EASTERN WASHINGTON UNIVERSITY

Master of Science in Athletic Training (MSAT)
Student Handbook 2018 - 2020
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INTRODUCTION

This policy and procedures manual has been developed to aid the students and faculty in achieving the goals and objectives of the Master’s Degree in Athletic Training Program. This includes maintaining clear communication between faculty and students, maintaining consistency within the program throughout the student’s academic progression/experience, and providing a resource with regards to how the program functions, and the expectations of the students enrolled within it. These policies and procedures have been established with the philosophy and mission of the Department of Physical Education, Health, and Recreation and Eastern Washington University.

MISSION OF THE UNIVERSITY

Eastern Washington University is a student-centered, regionally based, comprehensive university. Its campus is located in Cheney, within the Spokane metropolitan area, with additional learning centers in the region and elsewhere in Washington State. Its mission is to prepare broadly educated, technologically proficient, and highly productive citizens to expand opportunities for personal transformation through excellence in learning. Eastern Washington University will achieve its mission by providing:

- An excellent student-centered learning environment
- Professionally accomplished faculty who are strongly committed to student learning
- High-quality integrated, interdependent programs that build upon the region’s assets and offer a broad range of choices as appropriate to the needs of the university’s students and the region
- Exceptional student support service, resources, and facilities

MISSION OF THE PHYSICAL EDUCATION, HEALTH AND RECREATION DEPARTMENT

The Department of Physical Education, Health, and Recreation is committed to enhancing the quality of life through the promotion of wellness. Our mission is accomplished by educating students who are professionally and academically prepared and dedicated to addressing the wellness of a diverse society in a variety of environments and by providing services to the university and broader communities.

MISSION OF THE ATHLETIC TRAINING PROGRAM

The mission of the Athletic Training Program (ATP) at Eastern Washington University is to enhance the body, mind, and spirit of its students – to produce intelligent, dedicated, and motivated health care professionals who will provide safe and effective athletic training care to a diverse society in a variety of environments.
PRIMARY PROGRAM GOALS

Program Goal #1: Students will develop an understanding of and the skills needed to become versatile professionals capable of contributing positively to society and representing the Athletic Training profession well.

Program Goal #2: Students will be afforded the opportunity to be taught and mentored by “student-first” faculty and preceptors in didactic and clinical environments conducive for learning and professional development.

Program Goal #3: Students will demonstrate academic and clinical competence to effectively practice health care as an entry-level certified athletic trainer.

ACCREDITATION STATUS

Eastern Washington University originally obtained CAAHEP accreditation for the athletic training curriculum program in October 2002 (bachelor’s program). The program went through the process of CAATE re-accreditation during the 2007-2008 and 2017-2018 academic years. With transitioning to the Master’s Degree, the next comprehensive review will occur during the 2018-2019 academic year. This accreditation is also reviewed annually.

BOC CERTIFICATION

To become certified by the National Athletic Trainers Association Board of Certification (BOC), an individual must graduate from a CAATE accredited graduate-level Athletic Training Program. Part of the certification process includes passing the national certification examination.

Clinical experience is performed under the direct supervision of an BOC Certified Athletic Trainer (ATC). The accredited curriculum requires that the ATC also be an approved preceptor. The accredited curriculum program requires the clinical experience to be obtained over a minimum of a two-year period (a minimum of four semesters or 6 quarters). Completion of the program prepares students to be eligible to sit for the BOC examination, but does not guarantee that a student will pass the BOC examination.

THE ROLE AND FUNCTION OF THE ATHLETIC TRAINER

Today’s athletic trainer is a well-trained professional who is an integral part of a complete athletic program. The athletic trainer’s duties consist of implementing prevention-of-injury programs and immediate treatment and rehabilitation procedures for the injured athlete as directed by the team physician.

The athletic trainer’s skills are varied: a certified athletic trainer must have a thorough knowledge of anatomy, physiology, psychology, hygiene, nutrition, taping, conditioning, prevention of injury methodology, and protective equipment. Such knowledge is a part of a
continuing process. Many athletic trainers have earned advanced degrees to improve their ability to meet the requirements of this demanding profession, for the care of athletic injuries is essential and must be administered with great skill.

In addition to these many skills and abilities, the athletic trainer must have an excellent rapport with the team physician, the coaches, the administration, and the athletes in order to perform their duties effectively. While the physician diagnoses and prescribes treatment for the injury, the athletic trainer carries out this treatment in addition to keeping the coach informed of the athlete’s physical and emotional condition. Therefore, the athletic trainer must be a diplomat, getting along with everyone while protecting the athletes’ well-being at a level of physical fitness that will enable them to achieve their maximum potential.

**OVERVIEW OF PERSONNEL**

The academic program will be developed, planned and implemented by the program director and clinical coordinator with assistance from the members of the Athletic Training Program (ATP) Committee.

The ATP Committee will be managed by the Program Director and consists of the: 1) Program Director, 2) Clinical Coordinator, and 3) EWU Head Athletic Trainer. Ad hoc members of ATP Committee include the Medical Director and the members of the clinical staff at EWU and at Cheney High School.

**Athletic Training Program Committee**

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<thead>
<tr>
<th>Name</th>
<th>Position</th>
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<tbody>
<tr>
<td>Garth Babcock PhD, LAT, ATC</td>
<td>Program Director</td>
<td>359-2427</td>
</tr>
<tr>
<td>Parry Gerber PT, PhD, ATC</td>
<td>Clinical Coordinator</td>
<td>359-7967</td>
</tr>
<tr>
<td>Brian Norton MS, LAT, ATC</td>
<td>Assistant Athletic Director for Sports Medicine / Preceptor</td>
<td>359-6971/7007</td>
</tr>
<tr>
<td>Chris Dewing, MD</td>
<td>Medical Director</td>
<td></td>
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<tr>
<td>Lauren Sitton, MA, LAT, ATC</td>
<td>Associate Athletic Trainer / Preceptor</td>
<td>359-6175/7007</td>
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<tr>
<td>Ryan Moreau, MS, LAT, ATC</td>
<td>Assistant Athletic Trainer / Preceptor</td>
<td>359-4763/7007</td>
</tr>
<tr>
<td>Venessa Nersten, MSc, LAT, ATC</td>
<td>Assistant Athletic Trainer / Preceptor</td>
<td>359-2848/7007</td>
</tr>
<tr>
<td>Kyle Loughery, MS, ATC</td>
<td>Athletic Trainer / Preceptor</td>
<td>509-559-4090</td>
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Important Terminology

**NATA:** National Athletic Trainers’ Association

**BOC:** Board of Certification

**CAATE:** Commission on Accreditation of Athletic Training Education

**Athletic Training Clinic:** The location where much of the health care services provided by an athletic trainer occurs. However, the term does not appropriately recognize the health care services that are delivered within its walls. It may be impractical to find a “one term fits all” descriptor to describe this area, and each institution/facility will use the most appropriate term for their venue.

**Certified Athletic Trainer:** Unique health care providers who specialize in the prevention, assessment, treatment and rehabilitation of injuries and illnesses.

**Athletic Training Student:** An individual enrolled in a CAATE accredited athletic training education program at the collegiate level.

An athletic training student (ATS) at Eastern Washington University has various responsibilities. In addition to taking an active role in their education, they will be expected to aid in the care, prevention, and rehabilitation of athletic injuries and patient population they encounter. In order for the program to work effectively, the student must follow directions, policies, and work proficiently. Many people at Eastern Washington University, as well as at the clinical affiliation sites will be relying on their knowledge and skills. The ATS must also make every effort to communicate with all of the individuals involved with their education as well as in the care of the student athlete, and patients with whom they encounter. Additionally, it is imperative that the ATS communicate any alterations or changes in their daily schedule to the ATP faculty and staff.

It is important that students take pride in their duties and perform them diligently. Working under the close supervision of the Approved Clinical Instructors at Eastern Washington University will enable the student to become a better athletic trainer and prepare them for future responsibilities. The job of an athletic training student is never done, so dependability and flexibility will be expected of them.
Administrative Requirements

Policy (AR.1.0.0): The Athletic Training Program (ATP) at Eastern Washington University will adhere to the administrative requirements of CAATE.

Process (AR.1.1.0): The Program Director and Clinical Coordinator are responsible for assuring that all of the administrators, staff and students adhere to the CAATE requirements for accreditation. Prior to gaining experience in the clinical setting, the following needs to be completed:

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<tr>
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<th>Due</th>
<th>Completion Date</th>
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<tbody>
<tr>
<td>NATA Student Membership</td>
<td>July 15, 2018</td>
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<td>Liability Insurance</td>
<td>July 15, 2018</td>
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<td>Immunization Records</td>
<td>July 15, 2018</td>
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<td>Proof of Hep B vaccination</td>
<td>July 15, 2018</td>
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<td>Drug testing</td>
<td>July 15, 2018</td>
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<td>Background check</td>
<td>July 15, 2018</td>
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<tr>
<td>OSHA Training</td>
<td>July 15, 2018</td>
<td>Will be completed during ATTR 501 (summer class)</td>
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<td>HIPAA Training</td>
<td>July 15, 2018</td>
<td>Will be completed during ATTR 501 (summer class)</td>
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<td>CPR / AED Training</td>
<td>July 15, 2018</td>
<td>Will be completed during ATTR 501 (summer class)</td>
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Procedure (AR.1.1.1 - NATA student Membership): During your enrollment in the Athletic Training Program, you must be a member in good standing in the National Athletic Trainers’ Association (NATA). The cost of membership is $70 per year. Your 1st year, as a new member the cost is $50 if you apply between May 1st and August 31st. All memberships expire December 31st. You can apply directly through the NATA website at:

http://www.nata.org/

1. From the membership tab on the far left hand side of the screen, select categories and dues.
2. At the bottom of the page select on-line application

Procedure (AR.1.1.2 - Liability Insurance): In order to assure appropriate protection of the student during all of their clinical experiences, each student is required to purchase appropriate liability insurance in the amount of $1,000,000 per event. The initial liability insurance purchase should be for 2 years which will cover you for the duration of the program. Resources for specific liability companies are listed below:

Marsh Affinity Group Services (http://www.proliability.com)
1. Get on website
2. Select “student” as profession
3. Select “student (non-physician)” on drop down menu; select “profession not listed” on next drop down menu
4. Hit “instant quote” tab
5. Fill in information
6. Occupation is “athletic trainer”
7. Quote will be listed; select appropriate option – the minimum requirement is: $1,000,000 per Incident $3,000,000 Aggregate

Customer Service call 1-800-503-9230

Procedure (AR.1.1.3 – Communicable Disease Policy – OSHA bloodborne pathogen training): Students must maintain OSHA bloodborne pathogen training during their program of study. This training will occur annually as part of the academic curriculum. If a student misses this training, it is his/her responsibility to attain certification before they will be allowed to participate in their clinical experience. Bloodborne pathogen training also occurs as part of the orientation process at the beginning of each clinical rotation. Please read the “Universal Precautions for Prevention of Transmission of HIC and Other Bloodborne Infections” in this student handbook. You will be asked to sign a statement that you understand and accept the information presented in this handbook.

Procedure (AR.1.1.4 – Communicable Disease Policy – Immunizations: including Hepatitis B Vaccination): As part of the communicable disease policy, each student must submit his/her complete immunization record that includes at a minimum HBV, MMR, Tetanus, and Polio vaccinations. In addition, each student must submit proof of having completed the Hepatitis Vaccination series or provide a declination form to his/her clinical advisor.

Procedure (AR.1.1.5 - HIPAA Training): Each student must maintain Health Insurance Portability and Accountability Act (HIPAA) training during their program of study. HIPAA training will be included in the first athletic training course during the summer quarter prior to beginning clinical rotations. We will use the Rockwood Clinic HIPAA presentation and evaluation, and an “Oath of Confidentiality” will be signed. Review of these standards will occur during various class throughout the program.

Procedure (AR.1.1.6 - CPR-PR certification): Students must maintain Professional Rescuer level CPR / AED certification for the Healthcare Provider during their program of study. A certification course will be provided by the ATP during the first summer athletic training course. If a student misses this course it is his/her responsibility to attain certification prior to attending any clinical
rotation.

**Procedure (AR.1.1.7 – Background Check/Drug Test)** To successfully complete the ATP, students must meet certain criminal background requirements due to the opportunity to have unsupervised access to minors and vulnerable adults and the professional nature of this program. Prior to treating children and vulnerable adults, Washington State law requires all student health professionals to pass a criminal background check. A student who has a disqualifying crime against children or other persons, crimes relating to drugs, or crimes relating to financial exploitation will not be permitted to participate in certain required clinical practicums and will not be able to complete the program requirements. A list of disqualifying crimes can be found in RCW 43.43.830. [http://app.leg.wa.gov/RCW/default.aspx?cite=43.43.830](http://app.leg.wa.gov/RCW/default.aspx?cite=43.43.830)

The EWU ATP has contracted with CastleBranch inc. (CertifiedBackground.com) for the completion of **criminal background checks**. The cost of the background check is the responsibility of the student (see additional program costs). All reports will be made available to the Athletic Training Program administrators and will be kept confidential. If requested by a clinical site, reports or information contained in the reports may be released to clinical sites as deemed necessary; but only after obtaining permission from the student. Students will be notified if any information in the report may disqualify them from completing a rotation at a given clinical site, based on the site's policy.

The ATP also requires clinical externships outside of EWU. These externship facilities are neither operated nor controlled by EWU. Before accepting a student for a clinical experience, most health care facilities and schools require students to comply with their policies, procedures, and rules, including, but not limited to, an additional background check that may be more extensive than the one the ATP requires and/or **drug testing** (which can also be completed through CertifiedBackground.com).
Professionalism

Policy (Pro.2.0.0 – Professionalism): The students and staff of the Athletic Training Program (ATP) at Eastern Washington University strive to represent the program in a professional manner at all times.

Process (Pro.2.1.0): The ATP Committee is responsible for administering the procedures listed.

Procedure (Pro.2.1.1 – Code of Conduct): The students and staff of the ATP will adhere to the following code of conduct at all times. Failure to do so may result in immediate dismissal from the program.

Code of Conduct

1. Use appropriate behavior at all times, and will adhere to the NATA code of ethics.
2. Do not display or approve of unsportsmanlike conduct.
3. Avoid the use of profanity.
4. When communicating and working with the athletes, coaching staff, athletic staff, and college faculty and staff, do so in a professional manner.
5. Cell phones, twitter, facebook etc... are only to be used for Athletic Training Program requirements during any sanctioned events / meetings.

Procedure (Pro.2.1.2 – Dress Code): The students and staff of the ATP will adhere to the following dress code at all times when representing the ATP. Failure to do so will require the individual to immediately make the appropriate alterations to adhere to the policy. Repeated infractions may lead to dismissal from the program.

1. The minimum required attire is khaki colored pants or shorts (shorts must be of acceptable length; i.e.; to the tip of the middle finger with the arms at the side), a collared shirt and clean dress shoes or sneakers and no open-toed shoes are allowed.
2. Attire must be of appropriate color and may only promote Eastern Washington University (EWU), the specific affiliate or be plain (without a logo).
3. Attire which promotes any product containing alcohol, or tobacco or makes reference to any illegal substances, may be considered racially, ethnically or religiously derogatory or offensive to another individual is not allowed.
4. Appropriate identification, identifying your name and student status, must be worn at all times.
5. Hats may only be worn outdoors and must always be removed when indoors. Also, low cut shirts, bare midriff and jeans or any denim...
material is not allowed, unless given permission by the staff member in charge of the event.

6. Outdoor attire must also adhere to the above policy but may be adjusted to address the environmental conditions.

7. Event attire must be appropriate to the situation and adhere to the policies listed above.

8. Any body piercing or tattoos must be removed or appropriately covered when present at any activity sponsored by the Eastern Washington University ATP.

9. Alterations to the dress code are only allowed when meeting the dress code of the assigned clinical site.
Academic Program

Policy (AP.1.0.0 – Academic Program): Program goal #3 states that students will demonstrate academic and clinical competence to effectively practice health care as an entry-level certified athletic trainer. The ATP will provide a rigorous academic program that emphasizes professional integrity and reflects the institutional mission to prepare broadly educated, technologically proficient and highly productive citizens.

Procedure (AP.1.1.1 – Academic Requirements): All athletic training courses must be passed with a minimum of a 3.0 grade point average.

Procedure (AP.1.1.2 – Course Curriculum/Sequencing): Courses are designed in a step-by-step building fashion so that students can incorporate knowledge quickly into the clinical setting. Courses build upon each other which means knowledge gained in one course will be used and assessed in subsequent courses.

Course Curriculum/Sequence

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<tr>
<th>Year 1: Summer (5 credits)</th>
<th>Course</th>
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<tr>
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<td>ATTR 501 Introduction to Athletic Training</td>
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<th>Year 1: Fall (17 credits)</th>
<th>Course</th>
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<tbody>
<tr>
<td>ATTR 502 Pathologies in Athletic Training</td>
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<td>ATTR 511 Therapeutic Modalities</td>
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<tr>
<td>ATTR 521 Evidence-based Practice I</td>
<td>2</td>
<td></td>
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<tr>
<td>ATTR 531 Clinical Proficiency I</td>
<td>2</td>
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<td>ATTR 588 Clinical Practicum</td>
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<th>Year 1: Winter (14 credits)</th>
<th>Course</th>
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<tbody>
<tr>
<td>ATTR 503 Orthopedic Evaluation I</td>
<td>5</td>
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<tr>
<td>ATTR 512 Rehabilitation I</td>
<td>3</td>
<td></td>
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<tr>
<td>ATTR 522 Evidence-based practice II</td>
<td>2</td>
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<tr>
<td>ATTR 532 Clinical Proficiency II</td>
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<td>ATTR 504 Orthopedic Evaluation II</td>
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<td>ATTR 513 Rehabilitation II</td>
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<td>ATTR 523 Evidence-based practice III</td>
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<td>ATTR 533 Clinical Proficiency III</td>
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<td>ATTR 588 Clinical Practicum</td>
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<th>Course</th>
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<tr>
<td>ATTR 541 Pharmacology for the Athletic Trainer</td>
<td>2</td>
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<td>ATTR 542 Contemporary Health Issues in Athletic Training</td>
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### Year 2: Winter (14 credits)

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<th>Course</th>
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<tbody>
<tr>
<td>ATTR 543 General Medical Conditions</td>
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<td>ATTR 544 Administrative Issues in Sports Medicine</td>
<td>4</td>
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<tr>
<td>ATTR 552 Principles of Clinical Application II</td>
<td>2</td>
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<td>ATTR 588 Clinical Practicum</td>
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<tr>
<td>ATTR 601 Professional Project I</td>
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### Year 2: Spring (9 credits)

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<th>Course</th>
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<tbody>
<tr>
<td>ATTR 514 Advanced Techniques for the Athletic Trainer</td>
<td>3</td>
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<tr>
<td>ATTR 553 Principles of Clinical Application III</td>
<td>2</td>
</tr>
<tr>
<td>ATTR 588 Clinical Practicum</td>
<td>2</td>
</tr>
<tr>
<td>ATTR 601 Professional Project III</td>
<td>2</td>
</tr>
</tbody>
</table>

**Total 85**

**Procedure (AP.1.1.3 – Student Portfolio):** Each athletic training student will be required to maintain a professional portfolio during her/his time in the program. The portfolio will contain a collection of the student’s work relating to athletic training. The portfolio will be evaluated as the student meets with his/her academic advisor and/or program director. The portfolio will be reviewed and required for the final interview of each exiting student as he/she completes his/her experience in Eastern Washington University’s Athletic Training Program.

The essential items include:

1. Cover page
2. Table of Contents
3. Curriculum Vitae
4. (Unofficial) EWU Academic transcript
5. Remaining course of study (Classes that you are currently enrolled, proficiencies that need to be completed, etc.) Also include a dated plan detailing when each item will be completed.
6. (3) Clinical write-ups (Including physical exam and subsequent rehab programs)
7. Instructor evaluations of your work – You should be able to obtain these items directly from A-Track.
8. Class projects/papers (from both years)

9. Any other items that you feel demonstrate your accomplishments over the past 2 years

10. Reflective thoughts/experiences (from both years)

You will then need to schedule an “exit interview” during which time we will be discussing your portfolio and your reflections on the program.

Procedure (AP.1.1.4 - Attendance at the Northwest Athletic Trainers’ Association District Conference): Each student is required, at their own cost, to attend the annual Northwest Athletic Trainers’ Association District Conference. The conference is typically held during the end of Winter quarter. The cost of attending the conference and any associated expenses may be partial defrayed through active membership in EWU’s Athletic Training Student Club.
CLINICAL EXPERIENCE

Policy (CE.1.0.0): The Athletic Training Program at Eastern Washington University seeks to provide appropriately monitored and adequately diverse clinical experiences to prepare students for the profession of Athletic Training regardless of the setting.

Process (CE.1.1.0): Student’s must be supervised by a clinical preceptor at all times when gaining experience in the clinical setting; thus, all athletic training students will be assigned to a Preceptor each quarter.

Procedure (CE.1.1.1 – Athletic Training Experiences): To gain a wide variety of athletic training experiences, you will be assigned rotations that include gaining experience with both genders, various individual and team sports, an “equipment intensive” sport like football or hockey, and a high school rotation.

Procedure (CE.1.1.2 – Hours Requirement): The minimum hours expectation to gain clinical experience is 1000 hours while the maximum hours allow for clinical experiences is 2000 hours. Any exception to those parameters need to submitted in writing to and approved by the program’s athletic training committee.

During each academic quarter, you should expect to be in clinical education an average of 4 weekdays per week and 1 weekend day per week. Total time commitment per week in clinical education should be an average of approximately 20 hours per week (or 25 hours per week if you are covering football). Realize that these are “averages” so that some weeks will be heavier and some will be lighter.

During fall sports camps and fall practices (when school classes are not in session), these are considered “intensive” rotations where you have the opportunity to experience “real life” as an athletic trainer. During this time, you should expect to be at your clinical rotation whenever your preceptor is working with one major exception. At no point should you ever be at your clinical site for 7 consecutive days.

Procedure (CE.1.1.3 – Hours Reporting – A-Track): It is imperative that you document the hours worked under the guidance of a preceptor. You should report all time you spend preparing for an event, gaining experience during the event or in the training room available for care, and any cleanup procedures at the end of the event. Any time discussing a specific patient with a preceptor should also be counted. You should not count travel time to and from an event or lunch/dinner time.

The documenting process will take place on a program called “ATrack”.

ATRACK

Reporting hours worked in performed through the use of an on-line database system that is supported by the National Athletic Trainers’ Association (NATA) and is called “A-Track”. In order to access the database a student usage fee is required. The fee is $60.00 per year, however if you are a NATA student member this fee is waived.

In order to access the system, you will need to log on at:

https://www.atrackonline.com

At the top of the page you will click on “login”. At the login page enter in your Email address and password. This will take you to your personal “dashboard”.

From this site, you will be able to navigate around through different areas including:

Your personalized “Dashboard"
View/Edit My Profile
View Scores
Log/View Hour

Keeping the information up to date is YOUR RESPONSIBILITY! The information on your site will be used to partially determine your clinical grade in ATTR 588.
To log hours, select the Clinical Hour Log on the menu bar. The date, time, site, location, and activity type can be selected from the drop-down menus. Once a time is entered it cannot be corrected unless performed by one of the ATP staff so be sure to check the hours (am/pm) before submitting. A screen shot of the log page is available below.
Procedure (CE.1.1.4 – Clinical Education Assignments): Clinical assignment are broken down into 2 time periods each year. The first rotation begins from late July / early August and runs through fall quarter. The second time period is a combined winter and spring quarter rotation. Typically, you will be assigned to 2 different rotations during the first year and to 1 rotation for the entire second year. A typical rotation might include a high school for the first rotation of the first year followed by EWU track for the second rotation. For the second year, you might be assigned to EWU football for the entire year. There will also be some general medical rotations interspersed throughout the program. Rotations are determined upon entrance into the program and are based primarily on the student’s goals following the athletic training program and ensuring a well-rounded experience.

*Note: If a significant part of a clinical rotation is missed for any reason, (i.e., personal sickness, preceptor unavailability, car trouble, etc.) the student is required to make up the missed part of the rotation.

Procedure (CE.1.1.5 – Proficiencies): There are a list of 300+ “competencies” (athletic training skills) that need to be completed during the program. The Competencies are categorized according to the NATA Educational Council’s Competencies. Staff and students often refer to competencies as proficiencies, so don’t be confused if the terms are used interchangeably. Some of these are knowledge-based and some are clinical-based. Starting fall quarter of the first year, proficiencies need to be completed and documented in the ATrack system. Please note that before you perform any athletic training skill on a patient, you need to be trained by a faculty or preceptor. Prior to registering for the national BOC examination (for spring quarter your senior year), at least 75% of the proficiencies need to be completed. More information regarding proficiencies will be provided during the academic year.

Similar to recording of hours, proficiencies are also recorded using the A-Track system. You can view the proficiencies assigned to each course by logging onto A-Track and selecting the view scores tab on the left side bar menu. At the top of this page you will be able to view the proficiencies either by the category or by the course that they are assigned to. Some screen shots of the page are included on the next page.
By selecting view by scores in the top pull down menu, you can view all the proficiencies that have been passed, those that have not been passed and those that have an initial assessment. An example is shown below.
OTHER POLICIES

Policy (OC.1.0.1 – Safety): Safety is always your number one priority. It absolutely cannot be compromised. Do not enter any situation that you feel is potentially dangerous. If you do not feel safe personally, seek assistance immediately. If you are unsure of the safety of any procedure, advice, or medical care you are considering offering a patient, seek assistance immediately. If you feel threatened physically or emotionally by any situation or person in the clinical or academic setting or even in your personal life, discuss this with your academic advisor or program director immediately.

Policy (OC.1.0.2 – Universal Precautions): Universal Precautions for Prevention of Transmission of HIV and Other Bloodborne Infections

"Universal precautions," as defined by CDC, are a set of precautions designed to prevent transmission of human immunodeficiency virus (HIV), hepatitis B virus (HBV), and other bloodborne pathogens when providing first aid or health care. Under universal precautions, blood and certain body fluids of all patients are considered potentially infectious for HIV, HBV and other bloodborne pathogens.

Universal precautions took the place of and eliminated the need for the isolation category "Blood and Body Fluid Precautions" in the 1983 CDC Guidelines for Isolation Precautions in Hospitals. However, implementing universal precautions does not eliminate the need for other isolation precautions, such as droplet precautions for influenza, airborne isolation for pulmonary tuberculosis, or contact isolation for methicillin-resistant Staphylococcus aureus. Universal precautions apply to blood, other body fluids containing visible blood, semen, and vaginal secretions. Universal precautions also apply to tissues and to the following fluids: cerebrospinal, synovial, pleural, peritoneal, pericardial, and amniotic fluids. Universal precautions do not apply to feces, nasal secretions, sputum, sweat, tears, urine, and vomitus unless they contain visible blood. Universal precautions do not apply to saliva except when visibly contaminated with blood or in the dental setting where blood contamination of saliva is predictable.

Universal precautions involve the use of protective barriers such as gloves, gowns, aprons, masks, or protective eyewear, which can reduce the risk of exposure of the health care worker's skin or mucous membranes to potentially infective materials. In addition, under universal precautions, it is recommended that all health care workers take precautions to prevent injuries caused by needles, scalpels, and other sharp instruments or devices. In addition, the Occupational Safety and Health Administration (OSHA) has published a standard on "bloodborne pathogens."

Gloves, gowning, masking and other protective barriers as part of universal precautions

All health care workers should routinely use appropriate barrier precautions to prevent skin and mucous membrane exposure during contact with any patient's blood or body fluids that require universal precautions. Gloves should be worn for touching blood and body fluids.
requiring universal precautions, mucous membranes, or non-intact skin of all patients, and for handling items or surfaces soiled with blood or body fluids to which universal precautions apply. Gloves should be changed after contact with each patient. Hands and other skin surfaces should be washed immediately or as soon as patient safety permits if contaminated with blood or body fluids requiring universal precautions. Hands should be washed immediately after gloves are removed. Gloves should reduce the incidence of blood contamination of hands during phlebotomy, but they cannot prevent penetrating injuries caused by needles or other sharp instruments. Institutions that judge routine gloving for all phlebotomies is not necessary should periodically reevaluate their policy. Gloves should always be available to health care workers who wish to use them for phlebotomy. In addition, the following general guidelines apply:

1. Use gloves for performing phlebotomy when the health care worker has cuts, scratches, or other breaks in his/her skin.
2. Use gloves in situations where the health care worker judges that hand contamination with blood may occur, e.g., when performing phlebotomy on an uncooperative patient.
3. Use gloves for performing finger and/or heel sticks on infants and children.
4. Use gloves when persons are receiving training in phlebotomy.

Masks and protective eyewear or face shields should be worn by health care workers to prevent exposure of mucous membranes of the mouth, nose, and eyes during procedures that are likely to generate droplets of blood or body fluids requiring universal precautions. Gowns or aprons should be worn during procedures that are likely to generate splashes of blood or body fluids requiring universal precautions. All health care workers should take precautions to prevent injuries caused by needles, scalpels, and other sharp instruments or devices during procedures; when cleaning used instruments; during disposal of used needles; and when handling sharp instruments after procedures. To prevent needle stick injuries, needles should not be recapped by hand, purposely bent or broken by hand, removed from disposable syringes, or otherwise manipulated by hand. After they are used, disposable syringes and needles, scalpel blades, and other sharp items should be placed in puncture-resistant containers for disposal. The puncture-resistant containers should be located as close as practical to the use area. All reusable needles should be placed in a puncture-resistant container for transport to the reprocessing area.

General infection control practices should further minimize the already minute risk for salivary transmission of HIV. These infection control practices include the use of gloves for digital examination of mucous membranes and endotracheal suctioning, hand washing after exposure to saliva, and minimizing the need for emergency mouth-to-mouth resuscitation by making mouthpieces and other ventilation devices available for use in areas where the need for resuscitation is predictable.

The following expounds on the communicable disease policy.
Purpose
The purpose of this policy is to protect the health and safety of all (staff, students, athletes, etc.) within the purview of the EWU athletic training program. It is designed to provide athletic training students, preceptors, staff and faculty with a plan to assist in the management of students with potential infectious diseases.

Vaccinations/Immunization Records:
1. The up-to-date basic immunizations required by the institution include HBV (Hepatitis B), MMR, Tetanus, and Polio vaccinations.
2. Students must submit proof of being current with these vaccinations via immunization records or signed verification by an MD, DO, or PA-C prior to participating in clinical rotations.
3. A student may, however, choose to decline these vaccinations if he or she feels it is in their best interest. If a student so desires, he/she must sign a waiver of declination and submit the waiver to the program director. This waiver provides the student with the basic understanding of the risks involved of not being immunized and the likelihood of exposure while participating in the program. This form, if completed, is kept in the students file in a locked cabinet in the locked AT program conference room.

What are Communicable Diseases?
A communicable disease is a disease that can be transmitted from one person to another. The transmission of the disease in the athletic training setting is typically passed through direct contact with an infected individual or direct contact with the bodily fluids of an infected individual. It is not possible to prevent exposure from all communicable disease. In the setting of the athletic training room and various athletic facilities, a student athletic trainer will be exposed to a variety of different microorganisms that are capable of passing from one individual to another. However, with the proper precautions, the spread of communicable disease in the athletic training setting may be controlled.

Guidelines for Prevention of Exposure and Infection
1. Students must successfully complete an annual Blood Borne Pathogens training.
2. Students must have refresher Blood Borne Pathogen training at the beginning of each clinical rotation.
3. Students are required to practice universal precautions at all times. All bodily fluids should be treated as if they were potentially infected with some sort of communicable disease. Gloves should be worn when contact is made with any bodily fluids, open wounds, or mucus membranes. Masks and eye protection should also be used if the situation warrants their use. This applies to all clinical sites.
4. Students are required to use proper hand washing techniques and practice good hygiene at all times. They should also make a sincere effort to keep the athletic training room as clean as possible. Appropriate cleaning supplies should be used to disinfect all counters, tables, chairs, desks, whirlpools, floors, and any other surfaces in the athletic training room that may be home to microorganisms.
5. Students are not to provide patient care if they have active signs or symptoms of a communicable disease.
Student/Staff with a Communicable Disease or Suspected Communicable Disease:

1. Students should contact their supervising certified athletic trainer if they are experiencing any severe respiratory infection, diarrhea, fever, sore throat or skin lesion immediately prior to any practice or event.
   
a. If the condition is deemed to be a potential communicable disease the student will be dismissed from practice/event for that day with notification to the clinical coordinator. Depending on the symptoms, the clinical coordinator may suggest going to a health clinic for evaluation from a physician. Students who are running a fever may not participate in clinical experiences until 24 hours after the fever is resolved.
   
b. The procedure above may continue for 3 days to determine the safety and feasibility of returning to the clinical rotation without infecting other students, staff, or patients; however, athletic training students who miss more than three days of a clinical assignment due to sickness will require a note from a MD, NP or PA prior to returning. This medical note will be placed into his/her permanent student file. Experiences missed during this time period may need to be completed prior to successful completion of the clinical course.

2. Any student who has been diagnosed with having a communicable disease of any form should report that exposure to his/her Preceptor immediately and to the Program Director and/or Clinical Coordinator.
   
a. The student may not participate in clinical educational activities until “cleared” with a written note by a physician. This medical note will be placed into his/her permanent student file.
   
b. Experiences missed during this time period may need to be completed prior to successful completion of the clinical course.

I certify that I have read and understand the above Eastern Washington University Athletic Training Program Communicable Disease Policy

_________________________  ______________________
(Student Signature)               (Date)

_________________________
(Faculty Signature)  ______________________
(Date)
**Policy (OC.1.0.3 – Technical Standards and Accommodations):** The Athletic Training Program (ATP) at Eastern Washington University is a rigorous and intense program that places specific requirements and demands on the students enrolled in the program. An objective of this program is to prepare graduates to enter a variety of employment settings and to render care to a wide spectrum of individuals engaged in physical activity. The technical standards set forth by the ATP establish the essential qualities considered necessary for students admitted to this program to achieve the knowledge, skills, and competencies of an entry-level athletic trainer, as well as meet the expectations of the program’s accrediting agency (Commission on Accreditation of Athletic Training Education [CAATE]). Students must sign the Program Technical Standards” form stating that they meet these essential qualities with or without accommodations, for admission to, promotion through and graduation from the Athletic Training Program. If at any point during the program a student needs reasonable accommodations to perform these qualities, it is the student’s responsibility to contact Disability Support Services (DSS) on the EWU campus. Determining what is a reasonable accommodation in the ATP is an interactive process between the student, the director of ATP, and DSS. Once an accommodation is approved, it will be shared with the director of ATP and with all faculty/staff from whom the student takes a class or with whom they complete a clinical practicum, if the accommodation is relevant to the class/practicum. For more information about the reasonable accommodation process, students can consult EWU Policy 402-03 (Accommodating Persons with Disability) or contact DSS at (509) 359-6817.

**Policy (OC.1.0.4 – Remuneration):** Students will not receive monetary remuneration for any services they might provide as part of their educational experience. The most recent version of the EWU clinical site affiliation agreement in section D(2) states the following:

"Students assigned to the Facility will be and will remain students of EWU and will in no sense be considered employees of Facility. Students will not be entitled to any monetary or other remuneration for services performed by them at Facility, nor will Facility otherwise have any monetary obligation to EWU or its students by virtue of this Agreement."

**Policy (OC.1.0.5 – Service):** Our first goal of the athletic training program is that students will develop an understanding of and the skills needed to become versatile professionals capable of contributing positively to society and representing the Athletic Training profession well. One of the areas in which people contribute positively to society is through service. Our students have provided service in many areas; to the community, to the profession, and to the university just to name a few. We do not have a requirement for a specific number of service hours, because we want service to be truly voluntary. Our program requirement is to participate in at least 2 community-based service activities and 1 leadership-based service activity while in the program. We also require you to record service that you provide while being a member of the athletic training program and to occasionally reflect on what was learned or gained through the service opportunity.

**Policy (OC.1.0.6 – Additional Costs):** Although we strive to keep costs at a minimum, there are additional costs to expect as an athletic training student. Textbooks, laptops, and other school supplies are the responsibility of the student. Most, if not all, will have an off-site clinical rotation. The transportation costs (whether by car or bus) is the student’s
responsibility. As a general guide, the following chart is a typical representation of other common additional costs of the athletic training program. Note that this is not an exclusive list.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Item</th>
<th>Cost</th>
<th>renewal</th>
</tr>
</thead>
<tbody>
<tr>
<td>District conference</td>
<td>Registration</td>
<td>$75.00</td>
<td>yearly</td>
</tr>
<tr>
<td></td>
<td>(early bird)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Travel</td>
<td></td>
<td>$50.00</td>
<td>Yearly</td>
</tr>
<tr>
<td>Room and Board</td>
<td></td>
<td>$150.00/</td>
<td>Yearly</td>
</tr>
<tr>
<td>Liability</td>
<td>Marsh Inc.</td>
<td>$80 / 2 years</td>
<td>Yearly</td>
</tr>
<tr>
<td>NATA membership</td>
<td>September-December</td>
<td>$50.00</td>
<td>First Year</td>
</tr>
<tr>
<td></td>
<td>Calendar Year</td>
<td>$85.00</td>
<td>Yearly</td>
</tr>
<tr>
<td>Background Check</td>
<td>CastleBranch inc.</td>
<td>$77.00</td>
<td>Covers 2 years</td>
</tr>
<tr>
<td>and Drug Test</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Policy (OC.1.0.7 – Group Travel):** Each student is required to attend the annual Northwest Athletic Trainers’ Association District Conference. For this and other group travel situations, students must adhere to the following:

1. You must remember you represent Eastern Washington University, the Athletic Training Program, but most importantly yourself.
2. You are to exhibit professionalism in your behavior in all settings throughout the time you are traveling.
3. Any activities beyond the requirements of the convention must be shared with the faculty or staff in charge.
4. No one is allowed to leave the convention alone, and you must make every attempt to be inclusive when inviting others on any outside activities.
5. There will be no male/female combination housing arrangements.
6. It is preferred that alcohol not be consumed during any University Student group trips. If you choose to drink and the effects of alcohol are noticeable in your behavior or create problems in your ability to be professional, then at a minimum you will be confined to your room until those affects are gone. If the faculty or staff member in charge deems your actions to be significant enough you may be sent home at your own expense.
7. It will be expected that you will abide by all state and federal regulations that govern you.
**Policy (OC.1.0.8 – Remediation):** In general, if a student fails to meet academic, administrative, or behavior standards, that student will be placed on probation. If placed on probation, the student meets with the program director to develop a mutually-agreed-upon plan of remediation. If the student meets all of the terms of the remediation plan successfully, the student continues in “good standing” in the athletic training program. Some of the reasons a student may be placed on probation are the following:

1. Failure to maintain educational requirements including achieving a 3.0 in all athletic training courses during your entire course of study.
2. Schedule and attend quarterly meetings with your advisor
3. Failure to stay current with administrative requirements such as NATA student membership, liability insurance, OSHA training, CPR / AED training, Drug testing, background checks, etc.
4. Failure to adhere to “spirit” of the “Code of Conduct” for the Athletic Training program at Eastern Washington University and the “NATA Code of Ethics”
5. Failure to adhere to the policies and procedures for your specific clinical site
   a. Note – not knowing a policy or procedure is not an excuse for a violation
6. Excessive absences or tardiness to academic courses or clinical rotations

**Policy (OC.1.0.9 – Dismissal from the Program):** Dismissal from the program occurs on a case by case basis and requires a consensus from all the members of the Athletic Training Education Committee. Grounds for possible dismissal include the following:

1. Failure to adequately meet the terms of a remediation plan when on probation
2. Returning to probation after having successfully completed a remediation plan when on probation
3. If the student violates the Program’s “Code of Conduct” at any time
4. Any acts or behavior which violate the NATA Code of Ethics.

**Policy (OC.1.0.10 – Scholarships/Financial Awards):** Notification of: The Athletic Training program does not have any program specific scholarships or financial awards to offer students. However we encourage all students to contact the financial aid office at Eastern regarding possible scholarships and/or work study opportunities ([https://www.ewu.edu/apply/tuition/scholarships/](https://www.ewu.edu/apply/tuition/scholarships/)). We also encourage students to apply for the general institutional scholarships through [https://sites.ewu.edu/financialaid/ewu-scholarship-application/](https://sites.ewu.edu/financialaid/ewu-scholarship-application/).

Further possible scholarship opportunities can be pursued through the NATA Research and Education Foundation ([https://www.natafoundation.org/request-funding/](https://www.natafoundation.org/request-funding/)).

Remuneration: All students are encouraged to apply for scholarship and funding. However, based on Program Policy OC.1.0.4 – Remuneration, students cannot receive financial awards for any services they might provide as part of their educational experience.
Honors and Awards

Student of the Quarter
Each quarter, the athletic training staff will recognize one student as the “Student of the Quarter”. This award goes to an athletic training student who has gone above and beyond in the combination of three areas: academics, clinical contributions, and service. The award is determined by the clinical preceptors and the faculty.

Athletic Training Letters
For excellent performance over an academic year, students will be awarded an athletic training letter. The athletic training letter is awarded at the end of the Senior year. Students are awarded the letter each academic year that they meet the following criteria:
1. Cumulative Program GPA ≥ 3.5
2. Clinical Evaluation (on each evaluation for a period of 1 year)
   a. Professional ≥ 80% for both criteria
   b. Senior year: a clinical grade ≥ 4 on each category of the evaluation throughout the year
3. Currently not on probation (at any time during the previous year)

EWU Athletic Training Club
The EWU Athletic Training club is a social organization formed by both students currently in the ATP as well as other interested individuals. The purpose of the Athletic Training Club is to spread awareness of the Athletic Training/Sports Medicine career fields, show continued presence in the community by providing acts of service and provide opportunities for interaction between faculty of the program, current students of the program, and potential Athletic Training students. Furthermore, the club will provide continuing education opportunities and out-of-class experiences within the sports medicine and allied healthcare professions.

2018-19 Club Officers (pending)

President:
Vice President:
Secretary:
Treasurer:
Service Chair:
Fundraising Chair:

Senate Rep to the NWATA:
Buddy Duties

The following is a list of items that are necessary for normal day to day operation in the Athletic Training Clinic. Understanding your role with these duties can help make the Athletic Training Clinic a more efficient place in which to treat athletes. We are asking that you and your buddy review and make sure that you are familiar with each of the follow:

- EWU Athletic Training Service Student Policy and Procedures Manual
- Documentation of hours appropriately
- Clean Up Responsibilities
- Answering Telephones
- Locating items in the ATR & Storage
  - Braces
  - Tape, Etc.
- Taking phone messages
- Laundry
- Procedures for checking out equipment
- Making and organization of the files
  (Proper ordering of documents within each athlete's file)
- When to use and how to get cubed ice from upstairs
- Where the keys are located and their uses
- Who can be treated in the ATR
- Documentation of athletic injuries and illness
  - On paper
  - On “Presagia”
- Other general computer knowledge
- Transcriptions
- General maintenance of hydro area and rehab equipment
- Recycling
- Van key check out procedures
- Pre physical components
- Heel & Lace pads
- Storage of personal items
- Game sign-ups
- Sports Medicine Club membership and benefits
NATIONAL ATHLETIC TRAINERS’ ASSOCIATION

NATA CODE OF ETHICS

Preamble

The Code of Ethics of the National Athletic Trainers’ Association has been written to make the membership aware of the principles of ethical behavior that should be followed in the practice of athletic training. The primary goal of the Code is the assurance of high quality health care. The Code presents aspirational standards of behavior that all members should strive to achieve.

The principles cannot be expected to cover all specific situations that may be encountered by the practicing athletic trainer, but should be considered representative of the spirit with which athletic trainers should make decisions. The principles are written generally and the circumstances of a situation will determine the interpretation and application of a given principle and of the Code as a whole. Whenever there is a conflict between the Code and legality, the laws prevail. The guidelines set forth in this Code are subject to continual review and revision as the athletic training profession develops and changes.

PRINCIPLE 1: Members shall respect the rights, welfare and dignity of all individuals.

1.1 Members shall neither practice nor condone discrimination on the basis of race, creed, national origin, sex, age, handicap, disease entity, social status, financial status or religious affiliation.

1.2 Members shall be committed to providing competent care consistent with both the requirements and the limitations of their profession.

1.3 Members shall preserve the confidentiality of privileged information and shall not release such information to a third party not involved in the patient’s care unless the person consents to such release or release is permitted or required by law.

PRINCIPLE 2: Members shall comply with the laws and regulations governing the practice of athletic training.

2.1 Members shall comply with applicable local, state, and federal laws and institutional guidelines.

2.2 Members shall be familiar with and adhere to all National Athletic Trainers’ Association guidelines and ethical standards.

2.3 Members are encouraged to report illegal or unethical practice pertaining to athletic training to the appropriate person or authority.

2.4 Members shall avoid substance abuse and, when necessary, seek rehabilitation for chemical dependency.
PRINCIPLE 3: Members shall accept responsibility for the exercise of sound judgment.

3.1 Members shall not misrepresent in any manner, 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 via education and/or experience and by pertinent legal regulatory process.
3.3 Members shall provide services, make referrals, and seek compensation only for those services that are necessary.

PRINCIPLE 4: Members shall maintain and promote high standards in the provision of services.

4.1 Members shall recognize the need for continuing education and participate in various types of educational activities that enhance their skills and knowledge.
4.2 Members who have the responsibility for employing and evaluating the performance of other staff members shall fulfill such responsibility in a fair, considerate, and equitable manner, on the basis of clearly enunciated criteria.
4.3 Members who have the responsibility for evaluating the performance of employees, supervises, or students, are encouraged to share evaluations with them and allow them the opportunity to respond to those evaluations.
4.4 Members shall educate those whom they supervise in the practice of athletic training with regard to the Code of Ethics and encourage their adherence to it.
4.5 Whenever possible, members are encouraged to participate and support others in the conduct and communication of research and educational activities that may contribute knowledge for improved patient care, patient or student education, and the growth of athletic training as a profession.
4.6 When members are researchers or educators, they are responsible for maintaining and promoting ethical conduct in research and educational activities.

PRINCIPLE 5: Members shall not engage in any form of conduct that constitutes a conflict of interest or that adversely reflects on the profession.

5.1 The private conduct of the member is a personal matter to the same degree as is any other person’s except when such conduct compromises the fulfillment of professional responsibilities.
5.2 Members of the National Athletic Trainers’ Association and others serving on the Association’s committees or acting as consultants shall not use, directly or by implication the Association’s name or logo or their affiliation with the Association in the endorsement of products or services.
5.3 Members shall not place financial gain above the welfare of the patient being treated and shall not participate in any arrangement that exploits the patient.
5.4 Members may seek remuneration for their services that is commensurate with their services and in compliance with applicable law.
PROGRAM EXIT/DEGREE REQUIREMENTS

All athletic training students will complete or meet the following requirements for completion of the Athletic Training Program:

1. Earn a minimum grade $\geq$ B in each ATTR required course.
2. Earn a minimum cumulative GPA $\geq$ B for each quarter while in the program.
3. Complete and present a comprehensive research project.
4. Must be a member of the National Athletic Trainer’s Association.
5. Failure to comply with the above standards will prohibit degree eligibility.

As part of the programs course requirements of obtaining a grade $\geq$ B, students must complete the program competencies list and clinical proficiencies as demonstrated by the student’s professional portfolio and review of A-track. Specific competencies and proficiencies are associated with each program course.

As part of demonstrating that the student has met the Program Exit Requirements students must participate in an exit interview with a minimum of two Preceptors at the end of the student’s last quarter in the program.
ATHLETIC TRAINING STUDENT AGREEMENT

I have read the contents of the Eastern Washington University Athletic Training Education Program (ATP) Student Handbook and understand and accept the information presented. I agree to abide by all of these policies & procedures while an athletic training student in the ATP at Eastern Washington University.

_____________________________  ______________________________
Name (print)  Signature

As a special point of emphasis, I certify that I have read and understand the above Eastern Washington University Athletic Training Program Communicable Disease Policy

_____________________________  ______________________________
Name (print)  Signature

I certify that I have completed HIPAA and FERPA training, and I believe I understand the topics taught during that training session. I commit to personally upholding the HIPAA and FERPA standards and to assist others in doing the same.

_____________________________  ______________________________
Name (print)  Signature

_____________________________  ______________________________
Program Director Signature  Date