



**WAYNE STATE
UNIVERSITY**

**Master of Science Degree
Athletic Training Program**

Policy and Procedure Manual

Established: June, 2018

Edited: September, 2019

INTRODUCTION

The profession of athletic training encompasses the prevention, diagnosis, intervention, and treatment of emergency, acute, and chronic medical conditions involving impairment, functional limitations, and disabilities. Athletic Trainers (ATs) are health care professionals who render service or treatment, under the direction of or in collaboration with a physician, in accordance with their education and training and the states' statutes, rules and regulations. As a part of the health care team, care/services provided by ATs include injury and illness prevention, wellness promotion and education, emergent care, examination and clinical diagnosis, therapeutic intervention, and rehabilitation of injuries and medical conditions. Athletic training is recognized by the American Medical Association (AMA) as a health care profession. (BOC, 2017)

This graduate level education program leads to the Master of Science degree in Athletic Training. During 2019-2020, the WSU Athletic Training Education Program (ATP) will seek accreditation by the Commission on Accreditation of Athletic Training Education (CAATE). Upon accreditation, graduates of CAATE-accredited programs will become eligible to sit for the Board of Certification (BOC) Examination.

PURPOSE OF THE MANUAL

The ATP Policies and Procedure Manual serves as a guide for the procedures, responsibilities and expectations of the program. **It is the responsibility of the ATS to read and adhere to the policies and procedures contained in this manual.** The Faculty and Preceptors will use the manual as a structured guide in all administrative decisions that affect the ATS and ATP curriculum.

The Athletic Training Program Policy & Procedure Manual and additional information pertaining to the ATP can be accessed through the ATP main web site located at: http://coe.wayne.edu/kinesiology/athletic_training/athletic_training_ma.php

ATHLETIC TRAINING PROGRAM STATEMENTS

Mission Statement: To develop competent, collaborative, critical thinking individuals who employ evidence-based decision making, while delivering patient-centered healthcare through dynamic and diverse educational experiences, in preparation for BOC Inc. exam eligibility and employment as a certified and/or licensed Athletic Trainer.

Values: Wayne State University Athletic Training Program is administered in the heart of Detroit, Michigan, within the Midtown Community. The program captures the clinical opportunities presented in an urban setting, while reinforcing collaboration, integrity, innovation, excellence, diversity and inclusion.

ATHLETIC TRAINING PROGRAM GOALS and EXPECTED OUTCOMES

Goal #1:

Prepare students for professional employment as an athletic trainer (AT).

Objective 1:

Provide students with the foundational knowledge, critical thinking and clinical reasoning abilities to demonstrate competence in each of the five practice domains as defined by the 7th Role Delineation Study/Practice Analysis (Board of Certification, 2017).

Domain 1: Injury and Illness Prevention and Wellness Promotion

Domain 2: Examination, Assessment and Diagnosis

Domain 3: Immediate and Emergency Care

Domain 4: Therapeutic Intervention

Domain 5: Healthcare Administration and Professional Responsibility

Objective 2:

Students will successfully complete all athletic training courses based on the policies and procedures of the institution and program, to become BOC exam eligible.

Objective 3:

Provide students with educational experiences to implement clinical skill application and critical reasoning with graduated autonomy necessary for professional practice.

Goal #2:

Develop students to provide patient-centered care through implementation of evidence-based medicine.

Objective 1:

Provide students with the knowledge to identify, interpret and appraise research literature.

Objective 2:

Facilitate the integration of evidence-based medicine and patient-centered care during clinical education experiences.

Goal #3:

Prepare students who can collaborate and contribute as a member of the essential healthcare team.

Objective 1:

Provide students with opportunities for inter-professional education with other healthcare professions.

Objective 2:

Facilitate mutual respect, personal growth and professional advancement as an ethical healthcare provider in a dynamic health care system.

By the end of the program, students will be able to:

1. Implement systematic, evidence-based examinations and assessments to formulate valid clinical diagnosis and determine patient's plan of care.
2. Integrate best practices in immediate and emergency care and achieve optimal outcomes.
3. Rehabilitate and recondition musculoskeletal injuries, illness and general medical conditions with the goal of achieving optimal activity level base on core concepts using the applications of therapeutic exercise, modality devices and manual techniques.
4. Demonstrate professional communication and collaboration as a member of the essential healthcare team.
5. Qualify for the BOC Inc., exam and practice professionally as an Athletic Trainer.

DESCRIPTION OF ATHLETIC TRAINING PROGRAM

Accreditation

Wayne State University developed the ATP curriculum based on accreditation standards presented by the Commission on Accreditation of Athletic Training Education (CAATE). Only graduates of CAATE accredited programs are eligible to sit for the BOC Examination. The WSU-ATP will seek accreditation during the 2019 -2020 academic year with the submission of their self-study October 1st, 2019.

Faculty

The **Medical Director**, in coordination with the Program Director and AT Faculty, insure both didactic instruction and supervised clinical practice experiences meet current practice standards as they relate to the AT role in providing patient care. Ultimately, the Medical Director serves as the medical content expert for the program.

The **Program Director** oversees the organization and administration of all aspects of the ATP curriculum. Duties include curriculum instruction, program planning and operation, program evaluation, maintenance of accreditation, budget management, selection and evaluation of faculty and staff.

The **Clinical Education Coordinator** oversees the program clinical education and serves as a liaison for the ATP between students and Preceptors during clinical rotations. Duties include curriculum instruction, oversight for clinical progression, student assignment to clinical experience, clinical site evaluation, Preceptor professional development, selection, evaluation, and communication.

The **Student Services Coordinator** oversees student recruitment and admissions. Duties include student advising, curriculum instruction, admission process implementation, screening and communications, program marketing and community outreach activities.

A **Preceptor** is a licensed and certified athletic trainer or physician who has completed Preceptor training through the WSU ATP. A Preceptor provides formal instruction and evaluation of clinical competencies. Environments of instruction and assessment may include the classroom, laboratory, and/or in clinical education experiences through the direct supervision of the athletic training student. Only a Preceptor can assist and directly supervise an ATS in the formal critique/evaluation of assigned course competencies in the clinical setting.

Athletic Training Students (ATS)

The ATS is an individual that has been accepted to the WSU Athletic Training Program and is active in the process of completing the required educational curriculum. It is the position of the WSU ATP to recognize only a student accepted and enrolled in the ATP as an ATS.

Specific Expectations:

1. Demonstration and continued compliance with the WSU ATP Technical Standards.

Technical standards are necessary to achieve the knowledge, skills, and competence to serve the athletic trainer's patient population adequately and optimally, while meeting the expectations of the educational program's accrediting agency. The *Technical Standards* provide for the physical, cognitive, and attitudinal abilities that a Certified Athletic Trainer must be able to demonstrate. The WSU-ATP *Technical Standards* can be accessed on the ATP website located online here:

http://coe.wayne.edu/kinesiology/athletic_training/technical_standards_for_admission.php

2. Completion of a criminal background check prior to clinical rotation assignment.
3. Provide proof of immunizations, which may include, a current TB test, annual flu vaccine and proof of Hepatitis B vaccination. (Form located as Appendix A).
4. Completion of a drug screen panel, as required by clinical rotation site.
5. Participation in annual BBP (blood borne pathogen training).
6. Completion of a Code of Confidentiality form and annual HIPAA training.

Program Admission Requirements

1. Acceptance to Wayne State University Graduate School.
2. A cumulative GPA of 3.0 on a 4.0 scale is required during bachelor's degree studies.
3. An earned bachelor's degree from an accredited institution of higher education.
4. Statement of professional goals.
5. Three professional references, with at least one from an athletic trainer (AT).
6. Proof of current Emergency Cardiac Care (CPR/AED) Certification or Basic Life Support (BLS).
7. Documented observation of an athletic trainer for a minimum of 30 hours.
8. Grade of C or better in the following courses: *
 - a. Anatomy and Physiology (3-6 credits)
 - b. Exercise Physiology (3 credits)
 - c. Research/Statistical Methods (3 credits)
 - d. Physics (3 credits)
 - e. Psychology (3 credits)
 - f. Nutrition (3 credits)
 - g. Biomechanics (3 credits)
 - h. Chemistry (3 credits)
 - i. Biology (3 credits)
9. Completion of a MSAT selection committee interview.
10. Compliance with all expectations set forth in the WSU ATP P and P manual.

Application Procedures

Complete the WSU graduate application and ATCAS application by the posted deadline.

Application weblinks are located here:

https://coe.wayne.edu/kinesiology/athletic_training/athletic_training_program_admission_and_requirements.php

The following items are required for consideration:

1. Application Forms (WSU and ATCAS)
2. Official Transcript
3. Professional Statement Essay
4. Three professional recommendations (1 from an AT)
5. Documented observation of an athletic trainer for a minimum of 30 hours.

6. Proof of Immunizations
7. Proof of Proof of current Emergency Cardiac Care (CPR/AED) Certification or Basic Life Support (BLS).
8. Completion of Technical Standards Agreement

Qualified applicants will be invited for an interview. The interview may take place on campus or through distance technology as agreed upon by the selection committee.

The selection committee will be under the discretion of the Program Director. The committee may be comprised of:

1. Athletic Training Program Director
2. Clinical Education Coordinator
3. Student Services Coordinator
4. Selected faculty/staff members
5. Selected Preceptors

Acceptance Criteria for ATP

1. Successful completion of the admission process with a score of 85% or better on the objective point system, based on the admission materials and interview. The top students will then be ranked and admitted based on availability.
2. Students may receive conditional admittance until all grades for the ATP pre-requisites have been established. If the student receives a grade of less than a 2.0/C, and the student has been accepted into the Program, the student will be academically sanctioned as outlined in the Disciplinary Policy.
3. All post admission materials must be completed before the start of the academic curriculum. No student may participate in clinical rotation assignments until all materials are completed and on file with the Clinical Education Coordinator.

Retention Criteria for ATP Students

Graduation requirements are consistent with the University standards for graduation, including the following:

1. A minimum 3.0 overall grade point average.
2. A minimum of "B" grade in each required course.
3. Due to the course competency-based framework of the MSAT curriculum, students are required to complete each semester sequentially, with full-time enrollment. If the student receives a grade of less than a 3.0/B in any of their respective coursework, the student may be placed on probation. If the student is unable to maintain a 3.0 GPA and/or receives a grade less than a 3.0/B for the consequent semester, the student may be dismissed from the

Program. The student may reapply for readmission to the following year cohort, however will be considered competitively with other cohort applicants.

4. Successful completion of the following program coursework in addition to pre-program requirements:

Summer	ATR 5110 ATR 5115 ATR 5149	Pathophysiology of Sports Injuries Acute Care of Athletic Injuries Pre-Season Integrative Experience I
Fall	ATR 5125 ATR 5130 ATR 5150	Orthopedic Assessment Therapeutic Interventions I Integrative Experience in AT I
Winter	ATR 5140 ATR 5145 ATR 5151	Clinical Gross Anatomy Therapeutic Interventions II Integrative Experience in AT II
Summer	NUR 7035 ATR 5215 ATR 5250 ATR 5159	Family Centered Health Promotion and Risk-Reduction Medical and Pharmacologic Interventions Interprofessional Practice Experience Pre-Season Integrative Experience II
Fall	ATR 5135 ATR 5225 ATR 5251	Evidence Based Practice in Athletic Training Organization and Administration in Athletic Training Integrative Experience in AT III
Winter	ATR 5252 ATR 5230	Clinical Immersion Transition to Practice

5. Students must abide by and remain compliant throughout their course of study with all of ATS requirements as outlined and updated in the WSU ATP Policy & Procedures Manual.
6. Students must complete an evaluation of the ATP faculty and program and the end of each semester. This form will be facilitated to them by the faculty and students will be allowed to complete this form anonymously.

Graduation Criteria for ATP

1. Students must successfully complete a graduation audit through the WSU Registrar.
2. Student satisfactorily maintains ATP retention standards.
3. Student has completed all clinical competencies, successfully passed all paxis examinations, and has submitted all of the appropriate documentation to the ATP faculty.

4. Students must complete an Exit Survey & Interview with the Program Director of the ATP faculty prior to graduation.
5. Successful completion of ATP criteria will result in the ATS receiving the Program Director's endorsement to sit for the BOC examination.

ATP Didactic Curriculum

1. The WSU ATP is a selective and competitive, professional level program. Students must first complete required pre-requisites and the application process before being accepted in to the ATP. Once accepted, completion of the post-admission criteria must be achieved and retained.
2. The course of study is a 24-month program beginning during the summer semester.
3. Students will complete a total of four semesters and two summer sessions, integrating a competency-based approach in both the classroom and clinical settings.
4. Students are required to complete each semester sequentially, with full-time enrollment.
5. Successful completion of the ATP results in a Master of Science in Athletic Training degree.

Clinical Education

Clinical education experiences are facilitated to maximize student learning through the integration of didactic knowledge with the practical application of athletic training skills and critical decision making under the direct supervision of a Preceptor. Experiences are progressed through the curriculum, facilitating diversity in patient populations and employment settings, while following a graduated autonomy continuum which culminates with a 40 hr/week clinical immersion experience.

Clinical education experience placements are made following course sequencing, site availability and accreditation requirements. All placements are made in accordance with the WSU affirmative action/non-discrimination policies. All students should be prepared to meet and fulfill any additional clinical site requirements, which may include orientation and/or immunizations as well as transportation to and from the site.

The following courses include clinical site requirements:

ATR 5149	Pre-Season Integrative Experience I
ATR 5150	Integrative Experience in AT I
ATR 5151	Integrative Experience in AT II
ATR 5250	Interprofessional Practice Experience
ATR 5159	Pre-Season Integrative Experience II
ATR 5251	Integrative Experience in AT III
ATR 5252	Clinical Immersion

Potential Rotation Sites (including but not limited to):

Wayne State University Athletics

Henry Ford Health System

Beaumont Health System

Detroit Medical Center and the Rehabilitation Institute of Michigan

F.A.S.T. Clinic

Oakland University

Clinical Hours Policy

1. ATS average weekly should not exceed the WSU work study policy or weekly hours of student employment, which is 20 hours/week. <https://policies.wayne.edu/appm/3-2-7-college-work-study>
2. Due to the variance in scheduling and demands at clinical sites, ATS are expected to complete 15 hours/week MINIMUM in order to meet the requirements of the Integrative Experience Courses and a MAXIMUM 25 hours/week. The hour range enhances the student flexibility for scheduling concurrent with the clinical site seasonal demands and employment models, while providing prioritization for academic program requirements and successful completion.
3. Each ATS must be scheduled for a minimum of one day a week without clinical rotation responsibilities.
4. The exception to this policy is for the ATR 5252 Clinical Immersion course. During ATR 5252, students may be expected to participate in 40 hrs/week for a minimum of 4 weeks to fulfill accreditation requirements and experience the totality of care a professional AT may deliver in their respective setting.

Expectation of Preceptors

1. Supervise students during clinical education.
2. Facilitate the clinical integration of skills, knowledge, and evidence regarding the practice of athletic training.
3. Provide educational opportunities for the student to develop clinical competencies, communication skills and clinical decision-making during patient/client care.
4. Provide objective assessment and developmental feedback of athletic training students' performance.
5. Demonstrate comprehension of and compliance with the program's policies and procedures.

6. Provide the ATP Clinical Education Coordinator with a copy of the site's Bloodborne Pathogens Plan and Emergency Action Plan.
7. Provide each ATS an orientation for the clinical setting that includes Bloodborne Pathogens and Emergency Action Plan training specific to their practice environment.
8. Provide direct supervision of each ATS when performing Athletic Training services. CAATE (2017) *defines Direct Supervision as the Preceptor must be physically present and have the ability to intervene on behalf of the athletic training student and the patient.* This does not, however, imply that a student cannot make independent decisions or that the preceptor has to stand next to the student at all times. Preceptors should use graded supervision of students which allows for students to have supervised autonomy at the discretion of the supervisor. This encourages students to think and act independently and implement critical thinking.
9. Accept that clinical experiences must follow a logical progression that allows for increasing amounts of clinically-supervised responsibility.
10. Encourage the ATS to become critical thinkers and integrate evidence-based practice throughout the experience.
11. Will not utilize an ATS to take the place of a Licensed Athletic Trainer, perform duties above and beyond the student's current academic level, or require the ATS to perform duties that are not associated with the WSU-ATP academic curriculum and clinical education process and experience.
12. Provide the ATP with updated credentialing documentation including professional certifications and licensure.
13. Receive planned and ongoing education from the program designed to promote a constructive learning environment.
14. Follow the ATP clinical hours policy.

Expectation of Athletic Training Students (ATS)

1. An ATS, students will provide care only under the supervision of a Preceptor. If a preceptor is not available within site or sound to intervene on behalf of the patient, the student will default to the highest level of training for care. (ie: CPR and/or first aid certification training).
2. ATSS must recognize that fulfillment of clinical rotation duties is an extension of coursework and must take priority. Only scheduled course times are considered an acceptable reason for not fulfilling clinical rotations. Students must arrange for outside activities to not interfere with clinical duties and expectations, i.e. outside employment, sports/activity participation, extracurricular activities etc.
3. Each ATS must abide by the Policies and Procedures outlined in this manual during clinical rotations, as clinical rotations are an extension of their education.

4. Each ATS must follow the ATP Clinical Hours Policy.
5. Each ATS will be required to complete a series of evaluations during the course of a clinical rotation.
6. Students must be aware that they may have rotations that take place at off-campus locations that require a significant amount of travel time. All students must be able to travel to these sites as assigned.
7. Students will also complete an evaluation of their clinical Preceptor, the clinical rotation site, and the WSU ATP program at the end of each rotation/semester. All forms will be implemented and tracked on the E-value data tracking system.
8. Students will provide their clinical Preceptor with 2 evaluations for their Preceptor assess their performance; one at the mid-point of the rotation and one at the end of the rotation.
9. Clinical education rotations may begin prior to or extend beyond the institution's academic calendar. Contingencies for out of academic calendar assignments will be discussed between the students and the Clinical Education Coordinator when the clinical rotation is assigned.

Organizational Structure

Athletic training students that have concerns with the clinical aspect of their education should schedule a meeting with their respective Preceptor. If the matter is left unresolved with this meeting, or the clinical issue is not specific to a staff member, then a meeting should be scheduled with the Clinical Education Coordinator. The ATP Program Director supervises the Clinical Education Coordinator and is the next link in the academic organizational structure.

If the concern is related to a student-athlete, coach, or other clinical site staff member and cannot be resolved with the ATS's Preceptor, then the student should consult with the Clinical Education Coordinator about following the clinical site's organizational model.

Athletic Training Student Policies

The NATA Foundational Behaviors of Professional Practice (5th Edition) are essential to the ATS development and transition from a student to professional provider. The following behaviors are fostered for development and integration throughout the curricular program:

1. **Primacy of the Patient**
 - a. Recognize sources of conflict of interest that can impact the client's/patient's health.
 - b. Know and apply the commonly accepted standards for patient confidentiality.
 - c. Provide the best health care available for the client/patient.
 - d. Advocate for the needs of the client/patient.

2. Team Approach to Practice

- a. Recognize the unique skills and abilities of other health care professionals.
- b. Understand the scope of practice of other health care professionals.
- c. Execute duties within the identified scope of practice for athletic trainers.
- d. Include the patient (and family, where appropriate) in the decision-making process.
- e. Work with others in effecting positive patient outcomes.

3. Legal Practice

- a. Practice athletic training in a legally competent manner.
- b. Identify and describe the laws that govern athletic training.
- c. Understand the consequences of violating the laws that govern athletic training.

4. Ethical Practice

- a. Comply with the NATA's *Code of Ethics* and the BOC's *Standards of Practice*
- b. Understand the consequences of violating the NATA's *Code of Ethics* and BOC's *Standards of Practice*.
- c. Comply with other codes of ethics, as applicable.

5. Advancing Knowledge

- a. Critically examine the body of knowledge in athletic training and related fields.
- b. Use evidence-based practice as a foundation for the delivery of care.
- c. Appreciate the connection between continuing education and the improvement of athletic training practice.
- d. Promote the value of research and scholarship in athletic training.
- e. Disseminate new knowledge in athletic training to fellow athletic trainers, patients, other health care professionals, and others as necessary.

6. Cultural Competence

- a. Describe the impact that clients'/patients' cultural differences have on their attitudes and behaviors toward health care.
- b. Demonstrate knowledge, attitudes, behaviors, and skills necessary to achieve optimal health outcomes for diverse patient populations.
- c. Work respectfully and effectively with diverse populations and in a diverse work environment.

7. Professionalism

- a. Advocate for the profession.
- b. Demonstrate honesty and integrity.
- c. Exhibit compassion and empathy.
- d. Demonstrate effective interpersonal communication skills.

Confidentiality

All students will undergo HIPAA training, annually as provided by the MSAT program. All students must sign the Confidentiality Statement prior to their initial clinical education rotation and annually, as training is provided. (See Appendix B).

Discussion of medical information must be done on a professional basis. The ATS shall not discuss the medical condition of any student-athlete unless it is with Athletic Trainers, Physicians and/or assigned Preceptors and in an approved clinical environment. Authority to discuss student-athlete related injuries with the coach(s) and/or parent(s)/guardian(s) is strictly limited to information generated from and approved by the ATS supervising Preceptor. Athletic Training Students are not permitted to discuss student-athlete related injuries with the media, family and/or friends.

Students should be aware that while this policy is always in effect, when assigned to high profile sports, there may be increased pressure to divulge confidential information. This will not be tolerated. **Violation of confidentiality is grounds for disciplinary action.**

Social Relationships/Fraternization

The primary goal of the WSU ATP is to provide quality educational experiences that will result in clinically competent professionals. A valuable component of the academic curriculum is the practical experiences within the field of athletic training that not only provide clinical skills, but skills in professionalism.

Social relationships are a natural part of the educational environment at the collegiate level. However, professionalism must permeate these relationships. WSU ATP students should be aware of the potential problems with becoming involved with a peer who is an intercollegiate student-athlete, another ATS and/or Preceptor.

If an ATS is dating or develops a friendly relationship beyond delivering health care services with an intercollegiate student-athlete, fellow ATS, and/or Preceptor it **MUST** be reported to the Program Director and Clinical Education Coordinator immediately. *This can range from casual sexual conduct to a serious dating relationship.* If the Program Director becomes aware of a social relationship **that was not brought to her attention by the ATS**, disciplinary action will be taken as outlined in this manual. Further decisions regarding disciplinary actions will be reviewed and established on a per case basis.

Although no disciplinary action will be taken if the Program Director is immediately made aware of a social relationship, the ATS should not misinterpret this as the ATP faculty and Clinical Supervisors supporting these relationships. If an ATS has to be removed from his or her initial clinical rotation assignment more than 1 time in an academic year in accordance with the socialization/fraternization policy, further disciplinary action will be taken.

Above all, **ANY** social relationship between an ATP student and a minor (under the age of 18), or ANY student enrolled at a high school site regardless of age is never appropriate and will be grounds for **IMMEDIATE** dismissal from the ATP, as well as potential legal action.

Inappropriate professional behavior will not be tolerated. All Policies and Procedures and disciplinary action are supported by the WSU Student Code of Conduct. Refer to <https://doso.wayne.edu/conduct/student>

Dress Code

As health care providers, WSU ATS are expected to maintain a professional work environment. Proper attire is required for the health and safety of the ATS and the student-athletes. In addition, the ATS must respect the professional atmosphere in the spirit of public relations for the profession of Athletic Training and as a representative of WSU and the ATP.

Each sport and affiliated site may require a more specific dress code and the ATS should consult staff members if further clarification is needed. The following information should serve as a guide for the appropriate attire for the ATS.

All Athletic Training Facilities (on campus and affiliated sites):

- a. The ATS should wear a collared shirt, sweater or a **non**-hooded sweatshirt with the Wayne State University logo and/or WSU colors. Exception: If the ATS has been provided with gear specific to the site that fits the affiliated site policy, they may wear that gear as well.
- b. A collared shirt, sweater or professional looking sweatshirt with no advertisement designs. Small name brand logos are permitted as long as it does not cover the entire front or back of the shirt (this is up to the discretion of the clinical supervisor/Preceptor).
- c. Semi-formal or casual slacks (or shorts) are permitted that are brown, black, navy (not denim), gray, or khaki. Acceptable length of the shorts includes those that do not pass below the top of the knees or exceed above mid-thigh.
- d. Socks or nylons are required.
- e. No sandals or open toed shoes.
- f. Brown, black, navy, gray or khaki athletic pants suits are acceptable- No yoga pants.
- g. Name-tag worn.
- h. No earrings for males or facial jewelry may be worn by either sex.
- i. No hats (unless permitted by clinical supervisor/Preceptor for outdoor events)
- j. Hair style must be non-distracting and professional.

- k. ALL clothing must be functional for the duties and demands of an AT serving the corresponding population it serves.

All Athletic Events (Home & Away) (on campus and affiliated sites):

- a. A Wayne State University (or affiliated site) athletic collared shirt, tee shirt, sweater or sweatshirt: ATS is to follow the discretion of the assigned clinical supervisor.
- b. Black, brown, navy or khaki colored casual or semi-dress pants/shorts
- c. For home events, consult the supervising assigned Preceptor /staff athletic trainer for any changes in this dress code.
- d. Name-tag worn.
- e. No earrings for males or facial jewelry may be worn by either sex.
- f. Hair style must be non-distracting and professional.

Outerwear

- a. Students must dress appropriately for weather conditions, non-limiting to the physical demands required on behalf of patient-care. Failure to prepare and dress for the weather is not a valid reason for leaving a clinical rotation.
- b. Outerwear (coats, hats, pants) should be of a neutral color and have minimal to no patterns. Issued outerwear from clinical site should always be the primary choice; however, weather conditions may call for other items.
- c. Sunglasses should be professional and functional to the duties of an AT.

Cell Phone and Social Media Policy

At no time shall an ATS record photos or videos during patient care at a clinical site, post patient information, photos, video, audio or typed commentary, content or images to internet or social media sites. Doing so may be interpreted as a violation of federal privacy laws, including but not limited to provisions within the Health Insurance Portability and Accountability Act (HIPAA). This policy is intended to encourage the development of public trust as a professional and health care provider while adhering the standards of patient privacy and confidentiality in all environments. Additionally, derogatory, inflammatory or coercive comments made towards members of the WSU ATP community to include faculty, Preceptors, coaches, parents and/or administrators will not be tolerated. This is considered unprofessional behavior and will be subject to the WSU ATP Disciplinary Action Policy.

Employment and Extracurricular Activities

While the WSU ATP understands an ATS's need to work in order to financially support his or her education, the ATS must meet with the Clinical Education Coordinator and assigned.

Preceptor for details in regards to scheduling and to discuss the feasibility of balancing the associated demands.

Although it is difficult, an ATS will be mandated to arrange his/her schedule to accommodate all responsibilities corresponding to his or her clinical education rotation assignment. **Employment and all other extracurricular opportunities must fall outside of the ATS's clinical education rotation assignment.** If an ATS misses or leaves a clinical education rotation assignment early, this will be reflected in an ATS's clinical education rotation performance evaluation and therefore his or her overall grade in the corresponding course will be negatively affected. It is an essential requirement that all clinical and academic requirements be met in order to continue in the WSU ATP.

Athletic Training Student Supervision Policy

It is the position of WSU ATP that athletic training students must be supervised at all times. Unsupervised opportunities are not part of or connected to the WSU ATP academic curriculum, clinical education process and/or experience for enrolled students. In the event that an ATS is unsupervised while performing their clinical education experience rotation, meaning that a Preceptor is **not** physically present to intervene on behalf of the athlete and/or patient, it is the WSU ATP's position that an ATS is not to provide any services beyond their current level of certification experience.

WSU ATP students are **not permitted to travel unsupervised** with ANY sports team in ANY capacity. Students may have opportunity to travel with their Preceptor to away games, however at no time is any ATP student permitted to travel alone.

COSTS

Tuition Rates and Fees:

[Click Here](#) for WSU Tuition and Fee Rates.

Total graduate level credits required for degree completion = 56.

Course Fees:	ATR 5115	\$30
	ATR 5149	\$50
	ATR 5150	\$50
	ATR 5151	\$50
	ATR 5159	\$50
	ATR 5251	\$50
	ATR 5140	\$200
Criminal Background screening:	\$55 for U.S. residents only	
	\$65 for non-U.S. residents	
	\$19.00 second year renewal	
TB annual test:	\$18.00*	
Urinary Drug Screening:	\$25.00	

Flu Vaccination:	Variable*
Immunizations:	Variable*
Personal transportation to affiliated clinical sites	Variable
Textbooks and study materials	Variable
Program Specific Clothing	Optional
BOC Inc., Examination Fee	\$330

*Additional immunizations may be required by affiliated clinical site; cost may be deferred through personal medical insurance

RECORDS AND DOCUMENTATION

All records required by the OSHA standard (<https://www.osha.gov/>) will be maintained by the Clinical Education Coordinator. All materials will be available through online educational platform and tracked by the EValue* electronic data management system.

BBP and HIPAA Training

The ATP will be responsible for providing BBP and HIPAA training through WSU resources to athletic training students annually. The ATP follows the WSU Bloodborne Infectious Diseases Exposure Control Plan. The policy will be reviewed annually as a part of the annual BBP training. Each ATS will receive annual refresher training within one year of the ATS's previous training. Further information to include a copy of the plan may be found at the WSU Office of Environmental Health and Safety, located at <http://www.oehs.wayne.edu>

The following has been adapted from the Wayne State University Bloodborne Infections Disease Exposure Control Plan:

Sanitation Precautions

Universal precautions will be observed by all University employees and/ or students to prevent contact with blood and other potentially infectious materials (OPIM).

In all facilities where employees and students are reasonably anticipated to come into contact with blood or other potentially infectious materials, hand washing facilities should be readily accessible. Where hand washing facilities are not feasible, departments will provide other means (antiseptic hand cleanser with clean cloth/paper towels or antiseptic towelettes) by which employees and students can wash their hands. When these other methods are used, employees and students will be instructed to wash their hands as soon as feasible with soap and warm running water.

Employees and students are required to wash their hands or any other skin with soap and water, or flush mucous membranes with water immediately or as soon as feasible following exposure of those body areas to blood or other potentially infectious materials. Employees and students are

also required to wash their hands immediately or as soon as feasible after removal of gloves or other personal protective equipment.

Immunizations

The ATS are required to submit proof of immunizations to the Clinical Education Coordinator, prior to assignment to a clinical site. These include: TB, MMR/Varicella, Tdap, Hepatitis B, and Polio. Clinical sites may require additional immunizations due to CDC recommendations and/or as seasonal facility requirements (ie: Hepatitis A, influenza). Coordination and communication of these requirements will be facilitated by the Clinical Education Coordinator.

Communicable Disease Policy

If an athletic training student (ATS) becomes ill, he/she should report to the WSU Student Health Center on campus. Information may be found at the following web address:

<http://health.wayne.edu/>

Upon evaluation the healthcare professional will determine the appropriate intervention needed and the amount of time the student shall remain out of contact with others to prevent transmission.

If the athletic training student acquires a communicable disease, the student will notify his/her Preceptor as soon as possible. The athletic training student's condition, including the amount of time the student will be absent from class and the clinical experience, will be ascertained. **A signed release from a medical practitioner will be required** if the illnesses contracted may influence the health, welfare, and safety of others the student may come into contact with in the classroom and at clinical rotation assignments.

The most up to date list of notifiable infectious diseases may be located at the following web address: <https://wwwn.cdc.gov/nndss/conditions/notifiable/2019/infectious-diseases/>

Further information may also be found within the WSU Infections Diseases Exposure Control Plan. This may/or may not be limited to BBP exposure and or communicable disease exposure. The following is an excerpt from the WSU Infectious Diseases Exposure Control Plan:

All occupational exposures to human blood or other potentially infectious materials will be reported promptly, evaluated by a trained healthcare professional, and treated according to Public Health Service Guidelines: Management of Health Care Worker Exposure to HIV and Recommendations for Post-Exposure Prophylaxis, MMWR No. RR-07, May 15, 1998).

The follow-up treatment will be available at no cost to the employee.

In the event of an exposure, employees should:

- Carry out any immediate first aid, if necessary, washing with soap and water any exposed area.

- Report the incident to his/her immediate supervisor as soon as possible following the incident.
- Discuss the circumstances and the nature of the exposure with his/her supervisor, and determine if the incident constitutes an occupational exposure.
- Receive medical follow-up at the University Health Center Employee Health Service (4K UHC) as soon as possible. In the event of an emergency, or an after-hours exposure incident, the employee should go to the Detroit Receiving Hospital Emergency Room for medical follow-up.
- Complete a **University Report of Injury Form** (available from the Office of Risk Management, 577-3110 or <http://idrm.wayne.edu/risk/>).
- If the exposure involved a sharp, such as a needlestick or cut with another sharp, contaminated object, also complete the **Needlestick and Sharp Object Injury Report Form** and submit to the Office of Environmental Health and Safety.

The medical evaluation and follow-up will include the following elements:

- Documentation of the route(s) of exposure and the circumstances under which the exposure incident occurred.
- Identification and documentation of the source individual or material, unless it has been established that the identification is infeasible or prohibited by law.
- Testing of the source individual's blood as soon as feasible after consent is obtained in order to determine HIV, HBV or HCV infectivity. If consent is not obtained, the department will establish that legally required consent cannot be obtained. When the source individual's consent is not required by law, the source, if available, will be tested and the results documented.
- Results will be made available to the exposed employee, and the employee shall be informed of applicable laws and regulations concerning disclosure of identity and infectious status of the source individual.
- Baseline collection and testing of employee's blood after consent is obtained, if desired by the employee. If the employee does not give consent at the time for serologic testing, the sample will be preserved for at least 90 days, and testing will be done within if the employee elects to have the baseline sample tested.
- Post-exposure prophylaxis, when medically indicated, as recommended by the U.S. Public Health Service.
- Counseling, and evaluation of reported illness.

Employee acceptance of any tests and/or treatments will be on a voluntary basis.

Information provided to the healthcare professional will include:

- A copy of the MIOSHA Bloodborne Infectious Diseases Standard and the WSU Exposure Control Plan.
- A description of the employee's duties as they relate to the exposure incident, and a description of any PPE used or to be used.
- Documentation of the route(s) of exposure and circumstances under which exposure occurred.
- Results of the source individual's blood testing, if available.
- All medical records relevant to the appropriate treatment of the employee, including vaccination status.

Healthcare Professionals Written Opinion

The employee will be provided with a copy of the evaluating healthcare professional's written opinion within 15 days of completion of the evaluation. The written opinion for post-exposure evaluation and follow-up will summarize that the employee has been informed of:

- the results of the evaluation and told about any medical conditions resulting from the exposure, which require further evaluation or treatment.
- whether post-exposure prophylactic treatment is indicated.
- recommended limitations upon use of personal protective clothing or equipment.

All other findings and diagnosis will remain confidential and will not be included in the written report.

Technical Standards

The Wayne State University Athletic Training Program (ATP) is a rigorous and intense program that places specific requirements and demands on the students enrolled in the program.

The Athletic Training Program at Wayne State University prepares students to competently enter the workforce requiring students to meet technical standards.

Technical standards are necessary to achieve the knowledge, skills, and competence to serve the athletic trainer's patient population adequately and optimally, while meeting the expectations of the educational program's accrediting agency.

The following expectations and abilities must be met by all students for admittance to the WSU Athletic Training Program:

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 judgements and treatment information effectively.
4. The ability to record the physical the physical examination results and 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.

In the event the event a student is unable to fulfill these technical standards, with/or without reasonable accommodations, the student will not be admitted to the program.

All ATP student are required to complete a technical standards agreement as a part of the admissions process.

Policy on Accommodations for Technical Standards

Wayne State University fully supports the intent of all legislation designed to prohibit discrimination and the ATP commits to respect and abide by such legislation.

The University's [Student Disability Services](#) provides services to the student who may need assistance in completing a Program requirement and can assist the Program Director in determining the physical and mental limitations of an ATS. If an ATS or the Program Director later identifies actual or potential mental, psychological, or physical difficulties in meeting the standards established for the Program, the student, with assistance from the WSU Student Disability Services will consult health care providers who are capable of determining the implications of such difficulties in completing the Program.

The WSU ATP faculty, in conjunction with the [Student Disability Services](#), will use this information to determine if the ATS can meet the *Technical Standards* with reasonable accommodation. This review will take into account whether accommodation would jeopardize

clinician/patient safety or the educational process of the ATS or the institution, including all course work, clinical experiences and internships deemed essential to graduation.

Criminal Background Screening Policy and Procedure

The criminal background check is conducted in order to verify that the individual has had no criminal convictions. These would include:

1. Any felony, or an attempt or conspiracy to commit a felony within 15 years immediately preceding the date of clinical privileges.
2. A misdemeanor that involved abuse, neglect, assault, battery or criminal sexual conduct against anyone or fraud against a vulnerable adult or a state or federal crime that is substantially similar to such a misdemeanor, within the 10 years immediately preceding the date of clinical privileges.

Criminal Background Screening Process

The following outlines the screening process. This process is required once formally admitted to the ATP program. An initial background check will be valid for one year.

1. Go to the following link:
https://waynestate.az1.qualtrics.com/jfe/form/SV_9EMLeKS09veSgAd
2. Complete the CastleBranch Disclosure & Authorization Agreement.
3. Select/purchase the “Clinical Course” package. This background check will be good for one year and will need to be updated after one year.

Drug screening policy

Sites for clinical rotations require that students complete a drug screen as a prerequisite to placement. These screenings must be done at the Wayne State University Campus Health Center, located at <http://health.wayne.edu/appointment-process>. In order to comply with the drug screening requirement, students must follow the instructions and complete the forms provided by the ATP Clinical Education Coordinator. The instructions and forms will be distributed prior to the initial clinical rotation. Records of drug screening will be kept on file with the Clinical Education Coordinator. If a student’s drug screening is unacceptable to the placement site, the student will not be placed into the clinical rotation of any course which requires such placement. Students will be subject to the Progressive Discipline policy as outlined in the WSU ATP Policy & Procedures Manual as well as the WSU Student Code.

Policy in the event of a positive drug screen:

Any ATP student whose drug screening is reported to the ATP Program Director as positive for (amphetamines, cocaine, marijuana, opiates, PCP, barbiturates, benzodiazepines, methadone, propoxyphen, methaqualones) will not be able to continue in a clinical rotation. The student must

immediately withdraw from the clinical site and the corresponding course or courses for that semester.

The student will then be referred to the University Office of Student Conduct <https://doso.wayne.edu/conduct/student>. The Office of Student Conduct will provide the student with 1) notification of the allegations, 2) review of documents involved in the allegation, and 3) response to the allegations according to the University Student Code.

Following successful resolution of the incident, the Office of Student Conduct will inform the ATP Program Director. The student must request permission to re-enroll in the course by sending a letter to the ATP Program Director requesting reinstatement. The letter must include the student's plan for return with rationale for that return.

Reinstatement within the ATP must include the following conditions:

1. Referral to and enrollment in an approved drug rehabilitation program.
2. Disclosure from student's drug treatment program documenting successful progress and prognosis for long-term recovery with the health care professional's recommendation that the student may re-enter the ATP.
3. Negative drug screening prior to return to the course and clinical placement.
4. The student may be subject to random drug screening throughout the remainder of the student's enrollment in the ATP as determined by the ATP Program Director in consultation with the director of the approved drug treatment program. These tests must be negative or the student will be permanently removed from the ATP.
5. Recommendation by the Office of Student Conduct for re-instatement.

A subsequent positive drug screen for any substance either with the same drug or any other listed drug (amphetamines, cocaine, marijuana, opiates, PCP, barbiturates, benzodiazepines, methadone, propoxyphen, methaqualones) will result in expulsion from the ATP.

Grievance Policy

Athletic training students who feel that they have been unfairly treated in regards to any aspect of the ATP application process or academic curriculum should file a formal complaint within thirty days of the grieved event. The formal grievance should be directed to the MSAT Program Director. If the Program Director is identified in the complaint, the letter should be directed to the Division of Kinesiology, Health and Sports Studies Asst. Dean.

The University has a formal Grievance procedure that has been established through the Office of Institutional Equality, Division of Student Affairs. The ATS may choose to file a grievance through this process. Please refer to the WSU Dean of Students Office found at the following address: <https://doso.wayne.edu/conduct> for further information.

WSU Non-Discrimination Policy

Wayne State University (WSU) is committed to a policy of non-discrimination and equal opportunity in all of its operations, employment opportunities, educational programs, and related activities.

This policy embraces all persons regardless of race, color, sex (including gender identity), national origin, religion, age, sexual orientation, familial status, marital status, height, weight, disability, or veteran status, and expressly forbids sexual harassment and discrimination in hiring, terms of employment, tenure, promotion, placement and discharge of employees, admission, training and treatment of students, extra-curricular activities, the use of University services, facilities, and the awarding of contracts. This policy also forbids retaliation and/or any form of harassment against an individual as a result of filing a complaint of discrimination or harassment or participating in an investigation of a complaint of discrimination or harassment. It shall not preclude the University from implementing those affirmative action measures which are designed to achieve full equity for minorities and women. The full statement may be found here: https://oeo.wayne.edu/pdf/affrm_actn_policy.pdf.

Calibration and Maintenance of Equipment Policy

The WSU MSAT program will ensure all classroom and laboratory equipment and/or modalities will receive annual calibration in accordance with manufacturer guidelines and/or follow the appropriate OSHA recommendations. Further details may be found at the following web address: <https://www.osha.gov/>.

Each approved clinical site will be required to submit their annual calibration reports to the Clinical Education Coordinator, to ensure compliance and safe application on behalf of the patient and ATP student.

Sexual Harassment

Sexual harassment is defined as unwelcome sexual conduct, which is related to any condition of employment or evaluation of student performance. This definition is intended to include more than overt advances toward actual sexual relations. It applies as well to repeated or unwarranted sex-related statements, unwelcome touching or sexually explicit comments or graphics. All persons (ATs, Preceptors, coaches, student-athletes, etc.) should be sensitive to situations that may affect or cause the recipient discomfort or humiliation or may display condescending sex-based attitude towards the person. Sexual harassment is illegal under both state and federal law and may be subject to prosecution under the criminal sexual conduct law.

Sexism is defined as the perception and treatment of any person, not as an individual, but as a member of a category based on sex. Sex-based jokes or material is unacceptable at the University and in the ATP. Depending on the seriousness of the action, disciplinary action will result.

Disciplinary Action

The WSU ATP Policies and Procedures Manual and [WSU Student Code](#) serve as guides for expected and appropriate actions for the ATS to follow. Any ATS who is found to be non-compliant with any of the procedures outlined in the *Manual* and/or *Code* may be subject to progressive disciplinary action.

Levels of Progressive Discipline

1. Disciplinary Warning:

- a. Minor violations will result in a warning being issued. These infractions are seen as correctable violations. Examples of violations warranting a warning include attendance, dress code, attitude/professionalism, and /or communication issues.
- b. Two unresolved warnings will lead to a student being placed on probation.

2. Disciplinary Probation:

- a. More significant violations will result in a student being placed on probation. Examples of violations warranting probation include insubordination, negligence, incidence of unreported fraternization, and academic violations (GPA below a 3.0 or course grade below a 3.0). Receiving a second probationary violation before resolving a previous probationary violation will result in a student being suspended or removed from the program. Receiving two or more probationary violations during a student's tenure as an ATP student will also result in the student being suspended or removed from the program.

3. Suspension/Removal from Program:

- a. Severe violations in ATP or university policy will result in the student being suspended for a determined period of time or immediate removal from the program. If the violation can be corrected and it is possible for the student to return in good standing, then a suspension will be issued. Otherwise the student will be removed from the program. Examples of violations warranting suspension would be repeated probationary violations. Examples of violations warranting immediate removal from the program include conviction of a felony or sexual harassment. Violations such as breach of confidentiality, intoxication or use of controlled substance will be considered on an individual basis with consultation with the WSU University Office of Student Conduct. If a student is removed from the program they will need to go through the application process from the beginning and meet the acceptance criteria to be reinstated.

Disciplinary Steps

1. When the Program Director becomes aware of an issue of concern, a meeting will be scheduled with the ATS to discuss the nature of the non-compliance. *All disciplinary actions require a meeting between ATP faculty and the student, as well as written documentation for the student file.* If a student is found to be in violation of the ATP

Policies & Procedures, [WSU Student Code](#) of Conduct, or the policies at an affiliated site, progressive discipline will be implemented.

2. A formal letter documenting the incident will be placed in the student's file. This letter will include:
 - a. A description of the violation and the level of the violation.
 - b. The specific actions the student was counseled on to rectify the situation.
 - c. Length of time the student will have to rectify the situation or show improvement in behavior.
3. The student must sign the copy of this letter to be placed in the student's file, acknowledging he/she is aware that progressive disciplinary action has been taken and that he/she has received the letter. The student will also be given a copy of this letter.
4. If a student on probation receives a second violation prior to resolving a previous violation, the student will be placed on the next level of disciplinary action. For example, a student receives a warning before actions are taken to resolve a previous warning, the student will then be placed on probation.
5. Corrective actions will be left to the discretion of the ATP faculty in consultation with relevant University officials and Preceptors who may have a stake in the disciplinary violation.
6. If it becomes necessary to remove a student from a clinical rotation assignment, the student must realize that this will negatively impact his or her grade in any clinical course.

APPENDIX A



Athletic Training

Student Immunization Records/Screening

Student's name _____ Date of Birth: _____

The above student has provided evidence of current immunization for the diseases stated below.

Tuberculosis Screening:

Date	Results

MMR/Varicella:

<u>First Dose (Mth/Dy/Yr)</u>	<u>Second Dose(Mth/Dy/Yr)</u>
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MMR:		
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Varicella:		
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Hepatitis B:

<u>First Dose (Mth/Dy/Yr)</u>	<u>Second Dose(Mth/Dy/Yr)</u>	<u>Third Dose(Mth/Dy/Yr)</u>
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Tdap (Tetanus, Diphtheria, Pertussis) VIS

Initial series completed? yes no Date of last booster

_____ Mth/Dy/Yr

Last booster was T dap? yes no

Polio: Initial series completed? yes no

Flu shot: _____
Mth/Dy/Yr

Meningococcal Vaccine: _____
Mth/Dy/Yr

Optional: Hepatitis A: _____
Mth/Dy/Yr

Signature of Medical Professional

Date



Hepatitis B Vaccination

I have participated in WSU's Bloodborne Pathogens training. Due to the possibility of occupational exposure to blood or other potentially infection material, I may be at risks for acquiring HBV. It has been recommended that I receive a series of vaccinations for the prevention of infection by the Hepatitis B virus (HBV). I understand that there are benefits and risks associated with this vaccination.

I have been encouraged to be vaccinated with the Hepatitis B vaccine and understand that by not receiving the vaccination, I may be at risk for contracting the Hepatitis B virus, which is a potentially serious and sometimes fatal infection.

Check one of the following:

I have completed (or in the process of completing) the Hepatitis B vaccination series. A copy of this vaccination validation has been provided to our Clinical Education Coordinator.

I have declined to receive the Hepatitis B vaccination series for personal reasons, however, am aware that I will be limited in clinical rotation opportunities.

Student's Signature

Date

Print Name

ID Number

Witness to Signature

Date

APPENDIX B



Wayne State University Master of Science in Athletic Training Program Confidentiality Statement

I, _____, understand that medical information I am _____ Please
print full name

exposed to at any clinical rotation assignment is confidential and may not be divulged to anyone except the person who owns the information, those faculty, staff or administrators who have need to know and those individuals or agency who fulfill the requirements under the Federal Educational Rights and Privacy Act of 1974, as amended (FERPA). If I release confidential information or discuss confidential information outside of the clinical facility, I understand that I will be immediately disciplined as stated in the WSU ATP Policy & Procedure Manual.

I received education and training on HIPAA, provided by the WSU MSAT program. I have read the above statement and agree to maintain the confidentiality of all information that I have access to during my academic preparation and clinical rotation/experiences.

Academic Year 1

1. _____
Athletic Training Student Signature Date

Witness Signature Date

Academic Year 2

2. _____
Athletic Training Student Signature Date

Witness Signature Date