



**NORTHERN
ARIZONA
UNIVERSITY**

**Athletic Training
Education Program**

**ATHLETIC TRAINING STUDENT
HANDBOOK AND CODE OF ETHICS**

2009-2010

TABLE OF CONTENTS

I.	Mission Statement	1
II.	Learning Goals and Objectives	1
III.	Code of Ethics	1
	Code of Conduct	2
IV.	Faculty and Staff	3
V.	Athletic Training Website	4
VI.	Academic Program	4
	a. Application	4
	b. Transfer Student Admission Policy	4
	c. Required Courses	5
	d. Attendance	6
VII.	Advising, Registration, and Scheduling	6
VIII.	Approved Clinical Instructors	6
	a. Formal Responsibilities of the Approved Clinical Instructor	6
	b. Supervision of Graduate Assistant Approved Clinical Instructors	7
IX.	Clinical Assignments	7
	a. General Guidelines	7
	b. Hours	7
	c. Clinical Education	8
	d. Athletic Training Student Travel	8
	e. Lightning Policy	8
	f. Transportation to Clinical Sites	9
	g. Confidentiality	9
	h. Conflicts	9
	i. Student Roles	10
X.	Professional Appearance	10
	a. NAU Athletic Training Room	11
	b. Athletic Training Room (Other than NAU)	11
	c. Clinical Rotations	11
	d. Professional Meetings	11
XI.	Professional Relationships	11
	a. Medical Professionals	11
	b. Athletes	11
	c. Coaches	12
	d. Media	12
XII.	Medical Facilities in Flagstaff	12

XIII. Retention in the Program	13
a. Requirements for Retention	13
b. Probation	14
c. Procedure for Disciplinary Action	15
XIV. Professional Associations	17
a. National Athletic Trainers' Association	17
b. Rocky Mountain Athletic Trainers' Association	17
c. Arizona Athletic Trainers' Association	17
XV. Certification and Licensure	18
a. Certification	18
b. Licensure	18
XVI. Textbooks and Supplies	19
XVII. Health and Immunizations	19
XVIII. Disability Services	20
XIX. Communicable Disease Policy	20
XX. Student Liability Insurance & Fingerprinting	20
XXI. Financial Assistance	21
XXII. Outside Employment	21
XXIII. Grievance Policy	22

APPENDICES

A. Records Release Form	24
B. First Aid Provider Agreement	25
C. Physical Form	27
D. Technical Standards	29
E. Hepatitis B Vaccination Release Form	31
F. Letter of Agreement	32

I. Mission Statement

The mission of the Athletic Training Education Program at Northern Arizona University is to provide a student centered undergraduate learning experience that effectively links didactic and clinical education in prevention, evaluation, treatment, and rehabilitation of athletic injuries, promotes professional and ethical conduct, encourages professional leadership, prepares students to be successful on the national Board of Certification examination, and produces competent and confident Athletic Trainers prepared for a career in athletic training.

II. Learning Goals and Objectives

In keeping with the mission of Northern Arizona University, the Athletic Training Education Program, and in accordance with the expectations of the profession of Athletic Training, the goals and objectives of the Athletic Training Education Program are to:

- Provide an enjoyable educational experience that prepares students to be competent and confident athletic trainers.
- Prepare students to be successful on the national BOC examination.
- Recognize a need in the profession for Certified Athletic Trainers in secondary schools.
- Produce qualified individuals to serve in the secondary school setting.
- Recruit and retain students of minority groups, especially Native Americans in Northern Arizona.
- Develop young professionals that will be leaders in Athletic Training at the state, district, and national levels.
- Mentor students in all aspects of Athletic Training as well as university life.
- Expose the Athletic Training student to other allied healthcare professionals that comprise the "Sports Medicine Team".
- Emphasize professional conduct and ethical standards.
- Graduate Athletic Training students of recognized excellence.
- Establish Northern Arizona University as a leader in undergraduate Athletic Training Education.

III. Code of Ethics

The NATA has developed a Code of Ethics for the purpose of making the membership aware of the principles of ethical behavior that should be followed in the practice of Athletic Training. You should become familiar with the NATA Code of Ethics.

The Code of Ethics of the Athletic Training Education Program at Northern Arizona University were developed specifically with the Athletic Training student in mind, but based on the same principles as the NATA Code of Ethics.

- a. Athletic Training students should neither practice nor condone discrimination against any legally protected class.
- b. Athletic Training students should not condone, engage in, or defend unsportsmanlike conduct or practices.
- c. Athletic Training students should provide care on the basis of the needs of the individual athlete. They should not discriminate in providing care on the basis of athletic ability.
- d. Athletic Training students should strive to achieve the highest level of competence. They should use only those techniques and preparations for which they are qualified and authorized to administer.
- e. Athletic Training students should recognize the need for continuing education to remain proficient in their practice. They should be willing to consider new procedures within guidelines that assure safety.
- f. Athletic Training students should recognize that personal conflicts and relationships might occur which may interfere with professional effectiveness. Accordingly, they should refrain from undertaking any activity in which personal issues are likely to lead to inadequate performance or harm to an athlete or colleague.
- g. Athletic Training students should use care to be truthful and not misleading when stating their education and experience.

Code of Conduct

Students in the ATEP are expected to act professionally in all aspects of their involvement with the ATEP. While in the clinical setting, they will treat their clinical supervisors with respect. While in classrooms, they will treat professors with respect. At all times, students will treat each other with respect. Conflict inevitably arises at times. Please see the section in this handbook on “Conflict Resolution” for an explanation of how we expect students to handle conflict situations.

Specifically in the classroom, students are expected to pay attention and be engaged at all times, whether it is an 8am class or a 4pm class. Students should never be talking when a professor is talking and should feel free to talk during discussion or group work times. Tardiness is not tolerated. Unexcused absences are not tolerated. All of this reflects on your level of professionalism and commitment to the profession.

Specifically in the clinical setting, students are expected to understand the policies and procedures of each clinical setting they are in. Your experiences will be quite different at each clinical setting. These varied experiences are sought after to expand your experiences in different Athletic Training rooms and other allied health settings. Remember that you are representing the ATEP in every setting you attend. These clinical

experiences are meant to be educational – a place to expand and refine the knowledge you learn in the classroom. These learning experiences are to be shared with all students in each setting. So, it is expected that each student will be respectful of each others’ learning opportunities. At all times, students will be respectful of and follow instructions from their clinical supervisors. Students should never act on their own when dealing with athletes without consultation and supervision from their ATC.

To further develop a high level of professionalism in our students, we require each of you to attend the Winter AzATA (state association) meeting. Each student is expected to behave and present themselves with the utmost level of professionalism while at these meetings. The NAU ATEP has a reputation across and beyond the state of how professional our students are. We expect to maintain this prideful reputation.

If, in any instance, a student is found to be disregarding this Code of Conduct, they will be called into a meeting with the Program Director and other faculty or clinical supervisors involved. In this meeting, after hearing about the situation in question from the students’ perspective, reprimand will be applied to the student as the Program Director deems necessary. This reprimand may include, but is not limited to: a verbal reprimand, dismissal from their clinical site for a week, dismissal from their clinical site for a semester, or dismissal from the program. Any reprimand will be recorded in letter form and placed in the student’s program file.

Again, we hold the development of professionalism in the highest regard in this ATEP. Please join us in maintaining the stellar professional reputation that students before you have already set. Take pride in your profession and the institution that you represent!

IV. Faculty and Staff

	<u>Office</u>	<u>Phone</u>
Debbie Craig , Program Director B.S. – California State University, Chico M.S. – University of Arizona Ph.D. – Colorado State University	CHHS 121-B	(928) 523-0704
Steve Cernohous , Clinical Coordinator B.S. – California State University, Chico M.S. – University of the Pacific Ed.D. – University of the Pacific	CHHS 121-A	(928) 523-9059
Nicole Chimera , Assistant Clinical Professor B.S. – Westchester University M.S. – Temple University Ph.D. – University of Delaware	CHHS 121-F	(928) 523-5886

Dr. George Hershey, Team Physician,
Medical Director
B.S. – Arizona State University
D.O. – Phil College of Osteopathic Medicine

Skydome (928) 526-0223
Athletic Training Room

Ryan Pinson, Head Athletic Trainer
B.S. – Oregon State University
M.Ed. – Northern Arizona University

Skydome (928) 523-1040
Athletic Training Room

V. Athletic Training Website

Information on the program can be found on the Athletic Training website at www.nau.edu/athletictraining. Information is current and will be updated routinely.

Clinical Proficiencies will be tracked on the internet. Athletic Training Students may view their progress as well as a subset of skills for each of the proficiencies. Access to this website is through a link on the main website under the education program section and the clinical proficiencies link. This website is password protected.

VI. Academic Program

a. *Application*

Students may enter the Athletic Training Education Program by applying in the spring of their freshman or sophomore year. Before this time students may declare as an Athletic Training major, but not be admitted to the program. Admission is competitive and requires completion of specific prerequisite courses and other requirements. Admission to the program is limited. The number of applicants accepted will vary annually. Visit the Athletic Training website for admission criteria.

Transfer students are admitted using the same application process for incumbent students. Transfer students must include a copy of the syllabus for all courses completed that are required for the B.S. in Athletic Training.

The curriculum is designed to be completed by full-time students in four or five years depending on your professional goals. Your advisor will provide you with a suggested course of study specific to you.

b. *Transfer Student Admission Policy*

Transfer students must submit a completed application to the Athletic Training Education Program. See Application Procedure for details. Transfer students must submit syllabi for any courses previously taken that are required for the Bachelor of Science in Athletic Training at Northern Arizona University with their application. The program faculty will

review transcripts and syllabi to determine course equivalency, clinical experiences, and assure that all competencies are met.

c. Required Courses

<u>University Liberal Studies Requirements (35 hours)</u>	<u>Recommended Courses</u>
MAT 125 (4)	
ENG 105 (4)	
Aesthetic and Humanistic Inquiry (3 – 6)	
Cultural Understanding (3 – 6)	
Lab Science (4)	<i>BIO 181</i>
Science/Applied Science (3 – 6)	<i>CHM 151</i>
	<i>NTS 256</i>
Social/Political Worlds (3 – 6)	<i>PSY 101</i>

Major Requirements (83 hours)

AT 200	Prevention of Athletic Injuries and Emergency Care (3)
AT 201	Clinical Education I (2)
AT 202	Clinical Education II (2)
AT 229	Emergency Care in Athletic Training (2)
AT 301	Clinical Education III (2)
AT 302	Clinical Education IV (2)
AT 315	Research Methods in Athletic Training (2)
AT 320	Psychology of Injury in Sport (2)
AT 350	Therapeutic Modalities in Athletic Training (4)
AT 360	Physical Assessment of the Injured Athlete I (3)
AT 365	Physical Assessment of the Injured Athlete II (3)
AT 368	General Medical Conditions and Pharmaceuticals (3)
AT 370W	Therapeutic Exercise of the Injured Athlete (4)
AT 380	Administration in Athletic Training (3)
AT 385	Structure and Current Trends in Athletic Training (3)
AT 400	Anatomical Basis of Sports Injuries (3)
AT 401	Clinical Education V (2)
AT 402	Clinical Education VI (2)
AT 497C	Senior Capstone (3)
BIO 201	Human Anatomy and Physiology I (4)
BIO 202	Human Anatomy and Physiology II (4)
BIO 334	Functional Anatomy and Kinesiology (3)
BIO 338	Physiology of Exercise (3)
BIO 338L	Exercise Physiology Lab (1)
CHM 151	General Chemistry I (4) LS
CHM 151L	General Chemistry I Lab (1) LS
HS 200	Health Principles (3)
NTS 256	Medical Nutrition (3) LS

PHY 111	General Physics I (3)
PHY 111L	General Physics I Lab (1)
PSY 101	Introduction to Psychology (3) LS

General Electives (7 hours)

These courses should be used to pursue your specific interests and goals. Your advisor should approve electives.

d. Attendance

Students in the Athletic Training Education Program are expected to attend all class meetings. Students should arrive to class on time and be ready for instruction or laboratory activities at the stated time. If you need to miss a class for any reason, the instructor should be notified prior to the scheduled class. If you are unable to notify your instructor prior to class due to circumstances beyond your control, notify the instructor as soon as possible. Class attendance and punctuality problems will be dealt with on a case-by-case basis.

VII. Advising, Registration, and Scheduling

Once accepted, students will be assigned to an advisor in the Athletic Training Education Program.

Dr. Debbie Craig - Allied Health Course of Study

Dr. Steve Cernohous - Secondary School Teacher Certification Course of Study

Dr. Nicole Chimera - Allied Health Course of Study

Your advisor will assist you with registration and scheduling as well as any other academic issues. Students should meet with their advisor prior to registering each semester. Please bring a prepared class schedule with you to this meeting. Students may not drop any classes without the prior approval of their advisor. Remember that your advisor is here to assist you. You are ultimately responsible for scheduling and completing the coursework required for graduation.

VIII. Approved Clinical Instructors

a. Formal Responsibilities of the Approved Clinical Instructor

The Approved Clinical Instructor (ACI) shall provide instruction and evaluation of Athletic Training students on the NATA Clinical Proficiencies. The ACI shall directly supervise the Athletic Training student by being physically present in order to intervene on behalf of the individual being treated and shall evaluate student proficiency in a one-on-one basis. The ACI should be able to instruct the clinical skills that support Athletic Training services. The

ACI shall provide for demonstration and feedback in the student's development of mastery and participate in accepted educational practices for evaluation of the student as skills mature.

b. *Supervision of Graduate Assistant Approved Clinical Instructors*

Graduate Assistants who have successfully completed the national Board of Certification (BOC) Examination, and have been certified for at least one year, may complete the Approved Clinical Instructor (ACI) Workshop offered by the Northern Arizona University (NAU) Athletic Training Education Program (ATEP). Graduate Assistants that complete this workshop may only function as an ACI under the direction and supervision of a Certified Athletic Trainer (ATC) employed on a full-time basis by NAU. The ATC may be employed by the Athletic Department or by the ATEP. Graduate Assistants will not serve as an ACI for more than two Athletic Training students during their second year as an ATC.

IX. Clinical Assignments

a. *General Guidelines*

The Clinical Coordinator, with input from the Program Director, will make clinical assignments based on the student's professional goals, hometown, and availability.

Students are expected to be punctual for clinical assignments. In the event that you will be late or cannot be present for an assignment, you must notify your clinical supervisor immediately. Interference due to outside employment is not a valid reason for attendance or punctuality problems at your clinical assignment. Persistent punctuality problems are grounds for dismissal from the clinical assignment and/or the program.

Clinical Instructors will regularly evaluate the Athletic Training students' proficiency in clinical skills and complete two evaluations per semester. Clinical Instructors should discuss evaluations with the Athletic Training student prior to submitting the evaluation to the Clinical Coordinator. The Clinical Coordinator will provide students with copies of all evaluations upon request. Likewise, students will have the opportunity to evaluate their clinical instructor each semester. Answers should be based on the quality of your experience, not the personality of the instructor.

b. *Hours*

In accordance with university student work-study policies, students may not work over thirty hours in a weekly time period. Clinical Instructors will complete your work schedule accordingly. Students should expect to spend a minimum of twenty hours per week at their clinical site. It is the philosophy of the program that experience in the clinical setting will allow you to become more competent, proficient, and confident as an Athletic Training student. We understand that many students would like to work beyond their regularly scheduled hours. Students with a 3.0 GPA or above will be allowed to volunteer

for additional time in the Athletic Training room if they desire. Remember that academics are a priority and clinical hours should not conflict with class or study time.

c. *Clinical Education*

Clinical Education courses (*AT 201, 202, 301, 302, 401, 402*) provide opportunities for the evaluation of students' proficiency in a set of required clinical skills. Competence in these proficiencies is to be developed during class laboratories, clinical courses, fieldwork experience, and with outside practice. Fieldwork may be on campus or off campus depending on availability and will require afternoon, evening, and weekend time commitments. Clinical Instructors will determine student work schedules. Practice and competition times will fluctuate by institution and sport assignment.

The fieldwork experience is essential because it gives the student the opportunity to work directly with athletes from various sports in the prevention, evaluation, treatment and rehabilitation of athletic injuries. In addition to the Athletic Training room, students will complete one-week break out rotations to observe and interact with physicians and other allied healthcare providers in their professional settings. In order to observe surgical procedures at Northern Arizona Orthopedics, you must provide immunization records. The program will release and forward these records with your signed consent (*Appendix A*).

d. *Athletic Training Student Travel*

Athletic Training Students in the NAU ATEP are encouraged to gain travel experience during their undergraduate degree. In order for an Athletic Training student to accompany a team to an away event, a Certified Athletic Trainer must be present at the respective event. The Athletic Training student shall volunteer to travel to away events and shall have completed a First Aid Provider Agreement. In the event that an injury should occur during travel or where the Athletic Training student is not directly supervised, they shall act as a First Aid Provider according to the agreement.

e. *Lightning Policy*

In the event of lightning strikes, lightning policies in place at the Certified Athletic Trainer's place of employment or the Athletic Training student's assigned clinical site shall be used. It is the responsibility of the Certified Athletic Trainer at each affiliated clinical site to inform NAU ATEP students of their respective lightning policy. Athletic Training students should in turn request this information during their orientation to each clinical site.

In instances when Certified Athletic Trainers and Athletic Training students associated with the NAU ATEP are working in a setting where a lightning policy does not exist, the following policy may be used when considering removal of individual(s) (including self) or a team or from an athletic site.

The individual(s) should leave an athletic site when the "flash to bang" lightning count is 30 seconds or less. The Athletic Training student shall proceed immediately to safe shelter.

A safe shelter consists of any sturdy building that has metal plumbing or wiring or both to electrically ground the structure (i.e., not a shed or a shack). Shelter under trees or other tall lone objects are not safe. The individual(s) should not remain on, under, or near metal bleachers or metal fences.

The individual(s) can return to the athletic site when the "flash to bang" lightning count of less than 30 seconds has not occurred for a period of at least 30 minutes.

The removal of a team from an athletic site shall be at the discretion of the head coach of the respective team and/or the Certified Athletic Trainer. Under no circumstances shall an Athletic Training student assume responsibility for the removal of a team from an athletic site. The Certified Athletic Trainer and/or Athletic Training student shall have the right to leave an athletic site or activity, without fear of repercussion or penalty, in order to seek a safe structure or location if they feel they are in danger.

f. *Transportation to Clinical Sites*

Students are responsible for their own transportation to and from their clinical assignments. Students are responsible for auto insurance on personal vehicles. You should never transport an athlete in your personal vehicle.

g. *Confidentiality*

Patient/Athlete confidentiality is of the utmost importance, particularly in athletics where there are many bystanders. At no time should that confidentiality be breached. Students should not discuss confidential patient/athlete information with anyone (the press, professional scouts, roommates, parents, boyfriend/girlfriend, etc.) other than their supervisors and overseeing physicians. All records are confidential and should never be removed from the clinical site without permission of the Clinical Supervisor.

h. *Conflicts*

Conflicts in the Athletic Training room will happen. A student may have a difference of opinion with a supervisor or another Athletic Training student regarding patient care. Students are encouraged to discuss this privately with the other person at an appropriate time. Never argue in the presence of the patient. This may undermine the patient's confidence in the supervisor and/or the student. The Certified Athletic Trainer, in consultation with the team physician, makes final decisions regarding care of the athlete.

If a conflict cannot be resolved with a peer, the situation should be brought to the attention of the clinical supervisor and the Clinical Coordinator. If problems are not resolved the Clinical Coordinator will intervene and serve as a mediator until the conflict is resolved.

i. Student Roles

1. Clinical Education

Student Responsibilities

The athletic training clinical proficiencies are taught and evaluated in clinical education courses and fieldwork experiences.

Supervision

Must have constant visual and auditory interaction with an Approved Clinical Instructor (ACI). Proficiency evaluation by a specialized health care/medical professional must be re-evaluated by an ACI to determine the student's ability to apply the skills clinically.

2. Fieldwork Experience

Student Responsibilities

Experiential learning. Students are exposed to various settings where Athletic Trainers or other specialized health care/medical professionals are employed.

Supervision

The student should be supervised by a professional who has the "ability to intervene" on the student's or the patient's behalf.

3. First Aid Provider

Student Responsibilities

Stabilize, provide immediate care and summons assistance when injury occurs.

Supervision

No direct supervision is required, but a written job description should be provided. Assistance (ATC or EMS) should be readily accessible by telephone or walkie-talkie. First aid provider roles are adjunct to the academic program and are not considered to be a part of the student's formal education.

Athletic Training Students and Approved Clinical Instructors are required to sign the Athletic Training Education Program's First Aid Provider Agreement (*Appendix B*).

X. Professional Appearance

There are very few things more important for the student than developing the professional respect and confidence of their patients and colleagues. Your appearance is the most outward sign of your professionalism. While on clinical rotations students will be required to dress in a professional manner. Remember to set yourself apart from the athletes. Blue jeans or jean shorts are not acceptable. Tennis shoes are acceptable, but must be in good condition. Any visible piercing (other than ears) should be removed during work hours. Overall grooming and hygiene should be maintained. Extremes of appearance are to be avoided during clinical rotations. Remember you are representing NAU and yourself. The following guidelines describe what is considered to be appropriate professional attire.

a. NAU Athletic Training Room

- NAU Athletic Training polo (*provided*)
- Blue or Khaki pants or shorts

b. Athletic Training Room (other than NAU)

- Collared shirt
- NAU Athletic Training Education Program polo
- Khaki pants or dress shorts (*any color*)

c. Clinical Rotations

- Business casual
- Collared shirt (*NAU Athletic Training polos are acceptable*)
- Khaki pants or slacks (*any color*)

d. Professional Meetings

- Business casual
 - MEN - Dress shirt, tie, and slacks (A dress sweater may be worn in place of a dress shirt and tie)
 - WOMEN - Pant suit, dress, or skirt and blouse

NAU Athletic Training Education Program polos may be available for purchase. See the Program Director for details.

XI. Professional Relationships

a. Medical Professionals

Students should be very professional when interacting with physicians and other medical professionals. These interactions are very important to the clinical education of the student and they are to be actively sought out. Students are encouraged to ask questions when appropriate and to use appropriate medical terminology.

b. Athletes

Students should conduct themselves in a professional manner at all times. At no time should they engage in conduct that would undermine an athlete's confidence or cause a conflict of interest in the care of an athlete. This includes social interaction with athletes outside of the student's clinical assignment.

While it is highly discouraged, it is foreseeable that students may have romantic relationships with student athletes. It would be a clear conflict of interest to serve in a clinical rotation providing care to a student athlete with whom a student has such a relationship. Therefore, students should notify their clinical supervisor or the Program

Director of any team with which they might have such a conflict of interest.
Accommodations will be made to assign the student to a different clinical rotation.

The NAU Athletic Training Room has a policy forbidding relationships between Athletic Training students and athletes. While serving in the NAU training room you are expected to abide by this policy.

c. *Coaches*

It is important that students develop professional relationships with coaches. Generally, your clinical supervisor will provide status reports to coaches although students will be required to do this on occasion. You should discuss how to handle the coaches' questions with your clinical supervisor. Generally, a student's interaction should increase with their clinical experience. Occasionally such interactions can present difficulties. If a student has difficulty with a coach or athlete, he/she should make this known to the clinical supervisor immediately. Most problems can be easily resolved if approached early and properly.

Social/romantic relationships with coaches are forbidden. Such relationships will be cause for dismissal from the program. If a coach approaches you, you should inform your clinical supervisor immediately.

d. *The Media*

Students in clinical rotations, especially at NAU, may be asked by the press to provide information about an athlete's condition. Reporters may do this very subtly, without asking a direct question. Students should be mindful about patient/athlete confidentiality in dealing with the press. The best policy when confronted by the press is to be polite, but redirect them to your clinical supervisor. Remember, nothing you say while talking to the press is "off the record."

XII. Medical Facilities in Flagstaff

NAU Athletic Training Room

Walkup Skydome
(928) 523-4151

Coconino High School Athletic Training Room

(928) 773-8240

Flagstaff High School Athletic Training Room

(928) 773-8140

Sinagua High School Athletic Training Room

(928) 527-5540

Fronske Health Center
(928) 523-6033

Dr. George Hershey
2314 N 4th Street
(928) 526-0223

Northern Arizona Orthopedics
1485 N Turquoise Dr
(928) 774-7757

DeRosa Physical Therapy
1485 North Turquoise Drive
(928) 774-7757

Northern Arizona Radiology
Physician's Surgeon Building
77 Forest Avenue, Suite 101
(928) 773-2515

XIII. Retention in the Program

a. *Requirements for Retention*

To be retained in the Athletic Training Education Program, students must:

- i. Maintain a 2.75 or better cumulative grade point average for all coursework. Students placed on probation for this reason are required to earn a 2.75 semester GPA. Students will be removed from probationary status once their cumulative GPA is at or above a 2.75.
- ii. Earn a 2.75 semester GPA.
- iii. Earn a "C" or better in all courses required to complete the major. Failure to achieve these minimum grades will necessitate retaking the course and may preclude you from registering for other courses that require the deficient course as a prerequisite.
- iv. Complete the clinical proficiencies assigned for the semester.
- v. Be in good standing academically with the university and comply with university policies.

- vi. Abide by the statutes and rules of the Arizona Board of Athletic Training.
 - Students must perform under the supervision of a licensed Athletic Trainer.
 - “Only a licensed Athletic Trainer is allowed to prepare an initial treatment plan, initiate or re-evaluate a treatment plan, or authorize in writing a change to a treatment plan.”

b. Probation

Students MUST complete four full semesters of clinical education experience in order to graduate. If a student has been on second semester probation and thus not gaining experience at their clinical site, they will need to be aware that this MAY prolong the student’s graduation by up to a year.

i. PROBATION – First semester probation

Probation will serve as a warning to students that their progress in the program is not satisfactory. Students placed on probation may not complete more than 20 hours per week in their respective athletic training room. More severe consequences can occur if the problem is not addressed. Students may be placed on probation for the following reasons:

- Cumulative grade point average falls below a 2.75.
- Semester grade point average is below a 2.75.
- Failure to complete the clinical proficiencies for a given semester.
- Failure to earn a “C” or better in a course required for the major.
- Failure to remain in good standing academically with the university.
- Failure to abide by university policies (i.e. cheating, plagiarism, etc.).
- Failure to abide by the statutes and rules of the Arizona Board of Athletic Training.
- Violation of Student Code of Conduct.

ii. CLINICAL PROBATION – Second semester probation

Students on clinical probation will not be given a clinical assignment. This will allow the student to devote more time to academics and improving their semester and cumulative GPA. If the student is put on Clinical Probation and is **out of the clinic** for the semester, they cannot pass the clinical education course assigned to that semester and will need to withdraw from the course. Thus, they will need to take that clinical education course the next time it is offered which is one year later. This may prolong the student’s graduation by up to a year. Students may be placed on clinical probation if:

- Semester and cumulative GPA requirements are not met while a student is on probation.
- Students do not earn a “C” or better in a course required for the major while on probation.
- Violation of Student Code of Conduct.
-

iii. DISMISSAL FROM THE PROGRAM

The Athletic Training Education faculty will make decisions regarding the dismissal of a student from the program. The faculty will meet with the student to inform the student of the decision and reason(s) for making the decision. A letter will be placed in the student's file and sent to the student. For a full description of this process, please see "Procedure for Disciplinary Action" below.

Students who have not remedied their probation status at the end of two probationary semesters, whether consecutive semesters or not, will be recommended for dismissal from the program. Thus, students may only be on any form of probation for two semesters while in the program. If they require a third semester of probation, they will be dismissed from the program.

Other circumstances (i.e. sacrificing patient confidentiality) may result in a student being recommended for immediate dismissal. These situations will follow the process below and be dealt with on a case-by-case basis.

c. ***Procedure for Disciplinary Action***

Students are required to adhere to the Code of Ethics established by the National Athletic Trainers' Association, the Arizona Licensure Laws governing the profession, the Program Code of Conduct, the NAU Code of Conduct adopted by the Arizona Board of Regents, and all state and federal laws.

An infraction of the above Code of Conduct may result in the following:

- 1st infraction** – verbal and/or written professional warning; possible suspension from clinical site;
- 2nd infraction** – may result in one or all of the following:
 - a. removed from the clinical site,
 - b. assignment of failing grade for the clinical education course for that semester,
 - c. mandatory re-enrollment in the clinical education course;
- 3rd infraction** – dismissal from the Program.

When an infraction occurs, the following steps must be followed:

1. The instructor or the Approved Clinical Instructor (ACI) meets with the student to discuss the incident.
2. The instructor or ACI submits a written report of the incident to the Program Director, including any outcome or resolution.
3. If not resolved, the Program Director meets with the program faculty to discuss the incident. If the student wishes, they may meet with the program faculty to present their case. Following this review, the Program Director will determine the appropriate disciplinary action.
4. The Program Director submits the recommendation for disciplinary action in writing to the Department Chair for review and approval.

5. The Program Director and/or Clinical Coordinator meet with the student to discuss the incident and the disciplinary action approved by the Chair.
6. The Program Director and student then sign a letter documenting the incident and process, which is put in the student's permanent program file. The Chair and Dean are notified of this action by letter. All materials pertaining to the disciplinary action are kept in a separate file in the Program Director's office.

Critical Incident:

If a student commits an infraction that is of a critical nature, the Program faculty may meet and recommend immediate dismissal of the student from the Program, regardless of any previous infractions. If dismissal from the ATEP is recommended, a meeting will be held with the Program Director and student where both sign a dismissal letter documenting the critical incident. This recommendation is then brought to the Department Chairperson for review and approval. The Chair and Dean are notified of this action by letter. All materials pertaining to the disciplinary action are kept in a separate file in the Program Director's office.

Examples of critical incidents may include, but are not limited to:

1. Poor judgment that jeopardizes the safety and/or comfort of clients/patients.
2. Failure in safeguarding institution or client/patient confidentiality.
3. Leaving a clinical assignment without proper notification of appropriate personnel.
4. Gross insubordination or slander to a clinical supervisor or instructor.
5. Clinical attendance under the influence of alcohol or other drugs.
6. Manipulating drug supplies, narcotics, medication or patient records.
7. Aiding, abetting or assisting any person to violate or circumvent any law, rule or regulation intended to guide the conduct of Athletic Trainers.
8. Non-compliance with policies and/or procedures in the Northern Arizona University Student Handbook and/or course syllabi.
9. Non-compliance with Arizona State Board of Athletic Training Licensure Laws (available on the Internet).
10. Non-compliance with National Athletic Trainers' Association Code of Ethics (available on the Internet).
11. Violation of any provisions of this Handbook or of the Code of Conduct.

Appeal Process for Dismissal:

The student may appeal the findings and/or recommendations of dismissal to the Program Faculty. A written appeal must be filed with the Program Director within 7 days of the written communication of findings and/or recommendations, and shall specify in detail the grounds upon which the appeal is based.

There is only one opportunity for appeal. Failure to file a written appeal with the Program Director within 7 days of the written communication of findings and/or recommendations shall be construed to be a waiver of the right to appeal.

Once the student submits the written appeal, a notice will be provided in writing to the student which includes the time and location of the meeting to appeal the decision of the Program Faculty. The student will meet with the Program Faculty to present their case. At the meeting the student will be provided with the following:

- a. An explanation of the charges which have been made;
- b. A summary of the information gathered;
- c. A reasonable opportunity for the student to reflect upon and respond on his/her own behalf to the charges; and
- d. An explanation of the applicable disciplinary procedures.

The Program Faculty will render a written decision of the appeal within two days of the meeting. If the decision for dismissal is upheld, the student may take their appeal to the College of Health and Human Services (CHHS) Professional Conduct Committee. The student will meet with the committee to present their case. The CHHS Professional Conduct Committee will render a written decision within 7 days of the meeting with the student. This decision is final and the end of the appeal process. The Chair and Dean are notified of this action by letter. All materials pertaining to the disciplinary action are kept in a separate file in the Program Director's office.

XIV. Professional Associations

Students are strongly encouraged to join appropriate professional associations. Professional association membership is an important indicator of commitment to the profession. See the Program Director for membership applications.

a. *National Athletic Trainers' Association (NATA)*

Dues (\$105 per year - 2009)

Eligibility for scholarships

You receive:

- *NATA News*
- Discounted registration to clinical symposiums
- Discounted fee for the national certification exam

b. *Rocky Mountain Athletic Trainers' Association (RMATA) – District 7*

Dues (included in dues for the NATA)

Eligibility for scholarships

You receive:

- Discounted registration to clinical symposiums

c. *Arizona Athletic Trainers' Association (AzATA)*

Dues (included in dues for the NATA)

Eligibility for scholarships

You receive:

- Discounted registration to winter and summer meetings

Students are required to attend the AzATA meeting in February and are encouraged to attend the RMATA meeting in April. Transportation and lodging are paid through funds raised by the NAUATSA. If for any reason you are unable to attend the AzATA meeting in February, you must file a written petition with the Program Director two weeks in advance. Students failing to take this action may be placed on probation.

XV. Certification and Licensure

a. Certification

All students are working toward the entry-level credential for the practice of athletic training, “Certified Athletic Trainer” or “Athletic Trainer, Certified” (ATC). To become certified, students must:

- Receive their baccalaureate degree in Athletic Training from a CAATE accredited program.
- Pass the Board of Certification (BOC) examination. Students may sit for the exam during their final semester of their undergraduate degree or thereafter.

Successful completion of these two requirements will result in a student becoming an “ATC”.

Fees associated with the certification examination (as of 10/2008)

Application Fee (one-time non-refundable fee)

- NATA Members \$35
- Non-members NATA \$60

Examination Fees

- First time candidate \$275
- Retake Candidate \$235

**Candidates re-taking the exam are not required to pay an application fee if the exam is taken during the candidate’s one-year eligibility period.*

Students should begin applying for the exam in the semester before they plan to take it. This may ensure preferred exam dates. Applications for the exam are available on the BOC website (www.bocatc.org).

b. Licensure

Students are exempt from licensure in the state of Arizona. Students must however practice under the supervision of a licensed Athletic Trainer. Once you become certified by the BOC, you are eligible for licensure in the state of Arizona. If you plan to stay in Arizona and practice Athletic Training you must become licensed. If you practice outside of Arizona it is your responsibility to investigate the laws governing the practice of Athletic Training in that respective state. The Arizona licensure initial fee is \$250.

XVI. Textbooks and Supplies

Students should purchase all textbooks required for athletic training courses. Recommended textbooks are kept in the bookstore and have been selected because they will provide a good supplement to those books that are required. Students are encouraged to keep all textbooks with athletic training content to begin building their own library. Other textbooks you should consider keeping are those used in BIO 201, 202; BIO 334, 338; and HS 200.

XVII. Health and Immunizations

Students must have a physical examination completed by a licensed practicing health care provider (i.e. M.D., D.O., PA-C, NP). The program uses a standard form (*Appendix C*) for this evaluation. The practitioner should attest that you are able to meet the technical standards (*Appendix D*) for the program. All information given by the student on the health evaluation is expected to be correct and current.

The following immunizations are required to be up to date while in the Athletic Training Education Program.

- **Hepatitis B**
(a three shot series must be started at the time of enrollment and proof vaccinations submitted upon completion) **Students electing to not receive the Hepatitis B vaccinations must sign the Hepatitis B Vaccination Release Form (Appendix E). This form is available from the Program Director.*
- **Measles, Mumps, Rubella**
(two sets completed)
- **Tetanus**
(every ten years)
- **Diphtheria**
- **TB Skin Test**
(every two years)

These immunizations are available from Fronske Health Center here at NAU. The cost of the physical examination and immunizations is the student's responsibility.

Records of the student's health evaluation and immunizations must be submitted to the Program Director prior to beginning clinical rotations.

XVIII. Disability Resources

The Athletic Training Education Program works collaboratively with Disabled Resources to make accommodations for students with disabilities. All students must read and sign the Technical Standards (*Appendix D*) for the program upon acceptance. A copy of this form is included in the handbook. This form serves as official notification of the specific technical standards for completion of the program as required by the Americans with Disabilities Act and section 504 of the Rehabilitation Act. Requests for accommodation are not reviewed as part of the criteria for program admission and such requests are not used prejudicially against the student. Students requesting accommodation should contact the DR as soon as possible. Ideally, accommodation requirements should be in writing before the beginning of the semester but can be completed at any time. If a student's condition changes while in the program, the student is highly encouraged to contact the Program Director and DR within two weeks of the change.

XIX. Communicable Disease Policy

A communicable disease is defined as a disease that may be transmitted directly or indirectly from one individual to another. Diseases such as streptococcal sore throat and influenza can be spread by discharge from nose or throat, either by droplet through the air, or by contact with objects contaminated by these discharges. Thus, they can be spread by casual contact such as that that occurs in a school setting or healthcare environment. Athletic Training Students who are diagnosed by a medical professional with a communicable disease that may be transmitted by casual contact should immediately notify the Clinical Coordinator as well as their direct clinical supervisor. The student shall not report to their clinical assignment until cleared by a physician.

All students admitted to the Program are required to go through an OSHA Blood Borne Pathogen training *annually*, which is provided through the Program each August. AIDS and Hepatitis B can be spread by direct blood transmission into the blood stream of another and by semen or vaginal fluid contact. These diseases do not pose a risk if body fluids such as blood are correctly handled and OSHA guidelines are followed.

XX. Student Liability Insurance & FUSD Fingerprinting

ALL students are required to purchase a liability insurance policy providing \$1M/\$3M coverage. Several companies provide such policies, and students may obtain their insurance from a company of their choosing. The cost of insurance is approximately \$20 - 40 per year depending on the insurance company. You must show proof of this insurance prior to beginning clinical rotations each year.

To purchase liability insurance coverage from HPSO (cost of \$29 as of 10/2008) visit:
<https://www.hpso.com/quick-quote/page1.jsf>.

Students working in Flagstaff Unified School District (FUSD) high school athletic training rooms must complete a FUSD Volunteer Packet and be fingerprinted. Please contact the head athletic trainer at the high school site that you have been assigned to obtain a packet. Once the packet is complete, the student will be required to be fingerprinted at the FUSD office at 3285 E. Sparrow Ave. in Flagstaff. Fingerprinting can only be done from 2PM to 4PM on TUESDAYS and THURSDAYS. For further clarification call FUSD at 928.527.6000.

XXI. Financial Assistance

Procedures for applying for financial aid are available from the financial aid office of the University (Gammage Building, 3rd Floor). You should set up a meeting with a financial aid counselor to assess your need. There are scholarships available through various professional organizations (i.e. NATA, RMATA), the college, the NAU Athletic Training Room, and the Athletic Training Education Program. Most professional organizations will require membership for eligibility. Additionally, some students may qualify for a work-study position on campus. See the Program Director or the program website for more information on scholarships and work-study. For information on expenses (i.e. tuition, room, board, etc.) while attending NAU please refer to the undergraduate catalog or the university website (www.nau.edu).

Scholarships provided by the Athletic Training Education Program are intended to help you with the cost of your education. This includes tuition, room, board, and books. The use of scholarship money for anything other than the previously mentioned items will result in the revoking of the current scholarship. If a scholarship must be revoked, the student will not be considered for Athletic Training Education Program scholarships in the future and the faculty will not provide written recommendation for outside scholarships.

XXII. Outside Employment

The clinical education component of the curriculum requires students to complete extensive afternoon, evening, and weekend clinical rotations. These clinical rotations will likely interfere with the student's ability to hold outside employment. Students need to make appropriate financial plans prior to enrolling in the program. Students are not prohibited from holding outside employment, but such employment may not interfere with the student's clinical assignments or their ability to complete coursework.

XXIII. Grievance Policy

The Athletic Training Education Program (ATEP) at Northern Arizona realizes that misunderstandings and disagreements may arise during the course of a student's enrollment in the program.

Informal Procedures

Initially, disagreements, complaints, misunderstandings and grievances directly associated with the Athletic Training student's commitments or involvement in the ATEP can be resolved by using informal discussion, exchanges, counseling, persuasion, and other informal procedures. It is the intent of this policy to maximize these informal procedures so long as such measures prove effective.

Formal Procedures

The formal procedural provisions of this policy should be set in motion only when the informal procedures prove to be or manifestly will be ineffective. It is expected that the great majority of cases will be handled in accordance with informal procedures.

In the administration of formal grievance procedures, the following shall be observed:

Complaint

The student may file a complaint, in writing, with the Program Director. If the complaint involves the Program Director, the complaint should be filed with the Chair of the Exercise Science and Athletic Training department. Such complaint shall state the name, address, phone number, and email address of the complainant, the names, times, places of persons and/or events surrounding the subject of the complaint, and the substantial nature of the problem, so as to fairly apprise the Program Director or Department Chair of the facts and/or parties incident to the complaint.

Hearing Officer

The Department Chair or designee, shall serve as Hearing Officer for matters upon which complaints have been appropriately filed. The Hearing Officer shall, in order and as appropriate (1) consult with the student complainant concerning the complaint (2) determine that informal activity denoted above has indeed been exhausted, (3) prepare a statement of facts incident to the complaint for use by the hearing panel, (4) afford the student complainant notice of the date, place and time at least five days in advance of the hearing, (5) call, preside over, but not vote at the hearing panel meeting, (6) render the findings and/or recommendations of the hearing panel in writing within ten days following the conclusion of the hearing.

Hearing Panel

The Department Chair shall appoint a three-person panel to hear student complaints appropriately forwarded by the Program Director or submitted directly to the Department Chair. The panel shall consist of two members of the Exercise Science and Athletic Training faculty and one student. If the student selected is in the ATEP, their clinical assignment should not be the same as the complainant. The Meetings of the Hearing Panel shall be presided over by the Hearing Officer, who shall not vote.

The student shall be afforded a full and fair opportunity to present evidence relevant to the issues pertinent to their complaint. The student may be assisted but not represented by individuals of his or her choice.

The findings and/or recommendations of the Hearing Panel shall be based solely upon the evidence adduced at the hearing, and shall be communicated in writing by the Hearing Officer to the student, the Program Director, the Dean of the College of Health Professions, and placed in the students permanent file located in the office of the Program Director.

Appeals

Either the student or the Hearing Officer may appeal the findings and/or recommendations of the Hearing Panel to the Office of Student Life. Failure to file written appeal with the Office of Student Life within seven days of the written communication of findings and/or recommendations shall be construed to be acquiescence to the right of appeal.

Restrictions

The grievance procedures are available only for those matters for which the ATEP has the ability to provide a remedy to the student. Any procedures previously promulgated by the ATEP which are in conflict with the above mentioned procedures regarding specific grievances of a student shall not be deemed to have been eliminated nor modified by this procedure. In the event that such a different procedure does exist, it shall be the responsibility of the Program Director or Department Chair to advise the student of such a different procedure and to assist them fully in presenting his grievance in the correct manner.

Adapted from the Northern Arizona University Student Grievance System.



**Athletic Training
Education Program**

APPENDIX A
Athletic Training Education Program
Records Release Authorization

I hereby authorize and request you to release my immunization records to:

**Dr. Lewicky and Dr. Rohrbough
Northern Arizona Orthopedics and Neurosurgery
1485 North Turquoise Drive
Flagstaff, AZ 86001
(928) 226-2900**

Name: _____ **Date:** _____

Address: _____

Signature

Witness



**Athletic Training
Education Program**

APPENDIX B
Athletic Training Education Program
First Aid Provider Agreement

Name: _____ NAU ID: _____

This contract has as its purpose to clearly define the roles and responsibilities of the Athletic Training Student (ATS) at Northern Arizona University. The First Aid Provider is an Athletic Training Student who is not being supervised by one of the following during a Field Experience.

- Certified Athletic Trainer
- Clinical Instructor Educator
- Approved Clinical Instructor
- Clinical Instructor

This experience is supplemental to the Athletic Training Student’s clinical education and is not part of the students’ formal education. Athletic Training Student’s must volunteer for this unsupervised experience. The First Aid Provider must be trained in first aid techniques and carry current CPR credentials.

Terminology

Direct Supervision

The constant visual and auditory interaction between the Athletic Training Student and the Certified Athletic Trainer (ATC). The ATC must be available on location to physically intervene in an emergency or educational experience. When in a supervised clinical experience, the Athletic Training student can perform any and all skills that were previously mastered.

Clinical Supervision

A clinical experience that involves daily visual and auditory interaction between the Athletic Training Student and a non-ATC (e.g., physician, physical therapist, EMT, nurse).

Unsupervised

Any field experience in which the Athletic Training Student is acting without the physical presence of an ATC or clinical supervisor; thus making it impossible to intervene immediately. This would include practice situations, contests, or travel where no clinical supervisor is present. (See below)

First Aid Provider - Unsupervised Field Experiences

Acceptable Services - The Athletic Training Student may perform services without direct supervision.

- a. Application of all first-aid skills or CPR as necessary for the care of acute injuries/illnesses. Examples: RICE, Wound Care.
- b. Provide assistance to the athlete with the application of an established stretching routine, but may not establish a new exercise plan.
- c. Application of tape and bandages to prevent an injury or to support an existing injury.
- d. Application of a brace, which was prescribed earlier.

- e. Application of splints for stabilization of an acute injury or for the protection of an existing injury provided the splint has been previously prescribed and applied to the athlete for the same injury.
- f. Conduct a brief injury assessment to determine the need for splinting, bracing, or crutch use for safe referral.
- g. Application of ice or hot packs as per protocols.
- h. Refer injured/ill athlete to appropriate medical help or facility.

Unacceptable First Aid Provider Services (examples)

- a. Initiate, change, or progress a rehabilitation plan.
- b. Use electrical modalities.
- c. Conduct an evaluation of new injury/illness other than for emergency referral.
- d. Make return-to-play decision.
- e. Decide to apply tape or bandages to enable an athlete to return to play.

When traveling with an athletic team, the Athletic Training Student who is acting in the realm of a First Aid Provider must relinquish all decision authority to the COACH of the team. The COACH may seek assistance and help from the host Athletic Trainer.

Final evaluation and referral of the athlete is at the discretion of the coach of the team.

The Athletic Training Student must consult with their absentee field experience supervisor, Program Director, or Clinical Coordinator in the quickest manner available to inform the supervisor of the injury situation.

I have read, fully understand, and will adhere to the definitions, roles, and responsibilities described above.

Athletic Training Student	Date
Approved Clinical Instructor	Date
Program Director	Date



**Athletic Training
Education Program**

**APPENDIX C
Athletic Training Education Program
Physical Form**

Name: _____ Birth date: ____/____/____

S.S. #: _____ - _____ - _____ NAU ID #: _____

Flagstaff Address: _____

Permanent Address: _____

PATIENT HISTORY

Have you or an immediate relative ever had any of the following conditions: (if yes please explain)

	YES	NO	COMMENTS
Allergies	_____	_____	_____
Anemia	_____	_____	_____
Arthritis	_____	_____	_____
Asthma	_____	_____	_____
Concussion	_____	_____	_____
Diabetes	_____	_____	_____
Eating Disorder	_____	_____	_____
Epilepsy	_____	_____	_____
Fainting	_____	_____	_____
Hearing Trouble	_____	_____	_____
Heart Condition	_____	_____	_____
Hepatitis	_____	_____	_____
Hernia	_____	_____	_____
Kidney Trouble	_____	_____	_____
Menstrual Irregularities	_____	_____	_____
Migraine Headaches	_____	_____	_____
Mononucleosis	_____	_____	_____
Rheumatic Fever	_____	_____	_____
Valley Fever	_____	_____	_____

Are you currently under the care of a physician? YES NO

IF yes, please explain _____

Are you currently taking any medications? YES NO

IF yes, please explain _____

Have you ever received counseling or treatment for a substance abuse problem? YES NO

IF yes, please explain _____

Have you ever received psychological counseling or treatment? YES NO

IF yes, please explain _____

Have you ever had surgery? YES NO

IF yes, please explain _____

Have you ever had a fracture? YES NO

IF yes, please explain _____

PATIENT STATEMENT	
I attest that the above statements are true.	
_____	_____
Patient signature	Date

PHYSICAL EXAM *To be completed by physician*

Height: _____ Weight _____

Eyes: R 20/ _____ L 20/ _____ Contacts _____ Pupils _____
With/Without correction _____ yes / no R>=<L

Pulse (resting): _____ BP: _____ / _____

Ears _____

Nose _____

Throat _____

Lymph Nodes _____

Heart _____

Lungs _____

Abdomen _____

Genitalia (M) _____ Hernia (M) _____

Urinalysis (dipstick): Normal Abnormal

If the following labs are appropriate or performed, please provide results.

HCT:

Chest x-ray:

PHYSICIAN STATEMENT	
I attest that this student is physically able to meet the attached technical standards for the Athletic Training Education Program at Northern Arizona University.	
_____	_____
Signature of physician or healthcare provider	Date

Name and location of physician or healthcare provider	



**Athletic Training
Education Program**

APPENDIX D
Athletic Training Education Program
Technical Standards for Admission

Name: _____ NAU ID: _____

The Athletic Training Education Program at Northern Arizona University is a rigorous and intense program. Specific requirements and demands are placed on students enrolled in the program. An objective of this program is to prepare students to enter a variety of employment settings and to render care to a wide spectrum of individuals engaged in physical activity. The technical standards set forth by the Athletic Training Education Program establish the essential qualities considered necessary for a Student Athletic Trainer to achieve the knowledge, skills, and competencies of an entry-level Certified Athletic Trainer.

All students admitted to the Athletic Training Education Program must meet the following abilities and expectations:

- The mental capacity to analyze, integrate concepts, and problem solve to formulate assessment and therapeutic judgments and distinguish deviations from the norm.
- Sufficient postural and neuromuscular control, sensory function, and coordination to perform appropriate physical examinations using accepted techniques; and accurately, safely, and efficiently use equipment and materials during the assessment and treatment of patients.
- The ability to communicate effectively and sensitively with patients and colleagues, including individuals from different cultural and social backgrounds; this includes, but is not limited to, the ability to establish rapport with patients and communicate information effectively. Students must be able to communicate at a level consistent with competent professional practice.
- The ability to record physical examination results and treatment plans clearly and accurately.
- The capacity to maintain composure and function professionally during periods of high stress.
- The perseverance, diligence, and commitment to complete the Athletic Training education program as outlined and sequenced.
- The ability to adjust to changing situations and uncertainty in clinical situations.
- Affective skills, appropriate demeanor, and rapport that relate to professional education and quality patient care.

I certify that I have read and understand the technical standards listed above, and I believe to the best of my knowledge that I meet each of these standards. I understand that if I am unable to meet these standards I will not be admitted into the program. I further understand that if at any time prior to graduation I am unable to meet these standards I will not be allowed to continue in the program.

Signature of Applicant

Date

If you have a documented disability, you can arrange for accommodations by contacting the office of Disability Resources at (928) 523-8773 (voice), (928) 523-6906 (TTY). In order for your individual needs to be met, you are required to provide DR with disability related documentation and are encouraged to provide it prior to the time you wish to receive accommodations. You must register with DR each semester you are enrolled at NAU and wish to use accommodations.

Concerns or questions regarding disability related accommodations should be brought to the attention of DR or the Affirmative Action Office.



**Athletic Training
Education Program**

APPENDIX E
Athletic Training Education Program
Hepatitis B Vaccination Release Form
OPTIONAL

Name: _____ NAU ID: _____

The Athletic Training Education Program at Northern Arizona University recommends that all Athletic Training students be vaccinated against HBV. The student receiving the vaccinations must provide documentation showing proof of the vaccination series or provide this completed and signed release form.

I understand that due to my occupational exposure, as an Athletic Training student, to blood or other potentially infectious materials, I may be at risk of acquiring hepatitis B virus (HBV) infection.

I acknowledge that I have elected not to receive the HBV vaccination series and release Northern Arizona University, the Athletic Training Education Program, as well as my assigned clinical rotation from any liabilities and consequences if I contract the Hepatitis B virus.

Student signature

Date

Witness signature

Date



**Athletic Training
Education Program**

Student Athletic Trainer Handbook and Code of Ethics

I, _____, hereby acknowledge that I have received a copy of the Student Athletic Trainer Handbook and Code of Ethics for the Athletic Training Education Program at Northern Arizona University. I further acknowledge that I have read the principles listed in the Code of Ethics as well as the policies set forth in the Handbook and that I fully understand, agree with, consent to, and will abide by the terms outlined.

Student Signature

Date

This document was signed before me this _____ day of _____, 20____.

Notary Public _____

(seal)