

Master of Science in Athletic Training Program Handbook



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MSAT Framework

Master of Science in Athletic Training Program Framework

Our History

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

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

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

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

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

Over the years, the program has had consistent and dedicated leadership who carry out the foundational values and traditions of the program. There have been only two program directors. Henry (Trey) Morgan (2003-2013) who started the bachelor's degree program and Rachele Vogelpohl (2013-present), a graduate from the first athletic training cohort at NKU and who started the MSAT program. Dr. James Bilbo has been the programs only sponsoring physician. The head athletic trainer has been at NKU for

MSAT STRATEGIC PLANNING

Each year program faculty complete the program assess plan and review assessment measures to determine how effectively the program is meeting the stated goals and if any program changes need to

PREREQUISITE COURSEWORK

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

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

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

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

Assessment Plan: At the end of each semester, the program director will review the grades from each didacti

MSAT Admission and Program Requirements

MSAT Admission Requirements and Program Requirements

Program Description

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

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

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

Admission Requirements

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

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

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

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

Expedited Concentration Undergraduate Degree Graduation Requirements

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

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

- Apply for graduation in the first fall semester of the MSAT program

- Successfully complete (or will complete by the end of the spring semester) all exercise science course requirements

- Have a minimum of 120 combined credits of undergraduate and graduate coursework

- The Registrar's office will transfer MSAT courses from the graduate transcript to the undergraduate transcript to achieve 120 credits for graduation

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

Criminal Background Check Policy:

Healthcare agencies are charged with providing care and protecting the safety of vulnerable populations including children and the aged. Agencies used for clinical placement require students to undergo criminal background checks and may deny clinical access to those convicted of felonies and certain

PreCheck Information

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

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

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

Student Information Form

Basic Life Support through American Heart Association or American Red Cross

Proof of Health Insurance

Professional Liability Insurance

Release of Information Authorization form

Health Requirement—either complete the form or upload the original document from the physician.

This includes the following immunizations:

- Latex Allergy
- MMR—2 doses
- Hepatitis B—3 doses



MSAT Course Sequence (Stand-Alone and Expedited)

Course sequence

Dept	#	Title	Hrs
ATP	510L	Application of Introductory Athletic Training Skills	2
ATP	520/L	Fundamentals of Athletic Training	2
ATP	533	Lower Extremity Examination	2
APP	601	Athletic Training Clinical Practicum I	1
			9

Dept	#	Title	Hrs	Dept	#	Title	Hrs
ATP	533	Lower Extremity Examination	2	APP	601	Athletic Training Clinical Practicum I	1

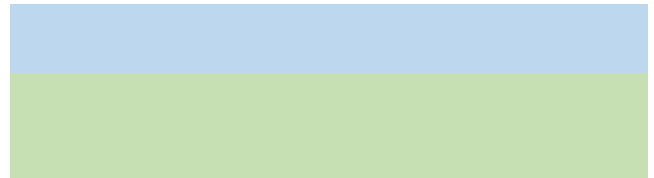
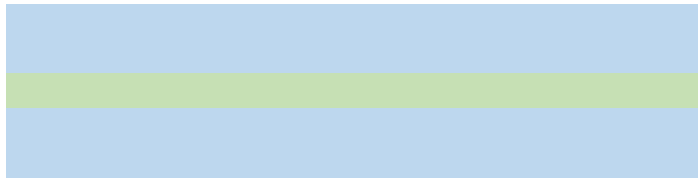
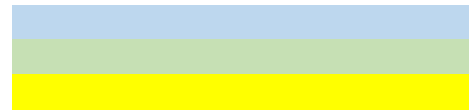
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Dept	#	Title	Hrs
KIN	200	Concepts of Lifetime Fitness	2
		Gen Ed: Communication; Oral	3
PSY	100	Intro to Psychology: Gen Ed: Individual and Society	3
KIN	125	Intro to Physical Education, Fitness and Sports	3
BIO	126	Gen Ed Scientific Inquiry: Human Nutrition:	3
			14

Dept	#	Title	Hrs
BIO	208	Human Anatomy & Physiology I/Lab	4
HEA	135	Safety and First Aid	3
STA	205	Statistics: Gen Ed: Math and Statistics	3
KIN	260	Intro to Strength and Conditioning	3
		Gen Ed: Self and Society: Individual and Society	3
			16

Dept	#	Title	Hrs
BIO	209	Human Anatomy and Physiology II/Lab	4
		Gen Ed: Culture and Creativity	3
KIN	313	Computer Applications for Health and Kinesiology	2
ENG	101	Gen Ed: Communication; Written	3
		Gen Ed: Global View	14

Dept	#	Title	Hrs
KIN	340	Exercise Physiology	3
KIN	340L	Exercise Physiology Lab	1
CHE	115	Physiological Chemistry Gen Ed: Scientific and C	4
KIN	295	Anatomical Kinesiology	3



Summer			
Dept	#	Title	Hrs
ATP	620	General Medical for Athletic Training	3
ATP	635	Head and Spine Injury Examination	3
ATP	655	Administration of Athletic Health Care	3
Total			9

Fall			
Dept	#	Title	Hrs
ATP	604	Athletic Training Clinical Practicum IV--IMMERSIVE	6
ATP	630	Psychosocial Aspects of Injury and Illness	3
Total			9

Spring			
Dept	#	Title	Hrs
ATP	650	Athletic Training Research Seminar	3
ATP	665	Athletic Training Capstone and Current Issues	3
ATP	605	Athletic Training Clinical Practicum V (150 hrs +	3
Total			9

MSAT Progression and Retention

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

Good Standing

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

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

Academic Probation and Dismissal

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

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

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

Course Repeat Option

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

Grade Policies

Graduate Student Policies

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

Grading Policy

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

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

Withdrawing from a Course - Student Initiated

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

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

Weeks 1 through 3 or equivalent: during the first three weeks or equivalent of the semester, official course withdrawals are not reflected on the student's transcript.

[Return of Funds Due to Withdrawal](#)

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

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

[R2T4 for Modules](#)

Scholarship Opportunities

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

Academic Calendar

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

Provost Website

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

Graduate Catalog

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

MSAT Instructional Lab Information

Athletic Training Student Labs

Location: HE 505 Athletic Training Lab

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

Location: HE 110 Advanced Human Performance Lab

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

Location: HC 112 Human Performance Lab

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

Resources & Equipment:

The Athletic Training Lab has a wide variety of equipment

MSAT Clinical Education

Statement of Nondiscrimination

Northern Kentucky University Statement of Nondiscrimination

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

MSAT Statement of Nondiscrimination

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

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

Requirements

Clinical Education Overview of Procedure

Clinical Practicum Courses: The clinical practicum courses (ATP 601, 602, 603, 604, 605) provide students with an application of knowledge and skill in a real-world patient care setting. Athletic Training Students (ATS) are placed with a clinical education preceptor at a clinical site (on-campus and off-

Northern Kentucky University
Athletic Training Program

Clinical Education Documentation

ATrack

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

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

Clinical Skill Assessment and Documentation

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

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

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

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

Clinical Education Outline

What Students Need To Do

Meet with Coordinator of Clinical Education, Alma Mattocks each semester to determine your clinical site placement. During this meeting, you must have all of your documentation up to date, or you will not be placed at a clinical site. See the Athletic Training Program link on Canvas for all required documentation. If all of your documentation is complete and up to date, you can schedule a meeting to discuss clinical site placement.

Before you leave for break (either summer or winter break), contact your preceptor and set up a meeting. At this meeting, you will discuss with them their policies and procedures, blood-borne pathogen policy and post exposure control plan, communicable and infectious disease plan, emergency action plans, and your schedule. Make sure you understand their rules, dress code, parking, etc. Bring a copy of your class schedule to this meeting so you know your availability.

Prior to beginning your clinical hours, you need to complete the Pre-Rotation Goal Setting Sheet and the Initial Meeting Check-Off sheet on ATrack. You must sit down with your preceptor and go over both of these forms so you both understand what you want to get out of the rotation.

Record all of your completed hours in ATrack on a daily basis. Make sure to check to see if your preceptor is approving them. You may need to remind them to approve your hours if they have been pending for an extended period of time. Remember, only approved hours will count toward the benchmarks and completion of the course.

Complete all required clinical skills for the clinical course in ATrack. Only your preceptor can grade you on these skills, so make sure that you monitor your progress and that your completed skills are being approved in ATrack. Remember, only completed skills in ATrack will count toward the completion of the course.

Submit your weekly patient encounters in ATrack. Check your clinical practicum course syllabus for specific requirements on patient encounters.

At the end of the rotation, you must again meet with your preceptor to discuss your performance during the rotation.

Sports Team Travel

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

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

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

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

MSAT Student Roles and Responsibilities

Athletic Training Rules & Etiquette

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

Other Important Information for Clinical Education

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

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

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

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

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

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

Social Media Policy

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

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

Violating HIPAA by posting confidential information or comments about patients.

Derogatory comments about patients, fellow students, coaches, administrators, faculty, staff or preceptors.

Profane comments, including racial, gender, sexual and/or homophobic slurs.

Incriminating photos, videos, or statements regarding illegal criminal behavior underage drinking, usage of illegal drugs, sexual harassment or violence.

Demearing statements or threats that endanger the safety of another person.

Information, photos or other items that could negatively reflect on you, the University, the program or the profession.

Appendix A
NATA Code of Ethics

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Appendix B

Clinical Site Agreement (Template)

CLINICAL EDUCATION SITE AGREEMENT Affiliation of



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

2. The CLINICAL SITE Agrees to:

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

h.

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

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

Appendix C
NKU Bloodborne Pathogen Policy and Post
Exposure Control Plan

Northern Kentucky University
Sports Medicine Department Exposure Control Plan

As required by

I. Introduction

In December 2001, The Occupational Safety and Health Administration (OSHA) published its regulation "Occupational Exposure to Bloodborne Pathogens," (29 CFR 1910. 1030). The purpose of the

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

III. Policy

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

This ECP includes:

Stephanie James, MA, ATC: HC 215b Phone: 859-572-1489

Molly Woods, MEd, ATC: BB&T 126b Phone-4(0 g0 G[()] TJETQq0.00000912 0 612 792 reW* nBT/F1 11.03W* n)

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

Gloves

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

Eye protection

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

Albright Health Center Athletic Training Room: HC 215; In the far left cabinet under the taping table.

BB&T Arena Athletic Training Room: BOK 126;

CPR masks

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

Albright Health Center Athletic Training Room: HC 215; In the far left cabinet under the taping table.

BB&T Arena Athletic Training Room: BOK 126;

E. Housekeeping

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

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

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

VIII. Post-exposure action plan and evaluation

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

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

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

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

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

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

XII. Recordkeeping

Training Records

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

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

XIII. Medical Records

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

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

Employee medical records are provided upon request of the employee or to anyone having

Appendix A:
Northern Kentucky University
Hepatitis B Vaccine Declination (ATC)
Revised January 2014

Name: _____

SSN: _____

I understand that due to my occupational exposure to blood or other potential infectious materials I may be at risk of acquiring Hepatitis B virus infection. I have been given the opportunity to be vaccinated with Hepatitis B vaccine, at no charge to myself. However, I

decline the Hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B. If, in the future, I want to be vaccinated with Hepatitis B vaccine, I can receive the vaccination series at no charge.

Athletic Trainer SigreW* 0 G[()] TJETQq0.00000912 0 612 792 reW* nBT/F1 11.04 Tf1 700040.00000912 0 612 792 reW*

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

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

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

Exposed Individual's Information

Check one: Employee Student Report Date: _____

Name: _____

Address: _____

Phone: _____ Social Security Number: _____

Exposure Information

Exposure Date: _____ Exposure Time: _____

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

Program/ Department Information

NKU sport assignment: _____

Basic job description/ duties: _____

Supervisor/ Preceptor: _____

Supervisor/ Preceptor's Phone: _____

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

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

Activity

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

Supervisor or Clinical Instructor: Print and complete this form only if the exposed individual refuses post-exposure medical evaluation by a health care professional. Send a copy to Jeff Baker at the Safety and

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

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

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

Exposed Individual's Information

Name (please print): _____

Sport Assignment: _____

Phone: _____

Exposure Date: _____

Source Individual's Statement of Understanding

I understand that employers are required by law to attempt to obtain consent for HIV, HBV, and HCV

Source Individual Identification

Source individual's printed name: _____

Source individual's signature: _____

Date signed: _____

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

Appendix G
Northern Kentucky University
Sharps Injury Log
Revised January 2014

Year: 20____

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



Appendix D

MSAT Forms

Northern Kentucky University
Athletic Training Program
Technical Standards

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

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

Candidates for selection to the Athletic Training Program must demonstrate:

- 1.

HEPATITIS B INFORMATION

I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring the hepatitis B virus (HBV) infection. I know and understand the information regarding hepatitis B infection and the methods and benefits for the hepatitis B vaccination. Currently, NKU does not offer the vaccine.

Medical Confidentiality and HIPAA

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

Sources of PHI:

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

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

Mandates for confidentiality:

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

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

Possible penalties for violation of patient confidentiality:

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

I have read and understand the above information.

Student-Signature

Date

Medical Confidentiality Form

As an athletic training student, you are acting as an agent of the clinical site. This means that you will be exposed to confidential and protected health information about patients and students-athletes. State and Federal laws and University policies all require that you maintain the confidentiality of any protected health information that you see, hear, or read about patients and student-athletes during your job as an athletic training student. You are not permitted to discuss or reveal confidential information with others without the direct permission of the patient or student-athlete as well the approval of the supervising athletic trainer or other supervising medical personnel.

Further, you are required to abide by all policies and follow all procedures set forth by the clinical site for the

purpose of protecting patient confidentiality. 04 Tf1 0 1 72.024 550.66 T 1 4 g4810 g[(T)5(h)-4(is)7(Q2(a)-11(f(rm)3(at)-4(ion)(s)5(ion)

Understanding FERPA

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

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

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

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

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

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

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

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

I have read and understand the above information.

Blood-Borne Pathogen and Post-Exposure Plan Signature Form

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

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

Student Signature

Date

Northern Kentucky University
Athletic Training Program
Signatory Page

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

Print Name _____

Signature _____ Date _____

Annual Blood-Borne Pathogen Training

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

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

Name (print)

Signature

Date