

WINONA

STATE UNIVERSITY

WINONA STATE UNIVERSITY
Athletic Training Program
Student Handbook
(Updated May 2015)



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Athletic Training Program

Student Handbook

MISSION STATEMENTS

Winona State University Mission Statement

The mission of Winona State University is to enhance the intellectual, social, cultural and economic vitality of the people and communities we serve.

We offer undergraduate programs based on the traditions and values of the arts and sciences and an array of graduate and professional programs that are especially responsive to the needs of the Upper Midwest.

We prepare our graduates to serve generously, lead responsibly and respond imaginatively and creatively to the challenges of their work, their lives and their communities.

A community of learners improving our world

College of Nursing and Health Sciences

The College provides quality graduate and undergraduate programs in nursing and health sciences. These programs are designed to graduate caring, ethical, competent, and progressive professionals who are sensitive to diversity and prepared to work with clients through health promotion, prevention of health problems, and caring during illness. In addition to its professional programs, the College seeks to promote health awareness at WSU. The College's educational environment supports life-long wellness in the individual, the University, the community, and global society.

Department of Health, Exercise and Rehabilitative Sciences

The Department of Health, Exercise and Rehabilitative Sciences is committed to preparing competent, entry-level professionals in exercise science, health education, public health, athletic training, and pre-professionals in allied health, who can serve the needs of Minnesota and the global community. In order to fill this fundamental mission, the faculty:

- Provide instruction in health, exercise and rehabilitative sciences.
- Facilitate the professional development of the students through sound instruction, scholarly activity, and demonstrated service.

Athletic Training Program

The Athletic Training program at Winona State University prepares entry-level healthcare professionals in the areas of Evidence-Based Practice, Prevention and Health Promotion, Clinical Examination and Diagnosis, Acute Care of Injury and Illness, Therapeutic Interventions, Psychosocial Strategies and Referral, Healthcare Administration, and Professional Development and Responsibility.

We are committed to providing a diverse and comprehensive academic and clinical education experiences that meet or exceed CAATE accreditation standards. We are committed to graduating athletic training students who incorporate professional, ethical, and patient centered evidence based practice into their daily activities.

ATHLETIC TRAINING PROGRAM OBJECTIVES

NOTE: The Athletic Training Program at WSU is an outcome based experience. Students are required to meet specific outcomes throughout the program to progress to the next level. All times given are provided as a guide for student expectations and to facilitate time management.

Academic Objectives

- Follow all CAATE guidelines.
- Utilize current evidence-based research and other resources from the field of athletic training in the classroom.
- Promote professionalism, professional organizations and attendance at professional conferences, and workshops.
- Provide laboratory experiences that enhance critical thinking, problem solving, and clinical skill acquisition.
- Utilize technology in the classroom.

Clinical Education Objectives

- Provide educational experiences with:
 - Physicians representing multiple specialties
 - Orthopedic
 - Pediatrics
 - Internal Medicine
 - Family Practice
 - Emergency Medicine and Urgent Care
 - Physical Medicine and Rehabilitation
 - Certified Athletic Trainers in multiple clinical settings:
 - Intercollegiate Athletics
 - High Schools
 - Youth Organizations
 - Physician Clinic Offices
 - Occupational Health
 - Hospitals, clinics and physician offices
 - Physical Therapists
 - Emergency Personnel including Paramedics and EMT's
 - Registered Nurses
 - Chiropractic Medicine
 - Other medical professionals
- Students will participate for ONE semester (minimum) as a prospective athletic training student and a minimum of a TWO calendar year Clinical Education experience (junior and senior year) after application and acceptance to the program.
- Provide each athletic training student with adequate clinical practice experiences to refine and gain confidence in interpersonal communication skills, athletic training room organization and administration, modality set-up and prescription, clinical evaluation skills, emergency skills, advanced taping procedures, equipment fitting, rehabilitation programming and implementation.
- Provide clinical education opportunities with a variety of Preceptors.
- Provide each student with a variety of clinical experiences with protective equipment sports, gender specific sports, varying levels of risk and general medical conditions.
- Provide each student several clinical practice settings (university, high school and clinic). Each athletic training student will obtain clinical education experiences each week under the direct supervision of a certified athletic trainer. Clinical education experiences will be scheduled and approved by the Program Director and Clinical Coordinator and will be in traditional and clinical settings.
- Each student will complete a clinical course during each semester they are admitted in the program:
 - HERS 293 – Second semester sophomore year
 - HERS 362 – First semester junior year
 - HERS 365 – Second semester junior year

- HERS 489 – First semester senior year
- HERS 495 – Second semester senior year

WSU Athletic Training Department (Athletics) Objectives

- Follow NCAA and NATA guidelines and objectives.
- Provide a Certified Athletic Trainer ON-SITE for WSU athletic practices and events, as deemed appropriate by the Head Athletic Trainer with approval of the Director of Athletics.
- Provide health care services for WSU student athletes.
- Promote communication and education about injuries and athletic training between ATC's and student athletes, Athletic Training Students, coaches, and administrators.
- Coordinate medical referrals and physician services for WSU athletes.
- Ensure safe playing environments, safe participation, and prevent athletic injuries and illnesses.
- Provide emergency and acute care to WSU student athletes.
- Provide injury evaluation and treatment for non-acute and chronic athletic injuries of WSU student athletes.
- Communicate and follow orders of team physician or referring physician.
- Supervise athlete rehabilitation programs and safe return to activity.
- Counsel and refer (when appropriate) student athletes to appropriate medical professionals.

Athletic Training Student Objectives

(Performed under the direct supervision of a preceptor)

Freshmen

- Complete WSU Athletic Training Room observations as assigned by the course instructor.
- Enroll in HERS 191, and BIO 211 and 212. Grades of "B" or better is required for successful completion of HERS 191 and is preferred in BIO 211 and 212 for program application. Grades below a "C" must be retaken prior to program application.
- Establish a GPA above 2.75 and demonstrate appropriate academic progress at WSU.
- Obtain First Aid and CPR/AED certifications through the American Red Cross or American Heart Association.
- If Hepatitis B Vaccinations are not completed, the vaccination series should be started immediately. Students must sign a declination form if this vaccination series is declined.
- Demonstrate working knowledge of athletic training room policies and procedures.
- Acquire general knowledge of: mechanism of injury, signs and symptoms, basic treatment and rehabilitation of common athletic injuries.

Sophomores

- Performed assigned clinical education within HERS 292 and APPLY to the two and 1/2 year clinical education program at the end of FALL semester (beginning of November).
- Materials required prior to beginning clinical experiences in the fall (HERS 292):
 - Medical physical/clearance form (includes Mantoux Test) completed
 - Documentation of current vaccinations, including Hepatitis B series or declination
 - Technical Standards form signed
 - Student Confidentiality Agreement signed
 - Clinical Education Agreement signed
 - State of Minnesota Background check form completed and turned in
 - Please note that an extra cost will be added to your WSU bill for this. This form is completed and updated each academic year.
 - State of Wisconsin Background check is also required for students assigned to a WI clinical site
 - Documentation of current First Aid and CPR/AED Certification (American Red Cross or American Heart Association)
- Application materials include:
 - Letter of Application/Resume

- Reflective Journals from HERS 191 and HERS 292
- 3 Professional Reference Letters
- 2 Student Reference Letters
- Preceptor Rating Form (Preceptors submit these via ATrack)
- Mid-semester grade report signed by WSU instructor/professor
- Enroll in the following courses during the fall semester (pre-requisites AT sequence):
 - HERS 292 – Principles of Athletic Training
 - HERS 314 – Anatomical Kinesiology
- Enroll in the following courses during the spring semester upon successful admission into the Athletic Training Program:
 - HERS 293 – Clinical Practice I
 - HERS 345 – Emergency Response for the Professional Rescuer
 - HERS 392 – Injury Recognition of the Lower Body
- Become NATA student member prior to start of spring semester
- Maintain professional conduct and dress.
- Content learned in major courses should be practiced and implemented in the clinical setting with Preceptor supervision.
- Acquire intermediate taping, wrapping, and padding skills.
- Acquire clinical education experiences. Progress appropriately for a student with similar background and experience.
- Successfully complete Assessment Day testing during spring semester.

Juniors

- Acquisition of sophomore level objectives and proficiencies.
- Enroll in the following classes during the fall semester:
 - HERS 362 – Clinical Practice II
 - HERS 391 – Injury Recognition of the Upper Body
 - HERS 393 – Therapeutic Modalities
- Enroll in the following courses during the spring semester:
 - HERS 365 – Clinical Decision Making I
 - HERS 494 – Therapeutic Interventions
- Content learned in major courses should be practiced and implemented in the clinical setting with Preceptor supervision.
- Be a positive role model and mentor for other athletic training students.
- Participate in external educational opportunities. (MATA, GLATA, NATA and local events)
- Maintain NATA student membership.
- Acquire clinical education experiences. Progress appropriately for a student with similar background and experience.
- Successfully complete Assessment Day testing during spring semester.
- Sit for GRE's if interested in graduate school during the summer. Applications for graduate assistantships may be due as early as December of senior year.
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Seniors

- Acquisition of junior level objectives.
- Enroll in the following courses during the fall semester:
 - HERS 489 – Clinical Decision Making II
 - HERS 491 – Therapeutic Treatment and Rehabilitation of Athletic Injuries
 - HERS 492 – Administration in Athletic Training
- Enroll in the following course during the spring semester:
 - HERS 495 – Athletic Training Capstone
- Complete all major and general education requirements for graduation – minimum of 120 credits required.

- Content learned in major courses should be practiced and implemented in the clinical setting with Preceptor supervision.
- Acquire clinical education experiences. Progress appropriately for a student with similar background and experience.
- Applying for BOC Exam, select available date, complete all necessary paperwork, and meet with the Director and/or Clinical Coordinator of the AT Program.
- Apply for graduation with the registrar's office once enrolled in your last semester of course work!
- Refine Cover Letter and Resume. Secure letters of recommendation.
- Sit for GRE's if interested in graduate school and was not completed during the previous summer. Applications for graduate assistantships may be due as early as December.
- Successfully complete Assessment Day testing during spring semester.

MEDICAL POLICIES

Medical Physical

- All prospective athletic training students (ATS) must have a completed medical physical submitted to the AT Program Director prior to starting assigned clinical rotations with a Preceptor for HERS 292 – Principles of Athletic Training.
- Physicals must include a signed statement from the attending health care provider (MD, DO, PA, NP) that the student meets the technical standards of the program.
- ATS must also complete and sign a separate technical standards form. Medical clearance forms can be found on the AT Program website (www.winona.edu/athletictraining/atepforms). Please note - these forms are NOT the same as ATHLETE physical forms which cannot be used for the Athletic Training Program!

Hepatitis B Vaccinations

- ATS who have not completed the Hepatitis B vaccination series should IMMEDIATELY begin this series upon entrance into Winona State University, as a prospective Athletic Training Student. This is YOUR RESPONSIBILITY!! Students may decline vaccinations if desired. A form declining this vaccination can be found on the AT Program website (www.winona.edu/athletictraining/atepforms).
- Vaccinations are given in the Student Health Services Office on campus. Vaccination information may be obtained from the Director of Safety (Erin Paulson) Somsen 107D. Phone # 457-5082. If you obtain your vaccinations from a source outside of WSU, present your bill to Erin and you will be reimbursed.
- The three shot series should be completed prior to the fall semester of your sophomore year. KEEP your immunization record for your records. Future employers will require you to be vaccinated.
- You will need to provide the Director-AT Program with a copy of a vaccination record for your file.

Tuberculosis Skin Test

- All athletic training students currently admitted to the academic program or enrolled in HERS 292 – Principles of Athletic Training will be required to obtain a Tb skin test prior to the start of their clinical rotations.
- Testing may occur through the WSU Health and Wellness Services.
- Junior and Senior level admitted ATS will receive this skin test during our annual fall camp in-services which are held in August.
- Sophomore level students enrolled in HERS 292 – Principles of Athletic Training should receive this test during their medical physical and have the results documented on this form.

Other Immunizations

- It is recommended that students receive the following immunizations:
 - Meningococcal
 - Seasonal Influenza
- These immunizations are not required; however, as a health care provider who is in contact with patients on a daily basis it is suggested.

Blood Borne Pathogen (BBP) Training

- It is expected that each ATS will follow the universal precautions for handling BBP as detailed in the BBP Policy & Procedure document found on the AT Program website. PROTECT YOURSELF AND PROTECT OTHERS!!
- Students will receive BBP training on a yearly basis in HERS 191 (Freshmen), HERS 292 (Sophomores) and during August camp (Juniors and Seniors).

Technical Standards (physical, mental, and emotional demands)

The Athletic Training Program at Winona State University is a rigorous and intense program that places specific requirements and demands on the student enrolled in the program. An objective of this program is to prepare graduates to enter a variety of employment settings and to render care to a wide spectrum of individuals engaged in physical activity. The technical standards set forth by the Athletic Training establish the essential qualities considered necessary for students admitted to this program to achieve the knowledge, skills, and competencies of an entry-level athletic trainer, as well as meet the expectations of the program's accrediting agency (Commission on Accreditation of Athletic Training Education Programs [CAATE]).

- Athletic Training Students will need have the mental ability to problem solve and make clinical decisions.
- ATS will need the physical ability to stand for long periods of time, be able to reach, lift and carry using correct biomechanics.
- ATS must be able to communicate effectively and sensitively.
- ATS must be able to maintain composure appropriate demeanor at all times and during times of high stress.
- ATS will need perseverance, commitment, and adaptability. (Detailed criteria can be found in the [Technical Standards.](#))

ATS's will participate in a BIOMECHANICS IN-SERVICE upon admission to the AT Program and prior to each fall semester. Students will learn proper lifting, carrying, bending, reaching and posture techniques. ATS's who display inadequate strength; flexibility or biomechanics will be given intervention exercises or referred as necessary. ALWAYS use proper biomechanics!!!

- ATS's must remember that "to take care of others, you must first take care of yourself". Please utilize the health principles you have learned and get plenty of rest, eat well, keep yourself hydrated, and be safe!
- Being an ATS is demanding and stressful. Time management is essential. Plan time for physical activity and other activities that help you with stress. (Alcohol use and abuse are not stress management techniques) You are health professionals, model appropriate behaviors!!
- The WSU Counseling Center (Health and Wellness Services), Integrated Wellness Center, is available to all WSU students and can assist you with learning coping techniques or other issues relating to mental health. (457-5330)

Infectious/Communicable Disease Policy

Purpose

The purpose of this document is to create a plan to control any potential exposures of infectious diseases to students and staff in the athletes training facility.

Policy/Procedure

Vaccinations/Immunization Records/Mantoux Testing:

1. All students are required to have completed, or in the process of completing, the Hepatitis B vaccinations prior to the start of HERS 292 – Principles in Athletic Training.
 - a. A student may decline these vaccinations if he or she feels it is in their best interest. If this occurs a waiver, signed by the student, will be placed into their permanent file in the AT Program Director's office.
2. A Mantoux test for TB is required to be completed in conjunction with their medical physical prior to the start of the clinical experience with a Preceptor in HERS 292.

- a. If this test is positive a chest x-ray will also be performed.
3. All other vaccinations as required by the University for admittance to the school. A record of these vaccinations will be kept in the vaccination section of the AT Program medical physical/clearance form.

Student/Staff with a Communicable Disease or Suspected Communicable Disease:

1. Students or staff that report for their clinical rotation with a severe respiratory infection, diarrhea, fever, sore throat or skin lesion should report to their Preceptor immediately.
 - a. If the condition is deemed to be a potential communicable disease the student or staff member will be dismissed from their clinical assignment/rotation for that day.
 - b. The clinical supervisor may also suggest follow-up care with the Health and Wellness Services or personal physician for treatment and care.
2. Student or staff should contact their Preceptor on a daily basis (or personal physician) to determine if it is safe to return to their clinical rotation without infecting other students, staff or patients.
3. Athletic training students who miss more than three days of a clinical assignment due to sickness will require a note from a MD, NP or PA that will be placed into their permanent file. Experiences missed during this time period may need to be completed prior to successful completion of the clinical course.

Student-Athletes with a Communicable Disease or Suspected Communicable Disease:

1. Student-Athletes should report to their supervising certified athletic trainer with any severe respiratory infection, diarrhea, fever, sore throat or skin lesion immediately prior to any practice or event.
 - a. If the condition is deemed to be a potential communicable disease then the student-athlete will be dismissed from practice/event for that day with notification to the coaching staff.
 - b. The supervising certified athletic trainer may also suggest follow-up care with the Health and Wellness Services or their personal physician for treatment and care.
2. Student-Athletes should contact their supervising athletic trainer on a daily basis (or personal physician) to determine if it is safe to return to their sport without infecting other students, staff or student-athletes.
3. If the condition is deemed to be potentially transferable to other athletes whom use the athletic training facility or other athletic facilities the following should occur:
 - a. The condition should be documented on an injury evaluation sheet, along with any follow-up care provided to the athlete by other health care professionals
 - b. All Athletic Training Staff members should be notified immediately of the risk in order to take appropriate actions with their respective student-athletes
 1. If necessary, facility maintenance staff should be notified in order to properly clean/disinfect locker rooms or other common areas
 2. If necessary, coaching staffs should be notified
 3. Any cleaning/disinfectant of the facility/area should occur immediately prior to use of that area by other student-athletes.

PROFESSIONAL EXPECTATIONS OF ATHLETIC TRAINING STUDENTS

Dress and Grooming

The American Medical Association recognizes the profession of Athletic Training as an Allied Health Care profession. Therefore, it is expected that all ATS's will be neatly groomed and dressed during ALL clinical experiences. Student expectations at WSU will parallel the accepted standards of the profession of Athletic Training.

- Clothing, outerwear, shirts must be long enough to tuck in, not faded, not revealing, and without holes or fringe. Hats must be clean and not worn. Sandals are not permitted due to safety.
- Daily athletic training room attire should be professional and not trendy. Professional dress consists of clothing that is appropriately sized and will allow you to perform your duties. Pants can be jeans, colored jeans, khaki

pants, or wind pants. Jeans are not allowed at football practice. Tops can be "logo" sweatshirts, polo shirts, T-shirts, sweaters, or blouses. T-shirts with "alcohol" or "sexual" material are not permitted. Athletic, team, or University themes are preferred. Shorts must be mid-thigh or longer, khaki shorts are preferred. "Gym" style shorts or cutoffs are not permitted. Jean shorts must be hemmed.

- OUTSIDE attire should be as professional as possible; jacket or sweatshirt, windpants, rainwear, hats, gloves, boots.
- INDOOR game clothing includes: Khaki or dress pants, dress shirts/sweaters, and "logo" wear as appropriate. Dress clothes need to be functional and professional! Not trendy.
- ALL WSU ATHLETIC TRAINING LOGO apparel may ONLY be worn during class, clinical and game experiences.
- Blue jeans or sweat pants are NEVER permitted for game attire.
- Socks and laced shoes must be worn at all times.

General Grooming Guidelines:

- Baseball style caps are discouraged as daily indoor athletic training room attire.
- Hair and facial hair must be clean and well groomed.
- Body odor, cigarette odor, or an odor of alcohol is not professional. Your supervising ATC will use his/her discretion and may restrict you from your clinical experiences that day if this is identified.
- Any cuts, burns, abrasions or skin ulcerations MUST be covered at ALL times.
- Tattoos and body piercings' must be covered or removed while performing clinical hours (men and women may wear 1 pair of small to medium sized earrings).
- While traveling and working with a team, ATS's must also follow team guidelines.
- A supervising ATC may use his/her discretion and ask you to amend your attire, change your attire or if necessary restrict you from your clinical experience that day because of your attire.

Clinical Education Conduct

Your clinical education is a very important aspect of your overall educational experience in the Athletic Training Major. Consequently, your actions and your relationships with athletes, instructors, coaches, and your fellow ATS's can affect the quality of your clinical experience.

- ALL of the opportunities available during your clinical educational experience are valuable ones. It is expected that you will remain focused during this time and NOT concentrate on personal relationships or socializing.
- ATS involved in a personal/romantic relationship with a student-athlete, preceptor, coach or faculty/staff need to inform the AT Program Director or Clinical Coordinator to determine conflict of interest. A reassignment will be provided to comply with all practice acts and University/MNSCU policies.
- Dedication and hard work will assist you with accomplishing your goals.
- An athletic trainer that is focused on their job and that is organized will not disrupt a coach or a team.
- Communicate professionally and be respectful of your supervising Preceptor, coaches, ATS's and athletes.
- CONFIDENTIALITY: ALL information accessed in the athletic training room is CONFIDENTIAL. At times, this information facilitates your education, but this information MUST at all times remain confidential. DO NOT discuss this information with anyone unless this is approved by the supervising Preceptor.
- Notify your supervising Preceptor ASAP of any emergency situations that restrict you from attending your clinical assignment or that cause you to be late. You are expected meet all clinical assignments.
- You are expected to contact your clinical supervisor as soon as you possibly can of any conflicts with your clinical assignment. Your clinical supervisor will make the appropriate arrangements to cover your assignment.
- You may not "switch" assignments. The supervising Preceptor will resolve any conflicts you might have.
- If you have scheduling conflicts that you cannot resolve with your clinical supervisor, please contact the Director and/or Clinical Coordinator of the AT Program.
- The supervising Preceptor will report any conflicts or problems with your clinical education to the Director and/or Clinical Coordinator of the AT Program after appropriate discussion with the ATS has occurred. Any discipline will follow those outlined in the Retention Guidelines.
- It is expected that you will make contact with and introduce yourself to the Preceptor, coaches and athletes you work with throughout your clinical education.

- It is expected that you work within the scope of your knowledge and abilities. Do NOT be afraid to ask questions or seek advice from more experienced ATS's or Preceptors.
- All ATS are expected to act and represent themselves, the WSU AT Program and Winona State University at the highest professional level and in accordance to the NATA Code of Ethics (www.nata.org).

Clinical Assignments and Rotations

- Second semester sophomores will assigned three separate clinical rotations. These assignments will be at WSU, Saint Mary's University (SMU), Winona Senior High School and/or Cotter High School.
- Juniors will be assigned to a specific Preceptor for a two month period (some exceptions will occur due to change of seasons or other extenuating circumstances). This is to encourage more involvement with the specific Preceptor and assignment. This will benefit the student as they move into their senior year.
- Seniors will be assigned to a Preceptor as a "Head Athletic Training Student(s)" for two clinical rotations. Assignments will be based upon the previous experiences during earlier clinical rotations and the academic/clinical needs of the student. Students will gain clinical experience with both men's and women's sports, protective equipment sports, sports with varying levels of risk and in the general medical settings.
- General medical experiences may occur at multiple Winona Health locations including orthopedics, family practice, pediatrics, rehabilitation services, urgent care, emergency department and other departments as assigned. Other general medical experiences are available at Mayo Clinic Sports Medicine, Sport & Spine Physical Therapy, Gundersen Health Sports Medicine, Infinity Chiropractic and other professional sites.
- ATS's are responsible for recording their clinical education experiences, completing clinical education proficiencies, and meeting with the Preceptor for scheduled evaluations.
- ATS's are responsible for completing all class expectations for their clinical courses as assigned in the course syllabi. These clinical courses include; HERS 293, HERS 362, HERS 365, HERS 489 and HERS 495.

Clinical Education Experiences in the WSU ATR

ATS will have the opportunity to learn from Preceptors in the WSU ATR.

- At the beginning of each ATS rotation, Preceptors will provide an In-Service of expectations, EAP, and safety procedures.
- Athletic Trainers must have the appropriate supplies, equipment, and sanitary facilities to do his or her job. ATS will experience pre- practice, practice, and game situations. ATS will have the opportunity to assist Preceptors with the set-up, cleaning, laundry, restocking, and maintenance of the ATR and its equipment and supplies.
- ATS will assist Preceptors with administering student-athlete treatment and rehabilitation plans during clinical education.
- ATS will assist with appropriate documentation, EMR, and filing necessary to maintain accurate and confidential records.
- Down time may be used to sanitize or maintain the ATR. Down time should also be used to practice clinical skills learned in class.
- ATS's are responsible for reporting all injuries to the supervising Preceptor.
- ATS's are responsible for following all policies of the site and site supervisor.

Practice/Events

- In an effort to provide the best care for athletes during practices/events, ATS will assist Preceptors with packing a kit, gathering and bringing selected equipment and supplies.
- Providing water at each site is necessary to prevent dehydration and ATS will assist Preceptors in providing appropriate hydration stations for athletes.
- While at practices/events, ATS are expected to engage and utilize the knowledge and skills learned in class. ATS will practice observation skills while watching for MOI. ATS will gain experience with evaluation skills and monitoring rehabilitation exercises during practices/events.

Travel

- As an admitted student of the WSU AT Program, students will be provided the opportunity to travel with assigned teams under the supervision of their Preceptor.
- At NO TIME will students be allowed to travel without a Preceptor present.
- Juniors may receive opportunities to travel during the course of their clinical education experiences during that academic year, while seniors will receive multiple opportunities to travel with their assigned Preceptors.
- Travel schedules will be decided in advance by the Preceptor.
- WSU AT Department (Athletics) Guidelines for a traveling ATS:
 - ATS should be present a minimum of 30 minutes prior to departure time or at the time his/her Preceptor specifies. The ATS will assist loading the necessary Athletic Training supplies onto the bus or van. The ATS should check with the assigned Preceptor prior to all trips for specific instructions.
 - ATS are expected to follow all program, athletic, and professional codes of conduct when traveling. Consumption of alcohol or illegal substances at any time while officially traveling with a sports team from WSU or an affiliated site is prohibited.
 - The ATS must not leave the premise of the hotel for any social activity unless it is designated a team function provided by the university or affiliated clinical experience.
 - The ATS is responsible for any incidental charges placed on their hotel room.
 - Attendance for meals is mandatory unless other plans are made with the supervising Preceptor. When the sports program provides meal money to the ATS, the ATC or coach will provide restaurant options. The ATS may eat with their parents or other family members if approved by the assigned Preceptor.
 - ATS wishing to travel home with parents or travel separately must follow WSU Athletic Department policy and communicate travel plans effectively with preceptor.
 - The ATS must abide by the Dress Code established in the Athletic Training Student Handbook and abide by the Clinical Education Agreement during all traveling opportunities.

Post-Season Travel/Special Trips

- ATS are provided the opportunity to travel with their supervising Preceptor for post-season events and special trips (ie., trips requiring airline flights) as space (NCAA guidelines) and funding allows.
- ATS may be asked to follow similar fundraising for travel expenses as student-athletes. This must be communicated with the AT Program Director and Clinical Coordinator.
- It is typical for an athletic training student to travel to most if not all events.

Recording of Clinical Hours – Minimum and Maximum Hours

- While completion of a minimum number of clinical education hours is not necessary for the WSU AT Program it is important to maintain a record of the hours completed for State Licensure, Registration or Certification applications. Therefore:
 - ATS must log all clinical hours in A-Track on a daily basis.
 - Their supervising Preceptor will then approve these hours within A-Track.
- Clinical course syllabi (HERS 293, 362, 365, 489 and 495) provide criteria for clinical education experiences. Minimum and maximum hour totals are as follows (please note that these hour totals are for the academic semester only and do not include experiences obtained outside the normal semester):
 - HERS 293
 - Minimum = 100
 - Maximum = 200
 - HERS 362, HERS 365, HERS 489 and HERS 495
 - Minimum = 150
 - Maximum = 400

Pre-school, Breaks, Weekend and Evening Clinical Assignments

- ATS's will be assigned to a Preceptor and a team or site and clinical educational experiences will occur in the afternoon, evenings, on the weekends and during University breaks.
- Any conflicts must be discussed PRIOR to your assignment with your Preceptor, AT Program Director, and Clinical Coordinator.
- Break schedules will be divided and you will have part of each break OFF (unless you are traveling).

University Cancellations/Inclement Weather

- If the University is closed student safety is most important. ATS have the option to attend clinical assignments based upon safe travel conditions. Attendance decision should be communicated with Preceptor prior to assigned clinical rotation.
- ATS traveling to off-site clinical sites and conferences should make appropriate decisions for safe travel during inclement weather conditions. Students must contact their Preceptor, AT Program Director and Clinical Coordinator when decision is made.

Minnesota Athletic Trainers Practice Act

- ATS should be completely aware of Minnesota State legislation regarding the practice of Athletic Training in Minnesota. ATS and staff must practice within the rules stated at all times.
- The Minnesota Athletic Trainers Practice Act can be found at: www.revisor.leg.state.mn/stats/148/

Professional Organizations, Clubs and Conferences

- All athletic training students are required to become members of the National Athletic Trainers' Association (NATA), Great Lakes Athletic Trainers' Association (GLATA) and the Minnesota Athletic Trainers' Association (MATA) with admission to the academic program.
- ATS's will have the opportunity to participate in the WSU Athletic Training Club.
- ATS's will have the opportunity and are encouraged to participate in local, state, regional, and national athletic training workshops, conferences and educational seminars. Record these experiences on your resume.
- Information concerning the NATA can be found at www.nata.org.

BOC Certification Examination

- All students accepted into the program are expected to take the BOC Certification Examination as close to his/her graduation date as possible.
- Information about the examination may be obtained from the Program Director or the Clinical Coordinator.
- Information about the exam may be obtained from the BOC web site at <http://www.bocatc.org>
- Study materials and sample tests are available on the BOC website.

Chain of Command

- All ATS's will follow the appropriate chain of command with suggestions, concerns or problems.
- Your Preceptor should be contacted FIRST. The AT Program Director and/or Clinical Coordinator of the AT Program should be contacted next.
- In an ACADEMIC matter: If the AT Program Director cannot help/satisfy you, then the Health, Exercise, and Rehabilitative Sciences (HERS) Department Chair should be consulted. If the HERS Chair cannot help/satisfy you, then the Dean of Nursing and Health Sciences should be contacted.

- In an ATHLETIC matter: If the AT Program Director cannot help/satisfy you, then the Athletic Director should be contacted.

Evaluations

- Athletic Training Students will be evaluated at scheduled intervals by their Preceptor via surveys located on ATrack. These evaluations should be discussed with the ATS by the Preceptor. A hard copy may be given to the ATS and all evaluations are available to the ATS when they log into ATrack.
- Annual ATS evaluations with the ATS, Director and Clinical Coordinator of the AT Program, and WSU Athletic Training Staff will be scheduled. Seniors will be evaluated at the end of first semester and juniors at the beginning of the second semester. ATS's will be asked to self-evaluate and then all parties will discuss successes and areas for improvement as well as discuss strategies for improvement. Forms will be distributed.
- Students will be asked to evaluate their supervising Preceptor's and the clinical education sites at scheduled intervals via a survey form found on ATrack. This information will be summarized and shared biannually with the Preceptor's.
- Students will be asked to evaluate each general medical site upon completion of the experience. These surveys will be available via a survey form found on ATrack.
- Senior Athletic Training Students will also be asked to evaluate the Athletic Training Program including the clinical education component as an exit survey.
- The WSU Athletic Training Program is designed to enhance student learning, develop competent entry level certified athletic trainers and to create a positive overall experience. Comments and suggestions are always welcome. If you have a concern or a suggestion please contact the AT Program Director and/or the Clinical Coordinator of the AT Program.

Mentoring

- Students are expected to serve as mentors for the other less experienced students in the program.
- All ATS's are expected to assist prospective athletic training students and treat them with respect.

Time Management

- ATS's academic and clinical workloads are rigorous and students are expected to manage their time appropriately.
- PLANNING is essential. Academic responsibilities take precedent over your clinical assignment. If you are stressed because of your class responsibilities, notify your Preceptor preferably two days in advance for a day off.
- PLANNING is essential. If you are scheduled to work an event, practice or travel and if this conflicts with an academic responsibility, notify your clinical supervisor immediately.

Time Constraints of the Athletic Training Major

Each student should be aware of the time constraints involved with the clinical/practical portion of the Athletic Training Major at WSU. Clinical education and fieldwork experience parallels the academic coursework. It is expected that students progress appropriately and meet Retention Guidelines.

Each student should be advised that upon admission into the program, the student will need to commit a large percentage of each day to the academic and clinical requirements of the major.

A student who chooses to participate in activities that conflict with the time demands of the clinical requirements of the Athletic Training Major (athletics, intramural's, social activities, chorus, band, drama, work, etc.), MUST discuss the implications of the time conflict with their activity supervisor. The activity supervisor and Director/Clinical Coordinator of the AT Program will collaborate and resolve any time schedule conflicts, so the students' clinical requirements are structured to allow the student to succeed in the Athletic Training Major.

Technology & Cell Phone Policy

ATS are encouraged to use cell phones, Laptops, and iPads during assigned clinical education experiences or classrooms activities for **educational purposes** ONLY! If you have a family emergency taking place and you need to be available for phone calls, please notify your Preceptor prior to the clinical experience. Any other personal use of technology during clinical experiences is prohibited at ALL clinical education sites.

Inappropriate sharing of digital media that includes patient information could result in disciplinary action including possible dismissal from program.

Harassment/Discrimination Procedure

“Minnesota State Colleges and Universities is committed to a policy of nondiscrimination in employment and education opportunity. No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in, programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, or sexual orientation.” (System 1B.1.1)

An ATS that has questions about any incident or action by a fellow student, staff or faculty member should report the incident to their supervising ATC immediately, to the AT Program Director or Clinical Coordinator. ATS's and faculty should report all incidents to Lori Mikl, Affirmative Action Officer, Somsen 202A, 457-2766.

For complete information on the Minnesota State Colleges and Universities Policy please link to <http://www.mnscu.edu/board/policy/1b01.html>.