like covering coughs, practicing social distancing, washing hands often, and staying up to date with vaccinations. High risk individuals (those with chronic conditions or are immune compromised) should consider testing and treatment because symptoms for RSV, flu, covid-19 and numerous other seasonal respiratory illnesses have similar presentations. Employees should contact their supervisor and [Human Resources](#) for specific information regarding missed time and return to work protocols. Students missing three or more consecutive class days due to illness should contact their professor for support and may notify the [Dean of Students to request a formal absence notice here](#).”*

The athletic training program’s goal is to prevent the transmission of COVID-19 in the clinical sites for which student obtain their clinical experience. Preceptors, as well as students, are all responsible for supporting, complying with this COVID-19 plan.

Travel Policy

The ATP administrators have fully informed students of the travel policy for athletic events that are not at Rowan University. Students may not travel to any event that is not supervised by a Preceptor affiliated with Rowan University. However, if an affiliated Athletic Trainer does travel to an away event, the student is expected to travel with their Preceptor.

Failure to follow this policy will result in disciplinary action as described within the Policy and Procedure manual's Disciplinary Action section.

Athletic Training Student Security Measures during Off-hour Practices

The safety of the RUATP students is the highest priority of faculty and staff. Early morning and late practices may present security concerns for the athletic training student personnel. The following protocols are suggested to reduce being alone and thereby the chance of a possible assault:

1. Athletic Training Students are encouraged not to leave or arrive at practice alone during late night or early morning practices, respectively.
2. Athletic Training Students are encouraged to use the buddy system when going to and leaving early or late practices or games (ie, contact & meet fellow athletic training student, contact and meet a faculty or staff member, or contact & meet coach before or after practice).
3. Athletic Training students who live on campus are encouraged to call the Public Safety office (ext. 4922) for an escort to or from the athletic training facility by a public safety officer.
4. Athletic training students who commute are encouraged to contact the Public Safety office (ext. 4922) for an escort to the athletic training facility before parking their car in a Rowan University parking lot during these practices or games.

Communicable Disease Policy

The Center for Disease Control (CDC) outlines specific policies for minimizing exposure of communicable diseases within health care facilities and between health care providers and patients. The Rowan University Athletic Training Program is educating health care providers and we choose to use the following provisions to manage communicable diseases that may arise at on-campus athletic training clinics and in off-campus affiliated sites. This policy is also posted on the Program Blackboard page.

POLICY:

1. All Covid-19 policies established by Rowan University are implemented and enforced. Please go to this link for more information.
<https://sites.rowan.edu/wellness/public-health-information/covid-information/>
2. Hand washing and good personal hygiene techniques are two of the best measures to prevent communicable diseases. Hand washing should occur after contact with each patient. Additionally, hand washing is always encouraged when in contact with a patient or not. In the absence of immediate hand washing with soap and water, antibacterial hand sanitizer may be used. Hand washing with soap and water should occur as soon as possible, however.
3. If an athletic training student becomes ill:
 - a. He/she must report to the Student Wellness Center on campus or to another medical practitioner for evaluation. Upon evaluation, the medical practitioner will determine the appropriate intervention needed and the amount of time the student shall remain out of contact with others to prevent transmission. The student will need to provide documentation to the Program Director and/or Clinical Education Coordinator which indicates your condition at the time of the visit and ability to return to class and/or clinical experiences.
4. If the athletic training student acquires a communicable disease, the student will notify their Preceptor, PD, and CEC as soon as possible to notify them of the athletic training student's condition including the amount of time the student will be absent from the clinical experience.
 - a. The student will not be permitted to return to their clinical experience until they have been re-evaluated by a medical practitioner.
5. Since Athletic Training students are providing direct health care to patients under the direct supervision of a Preceptor, these appropriate precautions must be utilized. Any student who acquires any of the listed communicable diseases will be dismissed from their clinical education experience at Rowan University or other affiliated sites until a medical practitioner has deemed the student non-contagious.

Communicable Diseases sited by the CDC include but may not be limited to:

- Bloodborne pathogens
- Conjunctivitis
- COVID-19
- Cytomegalovirus
- Diphtheria
- Gastrointestinal infections, acute
- Hepatitis A
- Herpes simplex
- Rubella
- Streptococcus infection
- Staphylococcus aureus infection and carriage
- Mumps
- Parovirus
- Pertussis
- Measles
- Meningococcal disease
- Poliomyelitis
- Rabies
- Scabies and pediculosis
- Tuberculosis
-

Rowan University Blood-borne Pathogens and Exposure Control Policy

Each student will be annually trained in BBP and the exposure control policy. At the end of the training students will take a quiz to demonstrate an understanding of these policies.

Inclement Weather Policy

Rowan University follows the NCAA guidelines for cancellation and postponement of events and practices. The site manager has final say during contests and the Head Coach and Athletic Training staff will decide in practice situations. Please see the NCAA guide for weather and the NATA Position Statement related to Heat related illness and lightning. Athletic Training students are not to attend any practice when Rowan University is closed due to weather conditions.

Appendix A: Confidentiality (HIPAA) Form

All athletic training students are bound by the NATA Code of Ethics when working with patients. All students are reminded to read Section 1(1.3) which states the following

“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.”

I ___ (initials) understand that medical information is protected by the privacy rule of the Federal Health Insurance Portability and Accountability Act (HIPAA). Accordingly, I must maintain the confidentiality of the medical conditions and medical records of patients at all times.

I ___ (initials) understand that there is never a reason to discuss a patient’s condition with anyone other than my Preceptors.

I ___ (initials) understand I may use or disclose PHI only for permitted uses without an individual’s specific written authorization under the following conditions: Treatment, Payment, and/or Health care operations.

I ___ (initials) understand that the use or disclosure of PHI is limited to the minimum amount necessary to accomplish the purpose (Minimum Necessary Rule).

I ___ (initials) understand that I can never take a patient’s protected health information (PHI) or Individually Identifiable Health Information (IIHI) out of the Athletic Training Clinic without being first directed to do so by my Preceptors.

I ___ (initials) understand that there are no exceptions to this policy. I also understand that failure to abide by the confidentiality agreement will lead to disciplinary action as outlined in the RUATP Policies and Procedures Manual.

By signing below, the student is indicating that they have read the above statement and agrees to abide by all the information set forth by this document, the NATA Code of Ethics and the RUATP policies and Procedures Manual.

Athletic training Student Signature

Date

Print Name

Appendix B: Technical Standards Form

The following technical standards are signed in the first athletic training class, prior to athletic training students performing any hands-on duties.

The Athletic Training Program at Rowan University is a rigorous and intense program that places specific requirements and demands on the students enrolled in the program. An objective of this program is to prepare graduates to enter a variety of employment settings and to render care to a wide spectrum of individuals engaged in physical activity. The technical standards set forth by the Athletic Training Program establish the essential qualities considered necessary for students admitted to this program to achieve the knowledge, skills, and competencies of an entry-level certified 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 Athletic Training Program. In the event a student is unable to fulfill these technical standards, with or without reasonable accommodation, the student will not be admitted into the program.

Compliance with the program's technical standards does not guarantee a student's eligibility for the BOC, Inc 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 postural and neuromuscular control, sensory function, and coordination to perform appropriate physical examinations using accepted techniques; and accurately, safely and efficiently use equipment and materials during the assessment and treatment of patients.
3. the ability to communicate effectively and sensitively with patients and colleagues, including individuals from different cultural and social backgrounds; this includes, but is not limited to, the ability to establish rapport with patients and communicate judgments and treatment information effectively. Students must be able to understand and speak the English language at a level consistent with competent professional practice.
4. the ability to record the physical examination results and a treatment plan clearly and accurately.

5. the capacity to maintain composure and continue to function well during periods of high stress.

6. the perseverance, diligence and commitment to complete the athletic training education program as outlined and sequenced.

7. flexibility and the ability to adjust to changing situations and uncertainty in clinical situations.

8. affective skills and appropriate demeanor and rapport that relate to professional education and quality patient care.

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

Student's Signature

Date

Alternative Statement for Students Requesting Accommodations (This does not include academic accommodations, but more extraordinary 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 Dean of Students and the RUATP's Program Director 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.

Student's Signature

Date

Appendix C: Blood-borne Pathogen Declaration Document

I understand that athletic training students are at risk of exposure to blood-borne pathogens including hepatitis-B (HBV) and human immunodeficiency virus (HIV) via exposure to blood and other bodily fluids. I am given an annual training workshop which enables me to understand the following: principles of universal precautions, modes of transmission, risk of exposure, ways to minimize or prevent my risk of exposure, reporting exposures, and treatment of exposure protocols. I understand I will report immediately to my Preceptor or Student Health Services, whichever is more expedient, should any exposure incident occur. Furthermore, I understand that my exposure can be minimized or prevented by following the principles of Universal Precautions, practicing learned techniques from annual training, hepatitis-B vaccination and other provisions learned during annual training.

I understand that the Rowan University Athletic Training Program does not require the hepatitis-B vaccination, although it is highly recommended. However, it is not used as a condition of acceptance or continuance in the pre-professional or professional phase of the RUATP.

___ I **have** received the hepatitis-B vaccination by my own accord.

_____ Date series completed

___ I **have chosen not to receive** the hepatitis-B vaccination at this time. I understand that by declining to secure this vaccination, I continue to be at risk for contracting hepatitis-B. I realize that I must still follow the Exposure Control Plan established by the Coordinator of Athletic Training Services and Program Director in order to protect myself and others from the risk of exposure to hepatitis-B.

I understand that I must also follow the Exposure Control Plan established by the any clinical site affiliated with Rowan University ATP in order to protect myself and others from the risk of exposure to other blood borne pathogens (ie, HIV) I understand my Preceptor will follow the protocol outlined in the Exposure Control Plan if I am exposed to a blood borne pathogen. I understand that medication exists which will reduce the likelihood of HIV transmission if, despite all precautions, I were exposed to a blood-borne pathogen. I understand it is also my responsibility to follow established Exposure Control Plan procedures and to make prior arrangements of credit card access to pay for this medication. I understand that I must begin this medication within two hours of exposure.

Student's Signature

Date

Student's Name (printed)

Appendix D: Athletic Training Program Clinical Education Agreement

I _____ have been selected to the Rowan University Athletic Training Program's (RUATP) Professional Phase. I understand the commitment involved and agree to fulfill all aspects to the best of my ability. For the next four semesters, I agree to assimilate NATA competencies and proficiencies learned in the classroom and laboratory experiences into those clinical assignments designated to me by the RUATP Program Director. I understand the graduation requirements as outlined in the RUTAP student handbook .

I ____ (initials) agree to not let an outside job interfere with my clinical education duties and responsibilities.

I ____ (initials) understand that my clinical education is part of the Residency in Athletic Training and Fellowship in Athletic Training series of classes. I understand that failure to perform my clinical education duties and responsibilities will have a negative effect on my class grade, matriculation through the RUATP, and graduation from Rowan University.

I ____ (initials) understand that my clinical education will require mandatory attendance at preseason camps and at least one pre-season pre-participation exam. I understand that I am required to attend practices and games that occur over the Christmas break if assigned Men's or Women's basketball or swimming. I also understand that the last day of regular classes in the fall and spring semester will be my last formal day of my clinical assignment, unless I am assigned to Men's or Women's basketball or swimming. I understand that if directly supervised by a Preceptor, I can choose to continue my clinical education informally past these dates.

I ____ (initials) understand that I must be directly supervised by a Preceptor at all times of my clinical education. I have read and signed the Clinical Supervision Policy and agree to abide by its restrictions. I understand that if I fail to follow these policies that I will be subjected to disciplinary action as outlined in the RUATP student manual.

I ____ (initials) have read and understand the Travel Policy as outlined in the RUATP student manual. I understand all and will abide by all restrictions placed on me by this policy. I understand that if I fail to follow these policies that I will be subjected to disciplinary action as outlined in the RUATP student manual.

I ____ (initials) understand that if I attend clinical experiences not assigned (ie, summer camps or internships) by the RUATP , that I will function as an independent contractor first aider. I understand that I will be responsible for my own liability insurance, supplies, compliance with any state and federal laws that apply. I

also understand that these experiences are not in any way part of my formal clinical education within the RUATP.

I ____ (initials) understand that there will be additional costs (ie, gas, tolls, etc.) when traveling to affiliated sites for my clinical assignment. These costs will not be reimbursed to the student by Rowan University or the ATP.

Student's Name (Print)

Student's Signature

Date

Appendix E: Clinical Observation Policies and Procedures

ROWAN UNIVERSITY
 ATHLETIC TRAINING EDUCATION PROGRAM
 GLASSBORO, NJ

Name of Applicant _____

VERIFICATION OF OBSERVATION HOURS

To be completed by supervising Certified Athletic Trainer
 (Student responsible for 50 hours total/No More than 25 at Rowan University)

I, _____, acknowledge that the above named student has
 (supervising athletic trainer)

satisfactorily completed _____ (minimum of 10 hours) of observation under my direct
 supervision at

_____. It is my impression that this student has
 received adequate
 (name of facility)

exposure to the roles and responsibilities of a Certified Athletic Trainer reflective of the
 current practice in this

setting.

Name of Supervising Athletic Trainer _____
 (please print)

Certification Number _____

Employer

Setting

 (High School, Clinic, Doctor's Office, etc.)

Phone

(_____)_____

E-mail _____

Signature _____ Date _____

*It is the responsibility of the student applicant to ensure this document reaches the Athletic Training Education Program Director's office as part of the application to the Master's program. In Foundations II, students will have the option of doing a rotation for a total of 10 hours. In Foundations III, students will have the option of doing a rotation for a total of 15 hours. A verification form must be completed for all on-campus and off-campus observation hours.

Appendix F: Acceptance Letter Sample

«name1»
«address»
«CSZ»

Dear «name2»:

Congratulations! You have been accepted into the Professional Phase of the Rowan University Athletic Training Program. Please review the duties and responsibilities involved with your clinical education in your RUATP student manual. Your clinical assignment and preceptor designee will follow within 2 weeks of the date of this letter. The program faculty and staff appreciate your hard work to this point in your Athletic Training Education. We look forward to your continued dedication, commitment and enthusiasm toward your Athletic Training education. Please see the bottom of this letter for any additional information that is required of you for the fall semester.

Additional needs:

1. **Acceptance is contingent on final spring grades and maintaining appropriate GPA's**
2. Be available for pre-season physicals (scheduled by Colleen Grugan)
3. Be available for pre-season in-service
4. Be available for the start of the pre-season
5. Submit all required documentation.

Again, congratulations!

Sincerely,

Rob Sterner, PhD, ATC
Director, Athletic Training Program

Appendix G: Non-acceptance Letter Sample

«date»

«name1»

«address»

Dear:

I regret to inform you that you have not been accepted into the Professional Phase of the Rowan University Athletic Training Program. Please note the areas listed below:

__Application file incomplete. The following items are missing:

«missing items»

__Specific items within the application packet do not meet minimum required standards for acceptance into formal specialization:

«items not meeting standards»

__Total number of spaces available for acceptance into ATP have been exceeded.

I encourage you to re-apply in the spring of «year». Please call my office at 856-256-4500 ext 53767 to make an appointment to discuss needed registration changes for the fall.

Sincerely,

Rob Sterner, PhD, ATC
Director, Athletic Training Program

Official Warning Letter

Date

Student Address

Dear Student Name:

This letter is being used to notify you that you have received an official warning from the Athletic Training Program. Below is reason for this official warning:

- Example: Not documenting patient encounters

As per the policy manual, your next offence pertaining to the listed policy violation will result in probation. The only action the student must take at this time is to sign the document in the place provided below and return a pdf copy to the Program Director within three working days. This warning will be in effect from the date listed above until the end of the _____ semester _____. If you have any questions pertaining to this letter or the violation listed above, please feel free to contact me or schedule an appointment

Sincerely,

Rob Sterner, PhD, ATC
Director, Athletic Training Program

I _____ have been notified of my current status within the Rowan University Athletic Training Program. I have been given ample opportunities to ask questions regarding my status. I also understand what is expected so that I may be removed from probationary status within the Rowan University Athletic Training Education Program

Student Signature

Date

ppendix H: Probation Letter Sample

Date

Name

Address

CSZ

Dear "name"

This is to confirm our conversation on (date) regarding your status in the RUATP.
The RUATP SIC has decided to place you on probation for the following reason(s):

- failure to meet required GPA's
- failure to meet clinical education professional demeanor policies
- failure to follow NATA Code of Ethics
- failure to maintain appropriate professional demeanor
- failure to meet professional attire policies
- failure to follow the Travel Policy

As a result of the above reasons, the following actions are being taken:

- as determined by RUATP SIC

It is our sincere hope that you will take this opportunity to reflect on current progress so that you can make the necessary changes in order to return to full eligibility within the RUATP

Sincerely,

Rob Sterner, PhD, ATC
Director, Athletic Training Program

Appendix I: Suspension Letter Sample

Date

Name

Address

CSZ

Dear "name"

This letter is to inform you that you are suspended from the RUATP for the following reasons

a second failure to meet minimum academic standards

academic dishonesty

situation involving substance abuse

continued or second violation of policy on clinical education professional demeanor policies

any incident of harassment, hazing, or sensitivity to cultural diversity

a second violation of the Travel Policy

The following outcomes are the decision of the RUATP SIC

All clinical experiences will cease as of date of suspension.

Notification of the Dean of Students or Provost's Office

Suspended individuals may reapply for admission to the RUATP in the spring following suspension if remediation of the situation has been approved by RUATP SIC. Suspension does not in any way imply that one's place in the RUATP will be held. The student has the right to appeal a suspension to the Chairperson of the Department of Health and Exercise Science (Please See Rowan University Student Handbook, pg 46).

Please contact me at your earliest convenience so that changes can be made to your academic plan.

Sincerely,

Rob Sterner, PhD, ATC

Director, Athletic Training Program

Appendix J: Expulsion Letter Sample

Date

Name

Address

CSZ

Dear "name"

This letter is to inform you that you are suspended from the RUATP for the following reasons

a third failure to meet academic requirements

a third or a continued violation of clinical education professional demeanor policies

a third violation of the Travel Policy

a second situation involving substance abuse

a situation involving recommendation or dispensing a controlled substance

a second incident of harassment, hazing, or insensitivity to cultural diversity

Other

The following outcomes are the decision of the RUATP SIC

All clinical experiences will cease as of date of expulsion.

Notification of the Dean of Students or Provost's Office.

Expulsed students can never reapply to the RUATP. The student has the right to appeal an expulsion decision to the Chairperson of the Department of Health and Exercise Science (Please See Rowan University Student Handbook, pg 46).

Please contact me at your earliest convenience so that changes can be made to your academic plan.

Sincerely,

Rob Sterner, PhD, ATC

Director, Athletic Training Program

**Appendix K: Professional Phase Clinical Evaluation Tools –
Sample Only**

Go to: Atrack

