



Handbook for Athletic Training Students

2015–2016



CAATE Accredited

Athletic Training Education Program

School of Health and Human Performance



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Section 1



General Program Information

Welcome to the Northern Michigan University CAATE Accredited Athletic Training Education Program School of Health and Human Performance

Welcome to the Northern Michigan University Athletic Training Education Program. We would like to take this opportunity to offer you as much information about this program as possible. This handbook is designed to act as your guide and to inform you of the policies and procedures included in the Athletic Training Education Program at Northern Michigan University. This handbook will assist us in conveying to you, the student, the expectations that we have of you as a student progressing through this program.

It is our goal that every athletic training student in this program eventually becomes a well-qualified Certified Athletic Trainer. If this is not also your goal, then this program may not be for you and we would ask you to reconsider your status as an athletic training student. This program will offer you every opportunity to fulfill the Board of Certification's requirements for certification. It is up to you, the student, to take full advantage of these opportunities, so that YOU can be the BEST Athletic Trainer that you can be.

The NMU Athletic Training Program and its' staff are expecting you to make a commitment to this program, and to become a dependable, responsible and skilled member of this program. You will be expected to act diligently and learn to take on responsibilities assigned to you during your tenure in this program, in a mature and professional manner.

Please read the following pages carefully. If you have any questions, please do not hesitate to contact us anytime. The athletic training education program is a program that is continuously committed and striving to improve. It is important the each athletic training student is aware of all pertinent policies and guidelines. We are proud to have you as a member of this program and look forward to watching you take an active role as a student in this program.

Please be advised that you should refer to the following as needed:

1. NATA Code of Ethics – for questions concerning ethical behavior of Athletic Trainers (see nata.org)
2. nata.org – the website of the National Athletic Trainers Association
3. bocatc.org – Board of Certification for Athletic Trainers
4. caate.net – Accrediting body for Athletic Training Education Programs
7. NMU Emergency Plans of Action – Available in each AT facility and in this document.
8. NMU Student Code - Available in Faculty offices and on the NMU Website (www.nmu.edu)
9. The Athletic Training Faculty and Staff

Respectfully, the ATEP Faculty:

Julie A. Rochester, EdD, ATC
Professor, School of HHP
Director, Athletic Training Education Program

Christopher Kirk, MS, ATC
Associate Professor, School of HHP
Clinical Coordinator of Athletic
Training Education

Maggy Moore, PhD, ATC
Associate Professor, School of HHP



Program Accreditation Information

The NMU Athletic Training Program is **Accredited** by the Commission on the Accreditation of Athletic Training Education (CAATE). This program was awarded with its initial accreditation (CAAHEP) in the spring of 2003.

All Athletic Training students wishing to sit for the BOC Examination must graduate from a CAATE accredited Athletic Training Education Program.

Accreditation status is reviewed every 5, 7, or 10 years. NMU will be due for accreditation review in 2017-2018.

The NMU Athletic Training Faculty will keep all students up to date on the status of this process. Please feel free to contact any member of the Athletic Training Faculty if you have any questions or concerns regarding this matter.

Program Mission and Objectives

The Mission of the Northern Michigan University Athletic Training Program is to provide a superior athletic training educational experience and multi-faceted clinical experience, which meets all CAATE accreditation standards and guidelines, in an effort to maximize the students' qualifications for future employment as a certified athletic trainer. This program also firmly believes that education is a two-way street. We agree to provide you with solid educational opportunities, and you must agree to make the most of each and every educational opportunity that comes your way.

General Program Objectives:

1. To provide a curriculum of study specific to the health care needs of an active society.
2. To meet the demands of society to have qualified and professional, Certified Athletic Trainers.
3. To develop individuals who will provide and administer health care to individuals in all of the various athletic training settings.
4. To prepare and enable students to meet all criteria of eligibility for the BOC's certification examination in athletic training.
5. To enable students to successfully complete all required course work and clinical experience in a manner as required by the NMU Athletic Training Program, the BOC, and CAATE.
6. To fulfill the need for an entry level Athletic Training Program in the Upper Peninsula of Michigan.
7. To provide a curriculum-based program of study, which ensures maximum employment opportunity following graduation and certification.

At no time during a student's enrollment in the Athletic Training program, should the athletic training student act in a manner, or be treated in a manner that could be interpreted as "supplying a work-force" to a particular athletic training site or setting. Any student, who has a question or concern about this matter, should bring it to the immediate attention of the Athletic Training Program Director.

NMU Mission

Northern Michigan University challenges its students and employees to think independently and critically, develop lifelong learning habits, acquire career skills, embrace diversity and become productive citizens in the regional and global community.

NMU Vision

Northern Michigan University will become the university of choice in the Midwest for students seeking a quality academic program with individualized attention in a high-tech learning environment.

NMU Diversity Statement

Northern Michigan University strives to be an inclusive community where differences are recognized as assets of the institution, respected attributes of the person and a valuable part of the university experience.

NMU's Non-Discrimination Clause

Northern Michigan University does not unlawfully discriminate on the basis of race, color, religion, sex, national origin, age, height, weight, marital status, familial status, handicap/disability, sexual orientation, or veteran status in employment or the provision of services, and provides, upon request, reasonable accommodations including auxiliary aids and services necessary to afford individuals with disabilities an equal opportunity to participate in all programs and activities. Anyone having civil rights inquiries may contact the Equal Opportunity Office, 158 Services Building, telephone number 906-227-2420.

Mission of the NMU AT Program

NORTHERN MICHIGAN UNIVERSITY'S ATHLETIC TRAINING EDUCATION PROGRAM IS COMMITTED TO PROVIDING A COMPREHENSIVE ATHLETIC TRAINING EDUCATIONAL AND MULTI-FACETED CLINICAL EXPERIENCE, WHICH MEETS ALL THE COMMISSION ON ACCREDITATION OF ATHLETIC TRAINING EDUCATION (CAATE) STANDARDS AND GUIDELINES, EMPHASIZING EVIDENCE-BASED PRACTICE. THE PROGRAM ENHANCES LEARNING EXPERIENCES BY PROVIDING ATHLETIC TRAINING STUDENTS WITH SUPERIOR FACULTY, PRECEPTOR, FACILITIES, AND EQUIPMENT. NMU'S ATHLETIC TRAINING EDUCATION PROGRAM CHALLENGES STUDENTS TO INVEST IN VALUABLE EDUCATIONAL OPPORTUNITIES IN ORDER TO BECOME CRITICAL THINKERS, DEVELOP LIFELONG LEARNING HABITS, AND ACQUIRE SKILLS AND KNOWLEDGE THAT WILL ENABLE THEM TO PROVIDE QUALITY HEALTH CARE AND ADVANCE THE ATHLETIC TRAINING PROFESSION.

Vision of the NMU AT Program

NORTHERN MICHIGAN UNIVERSITY'S ATHLETIC TRAINING PROGRAM WILL GRADUATE LIFELONG LEARNERS CAPABLE OF EXCELLING IN ENTRY-LEVEL ATHLETIC TRAINING POSITIONS SERVING ATHLETES AND THE GENERAL PUBLIC WITH AN EXTENSIVE KNOWLEDGE OF INJURY PREVENTION, CARE, EVALUATION, REHABILITATION, AND THE APPLICATION OF THERAPEUTIC INTERVENTIONS. NMU'S ATHLETIC TRAINING PROGRAM GRADUATES WILL PRACTICE IN AN ETHICAL MANNER BASED ON INTEGRITY AND FAIRNESS, PROVIDING QUALITY HEALTH CARE AND ADVANCING THE ATHLETIC TRAINING PROFESSION

MORE INFORMATION: www.nmu.edu

As a student entering into the field of athletic training, it is vital that you are aware of the essential functions of the profession of athletic training. These functions are incorporated into the 8 content areas of Athletic Training. These content areas will be discussed and addressed in detail as you progress through the Athletic Training Program at Northern Michigan University. For additional information, please refer to the BOC's Role Delineation Study. This document is available for your purchase at bocac.org.

Evidence-Based Practice

Prevention and Health Promotion

Clinical Examination and Diagnosis

Acute Care of Injury and Illness

Therapeutic Interventions

Psychosocial Strategies and Referral

Healthcare Administration

Professional Development and Responsibility

See more at: <http://caate.net/professional-programs/#sthash.aDvnZVoj.dpuf>

Program Application Information

Students who are interested in majoring in Athletic Training at Northern Michigan University must apply for admission into the Athletic Training Program. *The School of HHP admits a limited number of students each year into the baccalaureate Athletic Training major – the process is competitive. In order to be eligible for admission into the program, the applicant must:*

1. Be admitted into Northern Michigan University
2. Complete, or be in the process of completing ATR 110, HL 101 and ATR 125
3. Achieve a cumulative NMU GPA of 2.75 or better in their first semester at NMU, with a minimum GPA of 3.0 in ATR 110.
4. File an Application for Admission (to the Athletic Training Program), current transcripts (first semester at NMU and transcripts of other colleges attended) of grades and 3 letters of recommendation with the Athletic Training Program Director by February 1 for the succeeding fall semester.
6. Meet all technical standards for admission into the Athletic Training Program.
7. Receive a physical exam by a medical doctor that verifies the student meets all programs technical standards (free of charge to students who elect to have physical on campus, conducted by NMU team physician).
8. Sit for a formal interview with the Athletic Training Faculty and selected Athletic Training staff members, after the application has been filed and reviewed.

The School of Health and Human Performance/Athletic Training Division reserves the right to determine the method of selecting students for admission into the Athletic Training Program. Criteria for selection include GPA, level of student interest in the profession, letters of recommendation, and interview. A student may reapply if he/she is not initially selected into the program. The ATEP selects between 15-20 students for program admission each spring. *Admission into the ATEP is Competitive and as such, is NOT guaranteed!*

Program Retention

Once a student has been accepted into the Athletic Training Program, the student must follow these published guidelines for retention in the program:

1. Maintain a minimum GPA of 2.5 overall.
 - A. A student failing to meet this requirement will be suspended from the clinical aspect of the program for one semester. If after one semester, the student has not met the GPA requirement, the student will be dropped from the ATR program. If the student falls below the minimum GPA on a second occasion, the student will be dropped from the ATR program
2. Complete all ATR courses with a minimum of “B-“. Complete all courses in the major that are not ATR with a minimum of a C.
3. Successfully complete each ATR course on the first or second attempt.
 - A. Students are permitted to repeat ONE ATR course due to failure to meet the minimum grade. If a student fails to meet the minimum grade on a second ATR course, the student will be dropped from the ATR program.
 - B. If a student still wishes to pursue a career in Athletic Training, he or she may reapply after one calendar year following dismissal. This will not however, obligate the program to grant re-admission.
4. Adhere to the university student code (<http://webb.nmu.edu/dso/>)
5. Demonstrate a pattern of safe clinical practice commensurate with the students’ educational experience.

Program Retention Appeals

Students failing to meet retention standards may appeal program status. In order to appeal, students must follow these guidelines:

- a. Student must write an appeal letter to the appeal committee explaining why the appeal should be considered.
- b. The appeal letter will be reviewed by the appeals committee.
- c. The appeal committee will report back in writing to the appealing student regarding a decision of program status.
- d. The appeal committee will forward, as needed, a request to the registrars office regarding stating that the appeal committee has approved the request for an appeal.
- e. Letters of appeal do not guarantee the appeal will be granted. This will be left up to the discretion of the appeal committee and/or the registrar.

Students who withdraw from the program and wish to re-enter, must follow the same application and admission procedure as initially stated unless prior agreements have been made in writing.

Guidelines for Admission to Athletic Training Program as a Junior or Senior or as a Transfer Student

1. NMU students who wish to change their major to Athletic Training must follow the same admission guidelines as first semester Freshman.
2. NMU students with Junior or Senior status may be considered for program acceptance upon request, provided they meet the following criteria:
 - A. Overall GPA 2.5 or above
 - B. In the process of taking or have completed at least two of the following courses: ATR 110, HL 101, ATR 125
 - C. Expresses a sincere interest in a career in Athletic Training
 - D. Acceptance is based on the number of openings in the program

If the student meets the above criteria they may be admitted into the Athletic Training major under the recommendation of the Athletic Training Program Director. These candidates must complete the following during their first semester in the program:

3. Program Application
4. Submission of Transcripts
5. Submission of Three Letters of Recommendation

The interview requirement for these students may be waived. The student at Junior or Senior status must understand that it will most likely take him/her another three years to complete the requirements of the Athletic Training program. Once admitted into the program, the student must meet all retention standards to maintain good standing in the program.

6. Transfer Students
 - A. Transfer students with Freshman or Sophomore academic status must follow the same admission guidelines as a first semester Freshman. (See #1)
 - B. Transfer students with Junior or Senior academic status will follow the same admission guidelines as an NMU Junior or Senior who is changing their major to Athletic Training. (See #2)

ATS Handbook
Northern Michigan University
School of Health and Human Performance

Application for the Admission to the Athletic Training Education Program
 (Please type or legibly print the following information)

Name _____ Date _____

Campus Address _____ Permanent Address _____

Campus Phone _____ Permanent Phone (____) _____

Email Address _____

Date of Enrollment at NMU _____ Predicted Graduation Date _____

Previous Educational Experience: Please list, chronologically, all formal education you have received, beginning with high school.

| Institution Attended | Degree Attained | Dates Attended |
|----------------------|-----------------|----------------|
| 1. | | |
| 2. | | |
| 3. | | |

Previous Employment History: Please list previous employment history, including volunteer work. Begin documentation with the most current experience.

| Employing Institution | Years of Service | Responsibilities |
|-----------------------|------------------|------------------|
| 1. | | |
| 2. | | |
| 3. | | |

Athletic Training Experience: Please list all athletic training experience including volunteer work.

| Institution | Dates of Involvement | Responsibilities |
|-------------|----------------------|------------------|
| 1. | | |
| 2. | | |
| 3. | | |

How did you learn about the NMU Athletic Training Education Program?

**NORTHERN MICHIGAN UNIVERSITY
ATHLETIC TRAINING EDUCATIONAL PROGRAM
TECHNICAL STANDARDS FOR ADMISSION**

The Athletic Training program at Northern Michigan University is a rigorous and intense program that places specific requirements and demands on the students accepted into the program. An objective of this program is to prepare graduates to enter into a variety of employment settings and to render care to a wide variety of physically active individuals. The technical standards set forth by the NMU 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 programs accrediting agency (Commission on Accreditation of Athletic Training Education [CAATE]). The following abilities and expectations must be met by all students admitted to the Athletic Training Education Program. In the event a student is unable to fulfill these technical standards, with or without reasonable accommodation, the student will not be admitted into the program. Compliance with the programs technical standards does not guarantee a students eligibility for the BOC Certification Examination.

Candidates for selection into the Northern Michigan University Athletic Training Education Program must demonstrate the following.

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 judgments and treatment information effectively. Students must be able to understand and speak the English language at a level consistent with competent professional practice.
4. the ability to record the physical examination results and a treatment plan clearly and accurately.
5. the capacity to maintain composure and continue to function well during periods of high stress.
6. the perseverance, diligence and commitment to complete the athletic training education program as outlined and sequenced.
7. flexibility and the ability to adjust to changing situation and uncertainty in clinical situation.
8. affective skills and appropriate demeanor and rapport that relate to professional education and quality patient care.

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 Northern Michigan University along with the NMU ADA Coordinator will evaluate a student with a disability 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 a whether the accommodations requested are appropriate and 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 of selection listed above and I believe to the best of my knowledge that I will be able to meet each of these standards.

Signature of Applicant

Date

If you have a need for disability-related accommodations or services, please inform the Coordinator of Disability Services in the Disability Services Office at Hedgcock (227-1737; TTY 227-1543). Reasonable and effective accommodations and services will be provided to students if requests are made in a timely manner, with appropriate documentation, in accordance with federal, state, and university guidelines.

On a separate sheet of paper, please type a 200-300 word essay addressing the following:

Describe the profession of athletic training and its position in today's healthcare system.

Discuss why this profession is a good fit for you.

The information I have written on this application is true to the best of my knowledge.

Signature of Applicant

Date

Please be sure to submit the following with this Application:

- _____ 1. Your essay
- _____ 2. Your transcripts (from NMU and any other college/university you have attended – these do not need to be “official” copies)
- _____ 3. 3 letters of recommendation – these should come from people who can attest to your ability to be successful as a healthcare provider – not from direct family members.
- _____ 4. A copy of your immunization record
- _____ 5. A copy of your class/work schedule for the winter semester

Northern Michigan University

Application Checklist Athletic Training Major

Candidate Student _____ IN# _____

For Enrollment Date _____

1. ___ Admitted to Northern Michigan University

2. ___ Achieve a cumulative GPA of 2.75 or better with a minimum of a 3.0 in ATR 110.

OVERALL GPA: _____ ATR 110 Grade: _____

3. ___ Thouroughness/Completion of all Requirements - *the following MUST be completed/submitted by the CANDIDATE.*

___ File application by Feb. 1st for Fall semester, Oct. 1st for Winter semester.

___ Submit 3 letters of recommendations by Feb. 1st.

___ Submit unofficial copy of NMU transcripts (or from your previous institution if you are a transfer student.

___ Complete coursework in program progression.

ATR 110 ___ HL 101 ___ ATR 125 ___

___ Completion of required essay (included as a part of the application).

___ Completion of required 15 observation hours in accordance with
ATR 110.

___ Copy of immunization record

4. ___ Staff Interview Evaluations

_____ **Accepted**

_____ **Not Accepted**

Date

Signature of Program Director

Section 2



Faculty, Staff, Facilities & Resources

Athletic Training Faculty and Staff

NMU ATEP FACULTY

Athletic Training Program Director
Julie A. Rochester, EdD, ATC
Professor, School of HHP
Office: PEIF 237
Phone: 227-2026
email: jrochest@nmu.edu

Athletic Training Clinical Coordinator
Christopher Kirk, MS, ATC
Associate Professor, School of HHP
Office: PEIF 201
Phone: 227-2931
email: ckirk@nmu.edu

Marguerite Moore, PhD, ATC
Associate Professor School of HHP
Office: PEIF 2011
Phone: 227- 2228
email: mmoore@nmu.edu

NMU AT STAFF

Athletic Trainer
Jason Laxo, MS, ATC
Student Health Services
Office: Superior Dome AT Room
Phone: 227-1653
email: jlaxo@nmu.edu

Athletic Trainer
Kris Rowe, MA, ATC
Student Health Services
Office: Superior Dome AT Room
Phone: 227-2017
email: krowe@nmu.edu

Athletic Trainer
Megan McCullough, MS, ATC
Student Health Services
Office: Berry Events AT Room
Phone: 227-2016
email: memccull@nmu.edu

Graduate Assistant Athletic Trainers

School of Health and Human Performance = 2 Graduate Assistants

Graduate Assistant office – Upstairs/PEIF/HHP

Allied and Affiliated Site Athletic Training Clinical Preceptors

NMU Olympic Training Site

Cora Ohnstad, MS, AT
Graduate Assistant AT

Marquette General Hospital/UP Rehab/UP Sports Medicine

Mark Stonerock, ATC
Merlen Borgialli, ATC
Bill Elmblad, ATC
Bryan Dixon, MD

Gwinn High School

Marquette Senior High School

Nicole Cornell, ATC
Katrina McMasters, ATC

Advanced Orthopedics of Marquette - Peninsula Medical Center

Bryan Dixon, MD
Bill Elmblad, ATC

Marquette Orthopedic and Sports Therapy

Kurt Kerry, PT

Westwood High School

Holly Boburka, MS, ATC

Active Physical Therapy (Marquette)

Kip Hartman, DPT

Active Physical Therapy (Ishpeming)

Scott Corkin, ATC

Northern Michigan Physical Therapy (Harvey)

David Columb, DPT

NMU Student Health Center

Dave Luoma, MD

NMU Injury Evaluation and Care Clinic

Sarah Thomson, AT

Graduate Assistant AT's

Athletic Training Education Support Staff

Co-Medical Director of Athletic Training Education Program Northern Michigan University

Dr. David Luoma

Northern Michigan University Student Health Center

227-2355

daluoma@nmu.edu

Co-Medical Director of Athletic Training Education Program and Team Physician, Northern Michigan University

Dr. John L. Lehtinen

MGH/DLP

225-3867

jlehtinen@mgh.org

Dean, College of Professional Studies

Dr. Charlie Mesloh

Whitman Hall

227-2400

Associate Dean, School of Health and Human Performance

Dr. MaryJane Tremethic

PEIF 201

227-1135

mtremeth@nmu.edu

Consulting Orthopedists for

Advanced Orthopedics

Dr. Wallace Pearson, MD

Dr. Zachary Leonard, MD

Dr. Matthew Songer, MD

Dr. Tim Neuschwander, MD

Peninsula Medical Center

225-1321

Consulting Dentist for Athletics

Dr. Peter Belpedio

228-9290

Consulting Ophthalmologist for Athletics

Dr. Kublin

226-2531

Consulting Optometrist

Dr. Jon Webb
Downtown Eyecare, Marquette

Consulting Chiropractor

Dr. Greg Nelson

HHP Secretarial Staff

Ms. Lorraine Hillock
227-2528
lhillock@nmu.edu

Ms. Christy Johnson
227-2130
christyj@nmu.edu

Athletic Training Facilities

Northern Michigan University boasts some of the finest Athletic Training facilities in the Midwest. Athletic Training students will have every opportunity to take full advantage of these facilities and all equipment found in these facilities. It is expected that these areas are treated with respect and with the understanding that these are allied medical care facilities. Unprofessionalism will not be tolerated.

The PEIF Athletic Training Room

PEIF
Phone: 227-1195

The Berry Events Center Athletic Training Room

Berry Events Center (BEC)
Phone: 227-2016

The Superior Dome Athletic Training Room

Superior Dome
Phone: 227-1653

NMU Injury Evaluation and Care Clinic

PEIF 236
Phone: 227-2174

Athletic Training Laboratory Facility

PEIF 239
Phone 227-2130 (HHP Office)

Hours of service for each of these athletic training facilities are subject to change each semester and each year. Hours of service will be POSTED each semester on the entrance door to each of these facilities.

Athletic Training Resources for Students

In an effort to assist you during your involvement in the Athletic Training Program at Northern Michigan University, there are a variety of athletic training resources that are available to you. Please feel free to take full advantage of these resources. These resources will assist you in both your athletic training coursework and clinical athletic training experiences.

- Athletic Training faculty, staff, and support staff.
- A variety of textbooks, journals, and software located in faculty and staff offices and in each of the on campus athletic training facilities. Please check with individuals on their personal lending policies for these materials.
- The National Athletic Trainers Association – nata.org
- The Great Lakes Athletic Association – glata.org
- Your state athletic training association – matsonline.org, wata.org, etc.
- The Learning Resource Center on the Campus of Northern Michigan University – the LRC houses a wide variety of professional journals and texts that contain valuable information for athletic training students. Please see a member of the ATR Faculty for a complete listing of available titles.
- The Academic and Career Advisement Center (ACAC), located in the student center on campus. nmu.edu/acac
- Your Faculty Advisor
- The school & program's website: nmu.edu/hhp
- Your LAPTOP Computer – The Internet can be a valuable tool for locating information related to athletic training. Email is also a great way to communicate with peers, classmates, instructors, etc.
- A variety of Athletic Training Educational Software – contact your faculty advisor for a complete list.

Section 3

Program Policies and Procedures

Code of Conduct for Athletic Training Students (for traditional educational and clinical education components of the Athletic Training Program)

1. Athletic Training students are expected to conduct themselves in a **professional*** manner during both the classroom experience and the clinical experience of the Athletic Training Program. Be respectful at all times and you will be treated with the same respect.

2. During a students' clinical rotation, it is expected that the student keep all interpersonal relationships* with fellow students, staff, patients, athletes, coaches, administrators, etc., strictly **professional*** at all times.

3. Athletic Training students should make every effort to display a positive attitude toward their peers, staff, patients, athletes, coaches, administrators, etc., during their clinical experience. Keep your personal issues out of the athletic training facilities – this includes both the classroom and the clinical settings.

4. Athletic Training students should not, under any circumstances, ask any of the above-mentioned individuals for monetary or valuable favors (team clothing, event tickets, etc.) during their clinical experience.

5. Smoking, chewing tobacco, consumption of alcoholic beverages, or the use of illegal drugs during any of the educational components* of the Athletic Training program are strictly prohibited.

6. Food and drink may be permitted in DESIGNATED areas of the athletic training facilities AND during specified times only. Please check with your supervising ATC for guidelines regarding each of the athletic training facilities.

7. Athletic Training students are highly visible individuals in the athletic arena on a college campus. What occurs outside of the athletic training educational experience, can sometimes have an effect on people's perception of you in the athletic training facilities. Be smart during your extra-curricular activities.

8. Athletic Training students should not, under any circumstances, make patient/athlete referrals to physicians. Athletic Training students should notify the appropriate staff ATC of the apparent need for the referral only.

9. It is expected that Athletic Training students are in compliance with OSHA guidelines and practices, and are utilizing Universal Precautions at all times during their clinical experiences. Failure to do so may result in program expulsion.

10. Athletic Training students are expected to abide by all university policies as outlined in the NMU student Code Handbook. Please refer to this document as needed. This document may be viewed on the NMU website at www.nmu.edu.

Violations of the Code of Conduct for Athletic Training students is enforced by the Athletic Training Faculty and Clinical Staff.

***The following personal characteristics and attitudes include but are not limited to those observed and evaluated throughout the medical curriculum. Students are expected to demonstrate these characteristics, both in their academic and personal pursuits. (Taken from http://www.uic.edu/depts/mcam/osa/policy/statement_on_professional.htm)**

Integrity: Displays honesty in all situations and interactions; is able to identify information that is confidential and maintain its confidentiality.

Tolerance: Demonstrates ability to accept people and situations. Acknowledges his/her biases and does not allow them to affect patient care or contribute to threatening or harassing interactions with others.

ATS Handbook

Interpersonal relationships: Provides support and is empathetic in interactions with peers, patients, and their families. Interacts effectively with "difficult individuals." Demonstrates respect for and complements the roles of other professionals. Is cooperative and earns respect.

Initiative: Independently identifies tasks to be performed and makes sure that tasks are completed satisfactorily. Performs duties promptly and efficiently. Is willing to spend additional time and to assume new responsibilities. Recognizes when help is required and when to ask for guidance.

Dependability: Completes tasks promptly and well. Arrives on time and actively participates in clinical and didactic activities. Follows through and is reliable.

Attitudes: Is actively concerned about others. Maintains a positive outlook toward others and toward assigned tasks. Recognizes and admits mistakes. Seeks and accepts feedback and uses it to improve performance.

Function under stress: Maintains professional composure and exhibits good personal and clinical judgment in stressful situations. Identifies unprofessional conduct while recognizing the importance of maintaining professional behavior in the clinical setting, in spite of inappropriate action on the part of others.

Appearance: Displays appropriate professional appearance and is appropriately groomed.

General Policies for Athletic Training Students

Each of these policies are in place to ensure that both the athletic training student and the supervising athletic trainer are clear on the expectations that are included with a student's assigned clinical rotation, in conjunction with each practicum course that the student is enrolled in. It is expected that each student will receive additional specific information regarding expectations, prior to the start of each new clinical assignment that the student receives. This will typically take place in the form of an introductory meeting between the supervising ATC, the student, and a member of the Athletic Training faculty.

Remember, you are a student (But that is a good thing). You are not expected to fill the role of a Certified Athletic Trainer. If at any time you are unclear of the expectations of your clinical assignment, please contact your supervising ATC immediately or a member of the Athletic Training faculty.

a. Drug and Alcohol Policy

Northern Michigan University Athletic Training Program School of Health and Human Performance STUDENT DRUG SCREEN POLICY

In order to maximize safety and quality of patient care, area healthcare facilities have implemented policies mandating drug screening for all patient care providers, including Athletic Training students. This in turn creates the need for a NMU Athletic Training Student Drug Screen Policy. This policy affects currently enrolled NMU AT students.

I. Pre-Clinical Screening

1. Students will receive information pertaining to the drug screening policy with their letter of acceptance into the AT program. By signing and returning the letter of acceptance to the AT program, the student also agrees to meet all compliance requirements, including the drug screening.
2. Drug screening will be conducted by Marquette General Hospital Health System/Duke LifePoint (MGHS/DLP) Occupational Medicine Clinics in Marquette and Escanaba, Michigan. Drug screening from any other lab/clinic will not be accepted. The fee for testing is the responsibility of the student.
3. Students entering the AT program must complete drug testing by September 15 of the fall academic semester.
4. Students are required to submit for drug screening once prior to the beginning of the NMU AT program. Further drug screens while enrolled in the NMU AT program may be required by the healthcare facility where clinical courses are held.

5. All urine drug screening results will be reviewed by the AT Program Director and the AT Clinical Education Coordinator.

6. Any student not enrolled in NMU AT courses for more than 1 semester must submit for drug screening as if newly enrolled in to the AT program.

7. Please refer to Section II of this document for further information regarding failed drug screening results and refusal to submit to drug screen testing.

8. Please refer to Section III of this document for information regarding progression in the AT program if a failed drug screen occurs.

II. Refusal to Submit to Drug Screening/Failed Drug Screen; Results/Tampering of Specimen for Drug Screening

1. For students who have received a letter of admission to the AT program but have not yet begun to take their core AT classes, refusal or failure to complete drug screening by the due date specified will result in revocation of acceptance to the AT program.

2. For students currently in the AT program, refusal to submit to drug screening as requested by the AT Program Director and/or the AT Clinical Education Coordinator will be viewed as a failed drug screen result. Thus, the student will be prohibited from participating in clinical Athletic Training courses and any co-requisite theory/lab AT courses for a period of ONE calendar year. Students will be sent a registered letter noting their non-compliance with this this policy and subsequent removal from the NMU AT program for one calendar year.

3. Failed drug screening results will result in the student's removal from clinical Athletic Training courses and any co-requisite theory/lab AT courses for a period of one calendar year. Students will be sent a registered letter noting their removal from AT courses for ONE calendar year due to failed urine drug screen results.

4. Any student suspected of, or found tampering with a urine specimen for drug screening will have such activity documented and reported by the MGH/DLP Occupational Medicine Clinic staff to the AT program director and the AT clinical education coordinator. This information will be reviewed for consideration of disciplinary action up to and including dismissal from the AT program.

5. DUTY TO REPORT – In the event the NMU student, who has failed a drug screen, is also a licensed/registered health professional, a report will be made to the State of Michigan Department of Regulating and Licensing Affairs (LARA). If the student is a licensed/registered health professional in a state other than Michigan, the report will be made to the appropriate state's department of regulating and licensing affairs.

III. Guidelines for Re-admission to the NMU AT Program

Students with failed drug screen results will be removed from the Athletic Training program for one calendar year. The one year timeframe is consistent with local healthcare agency policy and cannot be shortened. Furthermore, the student must:

1. Complete an approved substance abuse assessment/treatment program/counseling at the student's expense.

2. Provide verification to the AT program director and the AT clinical education coordinator of attendance at an approved substance abuse assessment/treatment program/counseling session.

3. Submit for urine drug screening at MGH/DLP Occupational Medicine Clinic as stipulated in section 1, Pre-clinical Screening, of this document. This cost is the responsibility of the student.

4. A second failed drug screen will permanently render the student ineligible for re-enrollment in the AT program at Northern Michigan University.

5. DUTY TO REPORT – In the event the NMU student, who has failed a second drug screen, is also a licensed/registered health professional, a report will be made to the State of Michigan Department of Regulating and Licensing Affairs (LARA) or appropriate state where licensure is held.

IV. Confidentiality

1. HIPAA Guidelines will be followed regarding student drug screen test results.

b. Conduct and Eligibility when traveling as an Athletic Training Student

There are at least 2 situations in which a student may travel away from campus in the role of an Athletic Training Student representing Northern Michigan University. First, an Athletic Training Student may be traveling, along **with** their supervising ATC, to another college or university for event coverage, as a partial requirement for their clinical assignment. Second, an Athletic Training Student may be traveling to a professional conference related to athletic training. Regardless of what the situation is, all Athletic Training Students traveling as representatives of the NMU Athletic Training Education program and Northern Michigan University are expected to conduct themselves with the highest level of **professionalism**. Failure to do so could potentially negatively impact your future status in this program and in this profession. For expectations related to dress code when traveling, consult with your supervising ATC.

Students who travel with an athletic team as a partial requirement for a clinical assignment must agree to the following terms:

1. Athletic Training students must remain with the traveling team and under the supervision of the supervision ATC or coach at all times.
2. Athletic Training students wishing to leave the supervision of the supervising ATC or designee must provide written permission/documentation from a parent or guardian.
3. Athletic Training students are not permitted to receive transportation from any individual other than a parent or guardian (with written permission) during a university sponsored event.

c. Athletic Training Facility Maintenance

All students who are enrolled in a practicum in athletic training course will be required, as a CLASS expectation and as a partial requirement for their assigned clinical rotation, to take an active role in the daily maintenance and upkeep of the athletic training facilities. These tasks should not be looked upon as demeaning or labor intensive. Rather, they are a portion of the true learning experience that is necessary to develop a strong well-rounded athletic training student. Most Certified Athletic Trainers, regardless of the setting in which they are employed, are involved with these types of tasks and duties regularly. Remember that your expertise in this area is **JUST** as important as you're other roles as an Athletic Training student.

d. Inventory and Supply Checkout

All students who are enrolled in a practicum athletic training course, will be required, as a CLASS expectation and as a partial requirement for their assigned clinical rotation, to learn, understand, and utilize the correct methods of inventory and supply checkouts. Your preceptor/supervisor will inform you, during your clinical rotation, of the proper procedures, for each of the athletic training facilities. No student should attempt to checkout supplies, unless instructed to do so from their preceptor/supervisor. Make sure that you are aware of the location of all products and that you **KNOW** what each product is used for. Any student found stealing or distributing athletic training supplies to inappropriate individuals will be severely reprimanded, and will be considered for termination from the Athletic Training Program.

e. Use of Staff Offices

During a clinical rotation, Athletic Training students should not enter staff offices unless they have been given permission or instructions to enter. These offices are for the private use of the staff. The same guideline holds true for the Athletic Training faculty, however, please note that the faculty do have posted **OFFICE HOURS**, at which times, students are encouraged to visit with the faculty. Appointments may also be made as needed.

f. Telephone use in Athletic Training Facilities

The telephones in the athletic training facilities are for business and emergency purposes. Please refrain from using these telephones for personal reasons during your clinical rotation. As an expectation during a student's clinical experience, students will have the opportunity to answer the phones in the athletic training

facilities. Students are expected to act in a highly professional manner when performing this task. Students should follow these basic instructions when answering phones in the athletic training facilities:

Answer the phone...ATHLETIC TRAINING, this is....

- ✓ **State who you are and take a complete message**
- ✓ **Include the full name of the individual who called**
- ✓ **Take a number where they can be reached**
- ✓ **Note what time they called and what time they can be reached**
- ✓ **Determine the urgency of the call and take appropriate action**
- ✓ **Do not attempt to answer questions that you do not have the answers to.**

Please do not give out HOME or CELL phone numbers of your clinical preceptors, unless you have been instructed to do so.

Your preceptor will give you further instructions about the procedure that they prefer during your clinical rotation.

g. Clinical Experience Documentation

Athletic Training students are expected to document all clinical experience hours. This should be done on the standardized form that is available in each of the athletic training facilities or from the Athletic Training Faculty. Verification of your clinical experience is also required from your preceptor/supervisor. Please check with your preceptor/supervisor as to how they would prefer the verification process be handled. You should, UNDER NO CIRCUMSTANCES, wait until the end of your clinical rotation to have your clinical experience verified. This should be done either on a weekly or daily basis. All completed, signed forms should be turned into your Primary Practicum Instructor (ATR Faculty) these forms are used to compile final grades at the end of each semester. Preceptors are NOT responsible for signing hours that are more than 2 weeks old.

Although it is not required by CAATE to document clinical hours, it is a requirement for a number of your courses AND it may be necessary for you to provide clinical hour documentation when applying for state licensure, registration or other type of state regulation. It is therefore, critical for you to maintain an accurate record of your compiled clinical hours.

h. Computer use by Athletic Training Students

The computers in the athletic training facilities are to be used by the students for athletic training purposes only. Athletic Training students should not be using their computers for homework, printing of personal documents, email, web surfing, etc., during clinical rotations. Students will, however, receive formal instruction in the injury reporting computer program that is used by the NMU Athletic Training staff, and will be expected to utilize this program during selected clinical rotations. Personal laptop computers may be used for Athletic Training purposes at the discretion of the clinical staff.

i. CPR Certification

Athletic Training students are expected to maintain current certification in CPR for the Healthcare Provider or comparable. Re-certification classes will be offered 1-2 times each semester (cost of cards varies year to year, and is at the expense of the student) to all students enrolled in the Athletic Training program. If a student is unable to attend the scheduled CPR re-certification class when it is offered, it is the responsibility of the student to seek out another means of re-certification, and the cost will be at the expense of the student.

Students will not be permitted to participate in clinical education unless they are current in CPR. Copies of certification cards will be maintained in the student's portfolio/file.

j. Attendance

It is expected that Athletic Training students are highly diligent in their attendance at all classes at Northern Michigan University. This includes all practicums, which can include clinical and field experiences. General Attendance policies for each class within the Athletic Training program will be outlined on each class syllabus. Specific attendance policies will be up to the discretion of your preceptor and will be discussed with you during your initial meeting with your assigned preceptor. When a situation arises that causes a student to miss an assigned clinical rotation, the student should contact their clinical preceptor (phone call is preferred). If the clinical preceptor cannot be reached, a member of the Athletic Training faculty should be contacted.

Unexpected Excused absences include illnesses, accompanied by a doctor's note, a family emergency, and travel as required by your clinical rotation. If you have any questions or problems related to the policies on attendance, please contact the Athletic Training Program Director and your class or clinical preceptor immediately.

k. Excused Absences

Once again, athletic training students are required to be diligent in their attendance in all of their Athletic Training classes and practicums, which include clinical rotations. Attendance expectations will be clearly outlined during the first week of your clinical rotation. It is expected that you discuss any class or clinical time that you know you will have to miss during the semester, so that the proper arrangements can be made for you to make up missed assignments. It is expected that students give preceptors AT LEAST 2 WEEKS NOTICE prior to missing class. An Example of this would include a wedding/family reunion, etc... you know you have to attend.

Some clinical rotation assignments will include the expectation that the athletic training student travel to a University sponsored contest. This travel expectation may conflict with other classes the student is enrolled in at the University. It is the responsibility of the clinical preceptor to inform the student, in advance (minimum of 2 weeks), of the dates that the student will be expected to travel. This will give the student sufficient time to inform their class instructors that they will be missing class, and request the opportunity to make up any missed assignments, tests, or quizzes. This may not be viewed as an "excused absence" by some instructors, and quite frankly, it is their call. It is highly recommended that you provide each of your class instructors with a "Class Absence Form", prior to your expected travel. This form is available from your Athletic Training Academic Advisor. Please provide your advisor with dates, classes, instructor names, times, that you will be missing. This can be done via email or by written request and should be submitted at least one week prior to your scheduled travel. If you are having problems in this area related to travel expectations, you should contact your clinical preceptor immediately.

Suggestion – At the beginning of each semester, let your professors know that you are an athletic training student and that you may be asked to travel as a part of your assigned clinical rotation.

l. Checking Email

Athletic Training faculty and staff will correspond regularly via email to the Athletic Training students. It is required that students inform all faculty and staff of current email addresses. Students should check email frequently, as to stay informed of activities, changes, and other events occurring within the Athletic Training program and specifically within a student's clinical rotation assignment. Checking email on a student's personal laptop within one of the Athletic Training facilities will be left up to the discretion of the clinical supervisor/instructor. There should be no reason for not checking email regularly, as all students at NMU are provided with campus email addresses and a university laptop computer. Please be sure to seek technological support as needed. The campus Help-Desk phone number is 227-2468.

m. Introductory Meetings:

Each student who registers for a Practicum course within the Athletic Training Curriculum, will be assigned a clinical rotation and or a field experience as a partial requirement for successful completion of the practicum. During this clinical rotation, each student will be assigned to a clinical preceptor, who will, at the start of each student's new clinical rotation, provide the student with an introductory meeting, which will address the expectations of the clinical rotation. Issues including attendance, clinical responsibilities and duties, dress, etc., will be discussed in detail. The student will also be issued a list of expectations from his/her clinical preceptor, which the student will sign, verifying that the student read and understands all expectations. It is the responsibility of the STUDENT to contact his/her clinical preceptor if there are any questions concerning any of these issues discussed during the introductory meeting.

n. Advising and Registering for Classes

Each student in the Athletic Training Program will be assigned an Academic Advisor. The Athletic Training faculty highly recommends that you check in with your academic advisor regularly. We are here not only to assist you with registering for the appropriate classes, but we are also here to mentor you through this program. We want each and every one of you to be successful in this program and ready for the BOC's Certification Examination upon Graduation. Your academic advisor will have posted office hours each semester. Additional appointments can be made by request. We will be available to you as much as possible. You will also see us around during your clinical rotations. Prior to class registration, your academic advisor will have specific times set aside to meet individually with each student about their class schedule and to answer any questions a student may have about their progress in the Athletic Training Program. Please use us as a resource.

o. Dress Code for Athletic Training Students

Your standard of personal care and dress represent you as an individual, the athletic training education program and the profession of athletic training. Professional individuals set examples for others and students are expected to be neat, clean, and well groomed which includes the following:

1. Nails will be clean, short, and smooth to ensure patient and student safety.
2. Hair will be controlled so that asepsis is maintained for both the student and patient.
3. For asepsis and safety, jewelry will be limited to only wedding rings, watches, and one pair of pierced earrings, which are small, post-type (no loops), and worn **only** in the ears.
4. Shoes must provide good support and meet the expectations of each clinical facility. Open toes and high heels are not permitted. Shoes and shoestrings must be clean and in good repair. Shoes with heels greater than one inch are not permitted.
5. Clothing must be loose enough to provide ease of movement in clinical activities. Clothing must not reveal midriff, chest, low back, shoulders. Shorts may be worn provided they are of mid-thigh length and not jean material.
6. NMU Athletic Training / Sports Medicine shirts are preferred. Shirts are to have sleeves and must be long enough to cover the midriff.
7. Your nametag (when required) should be worn during all clinical rotations.
8. Pants in business suitable fabrics or "Dockers" style. Jeans and Yoga style pants may not be worn for clinical experiences including times when obtaining information from an agency for clinical assignment.
9. Baseball hats, visors, and sunglasses may be worn for outdoor clinical assignments only.
10. Students having questions about this policy should see a member of the AT faculty.

Failure to comply with the dress code may result in your clinical supervisor asking you to leave the site and return when appropriately attired.

p. Nametags for Athletic Training Students

Nametags may be required as a part of the work uniform at various clinical sites.

q. Technical Standards and Physical Exams for Athletic Training Students

All students entering the Athletic Training Program at Northern Michigan University will be required to meet all technical standards as outlined in Section 4 of this document. These technical standards are in place to ensure that the student is physically and emotionally capable of meeting all program requirements. Please read the technical standards carefully. Additionally, students will be required to undergo a brief physical examination by the Athletic Training Program Medical Director, to ensure that each student meets the technical standards of the program. This exam will be provided free of charge. Any student wishing to see their personal physician for this exam, may do so, and should provide the Athletic Training Program Director with a copy of the results of this exam.

r. Liability Insurance for Athletic Training Students

Students are covered by the university for any reasonable actions that they take as a student enrolled in the Athletic Training Program, provided the action they take occurs inside the scope of the student's educational requirements. Any action that the student takes outside of the scope of the educational requirements are not the legal responsibility of Northern Michigan University.

Athletic Training Students should, under no circumstances, practice Athletic Training outside of the educational setting.

Athletic Training students are highly encouraged to purchase personal liability insurance, however, this is not required. For more information concerning this, please see a member of the Athletic Training Faculty.

s. Health Care for Athletic Training Students

Athletic Training Students are encouraged, as all students on campus, to use the Student Health Center on Campus for health care needs. Athletic Training Students **should not** pursue health care or health care advice from physicians who are holding clinics during athletic training room hours for the NMU athletes.

Athletic Training Students are encouraged to purchase health care insurance if necessary.

Athletic Training Students who are injured (minor or major) during any educational component of the Athletic Training Program should report the injury to their preceptor immediately so that a University Injury Report Form can be properly completed, per university policy.

t. In-services for Athletic Training Students

The NMU Athletic Training Program regularly offers "In-service" educational opportunities for students enrolled in this program. Yearly Attendance is MANDATORY at the following in-service presentations:

- ❖ Student Risk In-service
- ❖ Blood Borne Pathogen In-service
- ❖ Student Handbook Review In-service
- ❖ HIPAA/FERPA Inservice

Some of the above sessions may be held in conjunction with one another.

Please be sure to check with your instructor as to what the in-service attendance requirements are for your class. Most inservices are required for all those students enrolled in an ATR Practicum course. More information about such requirements will be delineated in course syllabi for program practica courses.

In-services are offered as a unique opportunity to expand your knowledge and experience in the field of Athletic Training. The faculty makes every effort to tailor these presentations to maximize the quality of your education.

u. Doing Homework during your Clinical Rotation

Athletic Training Students are not permitted to do homework or read (for school or other purposes) during practice or event coverage as required by a student's assigned clinical rotation. This policy has been implemented for your safety. Athletic Training students, who are positioned on a playing field during a practice or a game, need to be fully aware of all actions taking place. Your clinical preceptor will instruct you as to where you should stand/sit to maximize your safety. This issue will be more closely addressed during the "Student Risk In-service".

v. Lockers

Lockers in the PEIF are available for student use. If you are interested in renting a locker within the PEIF facility, you should contact the Recreation Office located in the PEIF building. These may be rented at the personal cost of the student.

w. Transportation

Athletic training students are required to provide their own transportation to and from assigned clinical assignments. The faculty will make every effort to accommodate students that do not have a car on campus; however, this may not always be possible. Possible accommodations include assigning a student to a clinical assignment with another student who has a vehicle for transportation.

x. Personal Cell Phone Use

Personal cell phones should not be used during clinical or didactic course work. Please keep them turned off and in your backpack during your athletic training experiences.

y. Communicable Disease Policy

Students with active communicable disease should not report to clinical assignments due to the risk of spreading the infection. They should, however, contact their clinical preceptor to inform him or her of the situation. Students with active communicable disease may be required to provide physician documentation allowing them to return to their clinical course. **DETAILS REGARDING THIS POLICY ARE LOCATED IN SECTION 6 - FORMS**

z. Immunizations required for ATR Students -

1. TB testing (must have a negative result). Students can receive this test at low cost from the NMU Student Health Center.
2. Hepatitis B immunization. Verification of receipt of three injections or proof of enrollment in injection series. In Marquette, this is available at the Student Health Center on campus, the Marquette County Health Department, or at a variety of other medical offices in the community. *This immunization will be at the student's expense.*
3. Proof of the following vaccinations is also required: MMR, Pertusis, Varicella, Tetanus, Diphtheria, and Influenza. *Immunizations are at the student's expense.*

aa. Criminal Background Checks

All students are required to have a criminal background check. This will be done at the expense of the student.

General Athletic Training Room Facility Rules (On-Campus)

The following list of rules applies to all Athletic Training facilities at NMU. It is expected that each student, during their clinical rotation at one of these facilities, enforce these rules. If you are unable to enforce any of these rules for any reason, please contact your preceptor/supervisor immediately.

- 1. Only Varsity Athletes are to be treated in the NMU Athletic Training Rooms.**
- 2. Shirts and shorts (not boxers) are to be worn by all athletes receiving treatments in the Athletic Training Room.**
- 3. Food and beverages, with the exception of water, should not be brought into the Athletic Training Room by an athlete who is receiving treatment.**
- 4. Athletes are not permitted to chew tobacco, smoke, or consume alcohol, while receiving treatment in the Athletic Training Room.**
- 5. Athletes not receiving treatment, should not loiter in the Athletic Training Room.**
- 6. Horseplay among athletes, or others, is not permitted.**
- 7. Profanity by the athletes, or others, will not be permitted or tolerated in the Athletic Training Room.**
- 8. Athletes should keep all personal belongings either out of the Athletic Training Room, or in an area designated within the facility for such. Student-athletes may read a magazine or a text for class if appropriate if it does not interfere with his/her treatment.**
- 9. Under no circumstance should an athlete help himself or herself to any form of treatment in the Athletic Training Room.**
- 10. Athletes should receive and should remain inside the Athletic Training Room for the entire duration of their treatment.**
- 11. Each treatment administered in the Athletic Training Room should be entered in the Athletic Training Treatment Log.**
- 12. Athletes should refrain from entering staff offices and using the telephones in the Athletic Training Rooms.**
- 13. Athletes are expected to treat all Athletic Training Staff and Athletic Training Students with respect at all times. Athletes should also be treated with respect.**

Ethical Concerns for Athletic Training Students

Below is a list of potential ethical concerns that a student enrolled in the Athletic Training Program at Northern Michigan University could potentially face. This is not a complete list. Athletic Training Students should be aware of these at all times during all aspects of their involvement in the program. Any questions or concerns related to this list should be immediately directed to the student's clinical supervisor/instructor and the Athletic Training Program Director.

- Students must understand the consequences of noncompliance with regulatory athletic training practice acts
- Student must accept the professional, historical, ethical, and organizational structures that define proper roles and responsibilities of the certified athletic trainer in providing health care
- Students must defend the moral and ethical responsibility to intervene in situations that conflict with the NATA standards.

1. Athletic Training Students should understand, uphold, and follow the NATA Code of Ethics at all times. The NATA Code of Ethics can be viewed by going to nata.org.

2. Athletic Training Students should not criticize or reprimand fellow Athletic Training Students, faculty, staff, coaches or administration.

3. Athletic Training Students should keep all interpersonal relationships strictly professional during all clinical rotations. This includes relationships with peers, athletes, patients, supervisors, instructors, coaches, faculty, and administrators.

4. Athletic Training Students should maintain strict confidentiality. At no time should an Athletic Training Student discuss an athlete's or a patient's injury, condition, status, etc., with anyone except the Athletic Training Clinical Staff, for educational purposes only.

5. Athletic Training Students should never cover up for an athlete.

6. Athletic Training Students should treat all patients/athletes equally regardless of age, gender, sport, race, sexual orientation, etc.

7. Athletic Training Students should not do special favors for athletes/patients. Treat all athletes/patients as equals.

8. Athletic Training Students should refer all problems, concerns, and questions related to athletes/patients and all aspects of the clinical experience, to the appropriate clinical supervisor/instructor.

Clinical Experience Supervision Guidelines.

CAATE accreditation requirements state that an Athletic Training Student must be supervised at all times during a clinical rotation. This, of course, is also a strict policy for all Athletic Training Students at Northern Michigan University.

What defines “supervision of clinical education in an Athletic Training Program”? According the Athletic Training Accreditation guidelines, “Clinical Education is supervised by a preceptor or other qualified allied health care professional (Preceptor).The supervision of the clinical education must involve constant visual and auditory interaction between the preceptor and the student. The preceptor supervision of students must allow for multiple opportunities for evaluation and feedback.”

Here are some additional guidelines concerning supervision that all Athletic Training Students should follow:

- ❑ **Do not attempt to act if you are not under supervision. This would constitute acting outside of your clinical experience, and can create a major liability situation for yourself.**
- ❑ **If your preceptor is leaving you unsupervised on a regular basis, bring this to the attention of the Athletic Training Program Director or another member of the ATEP faculty.**
- ❑ **When you are under supervision, if you are not sure about an action you should take, ASK! Do not be afraid to ask any questions directly to your preceptor/instructor.**
- ❑ **There may be an occasion that the student is left unsupervised – for example, your preceptor may have to use the restroom or may have to visit with a coach. Whatever the circumstance may be, the student should be given access to a 2-way radio or be able to reach the preceptor via cell phone so that the preceptor can be reached immediately.**

Athletic Training Students May Be Faced with an Emergency Situation

Students must be aware that they may be called upon to act in an emergency situation during an assigned clinical rotation. During your involvement in the Athletic Training Program, you will receive formal instruction on how to manage many different types of emergency situations.

Here are a few things to remember:

- ✓ **Never attempt to perform an emergency skill that you have not been taught.**
- ✓ **Never attempt to perform an emergency skill that you are unsure about how to perform correctly.**
- ✓ **Remain calm and professional during all emergency situations.**
- ✓ **Regularly review the Emergency Action Plan (EAP) for your particular clinical rotation assignment. All emergency action plans can be viewed in Appendix _____. Furthermore, all EAPs are posted in each facility.**
- ✓ **Always practice Universal Precautions! Latex gloves should be worn on both hands. Utilize other protective equipment (goggles, face shield, gown) as needed. ALWAYS wash your hands after treating a patient.**
- ✓ **Know the location of all emergency equipment in the facility you are assigned. Know how to use this equipment!! If you are unfamiliar with equipment, ask your preceptor/supervisor for instructions.**
- ✓ **Understand the protocol for EMS activation.**

These directions should not take the place of direct intervention by your preceptor!!!BUT...be prepared to assist with such a situation.

Grievance Policies for Athletic Training Students

Athletic Training Students who feel they have a grievance with any aspect of the Athletic Training Program should refer to the NMU student Handbook, student grievances. All program grievances will be directed to the Athletic Training Program Director and will follow all guidelines as outlined in the Northern Michigan University Student Handbook. This document is available in the office of the Dean of Students and in the School of HHP. It is also available on the NMU Website at www.nmu.edu/dso/handbook.

Section 4



Program Academic Information

Athletic Training Major Description

The Athletic Training major at Northern Michigan University is accredited by CAATE; the Commission on the Accreditation of Athletic Training Education. It is designed to prepare and qualify students to take the Board of Certification examination in Athletic Training. Upon obtaining certification, students will be qualified Athletic Trainers for entry level positions in setting such as high schools, colleges and universities, sports medicine clinics, hospitals, and private industry. Students may also be prepared for entrance into a variety of graduate programs. Students who enter the major must achieve a grade of “C” or higher in all major courses and a “B-“ in all courses listed as ATR.



Athletic Training Major

124 Credits

(recommendations for classes, see academic adviser for substitutions)

Liberal Studies Credits Required: 30-40

| I.D. | DIVISION 1: Communication | SEM/YR | GRADE | CR |
|---------|-----------------------------|--------|-------|-----|
| EN 111 | College Composition | | | 4.0 |
| EN 211D | | | | 4.0 |
| | | | | |
| | Total Communication Credits | | | 8.0 |

| I.D. | DIVISION 2: Humanities | SEM/YR | GRADE | CR |
|------|--------------------------|--------|-------|----|
| | | | | |
| | | | | |
| | | | | |
| | Total Humanities Credits | | | |

| I.D. | DIVISION 3: Natural Sciences/Mathematics | SEM/YR | GRADE | CR |
|----------------------------------|--|--------|-------|-------|
| CH 105 or CH 107 or CH 111 | Chemical Principles (4.0) or Introductory Chemistry I (4.0) or General Chemistry I (5.0) | | | 4-5.0 |
| | *see other required courses | | | |
| | | | | |
| | Total Natural Sciences/Mathematics Credits | | | |

| I.D. | DIVISION 4: Social Sciences | SEM/YR | GRADE | CR |
|------|-------------------------------|--------|-------|----|
| | *see other required courses | | | |
| | | | | |
| | | | | |
| | Total Social Sciences Credits | | | |

| I.D. | DIVISION 5: Formal Communication Studies | SEM/YR | GRADE | CR |
|------|--|--------|-------|----|
| | | | | |
| | | | | |
| | Total Formal Communication Studies Credits | | | |

| I.D. | DIVISION 6: Visual and Performing Arts | SEM/YR | GRADE | CR |
|------|--|--------|-------|----|
| | | | | |
| | | | | |
| | Total Visual and Performing Arts Credits | | | |

Electives 7-8 credits

| | | | | |
|--|--|--|--|--|
| | | | | |
| | | | | |
| | | | | |

Major Credits Required: 66

| I.D. | | SEM/YR | GRADE | CR |
|----------|--|--------|-------|-----|
| BI 201 | Human Anatomy | | | 3.0 |
| BI 202 | Human Physiology | | | 5.0 |
| HL 101 | Medical Terminology for Health Educators | | | 1.0 |
| HN 301A | Nutrition for Health Professionals I | | | 2.0 |
| ES 315 | Physiology of Exercise | | | 4.0 |
| ES 317 | Anatomical Kinesiology | | | 3.0 |
| ES 470 | Psychological Aspects of Athletic Performance | | | 3.0 |
| ATR 110 | Introduction to Athletic Training | | | 1.0 |
| ATR 125 | Emergency Care for the Health Professional | | | 2.0 |
| ATR 201 | Pathology and Pharmacology for the Athletic Trainer | | | 2.0 |
| ATR 241 | Prevention and Care of Injuries | | | 3.0 |
| ATR 292A | Introduction to Practicum I | | | 2.0 |
| ATR 292B | Introduction to Practicum II | | | 2.0 |
| ATR 320 | Advanced Assessment Techniques in Athletic Training I (lower quarter) | | | 4.0 |
| ATR 321 | Advanced Assessment Techniques in Athletic Training II (upper quarter) | | | 4.0 |
| ATR 360 | Therapeutic Exercise and Rehabilitation Techniques | | | 4.0 |
| ATR 380 | Therapeutic Modalities | | | 3.0 |
| ATR 392A | Intermediate Practicum I | | | 3.0 |
| ATR 392B | Intermediate Practicum II | | | 3.0 |
| ATR 410 | Athletic Healthcare Administration | | | 2.0 |
| ATR 490 | Seminar in Athletic Training | | | 2.0 |
| ATR 492A | Advanced Practicum I | | | 4.0 |
| ATR 492B | Advanced Practicum II | | | 4.0 |

Other Required Courses:

| I.D. | | SEM/YR | GRADE | CR |
|-----------------------------|---|--------|-------|-----|
| HL 460 | Human Disease | | | 4.0 |
| PY 100L, S, H, G | Psychology as a Natural Science (PY 100G is a social science) | | | 4.0 |
| CH 105, CH 107, CH111 | *see div. 3 | | | |

Graduation Requirements

| I.D. | | SEM/YR | GRADE |
|------|-------------------------------------|--------|-------|
| | Graduation | | |
| | World Cultures Requirement | | |
| | 300-400 Level Liberal Studies Class | | |
| | Lab Requirement | | |

| | | | |
|-------------|---------------------|--|--|
| HP 200 | Physical Well Being | | |
| HP Activity | | | |

Recommended Course Progression and Completion of the Athletic Training Major

The following course progression (courses within the major) is *recommended* for Athletic Training Majors:

Candidate, Semester 1

ATR 110 (1cr)
 ATR 125 (2cr)
 HL 101 (1cr)
 PY 100 (4cr)

1st Year Athletic Training Student

Semester 1

**ATR 292A (2cr)
 BI 202 (5cr)
 ATR 320 (4cr)
 HN 301a (2cr)

2nd Year Athletic Training Student

Semester 1

**ATR 392A (3cr)
 ATR 380 (3cr)
 ES 317(3cr)

3rd Year Athletic Training Student

Semester 1

**ATR 492A (4cr)
 ATR 490 (2cr)

Candidate, Semester 2

ATR 241 (3cr)
 BI 201 (3cr)
 ATR 201 (2cr)
 CH (4-5cr)

1st Year Athletic Training Student

Semester 2

**ATR 292B (2cr)
 ATR 321(4cr)
 ES 315 (4cr)
 ATR 360 (4cr)

2nd Year Athletic Training Student

Semester 2

**ATR 392B (3cr)
 ATR 410 (2cr)
 ES 470 (3cr)

3rd Year Athletic Training Student

Semester 2

**ATR 492B (4cr)
 HL 460 (4cr)

Course Key:

ATR 110 – Introduction to Athletic Training
 ATR 125 – Emergency Care for the HC Provider
 HL 101 – Medical Terminology
 ATR 241 – Prevention and Care of Injury
 ATR 392B – Intermed. Pract in AT II
 ATR 410 – Policies and Procedures in AT
 HL 460 – Human Disease
 BI 202 – Human Physiology
 HN 301 A – Nutrition for Health Professionals
 ATR 292B – Intro. to Practicum in AT II
 ATR 321 – Adv. Assessment Techniques in AT II
 ES 315 – Exercise Physiology
 ATR 360 – Therapeutic Exercise and Rehab.

ATR 392A – Intermed. Pract in AT I
 ATR 380 – Therapeutic Modalities
 ES 317 – Anatomical Kinesiology
 BI 201 – Human Anatomy
 ATR 201 – Pathology and Pharmacology for the AT
 ATR 292A – Intro. to Practicum in AT I
 ATR 320 Adv. Assessment Techniques in AT I
 ATR 492A – Adv. Pract. in AT I
 ATR 490 – Seminar in AT
 ATR 492B – Adv. Pract. in AT II
 ES 470 – Psych. Aspects of Athl. Perf.

*Sequence may be affected by schedule conflicts and course offerings. Students are reminded to meet with their academic advisor on a regular basis to be sure you are taking courses in an acceptable sequence.

This sequence will best optimize a student's educational experience in the Athletic Training program because it introduces important concepts early in the student's career. This ensures that the student will be able to utilize, in a clinical setting, much of what they have learned in the classroom.

Students are not permitted to take any of the practicum courses out of sequence. A student may register for a practicum class **by instructor permission only. A student must have successfully completed all requirements of a practicum before they will be permitted to register for the subsequent practicum. Students will need a signed ADD card in order to register for practicum courses.

Clinical Rotation Assignments for Athletic Training Students (ATR 292A/B; ATR 392A/B; 492A/B)

Athletic Training Students at Northern Michigan University are required, as a part of the Athletic Training Curriculum, to take a series of 6 Practicum classes. Practicum classes include various components, which each student must successfully complete in order to graduate. One of these components is the "Clinical Rotation". The "Clinical Rotation" component is not a formal class; rather it is a preceptor/site to which the student is assigned. During an assigned clinical rotation, students will receive preceptor and supervision from a Certified Athletic Trainer or supervision from another health care professional. There will never be more than 8 athletic training students at a clinical site at one time.

The following is a list of general information related to the "Clinical Rotation" component:

- **Clinical rotation assignments are selected for each student, in an effort to maximize the student's education with a wide variety of athletic training experiences.**
- **All students will have exposure through a clinical rotation assignment a minimum of collision/high contact athletics, non-contact/low-risk athletics, men's athletics, women's athletics, upper extremity intensive sport, lower extremity intensive sport, and general medical conditions.**
- **A clinical rotation is assigned as a partial requirement for successful completion of a class. You are NOT expected to work in a manner that replaces the function of a Certified Athletic Trainer.**

Minimum Expectations and Standards for Athletic Training Students by year.

In order for a student to successfully progress through an Athletic Training program, it is expected that the student achieve specific milestones at the completion of each of the 3 years that the student is in the program. Below is a general list of these expectations. Expectations will be explained in greater detail and included on course syllabi throughout the program. You will also see your clinical evaluations reflect many of these expectations.

Candidate Athletic Training Students

- **Completion of required Athletic Training observation hours in conjunction with ATR 110 course requirements**
- **Completion of required Athletic Training classes**
- **Completion of program admission process**
- **Adhere to all university student codes of conduct**

First Year Athletic Training Students

- **Complete all course work and clinical competencies as outlined in ATR 292A/B**

- **Complete all requirements of clinical rotation assignments as outlined in ATR 292A/B**
- **Meet and maintain minimum GPA requirements for retention in the Athletic Training Program**
- **Adhere to all university student codes and Athletic Training Policies as outlined in the Athletic Training Student Handbook.**

Second Year Athletic Training Students

- **Complete all course work and clinical competencies as outlined in ATR 392A/B**
- **Complete all requirements of clinical rotation assignments as outlined in ATR 392A/B**
- **Meet and maintain minimum GPA requirements for retention in the Athletic Training Program**
- **Adhere to all university student codes and Athletic Training Policies as outlined in the Athletic Training Student Handbook.**

Third Year Athletic Training Students

- **Complete all course work and clinical competencies as outlined in ATR 392A/B**
- **Complete all requirements of clinical rotation assignments as outlined in ATR 392A/B**
- **Meet and maintain minimum GPA requirements for retention in the Athletic Training Program**
- **Adhere to all university student codes and Athletic Training Policies as outlined in the Athletic Training Student Handbook.**
- **Apply to sit for the BOC Certification exam.**

Clinical Component Description and Goals of the Athletic Training Major by Year.

The Athletic Training Program is designed so that the student receives a cumulative educational experience, also known as “Leaning Over Time”. The following is a general list of clinical component descriptions and goals. You will see more detail related to this outlined in your course syllabi and reflected on your evaluations.

First Year Athletic Training Students

- Knowledge in the daily facility maintenance of an athletic training facility
- Ability to master competencies in alignment with requirements of the practicum in which you are enrolled.
- Ability to contribute to basic documentation procedures utilized in an athletic training facility, including injury report writing, completion of daily log, SOAP note writing, etc.
- Ability to assist with daily responsibilities and duties as assigned during your clinical rotation.
- Ability to follow all policies and procedures for Athletic Training Students as outlined in the Athletic Training Student Handbook.
- Familiarity with Athletic Training faculty and staff and location of Athletic Training facilities and all equipment and supplies housed within these facilities.
- Understanding of the role of the Certified Athletic Trainer.
- Ability to be academically responsible and manage the responsibilities of both your coursework and clinical responsibilities.
- Become a member of the NMU Student Athletic Training Organization on campus.
- Become a member of the NATA, GLATA, and your state’s Athletic Training association.

Second and Third Year Athletic Training Student

- Continue to improve upon all goals from your first years as an Athletic Training Student

- Ability to master and use competencies and skills in alignment with requirements of the practicum in which you are enrolled.
- Ability to communicate and establish a professional rapport with peers, athletes, administrators, and Athletic Training Faculty and Staff and physicians.
- Serve as a mentor, a leader, and a role model for first year athletic training students.
- As a third year Athletic Training Student, prepare for and pass the BOC Certification exam.
- As a third year Athletic Training Student, prepare a profession resume and begin searching for your first job in the profession.

Program Retention Policy (Non-Academic)

Retention Policy Sanctions

Significant deviations from the policies and procedures governing the Athletic Training Program as outlined in the NMU Handbook for Athletic Training Students, or from the NMU Student Code can result in reprimand, suspension, or dismissal from the Athletic Training Program.

The following can result in reasonable verbal/documented reprimand of an Athletic Training Student:

- Violation of OSHA standards or Universal Precautions
- Violation of the Athletic Training Student Code of Conduct
- Violation of HIPAA/FERPA laws
- Violation of Professional Ethical Behavior for Athletic Training Students
- Violation of any of the policies as outlined in the NMU Handbook for Athletic Training Students
- Violation of the NMU Student Code (These violations will be referred to the Dean of Students office and handled in accordance with university policy.)

All incidents must be reported by the preceptor/supervisor to the Athletic Training Program Director for proper documentation.

Above incidents will be documented and kept in the student's permanent file/portfolio. A copy of the incident will be forwarded to the Head of the School of HHP.

Students receiving 3 reprimands will be required to meet with the Director of the Athletic Training Education Program to discuss his/her status in the program.

Three of any of the above listed incidents, may be grounds for suspension or dismissal from the Athletic Training Program. A recommendation will be made by the Athletic Training Program Director, and will be forwarded to the Head of the School of HHP.

This policy is in place for several reasons.

1. To strive to uphold the professionalism and ethics of the profession of Athletic Training.
2. To protect the patients and athletes in the clinical setting from inappropriate actions and behaviors.
3. To promote the seriousness of the profession, by not tolerating behavior or actions that are less than standard by a student in an Athletic Training Program.

Any questions concerning this policy should be brought to the immediate attention of the Athletic Training Program Director.

Reprimanding Athletic Training Students (Non-Academic)

Reprimand Policy

For ATC's and other health care professional who supervise the Clinical Experience of Athletic Training Students

Any of the following items may be grounds for filing a Reprimand (see attached form) for a student under your direct supervision:

- absenteeism
- tardiness
- inappropriate/unprofessional dress
- inappropriate/unprofessional conduct
- failure to comply with OSHA standards
- suspected drug/alcohol use during a clinical assignment – requires report to Dean of Students Office.
- other activity/conduct that the ATC deems dangerous, inappropriate or unprofessional
- deviation from policy/procedure as outlines in the Handbook for Athletic Training Students

Decisions to formally reprimand a student are left up to the discretion of the preceptor/supervisor. Decisions related to program suspension and dismissal is left up to the discretion of the Athletic Training Education Program Director and Head of the School of HHP.

Process for filing a Reprimand.:

1. Inform student that you will be filing a Reprimand, and provide the student with a clear explanation as to why you are filing the report.
2. Complete the Reprimand Report, including all necessary details.
3. Sign and date the Report.
4. Show completed Report to the student, and have the student sign the report.
5. Fax report to Program Director or Clinical Coordinator of Athletic Training Education at 227-2181.

AT Program Director/Clinical Coordinator of Athletic Training will complete the "Action Plan" section of the Incident Report, and schedule a meeting with the student if necessary.

Report will be reviewed and signed by both the Clinical Coordinator of AT Education and the AT Program Director.

The Clinical Coordinator of AT Education will forward copies of the Report to all involved parties.

A copy of the report will be placed in the student's permanent file.

ATS Handbook
NORTHERN MICHIGAN UNIVERSITY
ATHLETIC TRAINING EDUCATIONAL PROGRAM
TECHNICAL STANDARDS FOR ADMISSION

The Athletic Training program at Northern Michigan University is a rigorous and intense program that places specific requirements and demands on the students accepted into the program. An objective of this program is to prepare graduates to enter into a variety of employment settings and to render care to a wide variety of physically active individuals. The technical standards set forth by the NMU 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 programs accrediting agency (Commission on Accreditation of Athletic Training Education [CAATE]). The following abilities and expectations must be met by all students admitted to the Athletic Training Education Program. In the event a student is unable to fulfill these technical standards, with or without reasonable accommodation, the student will not be admitted into the program. Compliance with the program=s technical standards does not guarantee a student=s eligibility for the BOC Certification Examination.

Candidates for selection into the Northern Michigan University Athletic Training Education Program must demonstrate the following.

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.. the ability to communicate effectively and sensitively with patients and colleagues, including individuals from different cultural and social backgrounds; this includes, but is not limited to, the ability to establish rapport with patients and communicate judgments and treatment information effectively. Students must be able to understand and speak the English language at a level consistent with competent professional practice.
4. the ability to record the physical examination results and a treatment plan clearly and accurately.
5. the capacity to maintain composure and continue to function well during periods of high stress.
6. the perseverance, diligence and commitment to complete the athletic training education program as outlined and sequenced.
7. flexibility and the ability to adjust to changing situation and uncertainty in clinical situation.
8. affective skills and appropriate demeanor and rapport that relate to professional education and quality patient care.

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 Northern Michigan University along with the NMU ADA Coordinator will evaluate a student with a disability 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 a whether the accommodations requested are appropriate and 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.

Athletic Training Course Descriptions

ATR 110 Introduction to Athletic Training - 1 cr.

An introduction to the field of athletic training including: professional organizations, certification information, job employment settings and basic prevention and care techniques. National Athletic Trainers Association's (BOC) domains of athletic training will be used to provide the student with an understanding of the profession.

ATR 125 Emergency Care for the Health Care Provider – 2 cr.

To provide students with instruction that will enable certification in AMA Certification in CPR for the Health Care Provider. This includes Certification in adult, child, and infant CPR (1 person/2 person), rescue breathing, obstructed airway care, use of protective mask and bag valve, and AED application.

This course will teach students the principles surrounding spine board application, splinting techniques, crutch fitting and use, wound care in compliance with OSHA standards, manual conveyance, and primary survey and vital sign assessment for the injured patient.

This course will also allow students to develop an understanding and working knowledge of the emergency equipment used by health care professionals and allow students to develop specific emergency action plans that are appropriate to a variety of venues.

ATR 201 Pathology and Pharmacology for the Athletic Trainer – 2 cr.

This course is designed to provide the foundation necessary for the basic understanding of Sport Injury Pathology and Pharmacological concepts necessary for the entry level athletic trainer. In addition to sport injury pathology, concepts related recognizing various systemic diseases will also be covered. Pharmacological concepts will include drug legislation, drug forms and routes of administration. In addition, terminology, prescription, systems of measurement and the various types of drugs used for a wide variety of conditions will be covered.

ATR 241 Prevention and Care of Athletic Injury - 3 cr.

Prerequisite: BI 201.

An introduction to basic injury recognition, prevention and evaluation procedures. Focus will be on but not limited to internal athletic injuries, head and neck injuries, heat related illnesses and basic emergency procedures. Along with "hands-on" experience, students will obtain an understanding of basic anatomy, injury evaluation, recognition and treatment of many athletic injuries.

ATR 292A: Introduction to Practicum I - 2 cr.

Prerequisites: Admission into the Athletic Training Program, ATR 110 and ATR 241.

This clinical lab and clinical athletic training experience will focus on the development of, and competence in lower extremity palpation, taping and wrapping techniques and emergency procedures. Student will be required to successfully complete all course competencies before moving on to the next practicum.

ATR 292B: Introduction to Practicum II - 2 cr.

Prerequisite: ATR 292A.

This clinical and clinical athletic training experience will focus on the development of, and competence in upper extremity palpation, taping and wrapping techniques, custom padding and non-theoretical modality usage. Students will be required to successfully complete all course competencies before moving on to the next practicum.

ATR 320 Advanced Assessment Techniques in Athletics Training I (Lower Quadrant) - 4 cr. (3-0-2)

Prerequisites: ATR 110, ATR 241.

This course is designed to explore in depth, the modern techniques used in the evaluation of athletic injuries to the lower region of the body, including the foot, ankle, knee, hip and lower spinal region. Particular emphasis will be placed on taking a medical history, performing a medical observation, physical palpation, functional testing and special testing. This course will also include an emphasis on injury pathology, and a unit on general medical conditions common to athletics.

ATR 321 Advanced Assessment Techniques in Athletics Training II (Upper Quarter) - 4 cr. (3-0-2)

Prerequisite: ATR 320.

This course is designed to explore in depth, the modern techniques used in the evaluation of athletic injuries to the upper region of the body, including the hand, wrist, elbow, shoulder, neck, head and trunk. Particular emphasis will be placed on taking a medical history, performing a medical observation, physical palpation, functional testing and special testing. The student will be made aware of the key signs and symptoms that indicate specific athletic-related injuries and conditions. This course will also focus on injury pathology. A unit on pharmacology will also be included.

ATR 360 Therapeutic Exercise and Rehabilitation Techniques - 4 cr.

Prerequisites: ATR 241, ATR 292A and 292B.

The student will be exposed to a wide variety of rehabilitation techniques, including aquatic therapy, plyometrics, stretching, etc. The student will learn basic guidelines of injury rehabilitation including goals, progression, functional testing, return to play and referral, etc. Certain specific rehabilitation protocols will also be discussed.

ATR 380 Therapeutic Modalities - 3 cr.

Prerequisites: ATR 110, ATR 241, ATR 320, ATR 321 and ATR 360.

This course is designed to provide information in regards to utilizing various therapeutic modalities into rehabilitation programs. Theory, indication, contraindications and precautions in areas of ultrasound, electrical stimulation, cryotherapy, thermotherapy and manual therapy will be covered.

ATR 392A Intermediate Practicum - 3 cr.**Prerequisites:** ATR 241, ATR 292A and ATR 292B.

This clinical athletic training experience will involve student participation at one of the ATR programs established on campus or affiliated athletic training sites. Student will work under the direct supervision of an ATC and will be expected to utilize skills, in which they have demonstrated competence. Students will also be expected to develop and become competent in lower extremity manual muscle testing techniques, goniometric assessments and complete evaluation methods.

ATR 392B Intermediate Practicum - 3 cr.**Prerequisites:** ATR 292A/B and admission to athletic training program.

Continuation of ATR 392A with emphasis on upper extremity.

ATR 410 Athletic Training Policies and Procedures - 2 cr.**Prerequisites:** ATR 110, ATR 241, admission to the athletic training program, junior standing or permission of instructor.

This course is designed to expose the student to the many management and administrative duties athletic trainers are responsible for. Included, but not limited to, are managing a budget, staffing, developing and implementing policies, and communication with athletes, coaches, parents, etc. Record keeping and organization will also be stressed.

ATR 490 Seminar in Athletic Training - 2 cr.**Prerequisites:** ATR 110, ATR 241, ATR 320, junior standing or instructor permission.

The student will be exposed to current topics of interest and issues in athletic training. Continuing education will be stressed. Developing discussion skills in athletic training will also be reinforced. In addition, a unit on counseling and a unit on research will be included in this course.

ATR 492A Advanced Practicum in Athletic Training - 4 cr.**Prerequisites:** ATR 292, ATR 392, admission to athletic training program, junior standing or instructor permission.

This clinical athletic training course is designed to allow students, under direct supervision, to utilize all skills in which they have achieved competence. Particular emphasis in the areas of record keeping, development of the relationship of the sports medicine team, and decision making skills.

ATR 492B Advanced Practicum in Athletic Training - 4 cr.**Prerequisites:** ATR 292, ATR 392, admission to athletic training program, junior standing or instructor permission.

A continuation of the clinical athletic training course designed to allow students, under direct supervision, to utilize all skills in which they have achieved competence. Particular emphasis in the areas of record keeping, development of the relationship of the sports medicine team, and decision making skills.

ATR 499 Internship in Athletic Training - 2-8 cr.

Graded S/U. (This course is an elective – not required for the ATR Major)

Prerequisites: Instructor permission only.

The internship in athletic training is a course designed specifically for upper level athletic training students who have completed a majority of program competencies and proficiencies and are ready to apply their skill in the field. This course is also appropriate for graduate level students who are pursuing a career in the field of athletic training.

Graduation Requirements for Athletic Training Students

Any student wishing to graduate from Northern Michigan University with a Degree in Athletic Training must:

- ✓ Successfully complete all coursework as outlined in the major
- ✓ Successfully complete all liberal studies requirements

A reminder to students...

Students who graduate from an Athletic Training Program are not considered “Certified Athletic Trainers”. An Athletic Training Program provides the students with knowledge and eligibility to take the BOC Certification Examination. The ONLY means of obtaining the “ATC” credential, is to successfully pass the BOC Certification Examination.

Students wishing to learn more about this exam should visit the BOC’s Website...bocatc.org

It is strongly recommended that students take this exam during their senior year in the program. Students are permitted to take the exam prior to graduation on the exam date closest to the student’s graduation date. This exam fills up quickly and can only accommodate a certain number of students. It is therefore imperative to begin the exam application process early during your senior year. Registration for the exam can be done online.

bocatc.org

Section 5



Emergency Action Plans

EMERGENCY PLAN OF ACTION**BERRY EVENTS CENTER****I. Emergency Equipment on hand**

- A. First Aid Kit (including pocket mask)
- B. Medical History/Insurance forms
- C. Vacuum Splints
- D. Crutches
- E. Spine Board
- F. Oxygen

II. Procedures**A. Identify responsibilities of Emergency Care Team**

- 1. Supervisor: Coordinates Emergency Care
- 2. Emergency Care Provider: Handles emergency situation
- 3. Emergency Medical Assistance Contact: telephones emergency care personnel
- 4. Emergency Vehicle Escort: Escorts emergency vehicle/personnel to scene
- 5. Traffic Controller: Keeps injury site clear

B. Supervisor assigns individuals to roles.

- 1. Supervisor/Emergency Care Provider may be the same person.
- 2. Emergency Medical Assistance Contact/Emergency Vehicle Escort will likely be the same person.

C. Performance of Duties**1. Supervisor/Emergency Care Provider does the following:**

- a. Calms injured athlete/Does initial check
- b. Evaluates injury and scene.
- c. Makes the decision to activate EMS
- d. Continues to provide emergency care during the notification process.

2. After being briefed as to the nature and severity of injury by the Supervisor, the Emergency Medical Assistance Contact goes to the training room and dials 911 .

- a. Reports location and phone number {227-2027} to operator.
- b. Describes nature/severity of injury
- c. Directs EMS unit to the east entrance of the Events Center, into the arena.
- d. Gives name of contact at east door (either self or Emergency Vehicle Escort)
- e. Remains on phone until operator hangs up.
- f. Reports status to Emergency Care Provider/Supervisor.

3. Traffic Controller maintains security of the injury site, after retrieving Medical History/Insurance information from the first aid kit.**4. Supervisor assigns self, Emergency Care Provider or Emergency Medical Assistance Contact to accompany athlete to the emergency room with EMS.**

- a. Have medical history/insurance form on person prior to departing.

5. Supervisor contacts Dr. Lehtinen [225-3867 (Office), 228-6740 (Home), 869-3925 (Cell), 228-9440 (Pager)] and/or Julie Rochester (227-2026 or 906 235-5713) to inform them that EMS has been activated, and provides history.**6. Supervisor notifies athlete's family, when appropriate.**

EMERGENCY PLAN OF ACTION

CROSS COUNTRY RUNNING

I. Emergency Equipment on hand

- A. First Aid Kit (including pocket mask)
- B. Medical History/Insurance forms

II. Procedures

A. Identify responsibilities of Emergency Care Team

- 1. Supervisor: Coordinates Emergency Care
- 2. Emergency Care Provider: Handles emergency situation
- 3. Emergency Medical Assistance Contact: telephones emergency care personnel
- 4. Emergency Vehicle Escort: Escorts emergency vehicle/personnel to scene
- 5. Traffic Controller: Keeps injury site clear

B. Supervisor assigns individuals to roles.

- 1. Supervisor/Emergency Care Provider may be the same person.
- 2. Emergency Medical Assistance Contact/Emergency Vehicle Escort will likely be the same person.

C. Performance of Duties

1. Supervisor/Emergency Care Provider does the following:

- a. Calms injured athlete/Does initial check
- b. Evaluates injury and scene.
- c. Makes the decision to activate EMS
- d. Continues to provide emergency care during the notification process.

2. After being briefed as to the nature and severity of injury by the Supervisor, the Emergency Medical Assistance Contact dials 911 on the cellular phone.

- a. Reports location and cell phone number to operator.
- b. Describes nature/severity of injury
- c. Directs EMS unit to most accessible area near site of injury. Gives name of contact at arranged site (either self or Emergency Vehicle Escort)
 - (1) Be specific as to location for EMS, dependent on which venue (Marquette Mountain, Co. Rd. 480, Skandia site, or Marquette trails).
- e. Remains on phone until operator hangs up.
- f. Calls 227-2151 and informs Public Safety EMS has been activated (if accident occurred on campus).
- g. Reports status to Emergency Care Provider/Supervisor.

3. Traffic Controller maintains security of the injury site, after retrieving Medical History/Insurance information from the first aid kit.

4. Supervisor assigns self, Emergency Care Provider or Emergency Medical Assistance Contact to accompany athlete to the emergency room with EMS.

- a. Have medical history/insurance form on person prior to departing.

5. Supervisor contacts Dr. Lehtinen [225-3867 (Office), 228-6740 (Home), 869-3925 (Cell), 228-9440 (Pager)] and/or Julie Rochester (227-2026 or 906 235-5713) to inform them that EMS has been activated, and provides history.

6. Supervisor notifies athletes family, when appropriate.

EMERGENCY PLAN OF ACTION**SUPERIOR DOME FOOTBALL****I. Emergency Equipment on hand**

- A. First Aid Kit (including tracheotomy kit and pocket mask)
- B. Vacuum Form Immobilizers
- C. Spine Board with Head restrictor
- D. Medical History/Insurance forms
- E. Oxygen

II. Procedures**A. Identify responsibilities of Emergency Care Team**

- 1. Supervisor: Coordinates Emergency Care
- 2. Emergency Care Provider: Handles emergency situation
- 3. Emergency Medical Assistance Contact: telephones emergency care personnel
- 4. Emergency Vehicle Escort: Escorts emergency vehicle/personnel to scene
- 5. Traffic Controller: Keeps injury site clear

B. Supervisor assigns individuals to roles.

- 1. Supervisor/Emergency Care Provider may be the same person.
- 2. Emergency Medical Assistance Contact/Emergency Vehicle Escort will likely be the same person.

C. Performance of Duties**1. Supervisor/Emergency Care Provider does the following:**

- a. Calms injured athlete/Does initial check
- b. Evaluates injury and scene.
- c. Makes the decision to activate EMS
- d. Continues to provide emergency care during the notification process.

2. After being briefed as to the nature and severity of injury by the Supervisor, the Emergency Medical Assistance Contact dials 911 on the cellular phone.

- a. Reports location and cell phone number (360-2280 or 360-2628) to operator.
- b. Describes nature/severity of injury
- c. Directs EMS unit to East Door of the Superior Dome
- d. Gives name of contact at East door (either self or Emergency Vehicle Escort)
- e. Remains on phone until operator hangs up.
- f. Calls 227-2151 and informs Public Safety EMS has been activated.
- g. Reports status to Emergency Care Provider/Supervisor.

3. Traffic Controller maintains security of the injury site, after retrieving Medical History/Insurance information from the first aid kit.**4. Supervisor assigns self, Emergency Care Provider or Emergency Medical Assistance Contact to accompany athlete to the emergency room with EMS.**

- a. Have medical history/insurance form on person prior to departing.

5. Supervisor contacts Dr. Lehtinen [225-3867 (Office), 228-6740 (Home), 869-3925 (Cell), 228-9440 (Pager)] and/or Julie Rochester (227-2026 or 906 235-5713) to inform them that EMS has been activated, and provides history.**6. Supervisor notifies athletes family, when appropriate.**

EMERGENCY PLAN OF ACTION**SUPERIOR DOME WEIGHT ROOM**

- I. Emergency Equipment on hand
 - A. First Aid Kit (including pocket mask)
 - B. Medical History/Insurance forms
- II. Procedures
 - A. Identify responsibilities of Emergency Care Team
 1. Supervisor: Coordinates Emergency Care
 2. Emergency Care Provider: Handles emergency situation
 3. Emergency Medical Assistance Contact: telephones emergency care personnel
 4. Emergency Vehicle Escort: Escorts emergency vehicle/personnel to scene
 5. Traffic Controller: Keeps injury site clear
 - B. Supervisor assigns individuals to roles.
 1. Supervisor/Emergency Care Provider may be the same person.
 2. Emergency Medical Assistance Contact/Emergency Vehicle Escort will likely be the same person.
 - C. Performance of Duties
 1. Supervisor/Emergency Care Provider does the following:
 - a. Calms injured athlete/Does initial check
 - b. Evaluates injury and scene.
 - c. Makes the decision to activate EMS
 - d. Continues to provide emergency care during the notification process.
 2. After being briefed as to the nature and severity of injury by the Supervisor, the Emergency Medical Assistance Contact goes to the campus phone in the hallway and dials 911 .
 - a. Reports location and phone number to operator.
 - b. Describes nature/severity of injury
 - c. Directs EMS unit to the east door of the dome.
 - d. Gives name of contact at main door (either self or Emergency Vehicle Escort)
 - e. Remains on phone until operator hangs up.
 - f. Reports status to Emergency Care Provider/Supervisor.
 3. Traffic Controller maintains security of the injury site, after retrieving Medical History/Insurance information from the first aid kit.
 4. Supervisor assigns self, Emergency Care Provider or Emergency Medical Assistance Contact to accompany athlete to the emergency room with EMS.
 - a. Have medical history/insurance form on person prior to departing.
 5. Supervisor contacts Dr. Lehtinen [225-3867 (Office), 228-6740 (Home), 869-3925 (Cell), 228-9440 (Pager)] and/or Julie Rochester (227-2026 or 906 235-5713) to inform them that EMS has been activated, and provides history.
 6. Supervisor notifies athletes family, when appropriate.

EMERGENCY PLAN OF ACTION

SUPERIOR DOME OUTDOOR FOOTBALL/SOCCER COMPLEX

I. Emergency Equipment on hand

- A. First Aid Kit (including tracheotomy kit and pocket mask)
- B. Vacuum Form Immobilizers
- C. Spine Board with Head restrictor
- D. Medical History/Insurance forms
- E. Oxygen

II. Procedures

A. Identify responsibilities of Emergency Care Team

- 1. Supervisor: Coordinates Emergency Care
- 2. Emergency Care Provider: Handles emergency situation
- 3. Emergency Medical Assistance Contact: telephones emergency care personnel
- 4. Emergency Vehicle Escort: Escorts emergency vehicle/personnel to scene
- 5. Traffic Controller: Keeps injury site clear

B. Supervisor assigns individuals to roles.

- 1. Supervisor/Emergency Care Provider may be the same person.
- 2. Emergency Medical Assistance Contact/Emergency Vehicle Escort will likely be the same person.

C. Performance of Duties

1. Supervisor/Emergency Care Provider does the following:

- a. Calms injured athlete/Does initial check
- b. Evaluates injury and scene.
- c. Makes the decision to activate EMS
- d. Continues to provide emergency care during the notification process.

2. After being briefed as to the nature and severity of injury by the Supervisor, the Emergency Medical Assistance Contact dials 911 on the cellular phone.

- a. Reports location and cell phone number (458-3565 or 458-3566) to operator.
- b. Describes nature/severity of injury
- c. Directs EMS unit to either football (North) or soccer (Northeast) of Dome
- d. Gives name of contact (either self or Emergency Vehicle Escort)
- e. Remains on phone until operator hangs up.
- f. Calls 227-2151 and informs Public Safety EMS has been activated.
- g. Reports status to Emergency Care Provider/Supervisor.

3. Traffic Controller maintains security of the injury site, after retrieving Medical History/Insurance information from the first aid kit.

4. Supervisor assigns self, Emergency Care Provider or Emergency Medical Assistance Contact to accompany athlete to the emergency room with EMS.

- a. Have medical history/insurance form on person prior to departing.

5. Supervisor contacts Dr. Lehtinen [225-3867 (Office), 228-6740 (Home), 869-3925 (Cell) 228-9440 (Pager)] and/or Julie Rochester (227-2026 or 906 235-5713) to inform them that EMS has been activated, and provides history.

6. Supervisor notifies athletes family, when appropriate.

EMERGENCY PLAN OF ACTION**NORDIC SKIING (VARIOUS VENUES)****I. Emergency Equipment on hand**

- A. First Aid Kit (including pocket mask)
- B. Medical History/Insurance forms

II. Procedures**A. Identify responsibilities of Emergency Care Team**

1. Supervisor: Coordinates Emergency Care
2. Emergency Care Provider: Handles emergency situation
3. Emergency Medical Assistance Contact: telephones emergency care personnel
4. Emergency Vehicle Escort: Escorts emergency vehicle/personnel to scene
5. Traffic Controller: Keeps injury site clear

B. Supervisor assigns individuals to roles.

1. Supervisor/Emergency Care Provider may be the same person.
2. Emergency Medical Assistance Contact/Emergency Vehicle Escort will likely be the same person.

C. Performance of Duties**1. Supervisor/Emergency Care Provider does the following:**

- a. Calms injured athlete/Does initial check
- b. Evaluates injury and scene.

c. Makes the decision to activate EMS

- d. Continues to provide emergency care during the notification process.

2. After being briefed as to the nature and severity of injury by the Supervisor, the Emergency Medical Assistance Contact dials 911 on the cellular phone.

- a. Reports location and cell phone number to operator.
- b. Describes nature/severity of injury
- c. Directs EMS unit to most accessible area near site of injury. Gives name of contact at arranged site (either self or Emergency Vehicle Escort)
 - (1) Be specific as to location for EMS, dependent on which venue (SUNTRAC, Blueberry Ridge or Saux Head)

e. Remains on phone until operator hangs up.**f. Calls 227-2151 and informs Public Safety EMS has been activated (if accident occurred on campus).****g. Reports status to Emergency Care Provider/Supervisor.****3. Traffic Controller maintains security of the injury site, after retrieving Medical History/Insurance information from the first aid kit.****4. Supervisor assigns self, Emergency Care Provider or Emergency Medical Assistance Contact to accompany athlete to the emergency room with EMS.**

- a. Have medical history/insurance form on person prior to departing.

5. Supervisor contacts Dr. Lehtinen [225-3867 (Office), 228-6740 (Home), 869-3925 (Cell), 228-9440 (Pager)] and/or Julie Rochester (227-2026 or 906 235-5713) to inform them that EMS has been activated, and provides history.**6. Supervisor notifies athletes family, when appropriate.**

EMERGENCY PLAN OF ACTION

PEIF GYMNASIUM

I. Emergency Equipment on hand

- A. First Aid Kit (including pocket mask)
- B. Vacuum Form Immobilizers
- C. Crutches
- D. Medical History/Insurance forms

II. Procedures

A. Identify responsibilities of Emergency Care Team

- 1. Supervisor: Coordinates Emergency Care
- 2. Emergency Care Provider: Handles emergency situation
- 3. Emergency Medical Assistance Contact: telephones emergency care personnel
- 4. Emergency Vehicle Escort: Escorts emergency vehicle/personnel to scene
- 5. Traffic Controller: Keeps injury site clear

B. Supervisor assigns individuals to roles.

- 1. Supervisor/Emergency Care Provider may be the same person.
- 2. Emergency Medical Assistance Contact/Emergency Vehicle Escort will likely be the same person.

C. Performance of Duties

1. Supervisor/Emergency Care Provider does the following:

- a. Calms injured athlete/Does initial check
- b. Evaluates injury and scene.
- c. Makes the decision to activate EMS
- d. Continues to provide emergency care during the notification process.

2. After being briefed as to the nature and severity of injury by the Supervisor, the Emergency Medical Assistance Contact goes into the training room and dials 911 .

- a. Reports location and phone number (227-1195) to operator.
- b. Describes nature/severity of injury
- c. Directs EMS unit to southwest door of PEIF at the connector to the Events Center, then down the hall into the Gymnasium.
- d. Gives name of contact at Southwest door (either self or Emergency Vehicle Escort)
- e. Remains on phone until operator hangs up.
- f. Reports status to Emergency Care Provider/Supervisor.

3. Traffic Controller maintains security of the injury site, after retrieving Medical History/Insurance information from the first aid kit.

4. Supervisor assigns self, Emergency Care Provider or Emergency Medical Assistance Contact to accompany athlete to the emergency room with EMS.

- a. Have medical history/insurance form on person prior to departing.

5. Supervisor contacts Dr. Lehtinen [225-3867 (Office), 228-6740 (Home), 869-3925 (Cell), 228-9440 (Pager)] and/or Julie Rochester (227-2026 or 906 235-5713) to inform them that EMS has been activated, and provides history.

6. Supervisor notifies athletes family, when appropriate.

EMERGENCY PLAN OF ACTION**PEIF POOL**

- I. Emergency Equipment on hand
 - A. First Aid Kit (including pocket mask)
 - B. Vacuum Form Immobilizers
 - C. Spine Board
 - D. Medical History/Insurance forms

- II. Procedures
 - A. Identify responsibilities of Emergency Care Team
 - 1. Supervisor: Coordinates Emergency Care
 - 2. Emergency Care Provider: Handles emergency situation
 - 3. Emergency Medical Assistance Contact: telephones emergency care personnel
 - 4. Emergency Vehicle Escort: Escorts emergency vehicle/personnel to scene
 - 5. Traffic Controller: Keeps injury site clear
 - B. Supervisor assigns individuals to roles.
 - 1. Supervisor/Emergency Care Provider may be the same person.
 - 2. Emergency Medical Assistance Contact/Emergency Vehicle Escort will likely be the same person.
 - C. Performance of Duties
 - 1. Supervisor/Emergency Care Provider does the following:
 - a. Calms injured athlete/Does initial check
 - b. Evaluates injury and scene.
 - c. Makes the decision to activate EMS
 - d. Continues to provide emergency care during the notification process.
 - 2. After being briefed as to the nature and severity of injury by the Supervisor, the Emergency Medical Assistance Contact goes into the {training room} and dials 911 .
 - a. Reports location and phone number {(227-1195)} to operator.
 - b. Describes nature/severity of injury
 - c. Directs EMS unit to south door of the PEIF pool.
 - d. Gives name of contact at Southwest door (either self or Emergency Vehicle Escort)
 - e. Remains on phone until operator hangs up.
 - f. Reports status to Emergency Care Provider/Supervisor.
 - 3. Traffic Controller maintains security of the injury site, after retrieving Medical History/Insurance information from the first aid kit.
 - 4. Supervisor assigns self, Emergency Care Provider or Emergency Medical Assistance Contact to accompany athlete to the emergency room with EMS.
 - a. Have medical history/insurance form on person prior to departing.
 - 5. Supervisor contacts Dr. Lehtinen [225-3867 (Office), 228-6740 (Home), 869-3925 (Cell), 228-9440 (Pager)] and/or Julie Rochester (227-2026 or 906 235-5713) to inform them that EMS has been activated, and provides history.
 - 6. Supervisor notifies athletes family, when appropriate.

EMERGENCY PLAN OF ACTION

PEIF VANDAMENT ARENA

I. Emergency Equipment on hand

- A. First Aid Kit (including pocket mask)
- B. Vacuum Form Immobilizers
- C. Spine Board
- D. Medical History/Insurance forms

II. Procedures

A. Identify responsibilities of Emergency Care Team

- 1. Supervisor: Coordinates Emergency Care
- 2. Emergency Care Provider: Handles emergency situation
- 3. Emergency Medical Assistance Contact: telephones emergency care personnel
- 4. Emergency Vehicle Escort: Escorts emergency vehicle/personnel to scene
- 5. Traffic Controller: Keeps injury site clear

B. Supervisor assigns individuals to roles.

- 1. Supervisor/Emergency Care Provider may be the same person.
- 2. Emergency Medical Assistance Contact/Emergency Vehicle Escort will likely be the same person.

C. Performance of Duties

1. Supervisor/Emergency Care Provider does the following:

- a. Calms injured athlete/Does initial check
- b. Evaluates injury and scene.
- c. Makes the decision to activate EMS
- d. Continues to provide emergency care during the notification process.

2. After being briefed as to the nature and severity of injury by the Supervisor, the Emergency Medical Assistance Contact goes into the training room and dials 911 .

- a. Reports location and phone number (227-1195) to operator.
- b. Describes nature/severity of injury
- c. Directs EMS unit to southwest door of PEIF at the connector to the Events Center, then down the hall into Vandament Arena.
- d. Gives name of contact at Southwest door (either self or Emergency Vehicle Escort)
- e. Remains on phone until operator hangs up.
- f. Reports status to Emergency Care Provider/Supervisor.

3. Traffic Controller maintains security of the injury site, after retrieving Medical History/Insurance information from the first aid kit.

4. Supervisor assigns self, Emergency Care Provider or Emergency Medical Assistance Contact to accompany athlete to the emergency room with EMS.

- a. Have medical history/insurance form on person prior to departing.

5. Supervisor contacts Dr. Lehtinen [225-3867 (Office), 228-6740 (Home), 869-3925 (Cell), 228-9440 (Pager)] and/or Julie Rochester (227-2026 or 906 235-5713) to inform them that EMS has been activated, and provides history.

6. Supervisor notifies athletes family, when appropriate.

Section 6

Please be advised, that the forms you will find in this handbook are only samples. Revisions to forms are frequently made. You will be made aware of any new forms, as they are available.

If you have any questions/concerns about any of these forms, please contact the Athletic Training Program Director.



Forms

ATS Handbook
Northern Michigan University
Athletic Training Education Program

**ATR 392 A/B
Student Evaluation Form**

ATS Name: _____ PRECEPTOR Name: _____

Experience: _____ Year: _____

The purpose of this evaluation is for the clinical supervisor to evaluate the athletic training student's interpersonal skills, clinical progress, and level of professionalism. This evaluation should be completed at the end of each clinical experience. This evaluation is included as part of the student's grade for this clinical course. Please be thorough and accurate in your evaluation. Comments are highly encouraged.

Please use the following scale when evaluating ATs:

| | |
|----------------------------------|---|
| N/A: Not Observed | 1: Deficient; needs improvement before advancing |
| 2: Below average; unsatisfactory | 3: Average; meets minimal standards |
| 4: Above average clinical level | 5: Outstanding, excellent; exceeds clinical level |

| GENERAL ATTRIBUTES | N/A | 1 | 2 | 3 | 4 | 5 |
|--|-----|---|---|---|---|---|
| 1. Cooperates with peers, supervisors, coaches, and athletes | | | | | | |
| 2. Attends all required activities as defined by supervisor | | | | | | |
| 3. Dependable, reliable, and punctual | | | | | | |
| 4. Takes initiative according to skill level | | | | | | |
| 5. Expresses knowledge of and adheres to ATR policies and procedures | | | | | | |
| 6. Recognizes professional limitations and practices within those limits | | | | | | |
| 7. Exhibits quality communication skills | | | | | | |
| 8. Applies academic knowledge to clinical experience | | | | | | |
| 9. Demonstrates proper use of time while on duty | | | | | | |

Specific Comments:

| FOUNDATIONAL BEHAVIORS | N/A | 1 | 2 | 3 | 4 | 5 |
|---|-----|---|---|---|---|---|
| 1. Demonstrates a desire to improve in the clinical setting | | | | | | |
| 2. Effectively uses resources to facilitate learning | | | | | | |
| 3. Properly documents injuries and understands the importance of doing so | | | | | | |
| 4. Demonstrates appropriate communication abilities | | | | | | |
| a. With PRECEPTOR regarding injury evaluations, injury progression, treatments, rehab | | | | | | |
| b. With PEERS regarding roles and responsibilities | | | | | | |
| 5. Understands athletes'/parents' individual needs and differences | | | | | | |

| | | | | | | |
|--|--|--|--|--|--|--|
| 6. Demonstrates the appropriate facility maintenance and safety | | | | | | |
| 7. Demonstrates appropriate equipment maintenance and safety | | | | | | |
| 8. Understands and assists in proper documentation (OTC meds, SIMS, EMR) | | | | | | |
| 6. Exhibits professionalism in appearance, actions, and language while on duty | | | | | | |
| 7. Understands the need for and adheres to confidentiality | | | | | | |
| 8. Adheres to NATA Code of Ethics | | | | | | |

Specific Comments:

| CLINICAL SKILLS | N/A | 1 | 2 | 3 | 4 | 5 |
|--|-----|---|---|---|---|---|
| 1. Performs quality taping, bracing, and wrapping procedures | | | | | | |
| 2. Possesses basic knowledge of and properly applies heat and cold modalities | | | | | | |
| 3. Demonstrates proper first aid and emergency care procedures | | | | | | |
| 4. Possesses basic understanding of anatomy, physiology, and pathology | | | | | | |
| 5. Demonstrates skill in evaluation and management of lower extremity injuries | | | | | | |
| 6. Demonstrates skill in evaluation and management of upper extremity injuries | | | | | | |
| 7. Demonstrates skill in implementing rehabilitation programs | | | | | | |
| 8. Participates in functional assessments and return to play assessments | | | | | | |

Specific Comments:

Goals for next semester (PRECEPTOR):

(Student):

Do you recommend this ATS for Clinical Advancement?

YES _____ NO _____

Please explain your answer:

ATC Signature: _____

Date: _____

ATS Signature: _____

Date: _____

This form is kept in the ATS's personal file in the Athletic Training office and advisor's office. It may be reviewed by ATS or Staff ATC at any time.
This page adapted from Castleton State College.

Northern Michigan University

Athletic Training Clinical Education Evaluation

ATR 392A/B

Preceptor(s)_
Practicum_392 B_____

Site__NMU_____

Semester__W03_____

| | | | | | |
|---|------------------------------|---------------------|------------------------|---------------------------------|--------------------------|
| | <i>Strongly Agree</i> | <i>Agree</i> | <i>Disagree</i> | <i>Strongly Disagree</i> | <i>No Opinion</i> |
| 1 | 2 | 3 | 4 | 5 | |

Preceptor(s):

- | | | | | | | |
|----|--|---|---|---|----------|----------|
| 1. | The CI/CS was available for competency check-offs | 1 | 2 | 3 | 4 | 5 |
| 2. | The CI/CS provided student with expectations prior to clinical rotation | 1 | 2 | 3 | 4 | 5 |
| 3. | The CI/CS displayed a high level of professionalism | 1 | 2 | 3 | 4 | 5 |
| 4. | The CI/CS involved student with his/her daily duties and responsibilities | 1 | 2 | 3 | 4 | 5 |
| 5. | The CI/CS was approachable to answer questions, discuss injuries, etc. | 1 | 2 | 3 | 4 | 5 |
| 6. | The CI/CS had a good rapport with student-athletes and coaches | 1 | 2 | 3 | 4 | 5 |
| 7. | The CI/CS was interested in the education of the athletic training student | 1 | 2 | 3 | 4 | 5 |

Practicum/Site:

- | | | | | | | |
|----|--|---|---|---|----------|----------|
| 1. | The expectations for this practicum were appropriate | 1 | 2 | 3 | 4 | 5 |
| 2. | The evaluation tools were fair | 1 | 2 | 3 | 4 | 5 |
| 3. | This clinical rotation allowed for the utilization of previous and current learned proficiencies | 1 | 2 | 3 | 4 | 5 |
| 4. | I felt prepared for this level practicum | 1 | 2 | 3 | 4 | 5 |
| 5. | There was sufficient time allotted for competency check-offs in the laboratory setting | 1 | 2 | 3 | 4 | 5 |
| 6. | The site was conducive to learning | 1 | 2 | 3 | 4 | 5 |
| 7. | The site was clean and well organized | 1 | 2 | 3 | 4 | 5 |
| 8. | The site had appropriate equipment and facilities | 1 | 2 | 3 | 4 | 5 |

What did you like most about this practicum/site/CI/CS?
The availability of preceptor for check offs;

What did you like least about this practicum/site/CI/CS?

Are there things you would change to improve this practicum/site/CI/CS?

**Northern Michigan University
Athletic Training Education Program**

Mini Contract Between Preceptor and Athletic Training Student

Athletic Training Student(ATS)_____

Preceptor_____

Practicum_____ Semester_____

Expectations of Preceptor: SAMPLE, ATC

1. Work Hard—Effective time management, take pride in your assignment
2. Be Professional—Dress, conduct and confidentiality
3. Strive to learn more, do more, and see more each day. Take initiative to complete and integrate proficiencies/competencies. Ask questions.
4. Communicate with each other and staff ATC's. Communicate the concerns and things that are working well. Communication and teamwork are crucial to a successful clinical rotation.
5. Enjoy the field of Athletic Training

Expectations of Athletic Training Student

- 1.
- 2.
- 3.
- 4.
- 5.

ATS Signature_____

CI Signature_____

Clinical Coordinator of Athletic Training Education(CC)_____

*****Student is responsible for returning this form to CC by the end of first week of their clinical rotation. Failure to return this form at end of first week of your rotation will result in drop of your final grade for practicum to the next lower grade. Please attach copy of times/dates when student will be with Preceptor*******

Must be Returned By_____

Return Date_____

NON-DISCLOSURE OF MEDICAL INFORMATION FOR ATHLETIC TRAINING STUDENTS

Prior to being permitted to participate in all aspects of the Athletic Training Program at Northern Michigan University, each student is required to sign this agreement. Refusal to sign this agreement will result in the inability of a student's participation in any Practicum course, included within the Athletic Training Major.


Please read the following carefully. If you have any questions or concerns about this agreement, please see the Athletic Training Program Director.

I, _____ understand that all of the information
(Print Name)

which I may become knowledgeable of in my capacity as an Athletic Training Student is subject To patient/physician privilege and must be considered confidential. I will not discuss Such information with anyone except members of the Athletic Training Staff and Faculty. Any breach of confidentiality will result in the immediate termination from the Athletic Training Program.

Signature of Student

Date



Signature of Athletic Training Program Director

Northern Michigan University
School of Health and Human Performance

Athletic Training Educational Program Program Policy and Procedure Agreement

I, _____, do hereby acknowledge that I have
(print full name)
completely read and fully understand all policies and procedures as outlined in the
Northern Michigan University Handbook for Athletic Training Students. As a
student in the NMU Athletic Training Education Program, I agree to adhere to all
stated policies and procedures. I understand that these policies and procedures are
necessary for both the success of my educational experience, as well as my personal
safety during all program educational requirements.

Signature of Athletic Training Student

Date _____

Signature of Athletic Training Program Director

Date _____

Northern Michigan University

School of Health and Human Performance

Athletic Training Education Program

Verification of Student Review of University Indemnification Policy

I, _____ have read and understand the Northern Michigan University Indemnification Policy. I understand that if I have any questions concerning this policy, that I should contact the appropriate university personnel.

Signature of Student

Date

Signature of Witness

Date



STUDENT WAIVER FORM

Date:

Name:

Student I.D. #

Institution:

I, _____, give permission for the members of the CAATE Evaluation Team to view my personal academic file relating to the athletic training program. I understand that this viewing will be for informational purposes only and that my confidentiality will be maintained.

Signed:

Date:

Witness:

Date:

ATS Handbook
NORTHERN MICHIGAN UNIVERSITY
SCHOOL OF HEALTH AND HUMAN PERFORMANCE
WARNING STATEMENT ASSUMPTION OF RISK

Participation in the Athletic Training Program requires an acceptance of risk of injury, including but not limited to: death, quadriplegia, paraplegia, internal injury, closed head injury (possibly including post-concussion syndrome) and musculo-skeletal injuries (including sprains, strains, and fractures). Some of these injuries may result in medical treatment, surgery, and/or permanent disability. Athletic Training Students rightfully assume that those who are responsible for the conduct of Athletic Training Students, have taken reasonable precautions to minimize the risk of significant injury and that those participating in the Athletic Training program will not intentionally inflict injury upon members of staff.

I have read and understand this statement, and acknowledge that I was present at the Annual Athletic Training Risk/Warning/Student Safety in-service which was conducted on _____.

M/D/Y

Athletic Training Student

Date

Parent of Legal Guardian if under age of 18

Date

Julie Rochester, EdD, ATC
Athletic Training Program Director

Christopher Kirk, MS, ATC
Clinical Coordinator of Athletic Training Education

The purpose of the Northern Michigan Athletic Training Education Program Communicable Disease Policy is to protect the health and safety of the students enrolled in the NMUATEP. It is designed to provide Athletic Training Students (ATS), Approved Preceptor, and athletic training faculty with a plan to assist in the management of students with infectious diseases as defined by the Centers for Disease Control and Prevention (CDC). This policy was developed using the recommendations established by the CDC for health care workers (www.cdc.gov).

What are Communicable Diseases?

A communicable disease is a disease that can be transmitted from one person to another. There are four main types of transmission including direct physical contact, air (through a cough, sneeze, or other particle inhaled), a vehicle (ingested or injected), and a vector (via animals or insects).

Communicable Diseases Cited by the CDC:

| | | |
|----------------------|--------------------------|------------------------------------|
| Bloodborne Pathogens | Conjunctivitis | Cytomegalovirus infections |
| Diarrheal diseases | Diphtheria | Enteroviral infections |
| Hepatitis viruses | Herpes simplex | Human immunodeficiency virus (HIV) |
| Measles | Meningococcal infections | Mumps |
| Pediculosis | Pertussis | Rubella |
| Scabies | Streptococcal infection | Tuberculosis |
| Varicella | Zoster | Viral respiratory infections |

Guidelines for Prevention of Exposure and Infection

1. ATS must successfully complete annual Bloodborne pathogens modules.
2. ATS are required to use proper hand washing techniques and practice good hygiene at all times.
3. ATS are required to use Universal Precautions at all times when functioning as an ATS in the NMU-ATEP. This applies to Northern Michigan University clinical sites and affiliated clinical sites.
4. ATS are not to provide patient care if they have active signs or symptoms of a communicable disease.

Guidelines for Managing Potential Infection

1. An ATS who has been exposed to a potential infection before, during, or after a clinical experience should report that exposure to his / her preceptor **immediately**.
2. Any ATS, who demonstrates signs or symptoms of infection or disease that may place him / her and/or his / her patients at risk, should report that potential infection or disease **immediately** to the Student Health Center and/or the NMU Team Physician.
3. The ATS is responsible for keeping the NMU-ATEP Program Director and/or Clinical Coordinator informed of his / her conditions that require extended care and / or missed class / clinical time. ATS may be required to provide written documentation from a physician to return to class and / or clinical site.
4. If an ATS feels ill enough to miss ANY class that ATS should notify the appropriate instructor **immediately**.
5. If an ATS feels ill enough to miss ANY clinical experience that ATS should notify the NMU-ATEP Program Director and/or Clinical Coordinator and preceptor **immediately**.

communicable disease Signature page

By signing below, you indicate you understand and will abide by the Northern Michigan University Athletic Training Education Program Communicable Disease Policy. Any breach of the Communicable Disease Policy will result in disciplinary action determined by the Northern Michigan University Athletic Training Education Program Director and the Head of the School of Health and Human Performance

Athletic Training Student Name (Print): _____

Athletic Training Student Signature: _____

NMU IN#:

Date: _____

Section 7

- BOC Standards of Practice for Athletic Training Services
- NATA Performance Domains
- NATA Code of Ethics
- NATA Membership Policies and Privileges
- NATA Membership Application
- NATA Scholarship Program Information
- MATS Membership Application
- MATS Scholarship Information
- GLATA Scholarship Information

For the above information, the following websites should be accessed:

nata.org (National Athletic Trainers Assoc.)

bocatc.org (Board of Certification)

glata.org (Great Lakes Athletic Trainers Assoc.)

matsonline.org (Michigan Athletic Trainers Society)

Section 8

- SATO Constitution
- OSHA Blood borne Pathogen Standards
- NMU Blood borne Pathogen Exposure Control Plan
- Hepatitis B Policy Rationale
- Exposure Incident Investigation Form
- Post Exposure Evaluation and Follow-up Checklist
- Sexual Assault Response/Prevention Policy

All of the above documents will be available to you in the Athletic Training Lab Facility, PEIF 239 or from a member of the ATR Faculty.

Section 9



Resources

Hardware and Software available for Student Use:

Cross Sectional Anatomy – CD-ROM
Lower extremity injury evaluation – CD-ROM
Upper extremity injury evaluation – CD-ROM
The Dynamic Human – CD-ROM
Sports Medicine Taping Techniques – CD-ROM
Primal 3-D Pictures – Interactive Functional Anatomy – Complete CD-ROM Set
Athletic Training Action – Simulation in Sports Medicine – CD-ROM
Sports Injuries 3D – CD-ROM
Anatomy Flash Cards
Various Anatomical Models and Charts
Mobilization and Traction Video
Aquatic Therapy Video
PNF Video
Medical Dictionaries
Various Journals, magazines, and newsletters related to Athletic Training

Any of the above items may be checked out for on-site use. Please see your Athletic Training Instructor if you are interested in using any of these items.

The Athletic Training Laboratory Facility

General Guidelines for Lab Use:

1. Please keep the lab facility clean. This room is used often so please be sure to throw away tape debris and other garbage.
2. Be sure to return equipment to its proper storage area. Most drawers and cabinets are labeled.
3. Do not remove any items from the lab without permission from your instructor. Some items may be borrowed. Please complete the “sign-out” sheet when borrowing an item.
4. Treatment and taping tables in the lab are for clinical use only. They are not to be used as desks.
5. When using treatment or taping tables, please remove shoes and anything sharp that may tear the tabletops.
6. Please report any broken or malfunctioning equipment to the AT Program Director immediately.

We appreciate your cooperation!!