



**WINONA**  
STATE UNIVERSITY

# Master of Science in Athletic Training Graduate Program Handbook Policy and Procedures

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## Mission Statements



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**



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.



The HERS Department is dedicated to graduating caring, ethical, competent, progressive professionals who are prepared to work with clients through health promotions, prevention, and caring during illness. In addition to its professional programs, the department seeks to promote health awareness at WSU.



The Master of Science in Athletic Training (MSAT) program at Winona State University prepares competent healthcare professionals who incorporate evidence-based medicine, interprofessional care and exceptional ethical/professional standards into their daily practice. The MSAT program is committed to instructing students on how to improve patient outcomes utilizing state of the art technology and clinical techniques in a variety of academic and clinical settings. Program graduates will mirror these principles, to improve our world and the Athletic Training profession.

## Program Assessment: Goals and Outcomes

### Master of Science in Athletic Training: Program Goals and Outcomes

1. Academic and Program Success – WSU MSAT students will be prepared academically, clinically and professionally to successfully sit for the Board of Certification (BOC) exam.
  - a. All students will maintain a 3.0 overall GPA or above throughout the MSAT program.
  - b. Each MSAT cohort will achieve a 90% retention and graduation rate.
  - c. Each MSAT cohort will achieve a 90% first time pass rate on the BOC Exam.
  - d. Each MSAT cohort will achieve a 100% overall pass rate on the BOC Exam.
  - e. Each MSAT cohort will achieve a 100% placement rate within six months post-graduation.
  - f. Overall scores on Alumni surveys will show a rating of “competent” (3.0) regarding program effectiveness and success following graduation.
  - g. Employer surveys will indicate MSAT graduates are in the top 50% as compared to other entry level professionals in athletic training when assessing academic and clinical preparation of the MSAT graduate.
  
2. Clinical Success – WSU MSAT students will be prepared in a variety of clinical settings, including traditional and emerging areas of practice, that allow them to function as quality healthcare providers upon graduation.
  - a. All students will achieve a grade of “B” or better in all Athletic Training Clinical Experience (I-V) courses.
  - b. All students will achieve an overall rating of “advanced beginner” (2.0) on all Clinical Evaluation forms from assigned preceptors during their first year in the MSAT program.
  - c. All students will achieve an overall rating of “competent” (3.0) on all Clinical Evaluation forms from assigned preceptors during their immersion experiences (HERS 691 and 692) during their second year in the MSAT program.
  - d. All students will achieve an overall rating of “competent” (3.0) on assessment of CAATE content standards via preceptor evaluation or clinical assessment exam(s) (simulation, standardized patient scenarios or OSCE) by the end of the program.
  - e. Graduates will self-report an overall rating of “competent” (3.0) on the Alumni Survey when assessing their ability to clinically practice as a certified athletic trainer.
  
3. Interprofessional Care – WSU MSAT students will understand the importance of improving patient outcomes by integrating interprofessional healthcare into their clinical practice.
  - a. All students will achieve a rating of “advanced beginner” (2.0) on all Clinical Evaluation forms relating to interprofessional care during their first year in the MSAT program.
  - b. All students will achieve a rating of “competent” (3.0) on all Clinical Evaluation forms relating to interprofessional care during their immersion experiences (HERS 691 and 692).
  - c. All students will achieve a grade of 70% or above on an interprofessional collaborative practice project (aspiration goal = 80%).
  - d. Graduates will self-report an overall rating of “competent” (3.0) on the Alumni Survey when assessing their ability to appropriately utilize an interprofessional team approach to healthcare.

4. Evidence Based Medicine/Research – WSU MSAT students will gain the knowledge and ability to critically analyze and interpret evidence-based research in healthcare and use this data to guide their clinical practice.
  - a. All students will achieve a grade of 70% or above on an evidence-based project (HERS 676) (aspirational goal = 80%).
  - b. All students will submit a poster presentation to a local, state, district or national conference, or a submission of a manuscript to a professional journal.
  - c. Graduates will self-report an overall rating of “competent” (3.0) on the Alumni Survey when assessing their ability to appropriately utilize evidence in the care of a patient population.
  
5. Ethical/Professional Standards – WSU MSAT students will achieve the knowledge and skills to practice in a legal, ethical and professional manner that appropriately represents the field of Athletic Training. Furthermore, students will understand the need to actively contribute to the Athletic Training profession through lifelong learning and service.
  - a. All students will achieve a rating of “advanced beginner” (2.0) on all Clinical Evaluation forms from assigned preceptors regarding ethical decision making during their first year in the MSAT program.
  - b. All students will achieve a rating of “competent” (3.0) on all Clinical Evaluation forms from assigned preceptors regarding ethical decision making during their immersion experiences (HERS 691 and 692).
  - c. All students will attend a minimum of one professional conference in the field of athletic training prior to graduation.
  - d. Graduates will self-report an overall rating of “competent” (3.0) on the Alumni Survey when assessing their ability to appropriately make ethical/professional decisions.
  
6. Quality of Instruction – WSU MSAT students will be provided an outstanding education from faculty within the MSAT program and their clinical preceptors.
  - a. Faculty will receive an overall rating of 3.0 in post course evaluations from MSAT students.
  - b. Preceptors will receive an overall rating of 3.0 in midterm and/or final evaluations from MSAT students.

### Accreditation

The Athletic Training Program at Winona State University is currently accredited by the Commission on Accreditation of Athletic Training Education (CAATE). The program is currently applying to the CAATE for a change in level of degree and is pending approval. Completion of the academic and clinical portions of this program leads to eligibility to sit for the Board of Certification (BOC) exam. For more information regarding accreditation or the CAATE, please link to the CAATE website or utilize the contact information provided below:

CAATE, 6850 Austin Center, Blvd, Suite 100, Austin, TX 78731-3101  
512-733-9700 [www.caate.net](http://www.caate.net)

#### YEAR ONE

##### SUMMER (6 cr.)

- HERS 570\* Principles of Athletic Training 3
- HERS 571\* Clinical Examination and Diagnosis I 3

##### FALL (11 cr.)

- HERS 572\* Clinical Examination and Diagnosis II 3
- HERS 573 Therapeutic Modalities 3
- HERS 590 Athletic Training Clinical Experience I 2
- HERS 560\* Nutrition for the Physically Active 3

##### SPRING (12 cr.)

- HERS 681 Physical Rehabilitation 3
- HERS 685 Evidence Based Practice & Research Design 3
- HERS 591 Athletic Training Clinical Experience II 2
- HERS 568\* Pathophysiology 3
- HERS 683 Interprofessional Health Care 1

**\*Classes fulfill 15 credits of undergraduate coursework for those students on the 3+2 option  
Undergraduate Degree Conferred at end of Spring Semester for 3+2 program students**

#### YEAR TWO

##### SUMMER (6 cr.)

- STAT 601 Statistics for Health Professionals 3 (On-Line)
- HERS 670 Therapeutic Interventions 2
- HERS 690 Athletic Training Clinical Experience III 1

##### FALL (9 cr.)

- HERS 672 Pharmacology for Athletic Training 1 (On-Line)
- HERS 680 Administration and Professionalism in Athletic Training 2 (Hybrid)
- HERS 673 Psychosocial Issues in Sports Medicine 2 (Hybrid)
- HERS 682 Advanced Rehabilitation & Treatment 1 (Hybrid)
- HERS 691 Athletic Training Clinical Experience IV 3-4

##### SPRING (7 cr.)

- HERS 692 Athletic Training Clinical Experiences V 3-4
- HERS 686 Athletic Training Research 2 (Hybrid)
- HERS 684 Applied Decision Making in Interprofessional Practice 1 (Hybrid)
- HERS 693 Topics in Athletic Training 1 (Hybrid)



## MSAT Course Descriptions

### **HERS 560 - Nutrition for the Physically Active (3 SH)**

Nutritional requirements for the active individual and athletes. This course is designed for a graduate level student, to examine carbohydrate, protein, fat, vitamin, mineral and water requirements of active populations, as well as the use of nutritional ergogenic aids for performance enhancement. Each student will develop 1 computer generated lecture on content of the instructor's choice. Students must have a good knowledge of anatomy and physiology and basic knowledge of nutrition to enroll into this course.

Prerequisites: Admission to graduate program and permission of instructor.

### **HERS 568 - Pathophysiology for the Health Professions (3 SH)**

This course is designed for a graduate level student, to examine alterations in functions affecting individuals across the lifespan. The student will explore pathophysiological concepts utilizing biology, microbiology, and physiological sciences as a basis for the student learning. The scientific approach will provide a further understanding of the mechanisms of disease, and students will incorporate critical thinking skills with practical application. The course provides a comprehensive rehabilitation approach to common alterations in body systems. Students will develop 4 computer generated audio video lectures of the instructor's choice. Students must have a good knowledge of anatomy and physiology to enroll into this course. Prerequisites: Admission to graduate program and permission of instructor.

### **HERS 570 - Principles of Athletic Training (3 SH)**

This course will focus on prevention, emergency care, and treatment of musculoskeletal injuries. Students will learn foundational knowledge and skills essential for future clinical practice as an athletic trainer. Prerequisite: Admission to the Athletic Training Program.

### **HERS 571 - Clinical Examination and Diagnosis I (3 SH)**

This course is designed to provide MSAT students with standard techniques and procedures for the clinical examination of common injuries and conditions related to the upper & lower extremities and cervical spine & head to formulate appropriate clinical diagnosis, referral, and reassessment. Prerequisites: Admission to the Athletic Training Program

### **HERS 572 - Clinical Examination and Diagnosis II (3 SH)**

This course is designed as an extension of HERS 571. The goal is to provide MSAT students with more comprehensive and rigorous techniques and procedures for the clinical examination of the upper & lower extremities and cervical spine & head to formulate appropriate clinical diagnosis, referral, and reassessment. Concentration areas include the evaluation of special test diagnostic accuracy and differential diagnosis. Prerequisites: HERS 570 - Principles of Athletic Training, HERS 571 - Clinical Examination and Diagnosis I and admission into the Athletic Training Program.

### **HERS 573 – Therapeutic Modalities (3 SH)**

This course is designed to provide students the theoretical background and the practical application of therapeutic modalities for the treatment of musculoskeletal conditions. Students will be expected to critically analyze evidence for the use of multiple modalities in relation to the physiology of tissue healing. The course includes an in-depth review of specific modalities, including; cryotherapy, thermotherapy, ultrasound, electric



stimulation, light therapy, massage and other specific forms of treatment. Content in the areas of acute and chronic inflammation, pain theories and administrative issues will also be discussed. Prerequisites: HERS 570 – Principles of Athletic Training, HERS 571 – Clinical Examination and Diagnosis I and Admission to the Athletic Training Program

### **HERS 590 - Athletic Training Clinical Experience I (2 SH)**

This course is the first in a series, which provides admitted athletic training students with integrated clinical education experiences with preceptors in traditional athletic training settings. Students will be provided the opportunity to apply knowledge and develop skills related to the role of a Certified Athletic Trainer. Students will also complete professional behavior modules in addition to reviewing and completing assessments of clinical skills learned in HERS 570 Principles of Athletic Training and HERS 571 Clinical Examination and Diagnosis I. Pre-requisites: HERS 570 Principles of Athletic Training, HERS 571 Clinical Examination and Diagnosis I and Admission to the Athletic Training Program.

### **HERS 591 – Athletic Training Clinical Experience II (2 SH)**

This course is the second in a series, which provides admitted athletic training students with integrated clinical education experiences with preceptors in traditional athletic training settings. Students will be provided the opportunity to apply knowledge and develop skills related to the role of a Certified Athletic Trainer. Students will also complete professional behavior modules in addition to reviewing and completing assessments of clinical skills learned in HERS 572 Clinical Examination and Diagnosis II and HERS 573 Therapeutic Modalities. Prerequisites: HERS 572 Clinical Examination and Diagnosis II, HERS 573 Therapeutic Modalities, HERS 590 Athletic Training Clinical Experience I and Admission to the Athletic Training Program.

### **HERS 670 – Therapeutic Interventions (2 SH)**

Anatomical review and discussion of mechanisms, specific injuries, diagnostic testing, acute treatment, and referral process for conditions related to the following systems: cardiovascular, pulmonary, endocrine, immune, gastrointestinal, renal, eye, nose and throat and dermatological. Students will also develop an understanding of various diagnostic imaging; including x-ray, MRI, CT, and ultrasound. Prerequisites: HERS 568 – Pathophysiology for Health Professions and Admission to the Athletic Training Program.

### **HERS 672 – Pharmacology for Athletic Training (1 SH)**

A study of the pharmacological principles for prescription and over the counter medications. Methods of administration, physiological effects, proper management and legal issues will be discussed. Prerequisites: HERS 670 – Therapeutic Interventions and Admission to the Athletic Training Program.

### **HERS 673 – Psychosocial Issues in Sports Medicine (2 SH)**

This course is designed to prepare students for psychosocial intervention in the care of a patient. Topics covered include psychological response to injury, disordered eating, alcohol or drug addiction, depression and others. Cultural competence and diversity issues will also be discussed. Prerequisites: HERS 670 – Therapeutic Interventions

### **HERS 680 – Administration and Professionalism in Athletic Training (2 SH)**

This course is designed to prepare the athletic training student for the behind-the-scenes duties that are required to ensure that an athletic training room is functioning efficiently and properly. Areas covered include legal liability, facility design, budgeting, record keeping, human resource management, and other

administrative areas. Ethics and professional development as a healthcare provider will be also be discussed. Pre-requisites: HERS 685 – Evidence Based Practice & Research Design and Admission to the Athletic Training Program.

### **HERS 681 - Physical Rehabilitation (3 SH)**

This course is designed to allow Athletic Training majors to integrate assessment data and identify treatment goals to create and implement therapeutic interventions that maximizes patient outcomes. Prerequisites: HERS 571 - Clinical Examination and Diagnosis I, HERS 572 - Clinical Evaluation and Diagnosis II, HERS 573 - Therapeutic Modalities and Admission to the Athletic Training Program.

### **HERS 682 – Advanced Rehabilitation and Treatment (1 SH)**

This course is designed to allow Athletic Training majors the opportunity to explore current rehabilitative techniques and procedures in more depth. Various topics will be researched and applied in a clinical setting. Prerequisites: HERS 691 - Physical Rehabilitation and Admission to the Athletic Training Program.

### **HERS 683 – Interprofessional Health Care (1 SH)**

This course is designed to provide students with knowledge of interprofessional teamwork in health care. Students will be introduced to concepts in interprofessional practice and the health care team. This course will provide students with knowledge and skills related to communication, managing conflict, feedback and collaboration within the health care team. Prerequisites: Admission to the Athletic Training Program and HERS 590 Clinical Experience I.

### **HERS 684 – Applied Decision Making in Interprofessional Practice (1 SH)**

This course provides students with the opportunity to develop their skills for interprofessional practice to optimize patient outcomes. Interactive learning experiences will prepare students to use their skills in team-based communication, collaborative decision-making and professional ethics to optimize patient care. Prerequisites: Admission to the Athletic Training Program and HERS 683 Interprofessional Health Care.

### **HERS 685 – Evidence-Based Practice & Research Design (3 SH)**

This course will provide students with the foundation for evidence-based practice in athletic training. Students will gain familiarity with research methods and statistical procedures used in clinical research. Students will select a topic of interest related to athletic training, define a research question, conduct a review of literature, analyze and synthesize published research, and present their findings. Pre-requisites: Admission to the Athletic Training Program, HERS 571 Clinical Examination and Diagnosis I and HERS 572 Clinical Examination and Diagnosis II.

### **HERS 686 – Athletic Training Research (2 SH)**

This course will develop skills and knowledge to aid the student in conducting and critically analyzing research in athletic training. Students will be required to complete a quality research project using proper methodological and statistical analysis procedures. Students will synthesize the data and present an oral and poster presentation using acquired data. Prerequisites: HERS 685 - Evidence-Based Practice & Research Design and admission to Athletic Training Program. Grade only. Offered spring semester.

### **HERS 690 – Athletic Training Clinical Experience III (1 SH)**

This course is the third in a series, which provides admitted athletic training students with integrated clinical education experiences in a variety of clinical settings. Students will be placed into a setting to interact, develop skills and apply knowledge in relation to the role of a Certified Athletic Trainer in these settings. A portion of these clinical hours may be supplemental clinical experiences. Pre-requisites: HERS 591 Athletic Training Clinical Experience II and Admission to the Athletic Training Program.

### **HERS 691 – Athletic Training Clinical Experience IV (3-4 SH)**

This course provides admitted athletic training students with integrated clinical education experiences with preceptors. This experience will be an immersion experience in a traditional athletic training setting. Students will be placed at a clinical site for a minimum of an eight-week immersion where they will be provided the opportunity to apply knowledge and master skills related to the role of a Certified Athletic Trainer. Pre-requisites: Admission to the Athletic Training Program.

### **HERS 692 – Athletic Training Clinical Experience V (3-4 SH)**

This course provides admitted athletic training students with integrated clinical education experiences with preceptors. This experience will be an immersion experience in a traditional or emerging athletic training setting. Students will be placed at a clinical site for a minimum of an eight-week immersion where they will be provided the opportunity to apply knowledge and master skills related to the role of a Certified Athletic Trainer. Students will also prepare to sit for the Board of Certification (BOC) Examination. This course will review course content from all courses within the Athletic Training program. Pre-requisites: Admission to the Athletic Training Program.

### **HERS 693 – Topics in Athletic Training (1 SH)**

This course is designed to provide timely information and/or training in advanced athletic training skills. Lecture only, Lab only, or Lecture and Lab depending on the field of study or topic being investigated. May be repeated for credit as topics used under this designation changes. Pre-requisites: Admission to the Athletic Training Program.

## **Application and Admission Requirements**

### Application and Admission to the WSU School of Graduate Studies

Students applying to the Winona State University MSAT program must also be admitted to the Winona State University School of Graduate Studies. An online application and complete instruction are available using the following link: <https://www.winona.edu/gradstudies/how-to-apply.asp>.

Admission to Graduate Study at Winona State University does not mean admission to the WSU MSAT Program. Additional information regarding admission to Graduate Studies can be found at:

<https://www.winona.edu/gradstudies/default.asp>.

### Application and Admission to the WSU MSAT Athletic Training Program

The MSAT Program requires a competitive admission process which will be the same for students applying to enter the professional phase of the program via the 3+2 (Option 1) or the two-year MSAT program (Option 2). Admission is not guaranteed to those meeting the minimum admission criteria. Only students admitted to the professional phase will be able to continue with the academic and clinical portion of the MSAT program.

*NOTE: Students not admitted with the 3+2 option will have a seamless transition into the BS degree in Exercise and Rehabilitative Science as the program was designed using the same academic core.*

#### Academic Admission Criteria:

1. Possess a minimum overall GPA of 3.0 on a 4.0 scale (includes all institutions attended).
2. Possess a minimum 3.0 GPA in the following pre-requisite courses:
  - a. Human Anatomy with lab 1 semester
  - b. Human Physiology with lab 1 semester
  - c. Physics 1 semester
  - d. Chemistry 1 semester
  - e. Biology 1 semester
  - f. Statistics 1 semester
  - g. General Psychology 1 semester
  - h. Nutrition 1 semester
  - i. Anatomical Kinesiology or Biomechanics 1 semester
  - j. Exercise Physiology 1 semester
3. Current certification in CPR/AED/First Aid:
  - a. Acceptable Certifications can be found at the [Board of Certification](#) website. Preferred examples include:
    - i. BLS Health Care Provider – American Heart Association
    - ii. BLS for Healthcare Providers or CPR/AED for the Professional Rescuer – American Red Cross
4. Complete a minimum of 25 observational hours under the direct supervision of a BOC certified athletic trainer.
5. Complete ALL MSAT program application materials and all other forms required for admission to the WSU School of Graduate Studies.

Application Process: All application will be reviewed by the MSAT faculty on a “rolling” basis starting September 1<sup>st</sup> until a maximum enrollment of 20 students is achieved. Therefore, applicants are encouraged to submit their applications early to ensure that their materials are evaluated, and admission is possible.

The application materials are rated and ranked by a committee who will determine acceptance or denial of admission. Students will be notified of their acceptance status into the MSAT program within two weeks of application.

Rolling admission will continue until the cohort is filled. All admission procedures must be completed by May 15<sup>th</sup>. Contact the Program Director of the MSAT for more information.

See the [MSAT Program website](#) for complete instructions on the application requirements and process.

### **Academic Policies and Standards**

#### Transfer Policy

The WSU School of Graduate Studies only accepts credits from another accredited college or university. Students who have completed graduate athletic training coursework at another CAATE accredited entry-level master’s program may apply for up to nine (9) transfer credits. Approval of all transfer credits requires an

official transcript from the university where the credits were completed, a copy of the course syllabus, and approval from the WSU MSAT Director and the WSU School of Graduate Studies.

### Grading, Matriculation and Retention Requirements

Once students have been formally admitted into the Winona State University MSAT Program the following requirements must be met to fully matriculate through the academic and clinical program.

#### Grading Policies for Matriculation:

- Must comply with all academic policies of the WSU School of Graduate Studies and all requirements of the MSAT Program as found in the MSAT Graduate Program Handbook.
  - [Academic Policies – WSU School of Graduate Studies](#)
- A standard grading scale will be utilized in all MSAT courses:
  - A = 100-90%; B = 89.9%-80%; C = 79.9%-70%
  - D or F grades all not allowed for matriculation (see below)
- Students must attain a “B” or better grade in all Athletic Training Clinical Experience courses (HERS 590, HERS 591, HERS 690, HERS 691 and HERS 692) for graduation.
  - Incomplete (I) or In Progress (IP) grades in any Athletic Training Clinical Experience courses (HERS 590, HERS 591, HERS 690, HERS 691 or HERS 692) must be completed with a grade of “B” or better prior to taking another Athletic Training Clinical Experience course.
- Students will only be allowed a total of two “C’s” in any MSAT courses during the duration of the academic program.
  - This requirement excludes the Athletic Training Clinical Experience courses (HERS 590, HERS 591, HERS 690, HERS 691 and HERS 692) in which a “B” or better is required to continue to matriculate.
  - If a student receives a third “C” in any MSAT course, the student may be dismissed from the academic program
- A minimum 3.0 overall GPA is required to be maintained for retention in the MSAT program and for graduation.
  - If a student falls below a 3.0 overall GPA in any semester, the student will be placed on probation and they will have one semester to return to a 3.0 overall GPA.
  - If a student does not meet the minimum 3.0 overall GPA at the end of the probation semester, the student may be dismissed from the MSAT Program.
- Students are expected to adhere to the WSU School of Graduate Studies [Academic and Behavioral Integrity Policy](#) at all times during the academic program.

#### Clinical Education Requirements for Matriculation:

- Compliance with all policies established in the MSAT Graduate Program Handbook.
  - Athletic Training Students are expected to display appropriate Professional Behaviors. Athletic Training students will act in a mature, responsible manner that will reflect positively on them, the Athletic Training Program and the University while performing academic and clinical education experiences.
- Compliance with NATA’s Code of Ethics and the WSU Student Conduct Code.
  - [NATA Code of Ethics](#)
  - [WSU Student Conduct Code](#)
- Successful completion of a criminal background check (completed once prior to the start of any clinical experience)

- NOTE: Students charged or found guilty of a felony or misdemeanor must report this to the MSAT Director immediately. Details regarding the situation will be reviewed to determine if further action is required, including the potential of changing the students' status within the MSAT program.
- Failure to fulfill agreed upon responsibilities from a preceptor(s).
- Failing to demonstrate appropriate skill acquisition paralleling the academic and clinical experience level of the student, including listed objectives and outcomes outlined in Athletic Training Clinical Experience course syllabi (HERS 590, HERS 591, HERS 690, HERS 691 or HERS 692).
- Failing to achieve satisfactory clinical evaluations from assigned clinical preceptor.

### Disciplinary Action:

All student infractions will be considered individually by the MSAT Director, MSAT faculty and the HERS Department Chair (as deemed appropriate). All infractions and disciplinary action will follow Due Process Rights as described in the WSU Student Handbook. A summary as it applies to the MSAT Program is given below:

- Initiation of an infraction or complaint
- Notification of the student(s) involved
- Preliminary Conference - with student(s) and MSAT Director. MSAT faculty and/or preceptors may be involved as deemed appropriate based upon the infraction.
  - Discussion of infraction/complaint by MSAT Director (MSAT faculty and/or preceptors if needed)
  - Athletic Training student presents his/her case
  - Discussion of appropriate sanctions if any
  - Agreement by all parties involved
- Student conference with HERS Department Chairperson to review complaint and approve sanctions
- Final appeal can be made to College Dean.

Sanctions – one of the following will be applied by the MSAT Director

- Acquittal - student conduct does not warrant sanctions
- Conduct (Professional Behavior) Warning/Sanctions (Specific conduct and sanctions will be given to the student in writing). One of the following will be imposed.
  - Student is warned his/her conduct is unprofessional and future breaches will be result in sanctions
  - Student will be required to either provide a verbal or written apology to the involved parties or both
  - Student will be required to research the involved topic and write a brief research paper with references as determined appropriate by the MSAT Director. (e.g., professionalism, ethics, etc.)
- Assignment of Community Service Hours
  - Athletic Training Students who are suspended from his/her athletic training clinical experiences will be assigned community service hours to replace the clinical experiences he/she would have performed. Specific conduct and sanctions will be given to the student in writing.
- Disciplinary Warning
  - Student will be given a warning that their performance is below average
  - Specific areas for improvement (deficiencies) and suggestions for improvement (objectives and outcomes) will be given. This will be in the form of a "Learning Contract" that the student and the MSAT Director will agree upon and sign.

- Dismissal
  - Athletic Training Students will be notified in writing of dismissal from the ATP following a written warning.
  - If a student is dismissed, the student must re-apply to the MSAT Program, follow all application procedures, provide current documentation required for application, and demonstrate consistent improvement in the area that resulted in the dismissal to be considered as a candidate.

#### Grievance Policy:

Appeals will follow the process outlined by the WSU School of Graduate Studies ([Appeals Process](#)), which is summarized below.

Winona State graduate students have the right to appeal academic decisions. An unfavorable ruling at one level can be appealed to the successive levels. Wherever the student enters the process, the remainder of the communication line must be completed. At each level, the student must write a letter of appeal outlining the conflict and what process has been followed up to that point. Below is the communication flow chart.

1. Student Advisor (NOTE: MSAT Director and advisor, if different will be involved at this stage).
2. If the problem has not been solved to student satisfaction, appeal to the department chairperson.
3. If the problem has not been solved to student satisfaction, appeal to the dean of the college.
4. If the problem has not been solved to student satisfaction, appeal to the Graduate Council.
5. If the problem has not been solved to student satisfaction, appeal to the Associate Vice President for Academic Affairs.

#### Graduation Requirements:

- A minimum 3.0 overall GPA.
- A grade of “B” or better in all Athletic Training Clinical Experience courses (HERS 590, HERS 591, HERS 690, HERS 691 and HERS 692).
- No more than two “C” grades in any other MSAT course.
- Adhere to all Academic and Clinical Education requirements.
- Adhere to all MSAT Graduate Program Handbook policies.
- Complete all appropriate applications and paperwork for the [WSU School of Graduate Studies](#).

### **Clinical Education**

Clinical Education is a vital component of the MSAT Program. Students will be provided multiple opportunities to apply knowledge and skills acquired in the classroom and laboratory settings, to actual patient populations under the direct supervision of a preceptor.

#### CAATE Definitions:

Clinical education: A broad umbrella term that includes three types of learning opportunities to prepare students for independent clinical practice: athletic training clinical experiences, simulation, and supplemental clinical experiences.

Athletic training clinical experiences: Direct client/patient care guided by a preceptor who is an athletic trainer or physician. Athletic training clinical experiences are used to verify students’ abilities to meet



the curricular content standards. When direct client/patient care opportunities are not available, simulation may be used for this verification.

Simulation: An educational technique, not a technology, to replace or amplify real experiences with guided experiences that evoke or replicate substantial aspects of the real world in a fully interactive manner.

Supplemental clinical experiences: Learning opportunities supervised by health care providers other than athletic trainers or physicians.

MSAT students will complete the majority of their clinical education utilizing athletic training clinical experiences under the direct supervision of an athletic trainer or physician. This will include hands-on, real-time care with a patient population in approved clinical settings.

During classroom activities the use of simulation (low, mid or high fidelity) to replicate patient care scenarios and/or standardized patient scenarios will be utilized. These simulation experiences are designed to continuously build upon knowledge gained in the classroom and to evaluate the students' progress in gaining appropriate skill acquisition.

MSAT students may also be offered the opportunity to gain supplemental clinical experiences that are supervised by a healthcare provider who is not an athletic trainer or physician. Feedback will be provided by these providers; however, evaluations regarding the MSAT students ability to perform required content will not be evaluated. MSAT students will be informed which form of clinical education the learning activity falls under prior to the experience starting. If the experience is considered supplemental clinical experiences students must understand that this experience does not fulfill the requirements of the program. It also must be noted that supplemental clinical experiences can play a valuable role in the development of quality athletic training healthcare providers.

#### Patient Confidentiality:

- Patient confidentiality must be maintained during all clinical experiences, in compliance with HIPAA, FERPA, the NATA Foundational Behaviors of Professional Practice, the NATA Code of Ethics, and the BOC Standards of Professional Practice.
- Prior to starting clinical education experiences, students will be required to sign the Student Confidentiality Agreement form (Appendix 1).
- At no time is it acceptable to give out information to anyone regarding a patient's personal or medical information, unless this is approved by your supervising preceptor and patient.
- Medical records should not be left unattended or removed from the clinical site without permission from the preceptor.

#### Social Media Policy:

- As an MSAT student at WSU, you represent the university, HERS Department, WSU MSAT Program, and yourself. Do not post anything that could embarrass you, your patients, the WSU MSAT Program, the HERS Department, WSU, or the profession.
- Students oftentimes use social media to communicate with other people. Social media may include blogs, websites, social networking platforms, such as Facebook, LinkedIn, Twitter, Instagram, Snapchat, YouTube, podcasts, etc. These guidelines apply whether you are posting on your own account or

commenting on other sites. Your posts are never completely private, so do not post anything you will regret.

- The use of social media has several benefits, such as promoting the AT profession, networking with healthcare professionals, and marketing yourself. However, social media can be detrimental due to several reasons. However, it is easy to become noncompliant with HIPAA policies by sharing patient information. Derogatory language posted on social media will not be tolerated, nor will demeaning statements, threats, or incriminating photos.
- MSAT students should be cautious with interacting with patients on social media. Students should not interact with individual minors on social media.
- Inappropriate sharing of patient information could result in disciplinary action, including possible dismissal from the MSAT Program.

#### Clinical Rotation Assignments:

- All courses that fulfill athletic training clinical experience requirements and curricular content standards will occur within the graduate professional program under the supervision of an athletic trainer or physician. These program spans a minimum of two academic years for successful completion.
- Each student will participate in a variety of clinical practice opportunities with a varied client/patient population, including:
  - Throughout the lifespan
  - Different sexes
  - Different socioeconomic statuses
  - Varying levels of activity and athletic ability
  - Non-sport activities
- Clinical education sites may include but are not limited to the athletic training facilities at WSU, Saint Mary's University, and Rochester Community and Technical College, along with Winona and Rochester area high schools. Other clinical sites may be utilized for immersion experiences as available and approved by university administration. All clinical sites must have an affiliation agreement or memorandum of understanding with Winona State University.
- First year MSAT students will complete four athletic training clinical experience rotations (two per semester) under the direct supervision (visual and auditory) of an assigned preceptor.
- Second year MSAT students will complete two 8-10 week immersive athletic training clinical experiences, one in the fall semester and one in the spring semester. These experiences are designed to integrate the students into all aspects of athletic training in the chosen clinical setting. Through these opportunities, students will increase their confidence in knowledge and skills in athletic training. Students will participate in the day-to-day and week-to-week role of an athletic trainer during each immersion, under the direct supervision of the preceptor. During the immersive experience, the course workload will be reduced to allow students to focus primarily on the clinical experience.
- MSAT students are responsible for completing all class expectations for their clinical courses, as assigned in the course syllabi.

#### Medical Experiences:

- Prior to graduation, MSAT students will gain experience with a variety of health conditions commonly seen in athletic training practice. Through clinical experiences or simulation, students will engage with patients with emergent, behavioral (mental health), musculoskeletal, neurological, endocrine, dermatological, cardiovascular, respiratory, gastrointestinal, genitourinary, otolaryngological, ophthalmological, dental, environmental conditions, and other illness/conditions.

- While students will receive experience in these areas throughout their clinical rotations (athletic training clinical experiences) the WSU MSAT program also feels that additional experiences in this area are important. Thus, MSAT students will complete an athletic training clinical experience during the summer between year one and year two of the MSAT program, as part of HERS 690: Athletic Training Clinical Experience III where a focus is placed in these areas. Simulation may be used to fulfill these clinical experiences.
- Students will complete their experiences under the direct supervision of the assigned preceptor or through simulation.
- These athletic training clinical experiences will be set up by the program director, coordinator of clinical education, and staff members at the clinical sites. Simulation requirements will be set up by the course instructor with equal requirements/expectations.
- In person athletic training clinical experiences may include emergency department/urgent care, physician offices, free clinics, hospitals and occupational health clinics.

#### Clinical Attendance:

- Clinical course syllabi provide criteria for clinical education experiences.
- While the BOC does not have a minimum hour requirement for certification, MSAT students are required to complete the clinical hour requirement for each clinical education course according to Winona State University policy. Minimum and maximum hours totals are as follows:
  - HERS 590 and HERS 591: 180 to 300 hours for each course
  - HERS 690: 90 to 150 hours
  - HERS 691 and HERS 692: 270 to 450 hours (3 credits) or 360 to 600 hours (4 credits)
- MSAT students are responsible for recording their clinical education experiences on ATrack. Students may only document the clinical hours in which they were under the direct supervision of a trained preceptor. Travel hours should not be recorded. The supervising preceptors will approve these hours on ATrack.
- You are responsible for notifying your preceptor of any situation (i.e., emergency, illness, etc.) that may prevent you from attending your clinical assignment or if you will be late.
- Clinical experience schedule (days off)
  - First year MSAT students will receive at least one day off per week, as agreed upon by the preceptor.
  - Second year MSAT students will participate in the day-to-day and week-to-week role of an athletic trainer for a minimum of 8 weeks each in the fall semester and spring semester. Days off will be scheduled as agreed upon by the preceptor.
- Clinical experiences during semester breaks
  - MSAT students will be assigned to a preceptor. Clinical educational experiences may occur in the afternoon, evenings, on the weekends and during university breaks.
  - Any scheduling conflicts must be discussed with your preceptor, program director, and coordinator of clinical education prior to starting the clinical experience.
  - Semester break clinical education experiences for first year MSAT will be scheduled with your preceptor. First year students should have at minimum one week off during winter break. Second year MSAT students will not be required to complete clinical experiences between their two immersion experiences.

#### Transportation and Housing for Clinical Education Experiences:

Students will be assigned clinical education experiences during their first year in the greater Winona and Rochester areas (60-mile radius). Students are expected to assume all responsibility for their own

transportation to the various clinical education sites. During the second year of the program clinical education sites include not only Winona and Rochester areas, but other potential sites around the country. Cost involved in these experiences (including housing) are the responsibility of the student. Cost varies based upon clinical site location.

### Dress/Appearance Expectations:

The American Medical Association recognizes the profession of Athletic Training as an Allied Health Care profession. Therefore, it is expected that all MSAT students will be neatly groomed and dressed during ALL clinical experiences. Student expectations will parallel the accepted standards of the profession of athletic training. The minimum expectation for professional dress is outlined below. Please note that the dress code at each clinical site may vary and the student will be expected to follow the dress code of the individual site. All students must be easily identifiable as athletic training students at all clinical affiliation sites. Wear the provided name tags for all clinical experiences.

- **General:** 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. Clothing should not be faded, revealing, or have holes or fringe.
- **Tops:** Polos are preferred. Other acceptable options include "logo" sweatshirts, T-shirts, sweaters, or blouses. Shirts with "alcohol" or "sexual" material are not permitted. University and athletic/team themes are preferred. Shirts must be long enough to tuck in (except sweaters).
- **Pants:** Khaki pants, dress pants, wind pants, and Capri pants are acceptable. No "joggers" or sweatpants. Jeans (with no holes/tears) may be acceptable at some clinical sites – check with preceptor.
- **Shorts:** Mid-thigh or longer, khaki and black shorts are preferred. "Gym" style shorts or cutoffs are not permitted.
- **Footwear:** Socks and laced shoes must be worn at all times. Shoes must be close-toed and close-heeled. Sandals and "Crocs" are not permitted due to safety.
- **Outside attire:** Dress for the weather! Jackets, sweatshirts, wind pants, rainwear, hats, gloves, boots. Baseball style caps are ok, depending on the clinical site requirements.
- **Indoor game clothing:** Khaki or dress pants, dress shirts/sweaters, polos, and "logo" wear as appropriate. Indoor game/competitive event clothing varies by sport. Dress clothes need to be functional and professional!
- ALL WSU ATHLETIC TRAINING LOGO apparel may ONLY be worn during class, clinical and game experiences.

### MSAT Student Expectations:

- MSAT students are expected to abide by the MSAT Program policies and procedures, along with those of their clinical site.
- At the beginning of each rotation, the preceptor will provide an orientation to the student. Upon completion of the orientation, the preceptor and student will sign the Clinical Site Orientation Form.
- To ensure the safety of the patient, at no time should a student replace an athletic trainer or other medical personnel in providing medical care.
- The supervising preceptor will report any conflicts or problems with the student to the program director and/or coordinator of clinical education after appropriate discussion. Any discipline will follow those outlined in the Retention Guidelines.
- MSAT students will:

- Act and represent themselves, the WSU MSAT Program and Winona State University at the highest professional level and in accordance with the NATA Code of Ethics ([www.nata.org](http://www.nata.org)) and BOC Standards of Professional Practice.
- Follow all policies and procedures of the WSU MSAT Program, clinical site and preceptor.
- Report all patient injuries/conditions to the supervising preceptor.
- Participate in pre-practice, practice, and game experiences.
- Assist with medical documentation.
- Assist with administering treatment and rehabilitation plans during clinical education.
- Communicate professionally and be respectful of preceptor, patients, coaches, and fellow AT students.
- Stay within the scope of your knowledge and abilities. Do NOT be afraid to ask questions or seek advice from preceptors and more experienced MSAT students.
- MSAT students are not allowed to switch clinical assignments. If you have a conflict with your rotation, please work with the supervising preceptor, program director or coordinator of clinical education.
- MSAT students involved in a personal/romantic relationship with a patient, preceptor, coach or faculty/staff need to inform the program director or coordinator of clinical education to determine conflict of interest. A reassignment will be provided to comply with all practice acts and University/Minnesota State Colleges and Universities policies.
- Treat all patients equally, regardless of race, ability, gender, sport, position/ability level, or any other reason.
- Evaluations
  - MSAT students will be evaluated at regular intervals by their preceptor through the evaluation tool on ATrack. These evaluations should be discussed with the preceptor. The evaluations are available to students on ATrack.
  - MSAT students will be evaluated annually by the program director, coordinator of clinical education, and preceptors through the evaluation tool on ATrack. MSAT students will be asked to self-evaluate and then all parties will discuss the student's successes, areas for improvement, and strategies for improvement. The evaluations are available to students on ATrack.
  - Second year MSAT students will be asked to evaluate the MSAT Program, including the clinical education component, through the Exit Survey.

#### Preceptor Expectations:

The purpose of clinical education is to provide MSAT students with opportunities to practice and master clinical and interpersonal skills under the direction supervision of preceptors.

The WSU MSAT Program maintains high standards for its preceptors. At minimum, preceptors for the WSU MSAT Program are licensed healthcare providers who are credentialed by the state in their healthcare profession. Preceptors who are athletic trainers must have BOC certification in good standing and maintain their state credentials. Athletic training clinical experiences are supervised by a preceptor who is an athletic trainer or physician. Preceptors must also have contemporary expertise in their field. To promote an effective learning environment, preceptors will receive planned and ongoing education from the MSAT Program at least once every three years. Preceptors must demonstrate an understanding of and compliance with WSU AT Program policies and procedures

- Preceptors will provide instruction and opportunities for MSAT students to practice and integrate the CAATE core competencies: patient-centered care, interprofessional practice and education, evidence-

based practice, quality improvement for patient care, use of healthcare informatics, and professionalism.

- Preceptors who are athletic trainers and physicians will assess students' abilities to meet the curricular content standards.
- Preceptors will maintain regular and ongoing communication with the athletic training program.
- Preceptors will report any conflicts or problems with MSAT students to the program director and/or coordinator of clinical education after appropriate discussion with the MSAT student. Discipline will follow the MSAT Program Retention Guidelines
- Preceptors will directly supervise (visual and auditory), mentor and instruct students during clinical experiences.
- Preceptors will provide an orientation to the student at the beginning of each rotation. Upon completion of the orientation, the preceptor and student will sign the Clinical Site Orientation Form. At minimum, the orientation will include:
  - Student and preceptor expectations
  - Review of the student's current scope of knowledge and skills
  - Plan for clients/patients to be able to differentiate practitioners from students (i.e., name tags)
  - Review of all equipment and facilities
  - Critical incident response procedures (i.e., emergency action plans)
  - Blood-borne pathogen exposure plan
  - Communicable and infectious disease policies
  - Documentation policies and procedures
  - Patient privacy and confidentiality protections
- Treat all patients equally, regardless of race, ability, gender, sport, position/ability level, or any other reason.
- The MSAT Director and/or MSAT Coordinator of Clinical Education will evaluate all preceptors and clinical sites annually.
- MSAT students will be asked to evaluate their preceptors/clinical sites using an evaluation form on ATrack regular intervals. This information will be summarized and shared with the preceptors at the end of the year.

## **Required Trainings, Policies and Verifications – Documentation Required**

### Technical Standards Policy

Definition: The physical and mental skills and abilities of a student needed to fulfill the academic and clinical requirements of the program. The standards promote compliance with the Americans with Disabilities Act (ADA).

The MSAT Program at Winona State University is a rigorous and demanding program for students enrolled in the graduate program. The technical standards have been determined to be the minimal qualities necessary for students to achieve the knowledge, skills and abilities of a certified athletic trainer. The technical standards document can be found in Appendix 1. Enrolled students will be required to verify that they understand and meet the technical standards or if they believe that, with certain accommodations, they can meet the standards. Completed technical standard documents must be submitted to the MSAT Clinical Education Coordinator prior to beginning HERS 590 – Athletic Training Clinical Experience I.

The Winona State University Access Services team (Maxwell Hall 314) will work with any student who documents accommodation needs. WSU Access Services will verify the disability/condition for any student, assist in determining if accommodations are available to meet the standards to ensure proper patient care and to continue to work with the student if accommodations are applied.

### Blood-Borne Pathogen Training

MSAT students will annually obtain Blood-Borne Pathogen (BBP) training. This training is designed to ensure that MSAT students understand the WSU BBP Policy, are competent in protecting themselves and to ensure patient safety. BBP training will occur annually prior to HERS 590 – Athletic Training Clinical Practice I and HERS 690 – Athletic Training Clinical Experience III. Documentation of completed training will be maintained by the MSAT Program. Full policy is located in Appendix II.

### Sanitation Precautions/Procedures

Students have access to hand washing stations at all clinical sites and the athletic training laboratory. Students should understand the importance of washing hands thoroughly after contact with any patient. Disinfecting of all hard surfaces must occur at the end every class period in the athletic training lab and occur at clinical site based upon their cleaning policies.

### Immunization Policy

All students are required to complete a [WSU Student Immunization Record](#) prior to beginning classes at Winona State University. This form must be completed and submitted directly to the WSU Health and Wellness Services Office. WSU policy states that the following immunizations are required:

- Measles, Mumps and Rubella (MMR); one dose is required after your 1<sup>st</sup> birthday
- Diphtheria-Tetanus (tD): must be within the last 10 years

The MSAT Program also requires the following:

- Annual Influenza Vaccination (or declination)
  - NOTE: Declination may limit clinical site opportunities
- Initial Mantoux Test (start of clinical experience)

As a requirement within multiple clinical agreements and to decrease risks to the student and patients that you serve, MSAT students are required to obtain an initial Tb (Mantoux) screening prior to the start of clinical experiences and may be required to receive an annual flu shot. Times will be set up for this to occur with WSU Health Services. The Tb screening will typically occur prior to the start of the fall semester and the flu shot will occur during the fall semester. Documentation from WSU Health Services (or other healthcare provider) of completion of Tb screening and administration/declination of flu shot must be provided to the MSAT Clinical Education Coordinator.

### Communicable Disease Policy

The purpose of this policy is to create a plan to control any potential exposures of infectious diseases to students and staff at any clinical education site.



MSAT students will be required to verify that they understand this policy (see Appendix I) along with the WSU Blood-Borne Pathogen Policy (located in Appendix II). Documentation of this verification will be maintained by the MSAT Program.

#### Criminal Background Check Policy

Students are required to complete a Background Study from the Minnesota Department of Human Services. This study must be complete prior to beginning HERS 590 – Athletic Training Clinical Experience I. Background studies are a requirement for all clinical placements both at Winona State University and any other clinical site. This background study only needs to be completed once during your academic career at Winona State University. The MSAT Program will cover the cost of this background study (approximately \$30) prior to HERS 590. If you are required to obtain a second Minnesota Background Study for any reason (this is not likely) the fee will be at the student expense.

Completed background study letters must be submitted to the MSAT Clinical Education Coordinator upon receiving and prior to HERS 590. Full policy is located in Appendix II.

NOTE: A separate clinical background study may be required for a clinical site. If this is required the cost for this additional study will be at the students expense.

#### Emergency Cardiac Care Policy

Students are required to maintain continuous Emergency Cardiac Care certification throughout the MSAT Program and as a future Athletic Training professional. Acceptable Certifications can be found at the [Board of Certification](#) website. Preferred examples include:

- i. BLS Health Care Provider – American Heart Association
- ii. BLS for Healthcare Providers or CPR/AED for the Professional Rescuer – American Red Cross

Documentation of current certification must be provided to the MSAT Clinical Education Coordinator prior to the start of HERS 590 – Athletic Training Clinical Experience I. Students will be recertified prior to graduation.

#### HIPAA/FERPA Training

MSAT students will complete a patient confidentiality session with specific information regarding the importance of understanding the Health Insurance Portability and Accountability Act (HIPAA) and the Family Educational Rights and Privacy Act (FERPA). Documentation of completed training will be maintained by the MSAT Program.

### Tuition, Fees and Additional Costs

#### WSU School of Graduate Studies Tuition and Fees

All tuition is subject to change by the Minnesota State Board. Current tuition rates and fees for Winona State University and specifically the MSAT program can be found [here](#). All courses in the MSAT program are billed at the graduate level on a per-credit basis.

[WSU Tuition and Fees Schedule](#)

### E-warrior: Digital Life & Learning Fee (Optional for Graduate Students)

Winona State University is a “laptop” university and is dedicated to providing a technology-based foundation to prepare graduates for the 21<sup>st</sup> century workplace. At WSU the entire campus is a learning space with access to worldwide information resources. Computer labs have given way to wireless campus with more efficient teaching and learning spaces. Undergraduates who attend WSU are automatically enrolled in this program that provides a PC or Mac laptop to each student, along with IT support. Graduate students are given the option if they wish to enroll in this program. More information on the E-warrior program can be found on the [Information Technology Services](#) website.  
2022-2023 Fee = \$485/semester

### ECC Certification

Students are required to maintain continuous Emergency Cardiac Care certification throughout the MSAT Program and as a future Athletic Training professional. Cost varies based upon certification and course offerings.

### Immunization/Health

All students are required to complete a [WSU Student Immunization Record](#) prior to enrolling into courses at Winona State University. In addition to the required immunizations for WSU, students enrolled in the MSAT Program are also required to obtain the following:

- Annual flu shot (or declination)
- Initial Mantoux Test

The cost of these immunization or additional health requirements will be billed to the student and/or personal insurance. Cost varies based upon insurance coverage.

### NATA Membership

Students are required to be a Student-Member of the National Athletic Trainers’ Association. Information on membership and up to date dues can be found at [www.nata.org](http://www.nata.org).

### Clothing (Optional)

Students are provided several WSU Athletic Training clothing items upon admission. Students may purchase additional clothing at their own cost. Cost varies based upon clothing selections.

### Transportation Costs

Students will be assigned clinical education experiences during their first year in the greater Winona and Rochester areas (60-mile radius). Students are expected to assume all responsibility for their own transportation to the various clinical education sites. During the second year of the program clinical education sites include not only Winona and Rochester areas, but other potential sites around the country. Cost involved in these experiences (including housing) are the responsibility of the student. Cost varies based upon clinical site location.

## Financial Aid/Scholarships

### Financial Aid

Financial aid is available for all WSU graduate students. Students interested in applying for financial aid or require more information should contact the WSU Financial Aid Office (507-457-5090). More information regarding financial aid for graduate students can be found using the following link:

<https://www.winona.edu/financialaid/graduatestudents.asp>

### Scholarships

Athletic Training Alumni Scholarship (1 scholarship available)

MSAT students can apply for the Athletic Training Alumni Scholarship during their spring semester of their 1<sup>st</sup> year. The scholarship varies in amount (approximately \$800-900) awarded each year. The scholarship will be applied for the following year to the award recipient.

### Other Scholarships

Other scholarships may be available from WSU or outside agencies. Students are responsible for researching opportunities as they deem appropriate.

## Other Policy and Procedure Documents

### Nondiscrimination and Harassment Policy

Winona State University and the WSU MSAT Program are committed to providing an academic and clinical environment which embraces diversity and provides equal opportunity for all its students. The MSAT Program follows all policies currently in place for Winona State University and Minnesota State, where no person shall be discriminated against with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, gender identity, or gender expression. This policy includes all clinical placements and educational opportunities for any MSAT student throughout the academic program.

An athletic training student that has questions about any incident or action by a fellow student, staff or faculty member should report the incident to their supervising preceptor and/or to the MSAT Director or Clinical Education Coordinator immediately. For more information regarding the policies enacted by Winona State University and Minnesota State link to the following:

[Winona State Discrimination & Harassment](#)

[Minnesota State Policy 1B.1](#)

### Cell Phone Policy

Cell Phone – MSAT students are encouraged to use cell phones, Laptops or tablets 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.

## Nametag Policy

A WSU MSAT nametag will be provided to all students prior to the beginning of HERS 590 – Athletic Training Clinical Practice I. This nametag should be worn during all clinical requirements as a means of identification for patients (when present).

## Equipment Maintenance Policy

The MSAT Program and WSU Athletics has a variety of treatment modalities for injured athletes and for the educational benefit of athletic training students under the supervision of preceptors. MSAT students must be educated and trained on proper set-up prior to use on patients.

**Modality Calibration:** MSAT Program and WSU Athletics electrical modalities are calibrated annually by a certified calibration technician. Documentation of calibration is available upon request. Other clinical sites will follow specific policies regarding calibration for their facility and manufacturer guidelines.

**Modality Problems, Repair, and Safety:** Any problems identified by athletic training students or staff with any electrical modality should be reported to the MSAT Director or Head Athletic Trainer immediately. Any modality with a suspected dysfunction is removed from use until the problem is corrected. If the electrical modality requires further repair the MSAT Director or Head Athletic Trainer will contact a qualified technician to arrange repair. Ground Fault Circuit Interrupters breakers are connected to all outlets in the Athletic Training room to ensure the safety of all modalities from electric shock. MSAT students are not permitted to use any modality without supervision. This will be a similar process for all other clinical sites.

## Patient/Client Privacy Policy

The following is the confidentiality policy/statement for the MSAT Program. MSAT students will be trained on proper confidentiality of private data along with further training on HIPAA and FERPA. Documentation regarding the understanding of the confidentiality agreement will be maintained by the MSAT Program. Please note that separate confidentiality agreements may be required for clinical sites outside Winona State University.

As part of your experiences as a MSAT student at Winona State University, you will have access to information that is protected by various federal and state privacy laws. Unauthorized disclosure of **confidential or private information** includes releasing information over the telephone, in verbal conversations and in written form, without consent.

Types of **confidential or private information** can include but is not limited to student/athlete addresses, phone numbers and email addresses, student/athlete social security or university ID numbers, student academic information, student/athlete medical information or family history information, student/athlete financial or insurance information, and faculty or preceptor phone numbers, addresses, or ID numbers.

I, \_\_\_\_\_, understand and agree that in the performance of my duties at WSU and all Clinical Sites, I must hold medical, physician, volunteer, and employee information in confidence. This includes information that I may come across in performing my duties regardless of how it is presented to me (printed, written, spoken, computerized, facsimile, etc.). I also understand and agree that I will only access information that is required to perform my duties or for express

educational purposes as approved by my preceptor. I also understand that my preceptors, upon their discretion, may not disclose specific information regarding a patient under their care in order to protect their confidentiality or due to legal reasons. In these cases, I agree not to ask further questions or attempt to find out more information regarding this patient.

I will not remove student/athlete data/forms from the athletic training facility, will keep student/athlete private information concealed, and I agree to follow established athletic training facility procedures for all paperwork. I further agree that any use of social media (Twitter, Facebook, Snapchat, other) with information regarding a patient or a clinical site is not allowed in any manner. I understand violation of the confidentiality laws may result in federal action (imprisonment and fines), as well as disciplinary proceedings up to and including dismissal from the MSAT Program.

#### Emergency Action Plans

Emergency Action Plans (EAPs) for clinical sites and the Athletic Training Lab are located at their respective locations. MSAT students have access to this information at all times and EAPs should be reviewed consistently to ensure a complete understanding of all emergency procedures. MSAT students are also expected to review all EAPs for the assigned clinical site with their preceptor during their orientation session. Some clinical sites may require additional training regarding emergency procedures specific to that site. In these situations students will organize the additional required training with their preceptor.

#### Inclement Weather Policy

When inclement weather causes driving conditions to be hazardous (and classes are still in session), attendance at clinical rotation is left to your discretion. You should call the preceptor at the site to discuss road conditions and your safety.

Cancellation of High School or University Classes – If high school classes have been canceled or the university has been closed due to inclement weather, MSAT students will not be required to attend any clinical assignments on that day. MSAT students should be in contact with their preceptors for adjustments in clinical schedule.

#### Radiation Exposure Policy

Students have a small potential exposure risk to radiation during their clinical education. Students are not required to complete any activities that would expose them to radiation. Possible exposures could occur if a student is allowed and chooses to observe imaging tests during any clinical course. When exposure is possible, the student must follow all clinical site policies and procedures. Additionally, preceptors should allow students not to observe any imaging tests if the student prefers to avoid potential exposure. Students should consult the Clinical Education Coordinator if they have any safety concerns related to possible radiation exposure.

#### MSAT Time Commitment Policy and Expectations

The time commitment policy for the WSU MSAT Program is created to parallel the Accreditation Council for Graduate Medical Education (ACGME) standards, with the understanding that athletic training students are supervised in all patient care activities. The current ACGME standard is a maximum weekly limit of learning and clinical requirements of 80 hours. The WSU MSAT program has

utilized this standard (80-hour limit) and estimated the learning and clinical requirements for students within our program.

Please note the following: For the 1<sup>st</sup> year clinicals (HERS 590 and 591) the out-of-class expectations is double of the in-class time due to the time with the core Athletic Training faculty in a face-to-face delivery model. This model enhances Q&A time and often decreases out-of-class expectations. For the 2<sup>nd</sup> year clinicals (HERS 691 and 692) where immersive experiences are occurring the amount of didactic expectations are limited; however, since delivery is in an online format it is anticipated that students may require additional out-of-class time. Enhanced face-to-face interaction occurs after the completion of the immersive experience during the final four weeks of the semester when the immersive clinical is completed.

#### HERS 590 and 591

- Didactic Learning
  - In-class time: 16 hours
  - Out-of-class expectations 32 hours
- Clinical Learning (semester long) 20 hours
- TOTAL TIME 68 hours

#### HERS 690

- This is a summer commitment with one clinical immersive week (40 hours) or equivalent simulation experience. The remaining clinical time is concentrated at the end of the term with the start of fall camps for high school, collegiate athletics, or other clinical immersion sites. Maximum hour expectation for the week that includes the immersive experience would be 40 hours of clinical and 10 hours of didactic learning (STAT 601) for a maximum of 50 hours.

#### HERS 691 and 692

- Didactic Learning
  - Synchronous Learning 5 hours
  - Out of class expectations 15 hours
- Clinical Learning (8-10 weeks) 40 hours
- TOTAL TIME 60 hours



**WINONA**  
STATE UNIVERSITY

Appendix I  
Required Forms



*Winona State University*  
*Master of Science in Athletic Training Program*  
*MSAT Student Confidentiality Agreement*

As part of your experiences as a MSAT student at Winona State University, you will have access to information that is protected by various federal and state privacy laws. Unauthorized disclosure of **confidential or private information** includes releasing information over the telephone, in verbal conversations and in written form, without consent.

Types of **confidential or private information** can include but is not limited to: student/athlete addresses, phone numbers and email addresses, student/athlete social security or university ID numbers, student academic information, student/athlete medical information or family history information, student/athlete financial or insurance information, and faculty or preceptor phone numbers, addresses, or ID numbers.

I, \_\_\_\_\_, understand and agree that in the performance of my duties at WSU and all Clinical Sites, I must hold medical, physician, volunteer, and employee information in confidence. This includes information that I may come across in performing my duties regardless of how it is presented to me (printed, written, spoken, computerized, facsimile, etc.). I also understand and agree that I will only access information that is required to perform my duties or for express educational purposes as approved by my preceptor. I also understand that my preceptors, upon their discretion, may not disclose specific information regarding a patient under their care in order to protect their confidentiality or due to legal reasons. In these cases, I agree not to ask further questions or attempt to find out more information regarding this patient.

I will not remove student/athlete data/forms from the athletic training facility, will keep student/athlete private information concealed, and I agree to follow established athletic training facility procedures for all paperwork. I further agree that any use of social media (Twitter, Facebook, Snapchat, Instagram, etc) with information regarding a patient or a clinical site is not allowed in any manner. I understand violation of the confidentiality laws may result in federal action (imprisonment and fines), as well as disciplinary proceedings up to and including dismissal from the MSAT Program.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*Winona State University*  
*Master of Science in Athletic Training Program*  
*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 and at all clinical sites.

Policy/Procedure

Vaccinations/Immunization Records/Mantoux Testing:

- All students are required to acquire an annual influenza vaccination (when vaccination is available) or fill out a declination form. Due dates will be communicated by the MSAT Director each year based upon release of the vaccination.
- An initial Mantoux test for tuberculosis is required to be completed prior to HERS 590 during the 1<sup>st</sup> year of the MSAT program.
  - If this test is positive a chest x-ray will also be performed.
  - Documented completion of the Mantoux test will be placed into the students permanent electronic file.
- All other vaccinations as required by the WSU for admittance to the school. A record of these vaccinations will be kept in the WSU Health Services Office. All students are required to complete a [WSU Student Immunization Record](#) prior to beginning classes at Winona State University.

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

- Students that report for their clinical education experience with a severe respiratory infection, diarrhea, fever, sore throat or skin lesion should report to their preceptor immediately.
  - If the condition is deemed to be a potential communicable disease the student will be dismissed from their clinical education experience for that day.
  - The preceptor may also suggest follow-up care with the Winona State University Health and Wellness Services or personal physician for treatment and care.
- Students should contact their preceptor on a daily basis (or personal physician) to determine if it is safe to return to their clinical education experience without infecting other students, staff or patients.
- Athletic training students who miss more than three days of a clinical education experience due to sickness will require a visit/note from a MD, NP or PA that will be placed into their permanent electronic 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:

- 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.
  - 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.
  - The supervising certified athletic trainer may also suggest follow-up care with the Winona State University Health and Wellness Services or their personal physician for treatment and care.
- 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.
- 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:
  - 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
  - All Athletic Training staff members should be notified immediately of the risk in order to take appropriate actions with their respective student-athletes
- If necessary, facility maintenance staff should be notified in order to properly clean/disinfect locker rooms or other common areas
- If necessary, coaching staffs should be notified
- Any cleaning/disinfectant of the facility/area should occur immediately prior to use of that area by other student-athletes.

I have read and understand the above Winona State University Athletic Training Program Policy as it related to Infectious/Communicable Disease.

Printed Name: \_\_\_\_\_

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

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

# Winona State University

## Master of Science in Athletic Training

### Technical Standards for Admission

The Master of Science in Athletic Training (MSAT) 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 MSAT Program establish the essential qualities considered necessary for students admitted to this program to achieve the knowledge, skills, and competencies of an entry-level athletic trainer, as well as meet the expectations of the program's accrediting agency (Commission on Accreditation of Athletic Training Education [CAATE]). The following abilities and expectations must be met by all students admitted to the MSAT Program. In the event a student is unable to fulfill these technical standards, with or without reasonable accommodation, the student will not be admitted into the program. Compliance with the program's technical standards does not guarantee a student's eligibility for the BOC certification examination.

Candidates for selection to the MSAT Program must demonstrate:

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

Candidates for selection to the athletic training program will be required to verify they understand and meet these technical standards or that they believe that, with certain accommodations, they can meet the standards. The Warrior Success Center, located in Maxwell 314 or by calling 457-5878, will evaluate a student who states he/she could meet the program's technical standards with accommodation and confirm that the stated condition qualifies as a disability under applicable laws.

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

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

Name of applicant \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

#### **Alternative statement for students requesting accommodations**

*I certify that I have read and understand the technical standards of selection listed above and I believe to the best of my knowledge that I can meet each of these standards with certain accommodations. I will contact the Warrior Success Center, in Maxwell 314 or by calling 457-5878, to determine what accommodations may be available. I understand that if I am unable to meet these standards with or without accommodations, I will not be admitted into the program.*

Name of applicant \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_



**WINONA**  
STATE UNIVERSITY

Appendix II  
Additional Policies

## **Winona State University – MSAT Program Background Study Policy**

### **Background Studies Policies**

Many of the clinical facilities where Winona State University students complete their clinical experiences (such as hospitals, clinics, and other facilities) require qualification to provide care based on review of criminal history before students can be assigned to their health care facility. Based on the requirements of these facilities, as well as state and federal regulations, all students accepted for admission must consent to and submit a criminal Background Study Authorization form. A student's past criminal history may impact his or her admission status in Winona State University programs, limit the number of suitable clinical facility placement sites, and/or affect ability to obtain licensure after graduation.

#### Minnesota State – MN Background Study/Net 2.0 Policy

Minnesota State law requires a Minnesota Background Study for any person who directly works with patients and residents in health care facilities. The state of Minnesota allows educational programs, such as Winona State University, to initiate the process of a Background Study of students who will be assigned to their clinical facilities for clinical experiences instead of each licensed facility requesting background studies. Results of Background Studies initiated by educational programs may be released to the health care facilities where students are assigned.

Specific details about the requirements for the Minnesota State law are available from the Minnesota Department of Human Services Division. Questions regarding background study status may call 651-431-6620. Technical issues/questions when registering an account may call 651-431-6625.

#### Wisconsin State Background Study Policy

Wisconsin State law requires a Wisconsin Caregiver Background Search and Background Information Disclosure (BID) form to be completed for any person who directly works with patients and residents in health care facilities. This requirement is for any student that will be assigned to clinical facilities and clinical experiences in Wisconsin. Results of the Background Studies and BID form may be released to the health care facilities where students are assigned.

Specific details about the requirements for Wisconsin State law are available from Wisconsin Department of Health Services, Office of Caregiver Quality at <https://www.dhs.wisconsin.gov/publications/p0/p00038.pdf> Questions can be directed to [DHSCaregiverIntake@dhs.wisconsin.gov](mailto:DHSCaregiverIntake@dhs.wisconsin.gov) or by calling 608-261-8319.

#### Other States Background Study Policy

Each state has varying caregiver background study requirements. Students who will be assigned to clinical facilities and clinical experiences outside of Minnesota and Wisconsin will work closely with the MSAT Clinical Education Coordinator to complete the specific state's requirements. Results of the background studies may be released to the health care facilities where students are assigned.

#### National Criminal Background Study Policy

National Criminal Background Studies may be required of MSAT students who will be in direct contact with patients and residents in many health care facilities. If required, students who will be in direct contact with patients and residents in these health care facilities must be qualified for care by the National Criminal Background Study. Required students will be informed of the components of the National Criminal Background Studies within the electronic vendor site and give permission within the vendor site for release of information to the MSAT Program and the HERS Department. Note: If the results of the National Background Study indicate that the student may cause risk for the patient or resident, the student may be disqualified from having direct patient/client contact. The student has a right to request a copy of their report and to dispute the completeness or accuracy of the information in their report. If the disqualification is not set aside based on lack

of completeness or inaccuracy, the student may not be accepted for clinical experiences at designated licensed health care facilities. Consequently, the student may not be able to complete clinical requirements for a degree at Winona State University.

## **Disqualification Factors**

The [Patient Protection and Affordable Care Act of 2010](#) (Affordable Care Act) defines disqualifying information for anyone with direct contact to a patient or resident within a long-term care facility/provider setting as “a conviction for a relevant crime or a finding of patient or resident abuse. Conviction of a relevant crime ([Section 1128 \(a\) of the Social Security Act](#)) includes:

- Conviction of a criminal offense in delivery of Medicare or state health care plan item or service
- Conviction related to patient neglect or abuse in connection with delivery of health care item or service
- Felony conviction related to health care service fraud
- Felony conviction related to controlled substance

## **Background Studies Procedures**

### Minnesota Background Study Qualification and Appeal Procedure

The Minnesota Background Study must be completed during the first summer session of coursework and PRIOR TO the start of any clinical education. Students will not be allowed to participate in clinical experiences until they are qualified to provide direct care. Winona State University is notified by the Minnesota Department of Human Services Division if there are any changes to the student’s Minnesota Caregiver Background Study.

If the results of the Background Study disqualify a student from having direct patient/client contact and if the disqualification is not set aside by the Commissioner of Health, the student may not be accepted for clinical experiences at licensed health care facilities. Consequently, the student may not be able to complete clinical requirements for a degree at Winona State University. If the student is disqualified, but has requested reconsideration from the Commissioner of Health, in most circumstances health care facilities may allow the student to continue direct patient/client contact at their facility, pending the outcome of the reconsideration. The student must, however, provide documentation of having requested the reconsideration.

### Wisconsin Background Study Qualification and Appeal Procedure

If the results of the Caregiver Study disqualify a student from having direct patient/client contact, the student may not be accepted for clinical experiences at licensed health care facilities in Wisconsin. Consequently, the student may not be able to complete clinical requirements for a degree at Winona State University. If the student is disqualified but has requested reconsideration from Division of Quality Assurance’s Rehabilitation Review, in some circumstances health care facilities may allow the student to continue direct patient/client contact at their facility, pending the outcome of the reconsideration.

Wisconsin Caregiver Program’s offenses affecting caregiver eligibility is found at <https://www.dhs.wisconsin.gov/publications/p0/p00274.pdf>. Detailed directions on the Rehabilitation Review process can be found, starting on page 28 at <https://www.dhs.wisconsin.gov/publications/p0/p00038.pdf>

### National Criminal Background Study Qualification and Appeal Procedure

Students may also need to have a national criminal background study completed immediately after admission into the program, and annually thereafter. All students sign a Background Study Authorization form allowing Winona State University to share results with health care facilities. Students submit an application for the national criminal background study through the Winona State University’s approved vendor CastleBranch. Winona State University is notified by CastleBranch if the student is qualified to provide care. Students will not be allowed to



participate in clinical experiences until they are qualified to provide direct care. Winona State University will be notified if there are any changes to the student's national criminal background study.

If the results of the Background Study disqualify a student from having direct patient/client contact the student may clear any misidentification causing the disqualification by contacting the courthouse where the supposed offense happened and requesting a security clearance. The student may need to provide personal identifying information to verify identify and pay a fee for the service. If the disqualification is not set aside, the student may not be accepted for clinical experiences at licensed health care facilities. Consequently, the student may not be able to complete clinical requirements for a degree at Winona State University.

### **Implications for Licensure**

Students are encouraged to contact the licensing board in the state to which the student will apply for licensure if there are any reasons the student may be disqualified for licensure or re-licensure in that state. In Minnesota, the office of the Board of Medical Practice may be contacted at:

Minnesota Board of Medical Practice  
2929 University Avenue SE, Suite 500  
Minneapolis, MN 55414  
Phone: 612-617-2130  
Fax: 651-617-2166  
Email: [Medical.Board@state.mn.us](mailto:Medical.Board@state.mn.us)

### **Fees**

The MSAT Program will pay the cost for the Minnesota Background Study for all MSAT students; however, any cost associated with other state or national background studies that are required for clinical immersion experiences will be at the expense of the student.

# Winona State University Athletic Training

## Blood-borne Pathogen

### Policies and Procedures Document

Revised 2/8/2019

#### Purpose-

The purpose of this plan is to eliminate or minimize exposure to blood borne pathogens and other potentially infectious materials and to comply with the Department of Labor Occupational Safety and Health Administration (OSHA) Blood Borne Pathogens standard, 29 CFR 1910.1030.

#### Definitions-

- **Blood Borne Pathogens** are pathogenic micro-organisms present in human blood and can cause disease in humans. These pathogens include but are not limited to Hepatitis B Virus (HBV), Hepatitis C Virus (HCV), and Human Immuno-deficiency Virus (HIV).
- **Body Fluids** are fluids that have been recognized by the Centers for Disease Control and Prevention (CDC) as directly linked to the transmission of HIV and/or HBV and/or to which universal precautions apply: blood, blood products, semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pericardial fluid, amniotic fluid, and concentrated HIV or HBV viruses.
- **Contamination** occurs when blood or other potentially infectious materials are present or reasonably anticipated to be present on an item or surface.
- **Exposure Incident** means a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that results from the performance of one's duties. "Non-intact skin" includes skin with dermatitis, hangnails, cuts, abrasions, chafing, acne, etc.
- **Personal Protective Equipment (PPE)** is specialized clothing or equipment worn by an individual for protection against a hazard. Some examples include protective gloves, eye protection, face shield, gowns, and CPR mask.
- **Sharps** are any object that can penetrate the skin, including but not limited to, needles, scalpels, wood applicators, and any objects with the potential to become sharps such as glass.
- **Source individual** is any individual, living or dead, whose blood or other potentially infectious materials may be a source of occupational exposure to the employee.
- **Universal Precautions** is an approach to infection control where all human blood and certain human body fluids (i.e. semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pericardial fluid, amniotic fluid) are treated as if known to be infectious for HIV, HBV, HCV, and other blood borne pathogens.

### Administration Policies-

- Emergency phone numbers
  - Athletic Training Room 507-457-5209
  - Safety Director 507-457-5082
  - Health Services 507-457-5160
  - Winona Health 507-454-3650

### Equipment-

- Rubber/latex gloves
- Gowns
- Face shields
- Eye protection
- Gauze
- Band-aids
- Infectious waste bags
- Biohazard containers
- Sharps containers
- CPR mask or other “Breathing Barrier”

### Policies & Procedures-

- Exposure Determination
  - The potential of being exposed to blood borne pathogens exists in the athletic training room, practice sites, or competition sites. Individuals at risk include certified athletic trainers and athletic training students treating or caring for any open wound, sore, or body fluid that is present.
- Methods of Compliance
  - Universal Precautions- All individuals with the potential for exposure should use universal precautions when coming in contact with blood or body fluids. Universal Precautions is the belief that all blood or other potentially infectious body fluids are considered infectious regardless of the perceived status of the source individual. When dealing with blood or other body fluids, protective gloves should always be worn along with any other PPE deemed necessary.
  - Personal Protective Equipment (PPE)- Personal protective equipment includes gloves, CPR masks, gowns, face shields, and eye protection. This equipment will be purchased and maintained by the athletic training staff. PPE's shall be used when available and deemed necessary when coming in contact with blood or other body fluids.



- Tables should be cleaned by the athletic training staff daily and as needed. A 1:10 bleach to water solution or other appropriate disinfectant should be used for cleaning.
  - Water bottles used at practice or games are disinfected every day with betadine, or other appropriate disinfectant, and warm running water and the bottle tops are to be opened and placed nipple down in a 1:10 bleach to water solution. If the bottle tops are heavily soiled, they should be washed with betadine and then placed in the bleach water solution. If the water bottles or tops are exposed to blood or other body fluids, they should be cleaned with a disinfectant like alcohol or hydrogen peroxide.
  - If blood or other potentially infectious materials is present on the tables, counters, or gymnasium floor, it should be cleaned with a 1:10 bleach to water solution or other appropriate disinfectant.
  - If blood or other potentially infectious materials is present on carpet, paper towels or gauze should be used to soak up any excess fluids in the area. A germicide will be used to disinfect the area that should be allowed to dry overnight. Carpet can be shampooed if needed or a 3% hydrogen peroxide solution can be used to remove discoloration.
- Disposal of Biohazard Materials- Once biohazard waste receptacle is full (bag or sharps) the biohazard materials will be taken to Science Lab Center Room 277 (SLC 277) to be disposed of properly by infectious waste personnel.
    - Biohazard bags will be removed from the biohazard containers and properly closed. Biohazard sharps container will be properly closed.
    - SLC 277 will be called from the athletic training room to determine if biohazard materials can be taken over. The phone number is (507) 457-5288.
    - The biohazard materials will then be taken over to SLC 277 for proper disposal.
- Laundry Procedures-
    - Uncontaminated laundry shall be laundered every evening after the athletic training facility closes. Before leaving for the evening, an athletic training staff member will take the laundry bag to the laundry room where it will be laundered. The laundry room is located in the basement of Memorial Hall at the bottom of the stairs by the pool. It is next to the women's general locker room.
    - All laundry (ace wraps, towels, or pillow cases) coming in contact with bodily fluids shall be considered contaminated. Contaminated laundry shall be soaked in a 1:10 bleach to water solution for five minutes and then laundered as usual.
    - If a uniform or other clothing should become contaminated, hydrogen peroxide will be used to remove the bodily fluid, and then shall be laundered as usual.
- Exposure Incidents-
    - Provide Immediate Care to the Exposure Site:
      - If exposure to blood or other bodily fluid occurs, the affected area must be washed immediately with soap and warm water. If affected area is the eye, mouth, or nose, flush area with water for 15 minutes.
    - Report the Exposure to a Certified Athletic Trainer
    - Call Erin Paulson, WSU Safety Director at 457-5082 for immediate action that needs to be taken. EMPLOYEES – exposures must also be reported to Human Resources as a work-related injury immediately. STUDENTS – exposures must also be reported to Lori Mikl in Legal Affairs.
    - Determine Risk Associated with Exposure by:

- Type of fluid (e.g., blood, visible bloody fluid, other potentially infectious fluid of tissue, and concentrated virus) and
  - Type of exposure (i.e., percutaneous injury, mucous membrane or non-intact skin exposure, and bites resulting blood exposure)
- Evaluate Exposure Source:
  - Identify and document the source individual
  - Assess the risk of infection using available information
  - Obtain consent and have source individual tested as soon as possible for HBs Ag, anti-HCV, and HIV antibody
  - For unknown sources, assess risk of exposure to HBV, HCV, and HIV infection
  - If the source individual is already known to be HIV, HCV and/or HBV positive, new testing need not be performed
- Evaluate the Exposed Person:
  - Assess immune status for HBV infection by history of hepatitis B vaccination
  - Evaluate risk of infection. If transmission of infection is a possibility, or if further evaluation is desired, report to the Winona Health Emergency Department. The emergency department staff will evaluate the exposure and will determine a post-exposure plan based on the exposure risk.
  - Post-exposure prophylaxis should be initiated within 1 to 2 hours of the exposure.
  - The exposed individual's consent is required for collection of blood for HBV and HIV serological status. If immediate testing is denied, the exposed person should provide consent to have blood drawn and stored for a period of 90 days. The individual has the option of providing consent for testing within the 90 days.
- Document Incident:
  - Document the exposure by completing the OSHA 300 and 301 forms and the WSU incident report form. Forms are available in the Human Resource Office. HR staff can assist in this process. Document the route of exposure and the circumstances under which the exposure occurred.
  - Complete exposure report forms are kept in the health service personnel file
  - Notify the WSU Safety Director (Erin Paulson) at 457-5082 for assistance with any paperwork as required.
- Perform follow-up testing and provide counseling:
  - Exposed person should seek medical evaluation for any acute illness occurring during follow-up.
  - Informed exposed individuals of source individual's test results and of applicable disclosure laws and regulations concerning the identity and infectious status of the source individual.
- Signs and Labels
  - The athletic training staff will make sure that biohazard containers are correctly labeled with the orange or orange-red universal biohazard symbol. The label must be visible at all times on the outside of the container. The container will be lined with a labeled biohazard bag.
  - Visiting teams will be supplied with a biohazard waste container at the competition site.
- Information and Training-
  - The athletic training staff shall provide training to all individuals who could potentially be in a situation where they are exposed to blood borne pathogens. Training should be done every 12 months and cover the following information:

- A discussion of the epidemiology and symptoms of blood borne diseases
  - An explanation of the modes of transmission of blood borne pathogens
  - An explanation of the Blood Borne Pathogen Exposure Control Plan (this document), and a method for obtaining a copy
  - The recognition of tasks that may involve exposure
  - An explanation of the use and limitations of methods to reduce exposure, for example engineering controls, work practices, and PPE's
  - Information on the types, uses, location, removal, handling, decontamination, and disposal of PPE
  - An explanation of the basis of selection of PPE
  - Information on the Hepatitis B vaccination, including efficacy, safety, method of administration, benefits
  - Information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials
  - An explanation of the procedures to follow if an exposure incident occurs, including the method of reporting and medical follow-up
  - Information on the evaluation and follow-up required after an exposure incident
  - An explanation of the signs, labels, and color-coding systems
- Record Keeping-
  - Training Records
    - Records shall be kept in the office of the program director for all individuals that have received training on dealing with blood borne pathogens. Records will be kept for 3 years from the date of training.
    - The following information will be documented:
      - The dates of the training sessions
      - Description of the material presented
      - Names and qualifications of persons conducting the training
      - Names and job titles of all persons attending the training
  - Availability
    - All athletic training staff records shall be made available to the individual in accordance with 29 CFR 1910.20.
    - All staff records shall be made available to the Assistant Secretary of Labor for the Occupational Safety and Health Administration and the Director of the National Institute for Occupational Safety and Health (NIOSH) upon request.
  - Transfer of Records
    - If the athletic training facility at Winona State University is closed or there is no successor employer to receive and retain the records for the prescribed period, the Director of the NIOSH shall be contacted for final deposition.
- Evaluation and Review
  - The athletic training staff is responsible for reviewing this document annually and its effectiveness and for updating this document as needed.
- Outside Contractors

- All consulting physicians and health care practitioners are requested and encouraged to participate in the practice of Universal Precautions. It is understood and acknowledged that these persons accept professional liability and responsibility for their professional actions.

Note: This document has been adapted to specifically address issues at Winona State University. Modifications have been made from the Blood Borne Pathogens Exposure Control Plan from the Winona State University Student Health Services, Utah Schools for the Deaf and the Blind and the University of Findlay. Information was also taken from U.S Department of Labor Occupational Safety and Health Administration website.