



Sacred Heart UNIVERSITY

ATHLETIC TRAINING

**2015-16
Policy and Procedure Manual**

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1. SHU Athletic Training Program

Mission Statement

The Athletic Training (AT) program is based on a solid liberal arts and science foundation designed to foster the development of human values, effective interpersonal skills and a scientific foundation for the major area of study. Consistent with the goals and objectives of liberal arts and science tradition, the program functions both didactically and clinically. The goal of the didactic and clinical components is to provide students with a well-rounded base of knowledge relative to the profession of athletic training. Concurrently, the program fosters the student's ability to critically think, analyze information, and communicate both verbally and in written format in an intelligent and effective manner. The program's clinical experience also enables students to develop interpersonal skills, and provides opportunities to shape and develop associated moral and ethical behaviors. Additionally, the Athletic Training program seeks to develop knowledge and clinical skills needed to prepare for professional and personal development.

Program Overview

The Athletic Training (AT) Program is designed to allow students to foster the development of human values, effective interpersonal skills and a scientific foundation for major areas of study in athletic training. The athletic training major is based on strong science-oriented core curriculum, providing students the necessary framework to build on during their professional coursework. The major consists of didactic and clinical components that provide students with the knowledge base necessary to work as an athletic trainer and also the ability to pursue other allied health professions (additional coursework may be necessary). Also, the major provides opportunity to enhance the students' knowledge through practical experience and application.

The athletic training major is designed for those students that have decided to pursue a career in athletic training. The professional coursework, both didactic and clinical, provides students with knowledge and skills specific to athletic training and enables students to be eligible to sit for the Board of Certification (BOC) examination. Furthermore, students are prepared to pursue careers in athletic training or other areas of allied health (additional coursework may be necessary). Students interested in pursuing the athletic training major at Sacred Heart must apply and be accepted prior to beginning any professional coursework. Please see Section 4: Matriculation Policies and Standards for the professional coursework description.

The AT program also strives to develop the student's ability to be an informed consumer of research in order to inform their clinical decision making and clinical practice.

The student is referred to the University website and the Athletic Training webpage for the most current and up-to-date program information:

<http://www.sacredheart.edu/academics/collegeofhealthprofessions/academicprograms/athletictraining/>

ATHLETIC TRAINING PROGRAM EDUCATIONAL OUTCOMES

1. Produce students who contribute to improve the common good of society
2. Analyze evidence-based practice to formulate clinical decision making while recognizing the value of research and scholarship
3. Produce well-rounded and independent thinking clinicians who are grounded in evidence based practice as a foundation for clinical decision making
4. Recognize the moral, ethical and legal boundaries in regard to clinical decision making
5. Demonstrate readiness for inter-professional collaboration for the benefit of achieving positive patient outcomes
6. Demonstrate knowledge and skills necessary to provide care to diverse populations across the lifespan.
7. Contribute to and promote the profession of athletic training
8. Demonstrate knowledge, skills, attitudes and values of professional behaviors that will lead to success in the field of athletic training

PROGRAM ACCREDITATION

The Athletic Training program at Sacred Heart University is a **CAATE accredited program** <http://www.caate.net/>. The Commission for Accreditation of Allied Health Education Programs (CAAHEP) granted the original accreditation status in October 2001, which is now known as the Commission on Accreditation of Athletic Training Education.

2. REGISTRATION PROCEDURES

Course Registration and Adjustments

Students needing to change a course or a course section are required to complete a course adjustment form. A student should consult with his/her advisor prior to dropping or adding a course, except where the drop/add consists merely of a change in section within the same course. Course adjustment forms are available at the Registrar's Office. The instructor of the course must sign a Course Adjustment form for an addition, but need not when a student is dropping a course.

Note: A student's financial assistance may be affected by the withdrawal from a course. Students should check the University policies regarding the credit hour requirement to continue receiving financial aid.

Auditing a Course

Students are permitted to audit courses only at the discretion and permission of the instructor. A student who audits a course does not earn credit or a grade and do not count toward completion of degree requirements. *An auditor may not change his or her status after the first week of classes.* Auditors must attend classes regularly, do assigned readings, and participate in discussions, but are excused from exams. Auditors are subject to full tuition and fees of the course. Required and prerequisite courses may not be audited.

Course Overload Policy

A full time load is considered 12-18 credits. Those students registered for more than 18 credits in a semester must receive permission from their advisor, AT Program Director and Registrar's Office. In addition, the student must pay the additional current tuition per credit in excess of 18, which can be obtained from the Registrar. The AT Course Overload Policy will comply with University guidelines for students taking course overloads.

Conditions for Overload:

- A student may not be on academic probation at the time the overload request is submitted
- Previous to overload requests, students must have less than two academic probations
- Requests must be made by Dec 1st for the Spring Semester and May 1st for the Fall Semester. If the request is not approved and the student wishes to petition, it must be submitted to the advisor within one week after notification of the initial request
- If the student feels extenuating circumstances exist for approval even though they do not meet overload approval criteria, a written petition should be submitted to the advisor. The petition will be considered by the full AT faculty

Course Substitution or Course Transfer

Approval of the department must be secured for any course repetition or substitution at Sacred Heart University or elsewhere. This means all students must receive approval by their academic advisor and the program advisor prior to taking any course outside the University. Credit may not be granted if such approval has not been received in advance. Course Equivalent Approval and Petition forms are available in the Registrar's Office. **All professional courses in the Athletic Training major must be taken at Sacred Heart.**

In recognizing credit for transfer from other institutions, the University does not accept courses in which the student has received grades lower than C (for undergraduate students) or B- (for graduate students). A maximum of 6 transferred credits will be permitted from another institution in any one semester.

Pass/Fail Policy

All students wishing to take a regularly graded course Pass/Fail, they must petition the instructor within the first two weeks of the semester. The instructor and the student's academic advisor must approve the petition. Students are permitted to take up to four courses Pass/Fail toward the Baccalaureate degree however, required courses may not be taken pass/fail.

3. LEAVE OF ABSENCE/WITHDRAWAL POLICIES

Any student may apply for a leave of absence (LOA) or withdrawal from the University/College using the procedure below:

- Undergraduate students obtain a form from the Office of the Dean of Students for official approval and exit interview.
- Any matriculated student who is not registered for a semester and has not filed a LOA form is automatically withdrawn from the University.
- A student on a leave of absence must notify his/her advisor, in writing, at least four weeks prior to the expiration of the leave, whether or not he/she intends to return to the University. A leave of absence is allowable for up to two consecutive academic year semesters. Leave of absences may be renewed upon written request by the student for a maximum of one additional year.

4. MATRICULATION POLICIES AND STANDARDS

University Matriculation Requirements

For the University's matriculation requirements and Athletic Training Major Fact Sheets students are referred to the SHU webpage:

<http://www.sacredheart.edu/academics/collegeofhealthprofessions/academicprograms/athletictraining/>

Note: we currently have 2 fact sheets due to University's changes in the core curriculum

Athletic Training Matriculation Requirements

1. A minimum grade of C is required in the following courses or their equivalents is required for matriculation:
 - **Required supporting courses** - CH 117/119, BI 111/113, BI 112/114, PS 110, PS 295, MA 140
 - **Program required courses** - EX 250, EX 253, EX 260, BI 206/208*, BI 207/209*, PY 100*
 - **Professional required courses** Athletic Training Major - AT 100, AT 125, AT 129, AT 130, AT 221, AT 222, AT 239, AT 239L, AT 240, AT 240L, AT 241, AT 241L, AT 242, AT 242L, AT 246, AT 251, AT 255, AT 275, AT 310, AT 310L, AT 322, AT 323, AT 324, AT 324L.

* A grade of C or better must be achieved **prior** to beginning the professional coursework of the junior year.

** All lab sections are graded independently from the class, didactic portion. All students must receive a C or better in **both** the lab and didactic section of a class to matriculate.

Note: For a complete description of each course please refer to the Athletic Training's webpage on course descriptions:

<http://www.sacredheart.edu/academics/collegeofhealthprofessions/academicprograms/athletictraining/coursedescriptions/>

2. Program-required and professional courses may be retaken only once to meet the major requirements. Failure to achieve a grade of **C or better** in the repeated course will result in termination from the program.
3. All professional and practicum courses are sequential. Therefore, failure to successfully complete a course will result in additional time needed to complete the program. Each course must be completed in sequence to matriculate. For example, a student cannot matriculate to AT 240 without first successfully completing AT 125, AT 129, AT 239, AT 239L.
4. Each practicum must be passed in sequence to continue on to the next one. A passing grade of a C or better, according to the athletic training grading scale is required. Students, who receive below a C grade, must retake, and successfully complete the practicum in order to matriculate through the clinical sequence. A delay in sequence will possibly postpone the graduation date.

5. Students are permitted to retake a professional course or practicum only once. Failure to achieve a grade of C or better in the repeated course will result in termination from the program.

Graduation Requirements

1. A minimum grade of C in all required supporting courses, program required courses and professional courses.
2. Students must satisfactorily complete all clinical and practical experiences.
3. Successful completion of all required core.
4. A minimum of 130 credits: total number of credits will change dependent upon new core requirements.

5. ACADEMIC PROBATION

University Policy

The University's policy on academic probation can be referenced at the following URL: <http://www.sacredheart.edu/campuslife/lifeonoffcampus/studenthandbook/>

Athletic Training Policy

1. All students must maintain a semester GPA of a 2.50 or better. Failure to do so will result in a student being placed on Academic Probation for the program. To remove probationary status, students must achieve at least a 2.50 GPA in the following semester.

2. A letter is sent to each student informing him/her of their academic probation status. Copies of this letter are sent to the faculty advisor and it is recorded at the Registrar's office on the University Record System. Students placed on probation are encouraged to seek advice and assistance from their faculty advisors.

Note: A student on probation may be ineligible to receive any financial aid from the University, college scholarship or loan funds.

Note: A student on program Academic Probation may choose to enroll in courses during the University's Winter session and Summer School. Grades from the Winter session will be applied to the Fall-semester GPA, while grades from the Summer School session(s) will be applied to the Spring semester GPA. This will include grades from all courses taken during Winter session and Summer School, not just repeats of failed courses. Winter session and Summer School will also apply to the cumulative GPA.

Dismissal from the Athletic Training program

1. After acceptance and declaration of the athletic training program, a student who has two semesters with a GPA less than 2.50 will be recommended for dismissal. The semesters **do not** have to be consecutive.

2. Students are permitted to retake an AT required course only once. Failure to achieve a grade of "C" or better in the repeated course will result in recommendation for dismissal from the AT Program.

Note: All students subject to dismissal for academic reasons, will be reviewed individually by the Professional Performance Committee (PPC) prior to a final decision and notification.

Appeal of Athletic Training Dismissal

1. A student who has been dismissed has the right to appeal to the Professional Performance Committee (PPC) for reinstatement.

2. The appeal for reconsideration must include pertinent evidence which may affect the decision. In general, extenuating circumstances not brought to the attention of the student's advisor or instructor(s) at the time of the poor performance are insufficient grounds for a reconsideration of academic status.

3. The Dean of the College of Health Professions will make the final decision regarding granting or denying an academic appeal.

4. Students who wish to submit a petition will have 2 weeks from the date an electronic letter is received.

6. GRADING POLICIES

Grade Changes

Once officially recorded, grades may be changed only by the instructor through the filing of an official grade change form. Students should assume responsibility for checking with the instructor and with the University Registrar to be certain the grade change has been recorded.

Incomplete Course Work

An incomplete may be changed by completing the deficient course work no later than six weeks after the beginning of the following semester. In unusual circumstances, the six-week period can be extended up to one year with the approval of the faculty and Chairman. Degree credit for incomplete courses will not be granted unless the work is completed by the date assigned, which must be no later than one calendar year of the date on which the incomplete date is reported. Any incomplete grade not changed within this designated time period will revert to an "F".

Students who are awarded an Incomplete in a professional-required AT course, must complete the deficient course work **prior** to the start of the next semester. For example, a student granted an Incomplete in AT 129 must complete the requirements prior to the start of AT 130, AT 240 and AT 240L. AT courses are sequential in nature, and one cannot matriculate to the next course without first successfully completing the prior course. Senior AT students who are granted an Incomplete will not be endorsed for their Board of Certification exam until all requirements of the Incomplete are met.

Students who receive an Incomplete in a professional-required AT course, and do not have a hardship waiver signed for that semester, will drop 1 letter grade for the overall course grade.

Grading Scale

The grading scale used for determination of course grades in the Athletic Training program at Sacred Heart University is:

Grade	Numerical Grade	Grade	Numerical Grade
A	93-100%	C	73-76% *
A-	90-92%	C-	70-72%
B+	87-89%	D+	67-69%
B	83-86%	D	60-66%
B-	80-82%	F	≤59%
C+	77-79%		

* = Minimum required for AT major courses and supporting courses

7. EXAM POLICIES

Missed Written or Practical Examinations

If a student is unable to attend a written, oral, or practical examination, the student must provide the instructor with a valid reason for the absence **PRIOR** to that exam. Acceptable reasons for absence include illness, religious holiday, death in the family, natural disaster, or travel with a team. Failure to follow this procedure will result in a grade of zero for the missed exam. Students who miss an exam due to an unforeseen situation must contact the instructor within 48 hours. It is the instructors purgative to handle each situation on a case-by-case basis.

No later than one week following a missed exam, students must take responsibility for arranging a make-up exam with the instructor. Make-up exams are not necessarily automatic, and are given at the discretion of the instructor. Failure to make acceptable arrangements within one week will result in a grade of zero for the missed exam. The format of the make-up exam is up to the instructor.

All students with documented accommodations through the JLC (see section 14: Accommodations for Students with Special Needs) must complete all written exams at the JLC with a proctor. The JLC proctor will have full access to the instructor in order to ask and clarify questions. No extra time is granted for any practical examinations.

Illness During Exams

Students who become ill during an exam must notify the course instructor immediately.

Failed Exams

If a student fails a written or practical examination, it is the student's responsibility to make an appointment with the course instructor to discuss his/her performance on the exam. The intent of the appointment is to assist the student in identifying the problem(s) or deficiency(s) and, when possible, to identify remediation strategies prior to the next exam.

A student who does not pass the final practical exam in a Practicum course (AT 129, AT 130, AT 221, AT 222, AT 322, AT 323), will be required to remediate and develop a learning contract with the instructor and/or Program Director. The student will be allowed to re-take the final practical exam one time, and the format of the final practical exam will be at the instructor's discretion. The timeline of the learning contract and completion of the final practical exam make-up is at the discretion of the instructor with consideration to course content, but must be completed prior to matriculating in the sequential course. The highest grade a student can earn on this practical exam is a 73%, and if the student passes, this grade will be used to compute their final grade. If a student does not pass the make-up final practical exam, they will earn a failing grade (below a "C") in the Practicum course and will not be allowed to matriculate in the AT Program.

Exam Grade Justification

A student who wishes to question the accuracy or justification of an exam grade **must** do so in writing within 2 weeks of receiving the grade. Requests received after that time does not have to be considered by the instructor.

Final Examinations**• Schedule**

The official examination period is indicated on the University Calendar. The examination schedule is determined by the Office of the University Registrar in accordance with the semester class schedule. Adjustments for individual students are made by the faculty member(s) concerned. No written examinations may be held outside the designated final exam period, with the exception of those courses which do not follow the usual University semester calendar. All final laboratory or practical (activity) testing shall be completed prior to the University period for final examinations.

• Policies

No individual student shall take more than two examinations per day during the examination period. In the event that a student is scheduled to take more than two examinations in one day, he/she will be allowed to reschedule one of the examinations to another examination day chosen in conjunction with the instructor, to be taken at a central, proctored location provided by the University.

8. EVALUATION OF ACADEMIC COMPONENTS

Course Evaluations

The Department requires that all department-taught courses be evaluated by students each semester. A computer-scored standard form is used. The Athletic Training Program further requires that students be offered the opportunity to submit in writing additional comments on the athletic training academic coursework and clinical experience.

Course evaluations are used by instructors to improve both their teaching skills and the design and implementation of their courses. The evaluations are further used by the Department and College to assess the instructor's performance for such issues as contract renewal, merit, promotion and tenure. For this reason, course evaluations should be taken very seriously. We suggest that responses and comments be considered carefully and be made constructively.

Procedures for Course Evaluations

1. Course evaluations will be conducted within the last three regularly scheduled meeting times for the class.
2. All course evaluations conducted by the University are done electronically and are anonymous. Faculty receives evaluations only after final grades for the semester have been submitted.

9. STUDENT ADVISING

Academic Advisor

Students are assigned to a faculty member, within the AT program, for assistance and advice throughout their academic careers. Any student may formally ask the Athletic Training Program Director for a change in advisor if he or she feels such a change will improve their advising situation.

Student advising responsibilities are as follows:

1. Students must initiate academic advisement meetings
2. Students must meet with his/her academic advisor at least one time each semester to review course plan for the following semester.
3. Students must check 'Evaluation Program' option within their SHU WebAdvisor account to be sure that their academic records are complete and accurate.

Freshman Advising

All freshman interested in pursuing athletic training will be assigned an academic advisor in the athletic training program. Designated meeting times will be set for advising in the Fall & Spring semesters. Please refer to the Freshman Information link on the athletic training website.

Jandrisevits Learning Center (located in the lower level of the Ryan-Matura Library)

This center offers students a variety of seminars on studying and test-taking, as well as individual coursework tutoring. The student can either be self-referred or referred by the advisor for services. (see section 14: Accommodations for Students with Special Needs)

10. PETITION AND APPEALS PROCESS

Disputing a Grade

A student who questions the final grade in an AT course must bring his/her concerns to the course instructor within **six weeks** of issuance of grade reports. Faculty is responsible for maintaining student course materials only for that length of time.

Petitions

Any student seeking variance from a Program or Department policy or procedure may obtain write a letter outlining their rationale for an appeal. The petition letter should be completed and submitted to your academic advisor. The petition should provide documented evidence in support of the petition. The academic advisor may act on the petition or refer it to the Professional Performance Committee (PPC). The academic advisor or PPC will inform the student of the final decision. If the issue remains unresolved or the student believes he/she has not received due process, the student may appeal the decision through the grievance process described in the SHU student handbook and the following section. In addition, there is an additional procedure regarding grade dispute that may be processed through the Academic Vice President's Office.

Deviations from Departmental Course Requirements

The student has the right to petition for waiver or substitution of program requirements, transfer of credits from other institutions or exemption from courses based on previous experience or graduate study. Petition options must be discussed with the Program Director and submitted to your academic advisor after being completed. Each petition should be accompanied by information (e.g., course outlines, transcripts, exams) that will support it.

All petitions will originate with your faculty advisor. Petitions may be used to request variance from the usual academic or curricular requirements, including:

- Transfer of credit from another college or university
- Waiver of credit based on prior course work or experience, to include permission for competency testing
- Course substitution or the determination of course equivalence
- Waiver of academic standard

1. The advisor, at his/her discretion, may act on petitions seeking:
 - i) course transfer
 - ii) course waiver
 - iii) course substitution
 - iv.) When relevant, agreement of the involved course instructor(s) is required.
2. Petitions involving waiver of academic requirement must be reviewed by the Athletic Training Program Director in conjunction with the advisor. Any variance whose approval would be precedent setting or de facto policy formation must go to the Professional Performance Committee (PPC) for consideration and recommended to the Faculty for vote. The PPC may also act on petitions at the request of the advisor if the advisor does not choose to act independently.
3. Petitions will always be signed by the person or group that makes the decision. This may be the advisor, the AT Program Director, or the Chairman of the PPC. The chairman of the PPC will sign the petition when the Faculty makes the final decision.

4. All SHU students have the right to their appeal heard by the Academic Vice President if desired.
5. All petitions and any supporting documents, whether approved or denied, will be filed in the student's permanent academic record.

11. POLICIES ON ACADEMIC DISHONESTY

Sacred Heart University and the Athletic Training Program are committed to creating an intellectual community in which both faculty and students participate in the free and uncompromising pursuit of learning. This is possible only in an atmosphere of mutual trust where the discovery and communication of truth are marked by scrupulous, unqualified honesty. The college expects all students to adhere strictly to the accepted norms of intellectual honesty in their academic and clinical work. It is the responsibility of the student to abide by the University Academic Integrity Policy (distributed annually to each student; <http://www.sacredheart.edu/campuslife/lifeonoffcampus/studenthandbook/>). Plagiarism and the participation in any activity which is deemed dishonest, is not acceptable behavior at Sacred Heart University nor in the profession of athletic training and/or other allied health professions. Any student that does not adhere to these standards may receive an “F” in the course in which the infraction occurred or may be dismissed from the AT program and/or University.

12. PROFESSIONAL BEHAVIOR

Students in the Athletic Training Program are expected to adhere to the Code of Ethics put forth by the National Athletic Trainers' Association, Inc. (www.nata.org) and the University Code of Student Conduct. They must demonstrate professionalism during all program related activities. In addition, students must comply with professional conduct expectations associated with clinical rotation sites. Failure to do so may result in failure of the professional course.

In the classroom, if student displays one or more behaviors which the faculty member views as inappropriate, the faculty member will draw the student's attention to the behavior, assist the student in understanding why it is inappropriate and offer the student suggestions for changing the behavior. If the faculty member notices that the identified behavior continues or that change is slow in coming, the following measures will occur:

1. The student and faculty member will meet to further discuss the issue.
2. Within seven days following the meeting, the student will submit a written proposal of steps to be taken to solve the problem(s), a proposed time frame for resolution, and proposed consequences for failure to solve the problem in the indicated time frame.
3. The student and faculty member will agree on a final version of the proposal.
4. At the end of the agreed on time frame, the student and faculty member will re-assess progress.
5. If the student has not accomplished his/her approval plan, the consequences will be assessed, and the process will be repeated.

Athletic training students who do not adhere to the policies set forth in this manual may fail the practicum/clinical rotation for that semester. Students are also expected to adhere to the University Code of Student Conduct, University Academic Integrity Policy, the NATA Code of Ethics, and to their assigned clinical instructors. Students identified as being in non-compliance will meet with the Clinical Coordinator and other clinical instructors involved and are informed about areas of deficiency. At this time, the student will receive a letter of warning. Within a one-week period following this meeting, the student must submit a written proposal of steps to be taken to solve the problem(s) and a proposed time frame for resolution. Following approval of the plan and implementation time by the involved athletic trainers, the student will start this probationary period, which may include reduction or elimination of clinical hours. At the end of this period, the student will be re-evaluated. A student who has not accomplished his/her approved plan at the time of re-evaluation will not pass that semester's practicum course. With a second offence, a student receives a second letter and is suspended from their clinical responsibilities for one week. Students who receive three letters of warning (the three strikes and you are out plan) within a semester will not pass that semester's practicum course.

Where a student's behavior is in direct violation of the Code of Ethics put forth by the National Athletic Trainers' Association, Inc., the above policy may be superseded by direct report to and action through the Sacred Heart University Dean of Students Office.

In addition, it is the instructor's discretion to deduct up to 5% of a student's final grade for inappropriate professional behavior that have not been remediated.

13. TECHNICAL STANDARDS (PHYSICAL, MENTAL, AND EMOTIONAL ABILITIES)

Health care professions require physical, mental, and emotional abilities. The inability to perform in these capacities in stressful situations may be dangerous to you and the athlete/person whom you are treating. Anyone who is unsure of their ability to meet the program requirements should discuss available options with the AT Program Director. All students must read and sign the Technical Standards form, and have their personal physician sign-off stating the student can meet and adhere to the Technical Standards as per CAATE requirements. Technical standards for athletic training students are available at <http://www.sacredheart.edu/academics/collegeofhealthprofessions/academicprograms/athletictraining/admissiontotheprogram/technicalstandards/>

14. ACCOMMODATIONS FOR STUDENTS WITH SPECIAL NEEDS

Any student who wishes to identify him/her as having a disability, which requires special accommodations to complete a course or professional program requirements (including exams) must follow the procedures defined by the Office of Disability Services in the Jandrisevits Learning Center (JLC). More information regarding the JLC can be found at: <http://www.sacredheart.edu/officeservices/jandrisevitslearningcenter/>

Technical standards for all athletic training students are available at:

<http://www.sacredheart.edu/academics/collegeofhealthprofessions/academicprograms/athletictraining/admissiontotheprogram/technicalstandards/>

15. ELECTRONIC MAIL

To avoid endless phone calls, we require that each student have a Sacred Heart University electronic mail account and expect that this account is checked at a minimum **daily**.

All emails must be properly written and follow appropriate “netiquette” guidelines:

- Properly address the recipient
- Proper grammar, punctuation, and spelling throughout body of email
- “Sign” the email in conclusion

Students should allow for a 24-hour response window from AT faculty on weekdays. Emails sent after 4pm on Friday may not be replied to until Monday morning. If the faculty member will be away from email for an extended period of time, they will post an automatic reply message.

16. CELL PHONE & ELECTRONIC DEVICES

Students are expected to turn off all cell phones during class and clinical experience. Computer use in class is for note taking and research only! Social networking will not be tolerated. Students who use their electronic devices during class time for activities not directly related to the class/topic may be asked to leave the classroom and/or have professional behavior percentage deducted from their overall course grade.

17. ADDITIONAL COST TO ATHLETIC TRAINING STUDENTS

We make every attempt to minimize extraneous costs associated with the program. Students are, however, responsible for the following additional expenses:

- Annual maintenance of current certification of CPR and AED for the Professional Rescuer (or its equivalent) AND Supplemental Oxygen certification.
- Criminal Background Check: All students must consent, submit to, and satisfactorily complete a criminal background check (CBC) prior to matriculation in the athletic training program.
- Vaccinations/Health Testing
 - Hepatitis B vaccination: All students must complete and sign the Hepatitis B Vaccine Form. Vaccinations may be covered by personal health insurance. If received at SHU Health Services, the approximate cost is \$50per shot (three shots necessary)
 - PPD (tuberculosis): All students must provide proof of a PPD test per year. Vaccinations may be covered by personal health insurance. If received at SHU Health Services, the approximate cost is \$10per shot.
 - Additional vaccination and health physical information are required prior to the start of the professional coursework and is submitted to CertifiedBackground.com (Step 2 of the application process).

All students must complete the required immunization verification through CertifiedBackground.com

- Uniform for clinical experiences is required, per the AT program's guidelines. Students should not wear SHU AT clothing during clinical experiences which are not affiliated or approved.
- **Students assigned to an off-campus clinical experience must provide their own transportation to all off-campus sites.**

Differential tuition

Sacred Heart University has implemented a differential tuition for the Athletic Training program. The cost of Athletic Training education is greater than the majority of undergraduate majors because of the intensive clinical laboratory courses and clinical supervision required to maintain the professional standards of athletic training and the associated expenses of clinical education. This charge will occur as a program fee each semester in addition to the regular undergraduate tuition. The fee will be active for AT students starting their sophomore year.

Current information regarding the current differential AT tuition fee schedule can be found at:

<http://www.sacredheart.edu/officeservices/studentaccounts/tuitionfees/full-timeundergraduatetuitionfees2015-2016/>

18. INCLEMENT WEATHER POLICY

The Athletic Training Program will observe inclement weather closings and delay procedures enacted by the University. However, a clinical facility, their director or course instructor can cancel or delay participation in a clinical rotation, activity or course if they deem the weather to be a hazard to travel or participation of the student or those who participate in the activity.

If Sacred Heart University is closed due to inclement weather, the student is not required to attend clinical.

19. ASSUMED RISK

Participation in the laboratory and clinical experiences expose AT students to potential risks from the skills being practiced or the athletic environment. Students assume risk of injury when practicing clinical skills during designated laboratories or when working in the athletic environment (e.g.: scheduled practice times). Athletic training students must be aware of the potential harmful situations to minimize injury.

Students who sustain an injury must report the injury within 24 hours to the course instructor/preceptor and the Program Director.

20. ASSOCIATION MEMBERSHIPS

Students are encouraged to join the National Athletic Trainers' Association, Inc. as freshmen. Joining this organization means eligibility for scholarships, membership in the Eastern Athletic Trainers' Association (comprised of District I and District II), and the Connecticut Athletic Trainers' Association (must have a CT state address to receive these specific benefits). Student members of the NATA are eligible for various scholarships offered by the NATA and affiliated organizations.

Students can join the NATA by visiting the following link: <http://www.nata.org/join-nata>

21. SCHOLARSHIP AVAILABILITY

The NATA, EATA, and CATA provide undergraduate and post-graduate scholarships to deserving individuals. Please see your advisor or a staff athletic trainer for further information as well.

22. CLASS REPRESENTATIVES

At the end of each academic year, each class and the Program Director will elect two representatives. The role of the representative is to bring complaints/suggestions to the Program Director and/or athletic training staff, to offer input regarding proposed academic or clinical changes, and to notify and/or discuss changes with their classmates. In addition, representatives will attend admission related events to answer questions of prospective students and their parents.

If a representative is on Program, University or Professional Behavior Probation, they will be removed from service and another student will be elected by their peers.

23. CLINICAL EXPERIENCE

Clinical education provides students the opportunity to apply classroom knowledge with clinical experience. All clinical experiences, traditional and non-traditional, are under the direct supervision of licensed healthcare providers. Students are exposed to a variety of clinical settings and will have the opportunity to work on-campus with Sacred Heart University varsity athletes and off-campus at the high school, clinical and collegiate level. **In addition, students are required to participate in at least one (1) clinical rotation in a high school setting.** The Program Director and Academic Clinical Coordinator are responsible for clinical assignments. **Students are responsible for providing transportation and costs associated with transportation to off-campus sites.** The clinical education program requires students to amass a minimum number of clinical hours per semester, as outlined in the syllabi of each practicum course. Students can achieve a maximum of 300 hours per semester; 20 hours/week maximum. It is the student and preceptor's responsibility to develop a schedule that allows for a quality clinical education experience rather than the quantity of hours.

All athletic training students are required to complete a Certificate of Health following a physical examination by a physician. All students must show proof of vaccination, immunization, and hepatitis B vaccine series or signed waiver, including an annual TB test (PPD) before engaging in clinical experiences. In addition, all students must show annual proof of CPR and AED for the Professional Rescuer Certification or its equivalency before engaging in clinical experiences. This information is submitted through CertifiedBackground.com at the student's own expense. Information must be maintained as up-to-date throughout the student's time in the AT program.

Clinical Experiences at Sacred Heart University

Students will be exposed to a variety of clinical settings, including men and women's sports, both intercollegiate and club at Sacred Heart University and at affiliated sites. With 32 varsity teams at SHU, athletic training students have ample opportunity for clinical experience with upper extremity, lower extremity, equipment intensive and general medical practices. All students will be exposed to contact sports and will be required to participate in the pre-season of a sport. Each student will be involved with sports involving male and female athletes.

Student Experience

During the professional phase of the program, beginning first semester sophomore year, students enroll in six sequential graded practicums for which they receive credit. These six practicum courses are didactic and clinical in nature and utilize a problem-based approach. Each practicum is designed to foster critical thinking and allows an opportunity for students to practice clinical skills they have been taught previously in the classroom. Students are posed problem-based situations or cases requiring identification of pertinent strategies and clinical decisions to address the problem or case. The learning goals and new information discovered by the students during directed investigation of the problem is then researched, discussed and evaluated. Facilitators or tutors provide feedback to students regarding their decisions and guide the student towards understanding the interconnections between their actions and the implications they would have in the clinical environment.

The sophomore practicum courses (AT 129/AT 130) focus on emergency medicine and lower orthopedics respectively. Students are responsible for a minimum number of clinical hours per semester as defined in the respective course syllabus. Class time is scheduled throughout the

semester (for all practicum courses) for instruction on new material and competency assessment. The clinical courses in the junior and senior years (AT 221, AT 222, AT 322, and AT 323) include intensive, hands-on experience that affords students an opportunity to be increasingly more independent and assimilative. Students may be placed off-campus at an affiliated site. If at any time the semester your clinical assignments are too great and are affecting your academics, you need to ask for time off or for a reduced schedule. Hardship waivers are also available for long term or extenuating circumstances (See Section 23). These requests are to be made ahead of time; in other words, don't ask for time off the day you need it.

For each of the practicum clinical experiences, you will be assigned to work with a preceptor for a designated period of time (typically a sports season). Whatever athletes the preceptor is working with are the athletes with whom you will gain experience. Preceptor assignments are based on several factors, including academic level, your perceived strengths and needs for improvement (as determined by the staff and faculty), and the need to provide you with a well-rounded experience. Supervised travel is included in coverage in the later stages of your experience, generally during the junior and senior year. Students may not be paid for clinical services provided while acquiring clinical hours.

Participation in additional activities, such as staff meetings and in-services as directed by the SHU athletic training staff is encouraged, and sometimes required. There are many valuable opportunities for learning. Students are highly encouraged to take an active role in facilitating the learning process. Attending weekly orthopedic clinics and/or attending professional meetings, such as the NATA National Convention, the District 1 (EATA) and CATA Annual Meetings, are examples of activities student athletic trainers are able and should attend. We encourage all students to take advantage of the many educational opportunities available to them.

Practicum Grading Plan

The grading for the practicum courses is as follows: 50% of the grade comes from the specific course requirements as detailed in each syllabus and 50% of the grade comes from the semester evaluation and end of semester clinical evaluation. For each practicum level, you will be assessed using the performance criteria identified for your level (using both the Generic Abilities Assessment (GAA) and Cognitive and Psychomotor Skills Assessment (CPSA). You must pass (73% or better) the semester evaluation and the specific course requirements (73% or better) in order to pass the course. Failure to achieve 73% or better in either part of the course requirement will result in failure of the course.

The Generic Abilities Assessment (GAA) and Cognitive and Psychomotor Skills Assessment (CPSA) have been developed to identify the expectations of students at varying levels of experience. The GAA identifies those less-tangible behaviors that are critical to your development as a professional. The CPSA is a more concrete description of what you should be doing and when. Review these documents at the beginning of each experience so that you and your preceptor can work on and assess your skills accordingly.

All students are expected to attend scheduled clinical assignments. **If a student has been assigned a clinical rotation which entails a preseason, the student is required to make plans to attend.** If you have a foreseeable schedule conflict, it is your responsibility to notify your preceptor at least 48 hours prior. Unforeseeable absences will not be counted as excused absences unless the student provides the instructor documentation

and verification within one week of the absence. Excused absences include an illness (with proper medical documentation), a family crisis or otherwise approved by the student's preceptor. **If an event arises within 24 hours of a scheduled clinical assignment, it is the students' responsibility to orally communicate with the assigned preceptor.** Failure to meet the attendance requirement and expectations will result in grade reduction.

Students who fail to meet the clinical education requirements and expectations, as stated in the GAA and CPSA evaluation forms, are subject to disciplinary action. The first offense results in written notification and verbal warning. The second offense results in temporary suspension of 1 week from your clinical experience and a drop of 1 letter grade from the clinical graded portion of your overall practicum grade. A formal warning letter is placed in the student's clinical file. The third and final offense will result in indefinite suspension from your clinical experience and failure of the clinical portion of the enrolled practicum course. It is the student's responsibility to set up a meeting with the appropriate personnel and rectify the situation.

Students who do not complete their mandatory clinical hour requirements by the last day of class will be given an Incomplete. If a current hardship waiver is not on file, the student will have a one (1) letter grade deduction from their overall practicum grade. The student will be required to complete the missing hours prior to the start of the next academic semester in order to matriculate.

All supporting clinical education materials (i.e. proficiencies, final evaluations, clinical education contact letters, signed hours, and preceptor evaluations) are due on the last day of class to the Academic Clinical Education Coordinator. Students who turn in any of these materials late will result in a 5% deduction of the total grade in the Practicum course.

Documentation of Hours

Documentation of your clinical hour experience, on-campus and off-campus, is necessary as part of each practicum course. Countable hours include those spent preparing a team for practice or competition, attending that practice or competition and any post-practice/competition treatments. Hours spent traveling with a team should not be included in your daily tally. Each week your hours need to be approved by your preceptor. If hours are not input within 48 hours of completion, you will lose those hours. It is your responsibility to input your hours, not preceptors. Clinical hours obtained while not enrolled in a practicum course will not count towards the practicum's hour requirement.

Hardship Application

This application is designed to allow a student who feels they have an extenuating situation and would be unable to complete the required clinical hours of a practicum, an avenue to express their situation. To complete a hardship application, you will need to submit a typed statement, which supports the need for a hardship waiver. This application must be submitted as soon as the situation arises, and cannot be used to make up hours missed before the application was completed. This process is not retroactive. For further information please see the Academic Clinical Coordinator.

OSHA Standards

A number of measures are currently in existence in order to adequately safeguard patients, students, and faculty in regards to health and safety issues. Standards established by OSHA are followed by faculty, staff, and students in order to safeguard each other and their patients. In the classroom, students are instructed on the proper procedures and techniques relative to injury/illness care and management including both indications and contraindications regarding treatment. All faculty and students will undergo OSHA (blood-borne pathogen) training and management assessments on an annual basis. During the Sophomore year, students will be required to complete a 10-hour OSHA training course online. Students will be given 2 weeks to complete this training, and a certification of completion must be turned in by the assigned deadline. During the Junior and Senior years, students will be given a modified, online training module to complete by the 2-week deadline.

Students who have not completed blood-borne pathogen (OSHA) training will not be permitted to perform clinical observations until completed. Blood-borne pathogen trainings will be offered annually in January.

Criminal Background Check Policy Sacred Heart University – College of Health Professions

This policy is required of all CHP students beginning with those entering in the fall 2013 and going forward.

Successful completion of many health professions' programs at Sacred Heart University includes satisfactory completion of the clinical education component of the curriculum. A majority of clinical sites now require students to complete a criminal background check prior to participating in clinical education placements. Some facilities may also require fingerprinting and/or drug screening. State licensure laws may also restrict or prohibit those with criminal convictions from obtaining a professional license to practice following graduation. Additionally, national certification agencies may deem persons with criminal convictions as ineligible to sit for national certification examinations. Thus, students with criminal convictions or backgrounds may not be able to obtain required clinical education experience(s) thereby failing to meet the academic standards of the health profession's program. It is therefore the policy of the Athletic Training Program that all admitted students planning to enroll in the Athletic Training Program must consent, submit to, and satisfactorily complete a criminal background check (CBC) within six (6) weeks of registration for courses as a condition of matriculation. Matriculation will not be final until the completion of the criminal background check with results deemed acceptable to the Program Director or Clinical Coordinator. Students are permitted to register for FA classes if they have a flagged CBC, but must sign a waiver acknowledging the risks (see the CBC policy). *The CHP is aware that students cannot get financial aid until they are fully matriculated.*

All expenses associated with the CBC, fingerprinting, and/or drug screening are the responsibility of the applicant/student. Students, who do not consent to the required background check, refuse to provide information necessary to conduct the background

check, or provide false or misleading information in regard to the background check will be subject to disciplinary action up to, and including, refusal of matriculation or dismissal from the program.

Some health care and education facilities require students to use a specific company to obtain background checks, drug testing, or fingerprinting. Other facilities accept background checks from any company. The Athletic Training Clinical Coordinator will advise students prior to their clinical placement if the site requires a specific company for the CBC, drug screening, or fingerprinting. It will be the student's responsibility to complete the background check, drug screening, or fingerprinting with the required company at their own expense within the timeframe specified by the site. If a site requires CBCs be completed with a company other than www.certifiedbackground.com, the background check results may be sent to the site. The policy regarding who receives the results is determined by the site, not the Athletic Training Program or Sacred Heart University.

Certified Background, website: www.certifiedbackground.com, provides CBCs, which will include felonies, misdemeanors, and sex offender status at federal, state, and local levels from seven previous years of residence. Each student must contact www.certifiedbackground.com via a secure internet site (www.certifiedbackground.com) and place an order for his/her CBC. The Academic Clinical Education Coordinator will provide the student with instructions and product code information.

Because several clinical facilities require the *university* to provide students' CBC results, the Athletic Training Clinical Coordinator will need to have access to Certified Background inquiry results during a student's active enrollment in the Athletic Training Program at Sacred Heart University. Students authorize this access during the online order processing of their CBC, by checking the box indicating agreement with Certified Background's terms and conditions of use (<https://www.certifiedprofile.com/terms>). In the case of adverse information in a CBC report, the Clinical Coordinator will proceed as follows:

1. The Athletic Training Clinical Coordinator will review the student's University/Program/Major application to determine whether the student reported the offense on his/her application.
2. The Athletic Training Clinical Coordinator will contact the student to discuss the results and the student's perspective on the circumstances. The conversation will be documented in writing and included in the student's file. The student will be asked to sign an acknowledgement that they understand a flagged background check may impede their ability to be placed in clinical sites and therefore impede their ability to complete the program, that they will not be considered fully matriculated until they have a clear CBC, completed all program entry requirements, and that they are aware that they will be unable to receive financial aid until they are fully matriculated.
3. The student will also be asked to sign a waiver agreeing to give the Athletic Training Clinical Coordinator permission to disclose to the facility that there was a problem with the background check. Failure to sign a waiver to allow an

attempt at a clinical placement will seriously call into question the student's ability to complete the degree requirements and may result in a recommendation for dismissal from the program as the student would be ineligible for a required clinical placement. The University will have no obligation to refund tuition or otherwise accommodate students in the event that a CBC or drug screening renders the student ineligible to complete required courses or clinical placement(s).

4. Should the student choose to continue in the program, the Athletic Training Clinical Coordinator will inform the site that there was a flag on a background check of a student; the Athletic Training Clinical Coordinator will not reveal the student's name to the site, rather, will identify the nature of the flag to the site and ask if such a student would be acceptable for placement at that site. The site will be asked to confirm their acceptance in writing in a letter, fax, or email.

5. If the student feels that an adverse CBC finding is in error, the student will be directed to speak with Certified Background to determine if further investigation is needed.

Errors may occur in instances of:

CBC was completed on a different person with the same name.

CBC was completed on a similarly named person.

CBC returned information that was supposed to be sealed or expunged.

If the information is in error, the CBC is repeated and Certified Background will update the CBC report online. If the adverse information is truly an error, no further action is taken.

If denied placement by the first clinical site as a result of a flagged CBC, drug screening, or fingerprinting, the Athletic Training Clinical Coordinator will attempt to find a second clinical placement and will follow the procedure outlined above. The student will be asked to sign a waiver agreeing to give the Athletic Training Clinical Coordinator permission to disclose to the facility that there was a problem with the background check. Failure to sign a waiver to allow an attempt at a clinical placement will seriously call into question the student's ability to complete the degree requirements. Students who are twice denied a clinical placement based on the results of a background check will be considered ineligible for placement and unable to complete the program and, therefore, will be recommended for dismissal from the program. The University and the Athletic Training Program have no obligation to refund tuition or otherwise accommodate students in the event that a CBC or drug screening renders the student ineligible to complete required courses or clinical placement(s).

Some clinical sites may require a clean report of a criminal background check within 6-12 months of the clinical rotation. Therefore, repeated or additional background checks prior to the start of a clinical education placement/rotation may be required at the student's own expense. These requirements should be listed explicitly on the Clinical Site's Information Form (CSIF). Sites may also notify the Athletic Training

Program by letter or electronically, or by noting the requirements on pre-placement confirmation forms as appropriate.

Prior to each clinical education rotation, the Athletic Training Clinical Coordinator will provide the following attestation in his/her communications with each clinical site:

The Athletic Training Program at Sacred Heart University obtains criminal background checks on all students upon admission to the program. Unless otherwise noted, the background check for the student assigned to your facility contained no adverse information.

If the clinical site requires more specific documentation, the student will be directed to provide a print-out of his/her results from the Certified Background website.

Criminal background information is strictly confidential, for use only by authorized Athletic Training Clinical Coordinator Program faculty and/or administrative staff, and shall be retained only until the student graduates or is dismissed from the program.

Protecting God's Children

All students must complete the formal program offered through Sacred Heart University entitled Protecting God's Children prior to beginning clinical rotations.

24. Physical Examinations

Sacred Heart University athlete training students are required to undergo a complete physical examination. All portions of the exam must be completed prior to the beginning of the clinical experience sophomore year. Yearly physicals are required to participate in practicum coursework and verification of the ability to meet the technical standards of the program. Each student assumes the cost of the physical. Students should submit their completed physical examination forms to CertifiedBackground.com before participating in practicum work. Students are responsible for maintaining proper health and able to adhere to the program technical standards as stated in section 13.

25. PROFESSIONAL BEHAVIOR IN CLINICAL EXPERIENCE

Please refer to section 12.

26. STUDENT ATHLETES

Those students who are participating in varsity athletics and pursuing the Athletic Training major must adhere to the following rules: Student-athletes are able to acquire clinical hours while their sport is in-season at their assigned clinical site. If student-athlete foresees an issue with acquiring all clinical hours, a hardship waiver can be completed and filed with the Academic Clinical Coordinator at the start of the semester (within first 2 weeks of class). If a hardship waiver has been approved, the student-athlete is required to maintain a minimum of 5 hours/week at their assigned clinical rotation. Student-athletes may participate in the non-traditional season only if it does not interfere with their clinical assignment. It is the student athlete's responsibility to notify his or her coach that off-season sports participation must be worked around the clinical rotation assignment. Student-athletes must identify their traditional season for each academic year. Student-athletes who participate in a sport that does not have a designated "competitive in-season" (i.e. track, rowing), must identify one semester (Fall or Spring) as their "competitive in-season" (student-athletes cannot declare both semester as being in-season).

27. CPR AND AED CERTIFICATION AND SUPPLEMENTAL OXYGEN

As stated previously, all students are required to maintain current CPR and AED for the Professional Rescuer certification (or its equivalent) and Supplemental Oxygen throughout the clinical experience. You may not participate in the clinical experience without current certification. A record of certification is maintained in the student's academic file via CertifiedBackground.com. Notify the Academic Clinical Coordinator when you renew your CPR & AED and Supplemental Oxygen. It is your responsibility to be sure that your certification does not expire. All students must be certified upon entering the athletic training curriculum.

28. COMMUNICABLE AND DISEASE POLICY

Students, who are sick and suspect that the disease may be communicable, may not participate in clinical education and patient care. The preceptor and Academic **Clinical Coordinator must be notified to discuss the situation.**

According to Taber's Cyclopedic Medical Dictionary edition 21, an infectious disease is "Any disease caused by growth of a pathogenic microorganism in the body." (p. 1186). This includes but is NOT limited to the following: AIDS, HIV, Botulism, Campylobacter, Chlamydia trachomatis, Gonorrhea, Haemophilus influenza, Measles, Pertussis (whooping cough), Rubella, Tetanus, Hepatitis A, Hepatitis B, Hepatitis C, Shingles (Herpes Zoster), Varicella (Chicken Pox), Tuberculosis.

Communicable diseases can be passed from one individual to another. The mode of transmission between individuals is most commonly via direct contact. However, some diseases may be transferred via contact with infected materials such as soiled laundry, soiled medical supplies or unsanitary work surfaces.

Communicable/Infectious Diseases in the Athletic Training Clinical Setting:

The purpose of this policy is to ensure that all SHU Athletic Training Students are aware of how to prevent the spread of communicable/infectious diseases. Since it is impossible to prevent all exposure to communicable/infectious diseases the following procedures should be followed in order to prevent and/or control the spread of communicable/infectious diseases:

- 1) All SHU ATEP faculty, staff, and students should practice universal precautions at all times. All bodily fluids and soiled medical supplies should be treated as if they are infected. Gloves should be worn at all times when working in situations where contact with bodily fluids may occur.
- 2) ALL SHUT ATEP faculty, staff and students should practice frequent hand washing. Hands should be washed using soap and warm water.
- 3) All material that comes into contact with or is suspected to have come in contact with any body fluids should be treated as if infected and put into marked biohazard containers.
- 4) ALL SHU ATEP faculty, staff and students should make concerted efforts to maintain a clean working environment. Appropriate cleaning supplies will be available at all times in order to disinfect all work surfaces: counters, treatment tables, coolers, whirlpools and all other surfaces that are used.
- 5) ALL SHU ATEP faculty, staff and students should practice good personal hygiene.

Although this policy will help prevent the spread of communicable diseases, it is possible that an athletic training student may become ill with an infectious disease. If

this does occur the athletic training student should speak to his/her preceptor and classroom instructors to determine the best course of action. The actions taken will be in the best interest of all parties involved including, but not limited to: the athletic training student and their classmates, members of the ATEP faculty and staff, student athletes, coaches and all support personnel.

An athletic training student may have an increased risk for acquiring an infectious disease if the athletic training student has any of the following conditions:

- 1) Open sores or skin lesions that provide a portal of entry for microorganisms. Skin lesions should be properly covered at all times.
- 2) If an athletic training student is ill and has: fever, vomiting and/or diarrhea they will be considered contagious and able to spread disease. The clinical instructor may ask the athletic training student to be evaluated by a physician, physician assistant or nurse practitioner in order to ensure that all precautions are taken to prevent the spread of disease.
- 3) If an athletic training student has been diagnosed with a chronic blood borne pathogen he/she may participate fully in the SHU ATEP, however the student must practice universal precautions at all times.

If an ATEP faculty member, staff or clinical instructor feels that an athletic training student is displaying signs and symptoms consistent with an infectious disease the ATEP faculty, staff or clinical instructor may deem that an athletic training student must be referred to a physician, physician assistant or nurse practitioner for further evaluation in order to prevent the spread of an infectious disease. The physician, physician assistant or nurse practitioner will determine when the athletic training student may safely return to the clinical setting.

Students, faculty and staff with any immune-suppressed condition are encouraged to share any concerns about their own health and safety to ensure appropriate planning and placement for clinical experiences. The ATEP director and Department Chair will help to determine appropriate resolution for any concerns, facility imposed barriers or necessary reduction of exposure during pregnancy. Any information generated will be held in strictest confidence in keeping with all applicable State and Federal laws.

29. PATIENT CONFIDENTIALITY/HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

Students are required to adhere to all rules and regulations associated with HIPAA. Additional information regarding HIPAA can be found at:

<http://www.hhs.gov/ocr/privacy/>

Students will complete HIPPA training and must have a certificate of completion on file with the Academic Clinical Coordinator in order to begin clinical rotations.

30. Criminal Background Checks

Athletic training students will be required to receive a criminal background check before participating in the clinical education experience. The Academic Clinical Coordinator will organize the process if required by the specific clinical site. See section 23 for more information.

31. FACILITY CONTRACT

All off-campus clinical placements are recognized as affiliated sites for the athletic training program. A signed contract is required for all affiliated sites. All contracts are available in the Clinical Education Coordinator's office in its entirety; a summary of the standard contract is provided here:

The University will:

1. Select only students who have completed all prerequisites for clinical education.
2. Inform the Facility about the clinical education goals and objectives and evaluation forms.
3. Inform the Facility of the level of training of the student.
4. Cover the student with Student Professional Liability Insurance while participating in a University-sanctioned curricular activity.
5. Coordinate the clinical experience with academic aspects of the educational program.
6. Notify the Facility immediately in the event of a cancellation or change in student assignment.
7. Withdraw the student if progress, achievement or adjustment does not justify continuation.

The Facility will:

1. Provide a supervised program of clinical education compatible with the goals and objectives of the University.
2. Submit names, resumes and professional credentials of all clinical supervisors, and information regarding the Facility.
3. Orient the student regarding policies and procedures of the facility.
4. Utilize an infectious disease policy that conforms with the most recent CDC recommendations for health-care settings.
5. Retain full responsibility for care and welfare of athletes.
6. Determine the number of students to be accepted and inform the University of any changes in staffing or service that might affect these numbers.
7. Evaluate the student and inform the University of the student's abilities.
8. Suspend or request withdrawal of any student whose performance is detrimental.
9. Permit inspection of its facilities, records, or other items that pertain to the student program.
10. Maintain a comprehensive General Liability policy for all staff.

The Student will:

1. Respect and guard the confidentiality of information regarding athletes.
2. Adhere to the policies and procedures of the University and Facility.
3. Be under the Facility's supervision and control.
4. Provide appropriate uniforms when necessary.
5. Arrange transportation when necessary.
6. Obtain meals and housing when not arranged by the Facility.
7. Provide to the Facility evidence of a physical examination and other medical tests, if required.
8. Provide to the Facility evidence of health insurance, if required.
9. Obtain prior written permission from the University and the Facility before publishing any material relating to the clinical experience.
10. Obtain medical care at own expense as needed.

32. EVALUATION OF CLINICAL EXPERIENCE

Evaluation of Your Clinical Performance

In addition to your regular clinical experience, you and your preceptor will meet at least three times during the experience for review of your clinical abilities. The forms used, the Generic Abilities Assessment (GAA) and the Cognitive and Psychomotor Skills Assessment (CPSA), are described in Section 23 (Practicum Grading Plan.) The purpose of the initial meeting is for you to identify what you're trying to accomplish, your perceived areas of weakness and strength, and any specifics related to your clinical instructor. The mid-semester evaluation should be used to identify areas of strength and weakness as gleaned from this particular clinical experience and for you to get and give suggestions on how to improve your current experience. The final assessment occurs at the end of the semester. For some sports, like basketball, your assignment with the clinical instructor will continue into the following semester. The scores used for your grade come from this final assessment. You can request a copy of each assessment.

Seek frequent informal input from your preceptor.

Students who fail to meet the clinical education requirements and expectations are subject to disciplinary action. The first offence results in written notification and verbal warning. The second offense results in temporary suspension of 1 week from your clinical experience and a drop of 1 letter grade from the clinical graded portion of your overall practicum grade. A formal warning letter is placed in the student's clinical file. The third and final offence will result in indefinite suspension from your clinical experience and failure of the clinical portion of the enrolled practicum course. It is the student's responsibility to set up a meeting with the appropriate personnel and rectify the situation.

Evaluation of Clinical Affiliated Sites

You will complete an evaluation form assessing the clinical experience. This form considers the facility, the orientation process, the preceptors, and the clinical experience. The form is presented to the Academic Clinical Coordinator, who will present an overview of the findings with the faculty and preceptors.

An athletic training faculty member periodically visits each student at off-campus sites to assess the student, facility and preceptor(s).

If at anytime you feel uncomfortable at your clinical site, please communicate these concerns with any AT faculty member at anytime.

Evaluation of the Athletic Training Faculty and Preceptors

Each student will be given the opportunity to evaluate the athletic training program, faculty, and preceptors. This evaluation will be conducted at the end of each semester and is intended to give you an opportunity to note strong areas and areas for improvement. Please remember that you can always go directly to the source. If you have a great idea, no matter how seemingly small, let someone know!

33. EMPLOYMENT / WORK-STUDY POLICY

Students are permitted to work outside of the university as well as perform work-study while enrolled in the program. However, students are not permitted to count their work-study hours as clinical hours and are not to perform clinical duties or responsibilities while engaged in work-study or employment. It is the responsibility of the student to seek and retain employment and/or work-study and to properly manage the demands of such an endeavor in concert with their clinical and academic responsibilities.

34. DRESS CODE FOR THE ATHLETIC TRAINING STUDENT

What to Wear:

1. Acceptable Attire:
 - Monday thru Friday – Sacred Heart University athletic training polo or staff shirt, **tucked in**; clean, functional pants or shorts (minimum 5” inseam); belt must be worn if pants/shorts have belt loops; hair pulled back (unisex); clean-shaven unless mustache and/or beard is established.
 - It is recommended when wearing a white shirt, you wear an undershirt.
 - Events
 - A. Basketball, volleyball - business casual
 - B. Ice hockey, outdoor events – Sacred Heart University athletic training staff shirt; khaki shorts/pants.
 - C. During inclement weather, dress warmly. However, when treating athletes in the athletic training room prior to going outside, a staff shirt and chinos must be worn.
 - Travel - If the coach requests that the team dress up, you dress accordingly unless you will be handling dirty or heavy equipment.

2. Unacceptable Attire: (You will be asked to go change, so please adhere to above!):
 - drawstring sweat suits or workout clothes
 - break-away pants
 - torn/stained jeans
 - dangling jewelry (should have no danger of catching or causing injury)
 - long/dirty fingernails (must be suitable for manual therapy)
 - tank tops
 - Open toe/open heel shoes of any style or greater than 1” heels
 - unshaven facial scruff (beard/mustache not in progress)
 - tongue piercing (may interfere with CPR)
 - hats are unacceptable when working in the athletic training room. Hats may be worn outside as long as they are SHU, Adidas, plain.

3. Visible piercings other than ears (eg, eye brow, nose) are discouraged because the look detracts from a professional appearance.

4. Students are not to wear SHU AT clothing during clinical experiences which are not affiliated and/or approved.

35. BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN

The Compliance Plan for athletic trainers and athletic training students was originally developed in 2004 and reviewed and revised in May 2014.

Mission Statement

The Sacred Heart University Athletic Training Department and Athletic Training Education Program are committed to providing a safe and healthful work environment for our entire athletic training staff and athletic training students. In pursuit of this endeavor, the following exposure control plan (ECP) is provided to eliminate or minimize occupational exposure to bloodborne pathogens in accordance with OSHA standard 29 CFR 1910.1020, "Occupational Exposure to Bloodborne Pathogens." (Appendix A)

Bloodborne Pathogens Overview

The OSHA Bloodborne Pathogens Standard became effective in 1992 to protect any employee who has a reasonable anticipated risk of an occupational blood or body fluid exposure based on his or her job. This law provides for the protection of employees dealing with blood and body fluids in order to protect and prevent the transmission of bloodborne diseases. These standards are extended to student athletic trainers working in the clinical setting in order to ensure the safety of both student athletic trainers and student athletes. Employees and students covered by this standard include those who:

- Have direct student athlete contact
- Work with blood and bodily fluid specimens
- Handle contaminated equipment

All employees and athletic training students covered by this standard are required to follow the institution's Exposure Control Plan, which include procedures for:

- What to do if you are exposed to bloodborne pathogens
- Keeping your workplace from being contaminated
- Medical waste handling and disposal
- The use and disposal of protective clothing and personal protective equipment
- Receiving the Hepatitis B vaccine

HEPATITIS

Hepatitis is an inflammation of the liver usually from a viral infection, but may also be caused by parasites, bacteria, chemicals, alcohol, or toxic agents. Endemic throughout much of the developing world, viral hepatitis now ranks as a major public health program in industrialization nations. The three most common types of viral hepatitis- A, B, and C- affect thousands of people in the U.S. each year and millions worldwide. Signs and symptoms of Hepatitis include enlargement of the liver, lymph nodes and often the spleen; headache, continuous fatigue, nausea, anorexia, abdominal pains, and sometimes-mild fever. Specific testing must be done to determine the specific cause of Hepatitis (viral Hepatitis A, B, C, or toxin, etc.).

Hepatitis A is spread by contact with fecal matter or blood, most often through ingestion of contaminated food (fecal-oral route). Jaundice is a common symptom.

Hepatitis B ranks as the ninth leading killer in the world. The Hepatitis B virus is found in blood, semen, vaginal secretions, and saliva for weeks before and after symptoms develop. It is usually transmitted sexually, perinatally, by injection or infected blood or blood derivatives, or by use of contaminated needles, lancets or other instruments. The virus may take up to 6 months to incubate, and people may also become asymptomatic carriers. Hepatitis B may heal slowly and is a leading cause of chronic liver disease and cirrhosis. About 240,000 new cases of Hepatitis B occur among Americans annually and 5-10% of those people will become a chronic carrier.

The greatest bloodborne risk to the health care worker is infection by the Hepatitis B virus. Occupational needlesticks and other sharp injuries and exposure to blood and other potentially infectious material (OPIM) are the leading sources of transmission to the healthcare provider. HBV is more persistent than HIV and is able to survive for at least a week in dried blood or other potentially infectious material, on environmental surfaces or contaminated instruments.

The **Hepatitis B vaccine** is the best protection against Hepatitis B. Prior to widespread use of the Hepatitis B vaccine, as many as 17,000 health care workers were infected annually with Hepatitis B. That number decreased to 400 by 1995. The vaccine is given in a series of three injections over a 6-month period and all three injections must be received.

Students who do not wish to be vaccinated must sign a declination form. (Appendix A)

Hepatitis C infects about 36,000 Americans annually. About 85% of those infected become carriers and 70% develop chronic hepatitis leading to cirrhosis, liver failure, and liver cancer. The main mode of transmission is through blood transfusion and it is the principle cause of post-transfusion hepatitis. Of those exposed to Hepatitis C, 85-90% become chronically infected. Currently no post-exposure prophylaxis exists for Hepatitis C, although treatment exists for severe disease.

In all cases, blood testing is required for a definitive diagnosis.

A. HIV and AIDS

HIV or the Human Immunodeficiency Virus (the causative agent of AIDS) can be transmitted parenternally (needle sharing, needle stick, blood exposure) sexually and perinatally.

Most people who are infected with HIV will experience a flu-like illness 2-6 weeks post infection with symptoms of fever, lymphadenopathy, fatigue, and aches. The development of antibodies usually occurs shortly afterwards (2 weeks to up to 6 months after infection).

If HIV is undetected and untreated, most persons will develop symptoms of AIDS (weight loss, diarrhea, fevers, infections, cancers) in about 7-10 years.

While there is no cure for HIV or AIDS, there is very effective treatment which when taken as directed, can slow down the disease process and improve immune function.

EXPOSURE DETERMINATION

This manual is intended to assist Certified Athletic Trainers as well as athletic training students in the proper procedure in the management of exposure to blood borne pathogens and other potentially infectious diseases.

IMPLEMENTATION SCHEDULE AND METHODOLOGY

OSHA standards require that a plan includes a schedule and method of implementation for various requirements. The following complies with this requirement:

Compliance Methods

Universal precautions will be observed at Sacred Heart University and all affiliated sites in order to prevent contact with blood or other potentially infectious materials. All blood or other potentially infectious material will be considered infectious regardless of the perceived status of the source individual.

Tasks and activities that involve exposure to blood and OPIM.

Universal Precaution (Body Substance Isolation)

Universal precautions (Body Substance Isolation) is an aggressive, standardized approach to infection control. According to the concept of Universal Precautions (Body Substance Isolation), you should treat all human blood and certain body fluids as if they are known to contain HIV, HBV, and other potentially infectious materials.

Universal Precautions (Body Substance Isolation) apply to the following potentially infectious material (referred to as “blood and other potentially infectious materials ” in the document):

Blood	Semen
Vaginal secretions	Cerebrospinal fluid
Synovial fluid	Pleural fluid
Any body fluid visible with blood	
Saliva from dental procedures (because saliva from dental procedures often contains invisible blood products due to dental procedure)	

Blood Universal Precautions (Body Substance Isolation) do not apply to the following body fluids unless they contain visible blood:

Feces	Nasal secretions	Sputum/saliva
Sweat		Tears
Urine		Vomit

Possible routes for athletic training transmission are:

Direct Contact: Percutaneous- parenteral inoculation of blood or OPIM by accidental sharps sticks. Contaminated “sharps” are defined as any contaminated object that can penetrate the skin, including, but not limited to, needles, razor blades, scalpels, lancets, scissors, or tweezers.

Non-Intact skin- inoculation of blood or other potentially infectious materials in the absence of overt puncture of the skin through contamination of mucous membranes or pre-existing cuts, scratches, abrasions, burns, rashes, weeping or exudative skin lesions, hangnails, paper cuts, etc.

Indirect Contact: HBV can be transmitted indirectly from such common environmental surfaces as telephones, athletic training room counters, treatment tables, whirlpool surfaces, athletic training room instruments, and athletic training room modalities. To date, no environmental mediated transmission of HIV has been documented.

Job classification by task and procedure where potential exposure can occur:

Blister Management

- Percutaneous exposure from callous shaving techniques and accidental skin puncture.
- Exposure of non-intact skin to blood and exudate during callous shaving technique.
- Non-intact skin exposure when applying dressing to blister.
- Indirect contact from contaminated environmental surfaces.

Wound Management

- Non-intact skin exposure to blood or other potentially infectious materials when applying gauze or other dressing with direct pressure to control bleeding.
- Non-intact skin exposure to blood or other potentially infectious materials when applying and changing dressings.
- Indirect contact from contaminated environmental surfaces.

Laundry

- Non-intact skin exposure to blood or other potentially infectious materials from contaminated towels, athletic equipment and clothing.

CPR

- Non-intact skin and mucous membrane exposure when providing artificial respiration or obstructed airway techniques.
- Indirect contact from contaminated environmental surfaces.

Personal Protective Equipment

All personal protective equipment used at this facility will be provided without cost to the Certified Athletic Trainer or athletic training student. Personal protective equipment will be chosen based on the anticipated exposure to blood or other potentially infectious materials. The protective equipment will be considered appropriate only if it does not permit blood or other potentially infectious materials to pass through or reach the student athletic trainers' clothing, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of the time which the protective equipment will be used.

The following protected clothing will be provided to athletic training students when necessary:

Gloves (latex and non-latex), face shield, protective eyewear:(w/solid side shields) surgical gown, utility gloves, CPR microshields, antiseptic bacterial wipes.

All personal protective equipment will be cleaned, laundered, and disposed of by the employer at no cost to Certified Athletic Trainers and athletic training students. All repairs and replacements will be made by the employer at no cost to employees.

All garments which are penetrated by blood shall be removed immediately or as soon as feasible. All personal protective equipment will be removed prior to leaving the wound management area.

Gloves shall be worn where it is reasonably anticipated that an Athletic Trainer or athletic training student will have hand contact with blood, other potentially infectious materials, non-intact skin, and mucous membranes. Hypo-allergenic gloves, glove liners, powderless gloves, or other similar alternatives will be accessible for those employees who are allergic to the gloves normally provided.

Disposable gloves used at this facility are not to be washed or decontaminated for re-use and are to be replaced as soon as practical 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.

How To: Glove Removal Procedure

Remove gloves by turning them inside out, beginning by folding the cuff down at the wrist and peeling them off. When removing the second glove, DO NOT touch the soiled surfaces with your bare hand. Fold the cuff down to expose the inside of the glove at the wrist and peel the glove off. Perform this task over a biohazard container while placing your foot on the pedal to lift the lid.

Utility gloves may be decontaminated for re-use provided that the integrity of the glove is not compromised. Utility gloves will be discarded if they are cracked, peeling, torn, punctured, or exhibit other signs of deterioration or when their ability to function as a barrier is compromised.

Masks in combination with eye protection devices, such as goggles or glasses with solid side shield, or chin length face shields, are required to be worn whenever splashes, spray, splatter, or droplets of blood or other potentially infectious materials may be generated and eye, nose, or mouth contamination can reasonably be anticipated.

Gowns may be worn depending upon the task and degree of exposure anticipated. Surgical caps or hoods and/or shoe covers or boots shall be worn in instances when gross contamination can reasonably be anticipated.

HANDWASHING

Remember: Hand washing and proper hand care are the most effective procedures in preventing the spread of infections! It is essential to wash hands with soap and warm water as soon as possible following contact with blood or other potentially infectious materials.

You should always wash hands and skin surfaces before and after gloves are used and after removal of any personal Protective equipment.

How To: Hand Washing Procedure

Wash hands with mild liquid soap and lukewarm water. Place your hands under the water with your fingers pointed down. Vigorously rub your hands together concentrating on all surfaces especially between fingers, thumb space, and around fingernails. Dry hands gently with a paper towel. Cover the cuts on hands with appropriate bandages. The handwashing facility is in the wet area/ hydrotherapy room (M16B) of the athletic training room.

If handwashing facilities are not available (e.g. on-field) use of either an appropriate antiseptic hand cleanser with clean cloth or paper towels, or antiseptic towelettes is to be used. You must still wash your hands with soap and warm water as soon as possible after contact with blood or other potentially infectious materials.

Housekeeping

This facility will be cleaned and decontaminated according to the following schedule:

AREA	SCHEDULE
Wound Management Area	Beginning and end of each day; between each use.
Hydrotherapy Room	Beginning and end of each day; between heavy use period.
Taping Area	Beginning and end of each day; between heavy use period.
Treatment/Rehabilitation Area	Beginning and end of each day; between heavy use period.

Decontamination will be accomplished by utilizing the following material:

- a. 10:1 bleach solution
- b. disinfectant spray
- c. Other accepted EPA materials

All contaminated work surfaces will be decontaminated after completion of procedures and immediately or as soon as feasible after any spill of blood or other potentially infectious materials, as well as the end of the work shift if the surface may have been contaminated since the last cleaning.

All bins, pails, cans and similar receptacles shall be inspected and decontaminated on a regularly scheduled basis. Stericycle, a Connecticut based company, is responsible for transporting all biohazardous waste off Sacred Heart University's campus.

Regulated Waste Disposal and Schedule

All regulated waste disposal is contracted through **Stericycle**. Scheduled waste pick-up occurs quarterly and is preceded by a phone call alerting AT staff to date of pick-up. Contact phone number: 866-783-7422.

All contaminated sharps shall be discarded as soon as feasible in sharps containers which are located in the facility. Sharps containers are located in:

- a. wound management area
- b. doctor's office (M16D)
- c. men's ice hockey facility
- d. women's ice hockey facility
- e. AT lab (1-P-09 at Cambridge Campus)

Regulated waste other than sharps shall be placed in appropriate containers that are able to be closed, leak proof, labeled with a biohazard label, or color-coded and closed prior to removal. If outside contamination of the regulated waste container occurs, it shall be placed in a second container that is also able to be closed, leak proof, labeled with a biohazard label, or color-coded, and closed prior to removal.

Laundry Procedures

Laundry contaminated with blood or other potentially infectious materials will be handled as little as possible. Such laundry will be placed in appropriately marked bags or containers at the location where it was used. These bags or containers will be labeled with a biohazard label or color-coded. Such laundry will not be sorted or rinsed in the area of use.

All Athletic Trainers and athletic training students who handle contaminated laundry will utilize personal protective equipment to prevent contact with blood or other potentially infectious materials.

Laundry at this facility will be cleaned in the Sacred Heart University equipment room. Fully saturated towels will be disposed of in biohazard waste bags and containers.

Work Area Restrictions

In work areas where there is a reasonable likelihood of exposure to blood or other potentially infectious materials, Athletic Trainers and athletic training students are not to eat, drink, apply cosmetics or lip balm, smoke or handle contact lenses. Hand cream is not considered a cosmetic and is permitted under the standard. However, some petroleum based hand creams can adversely effect glove integrity. Please refrain from hand to nose, hand to eye and hand to mouth (nail biting) contact in the wound management area. Food and beverages are not to be kept in refrigerators, freezers, shelves, cabinets, or on counter tops or bench tops where blood or other potentially infectious materials are present.

All procedures will be conducted in a manner, which will minimize splashing, spraying, splattering, and generation of droplets of blood or other potentially infectious materials. The wound management area is designated to the right of the main door to the SHU athletic training room.

Hepatitis B Immunization.

All Athletic Trainers and athletic training students earning clinical experience hours are required to fill out the Hepatitis B Inoculation Verification/Declination Form as documentation of a completed series of HBV immunizations. Staff Certified Athletic Trainers are eligible for vaccination at no cost to them. The athletic training student must pay for vaccinations, which can be obtained at cost from Student Health Services at SHU. The cost is

approximately \$50.00 per immunization and three are required. There is also a serum titer required after completion of the immunization. Please check with your current health insurance provider to see if coverage of HBV immunization is provided. Documentation forms may be obtained from the Head Athletic Trainer or On-Campus Clinical Coordinator and must be returned him/her. All forms will be kept in the Certified Athletic Trainers' employment file or the student athletic trainers' clinical file.

If Athletic Trainers or athletic training students do not wish to receive the immunization they must complete the Hepatitis B Inoculation Verification/Declination Form, sign the declination section and return it to the Academic Clinical Coordinator. All forms will be kept in the student's clinical file. (Appendix B)

Hepatitis B Vaccines

Recombivax HB vaccine provided by Merck Sharp and Dohme, or Engerix-B by Smith-Kline, Inc., are the vaccines used to prevent infection with the Hepatitis B Virus. The vaccine is given in three doses over a 6-month period: the first is given at an agreed-on date, the second is given 1 month later, and the third dose is given 5 months after the second dose. The vaccine is administered by needle into a large muscle such as the deltoid in the upper arm.

Contraindications

You should not receive the vaccine if you are sensitive to yeast or any component of the vaccine. Consultation with a physician is required for persons with heart disease, fever, or other illness.

If you are pregnant or breastfeeding an infant, you should consult your physician before receiving the vaccine.

Post Exposure Evaluation and Follow-Up

If an athletic trainer or athletic training student is involved in an incident where exposure to bloodborne pathogens may have occurred, there are two things upon which we will immediately focus our efforts:

1. investigating the circumstances surrounding the exposure incident
2. reporting the incident to the Exposure Control Officer located within the Public Safety office
3. making sure that the athletic training student receives medical consultation and treatment (if required) as expeditiously as possible.

The Head Athletic Trainer investigates every exposure incident that occurs in the Athletic Training Department. This investigation is initiated within 24 hours after the incident and involves gathering the following information:

- a. when the incident occurred (date and time)
 - b. where the incident occurred (location within a campus building)
 - c. what potentially infectious materials were involved in the incident (blood, saliva, etc)
 - d. source of the material
 - e. under what circumstances the incident occurred (work being performed)
-

- f. how the incident was caused (accident, unusual circumstances, i.e. equipment malfunction, power outage, etc)
- g. personal protective equipment being used at the time of the incident
- h. actions taken as a result of the incident (staff person decontamination, cleanup, notifications made)

After this information is gathered, it is evaluated, a written summary of the incident and its causes is prepared, and recommendations are made for avoiding similar incidents in the future.

In order to ensure that all persons receive the best and most timely treatment if an exposure to bloodborne pathogens should occur, Facilities Management of Sacred Heart University Athletic Training Department overseen by the Exposure Control Officer and University Human Resources, will administrate each exposure case.

We recognize that much of the information involved in this process must remain confidential, and will do everything possible to protect the privacy of the people involved.

As the first step in this process, we provide an exposed Certified Athletic Trainer or athletic training student with the following confidential information:

- a. documentation regarding the routes of exposure and circumstances under which the exposure incident occurred.
- b. identification of the source individual (unless this is impossible or prohibited by law)

Next, if possible, we test the source individual's blood to determine HBV and HIV infectivity in accordance with the Public Health Code. This information will also be made available to the exposed Certified Athletic Trainer or athletic training student, if it is obtained. At that time the exposed Certified Athletic Trainer or athletic training student will be made aware of any applicable laws and regulations concerning disclosure of the identity and infectious status of a source individual.

Finally, a blood sample is collected from the exposed Certified Athletic Trainer or athletic training student and tested for HBV and HIV status as indicated and in accordance the Public Health Code. This collection will be done in the *Immediate Care Center of St. Vincent Medical Center, Bridgeport, CT.*

Once these procedures have been completed an appointment is arranged for the staff person to meet with a health care counselor from the *Immediate Care Center* to discuss the employee's medical condition. This will include an evaluation of any reported illness, as well as and recommended treatment. *SHU's Health & Wellness Center* is also made available for counseling related to exposure.

Information provided to the health-care provider:

To assist the healthcare professional we will forward a number of documents, including the following:

- A. a copy of the Bloodborne Pathogen Standard
- B. a description of the exposure incident
- C. other pertinent information
- D. HBV vaccination status

Health care provider's written report

After the consultation, the health-care counselor will provide SHU and the University Human Resources with a written opinion evaluating the exposed staff member's condition. A copy of this report will given to the Head Athletic Trainer (staff) or the Academic Clinical Coordinator (student) and placed in the students' file.

In keeping with the emphasis on confidentiality in this process, the written opinion will contain only the following information:

- A. whether Hepatitis B vaccination is indicated
- B. whether the Certified Athletic Trainer or athletic training student has received the Hepatitis B vaccination
- C. confirmation that the Athletic Trainer or athletic training
- D. student has been informed of the results of the evaluation
- E. confirmation that the Athletic Trainer or athletic training student has been told about any medical conditions resulting from the exposure incident which require further evaluation or treatment

All other findings or diagnoses will remain confidential and will not be included in the written report. We will not disclose or report information to anyone without our Athletic Trainer or athletic training student's written consent (except as required by law).

This majority of this plan has been modified from the sample plan provided by the Connecticut Department of Labor, Division of Occupational Safety and Health (Conn-OSHA).

Additional information was obtained from the SHU Nursing Programs – OSHA student manual and other OSHA manuals.

Appendix A:

Sacred Heart University
Athletic Training
Hepatitis B Vaccine Form

STUDENT NAME: _____ STUDENT ID#: _____

Address: _____

Phone: _____ Email: _____

Documentation of Vaccination

_____ I initiated the vaccination series and attached is the documentation.

_____ I received the vaccination and attached is the documentation.

_____ I decline – Read and sign the Hepatitis B Vaccine Declaration below:

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 have been given the opportunity to be vaccinated with the Hepatitis B Vaccine, however, I decline the Hepatitis Vaccine at this time. I understand that by declining this vaccine, I continue to be at risk for acquiring Hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials, and I want to be vaccinated with the Hepatitis B Vaccine, I can receive the vaccination at that time.

Signature: _____

Date: _____

**Sacred Heart University
Athletic Training
OSHA Training Program
Participation Form**

Name: _____

SHU ID #: _____

Facility : _____

I acknowledge that I have participated in the training program for Bloodborne Pathogens: Compliance Plan for Student Athletic Trainers conducted at Sacred Heart University for student athletic trainers. I have received a copy Bloodborne Pathogens: Compliance Plan for Student Athletic Trainers and have read and understand the contents. I understand that I have the opportunity to ask questions of the individuals conducting the training program at any time. I have received the "Hepatitis B Vaccine Form" and understand I will not be permitted to engage in tasks that may involve exposure to blood or other potentially infectious materials (OPIM) until I have verified HBV inoculation (or received at least two (2) inoculations of the three (3) inoculation series) or declined inoculation by my signature.

My signature below, with witness, implies my consent and understanding of all material above.

Participant's Signature: _____ Date: _____

Witness Signature: _____ Date: _____

Appendix B: 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, supervisees, 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.

Appendix C: Declaration of Understanding Form

September 1, 2015

Sacred Heart University
Athletic Training Program

To: Athletic Training Students

The following academic and clinical policies and procedures reflect the requirements of the Athletic Training program and your respective academic major. It is assumed that all persons enrolled in the Athletic Training program have read and accept these policies and procedures specific to the program and your major. These policies are in addition to those established by Sacred Heart University.

You will be held responsible for knowing and understanding the contents of this document. If there are issues or items that are not clear to you, it is your responsibility to seek clarification from the Athletic Training Program Director.

Review this manual and keep it throughout your tenure in the Program. Please sign this face sheet to acknowledge receipt of this document, and return it to the Program Director immediately.

Any updated information or additions will be given to you as necessary

Theresa Miyashita, Ph.D., ATC
Director, Athletic Training Program

Signed: _____

Date: _____

Print Name: _____

Witness: _____

Date: _____

Print Name: _____

Appendix D: PHOTOGRAPHIC CONSENT AND RELEASE FORM

I hereby authorize SACRED HEART UNIVERSITY, INCORPORATED, Fairfield, Connecticut

and those acting pursuant to its authority to:

- (a) Record my likeness and voice on a video, audio, photographic, digital, electronic or any other medium.
- (b) Use my name in connection with these recordings.
- (c) Use, reproduce, exhibit or distribute in any medium (e.g. print publications, video tapes, CD-ROM, Internet/WWW) these recordings for any purpose that the University, and those acting pursuant to its authority, deem appropriate, including promotional or advertising efforts.

I release the University and those acting pursuant to its authority from liability for any violation of any personal or proprietary right I may have in connection with such use. I understand that all such recordings, in whatever medium, shall remain the property of the University. I have read and fully understand the terms of this release.

Name: _____

Address: _____
Street

_____ City State

Zip

Phone: _____

Signature: _____ Date: _____

Parent /Guardian Signature (if under 18):

_____ Date: _____