MASTER OF SCIENCE IN
ATHLETIC TRAINING PROGRAM
GRADUATE STUDENT HANDBOOK
2016-2017

Weber State University
Ogden, Utah

Valerie W. Herzog, EdD, LAT, ATC - Graduate Athletic Training Program Director
Matt Donahue, PhD, LAT, ATC - Undergraduate Athletic Training Program Director
Collin Herb, PhD, LAT, ATC - Clinical Education Coordinator
Conrad Gabler, PhD, LAT, ATC – Assistant Professor of Athletic Training
Hannah Stedge, MS, LAT, ATC – Athletic Training Instructor
# Table of Contents

History........................................................................................................................................ 4  
Mission....................................................................................................................................... 5  
Overarching Goals ..................................................................................................................... 5  
MSAT CURRICULUM ................................................................................................................. 6  
  Post-Admission Requirements .................................................................................................. 6  
  Retention Requirements ........................................................................................................... 6  
  Advisement ............................................................................................................................... 7  
  Transfer Credits ....................................................................................................................... 7  
  Failure of a Course .................................................................................................................. 7  
  Leave of Absence .................................................................................................................... 8  
Prerequisite Course Requirements for MSAT ............................................................................ 8  
2 Year Curriculum Sequence .................................................................................................... 10  
Graduation Requirements .......................................................................................................... 11  
  Academic Attendance in MSAT Courses .............................................................................. 11  
  Grading Scale ......................................................................................................................... 11  
  Academic Counseling ............................................................................................................ 12  
  Scholarships ............................................................................................................................ 12  
  Academic Integrity .................................................................................................................. 13  
  Harassment/Discrimination ..................................................................................................... 13  
ATN Department Student Conduct Policy .............................................................................. 14  
  Grounds for Suspension or Dismissal ...................................................................................... 16  
Professional Organizations ...................................................................................................... 16  
Graduate Athletic Training Student Organization (GATSO) ..................................................... 17  
MSAT Clinical Education Experience ....................................................................................... 18  
  Preceptors (Clinical Instructors) ............................................................................................ 18  
  Clinical Attendance ................................................................................................................. 18  
  Changing your Clinical Assignment ........................................................................................ 20  
  Clinical Education Guidelines ................................................................................................. 21  
  Clinical Rotation Length and Hours ....................................................................................... 22  
  Internships and Summer Camps ............................................................................................. 23  
  Clinical Rotation Assignments ............................................................................................... 23  
  General Medical Rotation ....................................................................................................... 24  
  Liability Insurance ................................................................................................................ 24  
  Clinical Rotations during semester or Winter breaks .............................................................. 24  
  Clinical Rotation Evaluations ................................................................................................. 25  
  Mid-rotation Preceptor/Student Meeting ............................................................................. 25  
  Transportation to Clinical Education Experiences ................................................................ 26  
  Transportation of an Ill or Injured Patient ........................................................................... 26  
  Cell Phones ............................................................................................................................. 26  
  Dress Code ............................................................................................................................. 27  
  Name Tags .............................................................................................................................. 28  
  Dress Code Violation ............................................................................................................ 29  
  Clinical Education Penalties (Clinical Probation) ................................................................. 29  
Professional Development Unit (PDU) Program ..................................................................... 30
HIPAA, Confidentiality, Privacy, and Security ................................................................. 34
Romantic Relationships with Athletes ............................................................................ 36
Grievance Procedure ...................................................................................................... 37
Communicable Diseases .................................................................................................. 38
Participation in Extracurricular Activities ...................................................................... 39
Policies and Procedures .................................................................................................. 39
APPENDIX A ...................................................................................................................... 40
  Technical Standards Form .............................................................................................. 40
  Immunization Requirements ......................................................................................... 40
  Technical Standards Criteria .......................................................................................... 41
APPENDIX B ...................................................................................................................... 45
  WSU Bloodborne Pathogens Post-Exposure Procedures and Forms............................... 45
Bloodborne Pathogens Post-Exposure Procedures & Forms ............................................ 46
  Introduction .................................................................................................................. 46
  What is an occupational bloodborne pathogen exposure? ............................................. 46
  What are the possible exposure methods? ..................................................................... 46
  Post Exposure Procedures ............................................................................................ 46
  What are the exposed bloodborne individual's responsibilities? .................................. 47
  What are the responsibilities of the department? ......................................................... 48
  What are the responsibilities of the supervisor? ............................................................. 48
  Forms ............................................................................................................................. 48
APPENDIX C ...................................................................................................................... 49
  Criminal Background Check Policy .............................................................................. 49
  Drug Testing Policy ....................................................................................................... 49
  Possession or Sale of Controlled Substances and Financial Aid: ................................ 57
APPENDIX D ...................................................................................................................... 59
  Clinical Education Guidelines ...................................................................................... 59
APPENDIX E ...................................................................................................................... 62
  Change of Clinical Assignment Form .......................................................................... 62
APPENDIX F ...................................................................................................................... 64
  Confidentiality, Privacy, and Security Agreement .......................................................... 64
APPENDIX G ...................................................................................................................... 67
  Student Conference Report Form .................................................................................. 67
APPENDIX H ...................................................................................................................... 69
  Varsity/Club Athletic Participation by Athletic Training Students .................................. 69
APPENDIX I ...................................................................................................................... 71
  Glossary of Terms ........................................................................................................ 71
  Student Agreement ........................................................................................................ 73

Note: The Athletic Training faculty reserve the right to make necessary changes with regard to
the student handbook. Students will be notified of any changes or additions. The Graduate
Athletic Training Program Director will make final decisions in disputes over interpretations.
Revised 8/02/2016
MASTER OF SCIENCE IN ATHLETIC TRAINING PROGRAM

History
The Weber State University Master of Science in Athletic Training Education Program (MSAT) was approved by the State of Utah Board of Regents in July 2007. The first class of graduate students began in the Fall 2008 semester. The program was awarded national accreditation by the Commission on Accreditation of Athletic Training Education (CAATE) in March of 2010 and reaccredited in 2015. Graduates are eligible for the Board of Certification (BOC) examination and an athletic training license in Utah. The program is specifically designed for those students who have already obtained a bachelor’s degree in an allied health or exercise science field. Students with bachelor’s degrees in other fields may enter the program after satisfying prerequisite course work.

The Master of Science in Athletic Training Program provides students with knowledge and skills in the prevention, evaluation, treatment, and rehabilitation of musculoskeletal injuries and general medical conditions. The program covers the educational competencies and clinical proficiencies established by the National Athletic Trainers' Association (NATA) Education Council. Students will be prepared for a variety of career settings at the secondary school, college, university and private/clinical settings. The Master of Science in Athletic Training Program at Weber State University is housed in the Department of Athletic Training and Nutrition (ATN) in the Jerry & Vickie Moyes College of Education.
Mission

The mission of the Weber State University Master of Science in Athletic Training Program is to provide a quality educational and research experience for students. Graduate students are presented with didactic and psychomotor experiences that will lead them to being able to exercise sound ethical judgment, achieve satisfying careers, and make positive contributions to their communities. In addition, the MSAT guides the student on the journey to become a lifelong learner through obligatory professional continuing education.

Overarching Goals

The MSAT curriculum is designed to:

• Prepare the student to meet the educational competencies and clinical proficiencies necessary to be eligible to sit for the Board of Certification (BOC) examination.
• Provide a research experience for the students to produce graduates that can both conduct research as well as be educated consumers of published research.
• Prepare students to seek entrance into doctoral programs such as athletic training, sports psychology, kinesiology, and exercise physiology.
• Provide an individualized clinical plan for each student based on:
  o the student’s personal and professional interests
  o providing the students with a variety of experiences and preceptors
  o the accreditation clinical education standards
The WSU Master of Science in Athletic Training (MSAT) degree is designed to enable students with a bachelor’s degree in an area other than athletic training to obtain eligibility for the Board of Certification (BOC) examination. This program is accredited by the Commission on Accreditation of Athletic Training Education (CAATE). Graduates of the MSAT are eligible for the Board of Certification (BOC) examination.

The program provides students with knowledge and skills in the prevention, evaluation, treatment, and rehabilitation of musculoskeletal injuries and general medical conditions. The Master of Science in Athletic Training program is specifically designed to prepare students for a career as a certified athletic trainer. Athletic trainers are currently employed in colleges and universities, public and private high schools, corporations, physical therapy clinics, professional organizations, the military, factories, and hospitals (www.nata.org - National Athletic Trainers’ Association).

**Post-Admission Requirements**

After formal admission to the Athletic Training Master’s degree program, students are required to complete an FBI background check and drug test. The WSU Master of Science in Athletic Training Program enters into Affiliation Agreements with multiple healthcare facilities and schools throughout the state. These agreements provide WSU MSAT students and faculty authorized access to facility resources and patients. In response to stipulations contained within one or more of these Agreements, the WSU MSAT requires students admitted to the program to submit to an FBI level criminal background check as well as a urine drug test. This screening process has been mandated by the WSU MSAT in an effort to more effectively protect the safety and well-being of the patients, clients, and residents of those facilities, and is fully supported by the Department of Health Promotion and Human Performance and the MSAT faculty.

Both the background check and the drug test will be completed during the student’s first semester. The expenses (approximately $80) will be paid for by the student. The detailed drug testing and background check policies can be found in Appendix C.

**Retention Requirements**

After students are selected into the MSAT, retention in the program will be based on the following criteria:
- Grade “B-” or better in all required courses (includes Graduate Practicum courses).
- Maintain an overall Weber State University Graduate GPA of 3.0.
- Adhere to WSU Athletic Training Policies and Procedures.
- Adhere to MSAT Athletic Training Student Handbook Policies.
Students who fail to meet the retention criteria will be placed on probation in the MSAT program for one semester. If standards are not met by the end of the probationary period, the student will be dismissed from the program. Students who receive a grade lower than a “B-” in any required course (MSAT course or pre-requisite course) must repeat that course and receive a grade of “B-” for MSAT courses, or a “C” for pre-requisite courses, or higher to remain in the program. Failure to repeat the course (when offered) will result in dismissal from the program. Athletic Training Policies and Procedures are available in the MS Athletic Training Student Handbook. Students who receive a grade lower than a “B-” in two or more MSAT or pre-requisite courses will be dismissed from the program.

Advisement

Students enrolled in the MSAT program will be assigned a faculty advisor. Students will be required to meet with their faculty advisor at least once a semester but will be encouraged to engage in dialogue when necessary regarding academic success, clinical assignments, and/or personal or professional issues.

Transfer Credits

In compliance with the Higher Education Act, Weber State University only accepts transfer credit from regionally accredited colleges and universities.

Students who have completed graduate athletic training coursework at another CAATE-accredited entry-level master’s program may apply for up to 9 transfer credits. The transfer of graduate credits from non-CAATE-accredited programs will be considered on a case-by-case basis. Approval of all transfer credits requires an official transcript, a copy of the course syllabus, and approval by the WSU MSAT Program Director.

Failure of a Course

- Students must earn a “B-” or better in all required MSAT courses and a C or better in all pre-requisite courses. Any grade lower than a B- for MSAT courses or a C for pre-requisite courses will be considered a failure of the course.
- Students who fail any required MSAT or prerequisite course will be placed on probation in the MSAT for one semester. If standards are not met by the end of the probationary period, the student will be dismissed from the program. Students who receive any failing grade (as defined above) in a required MSAT or pre-requisite course must repeat that course and receive a passing grade to remain in the MSAT Program. Failure to repeat the course (when offered) will result in dismissal from the program.
- Failure of 2 required courses and/or failure of the same MSAT or prerequisite course twice may result in dismissal from the MSAT program at the discretion of the Program Director.
- Incomplete grades in Graduate Practicum courses must be completed before taking another Graduate Practicum course.
- Students may repeat required courses only one time. Students who do have been dismissed from the MSAT Program must re-apply for admission to the MSAT.
**Leave of Absence**

Students may need to take a leave of absence due to illness, injury, religious missions, military assignments, or other personal issues. Students who do so must submit a request in writing to the MSAT Director. If the time period is longer than one calendar year, the student must retake both the final written and oral/practical exam from the last clinical application course completed. If the student scores 80% or higher on both exams, he/she will be allowed to continue their course of study as scheduled. However, if the student does not earn the minimum score on both exams, remediation will be required. The MSAT faculty will develop a remediation plan which will include independent study, additional examinations, and/or retaking of required courses. Remediation must be completed prior to continuing with the student's AT major coursework.

It is not in the student's best interest to continue matriculating through the program if they have not retained the knowledge from previous courses. Our goal is to maximize the student's ability to succeed in both future coursework and on the BOC certification examination.

**Prerequisite Course Requirements for MSAT**

Required Prerequisite Courses (31 credit hours)
(or equivalent courses - syllabi or catalog course description required)

* AT 2300 Emergency Response (3)
* HLTH SS1030 Healthy Lifestyles (3)
* NUTR LS1020 Foundations in Nutrition (3)
* PEP 3280 Teaching Neuromuscular Conditioning (2)
* PEP 3500 Kinesiology/Biomechanics (3)
* PEP 3510 Exercise Physiology (3)
* PSY SS1010 Introductory Psychology (3)
* ZOOL 2100 Human Anatomy with Lab (4)
* ZOOL 2200 Human Physiology with Lab (4)
* PHYS 1010 PS - Elementary Physics Credits: (3)
* CHEM 1010 PS - Introductory Chemistry Credits: (3)  (recommended, but not required)

Course Requirements for MSAT (54 credit hours)

Didactic Courses
  * MSAT 6080 Research Methods I (3)
  * MSAT 6085 Research Methods II (3)
  * MSAT 6090 Research Methods III (3)
  * MSAT 6200 Psychology of Sport, Injury, and Rehabilitation (3)
  * MSAT 6300 Orthopedic Assessment - Lower (3)
  * MSAT 6301 Orthopedic Assessment - Upper (3)
  * MSAT 6350 General Medical Conditions and Advances in Athletic Training (3)
* MSAT 6400 Basic Modalities (3)
* MSAT 6401 Advanced Modalities (3)
* MSAT 6431 Orthopedic Taping, Wrapping, & Bracing (1)
* MSAT 6450 Basic Rehabilitation (3)
* MSAT 6451 Advanced Rehabilitation (3)
* MSAT 6600 Athletic Training Management (3)
* MSAT 6700 Advanced Diagnostic Imaging for the Athletic Training Profession (1)
* MSAT 6998 Master's Board of Certification (BOC) Exam Preparation (1)

**Clinical Courses**
- MSAT 6500 Introduction to Graduate Athletic Training (2)
- MSAT 6501 Graduate Practicum I (2)
- MSAT 6502 Graduate Practicum II (3)
- MSAT 6503 Graduate Practicum III (3)
- MSAT 6504 Graduate Practicum IV (3)

**Electives (must choose one):**

- MSAT 6750 - Evidence-Based Evaluation and Treatment of the SI Joint and Spine **Credits: (2)**
- MSAT 6999 - Critical Thinking for Musculoskeletal Injury Management **Credits: (1)**

**Optional Elective:**

- MSAT 6095 - Research Methods IV **Credits: (1-3)**

See the online WSU Catalog for a complete list of course descriptions.  
## 2 Year Curriculum Sequence

### Fall Semester 2016 (year 1)
- (2) MSAT 6500 – Intro to Graduate AT
- (3) MSAT 6300 – Ortho Assess – Lower Ext.
- (3) MSAT 6301 – Ortho Assess – Upper Ext.
- (3) MSAT 6080 - Research Methods I
- (1) MSAT 6431 - Orthopedic Taping & Bracing (1st 7 weeks)

| Total: 11 |

### Spring Semester 2017 (year 1)
- (2) MSAT 6501 – Graduate Practicum I
- (3) MSAT 6450 – Basic Rehab
- (3) MSAT 6400 - Basic Modalities
- (2) MSAT 6085 - Research Methods II

| Total: 11 |

### Summer Semester 2017 (year 1)
- (3) MSAT 6502 - Graduate Practicum II
- (3) MSAT 6451 – Adv. Rehab.
- (3) MSAT 6401 - Advanced Modalities

| Total: 9 |

### Fall Semester 2017 (year 2)
- (3) MSAT 6200 – Sport Psychology
- (3) MSAT 6503 - Graduate Practicum III
- (3) MSAT 6350 – General Medical - AT
- (3) MSAT 6090 - Research Methods III

| Total: 12 |

### Spring Semester 2018 (year 2)
- (3) MSAT 6504 - Graduate Practicum IV
- (3) MSAT 6600 - Management
- (1) MSAT 6998 – Exam Prep
- (1) MSAT 6700 – Advanced Diag. Imaging
- (1-3) MSAT 6095 – Research Methods IV
- (2) MSAT 6750 - Spine OR (1) MSAT 6999

| Total: 9-13 |
Graduation Requirements

To complete the Master of Science in Athletic Training degree, the student must meet the below criteria:

1. Grade "B-" or better in all MSAT courses (includes clinical courses).
3. Adhere to MSAT Student Handbook policies.
4. Successfully complete all proficiencies.

(NOTE: the student is responsible for completing courses in MSAT and for fulfilling all requirements for graduation.)

Academic Attendance in MSAT Courses

The Weber State University MSAT faculty expect students to attend all classes for which they have registered. Registration in a course is regarded as an agreement between the student and the institution, the fulfillment of which depends on regular and punctual class attendance. The attendance policy will be clearly stated in each MSAT course syllabus by the respective faculty member. If there is to be an unavoidable absence, the student should inform the instructor in advance and be responsible for making up all work that is missed regardless of the reason for the absence.

Students and faculty are expected to be on time for all MSAT courses. Students must wait ten (10) minutes for the MSAT instructor to arrive and start the scheduled class. If the instructor does not appear after ten minutes, the students are excused UNLESS prior arrangements have been made by the instructor.

Grading Scale

The specific details of how a student is to earn a certain grade in his/her classes will be explained by the instructor at the beginning of each class each semester, and outlined in each course syllabus.

Students must earn a minimum of an 80% on all final written and oral/practical exams given in the graduate practicum courses.
Academic Advising

Each student should meet with the Graduate AT Program Director/advisor at least once per semester, prior to registering for the following semester.

Students are encouraged to utilize their faculty advisor for more than just course scheduling. All faculty members in the MSAT Program have an "open door policy" whereby students can utilize them for discussions regarding academic and/or personal problems, career counseling, etc.

During the pre-registration period, students should make an appointment with the Graduate AT PD to schedule classes. It is extremely important that MSAT students have very thorough academic advising because of the strict sequence of courses. Failure to consistently meet with one's advisor could possibly create a situation where the student has to stay an extra semester or year to take the course(s) he/she missed. Therefore, it is the student's responsibility to meet with his/her athletic training advisor a minimum of one time per semester, and to keep abreast of course and curriculum offerings and changes.

Scholarships

There are two different scholarships that are awarded to Athletic Training Students by the WSU MSAT. Applications become available during each spring semester. Total amount awarded varies per year based on the funds provided by the Utah Legislature.

Tuition Waivers:
Based on Overall GPA and Financial Need.
Utah Residents only.

Out-of-state Tuition Differential Scholarships:
Available for both years of the program for academically qualified students. Students must have an undergraduate cumulative GPA of 3.2 with most consideration given to the last 60 credit hours. Students with a lower GPA, but significant work experience will be considered as well. If interested, simply indicate on your application that you wish to be considered. Non-Utah Residents only.

Other scholarships for athletic training students are available annually through outside entities. The faculty will assist those students interested in applying for any or all of the following:

Big Sky Conference Football Officials Athletic Training Student Scholarship - applications are due in May each year.

National Athletic Trainers' Association Research and Education Foundation Entry-level Athletic Training Student Scholarship - applications are due in February each year.
Applicants must be members of the NATA by the previous November and renew their NATA membership in the year in which they apply. See their website for more details.
Academic Integrity

Cheating and other forms of academic dishonesty will NOT be tolerated. The policy of the Weber State University Student Code, found at http://weber.edu/ppm/6-22.htm will be enforced. Any individual caught cheating on examinations and/or assignments or plagiarizing will receive an automatic “E” for their final grade in the course. Furthermore, a letter will go into the student’s file describing the situation.

Students have a special responsibility to academic standards, since Weber State University is an academic institution. Academic dishonesty is a particularly serious offense. Academic dishonesty is defined as, but not limited to:

- Giving or receiving help with intent to falsely represent one’s work
- Plagiarizing (A willful misrepresentation of another person’s work as one’s own.)
- The use (or appearance of use) of notes, books, cell phones, cameras, or any other unauthorized sources during tests of any kind, unless specific instructions are given permitting such use.
- Altering the record of any grade in any grade book or record.
- Any other type of misconduct, offense or manifestation of dishonesty or unfairness in relation to academic work.
- Unauthorized possession of a test prior to, during or after the administration of a test.
- Defacing, mutilating, destroying, modifying, stealing, hiding or in any other way inhibiting or preventing access by others to library materials or databases.
- Falsely documenting clinical hours.
- Falsifying research data.

Harassment/Discrimination

Weber State University is committed to providing an environment free from harassment and other forms of discrimination based upon race, color, ethnic background, national origin, religion, creed, age, lack of American citizenship, disability, status of veteran of the Vietnam era, sexual orientation or preference, gender or gender identity, including sexual/gender harassment. Such an environment is a necessary part of a healthy learning and working atmosphere because such discrimination undermines the sense of human dignity and sense of belonging of all people in the environment. Thus, students in this program should practice professional deportment, and avoid treating others in a manner that is demeaning or derisive in any respect.

While diverse viewpoints and opinions are welcome in this program, in expressing them, we will practice the mutual deference so important in the world of work. Thus, while we encourage you to share your opinions, when appropriate, you will be expected to do so in a manner that is respectful towards others, even when you disagree with them.

If you have questions regarding the university’s policy against discrimination and harassment you may contact the university’s AA/EO office (801-626-6239) or visit its website: http://www.weber.edu/aaeo
ATN Department Student Conduct Policy WSU
Department of Health Promotion and Human Performance (HPHP)
Student Conduct Policy

I. INTENT: The intent of this policy is to ensure the maintenance of academic, professional, and ethical standards as well as the physical and emotional health and safety of ATN students, faculty, staff, and administrators.

II. AUDIENCE:
   a. This policy applies to all students enrolled in any major, minor, or course offered by the ATN department whether face to face, online, hybrid, distance learning, or Ednet.
   b. It applies to all modes of interaction including face to face, email, discussion posts, and chat rooms. Such interactions may take place on or off campus tied to official course business.
   c. Each student is responsible for adhering to this policy and the policies that it makes reference to.

III. CROSS-REFERENCE:
   a. Students should read the official WSU Student Code available: http://www.weber.edu/ppm/Policies/6-22_StudentCode.html. This code provides details on student responsibilities, academic honesty, due process, and appeals among many other things.
   b. Each academic program in the ATN department (see http://weber.edu/atn) may have its own admission and retention standards. In such cases, this policy should be used in conjunction with the program policy; both policies equally apply.
   c. Weber State University (WSU) has an affirmative action office that handles discrimination and harassment (http://www.weber.edu/aaeo).

IV. HOW STUDENTS SHOULD BEHAVE: They should
   a. Adhere to the WSU Student Code.
   b. Treat others equitably and demonstrate respect for the dignity, individuality, culture, and values of each person.
   c. Exemplify honesty and integrity and behave morally and ethically.
   d. Respect the personal, academic, and professional rights of others.
   e. Do their own course work unless specifically instructed to collaborate.
   f. Demonstrate commitment and dedication to learning (such as by coming to class prepared and with required course materials) and openness to new ideas.
   g. Safeguard others from conditions detrimental to learning, emotional or physical health, or safety.
   h. Work cooperatively with other students, faculty, staff, and administrators.
   i. Share their opinions in a manner that is respectful toward others even when disagreements occur.
V. HOW STUDENTS SHOULD NOT BEHAVE: *They should refrain from*
   a. Disrupting class or the ATN department and facilities environment.
   b. Academic dishonesty (such as cheating, plagiarism, and violating copyright laws).
   c. Unprofessional or unethical conduct.
   d. Harassing or discriminating against others for any reason.
   e. Insubordination (defiance of authority).
   f. Using, distributing, or possessing illegal drugs or controlled substances.
   g. Engaging in criminal and unstable behavior (inconsistent with good societal citizenship).
   h. Other incidences which may not be listed above.

VI. GRIEVANCES: The ATN department recognizes the rights of students, faculty, staff, and administrators to express grievances and attempt to seek solutions and answers to problems, complaints, or injustices arising from the day-to-day working relationships and differences which may occur between students, faculty, staff, and/or administration.

   a. Whenever a misunderstanding or problem exists, first the parties (student and individual in grievance) are urged to discuss the situation immediately in a calm and constructive manner and according to the Student Code (*see section IIIa*).
   b. If the matter is not settled by following section VIa, then the grievance may be heard and settled by the ATN department grievance hearing committee. This committee shall consist of a representative from each program area, usually program directors, and the department chair as an ex-officio member who will determine the committee chair. The committee will follow the Student Code (*see section IIIa*).

VII. POLICY VIOLATION OUTCOMES:
   a. Failure to comply with this policy can result in a warning (*notification of wrong doing*), probation (*trial period during which an offender has time to redeem himself or herself*), suspension (*temporary removal from one or more courses with possibility for future reinstatement*), dismissal (*permanent termination*), or expulsion (*removal from the institution*).
   b. The offending student may be dismissed from their courses without refund, dismissed from their program of study (Major, Minor, or Emphasis), lose their right to use the ATN department facilities (Swenson Building and Stromberg Complex) and possibly other campus facilities.
   c. Depending on the incidence and the outcome of section VI, an incidence report may be filed with the ATN department chair and/or the WSU Dean of Students (*http://www.weber.edu/DeanOfStudents*) and/or the police and/or other parties including but not limited to financial aid, scholarship, athletics, and records.
Grounds for Suspension or Dismissal

A student can be suspended or dismissed from the program at any time during his/her stay for violating any of the below violations. Suspension is defined as a temporary removal from one or more courses with possibility for future reinstatement. Dismissal is defined as a permanent termination from the program. Suspended or dismissed students have the right to appeal the decision by referring to the Grievance Policy and Procedures as stated in the MSAT Student Handbook.

1. Academic dishonesty as explained above.
2. Failing grades in two MSAT and/or pre-requisite courses.
3. Failing grade on second attempt of an MSAT or prerequisite course.
4. Failure to accomplish practicum course requirements, such as clinical education hours, competencies, or proficiencies.
5. Dismissal from a clinical education setting.
6. Unprofessional or unethical conduct
7. Insubordination.
8. The conviction and/or known use, distribution, or possession of illegal drugs or controlled substances.
10. Other incidences which may not be listed above.

Professional Organizations

In the following section you will find links to the applications for joining some of the major national and state professional organizations in Athletic Training/Sports Medicine.

1. The National Athletic Trainers Association: www.nata.org
2. The Rocky Mountain Athletic Trainers’ Association: www.rmata.org
3. The Utah Athletic Trainers Association: www.rmata.org/utah

These sites can also be accessed via a link on the WSU MS in Athletic Training webpage - http://www.weber.edu/msat.

Joining a professional organization is one mechanism of demonstrating your interest and commitment to the profession. Additionally, the BOC certification exam is less expensive for a student who is a member of the NATA.

It is STRONGLY encouraged for all WSU MSAT students to join the National Athletic Trainers’ Association.
Graduate Athletic Training Student Organization (GATSO)

All Graduate Athletic Training students are encouraged to become members of the WSU Graduate Athletic Training Student Organization (GATSO). The faculty believes it is very important for students to take an active role in the continuing development and support of the GATSO. Moreover, by having more students participate and become active members, fund-raising for the club should increase, as well as the camaraderie between students and between students and faculty/staff. Additionally, fund-raising will enhance the potential for more students to attend state, district, and/or national Athletic Training/Sports Medicine Conferences. Students who do not join the club will not receive club benefits such as athletic training items purchased for students and/or financial assistance to attend conferences.

More information can be found on the club’s website at: http://weber.edu/msat/gatso.html
MSAT Clinical Education Experience

Preceptors (Clinical Instructors)

The MSAT uses Preceptors (clinical instructors) to supervise clinical education experiences for students to meet accreditation requirements. Preceptors are certified athletic trainers (ATC) in good standing with the BOC or other credentialed health care professionals as defined by the American Medical Association and the American Osteopathic Association. In addition, the Preceptor must participate in a Preceptor Workshop offered by the MSAT program or participate in an individualized training program with the Clinical Education Coordinator.

Preceptors shall provide direct visual and auditory supervision for the student(s) assigned to him/her. In coordination with the practicum instructor, the Preceptor works with a student to develop increased proficiency in the skills delineated by the practicum course.

Clinical Attendance

Each student attending the MSAT has the privilege, not the right, to attend the assigned clinical education experiences. Students are expected to follow all rules of ethics and conduct delineated in this handbook. If any student is dismissed from the clinical education experience for disciplinary behavior, his/her enrollment in the MSAT program may be terminated.

Students are to attend the clinical education experience at the time and facility designated by Coordinator of Clinical Education and MSAT Program Director. Students cannot miss MSAT courses or practicum classes to attend clinical education experiences without permission by their classroom instructor.

Each Graduate Practicum course has a minimum clinical hour requirement. If a student is short of that minimum by 50 hours or more the student will automatically receive a grade of “E” for the course. If a student is short of the minimum hours by less than 50 hours (short 1-49 hours), his/her final grade in the course will be reduced by 0.25% for each missing hour. Refer to “Clinical Penalties Policy” regarding suspension from clinical rotations. Students are required to be at their clinical site a minimum of 2 days per week but should not exceed an average of 25 hours per week during the semester. If a student chooses to earn clinical hours outside of a regular semester, such as fall pre-season practices, the student may choose to exceed 25 hours per week.

On the student’s first day at a new clinical rotation, the student must complete an orientation with their Preceptor including reviewing the Emergency Action Plan and any other relevant policies at that site.
Upon arrival at the clinical site, the student must check in with the Preceptor prior to beginning the clinical education experience. Prior to departing the clinical site each day, the student is responsible to check out with the Preceptor and document the correct number of hours on the Monthly Clinical Hour Log. Hours are to be rounded to the closest 15 minutes. Punctuality is a high priority, as this is a sign of dependability.

If snow or flooding or any other act of nature prevents a student from attending the clinical education experience, the student will arrange to make up the clinical time with his/her instructor as necessary. In the event that a sudden conflict, illness, or emergency arises, the student must notify the Preceptor immediately via phone or in person. Only in the most extreme conditions (i.e., death in the immediate family, hospitalization) will this notification be waived.

Students are responsible to communicate with the Preceptor on a daily basis regarding the hours of operation for the Preceptor related to the assigned clinical education experience. The student and Preceptor must work out an attendance schedule to meet the minimum number of hours required by the enrolled practicum course. Students are expected to be present at all designated hours. In the event a student needs to miss his/her assigned clinical time, arrangements should be made with Preceptor prior to missing the clinical time.

Unexcused absences and tardiness to clinical education experiences will be reflected in the student's final clinical evaluation by the Preceptor and will negatively impact the student's grade in their Graduate Practicum course.

If a student fails to attend a clinical education experience, the student will receive a written warning. Multiple written warnings for the same offense may result in suspension or dismissal at the discretion of the Program Director. Suspension is defined as a temporary removal from one or more courses or clinical educational experiences with the possibility for future reinstatement. Dismissal is defined as a permanent termination from the program. The following protocol will be followed for a student’s failure to attend his/her clinical education experience:

1. After the first unexcused absence, a conference will be scheduled between the student and the Preceptor to discuss the incidence and come to a resolution.

2. After a second unexcused absence, the Preceptor notify the student that they will be contacting the Clinical Education Coordinator to discuss the incident and come to a resolution.

3. After a third unexcused absence, a conference will be scheduled between the student, Preceptor, Clinical Education Coordinator, and Program Director to discuss all incidents. A third unexcused absence will result in the student being suspended from the clinical site for one week. See “Clinical Hours” policy regarding failure to earn minimum required hours. If, as a result of this suspension, the student earns below the minimum graded required in the clinical class, he or she will be placed on probation from the MSAT program.

Note: Documentation of all incidents will be placed in the student’s file.
Changing your Clinical Assignment

Students who wish to change their clinical assignment for any reason must first obtain written permission from the Coordinator of Clinical Education, the Program Director, or both. The student must also get written approval from their current and proposed Preceptors. The student must utilize the Change of Clinical Assignment Form, found in Appendix E. Students who are found at a clinical site that they were not assigned to (without receiving prior permission from the CEC) may be suspended from all clinical rotations for up to one week. Students found at the wrong clinical site a subsequent time may be suspended or dismissed from the MSAT program.

Clinical Education

The MSAT Program at Weber State University utilizes the learning over time model throughout the program. In this program a student will enroll in a didactic course to learn the competencies and proficiencies of a selected topic. The following semester the same student will enroll in a graduate practicum course to refine his/her clinical proficiencies and put into use an evidence based practice model. Each graduate practicum course will also review a sampling of information from all prior semesters. The learning over time schedule for our MSAT program is:

MSAT 6501: Graduate Practicum I – reviews material from:
- MSAT 6500 – Introduction to Graduate Athletic Training
- MSAT 6300 – Orthopedic Assessment (lower extremities)
- MSAT 6431 – Orthopedic taping, wrapping, and bracing

MSAT 6502: Graduate Practicum II – reviews material from:
- MSAT 6301 – Orthopedic Assessment (upper extremities)
- MSAT 6400 – Basic Modalities

MSAT 6503: Graduate Practicum III – reviews material from:
- AT 2300 – Emergency Response
- HTHS 2240 – Pharmacology
- NUTR 1020 – Foundations in Nutrition
- PEP 3280 – Teaching Neuromuscular Conditioning
- PE 3510 – Exercise Physiology (Body Composition)
- MSAT 6200 – Psychology of Sport, Injury, & Rehabilitation
- MSAT 6450 – Basic Rehabilitation

MSAT 6504: Graduate Practicum IV – reviews material from:
- MSAT 6350 – General Medical
- MSAT 6401 – Advanced Modalities
- MSAT 6451 – Advanced Rehabilitation

The purpose of the clinical education experience is to offer each student an opportunity to develop increased proficiency in the skills required to become a BOC certified athletic trainer. This experience is a component of the Graduate Practicum Courses. During the live class meetings for the Graduate Practicum Courses, the student and instructor review and practice
Clinical skills learned during the didactic courses during previous semesters. The clinical courses are *not* meant as an avenue to instruct new course material unless it has been determined that certain required competencies and/or skills are deficient.

In addition to the live class meetings, the student attends the clinical education experience, obtaining all of their clinical education hours under the direct auditory and visual supervision of an assigned Preceptor. During the clinical education experience with a Preceptor, the student is able to work in the field under the direct supervision of the Preceptor and apply the knowledge and skills learned. The Preceptor is readily available to guide and interact with the student, and be able to intervene on the behalf of the patient.

Clinical education experiences are directly linked to the competencies and proficiencies of the practicum and clinical rotations courses. Students are assigned to a Preceptor and clinical responsibility/sport assignment that best fulfills the clinical education needs of the student. While it is highly desirable for students to complete their psychomotor competency and proficiency evaluations at their clinical rotations, this may not always be possible. Those assessments that cannot be completed in the clinical setting will be done in class.

During a clinical education experience a student *cannot* perform skills on a patient until the skill has been taught and assessed by a classroom instructor or Preceptor. This does not prevent the student and Preceptor from discussing or learning new material. However, the patient has a right to receive medical care from an individual trained in the specific skill.

**Clinical Education Guidelines**

When the MSAT student is assigned to a Preceptor, it is essential that all personnel understand that the MSAT student is in the clinical education setting to learn under direct supervision, not simply to provide a service to patients and support personnel or act as a replacement for an employee. The responsibilities of the MSAT student and Preceptor are provided below. See Appendix D for the Clinical Education Guidelines.

The MSAT student should:

1. Place a priority on academic courses.
2. Communicate with the Preceptor regarding daily clinical experience opportunities.
3. Practice competencies with Preceptors and peers to develop proficiency.
4. Mentor and teach other students in the program.
5. Apply critical thinking, communication, and problem solving skills.
6. Be prepared for proficiency assessments on a daily basis.
7. Obtain MSAT clinical experiences during scheduled direct patient care supervision by the Preceptor.
8. Perform skills on patients only after being instructed on the skills (in the classroom or by the Preceptor).
9. Be willing to learn about variations in applying the same technique or skill.
10. Provide honest feedback of the MSAT clinical experience through the Preceptor/Clinical Site Evaluation completed at the end of each rotation.
The Preceptor should:

1. Accept the MSAT student assigned to his/her facility without discrimination.
2. Utilize the MSAT student for an average of 25 hours/week unless outside of the regular semester and/or reviewed with the Program Director and/or Coordinator of Clinical Education.
3. Provide direct supervision of the MSAT student in the context of direct patient care, which is defined as direct visual and auditory interaction between the Preceptor and the MSAT student.
4. Allow the MSAT student an opportunity to answer his/her own questions using critical thinking and problem solving skills.
5. Provide supervised opportunities for the MSAT student to actively participate in patient care related to the practicum course and clinical experience level of the MSAT student.
6. Allow the MSAT student to only perform skills on patients once instructed on the skill (in classroom or by Preceptor).
7. Guide the MSAT student in using communication skills and developing professional and ethical behaviors.
8. Assess the MSAT student on competencies related to the practicum course and clinical experience level of the MSAT student.
9. Provide ongoing feedback to assist the MSAT student in developing proficiency in skills related to the practicum course and clinical experience level of the MSAT student.

Clinical Rotation Length and Hours

Clinical education experiences are 10-12 week rotations and/or the length of a full athletic season depending on the assignment. During the clinical education experience, the student must document the number of hours directly supervised by a Preceptor on the Monthly Clinical Hour Log. The documentation must occur each day and must be accurate; hours can be rounded to the nearest 15 minutes. The following hours cannot be included when documenting hours on the Monthly Clinical Hour Log:

1. Time spent traveling with a team
2. Academic hours
3. Unsupervised hours

Clinical hour requirements vary by Graduate Practicum course level. The required number of clinical hours for each course is listed below, as well as the recommended number of hours per week.

- MSAT 6500  150 hours/semester  ≈ 11-13 hours/week
- MSAT 6501  200 hours/semester  ≈ 14-16 hours/week
- MSAT 6502  250 hours/semester  ≈ 18-20 hours/week
- MSAT 6503  200 hours/semester  ≈ 14-16 hours/week
- MSAT 6504  200 hours/semester  ≈ 14-16 hours/week
Students are required to establish a clinical education schedule with their Preceptor which must include a minimum of one day per week without clinical education experiences.

Students who do not complete the minimum number of clinical hours for a Graduate Practicum course will have a point reduction from their Graduate Practicum course grade. If the student is short by 50 or more clinical hours, they will receive an E for that course grade. See Graduate Practicum course syllabi for specific grading details.

Students cannot load clinical education experience hours at the beginning, middle, or end of the experience; this is not conducive to learning over time and developing proficiency in a skill or technique.

A student in the clinical education setting does not replace a paid employee nor is treated as a paid employee. Students will complete an average of 25 hours per week during the semester. Occasionally a unique opportunity may present itself for the student to obtain an outstanding educational opportunity requiring more than 25 hours during the week; these opportunities should be discussed with the Program Director and/or Coordinator of Clinical Education and approved in advance whenever possible. In addition, if a student chooses to earn clinical hours outside of a regular semester or when classes are not in session, such as fall pre-season practices or during the second half of the summer semester, the student may choose to exceed 25 hours per week.

**Internships and Summer Camps**

Students may choose to participate in athletic training internships and/or summer camps. These are not required by the MSAT program, nor will they satisfy any MSAT program requirements. Students who choose to participate in these internships are responsible for ensuring that their participation in the internship does not violate the athletic training licensure laws or other similar regulations in the state(s) where the internship/camp will take place. The MSAT Program Director can assist the student in reviewing the state regulation(s) that may apply, but the student is ultimately responsible for the final determination. In addition, students who participate in an internship are strongly encouraged to purchase liability insurance that would cover the student during this experience.

**Clinical Rotation Assignments**

The WSU MSAT must balance students' career goals with their educational needs. Students will be assigned to a variety of on-campus and off-campus clinical rotations. Each student will, minimally, gain experience with male and female patients, individual and team sports, patients of different ages and backgrounds, high school and collegiate athletics, sports requiring protective equipment (e.g., helmet and shoulder pads), a physical therapy or sports medicine-type rehabilitation clinic, and a general medical setting such as a physician's office.

Prior to each new rotation being assigned, students will be asked to submit their preferences, including any extenuating circumstances which limit their ability to complete certain rotations.
A conflict with paid employment is not considered a legitimate extenuating circumstance. Within the educational parameters, the faculty will make every effort to accommodate each student's interests, needs, and career goals, although these needs cannot always be met.

Students may not receive payment for any clinical rotation. Students must complete a majority of their clinical experiences with Preceptors who are also Certified Athletic Trainers.

**General Medical Rotation**

Each athletic training student will be assigned a general medical rotation. This rotation will be assigned during or following the semester in which the student is enrolled in the MSAT 6350: General Medical Conditions and Advances in Athletic Training course. This rotation will be completed concurrent with student’s assigned clinical rotation. The student must complete a minimum of 20 hours during the general medical rotation period (determined in advance by the Clinical Education Coordinator). These hours will count towards the total minimum required hours for the student’s Graduate Practicum course. *If a student fails to complete the general medical rotation during the assigned period, they will be given a failing grade in the Graduate Practicum Course (C or below) and will be required to complete the general medical rotation the following summer (NOTE: this will likely delay the student’s graduation).*

**Liability Insurance**

For the protection of the student accepted into the MSAT, all students enrolled in MSAT 6500 and Graduate Practicum courses (i.e., MSAT 6501, 6502, 6503, and 6504) will be required to carry medical liability insurance. This insurance will be provided at no cost to the student through a group policy arranged by Weber State University. The liability insurance coverage applies to all classroom and clinical education experiences delineated by the MSAT program.

This insurance **DOES NOT** cover student activities such as summer clinical rotations (before or after MSAT 6502), winter break clinical rotations, transporting an injured or ill athlete, driving an institutional vehicle, acting as an unsupervised first responder, or other similar activities.

**Clinical Rotations during semester or Winter breaks**

Clinical hours during the semester and/or winter breaks are optional. Students are NOT required to attend pre-season practices and/or competitions prior to the first day of classes nor are they required to attend practices and/or competitions during the winter break. However, these can often be very valuable learning experiences and students are encouraged to gain clinical experiences outside of academic year.

Students who complete hours during semester or winter breaks must purchase additional liability insurance at their own cost. MSAT faculty will assist students with this process.
During semester and/or winter breaks, students may earn a maximum of 1/3 of the clinical and all service hours required for the following semester. However, these clinical rotations must be approved in advance by the Clinical Education Coordinator. Students on these rotations must still complete clinical hour forms, and all applicable evaluation forms.

During the semester and winter breaks, students MUST earn their hours with their assigned clinical rotation if it is available. If the assigned clinical rotation is not available, the student must get permission from BOTH the Clinical Education Coordinator AND the Preceptor in order to go to a different clinical rotation.

For example, if a student is assigned to Weber State University Basketball for their winter rotation, which typically runs through winter break, they may NOT earn winter hours at a clinic during the winter break. The only rotation where they may earn winter hours during the break would be with WSU Basketball. However, if the student’s rotation is not available during the break, then the student could attend a different rotation with permission from the CEC and Preceptor.

**Clinical Rotation Evaluations**

Evaluations are a crucial part of the academic process, both for the program and the student. These will be provided to the student at the beginning of each semester in the Graduate Practicum Course packets and/or viewable online. At the conclusion of each clinical rotation assignment, the student will evaluate their Preceptor and the Preceptor will evaluate the student.

**Mid-rotation Preceptor/Student Meeting**

All students enrolled in the MSAT program must schedule a conference with their assigned Preceptor at the mid-point and end of each clinical rotation. The purpose of the mid-rotation conference is to discuss the clinical strengths/weakness of each specific student, and satisfactory completion of Graduate Practicum course competencies and clinical proficiencies.

Students will document the mid-rotation meeting, have it signed by their Preceptor, and submit it to their Graduate Practicum course instructor. For the final evaluation, students will have their Preceptor use the level-specific evaluation form found in their Graduate Practicum course packet.
Transportation to Clinical Education Experiences

Students are expected to assume responsibility for their own transportation to the various clinical education experience assignments that are off campus. Please note that the MSAT program attempts to work with those students who do not have their own transportation, but remember that the student has the ultimate responsibility to make sure that they arrive to their clinical experience assignment on time. Car-pooling is strongly encouraged and recommended if possible. (NOTE: a current bus/train schedule and free UTA pass can be picked up in the Student Union, in the event you need to catch a bus to go to any of the clinical sites.)

It should be noted that students are not authorized to drive an institutional vehicle as part of the clinical education experience, unless appropriate training and paperwork have been completed.

Transportation of an Ill or Injured Patient

A student in the MSAT program should not be the primary driver in the transportation of an injured or ill patient, unless the necessary training and paperwork have been completed. An MSAT student transporting an injured or ill patient is not under the direct (auditory and visual) supervision of their Preceptor, thus placing the patient at risk. Therefore, only patients/athletes who have been deemed stable by the Preceptor should be transported by a student. This should never be done without prior approval EACH TIME by the Preceptor.

Cell Phones

Cell phones are to be used for emergencies only while at the clinical education experience. Cell phones must not be used for personal use unless approved by the Preceptor.
Dress Code

The guidelines below reflect the minimum standards for clinical rotations with WSU athletic teams. Off-site clinical rotations may require a more formal dress code. When in doubt, please consult your Preceptor.

All students enrolled in the Master of Science in Athletic Training Program must wear the following uniform (unless more formal attire is required) while attending clinical education experiences:

1. "Polo" style shirt with WSU Athletic Training logo. Note: WSU AT polo shirts can be purchased through the WSU Bookstore for approximately $25-55/shirt.
2. Sweatshirt with WSU Athletic Training logo.
3. Solid color, neat, pants or shorts. [1] Jeans are not acceptable at any clinical site.

For outdoor events, students should be prepared to add layers of clothing in the event of weather changes. Additional clothing is fine under the following conditions:

1. Clothing is approved by the Preceptor.
2. Clothing does not contain vulgar, profane, or other inappropriate advertising.
3. The student continues to wear the Athletic Training shirt or sweatshirt underneath.

For indoor events, students should be prepared to wear appropriate professional dress clothes. Professional dress clothes must be functional and appropriate to the event. This clothing should meet the following guidelines:

1. No spiked shoes; no high heels over 2”.
2. Skirt length must be knee length or longer.
3. No low cut or see through blouses.
4. No clothing that exposes undergarments.
5. All ties must be worn with a tie tack.
6. No long jewelry that may interfere with patient care (e.g., long necklaces, dangling earrings, etc.).

All students enrolled in the MSAT program must follow the additional uniform guidelines while attending clinical education experiences:

1. All shirts must be tucked in.
2. All baggy or large pants/shorts must be held up with a belt.
3. All shoes must be closed-toe shoes; NO sandals or flip-flops; laces must be tied.
4. Socks must be worn.
5. Clothing must be neat and clean.
6. No short shorts or low waist pants (i.e., trendy hip huggers).
7. No exposed cleavage.
8. No ripped or torn pants.
9. **No Jeans!**
10. No hats/caps are to be worn to clinical education experiences [2]
11. A digital watch or a watch with a second hand should be worn during clinical education experiences.
12. AT Program nametag (if applicable, see Nametag Policy below)
13. Photo ID badge must be worn at all times for McKay-Dee Hospital/IHC rotations.
12. Hair must be neat and clean and maintained in such a manner to professionally fulfill clinical responsibilities.
13. No body piercing to areas other than the ear lobe are allowed while attending clinical education experiences; this is an OSHA requirement.
14. Body art (tattoos) must be covered with appropriate clothing as outlined in this section.

All students enrolled in the MSAT must follow this additional guideline outside of clinical education experiences:

1. Do not wear any clothing that identifies you as a WSU Athletic Training Student to any bar, night club, gentlemen or ladies clubs, etc.

Clothing orders are placed periodically through the WSU bookstore.

[1] Neither shorts nor jeans are acceptable attire at Sports Medicine/Physical Therapy Clinics, Medical Rotations, or Surgical Observations. **Jeans are not acceptable at any clinical site.**

[2] Hats may be permissible at outdoor events upon the approval of the Preceptor; these hats must have a WSU logo or no logo.

**Name Tags**

All MSAT Program students will be issued a nametag prior to the start of their first clinical rotation. For all sites, MSAT students are required to wear nametags at all times, as required by Utah state law, to identify yourself to student-athletes/patients as a student. The name tag is to be worn on the upper chest, on the left or right.

The first name tag will be provided to the student when enrolled in MSAT 6500. If the name tag is lost, the student is responsible for purchasing and obtaining a new tag. Name tags can be obtained from Art Services 801-626-6374. (Art Services is located in the Receiving Distribution Center (RD on the campus map) behind Printing Services.) The cost is approximately $7.00.

The loss of a name tag will not be accepted as an excuse or reason for poor attendance at clinical education experiences, which can result in a poor clinical rotation and Graduate Practicum course grade.
**Dress Code Violation**

MSAT Students who are in violation of the dress code will be asked to leave their clinical assignment, change into appropriate clothing, and return to the assignment immediately. The Preceptor may ask students not to return if dressed inappropriately. Additional penalties are outlined below.

**Clinical Education Penalties (Clinical Probation)**

Students who violate any clinical education policies may be removed immediately from their clinical site, suspended from their clinical site, placed on clinical probation and/or be suspended or dismissed from the MSAT program, depending on the offense. This will be determined by the Clinical Education Coordinator and Program Director in consultation with the Preceptor. The student will be required to meet with the Clinical Education Coordinator and/or the Program Director to discuss the issue and set goals for the student for future success. Documentation of all issues will be placed in the student’s file.

Students who fail to submit required clinical paperwork by assigned deadlines will not accrue clinical hours until the paperwork is submitted. Students who repeatedly miss assigned deadlines will be required to meet with the Clinical Education Coordinator and/or the Program Director and may be suspended from their clinical rotation.

*See Appendix G for a copy of the Student Conference Report.*

If, as a result of the removal from the clinical site, the student earns below the minimum grade required in the clinical class, this could affect the student’s standing in the MSAT program including probation, suspension, or dismissal. See the academic policies for further clarification.
Professional Development Unit (PDU) Program

The purpose of the Professional Development Unit (PDU) Program is to:

- Encourage students to pursue current and future professional development activities;
- Ensure that students become involved and engaged in a variety of different professional development experiences while matriculating through the MSAT;
- Make students more marketable to prospective graduate schools and/or employers;
- Allow students to become accustomed to seeking out professional development activities.

Each semester you are enrolled in a clinical course, each athletic training student (ATS) must accumulate Professional Development Units (PDUs), approved by the appropriate supervisor (the best person to verify your activity, not necessarily your current preceptor). Acceptable activities are listed on the following pages. Please pay close attention to the various categories and the minimum/maximum amounts of PDUs available from each category. Similar to Continuing Education Unit (CEU) requirements for BOC credentialed professionals, progress should be continuously made toward the required number of PDUs over the course of the semester to avoid the need to “cram” for activities at the end of the semester.

Fulfillment of this program will be reflected in a portion of the practicum course grade each semester. During each semester, students must maintain documentation of their completion of a minimum number of PDUs and submit all required documentation to the Practicum Course Instructor with the rest of the final clinical packet. This must include whatever verification is required under your activity Category, as well as the “PDU Semester Log.”

The “semester” will begin on the day after last day of classes for the previous semester, so activities completed during the summer will count towards the upcoming fall semester’s requirements, and activities completed during the winter break will count towards the upcoming spring semester’s requirements.

Students earn 5 points per PDU. If the student does not meet the minimum in service hours and/or guest speakers/conferences, they can still get points for earning PDUs in other categories. However, they may not earn extra credit points.
Category A (MINIMUM: 2 PDUs/semester)

Professional Conferences/Seminars/Workshops

(Available PDUs will be equal to the CEUs available for Certified Athletic Trainers – 1 PDU/hour. Students should only claim hours actually spent attending the conference/seminar/workshop.)

- Attending NATA, ACSM, NSCA National Symposia
- Attending RMATA or other district Symposia
- Attending UATA Symposium
- Attending WSU Sports Medicine/Diversity Guest Speaker Engagements
- Surgery observation, EMS ride along, etc.
- Attending other (must be approved) athletic training related conferences/seminars, etc.

*NOTE: a 1-page summary for each event should be submitted for items in this category

Category B (maximum of 5 PDUs/semester)

Athletic Training (or related) Association Involvement

- Member* of NATA (2 PDUs/semester of paid dues), ACSM (1 PDU/semester of paid dues), NSCA (1 PDU/semester of paid dues, others as approved by Program Director) - Must show proof of current membership.
  - *Verification of membership MUST be included with PDU form
- Graduate Athletic Training Organization (GATSO) Officer, RMATA Student Affairs Committee, UATA Student Committee, etc (1 PDU/semester)
- Graduate Athletic Training Organization (GATSO) member (0.5 PDU/semester of paid dues)

*NOTE: proof of membership must be submitted in order to earn credit for items in this category

Category C (MINIMUM: 5 PDUs/credit hour/semester)

Additional clinical experience as an athletic training student (outside of your assigned clinical rotation) (1 PDU/hour)

- Summer camp ATS (in addition to MSAT requirements; must be supervised)
- Athletic training related internship (in addition to MSAT requirements; must be supervised)
- ATS for local tournaments/events (in addition to MSAT requirements; must be supervised)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Hours/semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSAT 6501</td>
<td>10</td>
</tr>
<tr>
<td>MSAT 6502</td>
<td>15</td>
</tr>
<tr>
<td>MSAT 6503</td>
<td>15</td>
</tr>
<tr>
<td>MSAT 6504</td>
<td>15</td>
</tr>
</tbody>
</table>

*NOTE: all partners must have current affiliation agreements with the WSU MSAT
*NOTE: a 1-page reflection for each experience MUST accompany the Service Hours verification form

Category D (maximum of 10 PDUs/semester)

Assistance with on or off-campus courses, workshops, exams, tutoring, etc. (1 PDU/hour)

- Serving as a lab assistant for AT courses
• Serving as a lab assistant for science-based support courses (e.g., ZOOL)
• Assisting as a model for a practical exam (other than required or in a course that you are enrolled in)
• Coordinating and leading study/tutoring sessions for AT related courses
• Guest speaking (career day, field work, etc)

*NOTE: Service Hours verification form must be submitted for items in this category*
**Category E (maximum of 10 PDUs/semester)**

Research Involvement

- Serving as a research participant and/or attending a data collection session, as approved by project primary investigator **(1 PDU/hour)**
- Serving as a research assistant (CANNOT include a project that you are listed as an investigator on – i.e. your thesis does NOT count here), as approved by project primary investigator **(2 PDUs/hour)**
- Case study or original research projects presented by the student (poster or other) and/or publication (JAT, ATEJ, etc) at NATA, RMATA, UATA, or other athletic training related conference. **(5 PDUs for the semester the presentation/manuscript was accepted)**

*NOTE:* a signed PDU verification form must be submitted for items in this category, as well as proof of conference/journal acceptance (if applicable)

*NOTE:* If the student does not present the accepted project, the PDUs will be revoked.

**Category F (maximum of 5 PDUs/semester)**

Other/Miscellaneous - **must** be approved in writing by the Program Director or Clinical Education Coordinator **prior to the activity. (PDUs obtained must be agreed upon in advance)**
HIPAA, Confidentiality, Privacy, and Security

The Weber State University MSAT Program, WSU Athletic Department, and the clinical rotation sites where the MSAT program has affiliation agreements, are all committed to safeguarding the confidentiality of protected health information (PHI) and other confidential information which is or may be contained in the records of the University and to ensuring that PHI and other confidential information if used/or disclosed only in accordance with the University’s policies and procedures and applicable state and federal law.

All Athletic Training students must hold confidential information used or obtained in the course of their duties in confidence. All protected health information and other individually identifiable health information must be treated as confidential in accordance with professional ethics, accreditation standards, and legal requirements. All students with access to confidential information, including patient/student-athlete medical records information and/or information systems must read and sign this Agreement, which will be kept on file and updated periodically.

Everyone with access to PHI and other confidential information is responsible for safeguarding it confidentiality. Health information and other confidential information may be in paper, electronic, verbal, video, oral, or any other form, and must be protected regardless of form. Access to health information in any format must be limited to those persons who have a valid business or medical need for the information, or otherwise have a right to know the information. Individuals who access clinical records from other organization are expected to follow that organization’s requirements.

To abide with this policy one must only:

- Discuss patient/student-athlete information with authorized personnel only and only in a private location where unauthorized persons cannot overhear.
- Keep medical records and other confidential information secure and unavailable to persons not authorized to review or obtain those records or information.
- Follow specified procedures for use of electronic information systems, including use of individual passwords, logging off when finished, proper data entry techniques, and protection of displayed or printed information from unauthorized users.
- Omit the patient/student-athlete’s name and other unique identifiers when using case reports or hypothetical situations for educational or training purposes.
- Verify with the patient/student-athlete what information may be given to the patient/student-athlete’s family and friends with the patient/student-athlete’s knowledge and permission.
- Screen requests for access to all patient/student-athlete and other confidential information so that the minimum necessary amount of information is made available and made available only to those persons who are legitimately involved in patient care, billing or administrative operations.
- Never release patient/student-athlete medical records and other confidential information to external sources. Release of medical and other confidential information is the responsibility of the paid athletic training staff.
• Use appropriate information security procedures for users of electronic information systems.

Any knowledge of a violation of this confidentiality policy must be reported to an immediate supervisor. The supervisor will present the information to the Graduate Athletic Training Program Director and Clinical Education Coordinator for review and investigation.

See Appendix F for the Confidentiality/HIPAA Agreement that all students are required to read, sign, and submit for their file.
**Romantic Relationships with Athletes**

A voluntary, intimate, romantic, or sexual relationship between an athletic training student and a WSU student-athlete is not prohibited. However, all athletic training students must report any consenting relationship he or she may have with a student athlete to his/her immediate supervisor to ensure that the athletic training student is not in a position where a conflict of interest may exist. A conflict of interest exists when the athletic training student is assigned to the same sport as the student-athlete with whom he/she has the relationship. In these situations, the athletic training student shall be removed from that sport assignment and transferred to another assignment at the discretion of the Preceptor and the Athletic Training Program Director. Violations of this policy by an athletic training student will result in disciplinary action.

Note: Clinical rotations outside of Weber State University may have a different policy. Athletic Training students must discuss any potential issue with their Preceptor prior to pursuing any personal relationship with an athlete or patient. Graduate athletic training students are HIGHLY discouraged from socializing with minors who are athletes at WSU or any patients at any of Weber State University’s clinical sites.
Grievance Procedure

The Athletic Training faculty recognizes the rights of students enrolled in the MSAT to express grievances and attempts to seek solutions and answers to problems, complaints, or injustices arising from the day-to-day working relationships and differences which may occur between student, faculty or administration. Whenever a misunderstanding or problem exists, students are urged to discuss the situation immediately with their instructor and/or Preceptor in a calm and constructive manner. Small problems and poor communication tend to become large problems, and are harder to resolve when not discussed with an individual who can correct them in a timely fashion. This grievance procedure is intended for use by the Athletic Training student in both the clinical and classroom areas.

Process of Informal Resolution

- Initial conference with faculty member or Preceptor.
- If no resolution reached, then meet with Program Director and/or Clinical Education Coordinator depending on the nature of the situation.
- If no resolution reached, then meet with Department Chair, ATN (Dr. Jennifer Turley – 626-6933)
- If no resolution reached, then meet with Dean, College of Education (Dr. Jack Rasmussen - 626-6273)
- If no resolution reached, contact Due Process Office - Dr. Jeff Hurst, Dean of Students - 626-7256
- Please also refer to the following for additional information:
  - Athletic Training and Nutrition Department Student Code
    - http://weber.edu/atn/Student_Code_and_Syllabus.html
  - Affirmative Action Office
    - http://www.weber.edu/aaeo
  - WSU Student Code
    - http://www.weber.edu/ppm/Policies/6-22_StudentCode.html

MSAT Sanctions

- Warning – regarding conduct
- Probation – must show improved conduct during this period
- Suspension – temporary or permanent separation from the MSAT
- Personal Development Sanctions – may require counseling or remediation
- Temporary Interim/Emergency Sanctions – if potential for harm exists

Expulsion/Dismissal

- Permanent termination from the MSAT
  - Infliction of bodily harm to anyone.
  - Noncompliance with policies regarding patient care.
  - Performance of patient care activities that exceed the student’s scope of practice.
  - Infliction of emotional or mental distress to other students, faculty, preceptors, or patients
  - Substantial disruption of clinic or classroom activities.
  - Presenting a threat to the stability and continuance of MSAT functions
  - Being convicted of a felony.
Termination/Withdrawl/Readmission

- Inactive status – withdraw in writing
- Termination – case by case
  - Must wait one full year for readmission
- Readmission
  - Upon approval of MSAT faculty
  - If space in program allows

Communicable Diseases

**Communicable Disease**: A communicable disease is an illness due to a specific infectious agent which can be transmitted from one individual to another. A communicable disease may be transmitted directly from one person to another without physical contact with the infected person. It may be transmitted indirectly when an object transmits the organism. Objects of transmission may be clothing, linens, utensils, food, water, milk, air, soil or insects.

Students that are determined by a physician as having an active communicable disease will be required to take a medical leave of absence from clinical experience until cleared by the same physician. At that time, the student will determine, with the PD and CC, a plan to make up the missed competencies and experiences.

Examples of communicable diseases are:
- Rubella (3-day measles)
- Rubeola (9-day measles)
- Meningitis - viral and bacterial
- Hepatitis A
- Varicella (Chicken Pox)
- Tuberculosis (TB)
- Influenza Mononucleosis

If you have any of the following signs and/or symptoms, you may have contracted a communicable disease. Athletic training students who experience any or all of the following signs or symptoms need to be examined by a physician prior to attending clinical rotations.

- Fever
- Skin rash
- Nasal discharge
- Coughing
- Open and/or oozing skin lesions
- Yellowing of the skin, eyes, or mouth
- Unexplained fatigue
- Chest pain
- Dizziness
Any Athletic Training Student who comes in contact with a communicable disease or experiences any or all of the above signs and/or symptoms will be referred to the Student Health Center (Student Service Center Room 190 - 626-6459).

The costs associated with the referral to the Student Health Center and any additional care will be the responsibility of the student’s primary insurance and the student.

**Participation in Extracurricular Activities**

Students in the MSAT are encouraged to participate in extracurricular activities (i.e., intramurals, part-time jobs, athletics, fraternity/sorority) as part of the collegiate experience. However, the student must meet all requirements of the Graduate Practicum courses, clinical education experiences, and clinical hours to remain in the MSAT and be eligible for graduation. These requirements are part of the academic curriculum of the MSAT program and must be the primary or first priority.

For MSAT students who participate in varsity or club athletics, additional responsibilities occur. Due to the rigor of the MSAT a student may only participate in ONE varsity or club sport during the academic year. To prevent a conflict of interest, the MSAT student will **NOT** obtain clinical education experiences on the team which s/he participates.

Students participating in varsity or club athletics at WSU **MUST** sign an agreement, along with their head coach, delineating the expectations of the ATS, both in and out of the regular athletic season. See Appendix H for the *Varsity/Club Athletic Participation by Athletic Training Students* contract.

This contract must be signed and submitted for the student's file by September 15 of **EACH** academic year following formal admission to the MSAT. During the year in which the student-athlete applies for admission to the MSAT, a copy of this contract must accompany the program application.

**Policies and Procedures**

Students participating in clinical rotations at Weber State University are expected to abide by the Policies and Procedures Manual established by the WSU Athletic Training Staff. These can be viewed at:


Students in clinical rotations at other clinical sites must abide by the guidelines for that site.
APPENDIX A

Technical Standards Form

Immunization Requirements
WEBER STATE UNIVERSITY
ATHLETIC TRAINING TECHNICAL STANDARDS
ADMISSION REQUIREMENT

Technical Standards Criteria

Section 1, explains the rationale for the technical standards and how they may be used by the program.
Section 2, includes the technical standards.
Section 3, includes a statement that the student has read the technical standards and, by their signature, acknowledges an understanding of the implications of the standards.

SECTION 1.
The Athletic Training Educational Program at Weber State 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 Educational Program establish the essential qualities considered necessary for students admitted to this program to achieve the knowledge, skills, and competencies of an entry-level athletic trainer, as well as meet the expectations of the program's accrediting agency (Commission on Accreditation of Athletic Training Education [CAATE]). All students admitted to the Athletic Training Educational Program must meet the following abilities and expectations. In the event a student is unable to fulfill these technical standards, with or without reasonable accommodation, the student will not be admitted into the program.

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

SECTION 2.
Candidates for selection to the Athletic Training Educational Program must demonstrate:

1. the mental capacity to assimilate, analyze, synthesize, integrate concepts and problem solve to formulate assessment and therapeutic judgments and to be able to distinguish deviations from the norm.
2. sufficient postural and neuromuscular control, sensory function, and coordination to perform appropriate physical examinations using accepted techniques; and accurately, safely and efficiently use equipment and materials during the assessment and treatment of patients.
3. the ability to communicate effectively and sensitively with patients and colleagues, including individuals from different cultural and social backgrounds; this includes, but is not limited to, the ability to establish rapport with patients and communicate judgements and treatment information effectively. 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.
SECTION 3.
Candidates for selection to the athletic training educational program will be required to verify they understand and meet these technical standards or that they believe that, with certain accommodations, they can meet the standards.

The Weber State University services for students with disabilities department will evaluate a student who states he/she could meet the program’s technical standards with accommodation and confirm that the stated condition qualifies as a disability under applicable laws.

If a student states he/she can meet the technical standards with accommodation, then the University will determine whether it agrees that the student can meet the technical standards with reasonable accommodation; this includes a review as to whether the accommodations requested are reasonable, taking into account whether accommodation would jeopardize clinician/patient safety, or the educational process of the student or the institution, including all coursework, clinical experiences 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. I will inform the MSAT Program Director if, at any time, my ability to meet the technical standards changes to determine if I am able to continue in the program with reasonable accommodations.

________________________________
Signature of Applicant

________________________________
Signature of Applicant

Date

Date

Alternative statement for students requesting accommodations.

I certify that I have read and understand the technical standards for admission listed above and I believe to the best of my knowledge that I can meet each of these standards with certain accommodations. I will contact the Weber State University Services for Students with Disabilities office at (801) 626-6413 to determine what accommodations may be available. I understand that if I am unable to meet these standards with or without accommodations, I will not be admitted into the program.

________________________________
Signature of Applicant

Date

Date
Immunization Requirements

Documentation of the following immunizations are required by all MSAT students by July 1st of the first year in the MSAT program.

1. MMR (Measles, Mumps, Rubella)
   A. Students will need one of the following:
      1.) Proof of two (2) MMR vaccinations
      2.) A positive titer (proof of immunity to Measles (Rubeola), Mumps, and Rubella through a blood test

2. Tdap (Whooping Cough)
   A. Proof of one (1) Tdap vaccination after the age of 10.

3. Varicella (Chicken Pox)
   A. One of the following is required:
      1.) Proof of two (2) Varicella vaccinations.
      2.) Proof of immunity to Varicella through a blood test.
      3.) Healthcare Provider documentation of Varicella disease.

The following can be done for free at WSU after you begin classes if you do not have these vaccinations yet.

1. Hepatitis B
   A. Students will need one of the following:
      1.) Dates you received the three Hepatitis B shots, or if you have just begun the series, documentation showing the date of the first shot within the past month (if longer, a second date must be listed.)
      2.) A positive titer (showing immunity or “reactive”)
      3.) If not completed yet, the WSU MSAT Program Director will provide you with information regarding how to get this series of shots for free, after you have completed the OSHA/Bloodborne Pathogen Training.

2. Tuberculosis skin test (PPD)
   A. Must be done once per year.
   B. Must be within the past twelve months prior to beginning General Medical Rotation or any other rotation that requires this test.
   C. To meet this requirement, one of the following is required:
      1.) 2-step TST (two separate Tuberculin Skin Tests, aka PPD tests) within 12 months of each other. Complete at the WSU Student Health Center (free of charge). The results must be written in millimeters.
      2). One (1) Quantiferon Gold or T-SPOT blood test with negative result.
      3). If previously positive to any TB test, the student must complete a symptom questionnaire and have a chest x-ray read by a radiologist with a normal result. If chest x-ray is abnormal, the student needs to be cleared by their physician or local health department before beginning their general medical rotation or any other rotation at an IHC facility.

3. Each student is required to have a current, annual influenza vaccine.
   A. These are provided to all WSU students in October/November each year.
HEPATITIS B IMMUNIZATION

Hepatitis is inflammation of the liver which may be caused by several viruses, one of which is Hepatitis B. The Hepatitis B virus has been detected in almost all body fluids and secretions including blood, saliva, semen, vaginal fluid, breast milk, tears and urine of someone infected with Hepatitis B. Although contact with infected blood is the most common way in which the virus is transmitted, it can also pass through cuts, scrapes or breaks in the skin or mucous membrane. A carrier of Hepatitis B is someone who may or may not show signs of liver disease, but who continues to carry the Hepatitis B virus in the body and, therefore, can transmit to others.

A Hepatitis B virus infection may be mild or more severe. Death is uncommon in the early stages of infection. Chronic infection develops in 6-10 percent of patients who become carriers. This chronic infection may last for years, possibly for life, and it may lead to cirrhosis and liver cancer.

There is not a treatment or drug available that can kill the Hepatitis B virus. In most cases the body’s own defense mechanism will eliminate the infection. In health care workers, the risk of acquiring Hepatitis B is determined mainly by their degree of exposure to blood.

Hepatitis B vaccine is recommended for persons at high risk of contracting Hepatitis B. It will not prevent Hepatitis caused by other agents such as Hepatitis A virus or Hepatitis non A, non B virus.

Hepatitis B immunization should be withheld in the presence of:

1. Any serious active infection except when a physician believes withholding the vaccine entails a greater risk.
2. Hypersensitivity (allergy) to yeast or any components of the vaccine (alum, thermosol, mercury derivative, aluminium hydroxide, formaldehyde).
3. Pregnancy or breast-feeding.
4. Severe heart/lung problems.

Hepatitis B vaccine is generally well-tolerated. As with any vaccine there is the possibility that broad use of the vaccine could reveal adverse reactions not observed in clinical trials. There may be a local reaction at the injection site such as soreness, pain, tenderness, itchiness, redness, black/blue mark, swelling, warmth or nodule formation. Other reactions may include low grade fever, fever over 102 degrees (uncommon), general arthralgia, rash, or neurological disorders.

The vaccine consists of three injections. The first dose is at an elected time, the second dose one month later and the third dose six months after the first dose. Full immunization requires three doses of the vaccine over a six month period to confer immunity. However, the duration of the protective effects of the Hepatitis B vaccine is presently unknown and the need for boosters is not yet defined.

Students enrolled in the Master of Science in Athletic Training Program must begin the immunization series prior to beginning clinical rotations. Students who attend the required OSHA/Bloodborne Pathogens training will receive all three injections at no cost to the student.
APPENDIX B

WSU Bloodborne Pathogens Post-Exposure Procedures and Forms
Bloodborne Pathogens Post-Exposure Procedures & Forms

Introduction

This information is designed to:

1. Assist WSU personnel and health care interns to respond correctly after an occupational exposure to human blood
2. Ensure compliance with the OSHA Bloodborne Pathogens Standard
3. Facilitate timely resolution of workers compensation claims resulting from exposures

What is an occupational bloodborne pathogen exposure?

An occupational bloodborne pathogen exposure is contact with blood or other potentially infectious materials that may result from the performance of an employee's duties.

What are the possible exposure methods?

Methods of exposure: An occupational exposure to human blood other potentially infectious material occurs in one or more of the following ways:

1. A stick with a contaminated sharp object (i.e., needle)
2. A splash to the eyes, nose, or mouth (i.e., mucous membrane)
3. A contact with non-intact skin (i.e., cut on hand)
4. Prolonged contact with intact skin

Post Exposure Procedures

Involving a needle stick or other potential exposure to a bloodborne pathogen by an employee, student intern, or assigned volunteer
Revised August 2003

1. Cleanse the wound and surrounding area with soap and water (for a needle stick), or flush eyes, nose or mouth with copious amounts of tap water (for a splash to the face).
2. Inform your supervisor or clinical instructor to call the appropriate infection control/blood exposure triage staff on duty, and alert them to expect you for immediate evaluation and treatment. (Evaluation must be completed within two hours of exposure. If the Health Care practitioner has any questions about the course of action or evaluation of
the exposure potential, refer them to Dr. Chris Baliga, an infectious disease physician at McKay Dee Hospital. Dr. Baliga's 24-hour telephone number is (801) 387-7900.)

3. **Report to the hospital triage staff according to where the exposure occurs:**
   - **On campus or in McKay-Dee Hospital:**
     Report to the McKay-Dee Hospital Emergency Room, 4401 Harrison, and ask for the Health Coordinator, Natalie Kovack. Telephone (801) 387-7726.
   - **Off campus exposure or in any other hospital:**
     Report to the nearest hospital, and ask for the Blood Exposure Triage Staff.

4. **Tell the triage staff you experienced an occupational blood exposure covered by WSU's Workers Compensation Insurance.** (Refer billing questions to the EH&S workers compensation coordinator at (801) 626-7547, 8:00 a.m. through 5:00 p.m., Monday through Friday.)

5. **Request the source individual** to complete the Consent or Refusal (By source individual) for HIV, HBV, and HCV Infectivity Testing form, if appropriate. (Once the source individual gives consent for testing, your department is responsible for coordinating blood testing.)

6. **Inform the EH&S Specialist** of your exposure as soon as possible at (801) 626-7823.

7. **Complete the WSU Occupational Bloodborne Pathogens Exposure Incident form** within 24-hours of your exposure, and send a copy to WSU EH&S, MC 3002.

---

**If hospital triage personnel determine the risk is low, you may request follow up treatment IHC WorkMed (387-6151).**

Follow up treatment should begin within 48 hours following exposure, and includes initial screening; counseling concerning risk, health, and relationships; and follow up testing.

Direct questions about these procedures to WSU's Environmental Health and Safety Specialist, Telephone (801) 626-8004; fax (801) 626-8530; address: 3700 Skyline Parkway, Dept. 2621, Ogden, UT 84408-2621.

IHC WorkMed is WSU's preferred Workers Compensation provider.

---

**What are the exposed bloodborne individual's responsibilities?**

The exposed individual is responsible for:

1. Becoming familiar with post-exposure procedures before an exposure occurs
2. Obtaining medical treatment and follow up. (See "Post Exposure Procedures" above)
3. Completing necessary forms
4. Notifying his/her supervisor or clinical instructor of your exposure
What are the responsibilities of the department?

The department is responsible for:

1. Disseminating post exposure information to faculty, staff, and interns who are at risk for exposures to human blood
2. Coordinating blood testing of the source individual once consent is given

What are the responsibilities of the supervisor?

The supervisor or clinical instructor is responsible to:

1. Becoming familiar with these procedures before an exposure occurs
2. Knowing the location of the nearest health care provider able to perform post-exposure evaluation and treatment
3. Having available rapid access to the health care provider's telephone number

Forms

Forms are available for download at http://www.weber.edu/ehs/

- Supervisor's Report of Incident
  The supervisor or instructor of the exposed individual must complete and submit this form to EH&S within 24 hours following an occupational exposure to human blood or other bio-hazardous material.
- Incident Information Form
  The exposed individual must complete and submit this form to EH&S within 24 hours following an occupational exposure to human blood or other bio-hazardous material.
- Source Individual's Consent or Refusal for Infectivity Testing Form
  The individual whose blood or bio-hazardous material was involved in the occupational exposure (not the exposed individual) must complete and sign this form before submitting to testing.
- Refusal of Post-Exposure Medical Evaluation Form
  The exposed individual must complete this form only if refusing post-exposure medical evaluation by a health care professional.
- A printable copy of the information on this page.
APPENDIX C

Criminal Background Check Policy

Drug Testing Policy
Weber State University  
**Master of Science in Athletic Training Program**  
**Student Criminal Background Check Policy**

1. **PURPOSE:**
The WSU Master of Science in Athletic Training Program enters into Affiliation Agreements with multiple healthcare facilities and schools throughout the state. These agreements provide WSU Athletic Training Education student and faculty authorized access to facility resources and patients. In response to stipulations contained within one or more of these Agreements, the WSU Master of Science in Athletic Training Program requires students admitted to the MSAT program to submit to a FBI level criminal background check and sex offender registry check. This screening process has been mandated by the WSU Athletic Training Education Program in an effort to more effectively protect the safety and well-being of the patients, clients, and residents of those facilities, and is fully supported by the Department of Athletic Training and Nutrition and the MSAT faculty.

2. **POLICY:**
During the first semester of the MSAT program, all students must submit to and provide evidence of a FBI criminal background check (CBC). The MSAT program staff will conduct a sex offender registry check from a public database. If the CBC reveals history of convicted criminal actions and/or the student is listed on the sex offender registry, the student may be removed from the MSAT program. If extenuating circumstances result in the CBC results being returned after the end of the first semester, and found to be positive for convicted criminal actions, the student may be expelled from the MSAT program and will not be entitled to any refund of tuition dollars and other fees.

3. **PROCEDURES:**
All students who wish to apply for admission to the WSU Master of Science in Athletic Training Program are informed in writing that they are required to submit to a FBI level criminal background check.

   A.1 The following written statement, as well as instructions for obtaining the CBC, are found in both the admission and acceptance packets:
   "If your record reveals prior criminal convictions, it may affect your eligibility to begin and/or remain in the MSAT program. Actions which would preclude an individual from admission to, or continuance in the MSAT program include: aggravated assault, spouse or child abuse, sexual predatory behavior, financial related crimes such as identity theft, and issue of moral turpitude (reference Utah Department of Professional Licensing). This list is not inclusive of all criminal convictions that will prevent program admission and/or progression, and the program reserves the right to review each student’s record on an individual basis."
A.2 If your background check documents a criminal conviction, it may be required of you to obtain official verification that the charge(s) have been expunged. The burden is on the student to have the offense expunged. If the offense is expunged, it will no longer be considered for admission or retention issues.

B.1 Students are provided an instructional document providing step-by-step instructions for obtaining a FBI level criminal background check.

B.2 Students are responsible for the expense associated with this documentation. This information is included in the student handbook.

B.3 Disclaimer included in the admission and orientation packet states: Students are encouraged to have their criminal record expunged prior to seeking criminal background check.

C.1 Any student convicted of one or more felonies, must receive an absolute discharge from the sentences for all felony convictions five or more years prior to the date of filing an application to the MSAT Program. Therefore, students who have committed felonies and have not met the above-stated criteria will not be allowed to progress in the MSAT program.

C.2 Students whose criminal background checks reveal evidence of prior convictions will be reviewed on a case-by-case basis to determine if they will be allowed to progress in the MSAT program. These students will be required to provide all documentation related to prior convictions for review by a faculty committee.

C.3 Students who have committed a felony, but have successfully petitioned to reduce the conviction to a misdemeanor charge, will be reviewed on a case-by-case basis to determine if they will be allowed to enter/progress in the MSAT program. Students who have criminal convictions in which actual or potential physical, emotional, or financial harm to another individual was involved will be treated as stated in C.1.

D.1 Students already progressing in the MSAT program are required to report any pending criminal charge(s) at the time that they occur (this includes throughout the entirety of their MSAT educational program).

D.2 The Program reserves the right to place the student reporting a pending criminal charge on an approved program leave-of-absence until the courts have made a decision regarding the criminal actions.

D.3 If criminal charge(s) are dismissed, the student will re-enter the MSAT program at the earliest date possible.
D.4 If the courts determine that the charges are valid and a conviction is made, the student’s status in the MSAT program will be reviewed on a case-by-case basis. Procedures outlined in Items C.1 - C.3 will be the basis for the program’s response.

D.5 Students placed on an approved program leave-of-absence until the courts have made a decision regarding the criminal charge(s) will have a "T" grade placed on their educational record.

D.6 If the charge(s) are dismissed, or the program determines that the students may progress to completion, the student will be allowed to resume the MSAT course work without financial loss and the "T" grade will be converted to actual grade earned.

D.7 If the charge(s) are not dismissed and the program determines that the student is to be dismissed from the program, the student will be subject to the WSU policy guiding refund of tuition and fees.

E.1 Information obtained in the criminal background check may be disclosed on a need-to-know basis to instructors, administrators, and contracted clinical facilities.

F.1 A student who wishes to grieve the Program decision relative to the actions taken in response to the results of their criminal background check are referred to WSU Policy Section 6-23 thru 33; Student due process policy and procedures.

F.2 A student seeking such action will be placed on an approved program leave-of-absence until the final outcome of his/her grievance is determined.

F.3 As always, the safety and well-being of patients, clients, and residents of our contracted clinical facilities remain our first consideration.

F.4 Students may request to view their criminal background check report, but cannot receive a copy of the report for any reason. If a student feels that there is information in the criminal background check which is inaccurate, the student has the right to challenge the accuracy of their record. The student must begin this process within one week of learning of the information from the Program Director. To challenge the accuracy of the record, the student will find instructions at fbi.gov.
F.5 Fingerprint and background clearance is valid for two years. Students who have not completed the MSAT program within two years must repeat the fingerprinting procedure and background check process.
MEMORANDUM

TO: Graduate Athletic Training Students

FROM: Graduate Athletic Training Program Director – Valerie Herzog

DATE: August 22, 2016

SUBJECT: Required fingerprinting and background check procedures

All individuals admitted to the Master of Science in Athletic Training Program will be required to complete Livescan fingerprinting and receive background clearance from the Bureau of Criminal Identification prior to performing clinical rotations.

The Livescan fingerprinting office is located in Room 022 of the McKay Education Building. You will go to the Livescan fingerprinting office on Tuesday, August 23rd, on your assigned time in the morning.

Appointment time: ____________________

Required payments:

1. A receipt showing that you paid $53.50 to WSU ATN Department (pay this at the front desk in the Swenson Bldg. – NOT in the Wildcat Center) for your background check and fingerprinting.
2. Give one copy of the receipt with the Background check form to Dr. Herzog by Noon on August 22nd.
3. You may pay with cash, check, or credit card at the Swenson Building Customer Service desk.
4. If your name does not show on your receipt, please write it on the receipt prior to turning it in.

Bring the following with you to your fingerprinting appointment:

   1. Government issued ID: Drivers License, Passport, or Military ID

Fingerprint and background clearance is valid for two years. If you have not completed the MSAT program within two years, this procedure and background check must be repeated.

(6/2016)
Weber State University  
Master of Science in Athletic Training Program  
Student Drug Screen Policy

I. Purpose
a. The WSU Master of Science in Athletic Training (MSAT) Program enters into Affiliation Agreements with multiple healthcare facilities and public schools throughout the state of Utah. These agreements provide WSU MSAT students and faculty authorized access to facility resources and patients. In response to stipulations contained within one or more of these agreements, the WSU MSAT program requires students to submit to a urine drug screen analysis for the presence of controlled and/or illegal substance(s) in order to be retained in the WSU MSAT program. This screening process has been mandated by the WSU MSAT program in an effort to more effectively protect the safety and well-being of the patients, clients, and residents of those facilities, and is fully supported by the Athletic Training and Nutrition Department and the Master of Science in Athletic Training faculty.

b. In order to remain in compliance and good standing with our partners in healthcare delivery, the MSAT program has contracted with JAG Exam Services to perform the required urine drug screen on our students entering the program. JAG Exam Services is an approved testing site which meets the standards of testing and reporting of results to the MSAT program.

II. Policy
a. During the first semester of the MSAT program, all students must submit to a provide evidence of a negative drug screen. If the drug test reveals the presence of a non-prescribed controlled substance, the student may be prevented from beginning the MSAT program. If extenuating circumstances result in the drug screen results being returned after the first day of class, and found to be positive for non-prescribed controlled substance(s), the student may be expelled from the MSAT program and will be subject to the WSU policy regarding refund of tuition and fees.

III. Procedures
a. All students who wish to apply for admission to the MSAT program are informed in writing (via the university catalog and MSAT program website) that they are required to submit to, and pass, a urine drug screen after acceptance into the program.
   i. If your drug test reveals the presence of a non-prescribed controlled substance, it may affect your eligibility to remain a student in the WSU MSAT program.
   ii. If the urine drug screen is positive for metabolites of controlled substances, the student may be required to provide medical documentation of the prescribed controlled substance(s).
   iii. Students are provided an instructional document providing instructions for obtaining the urine drug screen at an approved testing facility.
   iv. The student is responsible for the cost of the urine drug screen.
   v. If a student’s results return indicating a “dilute” sample, the student must repeat the test within 48 hours at the student’s expense.
   vi. A second “dilute” test will be interpreted as a positive screen, and the student may not be allowed to enter and/or continue in the MSAT program.
   vii. Drug screen results that read as “positive” for metabolites of non-prescribed controlled substances will result in the student not being allowed admission, or being dismissed from the MSAT program.
   viii. Students have the option of requesting a re-screen by a different, state approved, drug screening agency. The re-screen must be a lab-based test and must screen for the same drugs as the initial test.
   ix. The re-screen will be at the student’s expense.
x. A student who refuses to submit to the urine drug screen or who does not have the screening performed by the date communicated by the Program Director may forfeit their position in the MSAT program.

xi. The MSAT Program Director reserves the right to ask any student(s) in the MSAT program to submit to additional testing throughout the duration of their MSAT program experience. This action will be engaged if a student appears to be intoxicated or under the influence of drugs, narcotics, or chemicals. MSAT faculty, in consultation with other ATN faculty, preceptors, and/or other healthcare professionals, are authorized to make this determination. If it is determined that the student is impaired, in order to avoid a potential threat or risk to the public health, safety, or welfare, the student will be required to leave the clinical setting. The cost of additional urine drug screens will be the responsibility of the student.

xii. Students who test negative on the urine drug screen have passed the drug screen criteria for program admission.

xiii. A student who wishes to grieve the MSAT program decision relative to actions taken in response to the results of his/her urine drug screen are referred to the grievance procedures outlined in the MSAT Student Handbook.

xiv. A student pursuing a grievance process will be placed on an approved program leave-of-absence until the final outcome of the grievance is determined.

xv. As always, the safety and well-being of patients, clients, athletes, students, and residents of our contracted clinical facilities remain our first consideration.
Possession or Sale of Controlled Substances and Financial Aid:

Federal law requires us to notify you of potential penalties if convicted of the possession or sale of a controlled substance (i.e. illegal drugs) under any Federal or State Law. Individuals enrolled in classes, who would otherwise be eligible for Federal Financial Aid would no longer be able to receive any grant, loan, or work assistance during the period beginning on the date of such conviction and ending after the interval specified as follows:

If convicted of an offense involving the 'possession' of a controlled substance:
Ineligibility period is:
First offense - 1 year
Second offense - 2 years
Third offense - Indefinite

If convicted of an offense involving the 'sale' of a controlled substance:
Ineligibility period is:
First offense - 2 years
Second offense - Indefinite

Weber State University prohibits the unlawful possession, use, or distribution of drugs and alcohol by students and employees on the school's property or as part of school activities as outlined in the Student Alcohol and Drug Policy (PPM-10). http://www.weber.edu/ppm/Policies/6-10_StudentAlcoDrug.html and in the Alcoholic Beverage Policy (3-30b) http://www.weber.edu/ppm/Policies/3-30b_AlcoholicBeveragePolicy.html The institution may impose sanctions upon students and employees who violate these policies.

Sincerely,
Mr. Jed Spencer, Director of Financial Aid & Scholarships
Weber State University
Drug Testing

J.A.G. Exam Services, Inc.
Jim Guernsey, President
801-399-9686 – Call and schedule an appt.
Fax 801-399-9685

952 East Chambers, Suite 5 (around back of building)
South Ogden, UT
(NOTE: building is across street from Arctic Circle on Washington Blvd.)

Lab-based test - $24 (bring cash or check, can use credit card, but will add a 3% fee)
Students must bring a Photo ID – Driver’s License or other official state-issued ID
DON’T DRINK TOO MUCH WATER BEFORE YOU GO – EAT A FULL MEAL AND DON’T USE THE
BATHROOM FOR 2-4 HOURS PRIOR TO THE TEST.
Note: They have to watch you go to the bathroom, so be prepared for that.

5-panel Screen:
THC – Marijuana
Cocaine
PCP
Morphine/Opiates
Amphetamines/Methamphetamines
APPENDIX D

Clinical Education Guidelines
Weber State University  
Athletic Training Education Program  
Clinical Education Guidelines

When the athletic training student (ATS) is assigned to a Preceptor, it is essential that all personnel understand that the ATS is in the clinical education setting to learn under direct supervision, not simply to provide a service to patients and support personnel or act as a replacement for a full-time employee. The responsibilities of the ATS and Preceptor are provided below.

The ATS should:
1. Place a priority on academic courses.
2. Communicate with the Preceptor regarding daily clinical experience opportunities.
3. Practice competencies with Preceptors and peers to develop proficiency.
4. Mentor and teach other students in the program.
5. Apply critical thinking, communication, and problem solving skills.
6. Be prepared for proficiency assessments on a daily basis.
7. Obtain MSAT clinical experiences during scheduled direct patient care supervision by the Preceptor.
8. Perform skills on patients only once instructed by a course instructor or preceptor.
9. Be willing to learn about variations in applying the same technique or skill.
10. Provide honest feedback of the MSAT clinical experience through the Preceptor Evaluation and the Clinical Experience Evaluation, completed at the end of each rotation.

The Preceptor should:
1. Accept the ATS assigned to his/her facility without discrimination.
2. Utilize the ATS for no more than 25 hours/week unless reviewed with the Program Director and/or Coordinator of Clinical Education.
3. Provide direct supervision of the ATS in the context of direct patient care, which is defined as direct visual and auditory interaction between the Preceptor and the ATS.
4. Allow the ATS an opportunity to answer his/her own questions using critical thinking and problem solving skills.
5. Provide supervised opportunities for the ATS to actively participate in patient care related to the practicum course and clinical experience level of the ATS.
6. Allow the ATS to only perform skills on patients once instructed by a course instructor or preceptor.
7. Guide the ATS in using communication skills and developing professional and ethical behaviors.
8. Assess the ATS on competencies related to the practicum course and clinical experience level of the ATS.
9. Provide ongoing feedback to assist the ATS in developing proficiency in skills related to the practicum course and clinical experience level of the ATS.
Weber State University  
Master of Science in Athletic Training Program  

Monthly Clinical Hour Log  

<table>
<thead>
<tr>
<th>Date</th>
<th>Clinical Site</th>
<th>Sport(s)</th>
<th>In</th>
<th>Out</th>
<th>In</th>
<th>Out</th>
<th>Preceptor Signature</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>19</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>21</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>22</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>23</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>24</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>25</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>26</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>27</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>28</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>29</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>30</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>31</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Semester Total so far __________

Monthly Total __________

Sport 1 _______________ Hours __________

Sport 2 _______________ Hours __________

Sport 3 _______________ Hours __________
APPENDIX E

Change of Clinical Assignment Form
Weber State University
Master of Science in Athletic Training Program
Change/Addition of Clinical Assignment

Student ___________________________  Date ___________________________

Current Clinical Assignment
Proposed Clinical Assignment

Reason for change or addition
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

________________________________________
Student Signature/Date

________________________________________
Current Preceptor Signature/Date

________________________________________
Proposed Preceptor Signature/Date

Clinical Education Coordinator or Program Director
Signature/Date
APPENDIX F

Confidentiality, Privacy, and Security Agreement
Weber State University
Master of Science in Athletic Training Program
Confidentiality, Privacy, and Security Agreement

Weber State University's Athletic Training information systems and those at affiliated clinical sites contain confidential information pertaining to patients/student-athletes, health care professionals, and the Athletics Department. These systems may include computer hard drives, removable media storage mediums, online/electronic databases, filing cabinets, and medical records. This information is required by law to be protected, and thus imposes many obligations. This agreement is established to inform individuals who use these resources of their responsibilities and to secure their agreement to abide by the associated policies.

I WILL:

- Only disclose information, verbally and in written form, to those authorized to receive it.
- Respect the privacy and rules governing the use of any information accessible through an information system or computer network and only utilize information necessary for performance of my job.
- Report any violation of confidentiality of computer usage policies.
- Respect the ownership of proprietary software.
- Respect the finite capability of the systems and limit my use so as not to interfere unreasonably with the activity of others.
- Abide by all the procedures and policies established to manage the use of the system.

_______________________________
Student Initials

I WILL NOT:

- Exhibit or divulge the contents of any record or report except to fulfill a work assignment.
- Attempt to access information by using a user identification code or password other than my own.
- Remove any records, reports, or copies from their storage location except in the performance of my duties.
- Release my user identification code or password to anyone or allow anyone to access or alter information under my identity.
- Use these resources to engage in illegal activities, or harass anyone.
- Allow unauthorized use of information maintained, stored or processed by WSU Athletic Training or affiliate clinical sites.
- See personal benefit of, or permit others to benefit personally by any confidential information or use of equipment available through my clinical assignment.
- Remove any documents from Athletic Training or other clinical facilities, for any reason, without prior consent from my supervisor.

_______________________________
Student Initials
I UNDERSTAND:

• That the information accessed through all medical information systems contains sensitive and confidential patient, business, financial, and employee information.
• That I may access health information on myself, but must have specific authorization to access information on anyone else.
• That I am responsible for logging out of computer information systems and will not leave unattended a display device to which I have logged on.
• That all access to medical information systems will be monitored.
• That my user identification code and password are the equivalent of my signature and that I am accountable for all entries and actions recorded under them.
• That my obligation under this agreement will continue after termination of my employment and that my privileges are subject to review, revision, and renewal.
• That violators of this agreement will be denied access to information systems (electronic or otherwise), subject to disciplinary action (including termination/removal from the program) and may be subject to penalties under state law and federal law and regulations.

___________________
Student Initials

I AM FULLY AWARE:

• WSU Athletic Training and affiliated clinical sites purchase or license the use of copies of computer software from a variety of outside companies.
• WSU Athletic Training and affiliated clinical sites do not own the copyright to this software or its related documentation and, unless authorized by the software developer, does not have the right to reproduce it for use on more than one computer.
• With regard to the use on local area networks or on multiple machines, students shall use the software only in accordance with the license agreement.
• Preceptors learning of any misuse of software or related documentation within the department shall notify the Clinical Education Coordinator and/or Program Director immediately.
• According to the US Copyright Law, illegal reproduction of software can be subjected to civil damages of as much as $100,000 per work copied and criminal penalties, including fines and imprisonment. Athletic Training students who knowingly make, acquire, or use unauthorized copies of computer software shall be disciplined as appropriate under the circumstances and may include termination/removal from the program. The Athletic Training Program does not condone the illegal duplication of software.

___________________
Student Initials

By signing, I pledge that I have read, understand, and will comply with Weber State University's MSAT Confidentiality, Privacy, and Security Agreement.

___________________  ______________________
Student Signature  Date

___________________
Print Name
APPENDIX G

Student Conference Report Form
Weber State University  
Master of Science in Athletic Training Program  
Student Conference Report  

Student_____________________________  Date_____________________________  
Date of Incident_______________________  Date of Conference_________________  

Persons Present at Conference:__________________________________________________________  

Place of Occurrence  
_____________________________________________________________________________  
Incident (be specific, include date, times, etc.)  
_____________________________________________________________________________  
_____________________________________________________________________________  
_____________________________________________________________________________  

Action to be taken:  
( ) 1\textsuperscript{st} WRITTEN  ( ) 2\textsuperscript{nd} WRITTEN  ( ) SUSPENSION  ( ) TERMINATION  

Comments:  
_____________________________________________________________________________  
_____________________________________________________________________________  
_____________________________________________________________________________  

I have seen the statement of the incident. I have discussed this matter with the instructor. My signature represents this discussion.  

_________________________________  _______________________________  
Student Signature/Date  Preceptor Signature/Date  

_________________________________  _______________________________  
Clinical Education Coordinator Signature/Date  Program Director Signature/Date
APPENDIX H

Varsity/Club Athletic Participation by Athletic Training Students
Varsity/Club Athletic Participation by Athletic Training Students

Athletic Training students who participate in varsity or club sports must review and sign this form along with the head coach of their team EVERY academic year. Students are expected to meet ALL of the requirements of the athletic training program, including clinical hour and service hour requirements, despite sport commitments.

The Athletic Training Faculty will work with the athletic training student in an attempt to find clinical education experiences which minimally conflict with the sport, but recognize that this is difficult and not always possible.

The purpose of this form is:

1. To ensure that Athletic Training Student is abiding by our policy of participating in only one sport, as stated in the current WSU Master of Science in Athletic Training Student Handbook. This is to help assure the student that he/she will obtain a minimum level of clinical proficiency necessary to be successful and marketable in the field.

2. So that the MSAT faculty can make the necessary clinical assignments both on and off-campus, allowing the student to meet the minimum course and graduation requirements.

3. So that the Athletic Training student can obtain a variety of clinical experiences in a variety of clinical settings. Students who participate in more than one sport can obtain very little to no quality clinical experiences. Even a student who participates in only one sport limits his/her exposure to certain clinical education experiences.

This is to certify that I, _____________________________, understand the policy explained above. I am declaring that I will be participating in ___________________ during the current academic year. I am responsible for meeting all of my classroom and clinical expectations.

_______________________________________
Student Signature

Date

This is to certify that I, _____________________________, head coach of WSU's _____________________________ team, understand the policy explained above and will support the above-named student in pursuit of their educational goals.

_______________________________________
Head Coach Signature

Date
APPENDIX I

Glossary of Terms
Glossary of Commonly Used Abbreviations & Words

Ability to Intervene - The Preceptor is within the immediate physical vicinity and interact with the ATS on a regular and consistent basis in order to provide direction and correct inappropriate actions. The same as being "physically present."

Affiliated Clinical Setting - Institutions, clinics, or other health settings not under the authority of WSU, but that are used by the MSAT for clinical experiences. Examples include, but are not limited to: local high schools, rehabilitation clinics, physician's offices, and hospitals.

ATS/MSAT – the Athletic Training Student who is enrolled in a CAATE-accredited professional athletic training program.

Clinical Education Experiences – educational opportunities within a clinical environment where clinical proficiencies are taught and evaluated by a Preceptor.

Clinical Proficiencies – the clinical application of a common set of cognitive and psychomotor competencies.

Preceptor – a certified athletic trainer, or other specialized health/medical professional, who supervises athletic training students in a field experience other than a clinical education experience.

Educational Competencies – the educational content required of professional MSATs described as educational objectives. The competencies encompass three domains: Cognitive (knowledge and intellectual skills), Psychomotor (manipulative and motor skills), and Affective (attitudes and values). These domains are applied clinically through the clinical proficiencies.

**This handbook is a modified version of the University of Charleston's (WV) Athletic Training Student Handbook. Permission was granted by the ATEP PD as of July 2006.**
I purchased a copy of the 2016-2017 WSU Master of Science in Athletic Training Program Student Handbook. The entire contents of this handbook discussing the policies and procedures of the Master of Science in Athletic Training Program have been read and understood. These include:

- Master of Science in Athletic Training Degree Requirements
- MSAT Curriculum
- MSAT Clinical Education Experience
- MSAT Policies & Procedures
- HIPAA, Confidentiality, Privacy, and Security Policies
- Evaluations
- General Information & Documents
- Communicable Disease Policy

I intend to comply fully with the policies and procedures stated above and in the Graduate Athletic Training Student Handbook as prescribed by the MSAT Program, the Department of Health Promotion and Human Performance, and Weber State University. Failure to follow the above rules, regulations, and guidelines can result in disciplinary measures, and/or not completing the degree in the desired time frame. I also understand my rights and responsibilities of a graduate student in Weber State University Master of Science in Athletic Training courses and/or clinical education experiences.

__________________________________________________
Student’s Full Name (Printed)

__________________________________________________
Student Signature

_______________________________________
Date