

Valley City State University
Department of Kinesiology and Human Performance



Athletic Training Program
Policy and Procedure Handbook

Valley City State University
Department of Kinesiology and Human Performance Athletic
Training Program

Athletic Training Students:

The following academic and clinical policies and procedures reflect the requirements of the athletic training program. It is assumed that all persons enrolled in the athletic training program have read and accept these policies and procedures. These policies are in addition to those established by Valley City State University.

Please review the Policy and Procedure Handbook. Any updated information or additions will be provided as necessary.

Sincerely,

Rachelle Hunt, M.Ed., GTS, LAT, ATC Athletic
Training Program Director

Scope of the Athletic Training Program Policy & Procedure Handbook

Information in this handbook is not intended to be fully comprehensive. Students should also refer to policies or procedures that are found in *Valley City State University's website*, [Student Handbook](#), [Code of Conduct](#), [Academic Integrity](#), etc.

While every effort is made to keep all of these sources accurate, up-to-date, and in agreement with one another, occasional discrepancies may occur and will be resolved by consultation with your Program Director.

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SECTION 1: WELCOME TO VALLEY CITY STATE UNIVERSITY AND THE DEPARTMENT OF KINESIOLOGY AND HUMAN PERFORMANCE

Introduction

This policy and procedure handbook was developed as a guide for students entering into the Athletic Training Program at Valley City State University. The clinical and academic staff will maintain and enforce high standards for conduct and performance in both the classroom setting and clinical rotations.

The intention of the handbook is to serve as evidence of the commitment of the athletic training program to your development as a student, so we ask that you read carefully and in its entirety.

Description of the Institution

Recognized as the No. 1 public regional college in the Midwest and one of America’s “Best Colleges” for 20 consecutive years by U.S. News, VCSU offers more than 80 undergraduate programs in art, business, communication arts, computer systems and software engineering, education, health and physical education, language and literature, mathematics, music, science, social science, and technology education. Online Master of

Education (M.Ed.) and Master of Arts in Teaching (M.A.T.) degree programs are also available.

Founded in 1890 as a "normal school" (or teachers college), VCSU remains true to its heritage and has an outstanding reputation for producing some of the finest K-12 educators in the region.

VCSU enhances the learning experience by providing full-time students with access to their own laptop, advanced multimedia technology, high-speed wireless networking, and classrooms equipped with the latest educational technology. A student-faculty ratio of about 11:1 gives students one-to-one access to faculty in ways that are impossible at other universities.

The 55-acre campus is bordered on the south by a forested hillside and on the north by the Sheyenne River. Campus architecture features a graceful blend of historic and modern buildings. The central campus is listed on the National Register of Historic Places as a Historic District, and in May 2017, BuzzFeed named VCSU's campus the most beautiful college campus in North Dakota.

The university is located in the southeastern part of the state in the city from which the institution takes its name. Valley City has a population of approximately 6,500 and is located 58 miles west of Fargo on Interstate 94, making the campus easily accessible both from the east and west. Valley City was named Expedia's "Most Beautiful Town" in North Dakota in March 2017.

Fully accredited by the Higher Learning Commission, VCSU is one of 11 institutions in the [North Dakota University System \(NDUS\)](#).

NDUS comprises four regional universities (Dickinson State University, Mayville State University, Minot State University and VCSU), two research universities (North Dakota State University and the University of North Dakota), and five community colleges (Bismarck State College, Dakota College at Bottineau, Lake Region State College, North Dakota State College of Science and Williston State College).

The NDUS schools work cooperatively to provide students access to excellence and innovation in education.

VCSU's Defining Commitments

Mission

Valley City State University is a public, regional university offering exceptional programs in an active, learner-centered community that promotes meaningful scholarship, ethical service, and the skilled use of technology. As an important knowledge resource, the University offers programs and outreach that enrich the quality of life in North Dakota and beyond. Through flexible, accessible, and innovative baccalaureate and master's programs, VCSU prepares

students to succeed as educators, leaders, and engaged citizens in an increasingly complex and diverse society.

Vision

As an innovative university, we deliver distinctive, learner-centered experiences.

University Purposes

1. Award degrees in education, business, and the liberal arts and sciences, with all students documenting their competency in Aesthetic Engagement, Communication, Global Awareness, Technology, Collaboration, Effective Citizenship, Problem Solving, and Wellness.
2. Deliver a quality educational experience in an innovative culture and a technologically enhanced environment.
3. Serve the best interests of our students, region, and society.
4. Lead in effectively applying information media technologies for learning.
5. Promote the appreciation of diversity, a multicultural perspective, and global awareness.

Core Values

- STUDENT-FOCUSED: We place students at the center of all decisions.
- INNOVATIVE: We try new things to help create the future.
- LEARNING-CENTERED: We develop and sustain a culture of lifelong learning.
- COLLABORATIVE: We work synergistically to advance our mission.
- ENGAGED: We actively participate in the work of the university.

Description of the Department of Kinesiology and Human Performance

The Department of Kinesiology and Human Performance is a multi-disciplinary program in which experiential and hands-on learning experiences are central to the core of all programs. Students are taught how to integrate theory into practices by applying learned concepts in various contexts.

The department is home to four distinct programs of study:

Athletic training cultivates a learner-centered community, preparing students to function as critical thinkers using evidence-based practices.

*Athletic Training majors are required to apply and be accepted into the professional phase of the Athletic Training program. Current Athletic Training information can be accessed on the [VCSU Athletic Training Program website](#).

Exercise Science and Sport Management (ESSM) is a major that offers students degree options in four concentrations:

- The Exercise Physiology concentration seeks to develop knowledge to prepare students to enter graduate studies in fields such as Physical Therapy, Occupational Therapy, Exercise Physiology, and Sport Biomechanics.
- The Sport Management concentration aims to develop an understanding of the concepts and theories central to the field of sport management.
- The General Wellness Studies concentration is designed for the student who is interested in attaining entry-level positions in health, fitness, and sport related fields.
- The Strength & Conditioning Specialist concentration seeks to develop professionals who are capable of developing training and conditioning regimens for athletic and fitness programs.

Health Education prepares students to become health education educators within secondary school systems. The curriculum seeks to enhance the student's knowledge in the health services, health in the environment, and health instruction in the public schools.

Physical Education primarily prepares students for teaching K-12 physical education.

Simply defined, physical education seeks to prepare its students to teach others about the importance of human motion as it affects general health and well-being.

The department also offers minors and certificates of completion in athletic coaching, health education, physical education, and strength and conditioning.

SECTION 2: VCSU'S ATHLETIC TRAINING PROGRAM

Faculty Information

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Athletic Training Mission and Goals

The Valley City State University Athletic Training Program exists to prepare students to successfully complete the Board of Certification. The mission of the athletic training program is to cultivate a learner-centered community, preparing students to function as critical thinkers using evidence-based practices. The athletic training program incorporates Valley City State University's mission through the use of technology, active learning and meaningful scholarship.

Program Goals

1. To promote meaningful, ethical service, and the skilled use of technology in the health care environment.
2. To provide students with the knowledge and skills to use evidence based and clinical decision-making practices in the healthcare field.
3. To prepare students to be educators, leaders, and engaged athletic trainers in health care communities.
4. To prepare students to pass the BOC examination and attain graduate school pursuits and/or obtain job placement upon graduation.

Description of the Program

The Athletic Training Program offers an undergraduate major for athletic training at Valley City State University. The athletic training program is a composite major requiring 123 credits within the major including the student's general education courses. The courses are aligned with the Commission on Accreditation of Athletic Training Education standards and the Athletic Training Educational Competencies set forth by the National Athletic Trainers' Association.

Accreditation Status

Valley City State University is accredited by the Commission on Accreditation of Athletic Training Education (CAATE). The program has been placed on Probation as of February 1, 2019, by the CAATE, 6850 Austin Center Blvd., Suite 100, Austin, TX 78731-3101.

Learning Objectives and Outcomes

The following learning objectives are assessed using preceptor and self-evaluation surveys after each clinical rotation, written and practical exams; comprehensive competency checkoff lists demonstrating proficient understanding, and through successful completion of content specific projects and presentations.

Learning Objective 1

Students will have the appropriate knowledge and educational foundation to interpret evidence based research.

Outcome

Demonstrate the ability to apply evidence-based medicine and critical thinking skills in the diagnosis, treatment, and rehabilitation of patients.

Learning Objective 2

Students will accurately diagnose patients and develop and implement strategies and programs to prevent the incidence and/or severity of injuries and illness.

Outcome

Demonstrate proper injury/illness prevention, clinical evaluation and diagnosis, treatment, therapeutic intervention and documentation strategies.

Learning Objective 3

Students will develop the ability to communicate with other allied health professionals and promote acceptable standards of ethical conduct.

Outcome

Demonstrate appropriate professional behavior at all clinical sites.

Learning Objective 4

Students will obtain appropriate clinical and didactic educational experiences knowledge through preceptors and faculty associated with the athletic training program.

Outcome

Demonstrate competence of preceptors and faculty associated with the Athletic Training

Academic Advising

Students are assigned to an AT program faculty member for assistance and advice throughout their academic careers. Students who feel that a different advisor will improve their advising situation may ask the program director or department chair for a change.

Faculty advisor responsibilities are to:

- Be available by appointment.
- Provide professional and academic guidance.
- Advise students of available university counseling services if they need that assistance.
- Meet with advisees at each registration period to approve courses selected by each student.
- Advise and assist students interested in furthering their education.

Scholarships

Valley City State University offers many scholarship opportunities for students whether you are an incoming freshman, transfer student, or a returning student. To see available scholarships, visit the [VCSU website](#) or contact [Enrollment Services](#).

Athletic Training Club

The Valley City State University Athletic Training Club became official on October 29, 2014.

This Club is made up of current athletic training students who are admitted into the preprofessional and professional phases of the program.

The intent of the Athletic Training Club for the students at Valley City State University is to raise awareness to the public about the profession of Athletic Training, allow students to attend state and district meetings and provide an area where athletic training students can get together and discuss current topics in athletic training, promote mentorship to the new members of the Club, and discuss and study for the Board of Certification exam.

A Valley City State University faculty member that is a BOC Certified Athletic Trainer will sponsor the club.

Student athletic trainers are highly encouraged to join student-run, professional organizations that will better prepare them for professional success. Students are also highly encouraged to become members of their state, district, and national organizations.

SECTION 3: ATHLETIC TRAINING PROFESSION

Athletic Training Profession

The National Athletic Trainers' Association (NATA) was founded in 1950 with 200 members. Today, NATA membership has grown to more than 43,000 health care professionals.

The Certified Athletic Trainer is a highly educated and skilled health care professional recognized by the American Medical Association. The practice of athletic training encompasses the prevention, evaluation and diagnosis, and treatment and rehabilitation of injuries. An athletic trainer must also be proficient in emergency care.

Athletic trainers work in a myriad of health care settings. This list includes, but is not limited to: high schools, clinics, colleges and universities, corporate/industrial settings, military, and professional sports teams.

Students pursuing an Athletic Training degree must graduate from a Commission on Accreditation of Athletic Training Education (CAATE) accredited program, pass the Board of Certification (BOC) exam, and obtain licensure or registration in the state(s) they will practice in. The certified athletic trainer is responsible to know the credential requirements prior to practicing in a particular state.

Essential Functions of the Athletic Trainer

The athletic trainer's professional preparation is based on the development of the current knowledge, skills, and abilities as determined by the CAATE.

8 content areas

- 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

Athletic training students will perform athletic training procedures only when the preceptor is present. Under no circumstances will an unsupervised student be responsible for practice/game coverage, evaluation and documentation of injuries, or rehabilitation programs including therapeutic modality usage and therapeutic exercise protocols.

Regulation of Athletic Training

Certification Maintenance Requirements

Athletic Trainers are required to complete the following to maintain their certification:

- Standards of Professional Practice ○ Athletic Trainers are required to comply with the [BOC Standards of Professional Practice](#), which consists of Practice Standards and the Code of Professional Responsibility.
- Emergency Cardiac Care ○ Athletic Trainers must maintain ongoing Emergency Cardiac Care (ECC) certification at the Basic Life Support/Professional Rescuer level or beyond.
- Certification Maintenance Fee ○ Athletic Trainers are required to pay an annual certification maintenance fee.
- Continuing Education
 - Athletic Trainers must complete a predetermined number of continuing education units (CEUs) during their certification maintenance period. Maintenance periods are two-year cycles.
 - *Athletic Trainers must complete 50 CEUs, which must include at least 10 Evidenced Based Practice CEU's.

Like most states, North Dakota requires that all practicing athletic trainers be licensed by the state. Athletic trainers in North Dakota are governed by the North

Dakota Century Code Chapter 43-39. Athletic training program faculty, staff, and students shall function according to the Laws and Regulations referenced in the above document.

Standards of Ethical Conduct

Acknowledged as the professional standard of conduct, the NATA Code of Ethics outlines the principals of ethical behaviors that should be followed as certified athletic trainers and students in the athletic training program. Failure to uphold these standards may result in academic or professional disciplinary action.

NATA CODE OF ETHICS

September 2005, Revised 2016

Preamble

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

1. MEMBERS SHALL PRACTICE WITH COMPASSION, RESPECTING THE RIGHTS, WELFARE, AND DIGNITY OF OTHERS

- 1.1 Members shall render quality patient care regardless of the patient's race, religion, age, sex, ethnic or national origin, disability, health status, socioeconomic status, sexual orientation, or gender identity.
- 1.2 Member's duty to the patient is the first concern, and therefore members are obligated to place the welfare and long-term well-being of their patient above other groups and their own self-interest, to provide competent care in all decisions, and advocate for the best medical interest and safety of their patient at all times as delineated by professional statements and best practices.
- 1.3 Members shall preserve the confidentiality of privileged information and shall not release or otherwise publish in any form, including social media, such information to a third party not involved in the patient's care without a release unless required by law.

2. MEMBERS SHALL COMPLY WITH THE LAWS AND REGULATIONS GOVERNING THE PRACTICE OF ATHLETIC TRAINING, NATIONAL ATHLETIC TRAINERS' ASSOCIATION (NATA) MEMBERSHIP STANDARDS, AND THE NATA CODE OF ETHICS

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

- 2.2 Members shall understand and uphold all NATA Standards and the Code of Ethics.
- 2.3 Members shall refrain from, and report illegal or unethical practices related to athletic training.
- 2.4 Members shall cooperate in ethics investigations by the NATA, state professional licensing/regulatory boards, or other professional agencies governing the athletic training profession. Failure to fully cooperate in an ethics investigation is an ethical violation.
- 2.5 Members must not file, or encourage others to file, a frivolous ethics complaint with any organization or entity governing the athletic training profession such that the complaint is unfounded or willfully ignore facts that would disprove the allegation(s) in the complaint.
- 2.6 Members shall refrain from substance and alcohol abuse. For any member involved in an ethics proceeding with NATA and who, as part of that proceeding is seeking rehabilitation for substance or alcohol dependency, documentation of the completion of rehabilitation must be provided to the NATA Committee on Professional Ethics as a requisite to complete a NATA membership reinstatement or suspension process.

3. MEMBERS SHALL MAINTAIN AND PROMOTE HIGH STANDARDS IN THEIR PROVISION OF SERVICES

- 3.1 Members shall not misrepresent, either directly or indirectly, their skills, training, professional credentials, identity, or services.
- 3.2 Members shall provide only those services for which they are qualified through education or experience and which are allowed by the applicable state athletic training practice acts and other applicable regulations for athletic trainers.
- 3.3 Members shall provide services, make referrals, and seek compensation only for those services that are necessary and are in the best interest of the patient as delineated by professional statements and best practices.
- 3.4 Members shall recognize the need for continuing education and participate in educational activities that enhance their skills and knowledge and shall complete such educational requirements necessary to continue to qualify as athletic trainers under the applicable state athletic training practice acts.
- 3.5 Members shall educate those whom they supervise in the practice of athletic training about the Code of Ethics and stress the importance of adherence.

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

4. MEMBERS SHALL NOT ENGAGE IN CONDUCT THAT COULD BE CONSTRUED AS A CONFLICT OF INTEREST, REFLECTS NEGATIVELY ON THE ATHLETIC TRAINING PROFESSION, OR JEOPARDIZES A PATIENT'S HEALTH AND WELL-BEING.

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

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

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

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

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

SECTION 4: ADMISSION AND CURRICULUM REQUIREMENTS

Admittance Requirements

Professional

Students in the athletic training major must:

- Maintain a minimum of a 2.75 cumulative grade point average.
- Maintain a minimum of a "C" grade in BIOL 150, 220, and 221.
- Maintain a "B" or above in core athletic training courses ([see Course Sequence of Athletic Training Core Courses](#)) o If a student's cumulative GPA drops below a 2.75 for the semester, the following semester the student will be placed on probation. If the student is performing satisfactory in their courses, he/she will be allowed to continue with their clinical assignment. If the student is not performing well in their

courses, he/she will be suspended from their clinical rotation until performance is satisfactory. If a student earns less than a “B” in an athletic training course, he/she must repeat the course the next time it is offered.

- Maintain appropriate First Aid & CPR/AED certification.
 - Students are not allowed to participate in clinical experiences without current CPR & First Aid/AED credentials. Students without current certification will be suspended from all clinical experiences until this requirement is met.
- Follow all ATP Policies and Procedures.
- Receive satisfactory clinical evaluations.

Application Requirements

INTRODUCTION

The Athletic Training Program (ATP) at Valley City State University (VCSU) is an intensive educational experience to prepare graduates for the Board of Certification (BOC) Exam. The application procedure for admittance into the ATP is a competitive process and acceptance allows students to complete the degree requirements for graduation.

APPLICATION REQUIREMENTS

The following are required for consideration into the Athletic Training Program at Valley City State University:

- A grade of “B” or better in HPER 126: Applications of Taping, Bracing, & Protective Equipment, HPER 127: Introduction to Athletic Training and HPER 128: Communication for Health Care Professionals
- Completion of HPER 210 with First Aid, CPR, and AED certification
- Minimum cumulative GPA of 2.75 including the semester of application
- Formal Application Letter
- Typed Application Form
- Formal interview
- 10 hours of observation in the VCSU athletic training room
- Blood Borne Pathogens Training
- Completed technical standards document

FORMAL APPLICATION LETTER FOR PROFESSIONAL PHASE

Candidates for VCSU’s Athletic Training Program are required to submit a written formal application letter discussing three (3) topic areas:

1. Why do you want to become a certified athletic trainer?
2. Explain why you would make a suitable candidate in the Athletic Training Program.
3. What are your goals upon completion of the B.S. in Athletic Training?

The formal application letter should be approximately 500 to 700 words.

INTERVIEW PROCESS

The purpose of the formal interview process is to assess the applicant's motivation for athletic training, professionalism, maturity, and knowledge of the profession. After the Athletic Training Program selection committee reviews applications, qualified students will be contacted for a formal interview.

Students can prepare to address the following questions during the formal interview:

- What excites you about majoring in athletic training and what are your apprehensions about majoring in athletic training?
- In your opinion, what are the qualities of an excellent athletic trainer?
- How have you or how will you prepare yourself to meet the demands of majoring in athletic training, and in particular your time management skills?

SELECTION PROCESS FOR PROFESSIONAL PHASE

The ATP at Valley City State University is seeking students with a commitment to learning and dedication to service. Athletic training is a rewarding career that opens up a variety of opportunities for the future. Athletic Trainers are challenged on a daily basis while providing for the prevention, care and rehabilitation of injuries or illnesses suffered by active populations. The ATP at Valley City State University is seeking students who are willing to embrace the challenges, curriculum and clinical experiences with professionalism, enthusiasm and a positive attitude.

Applications are scored in the following areas:

<u>REQUIREMENT:</u>	<u>POSSIBLE SCORE:</u>
Cumulative GPA	4.0 = 10 points 3.5 = 8 points 3.0 = 6 points 2.75 = 4 points

Grade in HPER 126: Applications for Taping, Bracing, and Protective Devices	A = 15 points B = 10 points
Grade in HPER 127: Introduction to Athletic Training	A = 15 points B = 10 points
Grade in HPER 128: Communication for Health Care Professionals	A=15 points B=10 points
Grade in HPER 210: First Aid, CPR, AED	A=15 points B=10 points
Blood Borne Pathogens Training	5 points
10 hours of observation	5 points
Technical Standards	5 points
Formal Application Letter	8 points
Interview	8 points
<i>Total Points Possible:</i>	
	<i>101 points</i>

- Total points earned on the application and interview will determine selection.
- Candidates must score at least 80 out of 101 points available to be considered for selection.
- Applicants who do not meet the requirements or are not selected may re-apply the following year upon proof of academic and application requirements.

APPLICATION DEADLINE

The completed application must be received by Athletic Training Program Director on or before April 15th.

ACCEPTANCE INTO VCSU ATHLETIC TRAINING PROGRAM PROFESSIONAL PHASE

- Applicants are informed in writing as to the selection committees' decision after spring grades are submitted. The Athletic Training Program Selection Committee recommends each applicant respond via email to Rachelle Hunt, Athletic Training Program Director (rachelle.hunt@vcsu.edu), their acceptance of the position in the program.

- Applicants who are selected are required to show proof for the following at their expense:
 - Varicella vaccination (2 doses) OR proof of previous chicken pox exposure via healthcare providers documentation OR documentation of varicella titer test
 - Tdap- adult dose
 - MMR – 2 doses
 - Hepatitis B vaccination or Right of Refusal document provided by VCSU ATP
 - Negative TB screening (2 part test)- annual
 - VCSU’s nurse can complete this test during HPER 124 at the start of the semester before starting clinical rotations.
 - Influenza - annual
 - Transportation to/from clinical education experiences during the remainder of their educational experience
- Applicants who are accepted into the professional phase are required to maintain a 2.75 GPA, achieve a “B” or better in all core athletic training classes, and show progressive clinical development in the athletic training program. Students who fail to maintain academic and clinical requirements may be dismissed from the program.

Core Athletic Training Courses

Pre-Professional Phase - Year 1					
Fall			Spring		
HPER 210	First Aid, CPR, AED	1 Credit	HPER 126	Applications for Taping, Protective Devices and Equipment	3 Credits
HPER 100	Concepts of Fitness & Wellness	2 Credits	HPER 127	Introduction to Athletic Training	3 Credits
			HPER 128	Communication for Health Care Professionals	3 Credits

Core Athletic Training Courses in the Professional Phase:

Professional Phase – Year 2					
Fall			Spring		
HPER 124	Clinical Experience I	3 Credits	HPER 224	Clinical Experience II	3 Credits

HPER 226	Injury Recognition & Evaluation of the Lower Extremity	3 Credits	HPER 227	Injury Recognition & Evaluation Upper Extremity	3 Credits
HPER 258	Applied Anatomy, Physiology & Human Performance	3 Credits	HPER 259	Applied Anatomy, Physiology & Human Performance	3 Credits
			HPER 109	Exercise Techniques & Program Design	3 Credits

Professional Phase – Year 3					
Fall			Spring		
HPER 311	Emergency Response Management	3 Credits	HPER 424	Clinical Experience IV	3 Credits
HPER 324	Clinical Experience III	3 Credits	HPER 326	Therapeutic Modalities	3 Credits
HPER 328	Therapeutic Exercise	3 Credits	HPER 384	Fitness Assessment and Prescription	3 Credits
HPER 331	Injury Recognition & Evaluation of Head, Neck, & Spine	3 Credits	BIOL 221	Anatomy & Physiology	4 Credits
BIOL 220	Anatomy & Physiology	4 Credits			

Professional Phase – Year 4					
Fall			Spring		
HPER 426	Clinical Experience V	3 Credits	HPER 487	Field Experience	2-3 Credits
HPER 309	Sports Nutrition	3 Credits	HPER 454	Evidence-Based Practice	3 Credits

HPER 332	General Medical Conditions	3 Credits			
HPER 438	Organization & Administration of Athletic Training	3 Credits			
HPER 444	Exercise Physiology of Peak Performances	3 Credits			

TRANSFER STUDENTS

Students transferring to VCSU must meet the same Athletic Training Program (ATP) admission requirements as any other student, including completion of Introduction to Athletic Training (HPER 127), Applications of Taping, Protective Devices and Equipment (HPER 126), Basic First Aid, CPR, AED (HPER 210), Communication for Health Care Professionals (HPER 128) admission application material, etc. Complete admissions requirements are located on the [VCSU Athletic Training website](#), the ATP Policy & Procedure Handbook or by contacting the Athletic Training Program Director. Courses required, as part of the application process, may be considered if transferring from a CAATE accredited program and must be approved by VCSU's Registrar Office and the ATP Director. Transfer students are required to complete all five clinical experience courses (HPER 124, 224, 324, 424, 426) and one field experience course (HPER 487). Clinical or field experiences at other institutions will NOT be counted toward course or clinical requirements. Once accepted into the program, transfer students will have a minimum of six semesters before graduation. In most cases, transfer students should expect to spend four (4) years at Valley City State University in order to complete the Athletic Training major: one (1) year in the Athletic Training pre-professional phase and three (3) years as an athletic training student in the professional program cohort to fulfill all didactic and clinical education requirements of the program. Transfer students must meet the graduation requirements for VCSU and the ATP. Transfer students will follow the same program of study, for core athletic training courses, as students initially starting at VCSU.

Retention

A student in the VCSU ATP must satisfy all of the following in order for an athletic training student to remain in good academic/clinical standing.

- Submit application materials and meet the requirements for the professional phase of the program
- Maintain a minimum cumulative GPA of 2.75 in the professional phase while receiving a minimum of a "B" in all athletic training core courses ([see Course](#)

[Sequence of Athletic Training Core Courses](#)) and a minimum of a “C” in BIOL 150, 220, & 221.

- Successful completion of the required minimum clinical hours and appropriate student clinical evaluations
- Maintain appropriate level of First Aid/CPR/AED certification, and yearly blood borne pathogens training
- Maintain required vaccinations

[Academic/Clinical Probation Policy](#)

An athletic training student who fails to satisfy any of the above retention requirements will be placed on academic/clinical probation for a minimum of one semester and undergo remediation.

If an athletic training student does not earn a minimum of a “B” in an athletic training core course, they are required to retake the course. Repeating a course(s) may result in postponing graduation by one or more academic year.

- Failure to earn a minimum grade of “B” for the second time in the same course will result in dismissal from the ATP.

If an athletic training student earns a minimum of a “B” in all assigned athletic training and sequenced courses, but his/her cumulative GPA falls below 2.75; the athletic training student can continue the athletic training major course sequence, but will be placed on academic probation for one semester, after which the program administration will review the students’ progress.

[Dismissal from Athletic Training Program](#)

The athletic training student is eligible for dismissal from the program if any of the following occur and the individual will be encouraged to pursue other academic degrees available at VCSU.

- Failure to remove him/herself from academic/clinical probation.
- Failure to earn a minimum grade of “B” for the second time in the same course.
- Egregious behavior or violation of the [ATP Discipline Policy](#).

The program director will inform the athletic training student that s/he will be placed on academic/clinical probation at the semester’s conclusion. An athletic training student has the right to appeal academic/clinical probation from the ATP, if the athletic training student feels that s/he completed the retention requirements, or there were/are factors such as undue hardship because of death of a relative, an injury or illness suffered by the athletic training student, a similar special circumstance(s), or the academic/clinical probation decision was not correctly made.

Appeals Policy

In order to appeal a decision, the athletic training student must submit a typed and signed statement of explanation to the program director. The typed statement must meet the following criteria:

- Typed statement of explanation (2-page maximum) that describes what should be reconsidered as it pertains to this specific academic/clinical probation notification
- Any associated documentation that specifically substantiates what is described in the typed statement of explanation

Remediation Policy

Remediation may vary depending on student needs. The following steps should be followed at a minimum:

- Regular academic meetings with the program director or clinical education coordinator
- Faculty reserve the right to remove a student from the clinical experience or not allow academic progress until the terms of the plan is met.
- Set-up individualized study sessions with athletic training faculty
- Utilization of VCSU's Learning Center
- Recommend enrolling in Study Skills course

Readmission to the Athletic Training Program

An individual who is expelled from the program or takes a temporary leave must meet the following criteria for readmission:

- If not enrolled in the University for one or more semesters, student must apply for readmission through the Office of the Registrar.
- Earn a minimum of 2.75 grade point average for one semester.
- Complete the application process to the Athletic Training program.

Attendance

Class attendance is required. Students are expected to come to class prepared and ready to learn. Students are held responsible for all information presented during class. Students are expected to be in attendance, be punctual, and be active participants in each class period whether it is lecture or lab. Part of your grade is determined by class participation. It is hard to participate if you are not here.

If you are going to be absent, YOU must notify the instructor in advance. This can be done via e-mail or telephone. Excused absences include University sponsored activities, verifiable

illnesses, and family emergencies. Any excuse not cleared directly by the student with the instructor may be documented as unexcused.

It is the responsibility of the student who is absent to follow-up with the instructor to discuss missed assignments.

For every unexcused absence beyond three (3) absences (unexcused) will result in a drop of one letter grade in the final grade. If seven (7) classes are missed, your grade will drop 2 letter grades; if 10 classes are missed, your grade will drop 3 letter grades, etc.

In the event of an unexpected absence, please notify the instructor as soon as possible via e-mail or telephone. This does not guarantee an “excused” absence.

Tardiness disrupts the entire class. Be prompt! Every three (3) late arrivals will result in one unexcused absence.

Clinical Attendance

As a student in the Athletic Training Program at Valley City State University, you need to acquire hours as part of your clinical education. You are also required to attend Clinical Experience classes during the week. Attendance is mandatory and you will be penalized points if you choose not to attend class.

In the Professional Phase of the program, you will enroll in Clinical Experience I (HPER 124), in the fall semester, and Clinical Experience II (HPER 224) in the spring semester. You are required to obtain 10 hours per week minimum and 25 hours per week maximum of clinical experience.

In the second year of the Professional Phase of the program, you will enroll in Clinical Experience III (HPER 324), in the fall semester, and Clinical Experience IV (HPER 424) in the spring semester. You are required to obtain 10 hours per week minimum and 25 hours per week maximum of clinical experience.

In the third year of the Professional Phase of the program, you will enroll in Clinical Experience V (HPER 426) in the fall semester. You are required to obtain 10 hours per week minimum and 25 hours per week maximum of clinical experience.

Students are required to complete their non-sports patient population experience at Essentia Health Clinic. This requirement will give the students’ experiences with direct patient care with male and female geriatric, adult, pediatric, and infant populations. All experiences at Essentia Health are directly supervised. These experiences may expose students to the following, but are not limited too, musculoskeletal injuries, general medical conditions, cardiopulmonary assessments, and ENT examinations. Students are required to fulfill an 8 hour obligation over the course of the semester. These hours will be documented on the monthly hours log.

Preceptors will keep a file for each student. If any deductions occur during the semester, this will affect the students' Clinical Experience grade.

Examples of infractions are: not coming to the rotation, inappropriate dress, tardiness to clinical site, and inappropriate language. Point deductions are assessed and the infraction will be discussed with the student. This will impact the student's final grade in their current Clinical Experience class.

Technical Standards for Admission

The Athletic Training Program at Valley City State University (VCSU) is a rigorous and intense educational program that places specific requirements and demands on the students enrolled in the program. An objective of this program is to prepare graduates to enter a variety of employment settings and to render care to a wide spectrum of individuals engaged in physical activity. The technical standards set forth by the VCSU Athletic Training Program establishes the essential qualities considered necessary for students admitted to this program to achieve the knowledge, skills, and competencies of an entry-level athletic trainer, as well as meet the expectations of the program's accrediting agency (Commission on Accreditation of Athletic Training Education [CAATE]). The abilities that an athletic trainer needs to practice safely are those described below, in the National Athletic Trainers' Association education competencies, and in the Board of Certification for the Athletic Trainer role delineation study/practice analysis. Compliance with VCSU's Athletic Training Program's technical standards does not guarantee a student's admission into Valley City State University's Athletic Training Program or eligibility for BOC certification exam.

Candidates for selection to the Athletic Training Program will be required to verify they understand and meet these technical standards or that they believe that, with certain reasonable accommodations, they can meet the standards.

Observation

Observation requires the functional use of vision, hearing, and somatic sensations. Student must be able to:

- Participate in lectures and laboratory demonstrations
- Observe and palpate a patient accurately to determine variations from normal and observe output readings to determine a patient's condition and the status of a treatment

Examples in which these observational skills are required include, but are not limited to:

- Palpation of anatomical structures
- Visual and tactile assessment for the presence and degree of edema
- Listening to a patient describe his or her medical history and current symptoms

Communication

Students must be able to:

- Communicate effectively and sensitively with patients to elicit information regarding mood, activities, and health complaints, as well as perceive nonverbal communications
- Communicate effectively and efficiently with other members of the health care and athletic community to convey information essential for safe and effective care
- Read, communicate in writing, and demonstrate computer literacy to complete assignments

Motor Function

Students must have sufficient motor function to:

- Elicit information from the patient examination, using palpation, muscle strength assessment, joint range of motion measurement, and other evaluative maneuvers
- Be the first responder in a potentially catastrophic injury (e.g., in-line stabilization of cervical spine, rescue breathing, obstructed airway management, and cardiopulmonary resuscitation)
- Execute movements required to provide therapeutic care, such as performing mobilization and wound care techniques

These skills require coordination of both gross and fine muscular movement and equilibrium.

Intellectual Abilities

To effectively solve problems, students must be able to:

- Measure, calculate, reason, analyze, integrate, and synthesize information in a timely fashion
- Synthesize knowledge and integrate the relevant aspects of a patient's history and examination findings to develop an effective treatment program
- Comprehend three-dimensional relationships and understand spatial relationships of structures

Behavioral and Social Attributes

Students must possess the psychological ability required for them to:

- Fully use their intellectual abilities
- Exercise good judgment
- Promptly complete all responsibilities inherent to the assessment and care of patients

- Develop mature, sensitive, and effective relationships with patients

Students must be able to:

- Tolerate physically and mentally taxing workloads
- Function effectively under stress
- Adapt to a changing environment
- Function in the face of uncertainties inherent in the clinical problems of patients
- Demonstrate ethical behavior, both in the classroom and during their clinical experience

Reasonable Accommodation

In compliance with the Americans with Disabilities Act, the admissions process does not require disclosure of a disability. However, all enrolled students must be capable of meeting the technical standards for the academic and clinical education components of the Athletic Training Program. These technical standards are necessary for full participation in the curriculum and it is expected that students will function independently, which generally means, without the aid of an intermediary, to achieve proficiency in all curricular areas. Applicants and students should review the technical standards for the AT program carefully. A student who has a disability may request reasonable accommodations. If, due to a disability, you feel you may require accommodations in order to complete the curriculum, it is essential that you work with [VCSU's Student Academic Services Office](#) to discuss possible accommodations.

The Student Academic Services Office, in conjunction with the Athletic Training Program's faculty and staff, will evaluate a student who states he/she could meet the program's technical standards with reasonable accommodation and based on the functional limitations listed in the documentation provided by the student, confirm that the stated condition(s) qualifies as a disability under applicable laws. The Student Academic Services Office facilitates accommodations for individuals with disabilities, which ensures equal access to programs, services, and activities offered by Valley City State University.

If a student states he/she can meet the technical standards with accommodation, then the Athletic Training Program will evaluate accommodations and determine if the student can meet the technical standards with reasonable accommodation. This includes a review of whether the accommodations requested are reasonable, taking into account whether the accommodations 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.

[Additional Costs Associated with the Program](#)

All athletic training students are responsible for their own transportation to and from clinical rotations. Please refer to the [Travel Policy](#) for more information on travel. Any additional VCSU Athletic Training clothing is purchased at the students' expense.

All students are required to obtain immunizations at their own expense. VCSU offers annual flu shots for a reduced charge or free depending on student insurance coverage. All students need to provide documentation of current records.

Course Fees

HPER 124: Professional Program Clothing = \$50.00/student, TB series (2 part test) = \$18.00/student, Bloodborne Pathogen training = \$12.00/student, Professional Supplies = \$102.00/student, Taping Supplies = \$50.00/student, and Criminal Background Check = \$68.00/student = \$300.00/student

HPER 126: Taping/bracing/protective device supplies = \$150.00/student

HPER 311: Emergency Medical Responder Certification fee= \$35.00/student and Supplies (personal protective devices, sanitation wipes, etc.) = \$10.00 = \$45.00/student

HPER 224: Association Dues (NATA, MAATA, NDATA) = \$80.00/student = \$80.00/student

HPER 324: Association Dues (NATA, MAATA, NDATA) = \$80.00/student, TB testing = \$10/student and Bloodborne Pathogens training = \$12/student \$102.00/student

HPER 426: Association Dues (NATA, MAATA, NDATA) = \$80.00/student, Practice Exam Study Guide = \$60.00/student, BOC Practice Exam = \$35.00/student, TB testing = \$10.00/student, Bloodborne Pathogen training = \$12.00/student = \$197.00/student

HPER 454: BOC Exam Registration = \$35.00/student = \$35.00/student

HPER 487: ACES Preparatory Workshop - \$350.00/student

[Extracurricular Activities Participation](#)

Athletic training students are enrolled in the Valley City State University ATP to obtain a degree in Athletic Training. Included in this education are required clinical courses where the athletic training student applies their knowledge practically. All athletic training students must be able to perform the following duties as part of these clinical courses: 1) clinical hours, 2) education competencies and clinical integration proficiencies, 3) mandatory ATP meetings, 4) guest lectures and presentations, and 5) other clinical education sites (high school, general medical rotation). These requirements are part of the academic curriculum of the VCSU ATP, as mandated by the accrediting body (CAATE), and must be satisfied. Athletic training students should not miss an academic requirement because of any extracurricular activity.

Valley City State University athletic training students who choose to participate in extracurricular activities have additional responsibilities. Due to the rigors of the VCSU ATP, athletic training students may only participate in a single extracurricular activity during each academic year. In the event the athletic training student participates in intercollegiate athletics, the student will not obtain clinical education experiences on the team in which s/he actively participates to prevent a conflict of interest. No special accommodations will be made for any off-season intercollegiate athletic activities and the athletic training student is expected to participate fully in his/her clinical rotation(s) and accommodate off-season intercollegiate activities around his/her clinical rotation(s).

The VCSU ATP Clinical Education Coordinator, will work with the athletic training student and his/her supervisor in an attempt to find clinical education experiences which minimally conflict with the athletic training students' extracurricular activity, however this may be difficult and not always possible. The VCSU ATP is willing to make special schedule arrangements only for in-season (competitive season) intercollegiate athletics and extracurricular activities. The VCSU ATP will not make any special arrangements for any nontraditional (off-season) intercollegiate athletic events (practices, games, workout times, etc.). The athletic training student will not be allowed to miss any ATP activities because of any non-traditional (off-season) intercollegiate athletic events or extracurricular activities.

The purpose of this policy is to:

1. Ensure the athletic training student abides by the policies of the VCSU ATP by participating in only one intercollegiate sport, as stated in the current Valley City State University Athletic Training Student Handbook. It is recognized that participation in intercollegiate sports or extracurricular activities may limit his/her exposure to certain clinical educational experiences. This is to help ensure the athletic training student will meet a minimum level of clinical education in order to perform the duties of an entry-level Certified Athletic Trainer, as mandated by our accrediting body (CAATE).
2. Ensure the VCSU ATP Clinical Education Coordinator can make the necessary clinical assignments, both on and off-campus, allowing the athletic training student to meet minimum educational experiences and graduation requirements of the VCSU ATP.
3. Ensure the supervisor understands that the athletic training student must perform these clinical experiences in order to gain the appropriate education to function as an entry-level athletic trainer. An athletic training student who is not performing the appropriate clinical activity is missing out on valuable education experiences.
4. Ensure that those athletic training students who are resident advisors and hall directors with Valley City State University residence life may temporarily leave their clinical assignment or ATP event if called away for a situation deemed an emergency

by Valley City State University residence life; but must “make-up” any missed educational or clinical activity at a later date and time.

Course Sequence of Athletic Training Core Courses

Fall Year 1

BIOL 150 (also offered spring semester)	General Biology	4	X “C” or above
HPER 210	First Aid, CPR, AED	1	X
Course #HPER 100	Course TitleConcepts of Fitness & Wellness	Credits2	“B” or above
<i>BIOL 150 If not completed in the fall</i>	<i>General Biology</i>	4	X “C” or above
HPER 126	Applications for Taping, Protective Devices, and Equipment	3	X
HPER 127	Introduction to Athletic Training	3	X
HPER 128	Communication for Health Care Professionals	3	X
Course #	Course Title	Credits	“B” or above

Spring Year 1

Course #	Course Title	Credits	Pre-professional "B" or above
HPER 258	Applied Anatomy, Physiology and Human Performance	3	
HPER 124	Clinical Experience I	3	X
HPER 226	Injury Recognition and Evaluation of Lower Extremity	3	X

Professional – Fall Year 2

Professional – Spring Year 2

Course #	Course Title	Credits	Pre-professional "B"

HPER 259	Applied Anatomy, Physiology and Human Performance	3	
HPER 224	Clinical Experience II	3	X
HPER 227	Injury Recognition and Evaluation of Upper Extremity	3	X
HPER 109	Techniques and Program Design	3	

Professional - Fall Year 3

Course #	Course Title	Credits	Professional "B" or above
BIOL 220	Human Anatomy & Physiology I	4	X "C" or above
HPER 311	Emergency Medical Response	3	X
HPER 324	Clinical Experience III	3	X
HPER 328	Therapeutic Exercise	3	X
HPER 331	Injury Recognition & Evaluation of Head, Neck, & Spine	3	X

Professional - Spring Year 3

Course #	Course Title	Credits	Professional "B" or above
BIOL 221	Human Anatomy & Physiology II	4	X "C" or above
HPER 424	Clinical Experience IV	3	X
HPER 326	Therapeutic Modalities	3	X
HPER 384	Fitness & Exercise Prescription	3	
MATH 321	Applied Probability & Statistics	3	

Professional - Fall Year 4

Course #	Course Title	Credits	Professional "B" or above
HPER 309	Sports Nutrition	3	
HPER 332	General Medical Conditions	3	X
HPER 426	Clinical Experience V	3	X
HPER 438	Organization & Administration of Athletic Training	3	X
HPER 444	Exercise Physiology of Peak Performances	3	

Professional – Spring Year 4

Course #	Course Title	Credits	Professional "B" or above
HPER 454	Evidence-Based Practice	2	X
HPER 487	Athletic Training Field Experience	2-3	X

Course Descriptions

HPER 100. Concepts of Fitness & Wellness. 2 Credits

A course designed for students of all ages that teaches the facts about exercise and physical fitness. This general education course combines lecture about the theory of exercise and health issues with laboratory, activity, and technology experiences to introduce the student to concepts of holistic living. Fall, Spring, Summer

HPER 109. Exercise Techniques and Program Design. 3 Credits

An introductory course that instructs students in the safety and proper mechanics of weight training. Students will acquire knowledge as to the developments of specific resistance training protocols. This course also focuses on the design and application of programs for aerobic and anaerobic training. Fall, Spring

HPER 124. Clinical Experience I. 3 Credits

This course will provide classroom and clinical Athletic Training experience under the supervision and guidance of a program approved health care provider. Skills include: emergency care, taping and bracing techniques, and initial exposure to the role and skills of a Certified Athletic Trainer. Fall.

HPER 126. Applications for Taping, Protective Devices, and Equipment. 3 Credits An introductory course that offers principles and techniques in regard to athletic protective equipment, taping and bracing in the Sports Medicine field. The athletic training student will become proficient in design, construction, maintenance and reconditioning of protective equipment: as well as splinting and taping applications and procedures according to regulations. Spring.

HPER 127. Introduction to Athletic Training. 3 Credits

An introductory preview into the occupation of Athletic Training and the understanding of Athletic Training history, the role and function of the NATA, BOC, CAATE, and state regulatory boards. Spring.

HPER 128. Communication for Health Care. 3 Credits

This course prepares students for interprofessional communication and documentation for health care professionals. The course focuses on the principles of interprofessional communication methods to help student develop the extensive vocabulary and computer informatics used in health care professions. The course concentrates on universal clinical communication in regard to procedural and diagnostic coding. Student will define, interpret, and apply medical terms relating to structure, function, pathology, diagnosis, clinical procedures, and pharmacology in a clinical setting. Spring

HPER 210. First Aid & CPR. 1 Credit

An introductory course that includes instruction and laboratory practice in first aid procedures, including CPR/AED. Upon successful completion of this course students will be certified by the American Red Cross in basic first aid and CPR/AED procedures. Fall, Spring

HPER 224. Clinical Experience II. 3 Credits

This course will provide classroom and clinical Athletic Training experience under the supervision and guidance of a program approved health care provider. Content includes: anatomy and physiology, injury recognition and evaluation, and psychology as related to Athletic Training. Spring.

HPER 226. Injury Recognition and Evaluation of the Lower Extremity. 3 Credits An in-depth course that examines the lower extremity of the human body using clinical assessment techniques. Orthopedic evaluation and injury recognition will concentrate in the areas of musculoskeletal and neurological conditions of the foot, ankle, lower leg, knee complex, hip and pelvis. Fall.

HPER 227. Injury Recognitions and Evaluation of the Upper Extremity. 3 Credits An in-depth course that examines the human body using orthopedic clinical assessment techniques. Orthopedic evaluations and injury recognition will concentrate in the areas of musculoskeletal and neurological conditions of the hand, wrist, elbow and shoulder complex. Spring.

HPER 258/259. Applied Anatomy, Physiology & Human Performance. 3 Credits Each A course designed to be an integrated learning experience in understanding the structure and function of the human body and its application to human movement. HPER 258 and 259 will not satisfy the hours required for the pre-professional students planning to enter the field of science or elementary education majors. 258 Fall; 259 Spring.

HPER 309. Sport Nutrition Concepts. 3 Credits

An introductory course that examines the principles of Nutrition as specifically related to sports participants. Students will acquire the knowledge necessary to apply sound nutritional practices in the athletic population. Fall, Spring

HPER 311. Emergency Response Management. 3 Credits

An advanced course that examines and evaluates current First Aid/CPR/AED skills for the Emergency Medical Responder maintained by the American Red Cross. The student will become proficient in the evaluation and immediate management of acute injuries and illnesses and become certified as an Emergency Medical Responder upon successful completion of the course. Fall.

HPER 324. Clinical Experience III. 3 Credits

This course will provide classroom and clinical Athletic Training experience under the supervision and guidance of a program approved health care provider. Content includes: psychosocial aspects of sport and injury recognition and evaluation. Fall.

HPER 326. Therapeutic Modalities. 3 Credits

An advanced course that details the body's response to the following: thermalagents, electrical-agents, ultrasound and mechanical modalities. Spring.

HPER 328. Therapeutic Exercise. 3 Credits

An advanced course in the analysis and application of therapeutic rehabilitation using an evidence-based approach. Fall.

HPER 331. Injury Recognition and Evaluation of Head, Neck, and Spine. 3 Credits An in-depth course that examines the human body using orthopedic clinical assessment techniques. Orthopedic evaluations and injury recognition will concentrate in the areas of musculoskeletal and neurological conditions of the head, neck and spine. Fall.

HPER 332. General Medical Conditions. 3 Credits

An advanced course that provides an overview of general medical conditions pertaining to the athlete and athletic performance. The course offers skills necessary for the use of Medical Evaluation Techniques and equipment, understanding of pharmacology, infectious diseases, dermatological conditions, musculoskeletal, neurological, respiratory, cardiovascular, gastrointestinal, systemic, genitourinary and gynecological disorders. Fall.

HPER 384. Fitness Assessment and Prescription. 3 Credits

An exploration of fitness evaluation and exercise prescription. The course investigates activities that promote cardiovascular endurance, flexibility, resistance training, and anaerobic fitness. Students must have a basic knowledge of Exercise Physiology before taking the course. Prerequisite: HPER 258. Spring.

HPER 424. Clinical Experiences IV. 3 Credits

This course will provide classroom and clinical Athletic Training experience under the supervision and guidance of a program approved health care provider. Content includes general medical conditions, therapeutic exercise, and injury recognition and evaluation. Spring.

HPER 426. Clinical Experience V. 3 Credits

This course offers clinical athletic training experience under the supervision and guidance of a program-approved health care provider in an approved setting. Course meets periodically for formal competency development and will receive supervised clinical education experience in a variety of clinical education settings. Fall.

HPER 438. Organization and Administration for Athletic Training. 3 Credits

An advanced course, which develops skills in the Organization and Administration in Athletic Training. This course gives the student an understanding of risk management, healthcare delivery mechanisms, insurance, reimbursement, documentation, patient privacy, and facility management. Students will acquire the knowledge necessary to maintain a functional and qualified athletic training room according to national and state standards. Spring.

HPER 444. Exercise Physiology of Peak Performances. 3 Credits

An advanced course that focuses on the role of Exercise Physiology in the training and conditioning of sports participants of all ages and activity levels. Students will acquire knowledge in regard to the benefits of exercise as a therapeutic agent in the rehabilitation of injury and disease, and its use to improve quality of life. Prerequisite HPER 390. Fall.

HPER 454. Evidenced-Based Practice. 3 Credits

A dynamic course intended to expand students' ability to appropriately use research literature to guide clinical decision making and practice. Current issues, trends and research in the athletic training profession will be examined along with the fundamentals of resume writing and the interview process. Spring.

HPER 487. Field Experience/Practicum. 2-4 Credits

An opportunity for the student to gain practical knowledge in the area of Sport and Wellness Studies - Option B and C - for the Exercise Science & Leisure Studies nonteaching degree. The student is required to complete 40 hours of work per hour of credit. Fall, Spring, Summer.

BIOL 150. General Biology. 4 Credits

A two-semester sequenced study of the fundamental concepts of Biology through lecture and laboratory work. BIOL 150 is focused on cellular Biology and physiology. Fall, Spring.

BIOL 220. Human Anatomy & Physiology I. 4 Credits

A study of the structures and functions of the human body. The lab work includes physiological exercises, cat dissection with comparison to human structures and computer simulations. Topics include cells and tissues and the skin, bone, muscle, circulatory and the respiratory system. Prerequisites: BIOL 111 or 150 or 151. Fall.

BIOL 221. Human Anatomy & Physiology II. 4 Credits

A study of the structures and functions of the human body. The lab work includes physiological exercises, cat dissection with comparison to human structures and computer simulations. Topics include nerve system and the brain, senses and special senses and the endocrine, immune, reproductive, urinary and digestive systems. This course is designed to fulfill the anatomy and physiology requirements for psychology majors. Prerequisites: BIOL 111 or 150 or 151. Spring.

TECH 161. Technology, Engineering, & Design. 4 Credits

An introductory course that examines the engineering design process and its use to solve technological challenges. The course covers the nature of technology, technology systems, and the history, evolution, and characteristics of technology, as well as learning activities to apply technology, science, and mathematics concepts. Fall, Spring.

Graduation Requirements

- Successfully complete all University requirements.
- Successfully complete all required Athletic Training courses and requirements.
- The student must pass all designated athletic training courses with a minimum grade of “B”.
- Any student receiving a grade below a “B” must retake the course and may add additional semesters to academic career.
- Must have a minimum cumulative GPA of a 2.75.

*A comprehensive program exam is administered in all clinical education courses (HPER 124, 224, 324, 424, 426) and Field Experience (HPER 487).

Student Grievance Policy

The university’s commitment to academic quality and integrity, as well as to academic freedom, rests upon honesty and fairness in all aspects of scholarly endeavor. Faculty must test, grade, and review student work in a manner that is fair and reasonable and students must maintain scholastic honesty beyond reproach.

Disputes that arise about fairness and honesty are best resolved through open and sincere communication among all parties – students, faculty, committees, and administrators. This section on academic concerns addresses procedures for resolving academic grievances. (It is presumed that the student will have already tried to work out the problem with the faculty, committee or administrator with whom there is a concern.) The complete policy can be found in the [Student Handbook](#).

SECTION 5: CLINICAL EDUCATION

Clinical Education

The clinical education portion of the Athletic Training Program is designed to meet the clinical education experiences for a CAATE accredited program.

Clinical education in the Valley City State University Athletic Training program is overseen by the Clinical Education Coordinator. Any issues or concerns should be referred to the Clinical Education Coordinator.

Clinical education will take place primarily at VCSU, however a variety of affiliated clinical sites are utilized as well.

Clinical education experiences must occur in the following areas:

- Equipment Intensive – football, hockey
- General Medical – family and general practice physician offices
- General Athletics – high school and collegiate settings. Upper extremity and lower extremity intensive, varying levels of risk, both male and female sports.
- Rehabilitation – general clinical rotations, clinics, and other affiliated sites

The following classes are set up to meet these requirements:

- HPER 124, 224, 324, 424, 426, and 487

Clinical Hours

Athletic training students are expected to complete 10 hours/week minimum and 25 hours/week maximum for HPER 124, 224, 324, 424, and 426. This is not a suggestion, this is what the program will follow.

Each athletic training student will be scheduled for a minimum of one day off per week without any clinical rotation requirements.

Placement into clinical rotations is considered a privilege. The Program Director reserves the right to revoke said privilege for reasons including but not limited to:

- The student does not meet the standards of admission
- The student has previously displayed behavior resulting in repeated counseling
- The student's previous performance on previous clinical rotations was below expectations for the level of knowledge and proficiency completion.

Clinical Supervision

A preceptor must directly supervise students during the delivery of athletic training services. The preceptor must be physically present and have the ability to intervene on behalf of the athletic training student and the patient.

Any athletic training student left alone in the athletic training room, practice, or game venue without direct supervision will be required to leave the venue and immediately report the incident to either the Clinical Education Coordinator or Program Director.

Remuneration

Clinical Education is strictly for education purposes only. At no point should a student receive any monetary remuneration during this education experience, excluding scholarships. If a student receives any monetary remuneration, excluding scholarships, they will be dismissed from VCSU's Athletic Training Program.

Liability Insurance

All athletic training students must be covered by professional liability insurance. The university provides this coverage for students in the athletic training program. This policy is provided by the State of North Dakota and a copy is kept on file in the program directors office.

Discipline Policy

Disciplinary Action: Athletic Training Program (Revised Fall 2014)

The VCSU ATP Policies and Procedures Manual and [VCSU's Code of Student Conduct \(V520.01\)](#) serve as guides for expected and appropriate actions for the ATS to follow.

Any ATS who is found non-compliant with any of the procedures outlined in the Manual and/or Code may be subject to progressive disciplinary action within the Athletic Training program.

Levels of Progressive Discipline

1. Disciplinary Warning

Minor violations will result in a warning being issued. These infractions are seen as correctable violations. Examples of violations warranting a warning include, but are not limited to, attendance, dress code, attitude/professionalism, and communication issues. Two unresolved warnings will lead to a student being placed on probation.

2. Disciplinary Probation

More significant violations result in a student being placed on probation. Examples of violations warranting probation include, but are not limited to, insubordination, negligence, and academic and program violations as stated in [VCSU's Academic Integrity Policy \(V530.01\)](#) and the Athletic Training Policies and Procedure Manual. Additional violations will result in the student being placed on suspension or removal from the program.

3. Suspension/Removal from Program

Severe violations result in the student being suspended for a determined period of time or immediate removal from the program. If the violation can be corrected and it is possible for the student to return in good standing, then a suspension will be issued. Otherwise, the student will face immediate removal from the program. An example of violations warranting suspension would be repeated probationary violations. Examples of violations warranting immediate removal from the program emulate behavior as outlined in the [VCSU's Student Code of Conduct \(V520.01\)](#). Program and clinical violations such as breach of confidentiality, intoxication or use of controlled substance will be considered on an individual basis with consultation with the Vice President for Student Affairs.

If a student is removed from the program they will need to go through the application process from the beginning and meet the acceptance criteria to be reinstated. The student will need to address in the application process why he or she should be allowed a second chance.

Disciplinary Steps

When the Program Director becomes aware of an issue of concern, a meeting will be scheduled with the ATS to discuss the nature of the non-compliance. All disciplinary actions require a meeting between ATP faculty and the student, as well as written documentation for the student file. If a student is found to be in violation of the ATP Policies & Procedures, VCSU Code of Student Conduct, or the policies at an affiliated site, progressive discipline will be implemented. A letter documenting the incident will be placed in the student's file. This letter will include:

1. A description of the violation and the level of the violation
2. The specific actions the student was counseled onto rectify the situation.
3. Length of time the student will have to rectify the situation or show improvement in behavior.

The student must sign the copy of this letter to be placed in the student's file, acknowledging he/she is aware that progressive disciplinary action has been taken and that he/she has received the letter. The student will also be given a copy of this letter.

If a student on probation receives a second violation prior to resolving a previous violation, the student will be placed on the next level of disciplinary action. For example, a student receives a warning before actions are taken to resolve a previous warning, the student will then be placed on probation.

Corrective actions will be left to the discretion of the ATP faculty in consultation with relevant University officials and any clinical supervisors who may have a stake in the disciplinary violation. Time frames for corrective action may vary depending on

situation. If it becomes necessary to remove a student from a clinical rotation assignment, the student must realize that this will negatively impact his or her grade in the respective Clinical Experience course.

[Criminal Background Screening Policy](#)

All athletic training students are required to receive a criminal background check before participating in the clinical education experience.

History of a criminal background may disqualify students from participating in these experiences that are required for successful completion of the degree program.

Specific procedures will be dictated by the clinical site and will be facilitated by the Clinical Education Coordinator.

The criminal background check is conducted in order to verify that the individual has had no criminal convictions. These would include:

- any felony, or an attempt or conspiracy to commit a felony within 15 years immediately preceding the date of clinical privileges;
- a misdemeanor that involves, but not limited to, abuse, neglect, assault, battery or criminal sexual conduct against anyone or fraud against a vulnerable adult or a state or federal crime that is substantially similar to such a misdemeanor, within the 10 years immediately preceding the date of clinical privileges.

The criminal background check will be conducted by VCSU. The fee for the criminal background check is covered through course fees.

Any student who has been convicted of a crime as indicated above or who is subsequently convicted of criminal offenses will not be placed into a clinical rotation for any course, and will be removed from any such clinical rotation if already placed.

Completion of all clinical rotations is a graduation requirement. A degree will not be granted to any student who does not successfully complete all required clinical/field placements.

[Immunization Requirements](#)

Students are required to submit proof of immunization with the course admission packet.

Students, who choose not to take the Hepatitis B series of immunizations, must provide in

writing that they have chosen to decline this series. In accordance with Essentia Health requirements, students must be vaccinated for MMR, Varicella, and TDAP. Yearly TB tests will be performed and a yearly Influenza vaccine is required at the student's expense.

Hepatitis B Immunization Refusal:

If you choose not to have this series of immunizations, you must read and sign below.

I understand that as a result of my clinical experiences in the athletic training program at VCSU, I may be exposed to blood or other potentially infectious materials. I may be at risk of acquiring Hepatitis B virus. At this time, I have chosen not to get this vaccine for my own personal reasons. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B.

Signature

Date

Emergency Cardiac Care

Students must be certified in emergency cardiac care, CPR/AED training through the American Red Cross or the American Heart Association. Students will receive this training through HPER 210 and HPER 311 and must remain current throughout their time as a student in the athletic training program at VCSU. This training must include knowledge and skills in the following:

- Adult CPR
- Child and Infant CPR
- Two-person CPR
- Use of a bag-valve-mask for an infant, child and adult
- Use of an AED (automated external defibrillator)
- Bloodborne pathogens
- Emergency Oxygen

The American Red Cross offers this certification as Emergency Medical Responder and BLS for Healthcare Providers. The American Heart Association offers this certification as BLS for Healthcare Providers (CPR and AED) Program.

Therapeutic Modalities

Modality Policy and Procedures

Any use of therapeutic modalities in the Valley City State University Athletic Training Program must be done under the direct supervision of a Preceptor. VCSU has multiple therapeutic modalities used in the treatment of VCSU student-athletes and in the instruction of modality usage for HPER 326. Preceptors will ensure the proper usage of all therapeutic modalities used at VCSU and other clinical sites if applicable.

Modality Calibration

A certified calibration technician will calibrate all modalities that require calibration which are used at VCSU and clinical sites annually. Maintenance, cleaning, and safety checks will be performed annually on equipment that does not need calibration per the owner's manual. A designated person at each clinical site will do this.

Modality Repair

Any problems identified with any therapeutic modality by preceptors or students will be reported to the Head Athletic Trainer at VCSU, or any athletic trainer at other clinical sites, and removed from use. The Head Athletic Trainer at each site will decide where to send the modality for repair or replacement.

OSHA/Bloodborne Pathogens Policy

Universal precautions will be observed at Valley City State University and all affiliated sites in order to prevent contact with blood, bodily fluids, or other potentially infectious materials. All blood, bodily fluids, and other materials that have come in contact with blood and bodily fluids will be considered infectious.

Students will be trained on OSHA guidelines once a year and every subsequent year thereafter until graduation from the athletic training program.

Bloodborne Pathogens training will occur when students are admitted into the athletic training program, and every subsequent year thereafter until graduation. This training will follow the American Red Cross Bloodborne Pathogens Training. Documentation of bloodborne pathogens training will be kept in the students file.

VCSU Bloodborne Pathogens Control Plan

Purpose

The purpose of this exposure control plan is to eliminate or minimize employee occupational exposure to human blood or other infectious body fluids. Other potentially infectious body fluids include: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, and any body fluid visible contaminated with blood.

Scope

This plan applies to all University personnel who, during the course of their employment, may come into contact with human blood or potentially infectious bodily fluids.

Responsibilities

Departmental supervisors shall be responsible for ensuring their employees comply with the provisions of this plan. Each University department is responsible for providing all necessary supplies such as personal protective equipment, soap, bleach, etc. Most of these supplies are available from the Facilities Services Central Stores.

Engineering and Work Practice Controls

Universal precautions will be observed by all employees in order to prevent contact with blood or other potentially infectious materials. All blood or other potentially infectious materials will be considered infectious regardless of the perceived status of the source individual.

Engineering and work practice controls will be utilized to eliminate or minimize exposure to all employees working at Valley City State University.

1. Employees must wash their hands or other skin with soap and water, or flush mucous membranes with water, as soon as possible following an exposure incident (such as a splash of blood to the eyes or an accidental needle stick). **
2. Employees must wash their hands immediately (or as soon as feasible) after removal of gloves or other personal protective equipment.**

**Employees shall familiarize themselves with the nearest hand washing facilities for the buildings in which they work. Because most VCSU buildings are public access, they will have available hand washing facilities in public restrooms and custodial/janitorial closets. (If hand washing facilities are not available, each department will provide its workers either an antiseptic cleanser in conjunction with clean cloth/paper towels or antiseptic towelettes. If these alternatives are used, then the hands are to be washed with soap and water as soon as feasible.)

3. University employees who encounter improperly disposed needles shall notify the Safety Office of the location of the needle(s). Additionally, the appropriate authorities at the location shall be notified (i.e., lab manager, head resident). Needles shall be disposed of in labeled sharps containers provided at the location. If sharps containers are not available at that location, the Safety Office will pick up and dispose of the needles in an appropriate, labeled sharps container.
 - a. Needles should never be recapped.
 - b. Needles may be moved or picked up only by using a mechanical device or tool (forceps, pliers, broom and dust pan).
4. Breaking or shearing of needles is prohibited.

5. No eating, drinking, smoking, applying cosmetics or lip balm, or handling contact lenses is allowed in a work area where there is a reasonable likelihood of occupational exposure.
6. No food or drinks shall be kept in refrigerators, freezers, cabinets, shelves, or on counter tops or bench tops where blood or other potentially infectious materials are present.
7. Employees must perform all procedures involving blood or other potentially infectious materials in such a manner as to minimize splashing, spraying, splattering, and generation of droplets of these substances.

Housekeeping

Decontamination will be accomplished by utilizing the following materials:

- 10% (minimum) solution of chlorine bleach
 - Lysol or other EPA-registered disinfectants
1. All contaminated work surfaces, tools, objects, etc. will be decontaminated immediately or as soon as feasible after any spill of blood or other potentially infectious materials. The bleach solution or disinfectant must be left in contact with contaminated work surfaces, tools, objects, or potentially infectious materials for at least 10 minutes before cleaning.
 2. Equipment that may become contaminated with blood or other potentially infectious materials will be examined and decontaminated before servicing or use.
 3. Broken glassware will not be picked up directly with the hands. Sweep or brush material into a dustpan.
 4. Known or suspected contaminated sharps shall be discarded immediately or as soon as feasible in containers that are closable, puncture-resistant, leak-proof on sides and bottom, and marked with an appropriate biohazard label.
 5. When containers of contaminated sharps are being moved from the area of use or discovery, the containers shall be closed immediately before removal or replacement to prevent spillage or protrusion of contents during handling, storage, transport, or shipping.
 6. Reusable containers shall not be opened, emptied, or cleaned manually or in any other manner that would expose employees to the risk of percutaneous injury.

Other regulated waste

Other regulated waste shall be placed in containers that are closable, constructed to contain all contents and prevent leakage of fluids during handling, storage, transportation or shipping.

The waste must be labeled or color-coded and closed before removal to prevent spillage or protrusion of contents during handling, storage, or transport.

Biohazard bags and labels are available through the Safety Office.

Laundry Procedures

Laundry contaminated with blood or other potentially infectious material will be handled as little as possible. Such laundry will not be sorted or rinsed in the area of use. The Safety Office shall coordinate cleaning or disposal of contaminated laundry.

Personal Protective Equipment

Where occupational exposure remains after institution of engineering and work controls, personal protective equipment shall also be utilized.

Each University department will provide gloves, face shields, masks, eye protection, and aprons and will replace or repair personal protective equipment as necessary, all at no cost to their employees.

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

Employees must:

1. Utilize protective equipment in occupational exposure situations.
2. Remove garments that become penetrated by blood or other potentially infectious material immediately or as soon as feasible.
3. Replace all garments that are torn or punctured, or that lose their ability to function as a barrier to bloodborne pathogens.
4. Remove all personal protective equipment before leaving the work area.
5. Place all garments in the appropriate designated area or container for storage, cleaning, decontamination, or disposal.

Post-Exposure Evaluation and Follow-Up

All exposure incidents shall be reported, investigated, and documented. When the employee incurs an exposure incident, it shall be reported immediately to their supervisor.

Following a report of an exposure incident, the exposed employee shall go to their Designated Medical Provider for a confidential medical evaluation and follow-up, including at least the following elements:

1. Documentation of the route(s) of exposure.

2. A description of the circumstances under which the exposure occurred. If the exposure involves the use of sharps (or any percutaneous procedure), this description must include the following:
 - a. The type and brand of the device involved in the incident.
 - b. The department or work area where the exposure occurred.
 - c. An explanation of how the incident occurred.
3. The collection and testing of the source individual's blood for HBV and HIV serological status.
4. Post-exposure treatment for the employee, when medically indicated in accordance with the U.S. Public Health Service. a. To include a Hepatitis B vaccination and boosters at no cost to the employee.
5. Counseling.
6. Evaluation of any reported illness.

All medical evaluations shall be made by or under the supervision of a licensed physician or by or under the supervision of another licensed healthcare professional. All laboratory tests must be conducted by an accredited laboratory at no cost to the employee. All medical records will be kept in accordance with 29 CFR 1910.1020.

Training

All high-risk employees shall participate in a training program. Training will occur before assignment to a task where occupational exposure may take place and at least annually thereafter. Additional training will be provided when changes such as modification of tasks or procedures affect the employee's occupational exposure.

The training program will include at least the following elements:

1. A general explanation of the epidemiology and symptoms of bloodborne diseases. An explanation of the modes of transmission of bloodborne pathogens.
2. An explanation of the employer's exposure control plan and the means by which the employee can obtain a copy of the written plan.
3. An explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood or other potentially infectious materials.
4. An explanation of the use and limitations of methods that will prevent or reduce exposure, including appropriate engineering controls, work practices, and personal protective equipment.
5. Information on the types, proper use, location, removal, handling, decontamination, and disposal of personal protective equipment.
6. An explanation of the basis for selection of personal protective equipment.

Exposure Control Plan

Students in the athletic training program will receive an explanation of this ECP when they are admitted into the athletic training program. It will also be reviewed annually during bloodborne pathogens training. All athletic training students can review this plan at any time.

The Program Director and/or Clinical Education Coordinator is responsible for reviewing and updating the ECP annually or more frequently if necessary to reflect any new or modified tasks and procedures that affect occupational exposure and reflect new or revised student positions with occupational exposure.

Sharps disposal containers are inspected and maintained by each clinical site if this is applicable to the site.

Hepatitis B Vaccination

The hepatitis B vaccination series is not a mandatory vaccination for the student athletic trainer, however, it is recommended. If the student declines the vaccination, the student must sign the declination form provided by the athletic training program. This form will be kept in the students' file.

Student Training

All students who have occupational exposure to bloodborne pathogens receive initial and annual training conducted by the Program Director and/or the Clinical Education Coordinator of the athletic training program.

All students who have occupational exposure to bloodborne pathogens receive training on the epidemiology, symptoms, and transmission of bloodborne pathogen diseases. In addition, the training program may cover the following elements:

- An explanation of our ECP
- An explanation of method to recognize tasks and other activities that may involve exposure to blood and OPIM
- An explanation of the types, uses, location, removal, handling, decontamination, and disposal of PPE
- Information on the Hepatitis B vaccination and why it is important
- Information on the appropriate actions to take and persons to contact in an emergency involving blood or OPIM
- An explanation of the procedure to follow if an exposure incident occurs, including reporting the incident

Recordkeeping

Bloodborne pathogens training records are kept for each student in their student file.

Communicable Disease Policy

The purpose of the Valley City State University Athletic Training Program Communicable Disease Policy is to protect the health and safety of all parties. The purpose of this policy is to ensure the welfare of the students enrolled within the program as well as those patients you may come in contact with during your clinical experiences.

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: 1) direct contact 2) air (sneezing, coughing, inhalation) 3) vehicle (ingested or injected) 4) vector (insect or animal).

The following list is an example of diseases that would preclude an athletic training student from reporting to their clinical experience. This list includes, but is not limited to:

Chickenpox	Conjunctivitis	Diarrhea
Diphtheria	Hepatitis A, B, or C	Herpes Simplex
HIV	Impetigo	Influenza
Lice	Measles	Mumps
Meningitis	Pertussis	Rabies
Rubella	Scabies	Strep

Athletic training students with contagious or potentially contagious illnesses should avoid direct contact with patients, regardless of the clinical setting. This includes any student suffering from a respiratory illness, intestinal illness, or temperature greater than 101°.

If a student must miss a class or clinical assignment due to illness, the student must contact their instructor and preceptor prior to their absence. If the student is unable to contact their instructor and preceptor prior to the absence, they must contact them as soon as possible.

Prevention Techniques

1. Students are required to use Universal Precautions at all times. This includes covering all open wounds or cuts prior to treating patients, wearing gloves, and practicing proper hand washing techniques and good hygiene.
2. Students are not to provide patient care if they have active signs or symptoms of a communicable disease.
3. Students must successfully complete Bloodborne pathogens training.

Health Insurance Portability Accountability Act (HIPAA) Training

All students in the athletic training program are required to complete annual HIPAA training. This is an online training provided by Center for Rural Health through the University of North

Dakota School of Medicine and Health Sciences. A quiz follows the online training. Documentation of completion is kept in the student's file.

Sexual Harassment and Discrimination Training

All athletic training students, preceptors, and faculty members will participate in an annual sexual harassment and discrimination training. The athletic training program follows VCSU's Sex Offense Policy V520.02 from the [Valley City State University Student Handbook – 2017-17](#).

Travel Policy

Travel To Clinical & Affiliate Sites:

When students are required to engage in clinical experiences off the VCSU campus, it is the responsibility of the student to provide for transportation to and from those clinical experiences. Costs associated with said transportation will be the responsibility of the student.

Travel Associated With Valley City State University Team Coverage:

When students are required to travel with Valley City State University athletic teams, no student will travel with a team without being accompanied by their preceptor who provides coverage for that team. When being required to travel for VCSU team coverage, no student will provide his or her own transportation. VCSU or the accompanying preceptor will provide transportation. Student's hours spent for pre- event preparation to post-event treatments will count toward course hours.

*Athletic training students are NEVER to be used to transport a student-athlete.

Professional Appearance Policy

The purpose of the athletic training student (ATS) dress code is to provide the minimum acceptable level of dress for the ATS during his or her assigned clinical experiences. The dress code represents the minimal acceptable level of dress for all clinical settings used by the Valley City State University Athletic Training Program. However, the Preceptor or the clinical setting may require the ATS to dress in a different fashion appropriate for the site.

The Athletic Training Program (ATP) at Valley City State University believes that an environment in which all ATS display the highest levels of respect and professionalism will foster an educational environment that is consistent with learning and with the development of professional practice in athletic training. The dress code applies to conduct during, and related to all assigned clinical experiences of the ATP. An ATS entering the field upon graduation must understand that professional appearance, as a health care provider, is crucial to the development of respect and patient confidence.

Dress Code

1. Any apparel referring VCSU athletic training must only be worn during athletic training coverage hours, athletic training events, or during professional displays.
2. The ATS must wear his or her nametag indicating that s/he is an "athletic training student" during all clinical experiences. The ATS is provided a nametag upon admission to the program, however loss of the nametag or a name change will require the ATS to purchase a new nametag through Valley City State University at his or her expense.
3. The ATS must wear VCSU sponsored shirts or polo style shirt, with collar, tucked into pants at all times unless the shirt is specifically tailored (faculty and preceptor judgment) to be left un-tucked. The student must not expose his/her midriff, navel, hips, or undergarments. VCSU Athletic Training logo polo style shirts, tee-shirts, sweatshirts, and pullovers are also generally acceptable unless they are in poor condition, worn inappropriately (not tucked in), or the preceptor believes the shirt to be unprofessional. Finally, should the ATS purchase or be provided a shirt that is specific to an off-campus clinical setting s/he may wear that shirt, in that setting only, as long as the supervising preceptor approves.
4. The ATS must wear khaki style pants/slacks that are khaki, white, tan/brown, black, or navy and must be in good condition (i.e. clean and free of holes, fraying, etc). Khaki style shorts may also be worn during warm weather, with preceptor permission, and must be in good condition (i.e. see above and cutoffs are not acceptable). Denim shorts or pants are not acceptable.
5. The ATS must wear footwear appropriate to the setting. Dress shoes or gym/tennis shoes are allowed. Sandals, flip-flops, high heels, or any other open toed shoes will not be permitted per OSHA standards. Footwear must be clean and not in a state of disrepair.
6. The ATS may not wear any jewelry that does not convey a professional atmosphere. In addition, jewelry must not interfere with any functions that may be performed by an athletic trainer (e.g. lip piercing may interfere with rescue breathing, some types of earrings may interfere with auscultations) • NO gauged ears, hoop earrings, or other flamboyant earrings.
 - Lip rings or any other exposed piercings may not be worn.
 - Final decision is up to the preceptor in regard to appropriate jewelry.
7. The ATS may not wear hats or sunglasses of any kind inside of a building (i.e. athletic training room or clinic). An appropriate hat may be worn out doors, however that hat must not contain any logo that is not specific to the institution and the hat must be worn correctly (e.g. baseball hats must be worn with the brim forward, etc.)
8. Students traveling must follow the same guidelines as noted above. Alternate dress may be worn during transportation, but must be pre-approved by traveling athletic trainer before departure.

9. The ATS is financially responsible for meeting dress code requirements.

Enforcement

The ATS is expected to dress appropriately at all times. However, program faculty and preceptors will enforce the dress code by:

1. First violation will result in a verbal warning
2. Second violation will result in a written warning; this warning is kept in the student's clinical folder
3. Third violation will result in clinical probation
4. Fourth violation may result in dismissal from the program.

Professional Behavior in Clinical Education

Not adhering to the policies set forth in this manual, the Code of Student Conduct and the BOC Standards of Practice may be cause for failure of that semester's course. If your behavior is identified as being in non-compliance, you will be informed about the areas of deficiency. For some behaviors, within a one-week period following this meeting, you must submit a written proposal of steps to be taken to solve the problem(s), a time frame for resolution, and the penalty associated with continued deficiency. Following approval of the plan and implementation time by the involved athletic trainers, you will start this probationary period. At the end of this period, a re- evaluation will occur.

Other behaviors, such as those that compromise safe patient care or confidentiality, may necessitate immediate removal from the clinical experience and subsequent course failure. Students may appeal these decisions, as described in the appeal process.

Preceptor Policy

Preceptors for the Valley City State University Athletic Training Program must be credentialed by the state in a health care profession. Athletic trainers must be certified and in good standing with the BOC. They must possess the appropriate state athletic training credential, and they must supervise the student's clinical education. Other health care professionals who supervise students during their clinical education experience must be appropriately credentialed.

No preceptor may be currently enrolled in the athletic training program at VCSU.

All preceptors must demonstrate understanding of and compliance with the program's policies and procedures.

Preceptor responsibilities include:

Supervision of students during clinical education

- Provide instruction and assessment of the current knowledge, skills, and clinical abilities designated by the Commission

- Provide instruction and opportunities for the student to develop clinical proficiencies, communication skills and clinical decision- making during actual patient care
- Provide assessment of athletic training students' clinical integration proficiencies, communication skills, and clinical decision-making during actual patient care
- Facilitate the clinical integration of skills, knowledge, and evidence regarding the practice of athletic training

Preceptors will receive planned and ongoing education from the athletic training program. This education is designed to promote a constructive learning environment.

Professional Behavior

The athletic training program strives to create an environment that fosters critical and innovative thinking to best serve the health care needs of athletic populations. A key expectation of the athletic training program is the adherence to the highest standards of professional and ethical behavior.

Students are expected to demonstrate professional behavior, to accept responsibility for their actions, and to expect the same from their peers, preceptors and faculty members. Professional behavior is expected across environments, whether the student is engaged in clinical practice, classroom instruction, peer or faculty interaction, and research or laboratory activities. Students are expected to know and comply with the specified rules for each of their academic and clinical experiences.

Students are evaluated on professional behavior in addition to academic performance. Failure to meet the standards for professional behavior may result in dismissal from the program.

Emergency Action Plans

Emergency Action Plan – Shelly Ellig Field at Lokken Stadium

Address: Viking Drive and 9th Ave; West of W.E. Osmon Fieldhouse

Location of a Landline: In the Lokken Field concessions stand (845-7178) or press box (845-7179)

Access to field: East end of the field; on the south side of the W.E. Osmon Fieldhouse

Equipment:

- Emergency equipment (splints, crutches, BBP supplies, etc.) and AED is in medical kit. A second AED is located in Osmon Fieldhouse lobby.

Personnel:

- Head ATC/physician – immediate care of the athlete
- Assistant ATC – assist Head ATC/physician with care / on site documentation / medical forms for athlete
- ATS/Coach (1) – call 911 and remain on the line with the operator
Emergency Number: 9-9-1-1 (from a landline); 9-1-1 (from a cell phone)
Phone Location: Lokken Field concession stand or press box
Phone Instructions:
 - State, “My name is.....”
 - State the problem/emergency
 - State, “I am calling from the Lokken Field. The phone number is 845-7178 (concession)/ 845-7179 (press box)”. • State, “My location is the Lokken Field at VCSU”
 - Tell emergency personnel to arrive at:
 - Lokken Field ○ 8th Ave SW ○ East gate entrance, South of W.E. Osmon Fieldhouse
- Assistant Athletic Trainer/ATS (1)/equipment personnel – get emergency equipment
- Coach/Student Coach/ATS – wait for and direct ambulance and/or control the crowd

** In the absence of an ATC/physician it is campus policy that the coach is head of command, in the presence of an ATC the chain of command is as listed above

Phone numbers:

Sanford Health: (701)845-6000

Mercy Hospital Emergency Department: (701)845-6400

Lokken Field number (a number that someone can use to contact people):

Concession stand/press box number: (701)845-7178/ (701)845-7179

Anna Bratsch’s number (Head AT): (320) 295-2232 (c); (701) 845-7165 (o)

Rebekah Rye’s number (Assistant AT): (605) 553-3221 (c); (701) 845-7177 (o)

VCSU ATR number: (701) 845-7165/ (701) 845-7177

**Once patient has been transported head ATC/physician will do full documentation on events

Emergency Action Plan – W.E. Osmon Fieldhouse Arena

Address: W.E. Osmon Fieldhouse (Bubble) on 8th Ave SW

Location of a Landline: W.E. Osmon Fieldhouse front office (845-

7161) Access to arena: Through the east lobby doors Equipment:

- Emergency equipment (crutches, splints, etc.) is in north east corner of the arena and AED is located in the lobby by the east door. BBP supplies are in arena on water carts Personnel:
- Head ATC/physician – immediate care of the athlete
- Assistant ATC/Coach – assist Head ATC/physician with care / on site documentation / medical forms for athlete
- ATS/Coach (1) – call 911 and remain on the line with the operator

Emergency Number: 9-9-1-1 (from a landline); 9-1-1 (from a cell phone)

Phone Location: Front office of W.E. Osmon Fieldhouse (Bubble)

Phone Instructions:

- State, “My name is.....”
- State the problem/emergency
- State, “I am calling from the front office at the W.E. Osmon Fieldhouse. The phone number is 845-7161”.
- State, “My location is the W.E. Osmon Fieldhouse (Bubble) gym”
- Tell emergency personnel to arrive at:
 - W.E. Osmon Fieldhouse (Bubble)
 - 8th Ave SW ○ East lobby door
- ATS/coach (1)/equipment personnel – get emergency equipment
- ATS (1)/coach – wait for and direct ambulance and/or control the crowd

** In the absence of an ATC/physician it is campus policy that the coach is head of command, in the presence of an ATC the chain of command is as listed above

Phone numbers:

Sanford Health: (701)845-6000

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VCSU ATR number: (701) 845-7165/ (701) 845-7177

**Once patient has been transported head ATC/physician will do full documentation on events

Emergency Action Plan – Graichen Gym

Address: Graichen gym is located on the corner of College Street and 2nd Ave SW

**Location of a Landline: Downstairs hallway across from Athletic Training room (8457589) Access to arena: Main entrance on the west side, up the stairs to the gymnasium

Equipment:

- Emergency equipment (crutches, splints, etc.) are in the northwest corner of the gym. The AED is located in the downstairs hallway. BBP supplies are in arena on water carts
- Personnel:
- Head ATC/physician – immediate care of the athlete
- Assistant ATC/Coach – assist Head ATC/physician with care / on site documentation / medical forms for athlete
- ATC/Coach (1) – call 911 and remain on the line with the operator

Emergency Number: 9-9-1-1 (from a landline); 9-1-1 (from a cell phone)

Phone Location: Downstairs hallway by cardio room

Phone Instructions:

- State, “My name is.....”
- State the problem/emergency
- State, “I am calling from the downstairs hallway of Graichen gym. The phone number is.....”
- State, “The emergency location is Graichen gym”
- Tell emergency personnel to arrive at:
 - Graichen gym on the 2nd Ave SW entrance
- ATC/coach (1)/equipment personnel – get emergency equipment
- ATC (1)/coach – wait for and direct ambulance and/or control the crowd

** In the absence of an ATC/physician it is campus policy that the coach is head of command, in the presence of an ATC the chain of command is as listed above

Phone numbers:

Sanford Health: (701)845-6000

Mercy Hospital Emergency Department: (701)845-6400

Anna Bratsch’s number (Head AT): (320) 295-2232 (c); (701) 845-7165 (o)

Rebekah Rye’s number (Assistant AT): (605) 553-3221 (c); (701) 845-7177 (o)

VCSU ATR number: (701)845-7165/ (701)845-7150

**Once patient has been transported head ATC/physician will do full documentation on events

Emergency Action Plan – Charlie Brown Baseball Field

Address: (230 12th St NE Valley City, ND) corner of 12th Street NE & 5th Ave NE

Location of a Landline: Concessions Stand (845-8008)

Access to field: Northeast corner through gate

Equipment:

- Emergency equipment (crutches, vacuum splints, etc.) are located in shed to the east of the home dugout

Personnel:

- Head ATC/physician – immediate care of the athlete
- Assistant ATC/Coach – assist Head ATC/physician with care / on site documentation / medical forms for athlete
- ATS/Coach (1) – call 911 and remain on the line with the operator
Emergency Number: 9-9-1-1 (from a landline); 9-1-1 (from a cell phone)
Phone Location: the concessions stand at Charlie Brown Baseball Field
Phone Instructions:
 - State, “My name is.....”
 - State the problem/emergency
 - State, “I am calling from the concessions stand at Charlie Brown baseball field, the phone number is 845-8008” • State, “My location is (location) at the baseball field”
 - Tell emergency personnel to arrive at:
 - The corner of 5th Ave NE and 12th St NE ○
Enter through the gate
- ATS/coach (1)/equipment personnel – get emergency equipment
- ATS (1)/coach – wait for and direct ambulance and/or control the crowd

** In the absence of an ATC/physician it is campus policy that the coach is head of command, in the presence of an ATC the chain of command is as listed above

Phone numbers:

Sanford Health: (701)845-6000

Mercy Hospital Emergency Department: (701)845-6400

Lokken Field number (a number that someone can use to contact people)

Concession stand/press box number: (701)845-7178/ (701)845-7179

Anna Bratsch’s number (Head AT): (320) 295-2232 (c); (701) 845-7165 (o)

Rebekah Rye’s number (Assistant AT): (605) 553-3221 (c); (701) 845-7177 (o)

VCSU ATR number: (701)845-7165/ (701)845-7177

**Once patient has been transported head ATC/physician will do full documentation on events

Emergency Action Plan – VCSU Softball Complex

Address: 10th Ave SE

Access to complex: South end of 10th Ave SE – come in on the dike on the south side of the diamond.

Equipment:

- Emergency equipment (vacuum splints) are located in the storage room. BBP supplies are in med kit. AED located in Osmon fieldhouse. Personnel:
 - Head ATC/physician – immediate care of the athlete
 - Assistant ATC/Coach – assist Head ATC/physician with care / on site documentation / medical forms for athlete
 - ATS/Coach (1) – call 911 and remain on the line with the operator
Emergency Number: 9-1-1 (from a cell phone)
Phone Location:
Phone Instructions:
 - State, “My name is.....”
 - State the problem/emergency
 - State, “I am calling from the VCSU Softball Complex • State, “My location is (what diamond)”
 - Tell emergency personnel to arrive at:
 - The west entrance on 10th St SW
 - ATS/coach (1)/equipment personnel – get emergency equipment
 - ATS (1)/coach – wait for and direct ambulance and/or control the crowd

** In the absence of an ATC/physician it is campus policy that the coach is head of command, in the presence of an ATC the chain of command is as listed above

Phone numbers:

Sanford Health: (701)845-6000

Mercy Hospital Emergency Department: (701)845-6400

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VCSU ATR number: (701)845-7165/ (701)845-7177

**Once patient has been transported head ATC/physician will do full documentation on event

-

An emergency is the need for the Emergency Medical Services (EMS) to give further medical
Emergency Action Plan Hi-Liner Activity Center (HAC)

attention and/or transport an athlete to the hospital. It is important in these situations that coordination between the athletic trainer, coaches, administrators, and student responders be effective. This guide is intended to delineate roles and outline the protocol to be followed should an emergency occur. Situations when 911 should be called are:

- An athlete is not breathing
- An athlete has lost consciousness
- An athlete has a suspected back or neck injury An athlete has an open fracture
- Severe bleeding cannot be stopped

Address: 180 4th St. NE and Central Avenue

- *Access to HAC through doors on 4th St. NE by garage door. Garage door will be lifted if ambulance needs to come into HAC

Location of Landline: Athletic Training Room – Southeast corner of HAC across from Girl's Locker Room

Location of AED: East side of HAC Lobby across from the concession stand – AED is labeled

Personnel:

ATC/Physician: immediate care of athlete

Athletic Training Student/Coach/Administrator: activate EMS and remain on the line

Emergency number: (9)911 from landline; 911 from cell phone

Phone Instructions: State your name

State the emergency and condition of the Athlete State the location – 180
4th

St. NE and Central Avenue

Remain on the line until EMS personnel tell you to hang up

Athletic Training Student/Coach/Administrator: meet ambulance outside HAC and direct EMS personnel to location of athlete

Phone Numbers:

Mercy Hospital Emergency Dept.: 701-845-6400

-

An emergency is the need for the Emergency Medical Services (EMS) to give further medical
Mike Callahan, ATC: 701-490-0946
Emergency Action Plan Youth Sports
Complex (YSC)

attention and/or transport an athlete to the hospital. It is important in these situations that coordination between the athletic trainer, coaches, administrators, and student responders be effective. This guide is intended to delineate roles and outline the protocol to be followed should an emergency occur. Situations when 911 should be called are:

- An athlete is not breathing
- An athlete has lost consciousness
- An athlete has a suspected back or neck injury An athlete has an open fracture • Severe bleeding cannot be stopped

Address: 940 Central Avenue

*Access to YSC through the front doors in the parking lot next to Hanna Field off of Central Avenue. Garage access for the ambulance is off of 9th St. NE and Central Avenue.

Location of Landline: East side of lobby

Location of AED: West side of lobby – AED is labeled Personnel:

ATC/Physician: immediate care of athlete

Athletic Training Student/Coach/Administrator: activate EMS and remain on the line

Emergency number: 911 from landline; 911 from cell phone

Phone Instructions: State your name

State the emergency and condition of the athlete State the location – 940 Central Avenue

Remain on the line until EMS personnel tell you to hang up

Athletic Training Student/Coach/Administrator: meet ambulance outside YSC and direct EMS personnel to location of athlete

Phone Numbers:

Mercy Hospital Emergency Dept.: 701-845-6400

Mike Callahan, ATC: 701-490-0946

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An emergency is the need for the Emergency Medical Services (EMS) to give further medical

Emergency Action Plan Hanna Field

attention and/or transport an athlete to the hospital. It is important in these situations that coordination between the athletic trainer, coaches, administrators, and student responders be effective. This guide is intended to delineate roles and outline the protocol to be followed should an emergency occur. Situations when 911 should be called are:

- An athlete is not breathing
- An athlete has lost consciousness
- An athlete has a suspected back or neck injury An athlete has an open fracture
- Severe bleeding cannot be stopped

Address: 205 9th St. NE and Central Avenue

*Access for the ambulance is off of 9th St. NE and Central Avenue through the gated fence.

Location of Landline: there is no landline at Hanna Field, a cell phone must be used to activate EMS

Location of AED: East wall of the athletic training room, by the door to go out to the field – AED is labeled

Personnel:

ATC/Physician: immediate care of athlete

Athletic Training Student/Coach/Administrator: activate EMS and remain on the line

Emergency number: 911 from cell phone

Phone Instructions: State your name

State the emergency and condition of the athlete State the location – 205 9th St. NE and Central Avenue, Hanna Field

-

An emergency is the need for the Emergency Medical Services (EMS) to give further medical

Remain on the line until EMS personnel tell you to hang
up

Athletic Training Student/Coach/Administrator: meet ambulance outside Hanna and
direct EMS personnel to location of athlete

Phone Numbers:

Mercy Hospital Emergency Dept.: 701-845-6400

Mike Callahan, ATC: 701-490-0946

Valley City State University
Receipt of Athletic Training Program Student Handbook

I agree to read and follow all policies and procedures outlined within the student handbook. Furthermore, I understand that this handbook is a working document, meaning it is continually revised and upgraded. When revisions are made, I understand that new editions will be presented in my current Clinical Experience class, and that I am responsible for staying up-to-date of these revisions. It is my responsibility to read, understand, and comply with all aspects of the Athletic Training Program Student Handbook, and I take full responsibility for requirements set forth in it.

Student Signature

Date