

# **Master of Science in Athletic Training Program Handbook**



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# MSAT Framework

## Master of Science in Athletic Training Program Framework

### Northern Kentucky University Mission

Northern Kentucky University delivers innovative, student-centered education and engages in impactful scholarly and creative endeavors, all of which empower our graduates to have fulfilling careers and meaningful lives, while contributing to the economic, civic, and social vitality of the region.

### Northern Kentucky University Vision

NKU will be nationally recognized for being a student-ready, regionally-engaged university that empowers diverse learners for economic and social mobility.

### Northern Kentucky University Core Values

- We will promote a culture that fosters and celebrates **excellence** in all that we do.
- We will engage in honest, fair, and ethical behavior with **integrity** at the heart of every decision and action
- We will foster a **community of belonging** by embracing equity, diversity, and inclusiveness.
- We will approach our work—how we teach, engage and serve—with **creativity and innovation**.
- We will maintain a climate of **collegiality** built on respect and characterized by open communication and shared responsibility

### College of Health and Human Services Mission Statement

CHHS is a globally inclusive leader for student-centered learning that improves the quality of life of populations we serve.

### College of Health and Human Services Vision

CHHS provides innovative, evidence-based education and scholarship that empowers students to advocate for the wellbeing of regional, national, and global communities.

### College of Health and Human Services Core Values

- Excellence
- Integrity
- Belonging
- Innovation
- Collegiality

### MSAT Mission Statement:

The mission of the Northern Kentucky University Athletic Training Program is to prepare the next generation of certified athletic trainers through student-centered education, diverse clinical experiences and scholarly activities in order to produce well-rounded, competent clinicians who will make an impactful contribution to health care in our region, and beyond.

### **MSAT Core Principles**

The core principles/values of the program include:

- Integrity and professionalism
- Curiosity and lifelong learning
- Collaboration
- Compassion

### **MSAT Program Goals**

1. The program will provide students with quality classroom instruction
2. The program will provide students with quality clinical education opportunities with diverse patient populations
3. The program will prepare students to utilize evidence-based medicine in clinical practice
4. The program will prepare students for a career in athletic training by promoting critical thinking, ethical practice and professionalism
5. The program will provide high quality academic and administrative support and mentoring in order to recruit, retain, and graduate athletic training students.

### **MSAT Student Learning Outcomes**

1. Graduates will demonstrate knowledge and skill necessary to work as an entry level athletic trainer.
2. Graduate will demonstrate the ethics, confidence, and professionalism to work as an entry level athletic trainer
3. Graduates will demonstrate the ability work with diverse patient populations
4. Graduates will demonstrate the ability to work in collaboration with a variety of health care professionals.
5. Graduates will demonstrate the ability to utilize evidence-based medicine in determining patient care

## **Our History**

In 1989, the Department of Kinesiology and Health, in the College of Education and Human Services, began offering an Athletic Training Minor in collaboration with the Department of Intercollegiate Athletics. The minor was designed to meet the requirements of an internship program. In 1999, at the urging of Dr. James Bilbo, NKU's Team Physician and program sponsoring physician, the transition from a minor to a full bachelor's degree program began. The athletic training minor was suspended in 2000 in anticipation of changing accreditation requirements.

In spring 2002, Henry (Trey) Morgan was hired as the Athletic Training Program Director to transition the minor to a bachelor's degree in Athletic Training that met the accreditation standards and guidelines. The University's Board of Regents approved the new program proposal for a Bachelor of Science in Athletic Training on November 13, 2003. This action confirmed the Athletic Training Program (ATP) as a full undergraduate degree program.

The ATP admitted its first student cohort in the spring of 2003 and applied for initial accreditation. The ATP received initial CAATE accreditation on July 17, 2006, and subsequent continuing accreditation on July 29, 2011. From 2006 to 2022, the Bachelors of Science in Athletic Training program graduated over 220 students. Many of these graduates work as athletic trainers in the community and maintain a close relationship with the program.

In 2015, the AT Strategic Alliance (BOC, CAATE, NATA and NATA Foundation) announced the professional degree in athletic training would transition from the bachelor's degree level to the master's degree level. In 2019, Rachele Vogelpohl, the program director, began the process of phasing out the bachelor's degree program, and creating the new Master of Science in Athletic Training (MSAT). The University's Board of Regents approved the new program on March 20, 2019. The first cohort of students were admitted to the MSAT in May 2021.

Also in 2019, restructuring occurred that changed the college in which the athletic training program is housed. Up until 2019 the athletic training program was housed in the Department of Kinesiology and Health, in the College of Education and Human Services. The reorganization in 2019 changed the Department of Kinesiology and Health to the School of Kinesiology, Counseling and Rehabilitative Sciences. Additionally, the new school was housed in the new College of Health and Human Services., with three other Schools that include the School of Allied Health, the School of Social Work, and the School of Nursing.

Over the years, the program has had consistent and dedicated leadership who carry out the foundational values and traditions of the program. There have been only two program directors. Henry (Trey) Morgan (2003-2013) who started the bachelor's degree program and Rachele Vogelpohl (2013-present), a graduate from the first athletic training cohort at NKU and who started the MSAT program. Dr. James Bilbo has been the programs only sponsoring physician. The head athletic trainer has been at NKU for over 20 years and played an integral role in initial development of the undergraduate program, and one of NKU's assistant athletic trainers is a graduate of the program. In addition, nearly half of our active preceptors are also graduates of the program, and many of our clinical sites and preceptors have actively worked with the program for a number of years.

## **MSAT STRATEGIC PLANNING**

Each year program faculty complete the program assess plan and review assessment measures to determine how effectively the program is meeting the stated goals and if any program changes need to be made in order to better meet the stated goals. The program director also meets annually with core faculty for the Athletic Training Faculty Reviews.

Every three years, the program undergoes the strategic planning process, designed to examine the current framework and to determine strengths, weaknesses, future opportunities, and possible threats to the program. The program meets with the advisory board made up of faculty, medical director, athletic training staff, preceptors, and community stakeholders to discuss these items. Based on the input advisory board, the program faculty review and update program goals, objectives and assessments. The last advisory board meeting occurred in July 2019.

## **CURRICULAR DESIGN (EX: TEACHING AND LEARNING METHODS)**

In alignment with the program's mission, the MSAT curricular design focuses on student centered learning, diverse clinical experiences, and scholarly activities to produce well rounded athletic trainers. The curricular design for MSAT primarily focuses on face to face instruction and utilization of hands on education through laboratory, simulation and clinical practicum experiences. The face to face lecture courses provides faculty the opportunity to present the students with the knowledge as well as facilitate discussions and activities. The laboratory courses provide the space where students are able to practice and apply the skills that they have learned in the lecture portion of the course. The lab courses also provide students the opportunity to work on critical thinking and decision-making skills and will prepare them to work with patients in the clinical setting. Simulation opportunities are offered in several courses throughout the curriculum. These experiences provide students the opportunity to practice real life scenarios in a safe learning environment. These simulation experiences not only allow the students to practice skills and decision making, they also allow reflection on what was done and discussions on how to improve patient care. In addition, many of the simulation activities focus on areas of practice that may not be regularly seen in every day athletic training practice, such as general medical conditions, emergency situations and immediate care, and mental health conditions.

The program offers two hybrid courses, where students will have the material presented in an online format, but will also complete a portion of the course in a face to face lecture/lab/simulation. This hybrid format allows more freedom for the students to learn the online material on their own time, while still applying the information they learned through facilitated discussion/activities/simulation experiences.

There are also five clinical practicum courses as part of the program. The purpose of these courses is to provide students with the opportunity to practice previously learned skills in a variety of diverse patient care settings. Each of these courses will have curricular content skills assigned to them. Student must successfully complete each of the assigned skills in order to pass the course. Ideally, students are able to complete the assigned skills on actual patients. If a required skill does not present in a patient during the clinical rotation, the preceptor is responsible for creating a scenario or simulated experience for the student to complete.

## **CURRICULAR PLANNING AND SEQUENCING**

The curricular sequencing for the MSAT was developed to gradually increase the difficulty of skills primarily over the first four semesters in the program. During the first semester in the program, students learn basic AT skills that are needed to begin completing clinical practicum courses. This content is taught in both the lecture and lab setting. Content included during this semester includes basic injury examination skills such as taking a history and assessing range of motion, as well as taping, bracing, wound care, equipment fitting, and identifying and responding to emergency situations. Students also take a research methods and design course to introduce them to evidence-based medicine that will be used throughout the program.

During the second semester, students take two injury examination courses (one in the first seven weeks, and the other in the second seven weeks). These lecture and lab courses teach students to complete injury examinations of the lower and upper extremity. During the third semester, students then add to their knowledge by learning about the rehabilitation process. They will take therapeutic modalities and therapeutic exercise, each with a lab. With the successful completion of the courses up to this point, students will have the knowledge to complete a clinical diagnosis of an orthopedic injury, treat the injury, and return the patient to full active participation.

The fourth semester will add to the student's knowledge on injury examination with a course on head and spine injury examination. This course not only teaches injury examination to the pelvis and spine, but also adds further detail into posture, gait, and brain injuries. During this semester, students will also take an administration and general medical course. These courses add to the student's professional responsibilities as well as provide knowledge on non-musculoskeletal injuries/illnesses.

The fifth semester in the program students will take psychosocial aspects of injury and illness. This course dives into the mental health aspect of the profession and teaches students to identify and refer mental health conditions as well as teach the mental aspect of the injury rehabilitation process.

The final semester in the program focuses on the completion of the original research process, preparing for the BOC, and preparing to find a job in the field.

Throughout the program, there are also five clinical practicum courses. Each semester has a clinical practicum course except the fourth semester (second summer). All of these courses have associated hours to complete and curricular content skills that must be successfully completed during the rotation. The skills associated with each clinical practicum course are primarily those that were taught the previous semester. The student learns and practices the skills in the classroom setting, and then again completed the skills in the real life patient care setting. The multiple exposures to the content allows the student to better learn, improve and retain the information.

## **PREREQUISITE COURSEWORK**

The required prerequisite coursework provides a foundation of knowledge with is built upon during the program. The program requires the following prerequisite coursework prior to admission into the MSAT:

- Introductory Psychology
- General Biology
- Anatomy and Physiology I
- Anatomy and Physiology II
- General Chemistry
- Biomechanics/Kinesiology
- Exercise Physiology
- General Physics
- Introductory Statistics
- Strength and Conditioning

## Program Assessment Plan

### Program Goals, Objectives, and Assessment

#### 1. The program will provide students with quality classroom instruction

1. **Objective:** Program faculty will engage in activities that enhance their knowledge in the content areas in which they teach
  - a. **Assessment tools:** contemporary expertise table
  - b. **Objective:** Program faculty will teach at minimum the curricular content standards assigned to the course and demonstrate positive student course evaluations
    - a. **Assessment tool:** Annual Athletic Training Faculty Review
  - c. **Objective:** Program faculty will engage students in simulation activities to provide life like decision making experiences in a controlled environment
    - a. **Assessment tools:** student documentation of Patient Encounters in ATrack

**Assessment Plan:** Over each two-year period, faculty must engage in continuing education and increase contemporary expertise in the content related to their assigned teaching courses. This information is included in the contemporary expertise table. The core faculty contemporary expertise table must be updated and submitted to the program director every two years. The submission will be in the January following the BOC renewal period.

Each spring, faculty are required to complete their annual performance review with the School director. During this review, the school director and faculty member will discuss the accomplishments of the previous year. The school director will discuss how the curricular content standards were addressed as well as the faculty member's teaching strengths and areas for improvement. The faculty will also work with the school director to create goals for the upcoming year.

Program faculty will engage in simulation activities throughout the program. Simulation is not part of every course, but when it does occur, faculty need to make sure the experience is documented in ATrack as a patient encounter. The Patient Encounters will be compiled by the program director at the end of each year and reviewed by the core faculty to see if additional simulation activities need to be incorporated.

#### 2. The program will provide students with quality clinical education opportunities with diverse patient populations

- a. **Objective:** The program will assign students to high quality clinical education sites for the clinical practicum courses to ensure a positive learning experience
  - i. **Assessment tool:** Evaluation of Clinical Site and Preceptor
- b. **Objective:** The program will ensure students are exposed to a diverse patient population when determining clinical site placement
  - i. **Assessment tool:** Individual student clinical placement forms and Patient Encounters in ATrack.

**Assessment Plan:** Each year the coordinator of clinical education will review the Evaluation of Clinical Site and Preceptor that is completed by all students at the end of each clinical practicum course. The information provided in this evaluation is used to identify the strengths and weaknesses of each clinical site and preceptor to determine if there are areas that can be approved upon or if the site or preceptor should be used again in the future. This information is also compiled and sent back to the preceptors to help improve the individual preceptor performance.

The program ensures that students receive opportunities with working with diverse patient populations by completing the individual student clinical placement form during the individual student meeting with the coordinator of clinical education. The coordinator of clinical education ensures that students work in variety of settings and patient populations during their clinical education experiences. Additionally, the program is able to track the patient populations that students are working with in the clinical setting through the Patient Encounters that students record in ATrack.

3. **The program will prepare students to utilize evidence-based medicine in clinical practice**
  - a. **Objective:** The program will ensure that students are able to understand the role of research in clinical practice
    - i. **Assessment tool:** Critically Appraised Topic assignments for ATP 545, ATP 625 and ATP 640
  - b. **Objective:** The program will ensure that students are able to design, collect, analyze and present original research
    - i. **Assessment tool:** ATP 693 Original Research Project

**Assessment Plan:** Students complete critically appraised topic assignments each year in ATP 545, ATP 625, and ATP 640. At the end of the academic year, the grades from the critically appraised topic assignments will be reviewed to determine how successful students were and if any course changes need to be made to improve performance.

In ATP 693, student complete an original research project. They will be required to get IRB approval, design the study, collect and analyze data, and present the findings. At the end of the academic year, the grade and quality of the final assignment will be reviewed to determine how successful students were and if any course changes need to be made to improve outcomes.

4. **The program will prepare students for a career in athletic training by promoting critical thinking, ethical practice and professionalism**
  - a. **Objective:** Through all clinical practicum courses, especially the immersive clinical experience, the program will ensure that students experience the day to day responsibilities of an athletic trainer and how to model themselves as professionals in the field
    - i. **Assessment tool:** Student Clinical Education Evaluations

**Assessment Plan:** At the end of the year, the program will review the individual student clinical education evaluations completed by the preceptors, specifically focusing on the responses related to critical thinking, ethical practice and professionalism. The results will be used, if necessary, to make program changes to improve these outcomes.

**5. The program will provide high quality academic and administrative support and mentoring in order to recruit, retain, and graduate athletic training students.**

- a. **Objective:** The program will ensure that students have all of the support they need to be successful in the program, including academic advising, administrative support and mentoring.
  - i. **Assessment tools:** Graduating Student Exit Survey
- b. **Objective:** The program will successfully recruit, retain, and graduate high quality athletic trainers.
  - i. **Assessment tools:** Program Graduation Rate, Program Retention Rate, Graduate Placement Rate from eAccreditation.

**Assessment Plan:** At the end of the year, the program director will review the Graduating Student Exit Survey, focusing on responses related to academic, administrative support and mentoring. The results will be used, if necessary to make program changes to improve outcomes.

### **Student Learning Outcomes, Objectives, and Assessment**

**1. Graduates will demonstrate knowledge and skill necessary to work as an entry level athletic trainer.**

- a. **Objective:** Students will demonstrate knowledge and skill through successful completion of all didactic coursework
  - i. **Assessment/Benchmark:** All students will complete each didactic course with a grade of B or higher
    - 1. **Assessment tools:** Student course grades
- b. **Objective:** Students will demonstrate knowledge and skill through successful completion of all clinical practicum coursework
  - i. **Assessment/Benchmark:** All students will pass all skills assigned to the clinical practicum course
    - 1. **Assessment tools:** Curricular content scores in ATrack
- c. **Objective:** Students will demonstrate athletic training knowledge and skill by passing the BOC exam on their first attempt
  - i. **Assessment/Benchmark:** a minimum of 70% of students will pass the BOC exam on their first attempt
    - 1. **Assessment tool:** BOC exam first time pass rate

**Assessment Plan:** At the end of each semester, the program director will review the grades from each didactic course to ensure that students earned to ensure successful completion of the course as well as completed all curricular content standards with a grade of P.

At the end of the year, the program director will review the individual student clinical education evaluation completed by the preceptor to determine the preceptor's perception of the student's level of knowledge.

Additionally, at the end of the year, the program director will review the program's BOC pass-rate. The information gained from these assessments will be evaluated and used to make changes to the courses/curriculum.

**2. Graduate will demonstrate the ethics, confidence, and professionalism to work as an entry level athletic trainer**

**a. Objective:** Through clinical practicum coursework, students will demonstrate ethical behavior, professionalism and confidence

**i. Assessment/Benchmark:** All students will continue to receive positive feedback from preceptors regarding ethical behavior, professionalism and confidence

**1. Assessment tool:** Student Clinical Education Evaluation

**Assessment Plan:** At the end of the year, the program will review the individual student clinical education evaluations completed by the preceptors, specifically focusing on the responses related to critical thinking, ethical practice and professionalism. The results will be used, if necessary, to make course/curricular changes to improve these outcomes.

**3. Graduates will demonstrate the ability work with diverse patient populations**

**a. Objective:** Students will demonstrate the ability to work with diverse patient populations including individuals of different ages, athletic ability, race, gender, socioeconomic status, and sexual orientation during their clinical practicum coursework

**i. Assessment/Benchmark:** All students will receive positive student evaluations from their preceptors on their ability to work with diverse patient populations

**1. Assessment tool:** Student Clinical Education Evaluation

**Assessment Plan:** At the end of the year, the program will review the individual student clinical education evaluations completed by the preceptors, specifically focusing on the responses related to the students ability to work with diverse patient population. The results will be used, if necessary, to make course/curricular changes to improve these outcomes.

**4. Graduates will demonstrate the ability to work in collaboration with a variety of health care professionals.**

**a. Objective:** Through interprofessional education opportunities and clinical practicum coursework, students will demonstrate the ability to work in collaboration with other health care professionals

- i. **Assessment/Benchmark:** All students will receive positive feedback on their ability to work with individuals from a variety of health care fields during their interprofessional education experiences and clinical practicum coursework
  - 1. **Assessment tool:** Student Clinical Education Evaluation

**Assessment Plan:** At the end of the year, the program will review the individual student clinical education evaluations completed by the preceptors, specifically focusing on the responses related to working in collaboration with other health care professionals. The results will be used, if necessary, to make course/curricular changes to improve these outcomes.

**5. Graduates will demonstrate the ability to utilize evidence-based medicine in determining patient care**

- a. **Objective:** Students will demonstrate the ability to use evidence in patient care decisions
  - i. **Assessment/Benchmark:** All students will successfully complete critically appraised topic assignments in ATP 545, ATP 625 and ATP 640
    - 1. **Assessment tools:** Critically Appraised Topic assignments in ATP 545, ATP 625 and ATP 640
- b. **Objective:** Students will demonstrate the ability to understand the research process through completion of an original research project
  - i. **Assessment/Benchmark:** All students will successfully design, collect, analyze and present their own original research project
    - 1. **Assessment tool:** ATP 693 Original Research Project

**Assessment Plan:** At the end of the academic year, the program director will review the grades from the critically appraised topic, review of literature assignments and original research projects to determine successful completion of these assignments. The assessment findings will determine if any course/curricular changes are necessary.

# **MSAT Admission and Program Requirements**

## MSAT Admission Requirements and Program Requirements

### Program Description

Athletic training encompasses the prevention, diagnosis, and intervention of emergency, acute, and chronic medical conditions involving impairment, functional limitations, and disabilities. The mission of the NKU Athletic Training Program is to prepare the next generation of certified athletic trainers through student-centered education, diverse clinical experiences, and scholarly activities in order to produce well-rounded, competent clinicians who will make an impactful contribution to health care in our region, and beyond. Since 2006, NKU's athletic training program has been accredited by the Commission on Accreditation of Athletic Training Education (CAATE). CAATE accreditation recognizes that NKU's ATP meets the required standards for the preparation of certified athletic trainers.

The Master of Science in Athletic Training is a professional degree program with an integrated clinical education component. The coursework provides formal instruction aligned with the Commission on Accreditation of Athletic Training Education curricular content standards.

The clinical practicum courses provide students with an application of knowledge and skill in a real-world patient-care setting. Students are placed with an approved preceptor at a clinical site (on and off campus) that reflects the educational content specified in the clinical practicum course. Each practicum has required clinical hours as specified in the course description.

### Admission Requirements

The MSAT is a six semester program (two full academic years including summers). Admission to the program will occur each spring and the program will begin in the summer. This program is designed as both a stand-alone six semester master's degree as well as an expedited bachelor's and master's combined degree. Students in the expedited concentration will complete a Bachelor of Science in Exercise Science and a Master of Science in Athletic Training. Students applying for admission must submit the following:

1. Application for admission and \$40 application fee.
2. Official transcripts showing completion of a bachelor's degree from a regionally accredited institution with a 2.75 minimum GPA.
3. Transcripts must show completion of the following courses with a grade of C or higher:

	NKU Course Equivalent	Mount St. Joseph Equivalent
General Biology	BIO 120, 121, 123 or 150	BIO 111/A
General Chemistry	CHE 102, 112 or 115	CHE 111/A
General Physics	PHY 110 or 211	PHY 201/A
Anatomy & Physiology I	BIO 208/L	BIO 131/A or BIO 197/A
Anatomy & Physiology II	BIO 209/L	BIO 198/A
Statistics	STA 205	MTH 174
Introductory Psychology	PSY 100	PSY 103

Exercise Physiology	KIN 340/L	ESF 350
Biomechanics	KIN 370	ESF 330
Strength and Conditioning	KIN 260	ESC 323/A
Note: other courses not listed here may be considered as prerequisites. Contact the program director, Rachele Vogelpohl (vogelpohlr@nku.edu) with any questions.		

The program will accept coursework in Ecology, Microbiology or Molecular Biology as the General Biology prerequisite course.

The program will accept one semester of Human Anatomy and one semester of Human Physiology in Place of Anatomy and Physiology I and Anatomy and Physiology II.

Prerequisite courses completed at any other postsecondary institutions will be evaluated by the program director. In order to be considered a prerequisite course in a specific content area, the sole purpose of the course is to teach about the content area. Courses that cover the required content in only one chapter/section/module will not count as a prerequisite course for professional program admission.

4. Three letters of recommendation (one must be from an athletic trainer and one must be from a college instructor)
5. Background check
  - Students are required to use PreCheck when purchasing the background check.
6. Interview with MSAT faculty and staff

### **Expedited Athletic Training Concentration Admissions Requirements**

Students applying for the expedited concentration must meet the following additional requirements to be considered for admission:

- Major in the Bachelor of Science in Exercise Science or Health and Exercise Science: 3+2 Master of Athletic Training Bachelor of Science program at Mount St. Joseph University
- Junior standing at NKU or Mount St. Joseph University (minimum 93 credits completed or currently in progress)
- Completed all general education coursework

### **Application Deadline**

Admission to the MSAT program is on a rolling basis. To be considered for admission, a completed application and all required materials must be received no later than the semester prior to the student's start date. Applications will be objectively evaluated and ranked.

### **MSAT Program Retention & Graduation Requirements**

1. Maintain an overall 3.0 GPA
2. Completion of all coursework with a C or better

The MSAT is a cohort program. If a student fails to earn the minimum grade of C in a course, they will not be able to move forward in the program until the course is successfully completed. Courses are only offered once per academic year.

### **Expedited Concentration Undergraduate Degree Graduation Requirements**

Students enrolled in the expedited athletic training concentration (3+2 program) will graduate with the Bachelors of Science in Exercise Science following the completion of the first year in the MSAT program.

In order to graduate with the bachelor's degree, students must:

- Apply for graduation in the first fall semester of the MSAT program
- Successfully complete (or will complete by the end of the spring semester) all exercise science course requirements
- Have a minimum of 120 combined credits of undergraduate and graduate coursework
  - The Registrar's office will transfer MSAT courses from the graduate transcript to the undergraduate transcript to achieve 120 credits for graduation
- Meet all other undergraduate requirements

### **Additional Program Requirements**

Additional Admission Requirements for both the Stand Alone Option and the Expedited Option.

Below is a list of items that are required by all students prior to beginning any clinical education experience.

- Criminal History Background Check
- Immunization records that must include:
  - Two vaccinations for Measles, Mumps, Rubella (MMR) OR a positive antibody titer
  - Two vaccinations for Varicella (Chicken Pox) OR a positive antibody titer OR medically documented history of disease
  - Three vaccinations for Hepatitis B OR a positive antibody titer
  - Tuberculosis (TB) skin test (one step) completed in the past 12 months OR if positive results, submit BOTH of the following: clear chest x-ray AND physician clearance documented on letterhead following positive results
  - Tetanus, Diphtheria, & Pertussis (Tdap) administered within the last ten years
- Influenza (Flu) vaccine (available 10/01)
- COVID-19 vaccine (two doses of Pfizer and Moderna or one dose of Johnson & Johnson)
- Current CPR Certification from one of the following courses: American Heart Association BLS Provider course or American Red Cross CPR/AED for the Professional Rescuer
- Proof of current medical health insurance
- Physical Examination (must be completed on NKU MSAT Physical Exam form that can be obtained through PreCheck)
- Professional Liability Insurance ([click here for directions on purchasing](#))
  - Provide the coverage letter for your current Professional Liability Insurance.
  - Coverage limits must be a minimum of \$1,000,000 per incident, and \$3,000,000 aggregate
  - Coverage letter MUST include effective start and end date.

The MSAT uses the company PreCheck to facilitate student purchase of these items. Students are required to purchase the Background Check and the Immunization Tracking packages through PreCheck as well as upload all other required information to the secure PreCheck site. Students do not have to purchase the Drug Screen at the time of application to the program.

### **Criminal Background Check Policy:**

Healthcare agencies are charged with providing care and protecting the safety of vulnerable populations including children and the aged. Agencies used for clinical placement require students to undergo criminal background checks and may deny clinical access to those convicted of felonies and certain misdemeanors. Conviction of these offenses may result in a student's denial of admission to, or dismissal from, the School of Kinesiology, Counseling, and Rehabilitative Sciences. Applicants are required to submit to criminal background checks as identified by the Master of Science in Athletic Training Program as part of the application process. The cost of this and any subsequent screening will be borne by the student. The student is responsible for notifying the Master of Science in Athletic Training program and the College of Health and Human Services of any change in the status of this record after starting the program. Note that successful completion of a criminal background check does not ensure eligibility for certification, licensure, or future employment.

### **Program Tuition and Associated Fees**

- Tuition Rate: \$450 per credit hour for KY residents and \$550 per credit for Metro and Non-Residents
- Program Fees and Expenses:
  - Graduate Program Application Fee (\$40)
  - Background Check (\$39.50) and Document Management System (\$35)
  - Annual TB Test (\$20 at NKU Health, Counseling, and Student Wellness office)
  - Annual Influenza vaccine
  - Physical Exam (\$50 for new patient, no insurance at NKU Health, Counseling, and Student Wellness office)
  - Drug Screen—may be required for certain clinical education rotations
  - Professional Liability Insurance (approximately \$45 annually)
  - ATrack subscription (\$45 for annual subscription, \$90 for lifetime subscription)
  - BOC practice exams (approximately \$120, 4 practice exams at \$30 each, purchased at the time of exam)
  - Course Fees (\$150 for ATP 510L, \$25 each for ATP 520L, ATP 625L and ATP 620)
  - Student Uniforms—students are required to wear khakis pants/shorts, polo shirts, and dress clothing depending on the clinical site and event. It is recommended that students purchase either plain black, grey, or white polo shirts. This can be done individually or through the athletic training club. The cost will vary and will be covered by the student.
  - Transportation—students are required to have reliable transportation in order to get to and from their clinical site. Assigned clinical sites will be various locations in the tristate area, and the public transportation system may not a reliable resource. Students are responsible for the cost of transportation.

### PreCheck Information

Students are required to use the company, PreCheck to purchase the Background Check and Immunization Tracker.

The [Precheck Student Instructions](#) provide the website that you will use to purchase, upload and access your documents. It is your responsibility to remember you login information so you have access in the future to maintain your records.

When you purchase the Immunization Tracker through PreCheck, you will have access to the [NKU-Athletic Training Health Packet](#). Everything in this health packet must be completed prior to beginning your clinical education rotation. It is also your responsibility to keep all information up to date. Below is the information included in the Health Packet that must be uploaded to PreCheck:

- Student Information Form
- Basic Life Support through American Heart Association or American Red Cross
- Proof of Health Insurance
- Professional Liability Insurance
- Release of Information Authorization form
- Health Requirement—either complete the form or upload the original document from the physician.  
This includes the following immunizations:
  - Latex Allergy
  - MMR—2 doses
  - Hepatitis B—3 doses
  - Varicella—2 doses
  - Tdap—within 10 years
  - TB test—annually
  - Influenza vaccine—annually
  - COVID-19 vaccine—2 doses of Pfizer or Moderna or one dose of Johnson & Johnson
- Physical Exam and Physician Signed Technical Standards

## MSAT Time Commitment Policy

The MSAT requires that students are enrolled as full time graduate students. The program is designed as a cohort program, where students are admitted in the summer and are required to take designated courses each semester in order to stay on track for graduation in 24 months. Courses in this program cannot be taken out of order and if a student does not pass a course, they will not be able to move forward in the program until that course is successfully completed.

This program combines lecture, laboratory, and clinical education courses throughout the curriculum. The minimum required hours of class, clinical hours, and review/studying expected for each semester is outlined below. The program does not have a policy prohibiting outside work/jobs, however it is important to understand the requirements of the program, as it needs to be a priority.

Per NKU policy, there is a minimum expectation for two hours of out-of-class student work for every one hour (50 minutes for lecture, 100 minutes for lab) of class time.

A normal semester is 15 weeks and a summer session is 7 weeks. For the 7 week sessions, the amount of work expected each week is doubled due to the shortened session.

One credit of a Lecture Course = 50 minutes per week of class time in a 15 week semester, 100 minutes (1.6 hours) in a 7 week session.

One credit of a Lab Course = 100 minutes (1.6 hours) per week of class time in a 15 week semester, 200 minutes (3.3 hours) in a 7 week session.

	Course Credits	In Class Time	Out of Class Time	Total Time Required/Week
<b>Summer--1st Session</b>				
ATP 510L	2 Lab Credits, 7 week session	6.6 hrs/wk	8 hrs/wk	14.6
ATP 520	2 Lecture Credits, 7 week session	3.3 hrs/wk	8 hrs/wk	11.3
ATP 520L	1 Lab Credit, 7 week session	3.3 hrs/wk	4 hrs/wk	7.3
				<b>33.2 Hours/Week</b>
<b>Summer--2nd Session</b>				
ATP 545	3 Lecture Credits, 7 week session	5 hrs/wk	12 hrs/wk	17
ATP 601	1 Credit--75 Clinical Hours		11 hrs/wk	11
				<b>28 Hours/Week</b>
<b>Fall</b>				
ATP 602	2 Credits--150 Clinical Hours		10 hrs/wk	10
ATP 533	2 Lecture Credits	1.6 hrs/wk	4 hrs/wk	5.6
ATP 533L	1 Lab Credit	1.6 hrs/wk	2 hrs/wk	3.6
ATP 534	2 Lecture Credits	1.6 hrs/wk	4 hrs/wk	5.6
ATP 534L	1 Lab Credit	1.6 hrs/wk	2 hrs/wk	3.6
				<b>28.4 Hours/Week</b>
<b>Spring</b>				
ATP 603	2 Credits--150 Clinical Hours		10 hrs/wk	10
ATP 625	3 Lecture Credits	2.5 hrs/wk	6 hrs/wk	8.5
ATP 625L	1 Lab Credit	1.6 hrs/wk	2 hrs/wk	3.6
ATP 640	3 Lecture Credits	2.5 hrs/wk	6 hrs/wk	8.5
ATP 640L	1 Lab Credit	1.6 hrs/wk	2 hrs/wk	3.6
				<b>34.2 Hours/Week</b>

<b>Summer--1st Session</b>				
ATP 635	3 Lecture Credits, 7 week session	5 hrs/wk	12 hrs/wk	17
ATP 655	3 Lecture Credits, 7 week session	5 hrs/wk	12 hrs/wk	17
				<b>34 Hours/Week</b>
<b>Summer--2nd Session</b>				
ATP 620	3 Lecture Credits, 7 week session	5 hrs/wk	12 hrs/wk	17
				<b>17 Hours/Week</b>
<b>Fall</b>				
ATP 604	6 Credits--450 Clinical Hours		30 hrs/wk	30
ATP 630	3 Lecture Credits	2.5 hrs/wk	6 hrs/wk	8.5
				<b>38.5 Hours/Week</b>
<b>Spring</b>				
ATP 605	3 Credits--225 Clinical Hours		15 hrs/wk	15
ATP 665	3 Lecture Credits	2.5 hrs/wk	6 hrs/wk	8.5
ATP 693	3 Lecture Credits	2.5 hrs/wk	6 hrs/wk	8.5
				<b>32 Hours/Week</b>

# **MSAT Course Sequence (Stand-Alone and Expedited)**

**Course sequence**

<b>ATP Professional Masters--Stand Alone</b>			
<b>Summer</b>			
Dept	#	Title	Hrs
ATP	510L	Application of Introductory Athletic Training Skills	2
ATP	520/L	Foundations of Athletic Training	3
ATP	545	Research Methods and Design in AT	3
ATP	601	Atheltic Training Clinical Practicum I	1
Total			9
<b>Fall</b>			
Dept	#	Title	Hrs
ATP	533	Lower Extremity Examination	2
ATP	533L	Lower Extremity Examination Lab	1
ATP	602	Athletic Training Clinical Practicum II	2
ATP	534	Upper Extremity Examination	2
ATP	534L	Upper Extremity Examination Lab	1
Total			8
<b>Spring</b>			
Dept	#	Title	Hrs
ATP	625	Therapeutic Modalities for AT	3
ATP	625L	Therapeutic Modalities for AT Lab	1
ATP	640	Therapeutic Exercise for AT	3
ATP	640L	Therapeutic Exercise for AT Lab	1
ATP	603	Athletic Training Clinical Practicum III	2
Total			10
<b>Summer</b>			
Dept	#	Title	Hrs
ATP	620	General Medical for Athletic Training	3
ATP	635	Head and Spine Injury Examination	3
ATP	655	Administration of Athletic Health Care	3
Total			9
<b>Fall</b>			
Dept	#	Title	Hrs
ATP	604	Athletic Training Clinical Practicum IV	6
ATP	630	Psychosocial Aspects of Injury and Illness	3
Total			9
<b>Spring</b>			
Dept	#	Title	Hrs
ATP	693	Athletic Training Research Seminar	3
ATP	665	Athletic Training Capstone and Current Issues	3
ATP	605	Athletic Training Clinical Practicum V	3
Total			9

**Expedited Option--Bachelor of Science in Exercise Science and Master of Science in Athletic Training**

Fall				Spring					
Dept	#	Title	Hrs	Dept	#	Title	Hrs		
KIN	200	Concepts of Lifetime Fitness	2	BIO	208	Human Anatomy & Physiology I/Lab	4		
		Gen Ed: Communication; Oral	3	HEA	135	Safety and First Aid	3		
PSY	100	Intro to Psychology: Gen Ed: Individual and Society	3	STA	205	Statistics: Gen Ed: Math and Statistics	3		
KIN	125	Intro to Physical Education, Fitness and Sports	3	KIN	260	Intro to Strength and Conditioning	3		
BIO	126	Gen Ed Scientific Inquiry: Human Nutrition:	3			Gen Ed: Self and Society: Individual and Society	3		
			Total	14				Total	16

Fall				Spring					
Dept	#	Title	Hrs	Dept	#	Title	Hrs		
BIO	209	Human Anatomy and Physiology II/Lab	4	KIN	340	Exercise Physiology	3		
		Gen Ed: Culture and Creativity	3	KIN	340L	Exercise Physiology Lab	1		
KIN	313	Computer Applications for Health and Kinesiology	2	CHE	115	Physiological Chemistry Gen Ed: Scientific and C	4		
ENG	101	Gen Ed: Communication; Written	3	KIN	295	Anatomical Kinesiology	3		
		Gen Ed: Global Viewpoints	3	ENG	102	Gen Ed: Communication; Written	3		
			Total	15		Gen Ed: Culture and Creativity	3		
								Total	17

Fall				Spring					
Dept	#	Title	Hrs	Dept	#	Title	Hrs		
KIN	349	Exercise Prescription	3	KIN	325/L	Motor Development/Learning	4		
PHY	110	Intro to Physics/Lab	4	KIN	380	Clinical Exercise Physiology	3		
KIN	360	Statistics and Measurement	3	BIO	123	Human Ecology	3		
KIN	370	Biomechanics	3	KIN	450	Organization and Administration	3		
		Gen Ed: Self and Society; Cultural Pluralism	3	KIN	483	Advanced Strength and Conditioning--Intersession	3		
			Total	16				Total	16

**ATP Professional Masters**

Summer							
Dept	#	Title	Hrs				
ATP	510L	Application of Introductory Athletic Training Skills-KIN	2			MSAT classes used for Undergrad Requirements	19
ATP	520L	Foundations of Athletic Training --KIN 300+ elective	3			MSAT classes	
ATP	545	Research Methods and Design in AT--KIN 300+ elective	3			MSAT Program Pre-Requisites	
ATP	601	Athletic Training Clinical Practicum I (75 hours)	1				
			Total	9			

Fall				Spring					
Dept	#	Title	Hrs	Dept	#	Title	Hrs		
KIN	497	Exercise Science Senior Synthesis	3	KIN	481	Nutrition for Sport and Exercise	3		
ATP	533	Lower Extremity Examination--KIN 300+ elective	2	ATP	625	Therapeutic Modalities for AT	3		
ATP	533L	Lower Extremity Examination Lab--KIN 300+ elective	1	ATP	625L	Therapeutic Modalities for AT Lab	1		
ATP	602	Athletic Training Clinical Practicum II (150 hours)	2	ATP	640	Therapeutic Exercise for AT	3		
ATP	534	Upper Extremity Examination--KIN 300+ elective	2	ATP	640L	Therapeutic Exercise for AT Lab	1		
ATP	534L	Upper Extremity Examination Lab--KIN 300+ elective	1	ATP	603	Athletic Training Clinical Practicum III (150 hou	2		
			Total	11				Total	13

Summer							
Dept	#	Title	Hrs				
ATP	620	General Medical for Athletic Training	3				
ATP	635	Head and Spine Injury Examination	3				
ATP	655	Administration of Athletic Health Care	3				
Total			9				
Fall				Spring			
Dept	#	Title	Hrs	Dept	#	Title	Hrs
ATP	604	Athletic Training Clinical Practicum IV--IMMERSIVE	6	ATP	650	Athletic Training Research Seminar	3
ATP	630	Psychosocial Aspects of Injury and Illness	3	ATP	665	Athletic Training Capstone and Current Issues	3
Total			9	ATP	605	Athletic Training Clinical Practicum V (150 hrs +	3
						Total	9

# **NKU Procedures**

## MSAT Progression and Retention

This information has been taken from the NKU [Graduate Catalog](#).

### Good Standing

Students must maintain a minimum 3.0 grade point average and/or earn no more than two grades of C or below to remain in good standing. (A C+ is considered above a C grade.) Should students fall below a 3.0 GPA, they will be placed on academic probation. (See below for specifics of probationary status). No student will be allowed to graduate with more than two C grades or below in course work that contributes to the degree program. Students who have more than two C grades or below will need to repeat some course work to be in compliance with this policy (See below for specifics of the course repeat option).

Students should be aware that even though a transcript may state that the student is in “good standing” because the overall GPA is not below 3.0, they are in fact considered by the university not to be in “good standing” when they have more than two grades of C or below.

### Academic Probation and Dismissal

Students are placed on academic probation when their GPA falls below a 3.0 on the 4.0 scale. Once on academic probation, students will have up to nine semester hours to achieve a GPA of at least 3.0 to remove their probationary status. The nine semester hours must be taken at NKU. If after nine semester hours on probation a student’s graduate GPA has not increased to at least a 3.0, he/she will be dismissed from their program upon approval from graduate program director, department chair/school director, and dean. A student will not be placed on probationary status more than once. If a student successfully removes him/herself from probationary status and subsequently has a GPA that falls below a 3.0 on the 4.0 scale, the student will be dismissed from the program by upon approval by their graduate program director, department chair/school director, and dean. Individual programs may have more stringent requirements. Students should check program guidelines for complete information as individual program requirements may vary.

Students may be considered for readmission after one semester has elapsed if the student was dismissed from a program for academic reasons. When applying for readmission, the student will need to document their preparedness for re-entry into the program.

If a student wishes to be considered for readmission into the program, they must submit a new application for admission to the Office of Graduate Education with a letter attached explaining why they are now prepared to continue in their program. A student will not be admitted without approval from their graduate program director. A letter of support from the graduate program director signed by the dean of the college the program is housed in for readmission must be sent to the vice provost of graduate education, research & outreach who will make the final decision. If readmitted, the student will be granted an additional nine semester hours to remove their probationary status. During this period, any grade earned below a B will result in dismissal from the program.

## Course Repeat Option

Graduate students are permitted to repeat a total of two courses. A specific course may be repeated only once. These courses must be taken at NKU, unless the student has permission from the graduate program director through the Greater Cincinnati Consortium of Colleges and Universities (GCCCU). If the student wants to use one or both of these courses to replace the course grade on the transcript, the student must submit an option to repeat form from the registrar's office. The grade earned for the repeated course will be the one used to count the number of C and below grades as well as the grade factored into the GPA, even if it is below the original grade.

## Grade Policies

### Graduate Student Policies

General graduate student policies can be found in the [graduate catalog](#). Frequently referenced policies include:

- **Grading Policy:** Graduate Students must maintain a minimum 3.0 GPA. For full details on [Grades, Academic Probation and other grading issues](#), see the graduate catalog.
- **Course Age:** Courses older than eight years for any graduate program cannot be used toward a degree.
- **Student Appeals:** Graduate students have the right to appeal academic and non-academic matters. [These catalog pages spell](#) out those rights and procedures.

### Graduate Student Honor Code and Appeals Policy

<https://inside.nku.edu/studentaffairs/departments/scra/information/students/graduate-honor-code.html>

#### I. [Preamble](#)

This document establishes a Graduate Student Honor Code (referred to as the Honor Code). The purpose of the Honor Code is to establish standards of academic integrity for graduate students at the university and provide procedures that offer assurances of fundamental fairness to any student accused of violating the Honor Code. This document also provides a process for graduate students to appeal certain decisions to the Graduate Council. Covered under this section of the document are university regulations applicable to graduate students, but not regulations relating to admission decisions, grade appeals, or violations of the Graduate Honor Code.

The procedures set forth in this document are specific to graduate students at the university. **As Northern Kentucky University students, graduate students are also subject to the provisions of the Code of Student Rights and Responsibilities as adopted by the Board of Regents. Where provisions or procedures set forth in the two documents differ or conflict, this document will prevail in cases involving graduate students. Grade appeals that do not relate to consequences for violations of the Graduate Honor Code are covered by the Code of Student Rights and Responsibilities, Section VII.**

**Academic Grievance Process. It is incumbent upon graduate students to be aware of university regulations. Ignorance of these regulations does not excuse students from adherence to them.**

By enrollment at NKU all graduate students accept and acknowledge the following pledge:

"I do hereby acknowledge the existence of the NKU Graduate Student Honor Code. I understand that the Graduate Student Honor Code supports an environment that values integrity, honesty, and ethical conduct for all NKU students. I understand that by my enrollment at NKU, I confirm my agreement and understanding of the policies and procedures outlined in the Graduate Student Honor Code."

- II. [Definitions](#)
- III. [Graduate Student Honor Code: Academic Integrity](#)
- III. [Student Appeals to Graduate Council](#)

### **Code of Student Rights and Responsibilities**

<https://inside.nku.edu/scra/information/students/rights-responsibilities.html>

- I. Preamble
  - II. Freedom from Discrimination
  - III. University Conduct Action
  - IV. Definitions
  - V. Investigations and Standards of Information
  - VI. Community Standards for Students
  - VII. Complaints and Reporting
  - VIII. Interim Action
  - IX. Participation
  - X. Mutual Resolution
  - XI. Notification of Possible Violation(s) or Hearing(s)
  - XII. Administrative/UCB Hearing Process and Procedures
  - XIII. Sanction Guidelines
  - XIV. Appeal
  - XV. Student Record Privacy and Parental Notification Procedures
  - XVI. Records and Retention
  - XVII. Revision and Communication
- Appendices

Students and faculty are able to report an incident or grievance using the proper form that can be found at: <https://inside.nku.edu/studentaffairs/departments/scra/student-conduct/report-an-incident.html>

## **Policies for Student Withdrawal and Refund of Tuition and Fee/ Financial Aid**

<http://nku.catalog.acalog.com/content.php?catoid=22&navoid=2671#withdrawing-from-a-course-student-initiated>

### **Withdrawing from a Course - Student Initiated**

Unless otherwise required by an academic department, students do not need approval to drop a course if the drop is initiated prior to the published deadline to drop. Once the semester has begun, students may withdraw from a course only during the session or semester in which the course is taken.

There are three time periods that relate to withdrawing from a course. The online registration guide and online academic calendar list the relevant semester dates and their equivalencies for courses of differing lengths.

Weeks 1 through 3 or equivalent: during the first three weeks or equivalent of the semester, official course withdrawals are not reflected on the student's transcript. That is, the transcript will not indicate that the student was ever registered for the course.

Weeks 4 through 10 or equivalent: a student who withdraws from a course after the third week of the semester (or equivalent) and prior to the end of the 10th week of the semester (or equivalent) will receive a grade of W for the course.

Weeks 11 through 14 or equivalent: course withdrawals after the 10th week or equivalent are not usually allowed. In circumstances beyond the student's control, a W may be granted with approval of the instructor, graduate program director, and department chair or dean of the college the student's program is housed in. In cases not approved, the student will receive the grade of F (failure).

Students withdrawing completely (withdrawing from all courses) after the 10th week need only the approval of the dean of the student's program.

The instructor may not issue a W as the final grade for students who did not withdraw prior to the 10th week or equivalent if they are not covered by exceptions listed above.

**Office of Student Financial Assistance:** <https://inside.nku.edu/financialaid.html>

### **Withdrawal from Classes—Policy**

The withdrawal deadline is in the tenth week of each full-semester course. This policy will be applied to any academic session that is offered. Thus, the withdrawal date will be determined based on 67% of the academic session having elapsed.

This deadline provides time for students to improve class performance or make an informed decision regarding withdrawal from classes.

### **Nonattendance Policy**

[Return of Funds Due to Withdrawal](#)

[Post-Withdrawal Disbursement of Title IV Aid](#)

[Return of Funds Due to Unofficial Withdrawal](#)

[R2T4 for Modules](#)

### **Scholarship Opportunities**

<https://inside.nku.edu/financialaid/programs/scholarships.html>

### **Academic Calendar**

NKU provides a variety of calendars online (<http://nku.edu/calendars.html>), including a master calendar and several academic calendars. In addition, there are calendars of events such as athletic and music events.

### **Provost Website**

<https://nku.edu/academicaffairs.html>

### **Graduate Catalog**

<http://nku.catalog.acalog.com/index.php?catoid=17>

# **MSAT Instructional Lab Information**

## Athletic Training Student Labs

Location: HE 505 Athletic Training Lab

Hours of Operation-The Athletic Training Lab is available to students to study or practice skills. The door to the lab must remain locked, so access to the lab is only available to students when athletic training faculty are available. Students may not work or study in the lab when there is a class in progress.

Location: HE 110 Advanced Human Performance Lab

Hours of Operation-The Advanced Human Performance Lab is reserved for students working on research projects under the supervision of a faculty member. The door to the lab must remain locked, so access to the lab is only available when coordinating with faculty.

Location: HC 112 Human Performance Lab

Hours of Operation-The Human Performance Lab is reserved for students working on research projects under the supervision of a faculty member. The door to the lab must remain locked, so access to the lab is only available when coordinating with faculty and when a class is not in progress.

### Resources & Equipment:

The Athletic Training Lab has a wide variety of equipment and supplies available for ATP students for practice and study. **We encourage students to use these resources for practice/study purposes, however equipment is not to be removed from the lab, wasted, or inappropriately used in any way.**

### Keep in mind the following:

- It is a privilege to have access to these labs.
- These labs are for athletic training students only.
- These labs are to be used entirely for educational purposes. They are not areas to socialize, lounge around, sleep, or goof off in general.
- The resources in these labs are not to be removed.
- Labs must be kept clean. Throw all trash away. If you use tape or wound care supplies, make sure to restock it and keep it organized.
- Any electrical modalities in the laboratory MAY NOT BE USED WITHOUT SUPERVISION!

**If students are caught not following the rules above, access to the labs will be restricted. Be professional and treat these labs as you would a clinical site.**

# **MSAT Clinical Education**

## **Statement of Nondiscrimination**

### **Northern Kentucky University Statement of Nondiscrimination**

Northern Kentucky University does not discriminate based on national origin, race, color, age, gender, gender identity, gender expression, sexual orientation, religion, political affiliation, physical or mental disability, genetic information, pregnancy, and Uniform Services or veteran status in its educational programs and activities, employment, daily operations and admissions policies, in accordance with all applicable federal, state local laws and university policies. No retaliation shall be initiated against any person who makes a good faith report of a violation.

### **MSAT Statement of Nondiscrimination**

In accordance with Northern Kentucky University's Statement on Nondiscrimination, the Master of Science in Athletic Training does not discriminate against any student when determining education opportunities or clinical education site placement.

When determining clinical site placement, students have input on where they will complete each rotation. Students may not always be assigned their first clinical site choice. If two students are interested in the same clinical site/preceptor, we will use the students' GPA, previous Clinical Evaluations, and scores from the interview with the preceptor (when applicable) to determine which student will be placed at that site.

### **Required Prior to Clinical Education**

Students are required to demonstrate up to date documentation of the following information prior to beginning a clinical education rotation:

- Emergency Cardiac Care certification
- Professional Liability Insurance
- Immunizations
  - MMR—2 doses
  - Hepatitis B—3 doses
  - Varicella—2 doses
  - Tdap—within 10 years
  - TB test—annually
  - Influenza vaccine—annually
  - COVID-19 vaccine—2 doses of Pfizer or Moderna or one dose of Johnson & Johnson
- Physical Exam
- Blood-borne Pathogen and Exposure Training

These items must remain up to date throughout the course of your clinical education experiences. If any of these items are not up to date, you will not be able to continue with your clinical education rotation until they have been updated and uploaded to PreCheck. A long delay in obtaining these items may result in the failure of the course.

### **Prior to Starting your Clinical Education Rotation**

Students are required to meet with their preceptor prior to beginning their clinical rotation. At this meeting you must complete the following:

- Work with your preceptor to complete the Initial Meeting Check Off Sheet in ATrack. This includes reviewing the following:
  - The location and review of Emergency Action Plans (EAP) at each Venue. Students must obtain copies of the venue specific EAPs, have immediate access to the EAPs in case of emergency, and upload a copy of the EAPs to your Canvas course.
  - Location and review of the sites Blood-borne Pathogen and Post-Exposure plan. Students must obtain a copy of this policy and plan and upload it to your Canvas course.
  - Communicable and Infectious Disease policy
  - Site specific policies and procedures including documentation policies, patient privacy and confidentiality protections, and a plan for clients/patients to differentiate practitioners from students (Name Tags).
  - Preceptor expectations of the student
  - Tentative schedule for the student
  - Location of blood-borne pathogen barrier such as gloves, gauze, masks
  - Location of biohazard containers (marked bins and sharps containers)
  - Location of hand washing stations
  - Dress code expectations

- Topics that students should discuss with the preceptors
  - Review of clinical skill and clinical hour requirements
  - Review of previous coursework completed
  - Review ATrack
  - Review the completed goal setting sheet

## Requirements for Clinical Education Sites and Preceptors

It is important that all active clinical education sites meet CAATE and program expectations and offer students a quality and safe learning environment. The following information is required by all associated clinical education sites:

- Complete an Initial Meeting with assigned students prior to them completing clinical hours. At this meeting, the “Initial Meeting Check-Off Sheet” must be completed and signed in ATrack. Also, with the student, review their completed Goal Setting Sheet in ATrack. This document also includes an explanation of the level of the assigned student, including previous coursework completed and general expectations for the student.
- Maintain up to date venue specific emergency action plans
- Maintain up to date Blood-Borne Pathogen Policy and Post Exposure Plan
- Maintain up to date Communicable and Infectious Disease Policy
- Student access to BBP barriers (PPE), biohazard containers, and hand washing stations.
- Maintain up to date modality and equipment calibrations
  - Calibration must be performed routinely, as per manufacturers guidelines
  - Document the calibration of every device that needs calibration
  - Specify the acceptable limits for accuracy and precision
- Maintain up to date state licensure and BOC certification
- Use ATrack to approve the student’s completed hours.
- Assess the student’s proficiency in the clinical skills assigned to the rotation and record their scores in ATrack.
- Communicate with the Coordinator of Clinical Education with any questions or concerns that arise

## Clinical Education Overview of Procedure

**Clinical Practicum Courses:** The clinical practicum courses (ATP 601, 602, 603, 604, 605) provide students with an application of knowledge and skill in a real-world patient care setting. Athletic Training Students (ATS) are placed with a clinical education preceptor at a clinical site (on-campus and off-campus) that reflects the educational content specified in the clinical practicum course. Each practicum has required clinical hours as specified in the course description.

All clinical hours and skills must be completed in order to pass any clinical education course. If all clinical hours and clinical skills are not completed and uploaded to ATrack by the due date given by the clinical education supervisor, the student will fail the course. If the student fails the course, they must retake that clinical practicum, which means they must complete all of the required hours and skills from the beginning.

If a problem arises between the student and the clinical education preceptor or clinical site, the Coordinator of Clinical Education (CCE) is to be notified. Depending on the extent of the problem, the CCE may be able to manage the situation. If the CCE feels that further discussion is required, the issue will be brought to the Athletic Training Program Curriculum Committee (ATPCC). The ATPCC can decide whether the student should be removed from the site and whether the student should be placed at a different clinical rotation that semester. If there is not a clinical site available, the student will have to drop the clinical practicum course and retake it with the following cohort when it is offered again.

**Clinical Placement:** Each of the five practicum experiences have different educational goals and only certain clinical sites offer the equipment and personal to meet specific needs. The MSAT has a finite number of clinical education preceptors and clinical sites. As a result, the availability of preceptors and clinical sites will determine number of students that can be placed in any given semester. In order to enroll in one of the clinical practicum courses, and be placed at a clinical site, students must first meet with the CCE. Students who have completed the PreCheck documentation will have the first option to sign up for a clinical placement meeting. If two students are interested in the same clinical site/preceptor, the students' GPA, previous Clinical Evaluations, and scores from the interview with the preceptor (when applicable) to determine which student will be placed at that site.

**Transportation Requirements:** Students are responsible for transportation to and from their clinical placements and Athletic Training courses.

**Clinical Placement Documentation:** All documentation must be completed through PreCheck prior to being placed at a clinical site. These items include but are not limited to, vaccination history, professional liability insurance and CPR certification. There are several documents that have expiration dates (i.e. CPR certification, primary medical insurance, TB test, Influenza vaccine, and professional liability insurance). Demonstrating proof of these documents or certifications are the responsibility of the student and must be provided prior to clinical placement. Additionally, some clinical sites may require that students complete a drug screening. Students are responsible for purchasing and obtaining a drug screen for any clinical site that may require it.

## Northern Kentucky University

### Athletic Training Program

#### Clinical Site Agreement

The clinical education site agreement is a contract between NKU and any business, hospital, or school in which Athletic Training Clinical Practicum experiences may take place. The agreement describes the responsibilities for the ATP, Clinical Setting, and the ATP students. It is important for the NKU faculty, staff, and students to read, understand, and adhere to the agreement. Failure of any contract party is grounds for severing the contract. Any violation of a contract member will be assessed by the Coordinator of Clinical Education (CEC). The CEC will make a recommendation to the ATP Curriculum Committee. The Curriculum Committee will make final decisions on contracts and ATP involvement. The clinical site agreements will be reviewed and renewed as necessary.

#### ATP Student

It is important for each student to be familiar with clinical site agreement and specifically the responsibilities identified for students. Students' failure to meet the requirements of this contract is grounds for removal from a clinical site and suspension from the NKU ATP. Any violation of the contract by a student will be assessed by the ATP CCE and they will make a recommendation to ATP Curriculum Committee. Listed below are the responsibilities the clinical site agreement provides for the student.

3. Student Responsibilities: NKU shall be responsible for each Student complying with the following:
  - a. Student agrees to provide his/her own health insurance coverage if not provided by NKU.
  - b. Student shall be responsible for the purchase of professional liability insurance through the ATP or by individual policy, and presenting that proof of the policy to the ATP Coordinator.
  - c. Student agrees to provide his/her own transportation to and from the CLINICAL SITE as well as any vehicle maintenance during clinical experience.
  - d. Student agrees to abide by the existing rules, regulations, policies, and procedures of the CLINICAL SITE as provided to Student.
  - e. Student shall be responsible for presenting clinical documentation to the direct clinical instructor for completion and maintaining documentation as specified by the ATP.

The entire Clinical Site Agreement can be found in Appendix B

## **Clinical Education Documentation**

### **ATrack**

ATrack is an online system that provides the students and program administration a central location for clinical education documentation. This system MUST be used by ALL students, preceptors, and clinical education supervisors. Students are responsible for purchasing an ATrack subscription while enrolled in the ATP. Preceptors and clinical education supervisors are not required to pay an annual fee to use ATrack.

Students will be responsible for using ATrack to input and track completed clinical education hours, patient encounters, and completed Pre-Rotation Goal Setting Sheet and Evaluation of the Preceptor and Clinical Site. The preceptor will use ATrack to approve the completion of the student's clinical hours, read and approve the Goal Setting Sheet, score clinical skills, complete the Initial Meeting Check-Off Sheet and complete the Clinical Education Evaluations of the Students. The Clinical Education course instructor will use ATrack to ensure completion of all the required documentation in order to give the student a grade for the clinical education course.

### **Clinical Skill Assessment and Documentation**

Clinical skills are assessed according to the parameters set in the syllabus for each clinical course. The due dates for clinical skills are set by the benchmark process, which is assigned by the clinical education course instructor and can be found in the syllabus. To achieve credit for completed clinical skills, the preceptor must give you a passing score (P- Proficient/Passed) in ATrack. A score of NI-Needs Improvement or NP-Not Proficient will not count as a passing score and the skill must be attempted and graded again until the preceptor determines that you are proficient.

### **Clinical Hours Documentation**

All clinical education hours must be added to ATrack daily by the student. In order for the hours to count, the preceptor must approve all hours on ATrack. The clinical education course instructor and/or the Coordinator of Clinical Education will monitor the clinical hours through ATrack to ensure the appropriate completion of hours and the satisfaction of clinical clock hours requirements.

### **Preceptor Clinical Education Evaluations of Students**

The Preceptor will complete the appropriate Clinical Education Evaluation of the Student at the completion of the student's clinical rotation.

### **Evaluation of the Preceptor and Clinical Site**

At the completion of each clinical rotation, students must complete the Evaluation of the Preceptor and Clinical Site which can be found on ATrack. Students are required to complete this form as part of the clinical rotation. Students will not pass the clinical rotation if this evaluation is not complete.

## Clinical Hour Requirements

All Athletic Training Students are required to complete clinical hours as part of their assigned clinical practicum course in a consistent manner throughout the semester. **All clinical education hours must be approved by the supervising preceptor through ATrack.** Because each clinical rotation requires a different number of clinical hours, please see the specific details below.

**ATP 601, Athletic Training Clinical Practicum I:** Students are required to complete a **total of 75 hours** as part of this clinical rotation. Students are required to schedule and complete a **minimum of 6 hours per week** under the supervision of a Preceptor. A **maximum of 10 hours per week** may be recorded. This maximum also applies for clinical experiences during pre and post season events (summer), Christmas Break and university holidays. Any hours completed beyond the maximum 10 hours is considered voluntary and may not be count toward the weekly or clinical rotation total. Associated events (i.e. Facility set-up/ Break down) are to be counted in the compiling of the hours however, time spent traveling to and from a clinical site will not count for clinical clock hours.

**ATP 602, Athletic Training Clinical Practicum II and ATP 603, Athletic Training Clinical Practicum III:** Students are required to complete a **total of 150 hours** in each of these courses as part of this clinical rotation. Students are required to schedule and complete a **minimum of 10 hours per week** under the supervision of a Preceptor. A **maximum of 15 hours per week** may be recorded. This maximum also applies for clinical experiences during pre and post season events (summer), Christmas Break and university holidays. Any hours completed beyond the maximum 15 hours is considered voluntary and may not be count toward the weekly or clinical rotation total. Associated events (i.e. Facility set-up/ Break down) are to be counted in the compiling of the hours however, time spent traveling to and from a clinical site will not count for clinical clock hours.

**ATP 604, Athletic Training Clinical Practicum IV (Immersive Experience):** Students are required to complete an average of **30 hours per week** as part of this clinical rotation. Students are required to schedule and complete a **minimum of 30 hours per week** under the supervision of a Preceptor. A **maximum of 40 hours per week** may be recorded. Associated events (i.e. Facility set-up/ Break down) are to be counted in the compiling of the hours however, time spent traveling to and from a clinical site will not count for clinical clock hours.

**ATP 605 Athletic Training Clinical Practicum V:** Students are required to complete a **total of 225 hours** as part of this clinical rotation. This clinical practicum course involves two different clinical settings. **Students must complete a minimum of 175 hours in a rehabilitation and 50 hours in a general medical/primary care setting.** Students are required to schedule and complete a **minimum of 15 hours per week** under the supervision of a Preceptor at either or both of these sites. A **maximum of 20 hours per week** at either or both sites may be recorded. This maximum also applies for clinical experiences during pre and post season events (summer), Christmas Break and university holidays. Any hours completed beyond the maximum 20 hours is considered

voluntary and may not be count toward the weekly or clinical rotation total. Associated events (i.e. Facility set-up/ Break down) are to be counted in the compiling of the hours however, time spent traveling to and from a clinical site will not count for clinical clock hours.

The clinical hours must be put into ATrack by the student on a daily basis. The Preceptor must approve each days accumulated hours through ATrack. If a student fails to record their hours in ATrack within 24 hours of the completed hours, the Preceptor can refuse to accept/sign the document.

**The clinical course instructor will use only those hours logged into ATrack as the final documentation for your grade.**

## **Clinical Education Outline**

### **What Students Need To Do**

- Meet with Coordinator of Clinical Education, Alma Mattocks each semester to determine your clinical site placement. During this meeting, you must have all of your documentation up to date, or you will not be placed at a clinical site. See the Athletic Training Program link on Canvas for all required documentation. If all of your documentation is complete and up to date, you can schedule a meeting to discuss clinical site placement.
- Before you leave for break (either summer or winter break), contact your preceptor and set up a meeting. At this meeting, you will discuss with them their policies and procedures, blood-borne pathogen policy and post exposure control plan, communicable and infectious disease plan, emergency action plans, and your schedule. Make sure you understand their rules, dress code, parking, etc. Bring a copy of your class schedule to this meeting so you know your availability.
- Prior to beginning your clinical hours, you need to complete the Pre-Rotation Goal Setting Sheet and the Initial Meeting Check-Off sheet on ATrack. You must sit down with your preceptor and go over both of these forms so you both understand what you want to get out of the rotation.
- Record all of your completed hours in ATrack on a daily basis. Make sure to check to see if your preceptor is approving them. You may need to remind them to approve your hours if they have been pending for an extended period of time. Remember, only approved hours will count toward the benchmarks and completion of the course.
- Complete all required clinical skills for the clinical course in ATrack. Only your preceptor can grade you on these skills, so make sure that you monitor your progress and that your completed skills are being approved in ATrack. Remember, only completed skills in ATrack will count toward the completion of the course.
- Submit your weekly patient encounters in ATrack. Check your clinical practicum course syllabus for specific requirements on patient encounters.
- At the end of the rotation, you must again meet with your preceptor to discuss your performance during the rotation. You also must complete the Evaluation of the Clinical Site and Preceptor in ATrack. This evaluation must be completed in order to pass the course.
- Make sure to check your clinical practicum course syllabus for any additional course requirements.

## Sports Team Travel

Travel with sports teams outside of the Northern Kentucky/ Greater Cincinnati Area cannot be a required as part of a clinical assignment. It is the position of the ATP that travel with sports team is voluntary and a privilege. A preceptor may directly extend an invitation for travel to a student. The student is free to decline the invitation without comment.

**To the student:** Travel is voluntary and a privilege. Students should strongly consider the ramifications of sports team travel before they accept an invitation. When traveling with collegiate teams the time spent traveling can be extensive. Students on university or program probation or struggling academically will not be allowed to travel.

**To Preceptors:** If a travel invitation is extended to a student and they accept, appropriate travel and rooming arrangements must be made. Students of opposite genders will NOT room together. Students will not be asked to travel in un-safe or over crowded vehicles. The preceptor has the right to deny a student travel privileges for performance issues.

If you have any questions regarding these rules, please contact Alma Mattocks at (859)-572-1547 or Rachele Vogelpohl at (859) 572-5623.

## **Supervision of Athletic Training Students during Clinical Education**

During Clinical Education Experiences, students must be supervised at all times. The NKU ATP defines supervision of students in the clinical settings as visual and auditory contact within a distance necessary to for the preceptor to intervene on behalf of the patient/athlete.

Students must be directly supervised by a preceptor during the delivery of athletic training services. The preceptor must be physically present and have the ability to intervene on behalf of the athletic training student and the patient.

NKU ATP recognizes that each clinical site has its own characteristics that dictate the distance requirements, but the ATP insists that the preceptor never leaves a student's unsupervised with the expectation of providing services or care beyond the students First-Aid/CPR certification. Furthermore, students are advised to stay in direct contact with supervising preceptor. If a preceptor is not present or is unable to be located students are instructed to leave the premises.

Please direct clinical education concerns, comments or questions to:

Alma Mattocks, MS, ATC  
Athletic Training Education Program  
Coordinator of Clinical Education  
116 Albright Health Center  
Northern Kentucky University  
859-572-1547

# **MSAT Student Roles and Responsibilities**

## **Athletic Training Rules & Etiquette**

1. No use of tobacco products or E-cigarettes while completing clinical hours
2. Arrive promptly when you are scheduled to complete clinical hours.
3. Only athletic trainers/athletic training students are allowed in the supply rooms.
4. Do not let a patient perform self-treatment. (Except ice massage)
5. Do not let patients operate equipment (i.e. whirlpools, UBE, LBE, etc).
6. Do not congregate or sit down during practice.
7. Watch for and call attention to dangerous situations.
8. Do not play with equipment at practices.
9. Memorize emergency field procedures and have the appropriate EAP available so that in any situation you will be prepared to react correctly.
10. Do not administer self-treatment during scheduled clinical hours.
11. ONLY patients associated with high school/college/university/professional teams or clinic are to receive treatment, rehabilitation, and preventative techniques and wound care.
12. Do not allow patients/athletes to remove or use equipment or supplies from the athletic training room or use without prior permission.
13. Make sure all patients who check out equipment return it.
14. Be sure to keep the athletic training room and equipment clean.
15. Follow all site procedures and documentation for dispensing over-the-counter medications.
16. At least one athletic training staff personnel is to be in the athletic training room at all times during operating hours.
17. Do not leave patients unattended.
18. All rehabilitation protocols should be followed as dictated by supervising athletic trainer/preceptor.
19. Do not allow the patients to play with the ice machine, whirlpools, modalities, computer, phone, or any other rehabilitation equipment.
20. No food or open containers allowed in the athletic training room.
21. Do not ask the athletic director, assistant athletic director, sports information office, athletic department administration, or the coaches for extra tickets or any athletically related materials as these requests must still go through the athletic training room.
22. The athletic training room is not a study hall, lounge, or social gathering place. If athletic training room activity is slow, do not just sit or study for classes. There is always something to be done around the athletic training room. If you cannot find anything to do, ask a graduate assistant or staff athletic trainer.
23. While the computer in the athletic training room has e-mail capabilities, it is to be used for business purposes only, not your personal use.
24. Only Athletic Training staff members are allowed to call physicians or other allied health care providers associated with Athletic Medicine.
25. Please turn off all ringers of cell phones and refrain from making and receiving personal phone calls and texts while at clinical sites. The clinical sites should be treated with the same respect as a regular classroom.

## General Clinical Education Standards & Responsibilities

- Tobacco products (smokeless or otherwise) and E-cigarettes are prohibited
- Alcohol products are prohibited
- Practice good personal hygiene
- Maintain well-groomed hair
- Facial hair must neat and maintained
- Maintain a generally neat appearance
- Students must never arrive to clinical sites under the influence of alcohol or drugs

### Dress Code

**Clothing General Standards: When completing clinical hours, you are representing yourself and NKU's Athletic Training Program. When you are at the site, you must look like and act as a professional.**

- No sandals or open toe shoes
- No beer, tobacco, or sexually suggestive shirts, hats or jackets
- No tank tops, halter tops or sleeveless shirts
- No gym shorts, cut offs, or jean shorts
- No sweat pants
- No skirts or dresses
- Clothes should never be torn or shabby
- Clothes should not be revealing or excessively baggy
  - Shorts must be mid-thigh length while standing
  - Shorts/pants must fit securely at the waist
    - At no point should any undergarments be exposed

**Prior to beginning any clinical rotation, make sure to review the required dress code with your Preceptor.**

### **Events and off campus clinical sites:**

- a. Closed toe shoes appropriate for running
- b. A collared shirt
- c. Slacks of appropriate color\*
- d. Shorts of appropriate color\* and length\*\*
- e. Name tag— Students MUST wear their name tag at all times while completing clinical hours at that site

### **Traveling with athletic teams:**

Athletic Training students who are traveling with any athletic team should consult the coach regarding accepted travel apparel. Athletic Training students should dress as well as the coaching staff or better.

\*Black, gray, or khaki.

## Other Important Information for Clinical Education

**Name Tags:** Students will be provided with an NKU athletic training student name tag prior to beginning their first clinical rotation. These name tags need to be worn at all times when completing clinical practicum hours in order for patients/staff to identify you as a student

**Cell Phone Use:** Personal cell phone use while completing clinical hours should be for emergencies only. It is not the time for talking, texting/messaging, playing games, or looking at social media or other websites.

**Email:** All students have an NKU email account are expected to check it regularly. This email address is the only way for the faculty and preceptors to contact you, so please make sure to check the NKU email frequently. In the professional setting, email is the primary type of communication, so it is something you must get used to.

**Communication:** As an athletic training student, you are going to be dealing with a variety of people. It is your job to learn to be a good communicator, especially with your preceptor. Many problems that arise between students and preceptors are a result of poor communication on the students' part. If for some reason you are not able to complete clinical hours on a day you normally would, make sure you talk to your preceptor well in advance and work it out. Do not just send an email or text at the last minute and tell them that you won't be there that day.

Additionally, make sure to speak with your preceptor about how they would prefer you to contact them. If they allow you to call or text their cell phones, please be aware of what time you are trying to contact them. Unless it is an emergency you should never contact anyone before 9:00 am (this depends on where the preceptor works) or after 9:00 pm, and ideally, you should keep it between normal business hours.

**NKU School Closure/Snow Days:** When NKU is not in session, you still must attend your clinical rotation, unless they are also closed. Just because NKU is closed, does not mean that your clinical site is closed. Remember, some of our clinical sites are rehabilitation clinics/businesses and they do not have snow days.

**Respect:** All faculty, staff, and preceptors are here to help you in your education, but you are responsible for learning and succeeding. If you need help, make sure to ask, however at all times you must be respectful to those faculty, staff and/or preceptors. If any faculty, staff, or preceptor feels that you are not showing the proper respect that they should have from their position, they can ask you to leave their classroom or clinical setting. If this occurs, you will not be placed in a new clinical setting, and will not be allowed to retake the course until it is offered next.

Additionally, it is important for you to understand that you are learning in both the classroom setting and in the clinical setting. You do not know all of the answers, and you may not be familiar with how that specific athletic training room is run. This means that at some point, you will be corrected and will receive criticism for your performance. It is the job of the preceptor to

train you to be an athletic trainer. If you are doing something wrong, it is their job to correct it. Take the criticism, learn from it and move on. The preceptor is not going to hold your mistake against you, so do not become afraid to talk with your preceptor because they may correct you. If you do that, it will greatly hurt your experience at that site. If you feel that the criticism is excessive and not appropriate or deserved, please speak with the Coordinator of Clinical Education. Although being corrected and educated is an extremely valuable part of your education, we want to make sure it remains a positive learning environment.

**Outside Jobs:** The athletic training program does not state specifically that you are not allowed to have a job outside of athletic training. However, understand that having a job is not an excuse to miss clinical education. Especially when completing ATP 604 (30 hours/week), you are expected to be at your clinical site when the preceptor is at the clinical site. Missing for a job is not acceptable. If the preceptor feels that your outside job is getting in the way of your clinical education, they can ask that you be removed from their supervision. If this happens, there is no guarantee that the coordinator of clinical education will be able to place you at a different site. If she is not able to place you at a new location, then you would fail your current rotation and have to retake it the following semester.

## **Social Media Policy**

Northern Kentucky University's ATP recognizes and supports its athletic training students' rights to freedom of speech, including the use of online social networks. As an athletic training student you represent the ATP, the University and the profession, and as a result, you are expected to portray yourself in a positive manner at all times, including on social media.

Below is a list of social medial activities that are considered inappropriate and are prohibited by the NKU ATP. Violation of the social medial policy will result in disciplinary action.

- Violating HIPAA by posting confidential information or comments about patients.
- Derogatory comments about patients, fellow students, coaches, administrators, faculty, staff or preceptors.
- Profane comments, including racial, gender, sexual and/or homophobic slurs.
- Incriminating photos, videos, or statements regarding illegal criminal behavior underage drinking, usage of illegal drugs, sexual harassment or violence.
- Demeaning statements or threats that endanger the safety of another person.
- Information, photos or other items that could negatively reflect on you, the University, the program or the profession.

The Athletic Training Curriculum Committee retains the right to determine any violation of the Social Media Policy and can require the student must remove the material in question from a social media platform.

### **Guidelines to Consider when using Online Social Networking Sites**

HIPAA guidelines must be followed at all times. Identifiable information concerning clients/clinical rotations must not be posted in any online forum, social media platform or webpage

It is especially important not to friend, follow, or engage your patients (especially underage high school students) in any way on social media. Make sure to check with your preceptor regarding their employers/school's social media policy. It is your responsibility to be aware of and abide by the policies at your specific site.

It is important that all students are aware of the potential danger involved with posting information and/or participating in online activities. Additionally, potential employers often check social media sites on applicants to screen candidates during the hiring process.

# **Appendix A**

## **NATA Code of Ethics**

# NATA CODE OF ETHICS

## PREAMBLE

The National Athletic Trainers' Association Code of Ethics states the principles of ethical behavior that should be followed in the practice of athletic training. It is intended to establish and maintain high standards and professionalism for the athletic training profession. The principles do not cover every situation encountered by the practicing athletic trainer, but are representative of the spirit with which athletic trainers should make decisions. The principles are written generally; the circumstances of a situation will determine the interpretation and application of a given principle and of the Code as a whole. When a conflict exists between the Code and the law, the law prevails.

### 1. Members Shall Practice With Compassion, Respecting the Rights, Welfare, and Dignity of Others

1.1 Members shall render quality patient care regardless of the patient's race, religion, age, sex, ethnic or national origin, disability, health status, socioeconomic status, sexual orientation, or gender identity.

1.2. Member's duty to the patient is the first concern, and therefore members are obligated to place the welfare and long-term well-being of their patient above other groups and their own self-interest, to provide competent care in all decisions, and advocate for the best medical interest and safety of their patient at all times as delineated by professional statements and best practices.

1.3. Members shall preserve the confidentiality of privileged information and shall not release or otherwise publish in any form, including social media, such information to a third party not involved in the patient's care without a release unless required by law.

### 2. Members Shall Comply With the Laws and Regulations Governing the Practice of Athletic Training, National Athletic Trainers' Association (NATA) Membership Standards, And the NATA Code of Ethics

2.1. Members shall comply with applicable local, state, federal laws, and any state Athletic training practice acts.

2.2. Members shall understand and uphold all NATA standards and the code of ethics.

2.3. Members shall refrain from, and report illegal or unethical practices related to Athletic training

2.4. Members shall cooperate in ethics investigations by the NATA, state professional licensing/regulatory boards, or other professional agencies governing the athletic training profession. Failure to fully cooperate in an ethics investigation is an ethical violation.

2.5. Members must not file, or encourage others to file, a frivolous ethics complaint with any organization or entity governing the athletic training profession such that the complaint is unfounded or willfully ignore facts that would disprove the allegation(s) in the complaint.

2.6. Members shall refrain from substance and alcohol abuse. For any member involved in an ethics proceeding with NATA and who, as part of that proceeding is seeking rehabilitation for substance or alcohol dependency, documentation of the completion of rehabilitation must be provided to the NATA Committee on Professional Ethics as a requisite to complete a NATA membership reinstatement or suspension process.

### 3. Members Shall Maintain and Promote High Standards in Their Provision of Services

3.1. Members shall not misrepresent, either directly or indirectly, their skills, training, professional credentials, identity, or services.

3.2. Members shall provide only those services for which they are qualified through education or experience and which are allowed by the applicable state athletic training practice acts and other applicable regulations for athletic trainers.

3.3. Members shall provide services, make referrals, and seek compensation only for those services that are necessary and are in the best interest of the patient as delineated by professional statements and best practices.

3.4. Members shall recognize the need for continuing education and participate in educational activities that enhance their skills and knowledge and shall complete such educational requirements necessary to continue to qualify as athletic trainers under the applicable state athletic training practice acts.

3.5. Members shall educate those whom they supervise in the practice of athletic training about the code of ethics and stress the importance of adherence.

3.6. Members who are researchers or educators must maintain and promote ethical conduct in research and educational activities.

### 4. Members Shall Not Engage in Conduct That Could Be Construed as a Conflict of Interest, Reflects Negatively on the Athletic Training Profession, or Jeopardizes a Patient's Health and Well-Being.

4.1. Members should conduct themselves personally and professionally in a manner that does not compromise their professional responsibilities or the practice of athletic training.

4.2. All NATA members, whether current or past, shall not use the NATA logo in the endorsement of products or services, or exploit their affiliation with the NATA in a manner that reflects badly upon the profession.

4.3. Members shall not place financial gain above the patient's welfare and shall not participate in any arrangement that exploits the patient.

4.4. Members shall not, through direct or indirect means, use information obtained in the course of the practice of athletic training to try and influence the score or outcome of an athletic event, or attempt to induce financial gain through gambling.

4.5. Members shall not provide or publish false or misleading information, photography, or any other communications in any media format, including on any social media platform, related to athletic training that negatively reflects the profession, other members of the NATA, NATA officers, and the NATA office.

## **Appendix B**

### **Clinical Site Agreement (Template)**

**CLINICAL EDUCATION SITE AGREEMENT** Affiliation of

**Template**

with the

Athletic Training Program

Department of Kinesiology and Health

Northern Kentucky University

This "Agreement" made and entered into the **15<sup>th</sup> of September, 2017** by Northern Kentucky University "NKU" acting through the Athletic Training Program the "ATP" and **Name of site here** hereafter referred to as the "**CLINICAL SITE**".

**Whereas, NKU** is providing an educational program in Athletic Training and requires clinical education experiences and the use of clinical facilities.

**Whereas, the CLINICAL SITE** has facilities suitable for providing clinical experience for the institution's program.

**Whereas, it is to the mutual benefit of the parties hereto that students have opportunities to use the facilities of the CLINICAL SITE for learning experiences.**

**Therefore, the parties agrees as follows:**

1. The ATP Agrees to:

- a. The ATP shall be responsible for curriculum planning, admissions, administration, requirements for matriculation, faculty appointments and promotions as required by the accrediting agency in each program.
- b. The ATP shall be responsible for training the CLINICAL SITE student supervisor(s) as to the techniques and requirements necessary for student supervision. The training will occur annually at a mutually agreed upon date prior to commencement of any student's clinical education at the CLINICAL SITE.
- c. The ATP shall be responsible for the assignment of "student(s)" to the CLINICAL SITE. The ATP will provide The CLINICAL SITE with names, available dates and hours of assignment and other information specified by The ATP.
- d. The ATP shall determine the course of action to be pursued when Student is determined by the CLINICAL SITE or the ATP to be unacceptable to The CLINICAL SITE or The ATP. If Student is deemed unacceptable, The ATP is responsible for the withdrawal of the student from the CLINICAL SITE. The ATP shall provide the CLINICAL SITE with written notice of withdrawal. In an emergency, the CLINICAL SITE can impose temporary or permanent withdrawal of Student from the CLINICAL SITE. Notices of withdrawal shall be in writing to the ATP and shall state the reason for the withdrawal.
- e. The ATP will provide Student with written general policies and procedures by which Student is expected to abide during the periods of clinical assignment and while on the CLINICAL SITE premises.
- f. The ATP shall designate an NKU "faculty point of contact" (i.e. Clinical Coordinator) who shall be responsible for communication of academic-clinic learning experiences.

- g. The ATP shall provide the CLINICAL SITE with proof & assurances that Student possesses professional liability insurance either through the ATP or an individual policy. A copy of the policy or certificate evidencing such coverage shall be sent to the CLINICAL SITE upon execution of this agreement. The ATP shall notify the CLINICAL SITE immediately of any changes in coverage.
- h. The ATP shall provide the CLINICAL SITE with proof & assurances that Student possesses health insurance either through the ATP or an individual policy.
- i. The ATP agrees to provide Student with an explanation and copy of this Agreement.
- j. The ATP shall comply with all applicable laws, rules and regulations in performing its obligations and will comply, and cause all Student's to comply, with CLINICAL SITE's policies and procedures, including those pertaining to identification of each Student as a student. Additionally, upon the request of CLINICAL SITE, ATP will remove and Student or contractor or employee of ATP.

2. The CLINICAL SITE Agrees to:

- a. The CLINICAL SITE shall be responsible for the administration of health care to patients. In conjunction with the administration of health care, the CLINICAL SITE shall use reasonable efforts provide clinical education learning experiences which are planned, organized, and administered by qualified staff in accordance with mutually agreed upon educational objectives and guidelines.
- b. The CLINICAL SITE shall make available to Student all applicable policies and procedures, to which Student shall be expected to adhere, during periods of clinical assignment and while on the CLINICAL SITE premises.
- c. The CLINICAL SITE shall assign and designate a "clinical point of contact" who is to be responsible for planning and administering the program. The clinical point of contact may be the direct clinical supervisor of the student or may coordinate the student's clinical supervisor at the CLINICAL SITE.
- d. The direct clinical "Supervisor" of Student must be a Board of Certification ("BOC") Certified Athletic Trainer. The Supervisor shall have a minimum of one (1) year of post-certification experience in his/her respective field as required by the ATP accrediting agency. If the CLINICAL SITE is utilized as a field experience, the Supervisor will be an appropriate health care professional representative of the CLINICAL SITE. The Supervisor must have a minimum of one (1) year of experience in their respective field and appropriate knowledge of the athletic training profession.
- e. The Supervisor shall be responsible for the scheduling of student(s) times and daily attendance. Schedules will be completed no later than one (1) week prior to scheduled dates.
- f. Supervision of Student at the CLINICAL SITE shall involve daily personal and verbal contact between Student and Supervisor, who plans, directs, advises, and evaluates Student. Supervision shall meet the "constant visual and auditory" requirement for supervision of students as required by the ATP accrediting agency.
- g. The CLINICAL SITE shall be responsible for the facilitation of Student's professional growth through selection of projects for teaching purposes and educational assignments, and for the provision of adequate space, equipment and supplies to meet the objective of clinical training.

- h. Student shall perform assignments and participate in staff meetings and in-service educational programs at the discretion of his/her Supervisor as designated by the CLINICAL SITE. Student shall not take the responsibility or the place of qualified staff. The student clinical experience shall be non-compensatory and shall be subject to standard employee policies.
- i. The CLINICAL SITE shall, on reasonable request, permit the inspection of its clinical facilities, services available for clinical experiences, student records, and such other items pertaining to the Clinical Education Program as may be relevant. Inspection may be performed by representatives of the ATP, agencies, or both, who are charged with responsibility for the approval of the facilities or accreditation of the curriculum.
- j. The CLINICAL SITE shall be responsible for the submission of reports required in accordance with ATP procedures and for informing the ATP of significant staff or administrative changes in the Clinical Education Program(s).
- k. The CLINICAL SITE agrees to provide emergency health care for illnesses or injuries resulting from the clinical assignment. Student shall be responsible for any costs incurred as a result of such care or treatment.
- l. Except in emergencies, the CLINICAL SITE shall not grant leaves of absence from regular duties to Student during their clinical placements without prior approval of the ATP.

3. Student Responsibilities: NKU shall be responsible for each Student complying with the following:

- f. Student agrees to provide his/her own health insurance coverage if not provided by NKU.
- g. Student shall be responsible for the purchase of professional liability insurance through the ATP or by individual policy, and presenting that proof of the policy to the ATP Coordinator.
- h. Student agrees to provide his/her own transportation to and from the CLINICAL SITE as well as any vehicle maintenance during clinical experience.
- i. Student agrees to abide by the existing rules, regulations, policies, and procedures of the CLINICAL SITE as provided to Student.
- j. Student shall be responsible for presenting clinical documentation to the direct clinical instructor for completion and maintaining documentation as specified by the ATP.

4. General Provisions:

- a. The number of students eligible to participate in the Clinical Education Program(s) will be mutually determined by agreement of both parties and may only be altered by mutual agreement.
- b. The academic semesters during which students will complete clinical education at the CLINICAL SITE will be mutually determined by agreement of both parties and may be altered by mutual agreement.
- c. Each party agrees that no student in the Clinical Education Program will take the responsibility or place of qualified staff. The student clinical experience shall be not compensatory, and shall be subject to standard employee policies. The CLINICAL SITE is not liable for any payment of wage, salary, or compensation for social security, unemployment, or worker's compensation.
- d. It is mutually understood and agreed that each party to this Agreement is and shall at all times be considered to be performing all services as an independent contractor of the other parties. No party shall be deemed to be an agent or employee of any other party to this Agreement by

virtue of this Agreement. No party to this Agreement shall have or exercise control or direction over the methods by which any other party to this Agreement provides services. Additionally, Student shall not be deemed to be an employee or agent of CLINICAL SITE.

- e. Each party may enter into agreements with other institutions at any time. Each party accepts Students without regard for race, sex, creed, or national origin in accordance with laws of the United States.
- f. The terms and conditions of this Agreement may be amended by written instrument executed by both parties.
- g. Neither party to this Agreement shall be responsible for cost or expenditures incurred by the other party in the implementation of the educational activities and expenses. If expenses are foreseen, a separate agreement will be made and documented.
- h. This Agreement is in effect from the date on which it is fully signed ("Effective Date") for four (4) years, renewable annually thereafter with the consent of both parties, unless terminated by either party through a written notification giving a six (6) month period of advance notice. Additionally, either party may terminate this Agreement upon ten (10) days prior written notice upon a material breach of this Agreement by the other party.
- i. NKU, as an agency and instrumentality of the Commonwealth of Kentucky, is vested with sovereign immunity. Any claim brought against NKU for negligence is governed by the Kentucky Board of Claims Act, KRS 44.070 *et.seq.* and/or as requested by NKU's legal counsel. NKU is a state agency that cannot enter into indemnification agreements; therefore, any indemnification by NKU is hereby deleted. NKU shall be responsible for the actions, errors or omissions of its officers and/or employees.
- j. Parties to this Agreement may mention affiliation in their organization's written materials (program brochures).

**CLINICAL EDUCATION SITE AGREEMENT**

Affiliation of

**Template**

with the

Athletic Training Education Program  
Department of Kinesiology and Health  
Northern Kentucky University

**IN WITNESS WHEREOF**, the parties hereto have executed this Agreement and warrant that they are officially authorized to so execute for their respective parties to the contract.

FOR: Northern Kentucky University

\_\_\_\_\_ Date \_\_\_\_\_

Dr. Abdou Ndoye  
Vice Provost of Academic Affairs

\_\_\_\_\_ Date \_\_\_\_\_

Dr. Cynthia Reed, Dean  
College of Education and Human Services

\_\_\_\_\_ Date \_\_\_\_\_

Dr. Alar Lipping, Chair  
Department of Kinesiology and Health

\_\_\_\_\_ Date \_\_\_\_\_

Dr. Rachele Vogelpohl, Director  
Athletic Training Education Program

FOR: \_\_\_\_\_  
Name of Clinical Site

Representative for Clinical Site:

\_\_\_\_\_  
Administrator Name (Print)

\_\_\_\_\_  
Administrator Signature

\_\_\_\_\_  
Administrator Title

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

Administrative Oversight of Preceptor:

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Title / Organization

\_\_\_\_\_  
Signature

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

**Appendix C**  
**NKU Bloodborne Pathogen Policy and Post**  
**Exposure Control Plan**

**Northern Kentucky University**  
**Sports Medicine Department Exposure Control Plan**

As required by  
OSHA Bloodborne Pathogens Standard

Updated July 25, 2016

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## I. Introduction

In December 2001, The Occupational Safety and Health Administration (OSHA) published its regulation "Occupational Exposure to Bloodborne Pathogens," (29 CFR 1910. 1030). The purpose of the Bloodborne Pathogens Standard is to reduce occupational exposure to Hepatitis B virus, Human Immunodeficiency Virus and other bloodborne pathogens that employees may encounter in their workplace. The Bloodborne Pathogens Standard is available through visiting a website at <http://www.osha.gov>. This exposure control plan is developed and will be reviewed annually in order to eliminate, reduce and respond to incidents of Athletic Trainers' and Athletic Training Students' exposure to bloodborne pathogens at the Northern Kentucky University Sports Medicine Department.

## II. Epidemiology

### Hepatitis B virus

Hepatitis B Virus is associated with a wide spectrum of liver disease, from acute to chronic hepatitis. Clinical manifestations of the disease may present with a mild flu-like illness or may be of a more severe nature requiring bed rest or hospitalization. The symptoms may become apparent anywhere from 28-160 days after exposure.

Between two thirds and three fourths of all Hepatitis B infections result in either no symptoms of infection. Between 25 and 33% of the infections, however, take a much more severe clinical course. Hospitalization is required in about 20% of the more severe clinical cases.

The annual number of occupational infections involving Hepatitis B virus has decreased tremendously since hepatitis vaccine became available in 1982. There has been a 90% decrease in the number of estimated cases in health professions from 1985 to 1996.

### Hepatitis C virus

Hepatitis C virus infection is the most common chronic bloodborne infection in the United States. Hepatitis C is usually transmitted through parenteral injection, such as body piercing, tattooing, sharing needles and so on. However, Hepatitis C virus can be infected through exposure to infectious body fluids. Hepatitis C symptoms are similar to the symptoms of Hepatitis B infection. No protective inoculation has been invented for the Hepatitis C virus. Over 60% of all persons infected with Hepatitis C virus develop chronic hepatitis.

### Human immunodeficiency virus

Human immunodeficiency virus (HIV) is transmitted in three ways: sexually, through blood exposure and perinatally from mother to child. HIV is not transmitted through casual contact with a carrier. Symptoms of HIV infection include fatigue, fever, weight loss, night sweats, rashes, mouth sores and pneumonia. There is no vaccine for preventing HIV infection and no mean of cure. HIV is not as contagious or as virulent in a healthcare setting as Hepatitis virus. Only 55 healthcare workers have become infected with HIV and only 24 developed AIDS since 1991 (as of 2001). These low figures may be a result of the application of safety precautions in the healthcare setting and the low virulence of the HIV virus.

### III. Policy

The Northern Kentucky University Sports Medicine Department is committed to providing a safe and healthful work environment for our entire staff. In pursuit of this goal, the following exposure control plan (ECP) is provided to eliminate or minimize occupational exposure to bloodborne pathogens in accordance with OSHA standard 29 CFR 1910.1030, "Occupational Exposure to Bloodborne Pathogens." The ECP is a key document to assist our organization in implementing and ensuring compliance with the standard, thereby protecting our employees.

This ECP includes:

- Determination of employee exposure
- Implementation of various methods of exposure control, including:
  - Universal precautions
  - Engineering and work practice controls
  - Personal protective equipment
  - Housekeeping
  - Hepatitis B vaccination
  - Post-exposure evaluation and follow-up
  - Communication of hazards to employees and training
  - Recordkeeping
  - Procedures for evaluating circumstances surrounding exposure incidents

Implementation methods for these elements of the standard are discussed in the subsequent pages of this ECP.

### IV. Program Administration

The Northern Kentucky University Sports Medicine Department is responsible for implementation of the ECP. Stephanie James MA, ATC has been appointed as the Northern Kentucky University Sports Medicine Department's Exposure Control Officer. In addition, Molly Woods MEd, ATC has been selected to be a part of an Exposure Control Committee to assist the Exposure Control Officer in accomplishing her responsibilities. The Exposure Control Officer and committee will maintain, review, and update the ECP at least annually, and whenever necessary to include new or modified tasks and procedures.

- Stephanie James, MA, ATC: HC 215b Phone: 859-572-1489
- Molly Woods, MEd, ATC: BB&T 126b Phone: 859-572-1487

Activities which are entrusted to the Exposure Control Officer typically include, but are not limited to:

- Overall responsible for implementing the Exposure Control Plan for the Northern Kentucky University Sports Medicine Department.
- Provide and maintain all necessary personal protective equipment (PPE), engineering controls (e.g., sharps containers), labels, and red bags as required by the standard. She will also ensure that adequate supplies of the aforementioned equipment are available in the appropriate sizes.
- Ensuring that all medical actions required by the standard are performed and that appropriate employee health and OSHA records are maintained.
- Training, documentation of training, and making the written ECP available to employees, OSHA, and NIOSH representatives.

#### V. Employee Exposure Determination

Athletic Trainers and Athletic Training Students may be expected to incur exposure to blood or other potentially infectious materials during Athletic Training duties. Tasks or procedures in which exposure to bloodborne pathogens may occur include, but not limited to: wound care, cleaning body fluid spills, handling contaminated medical devices, handling contaminated laundry, and assisting a physician with injections.

#### VI. Methods of Implementation and Control

##### A. Universal Precautions

All employees will utilize universal precautions.

##### B. Exposure Control Plan

Employees covered by the bloodborne pathogens standard receive an explanation of this ECP during their initial training session. It will also be reviewed in their annual refresher training. All employees can review this plan at any time during their work week by contacting Stephanie James.

Stephanie James is responsible for reviewing and updating the ECP annually or more frequently if necessary to reflect any new or modified tasks and procedures that affect occupational exposure and to reflect new or revised employee positions with occupational exposure.

##### C. Engineering Controls and Work Practices

Engineering controls and work practice controls will be used to prevent or minimize exposure to bloodborne pathogens. The specific engineering controls and work practice controls used are listed below:

Standard precautions (previously known as “Universal Precautions”)

Standard precaution is an approach to infection control, in which all human blood and all body fluids, except sweat, are treated as if known to be infectious for bloodborne pathogens. Potentially infectious materials include blood, all body fluids except sweat, non-intact skin and mucous membranes. Universal precautions refer to the use of barriers or protective measures when dealing with blood or other potentially infectious materials.

Hand washing

Athletic Trainers and Athletic Training Students are to wash hands by using a proper technique immediately or as soon as possible after contact with blood or other infectious materials or after removing gloves. A hand washing facility is located in each Athletic Training Room. A proper hand washing technique is demonstrated at the annual bloodborne pathogens training session. When Athletic Trainers and Athletic Training Students are on duty at locations where hand washing facilities are not feasible, a waterless antiseptic cleanser is provided. If this alternative is used, the hands are to be washed with soap and running water as soon as feasible. Hand washing stations are located in the following Athletic Training Room facilities:

- Albright Health Center Athletic Training Room: HC 215
- Albright Health Center Athletic Training Room Physician’s Office: HC 215a
- BB&T Arena Athletic Training Room: BOK 126: BOK 126
- BB&T Arena Athletic Training Room: BOK 126 Physician’s Office: BOK 126b
- NKU Soccer Complex Athletic Training Room

Food and drink

Eating, drinking, applying cosmetics or lip balm, and handling contact lenses are prohibited in the entire Athletic Training Room where there is reasonable likelihood of exposure to blood or other potentially infectious materials. Food and drink should not be stored in a freezer, shelves, cabinets, or on taping tables or treatment tables where there is a risk of exposure to blood or other potentially infectious materials.

D. Personal Protective Equipment

All personal protective equipment used during athletic training duties will be provided without cost to Athletic Trainers or Athletic Training Students. Personal protective equipment will be chosen based on

the anticipated exposure to blood or other potentially infectious materials. The protective equipment will be considered appropriate only if it does not permit blood or other potentially infectious materials to pass through or reach the Athletic Trainers or Athletic Training Students' clothing, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time which the protective equipment will be used.

## Gloves

Gloves shall be worn where it is reasonably anticipated that Athletic Trainers or Athletic Training Students will have hand contact with blood, other potentially infectious materials, nonintact skin, and mucous membranes and when handling or touching contaminated items or surfaces. Disposable gloves are not to be washed or decontaminated for re-use and are to be replaced when they become contaminated or as soon as feasible if they are torn, punctured, or when their ability to function as a barrier is compromised. A proper glove removal technique is demonstrated at the annual bloodborne pathogens training session.

## Eye protection

Eye protection devices, such as goggles or glasses with solid side shield are to be worn whenever splashes, spray, splatter, or droplets of blood or other potentially infectious materials may be generated and eye contamination can reasonably be anticipated. Eye protection devices are located:

- Albright Health Center Athletic Training Room: HC 215; In the far left cabinet under the taping table.
- BB&T Arena Athletic Training Room: BOK 126;

## CPR masks

Each Athletic Trainers and Athletic training students are required to carry a CPR mask on them or be reasonably accessible to a CPR mask during athletic training duties. CPR masks are not to be washed or decontaminated for re-use and are to be replaced when they become contaminated or as soon as feasible if they are torn, punctured, or when their ability to function as a barrier is compromised.

- Albright Health Center Athletic Training Room: HC 215; In the far left cabinet under the taping table.
- BB&T Arena Athletic Training Room: BOK 126;

## E. Housekeeping

Athletic Training Room is to be maintained in a clean and sanitary condition. In order to facilitate this, a written schedule for cleaning is to be established. In addition to the scheduled cleaning, all equipment and work surface are to be cleaned and decontaminated after the completion of tasks or after spills of

blood or other potentially infectious materials. The Exposure Control Officer is responsible for setting up the cleaning and decontamination schedule and making sure it is achieved within the Northern Kentucky University Athletic Training Rooms.

#### F. Waste disposal

All infectious waste must be placed into closed and leak-proof infectious waste container with a red bag and a biohazard symbol. The infectious waste containers are located:

- Albright Health Center Athletic Training Room: By the office door of HC 215a
- BB&T Arena Athletic Training Room: By the office door of BOK 126a.
- NKU Soccer Complex Athletic Training Room: Next to the treatment table

#### Contaminated needles

Contaminated needles and other contaminated sharps should not be recapped, bent or broken purposely. Contaminated needles and any contaminated sharps must be placed in a sealed, puncture-resistant container, displaying a BIOHAZARD label, immediately or as soon as possible after use. When necessary, recapping must be completed by using a one-hand technique. The sharps containers are located:

- Albright Health Center Athletic Training Room Physician's Office: HC 215a (under the sink)
- BB&T Arena Athletic Training Room Physician's Office: BB&T 126b (under the sink)
- NKU Soccer Complex Athletic Training room: Next to the sink

The infectious waste container and sharp container should not exceed 75 percent full. Once the containers are close to 75 percent full, the Exposure Control Officer is responsible to report to Jeff Baker, Environmental Safety Coordinator at Northern Kentucky University located at MA 160, phone 859-572-6522 for Biohazard pick-up.

#### G. Labels

Stephanie James is responsible for ensuring that warning labels are affixed or red bags are used as required if regulated waste or contaminated equipment is brought into the facility. Employees are to notify Stephanie James if they discover regulated waste containers, contaminated equipment, etc., without proper labels.

#### VII. Hepatitis B vaccination

Hepatitis B vaccine prevents both HBV infection and Hepatitis B disease and has been available since 1982. Typical vaccination schedule are at 0, 1st month, and 6th month intervals. All Athletic Trainers, who have not received the Hepatitis B vaccination, are offered the vaccination at no cost within 10 working days of initial appointment. All Athletic Training Students are required to complete the Hepatitis B vaccination series at their own cost prior to their first field experience. Contraindication to

the vaccine are for those who have an allergy to yeast, who have had a previous Hepatitis B infection, who are pregnant, or who are currently undergoing immunosuppressive therapy. Vaccination is encouraged unless: 1) documentation exists that the employee has previously received the series; 2) antibody testing reveals that the employee is immune; or 3) medical evaluation shows that vaccination is contraindicated.

However, if an employee declines the vaccination, the employee must sign a declination form. Employees who decline may request and obtain the vaccination at a later date at no cost. Documentation of refusal of the vaccination is kept in the Albright Health Center Athletic Training Room Office 216.

#### VIII. Post-exposure action plan and evaluation

Athletic Trainers or Athletic Training Students are to report any exposure to blood or other potential infectious materials to the Exposure Control Officer, Stephanie James, at 859-5721489. Following the initial first aid (clean the wound, flush eyes or other mucous membranes, etc) the following activities will be performed:

The incident will be documented to include route of exposure, date and time, and circumstances relating to the incident. Information will remain confidential and be maintained in the individual's medical file. If possible, the identification of the source individual will be documented by the Exposure Control Officer. The Exposure Control Officer will contact the source individual or parent/guardian of minor and obtain consent for blood testing for HIV, HBV, and HCV status. The exposed Athletic Trainer or Athletic Training Student will be referred to a medical facility for blood testing as soon as consent is acquired. Once these procedures have been completed, an appointment is arranged for the exposed Athletic Trainer or Athletic Training Student with a qualified healthcare professional to discuss the medical status.

#### IX. Administration of Post-Exposure Evaluation and Follow-Up

Stephanie James and/or Molly Woods will ensure that the health care professional(s) responsible for the employee's hepatitis B vaccination and post-exposure evaluation and follow-up are given a copy of OSHA's bloodborne pathogens standard.

Stephanie James and/or Molly Woods will ensure that the healthcare professional evaluating an employee after an exposure incident receives the following:

- Description of the employee's job duties relevant to the exposure incident
- Route(s) of exposure
- Circumstances of exposure • If possible, results of the source individual's blood test
- Relevant employee medical records, including vaccination status

Stephanie James and/or Molly Woods will provide the employee with a copy of the evaluating health care professional's written opinion within 15 days after completion of the evaluation.

#### X. Procedures for Evaluating the Circumstances Surrounding an Exposure Incident

The Northern Kentucky University Sports Medicine Department will review the circumstances of all exposure incidents to determine:

- Engineering controls in use at the time
- Work practices followed
- Description of the device being used (including type and brand)
- Protective equipment or clothing that was used at the time of the exposure incident (gloves, eye shields, etc.)
- Location of the incident
- Procedure being performed when the incident occurred
- Employee's training

Stephanie James and/or Molly Woods will record all percutaneous injuries from contaminated sharps in a Sharps Injury Log (Appendix G).

If revisions to this ECP are necessary, Stephanie James and/or Molly Woods will ensure that appropriate changes are made.

#### XI. Employee Training

Bloodborne pathogens and hazardous material training will be conducted initially and annually by the Exposure Control Officer. All the athletic training students are required to attend the training prior to field experience. Documentation of all attendees for the training as well as the name and qualifications of the presenter are to be recorded and kept in AHC 216. Bloodborne pathogens and hazardous material training include the followings:

- OSHA standard for bloodborne pathogens (BBP)
- Epidemiology and symptomology of BBP
- Modes of transmission of BBP • Exposure Control Plan
- Tasks or procedure with exposure risks to blood and other infectious materials
- Engineering controls
- Personal protective equipment
- Laundry procedure
- Hand-washing technique
- Signs and labels
- Hepatitis B vaccination
- Post-exposure action plan
- Post-exposure evaluation and follow-up
- Q & A

## XII. Recordkeeping

### Training Records

Training records are completed for each employee upon completion of training. These documents will be kept for at least three years in the Albright Health Center Athletic Training Room Office 216. The training records include:

- the dates of the training sessions
- the contents or a summary of the training sessions
- the names and qualifications of persons conducting the training
- the names and job titles of all persons attending the training sessions

## XIII. Medical Records

Medical records are maintained for each employee with occupational exposure in accordance with 29 CFR 1910.1020, "Access to Employee Exposure and Medical Records."

Stephanie James is responsible for maintenance of the required medical records. These confidential records are kept in Albright Health Center Athletic Training Room Office 216 for at least the duration of employment plus 30 years.

Employee medical records are provided upon request of the employee or to anyone having written consent of the employee within 15 working days. Such requests should be sent to Northern Kentucky Sports Medicine Department, HC 218 Nunn Drive, Highland Heights, KY 41076.

### Sharps Injury Log

In addition to the 1904 Recordkeeping Requirements, all percutaneous injuries from contaminated sharps are also recorded in a Sharps Injury Log. All incidences must include at least:

- Date of the injury
- Type and brand of the device involved (syringe, suture needle)
- Department or work area where the incident occurred
- Explanation of how the incident occurred.

This log is reviewed as part of the annual program evaluation and maintained for at least five years following the end of the calendar year covered. If a copy is requested by anyone, it must have any personal identifiers removed from the report. See appendix G.



Appendix B:  
Northern Kentucky University  
Hepatitis B Vaccine Refusal Form (ATS)  
Revised January 2014

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

SSN: \_\_\_\_\_

I understand that due to my occupational exposure to blood or other potential infectious materials I may be at risk of acquiring Hepatitis B virus infection. I have been informed of the risk of Hepatitis B infection and that NKU-ATEP requires Athletic Training Students to complete the Hepatitis B vaccination prior to the first field experience. However, I refuse the Hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B.

\_\_\_\_\_  
Athletic Training Student Signature                      Date

\_\_\_\_\_  
Exposure Control Officer's Signature                      Date

Appendix C  
Northern Kentucky University  
Incident Information Form  
For an Occupational Bloodborne Pathogens Exposure  
Revised January 2014

Note to Preceptor or Supervisor: Print this form and ensure a completed copy is delivered to NKU's Jeff Baker at the Safety and Environmental Office; MA 160, (859)-572-6522.

Workers Compensation Insurance Information: A blood exposure to a NKU employee or athletic training student is covered under the university's policy. If you or the health care agency have any questions, contact the exposure control officer, Stephanie James, at (859)-572-1489.

**Exposed Individual's Information**

Check one:  Employee  Student                      Report Date: \_\_\_\_\_  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_                      Social Security Number: \_\_\_\_\_

**Exposure Information**

Exposure Date: \_\_\_\_\_                      Exposure Time: \_\_\_\_\_

Facility and specific location within it where the incident occurred (room, etc):  
\_\_\_\_\_  
\_\_\_\_\_

Type and model of device involved in the incident (needle, lancet, etc): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Type of protection equipment used (gloves, goggles, etc): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Route of exposure (stick, splash, etc) and circumstances under which exposure occurred:  
\_\_\_\_\_  
\_\_\_\_\_

Tell how this type of exposure can be prevented: (use additional sheet if needed.):

---

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**Program/ Department Information**

NKU sport assignment: \_\_\_\_\_

Basic job description/ duties: \_\_\_\_\_

---

Supervisor/ Preceptor: \_\_\_\_\_

Supervisor/ Preceptor's Phone: \_\_\_\_\_

Appendix D  
 Northern Kentucky University  
 Post-Exposure Evaluation and Follow-Up Checklist  
 Revised January 2014

The following steps must be taken, and information transmitted, in the case of an exposure to Bloodborne Pathogens:

<u>Activity</u>	<u>Completion Date</u>
<ul style="list-style-type: none"> <li>• Athletic trainer or athletic training student furnished with documentation regarding exposure incident</li> </ul>	_____
<ul style="list-style-type: none"> <li>• Source individual identified            ( _____ )  <i>Source Individual</i></li> </ul>	_____
<ul style="list-style-type: none"> <li>• Source individual's blood tested and results given to exposed employee            _____ Consent has not been able to be obtained</li> </ul>	_____
<ul style="list-style-type: none"> <li>• Exposed employee's blood collected and tested</li> </ul>	_____
<ul style="list-style-type: none"> <li>• Appointment arranged for employee with healthcare professional.            ( _____ )  <i>Professional's Name</i></li> </ul>	_____
Documentation forwarded to healthcare professional:	_____
_____ Bloodborne pathogens standard	
_____ Description of exposed employee's duties	
_____ Description of exposure incident, including routes of exposure	
_____ Result of source individual's blood testing	
_____ Employee's medical records	

Appendix E  
Northern Kentucky University  
Refusal of Post-Exposure Medical Evaluation  
for Bloodborne Pathogen Exposure  
Revised January 2014

Supervisor or Clinical Instructor: Print and complete this form only if the exposed individual refuses post-exposure medical evaluation by a health care professional. Send a copy to Jeff Baker at the Safety and Environmental Office; MA 160, (859)-572-6522.

**Exposed Individual Information**

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

NKU Sport Assignment: \_\_\_\_\_

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

Social Security Number: \_\_\_\_\_

**Exposure Information**

Facility where the incident occurred: \_\_\_\_\_

Type of Protection equipment used (gloves, eye protection, etc.): \_\_\_\_\_

Describe how you were exposed: \_\_\_\_\_

\_\_\_\_\_

Tell how this type of exposure can be prevented: \_\_\_\_\_

\_\_\_\_\_

**Statement of Understanding**

I have been fully trained in NKU's Exposure Control Plan, and I understand I may have contracted an infectious disease such as HIV, HCV or HBV. I also understand the implications of contracting these diseases.

I have been offered follow-up medical testing free of charge by my employer to determine whether or not I have contracted an infectious disease such as HIV, HCV, or HBV. I have also been offered follow-up medical care in the form of counseling and medical evaluation of any acute febrile illness (new illness accompanied by fever) that occurs within twelve weeks postexposure.

Despite all the information I have received, for personal reasons, I freely decline this postexposure evaluation and follow-up care.

Exposed Individual's Signature: \_\_\_\_\_

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

Witness Name: \_\_\_\_\_

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

Appendix F  
Northern Kentucky University  
Source Individual's Consent or Refusal Form  
For HIV, HBV, and HCV Infectivity Testing  
Revised January 2014

Source Individual is the person whose blood or body fluids provided the source of this exposure.

Note: Print this form and ensure a completed copy is delivered to NKU's Jeff Baker at the Safety and Environmental Office; MA 160, (859)-572-6522.

**Exposed Individual's Information**

Name (please print): \_\_\_\_\_

Sport Assignment: \_\_\_\_\_

Phone: \_\_\_\_\_

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

**Source Individual's Statement of Understanding**

I understand that employers are required by law to attempt to obtain consent for HIV, HBV, and HCV infectivity testing each time an athletic trainer or athletic training student is exposed to the blood or bodily fluids of any individual. I understand that a NKU athletic trainer or athletic training student has been accidentally exposed to my blood or bodily fluids and that testing for

HIV, HBV, and HCV infectivity is requested. I am not required to give my consent, but if I do, my blood will be tested for these viruses at no expense to me.

I have been informed that the test to detect whether or not I have HIV antibodies is not completely reliable. This test can produce a false positive result when an HIV antibody is not present and that follow-up tests may be required.

I understand that the results of these tests will be kept confidential and will only be released to medical personnel directly responsible for my care and treatment, to the exposed health care worker for his or her medical benefit only and to others only as required by law.

**Consent or Refusal & Signature**

I hereby consent to:

HIV Testing \_\_\_\_\_

HBV Testing \_\_\_\_\_

HCV Testing \_\_\_\_\_

I hereby refuse consent to:

HIV Testing \_\_\_\_\_

HBV Testing \_\_\_\_\_

HCV Testing \_\_\_\_\_

**Source Individual Identification**

Source individual's printed name: \_\_\_\_\_

Source individual's signature: \_\_\_\_\_

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

Relationship (if signed by person other than the source individual): \_\_\_\_\_

Appendix G  
Northern Kentucky University  
Sharps Injury Log  
Revised January 2014

Year: 20\_\_\_\_

Date	Type of Device	Brand Name of Device	Bldg/Rm where injury occurred	Brief description of how the incident happened



# **Appendix D**

## **MSAT Forms**

## Northern Kentucky University

### Athletic Training Program

#### Technical Standards

The Athletic Training Program (ATP) at Northern Kentucky University is a rigorous and intense program that places specific requirements and demands on the students enrolled in the program. An objective of this program is to prepare graduates to enter a variety of employment settings and to render care to a wide spectrum of individuals engaged in physical activity. The technical standards set forth by the Athletic Training Program establish the essential qualities considered necessary for students admitted to this program to achieve the knowledge, skills, and competencies of an entry-level athletic trainer, and meet the expectations of the program's accrediting agency (Commission on Accredited of Athletic Training Education [CAATE]). The following abilities and expectations must be met by all students admitted, retained and graduated from NKU ATP. In the event a student is unable to fulfill these technical standards, with or without reasonable accommodation, the student will not be admitted or allowed to continue in the ATP.

Compliance with the program's technical standards does not guarantee a student's eligibility for the BOC certification exam.

Candidates for selection to the Athletic Training Program must demonstrate:

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

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 reasonable academic or physical accommodations**, they can meet the standards.

**Students with disabilities must register and document their disability with the Office of Testing and Disability Services complying with section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Students with disabilities must meet the essential elements for the Technical Standards for the Athletic Training Educational Program with reasonable academic and physical accommodations.**

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 essential elements** of the educational process of the student or the institution, including all coursework, clinical experiences and internships deemed essential 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.

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

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Alternative statement for students requesting reasonable academic or physical 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 the essential elements** of these standards with **reasonable academic and physical** accommodations. **I will contact the Office of Testing and Disability Services and verify and document my disability** to determine **what reasonable academic or physical** accommodations may be available. I understand that if I am unable to meet these technical standards with or without accommodations, I will not be admitted into the program.

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

Signature \_\_\_\_\_ Date \_\_\_\_\_

## HEPATITIS B INFORMATION

I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring the hepatitis B virus (HBV) infection. I know and understand the information regarding hepatitis B infection and the methods and benefits for the hepatitis B vaccination. Currently, NKU does not offer the vaccine free of charge to pre-athletic training or athletic training students, but I am aware of the cost and where the vaccine is administered. I am also aware the HBV vaccine is required for ATP admission.

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

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Medical Confidentiality and HIPAA

As an athletic training student, you will be exposed to variety sources of protected health information (PHI) regarding patients and student athletes.

Sources of PHI:

1. Patient reports (verbal, print, digital)
2. Medical documentation (print, digital)
3. Discussion between members of the Sports Medicine team (verbal)
4. Witness (visual), etc.

As an athletic training student, you are responsible for maintaining the confidentiality of any PHI you are exposed to during your clinical practicum hours. This requirement is mandated by numerous laws and organizations.

Mandates for confidentiality:

1. The Hippocratic Oath
  - I will respect the privacy of my patients, for their problems are not disclosed to me that the world may know.
2. Clinical Site and Athletic Training Program (ATP) Policies
3. State and Federal Laws
  - A. HIPAA
    - The Health Insurance Portability and Accountability Act of 1996 (HIPAA), was the result of efforts by the Clinton Administration and congressional healthcare reform proponents to reform healthcare. The goals and objectives of this legislation are to streamline industry inefficiencies, reduce paperwork, make it easier to detect and prosecute fraud and abuse, and enable workers of all professions to change jobs, even if they (or family members) had pre-existing medical conditions.
    - The HIPAA legislation had four primary objectives:
      1. Assure health insurance portability by eliminating job-lock due to pre-existing medical conditions
      2. Reduce healthcare fraud and abuse
      3. Enforce standards for health information
      4. Guarantee security and privacy of health information

Release or discussion of PHI is absolutely prohibited without the permission of the patient and your supervising ATC (or other supervising medical personnel). Failure to adhere to these standards can result in severe penalties of either civil or criminal nature.

Possible penalties for violation of patient confidentiality:

1. Dismissal from the ATP
2. Criminal fines and/or jail time
3. Civil penalties of a monetary nature

I have read and understand the above information.

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Student-Signature

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Date

## Medical Confidentiality Form

As an athletic training student, you are acting as an agent of the clinical site. This means that you will be exposed to confidential and protected health information about patients and students-athletes. State and Federal laws and University policies all require that you maintain the confidentiality of any protected health information that you see, hear, or read about patients and student-athletes during your job as an athletic training student. You are not permitted to discuss or reveal confidential information with others without the direct permission of the patient or student-athlete as well the approval of the supervising athletic trainer or other supervising medical personnel. Further, you are required to abide by all policies and follow all procedures set forth by the clinical site for the purpose of protecting patient confidentiality. Failure to do so may result in your dismissal from the NKU Athletic Training Program and may expose you to criminal and or civil liability.

I understand that during my participation in the Athletic Training Program I may be exposed to confidential medical information regarding patients and student-athletes at clinical sites. I agree to abide by all Federal and State laws and University policies to maintain patient confidentiality. I understand that if I fail to adhere to these laws, policies, and procedures that I may be subject to dismissal from the program and/or civil and criminal penalties as required by law.

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

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Understanding FERPA

The **Family Educational Rights and Privacy Act (FERPA)** is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students" with the following rights:

1. The right to inspect their education records.
2. The right to request an amendment to their records if the student believes the records are inaccurate.
3. The right to control disclosures of their records except to the extent that FERPA authorizes disclosure without consent.

The term "education records" is defined as those records that are:

1. Directly related to a student
2. Maintained by an educational agency or institution or by a party acting for the agency or institution.

Student health records, including immunization records, maintained by an educational agency or institution (such as by an elementary or secondary school nurse) would generally constitute education records subject to FERPA.

The term "treatment records" is defined as: records on a student who is eighteen years of age or older, which are made or maintained by a medical professional, and which are used only in connection with the provision of treatment to the student, and are not available to anyone other than persons providing such treatment, except that such records can be personally reviewed by a physician or other appropriate professional of the student's choice

It is incumbent on each AT to discuss with their administrators, legal counsel and supervising physician how each of these laws affect their level of documentation and to whom and how they can release protected medical information. Established and agreed upon written policy and procedures regarding how an AT is expected to manage information protected under HIPAA and FERPA should be developed at the organizational level.

I have read and understand the above information.

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Student Signature

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Date

### **Blood-Borne Pathogen and Post-Exposure Plan Signature Form**

I have read NKU's Blood-Borne Pathogen and Post-Exposure Plan in Appendix C of the MSAT Student Handbook. I understand the policies related to blood-borne pathogens, communicable/infectious diseases and proper workplace practices and use of standard precautions. I also understand the steps to take if exposed to blood or other infectious materials.

I also understand that each clinical site will have their own Blood-Borne Pathogen and Post-Exposure Plan and that it is my responsibility to meet with my preceptor before beginning the clinical rotation to review and understand the Blood-Borne-Pathogen and Post-Exposure Plan for that site.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**Northern Kentucky University  
Athletic Training Program  
Signatory Page**

I have read and understand the Northern Kentucky University Athletic Training Program Handbook and the NATA Code of Ethics. I understand that as a graduate student of Northern Kentucky University, I am required to follow policies of the University, as well as those outlined in the Graduate Catalog and Master of Science in Athletic Training Program Handbook. I recognize that any violation of any of these policies can be grounds for suspension or removal from the Athletic Training Program and/or the University.

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

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Annual Blood-Borne Pathogen Training

I have read and understand the St. Elizabeth Healthcare Infection Control Modules and have successfully completed the quiz associated with those modules.

I have attended the Athletic Training In-Service and understand the Blood-Borne Pathogen Policy and Post Exposure Plan and completed the annual Blood-Borne Pathogen and Hazardous Material Training.

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Name (print)

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Signature

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Date