

Athletic Training Program



Athletic Training Student Handbook

Updated January, 2018

Dear Athletic Training Student,

Welcome to the University of Georgia CAATE Accredited Athletic Training Program. As the athletic training profession is growing at a rapid rate, it is our goal to provide you with an educational experience that will develop quality individuals to meet the future needs of our field.

To ensure optimum performance and professionalism within our program, specific guidelines and expectations are assembled in this handbook. This handbook will provide answers to basic questions you may have regarding the policies and procedures to be followed while you are an undergraduate student, so please familiarize yourself with this manual.

Congratulations once again on being admitted into the curriculum. Athletic training students are an essential part of the Department of Kinesiology and the Sports Medicine team; therefore, we hope you take pride in your work and represent the University of Georgia with the highest esteem.

Sincerely,

Athletic Training Faculty & Staff
University of Georgia

Table of Contents

SECTION I: PROGRAM PRINCIPLES 1

- 1.1: Athletic Training Program Principles 1
 - 1.1.a: Vision Statement 1
 - 1.1.b: Mission Statement
 - 1.1.c Accreditation of our Program..... 1
 - 1.1.d: Educational Goals
 - 1.1.e: Educational Objectives 1
- 1.2: UGA Sports Medicine Program Principles..... 2
 - 1.2.a: Vision Statement 2
 - 1.2.b: Mission Statement..... 2
 - 1.2.c: Purpose:..... 3

SECTION II: SPORTS MEDICINE TEAM 4

- 2.1: Chain of command..... 4
 - 2.1.a: Team Physicians 4
 - 2.1.b: Faculty, Staff Athletic Trainers, and Personnel 5
 - 2.1.c: Doctoral Students and Graduate Assistant Athletic Trainers..... 6
 - 2.1.d: Off Campus Preceptors and Supervisors 7
 - 2.1.e: Athletic Training Student..... 7
 - 2.1.f: Preceptors 7

SECTION III: ACADEMIC INFORMATION 8

- 3.1: Class Requirements – Sample Schedule 8
- 3.2: Clinical Experience Dates and Class Scheduling Considerations 8
- 3.3: Retention Policy..... 9
- 3.4: Probation..... 9
- 3.5: Appeals Process 9
- 3.6: Background Check, Program Fees and Associated Costs 10
- 3.7: Scholarships and Awards..... 10
 - 3.7.a: National and Regional Scholarships and Awards 10
 - 3.7.b: UGA Scholarships and Awards 10

SECTION IV: CLINICAL INFORMATION..... 12

- 4.1: Clinical Rotations 12
- 4.2: Clinical Hours 12
- 4.3: Required Training 12
- 4.4: General Guidelines and Expectations 12
- 4.5: Athletic Training Room Rules 13
 - 4.5.a: Rules apply to all athletic training room sites 13
 - 4.5.b: Athletic Training Room Daily Duties 14
- 4.6: Dress Code 15
- 4.7: Conduct 15
- 4.8: Confidentiality 15
- 4.9: Relationships..... 16
- 4.10: Disciplinary Actions 16
- 4.11: Working/Jobs Outside if the Athletic Training Program 16

SECTION V: APPENDICES 17

- 5.1: UGA Athletic Training Student Information 17

5.2: UGA Official Policies and Procedures for the Athletic Training Student.....	17
5.3: Off-Campus Clinical Site Emergency Action Plan & Other Guidelines.....	18
5.4: UGA Documentation.....	18
5.5: UGA Clinical Proficiencies and Evaluations.....	18
5.6: NATA Membership Categories, Position Statements, and Code of Ethics.....	19
5.7: General Medicine Experiences.....	19
5.8: Course Syllabi.....	19

SECTION I: PROGRAM PRINCIPLES

1.1: Athletic Training Program Principles

1.1.a: Vision Statement

The University of Georgia Athletic Training Program seeks to be nationally recognized by providing a quality educational and clinical experience to prepare undergraduate students as preeminent professionals in the field of athletic training and allied health care.

1.1.b: Mission Statement

The mission of the University of Georgia athletic training program is to educate a work force of allied health care providers to serve the public, promote health, and enhance safety. Our students will develop skills to be life long learners, critical thinkers, and advocates for patients and the profession.

1.1.c: Accreditation of our Program

The University of Georgia athletic training program received initial accreditation from the Commission on Accreditation of Allied Health Education Programs in 2001 and reaccreditation in 2005. Currently the program is accredited by the Commission on Accreditation of Athletic Training Education (CAATE), which ensures that all athletic training programs meet minimum standards of education in both clinical and curriculum environments.

1.1.d: Educational Goals

1. Demonstrate entry-level competence and contemporary skill in the comprehensive examination, diagnosis, management and rehabilitation of patients with injuries and illnesses.
2. Demonstrate entry-level competence and critical thinking skills in applying the standards of evidence-based practice and patient-centered care to athletic training. Adhere to and promote best practices in the profession.
3. Value and adhere to ethical and professional conduct by articulating and abiding by professional standards of practice, code of ethics, and state and federal laws regarding patient care.
4. Understand how athletic training skills are practiced in a variety of settings with diverse patient populations as a member of a health care team, demonstrating ability to function as a professional in those settings.
5. Demonstrate and utilize effective and professional oral and written communication and documentation when communicating with patients, families, supervisors, other health care providers and involved stakeholders in the sports medicine team.

1.1.e: Educational Objectives

1. Over a 3 year period, the program will achieve a 90% first-time pass rate on the Board of Certification Exam. Performance in each domain will be greater than the national average.
2. Students will demonstrate proficiency on each competency (knowledge/skill/ability) tested each semester. Students will achieve a “pass” on each competency and a passing

- grade in the associated clinical practicum course.
3. Student ratings of the educational and clinical experiences will be 4.0/5.0 on average. Employer ratings of graduates will be 3.0/5.0.
 4. Student ratings of preceptors will be 4.0/5.0 or will continuously improve.
 5. Over a 3 year period, 90% of students will be placed into the workforce, graduate/professional school, or be taking pre-requisites for further study following graduation.

1.2: UGA Sports Medicine Program Principles

1.2.a: Vision Statement

The University of Georgia Sports Medicine Program shall provide injury prevention, care, rehabilitation services and athlete education of recognized excellence to each and every student-athlete. The University of Georgia Sports Medicine Program is committed to becoming the leader in sports medicine services in the country.

1.2.b: Mission Statement

The University of Georgia Sports Medicine Program delivers traditional athletic training and sports medicine services to the student-athletes at the University of Georgia. The services to be delivered can be broken down into the following fundamental domains:

1. **Prevention of Athletic Injuries:** We will conduct detailed physical examinations on each student-athlete to determine their physical readiness to participate. Pre-disposing factors to injury will be addressed through preventive maintenance programs and prophylactic taping, bracing, padding and orthotic construction. We will strive to integrate education for the healthy and injured athlete so that our student-athletes can be empowered to lead healthier, injury-free lifestyles.
2. **Recognition, Evaluation, and Immediate Care of Athletic Injuries:** Athletic injuries and illnesses will be recognized and evaluated by the appropriate medical specialty so that an appropriate course of treatment may be initiated promptly.
3. **Rehabilitation and Reconditioning of Athletic Injuries:** Athletic rehabilitation will be performed under the direction of the physician, with ongoing evaluation of the student-athlete's progress through various stages of rehabilitation. In cooperation with attending physicians, rehabilitation protocols based on time and achievement of established criteria will be developed to ensure continuity and appropriate quality of care. In addition to the rehabilitation of the body system involved, attention will be addressed to the total body, emphasizing well-limb strengthening and cardio-vascular endurance.
4. **Health Care Administration:** Documentation of injury status, rehabilitation, medication dispersal, and communication with the appropriate health care provider will be maintained. Operational policies and procedures will be developed in order to establish the delivery of appropriate standards of care.
5. **Professional Development and Responsibility:** Sports medicine providers will remain up-to-date with current standards of practice, including current evaluation, treatment, and

rehabilitation skills and knowledge, along with the development of interpersonal and communication skills. We are committed to using whatever technology is available and affordable in the delivery of these services. We will remain committed to the continuous upgrading of the education, clinical skill development, and equipment used in the delivery of sports medicine services so that our student-athletes will be assured the most modern care available in the country.

1.2.c: Purpose:

The purpose of the program is four-fold:

1. Allow easy access to sports medicine services to student-athletes.
2. To encourage a philosophy of sport that places a high value on health and wellness.
3. To enable injured student-athletes to return to their sports as soon as is medically safe.
4. To be able to substantially reduce the risk of athletic injury for those student-athletes in our service.

The underlying philosophy for the sports medicine program is the needs of the student-athlete shall always be the first consideration for all members of the sports medicine staff. Furthermore, we expect the athletic trainers who will be providing these services to maintain the highest standards of quality consistent with the National Athletic Trainers Association Code of Professional Practice and the credentialing statutes of the State of Georgia.

We are committed to ongoing evaluation of our sports medicine program so that our student-athletes can be assured of the highest quality in sports medicine care. Furthermore, we are committed to addressing problems and concerns in a timely manner so the needs of our student-athletes and employees can continue to be met.

Finally, the University of Georgia Sports Medicine program aspires to be a program of recognized excellence. It is our intention to support the program with human and financial resources necessary to accomplish the stated goals of the program. It is our desire to establish the University of Georgia as the most outstanding provider for the delivery of sports medicine services in the nation.

SECTION II: SPORTS MEDICINE TEAM

"The athletic trainer is the one individual who deals with the patient throughout the period of rehabilitation, from the time of the initial injury until the athlete's complete, unrestricted return activity" (Prentice, *Principles of Athletic Training*, 15th ed.).

2.1: Chain of command

To establish effective communication, a chain of command must be defined:

2.1.a: Team Physicians

Athletic training students are not in the position to refer athletes to the team physician, unless it is an emergency. The team physician will make the final decision concerning the participation of an injured athlete.

Dr. Fred Reifsteck, MD

Head Team Physician

General Practitioner, University Health Center

Dr. Chad Palmer, MD

Team Physician, Medical Director Athletic Training Program

General Practitioner, University Health Center

Dr. Robert Hancock, MD

Orthopedic Surgeon, Athens Orthopedic Clinic

Dr. Alonzo Sexton, MD

Orthopedic Surgeon, Athens Orthopedic Clinic

Dr. Steve Johnson, DO

Orthopedic Surgeon, Athens Orthopedic Clinic

Dr. Brad Register, MD

Orthopedic Surgeon, Athens Orthopedic Clinic

Kelly Ward, PA-C, ATC

Physician's Assistant, Athens Orthopedic Clinic

Dr. Glenn Alex, DDS

Team Dentist

Dr. Richard Finger, DDS

Team Dentist

Dr. Pat Brooks, MD

Internal Medicine

Dr. Robert Cannon, MD

General Surgery

Dr. Brent Crymes, MD

Ophthalmologist

Dr. Kimberly Walpert, MD

Neurosurgeon

Dr. David Sailors, MD

Vascular Surgeon

Dr. Stan Satterfield, DMD

Oral/Maxilla Facial Surgeon

Dr. Joe Scalise - counseling

Dr. Phillip Sheffield, MD
Ear, Nose, and Throat
Dr. Stuart Thomas, OD
Optometrist
Dr. Shenara Sexton, MD
Dermatologist

2.1.b: Faculty, Staff Athletic Trainers, and Personnel

Provide direct athletic training coverage for assigned sports; supervise sports covered by graduate assistants and students; classroom and clinical education of athletic training students, program administration.

Bud Cooper., ATC Program Director
Ramsey Center
Bud Cooper, EdD, ATC
Clinical Coordinator
Ramsey Center
Rob Lynall, PhD, ATC
Athletic Training
Faculty Ramsey
Center
Julianne Schmidt, PhD, ATC
Athletic Training Faculty
Ramsey Center
Ron Courson, ATC, PT, NREMT-I, CSCS
Senior Associate Athletic Director - Sports Medicine
Football, Butts-Mehre
Anna Randa MS, ATC
Associate Director
Cheerleading, Coliseum
Sean Boland, MS, ATC
Athletic Trainer
Men's Baseball, Coliseum
Doug Cantaoi, MS, ATC
Associate Athletic Trainer
Gymnastics, Coliseum and Ramsey Center
Matthew Griffin, MS, ATC
Associate Athletic Trainer
Men's Basketball, Coliseum
Maria White, MS, ATC
Associate Athletic Trainer
Women's Basketball, Coliseum
Kelly Cich, MS, ATC
Assistant Athletic Trainer
Woman's Soccer, Coliseum
David Jack, MS, ATC
Athletic Trainer
Football, Butts-Mehre

Yolanda Lawrence, MS, ATC
Assistant Athletic Trainer
Track and Field, Coliseum

Drew, MS, ATC
Assistant Athletic Trainer
Football, Butts-Mehre

Jon Hill MS, ATC
Assistant Athletic Trainer
Football, Butts-Mehre

Paige Gearheart, MS, ATC
Assistant Athletic Trainer
Swimming & Diving, Ramsey Center

Jubilee Price, MS, ATC
Assistant Athletic Trainer
Women's Volleyball, Ramsey Ctr.

Connor Tidmus, MS, ATC
Assistant Athletic Trainer
Softball, Coliseum

Elizabeth Smart, MS, ATC
Assistant Athletic Trainer
Football, Butts-Mehre

Mike Dew, PT, ATC
Rehabilitation Coordinator, Coliseum

Lovie Tabron, ATC
Associate Athletic Trainer
Sports Medicine Coordinator

Lori Dunsmore, LMT
Massage Therapy, Coliseum

Jeanne Vaughn
Insurance Coordinator, Coliseum

Sarah Black
Administrative Assistant, Butts-Mehre

Jana Heitmeyer MS, RD
Director of Sports Nutrition

Maria Breen MS, RD
Sports Nutritionist

Sidney Smith, MS, RD
Director of Football Performance Nutrition

2.1.c: Doctoral Students, Graduate Assistant Athletic Trainers, and Research Associates

Provide sport coverage for an assigned team; clinical supervision of students in the undergraduate curriculum, perform research within the programs.

Landon Lempke, MS, ATC
Education, Ramsey Center

Christine Samson, MS, ATC
Education, Ramsey Center

Nicole Hoffman, MS, ATC
Education, Ramsey Center
Rachel Johnson, MS ATC
Education, Ramsey Center
Emily Miller, MS, ATC
Research, Ramsey Center
Deanna Doheny, ATC
Women's Tennis, Coliseum
Stacey Kisil, ATC
Cross Country, Coliseum
Katelyn Davitt, ATC
Equestrian, Equestrian Facility
Leah Chandley, ATC
Swimming & Diving,
Ramsey Center

2.1.d: Off Campus Preceptors and Supervisors

Serve as preceptors for students assigned to off campus clinical sites.

Deana Cantaoi, MS, ATC,
Oconee County High School
William Jackson, ATC
North Oconee High School
Lance McNamara MS, ATC
Winder Barrow High School
Matthew Murray PTA, ATC
Oconee Physical Therapy and Sports Rehabilitation
Oconee Middle School
Eric Nichols PT,
SPARC Center
Bud Cooper EdD, ATC
Madison County High School
Emily Nash, ATC
Winder Barrow High School
Sandy Campbell, MS, ATC
Emmanuel College

2.1.e: Athletic Training Student

All athletic training students are expected to perform to the best of their abilities both in the classroom and the clinical settings. The individual must be able to integrate current theories and knowledge into clinical practice.

2.1.f: Preceptors

Preceptors will receive planned and ongoing education from the program designed to promote a constructive learning environment for students. Graduate assistant preceptors will receive preceptor training on an annual basis. All other preceptors will receive training every 3 years at a minimum.

SECTION III: ACADEMIC INFORMATION

3.1: Class Requirements – Sample Schedule

Summer

KINS 3115E, Structural Kinesiology (3)

1st Semester

KINS 3100, Recognition and Evaluation of Athletic Injuries I (3)

KINS 3240, General Medical Conditions in Athletic Training (3)

KINS 4630, Exercise Physiology I (4)

KINS 3910, Clinical 1 (3)

2nd Semester

KINS 3200, Recognition and Evaluation of Athletic Injuries II (3)

KINS 4100, Therapeutics I in Athletic Training (3)

KINS 4130, Athletic Training Emergency Care (3)

KINS 4200, Biomechanics (4)

KINS 3920, Clinical 2 (3)

3rd Semester

KINS 4110, Therapeutics II in Athletic Training (4)

KINS 4120, Administration of Sports Medicine (3)

KINS 4640, Scientific Principles of Conditioning & Fitness (4)

KINS 4910, Clinical 3 (3)

FDNS 2100, Nutrition (3)

4th Semester

KINS 3750, Motor Skills Behavior (3)

KINS 4300, Exercise Epidemiology (3)

KINS 4920, Clinical 4 (3)

3.2: Clinical Experience Dates and Class Scheduling Considerations

1. Most clinical time in the athletic training room will be during the hours of 2-6 p.m., but some practices may be held at different times.
2. Check with the supervising athletic trainer for your sport about the team's practice time.
3. Plan for about a 4-5 hour block for practices
 - a. ~1 hour pre-practice
 - b. ~2 hours for practice (dependent upon sport)
 - c. ~1 hour for post practice
4. You may also be required to attend morning practices, treatment and rehabilitation sessions of your athletes.
 - a. Try to schedule your classes around your team's practice times
 - b. If there is a conflict, clear it with your preceptor and Athletic Training faculty before you register
5. Priority scheduling will be with courses for the Athletic Training Major. Other non-Athletic Training courses will be scheduled as allowed, but please minimize conflicts with your clinical assignments.
6. Depending on the clinical site, students may be required to begin clinical experiences prior to the start of classes for the semester. Students will be notified

of those dates by the preceptor as soon as they are available. Student clinical experiences will end on the last day of classes for the semester.

3.3: Retention Policy

1. Students will be evaluated each semester in academic and clinical progress
2. Must maintain 2.75 cumulative GPA
3. No single semester lower than 2.00 GPA
4. No grade lower than a "C" in any athletic training class or class required for the Athletic Training Major. In the plus/minus grading system, a "C-" would constitute below a "C."
5. Must pass all clinical competencies
6. Must present professional and ethical conduct
7. Probation or dismissal if failure to meet these standards

3.4: Probation

1. Students will be placed on probation and notified of their status via letter for any of the above infractions.
2. Penalty will depend upon the severity of the infraction and may range from reduction in clinical hours, no team travel, or temporary suspension from clinical activity.
 - a. Probation decision will be made by the Program Director, Clinical Coordinator, and your Preceptor
3. Students will be required to re-take any athletic training or major course in which they receive lower than a C at the next scheduled offering. See Retention guidelines above.
4. Failure to receive a C or above during the re-take will result in dismissal from the program.
5. More than 2 semesters on probation or more than 2 probationary incidents will result in dismissal from the program.
6. Re-takes for courses must occur in the semester the course is traditionally offered. Prior approval from the program director is required otherwise.

3.5: Appeals Process

1. Students may appeal any decision made by the athletic training faculty and staff:
2. Submit a letter to the Program Director within 10 working days after notification of punishment that contains:
 - a. Reasons student is appealing
 - b. Why the decision should be reversed
3. A conference will be held with:
 - a. Student
 - b. Head, Department of Kinesiology
 - c. Athletic Training Program Director
 - d. Preceptor
4. Students may file a complaint and appeal with the office of Student Affairs using their website <http://studentaffairs.uga.edu/student-complaints/>

3.6: Background Check, Program Fees and Associated Costs

Students will be admitted provisionally until a criminal background check is completed and approved by clinical sites. The student must assume the cost for an annual background check. Students admitted to the major must undergo CPR/AED and First Aid Training as specified by the major. The student must assume the cost of the certification. Other costs associated with the program include the following: a physical at the University Health Center, transportation to and from clinical sites, summer school costs for KINS3115E Structural Kinesiology, and possibly a Tuberculosis Skin Test (PPD Skin Test).

3.7: Scholarships and Awards

3.7.a: National and Regional Scholarships and Awards

The National Athletic Trainers Association

Several scholarships available

Must have a 3.0 GPA

Must be a student member of the NATA

Information and application can be found at: <http://www.natafoundation.org/>

The Southeastern Athletic Trainers' Association

Must be a junior or senior in class standing

Must have an overall curriculum "B" average

Must be a member of the SEATA

Information and application can be found at:

<http://www.seata.org/Scholarshipdetails.htm>

The Georgia Athletic Trainers' Association

Three scholarships available

Information and application can be found at:

<http://www.gsu.edu/~wwwgat/awardsdata.html>

3.7.b: UGA Scholarships and Awards

Scholarships with monetary awards will be voted on by faculty and staff athletic trainers and presented to recipients annually. Awards will be presented at the annual spring banquet. Voting will be completed in the month prior to the banquet.

The Dr. Butch Mulherin Service Award

Presented to the athletic training student who best exemplifies the spirit of service, dedication and hard work to athletic training.

The James Bothwell Traylor, M.D., Graduate Award

Presented to an athletic training student who has demonstrated character, integrity, and determination in their undergraduate studies and is pursuing graduate studies.

The Dr. Ron Elliott Undergraduate Athletic Training Award for Academic Excellence

Presented to the athletic training student who has the highest GPA.

The Best Newcomer Award

Presented to the most outstanding first year athletic training student as voted on by their peers.

The Warren Morris Bulldog Award For Excellence in Athletic Training

Presented to the most outstanding athletic training student as voted on by their peers.

The Dr. Marion A. Hubert/Dr. John "Bud" Robinson Scholarship Award

Presented to an athletic training student based on clinical and academic excellence, leadership and potential for a career in athletic training.

The Dr. Marion Hubert Outstanding Athletic Training Student Award

Presented to an undergraduate student to recognize academic and clinical excellence.

The Mark Christensen "Spirit of St. Mary's" Award

Presented to a student who delivers services in a personalized and compassionate manner, seeking to improve the lives of those they serve.

SECTION IV: CLINICAL INFORMATION

4.1: Clinical Rotations

The program director will make clinical assignments based on the needs and educational experience of the individual student. Each student will be exposed to lower extremity, upper extremity, equipment intensive, and general medical experiences of both genders.

4.2: Clinical Hours

Clinical education is an important aspect of learning for athletic training students to practice, refine and perfect skills learned in the academic environment. The athletic training student should perform an average of approximately 20 hours per week of athletic training clinical activities, with a minimum of 10 hours per week and a maximum of 25 hours per week. The monthly total number of clinical hours should not exceed 100 hours. Students should receive 1 day off every 7 days. Athletic training students cannot receive payment for hours spent completing their clinical practicum.

4.3: Required Training

Students are required to attend multiple orientation sessions the Spring and Summer semesters prior to beginning the major. All students must complete emergency action plan training with their preceptor during the 1st day of their clinical assignment. Students must also read and sign the technical standards (see appendices) and complete blood borne pathogen, HIPAA, and FERPA training within the 1st week of clinical practicum course (KINS 3910L & 4910L) after previously receiving the training in KINS 2470L. All students must be familiar with and follow the blood borne pathogens exposure plans at their individual clinical sites.

4.4: General Guidelines and Expectations

1. The athletic training student is expected to report on time to all clinical activities as determined by you and your Preceptor.
2. The athletic training student should wear appropriate attire when representing the athletic training program (*See Dress Code*). Professional appearance is expected at all times. UGA or neutral colors only are to be worn when attending a UGA sporting event.
3. The athletic training student who has a part time job or extra curricular activities should coordinate their schedule with their Preceptor. Jobs and extra curricular activities should not interfere with clinical assignments.
4. The athletic training student will not discuss any injury or other information that is deemed confidential, with anyone not associated with the athletic training staff. It is a professional and ethical duty to uphold the confidentiality of those who seek athletic training services.
5. The athletic training student will be held accountable and responsible for their actions whether on or off duty. As a representative of the athletic training program and the University of Georgia, it is imperative that a positive and professional attitude be maintained at all times. UGA or neutral colors only are to be worn when attending a UGA sporting event. Out of respect for UGA teams and athletes, we ask that you not actively cheer for opponents.

6. The athletic training student should accept personal praise and criticism with a professional attitude. Discuss any disagreements with a staff member immediately.
7. The athletic training student is responsible for recognizing their personal and professional limitations. It is up to each individual to strive to improve and gain the necessary knowledge to become a better athletic trainer.
8. The athletic training student must maintain up-to-date CPR and First Aid certifications. We will provide CPR for the HealthCare Provider and First Aid certification prior to the start of the academic year.
9. The athletic training student is expected to act only as First Responder when not within visual or auditory contact of the Preceptor (*See First Responder Section of Appendices*). Responsibilities in this role include first aid, cardio-pulmonary resuscitation, stabilization, emergency care, and summoning of assistance.
10. The athletic training student may receive tickets for themselves and/or guests as part of their clinical rotations. Per Athletics Association guidelines, students are not allowed to give tickets to individuals, family members, or friends who may cheer for or support opposing teams. Failure to do so will result in loss of ticket privileges and possible sanctions from the program and Athletic Association.
11. The athletic training student may receive clothing, gear, or other items as part of their clinical rotations. Per Athletic Association guidelines, this gear may not be sold or otherwise returned or exchanged for cash or other items. Failure to follow these guidelines will result in loss of clothing privileges and possible sanctions from the program and Athletic Association.
12. The athletic training student is expected to comply with HIPAA, FERPA, and the Athletic Training Program's Social Media Guidelines (*See Appendix*).
13. All students will undergo annual background checks following College of Education guidelines. Each individual student will bear this cost annually. Clinical sites may and preceptors may deny students based on the results of the background check.
14. Students may elect to pursue clinical experiences outside the practicum courses of the Athletic Training Program. If students elect to pursue such experiences they do so as a private individual, not as an athletic training student in the major. As such, they are limited to the skills which they can apply within the scope of their current certification, ie. CPR/AED and First Aid.

4.5: Athletic Training Room Rules

4.5.a: Rules apply to all athletic training room sites

1. The athletic training room is a medical facility and should be treated as such.
2. The athletic training room must be clean and neat at all times.
3. NO eating or drinking allowed in the treatment and rehabilitation areas.
4. NO tobacco products allowed in the athletic training room.
5. NO shoes on treatment tables.
6. Athletes are encouraged to shower after practice, before receiving treatment.
7. Do not leave the athletic training room open if it is not supervised.
8. Allow no one in the athletic training room without supervision.

9. Nothing will be taken from the athletic training room without permission, including towels.
10. Do not allow anyone to help themselves to supplies or medications. You are not to provide medical supplies for your roommates, friends, or anyone else.
11. Do not allow any horseplay, visiting, loitering, swearing, or shouting. The athletic training room is not a lounge; persons in the athletic training room should have a valid reason for being there.
12. Do not use the phone for personal business without permission. Phone messages should be taken accurately with your signature, date, and time of call.
13. Students are not allowed to use the computers in the athletic training room without permission.

4.5.b: Athletic Training Room Daily Duties

Opening:

1. Fill whirlpools
 - a. Cold: 50-60 degrees F
 - b. Warm: 100-110 degrees F
2. Check Laundry
 - a. Fold towels and roll up the wraps
 - b. Put dirty towels in washing machine
3. Cleaning
 - a. Hydrocollator
 - i. Make sure it has enough water
 - ii. Drain and clean weekly
 - b. Freezer
 - i. Make ice cups
 - ii. Defrost if necessary
 - c. Electrical Stimulation Units
 - i. Check stickiness of pads
 - ii. Straighten and clean modality carts
 - iii. Refill ultrasound bottles
 - d. Wipe down all tables, rehab equipment, counters, sinks, etc. including physician exam room.
 - e. Cooler room
 - i. Make sure all coolers are clean
 - ii. Store them properly
 - f. Restock all taping and medical supplies
 - g. Report any items running low in store room
 - h. File any paperwork in physician exam room
 - i. Help administer and record all treatments in the athletic training room

Closing:

1. Wipe down all tables
2. Drain and clean all whirlpools
3. General straightening (rehab equipment, supplies, etc.)
4. Turn off modality units

4.6: Dress Code

All athletic training students are expected to maintain a professional appearance while in the athletic training room and working with their assigned team.

1. Shirts that are issued by the Athletic Training Program or that are representative of UGA sports are to be worn – *No shirts with inappropriate logos such as other universities, alcohol, tobacco, etc.*
2. Shirts are to be tucked in
3. Shorts must be at an acceptable length, at the discretion of your Preceptor
4. Shoes that are functional for athletic training duties are to be worn – *No sandals, flip flops, or other open-toed shoes*
5. Hats may be worn if they are representative of UGA
6. Male haircuts and facial hair must be neatly maintained
7. Female haircuts must be neatly maintained and kept in such a way as to not interfere with duties.
8. Excessive jewelry should not be worn.
9. Body piercings or tattoos should be removed or covered.
10. All other dress code and appearance guidelines for your particular sport team should be followed during competition or travel

4.7: Conduct

1. Athletic training students must base their conduct on respect, responsibility, and maturity.
2. Athletic training students must be professional in their work habits
3. Relationships with athletes and others involved in intercollegiate athletics must be kept appropriate:
4. **Team Physicians and Consultants:** The physicians realize that you are here for an education and they are willing to help you learn. If you have questions regarding the treatments prescribed by the physician, choose the proper time, place and manner in which to ask your Preceptor or the physician. Please do not question or criticize the physicians in front of the athletes. Never alter, modify or adapt the instructions of a doctor.
5. **Coaches:** Your purpose is to ensure the health and safety of each athlete. The coach's purpose is to produce a successful program. Do not confuse the two. As you would not want a coach to tell you how to treat an injury, never tell a coach how to run his/her team. Coaches may not be used to working with a certified athletic trainer or an athletic training student. If a coach questions your procedures, refer them to your Preceptor. Let the staff handle problems with coaches.
6. *See NATA Membership Guidelines, Code of Ethics, and Position Statements on www.nata.org*

4.8: Confidentiality

1. Do not discuss any injuries with other athletes, other students, family, friends, and media:
 - a. **News Media:** Under **NO** circumstances are you to discuss an athlete's condition with any representative of the news media. Such information is highly confidential and is protected by the Federal Right to Privacy Act. An athlete must sign a HIPAA form before a staff athletic trainer or coach can give out such

information. Refer any such questions to the staff athletic trainers, the head coach, or the sports information director.

2. Be very careful about discussion of injuries with players; you never know who might overhear.
3. *See Confidentiality Guidelines form in Appendix*

4.9: Relationships

1. Treat all athletes with integrity, respect, and courtesy even though they may not act in a reciprocal manner
2. You must draw a line between providing competent and friendly care, and fraternization.
3. Treat all athletes without bias regardless of sex, sport, or team status.
4. Do not let an athlete dictate what is to be done. Base your actions on knowledge or by asking your Preceptor.
5. Do not bend the rules or cover up for an athlete.
6. Do not discuss one athlete's injury with another athlete.
7. Consensual relationships with student athletes, coaches, program staff or graduate assistants, and physicians are **PROHIBITED**. A violation of this rule will critically affect your standing in the program.
8. Consensual relationships with fellow athletic training students is permitted, but it is expected that you remain professional while in the athletic training room.

4.10: Disciplinary Actions

Athletic training students are expected to act in a mature and professional manner at all times. As an athletic training student you are representing not only yourself, but also the athletic training program, your team, and the university. Failure to fulfill your responsibilities or abide by the rules of the athletic training program and the athletic department will result in disciplinary actions taken by the faculty and/or staff. Disciplinary actions apply to all clinical rules and responsibilities. Examples of unacceptable behavior include improper dress, unexcused tardiness or absence, improper conduct regarding athletes, etc. The athletic training staff reserves the right to individualize the discipline of each student as deemed necessary.

4.11: Working/Jobs Outside if the Athletic Training Program

Many students have to work in order to pay tuition and living expenses. While the program cannot dictate your employment, we would prefer that you obtain jobs that would not place you in a compromising situation with UGA student-athletes. Examples of this could be working in a bar and serving alcohol. If you are unsure of an employment possibility, please contact a member of the program.

SECTION V: APPENDICES

5.1: UGA Athletic Training Student Information

- Technical Standards for Observation and Admission
- Athletic Training Student Responsibilities
- Confidentiality Agreement
- Communicable Disease Guidelines
- Authorization for Release of Records
- Student Applied Learning Experience Agreement
- Blood Borne Pathogen Exposure Plan and Hepatitis B Declination
- Social Media Guidelines
- Likeness Release
- Sample Course Schedule

5.2: UGA Official Policies and Procedures for the Athletic Training Student

**Note, these Plans are updated on a regular basis. Check with your preceptor for the most up to date plan.

- Emergency Action Plan Overview
- Emergency Action Plans for UGA and clinical sites
 - Baseball EAP: Foley Field
 - BASKETBALL GAME EAP – Coliseum Training Facility
 - BASKETBALL PRACTICE EAP– Stegeman Coliseum
 - STRENGTH & CONDITIONING EAP: Coliseum Training Facility
 - CROSS-COUNTRY EAP – UGA Equestrian Course
 - EQUESTRIAN EAP
 - FOOTBALL EAP: Sanford Stadium Game Day
 - FOOTBALL PRACTICE EAP: Butts-Mehre Hall: Woodruff Practice Fields
 - FOOTBALL PRACTICE EAP: Sanford Stadium
 - GOLF EAP: Boyd Golf Course
 - GYMNASTIC MEETS EAP: Coliseum
 - GYMNASTICS PRACTICE EAP: Coliseum Training Facility
 - SOCCER EAP: Soccer Complex
 - SOFTBALL EAP: Softball Stadium
 - SWIMMING & DIVING EAP: Ramsey Center
 - TENNIS EAP: McWhorter Practice Courts
 - TENNIS EAP: Dan Magill Tennis Complex Venue
 - TRACK & FIELD EAP: Spec Towns Track & Field Stadium
 - VOLLEYBALL EAP: Ramsey Center/Coliseum
- Automated External Defibrillator Policies and Procedure
- Emergency Airway/Oxygen Policy and Procedures
- Asthma Medication Metered Dose Inhaler (MDI) and Nebulizer Policies and Procedures
- Epi-Pen Policy and Procedure
 - Epi-Pen Instruction Sheet

Exertional Heat Illness Protocol
IV Fluid Replacement Policies and Procedures
Lightning Safety Policy
Tornado Safety Policy
Orthopedic Injury Protocol
Spine Injury Management Protocol
Crisis Management Guidelines
Trauma Bag Inventory
OTC Medication Protocols
Drug Testing Policy
National Athletic Trainers' Association Information

5.3: Off-Campus Clinical Site Emergency Action Plan & Other Guidelines

**Note, these Plans are updated on a regular basis. Check with your preceptor for the most up to date plan.

Apalachee High School Emergency Action Plan and Other Documents
Athens Academy Emergency Action Plan and Other Documents
Athens Orthopedic Clinic Emergency Action Plan
Morris Center, The Emergency Action Plan and Other Documents
Madison County High School Football Stadium Emergency Action Plan
Madison County High School Infection Control
North Oconee High School Athletic Emergency Action Plan
 North Oconee High School Emergency Maps
North Oconee Blood Borne Pathogen Policy and Procedures
Oconee County High School Emergency Action Plan
Oconee Blood Borne Pathogen Policy and Procedures
Oconee County Middle School and Other Documents
Oconee Physical Therapy Emergency Policy and Procedure
Prince Avenue Christian School Emergency Action Plan
Winder Barrow High School Emergency Action Plan

5.4: UGA Documentation

Guidelines
Daily Treatment Log
Injury / Illness Evaluation
Progress Notes
Medical Referral
Progress Report
Massage Therapy Referral
Dental / Oral Surgery - Orthodontics Referral
KT-1000 Knee Arthrometer Testing Form
Peak Flow Meter Form

5.5: UGA Clinical Proficiencies and Evaluations

Clinical Proficiencies
Student Assessment of Clinical Staff

Student Evaluations for Practicum Series

5.6: NATA Membership Categories, Position Statements, and Code of Ethics

Current membership categories, position statements, and code of ethics can be found at www.nata.org

5.7: General Medicine Experiences

5.8: Course Syllabi

5.1: UGA Athletic Training Student Information

UNIVERSITY OF GEORGIA
ATHLETIC TRAINING PROGRAM
TECHNICAL STANDARDS FOR OBSERVATION AND
ADMISSION

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

Qualification for observation in, admission to, and graduation from, the University of Georgia, Department of Kinesiology, Athletic Training Program requires satisfaction of the following technical standards:

1. Sufficient intellectual capacity to fulfill the curricular requirements of the various basic science, athletic training, and clinical education courses.
2. Ability to effect multimodal communication with patients, colleagues, instructors and other members of the health care community. Ability to project a neat, well-groomed physical appearance.
3. The physical ability to learn and implement the various technical skills required by the faculty to facilitate preparation for the provision of health care.
4. Sufficient emotional stability to withstand the stress, uncertainties and changing circumstances that characterizes the dependent practice of athletic training.
5. Sufficient postural and neuromuscular control, sensory function, and coordination to perform appropriate physical examinations using accepted techniques; and accurately, safely and efficiently use equipment and materials during the assessment, treatment, and rehabilitation of patients.

The University of Georgia Disability Services will evaluate a student who states he/she could meet the program's technical standards with accommodation and confirm that the stated condition qualifies as a disability under applicable laws.

If a student states he/she can meet the technical standards with accommodation, then the University will determine whether it agrees that the student can meet the technical standards with reasonable accommodation; this includes reviewing whether the accommodations requested are reasonable, taking into account whether accommodation would jeopardize clinician/patient safety, or the educational process of the student or the institution, including all coursework, clinical experiences and directed field experiences deemed essential to graduation or enrollment in the observation experience.

I certify that I have read and understand the technical standards for selection listed above, and I believe to the best of my knowledge that I meet each of these standards without accommodation. I understand that if I am unable to meet these standards I will not be admitted into the program.

Signature of Applicant

Date

Printed name of applicant

Alternative statement for students requesting accommodations.

I certify that I have read and understand the technical standards of selection listed above and I believe to the best of my knowledge that I can meet each of these standards with certain accommodations. I will contact the University of Georgia Disability Services Department to determine what accommodations may be available. I understand that if I am unable to meet these standards with or without accommodations, I will not be admitted into the program or the observation experience.

Signature of Applicant

Date

Printed name of applicant

Technical standards have been developed by the Kinesiology Department for use in evaluation of prospective students. These standards are admissions guidelines and are subject to continuing revision and improvement.

**ATHLETIC TRAINING PROGRAM
ATHLETIC TRAINING STUDENT RESPONSIBILITIES**

Supervised Clinical Experience

An athletic training student in the athletic training program will participate in supervised clinical experiences when a program preceptor, or another approved health care professional such as a doctor associated with the program, is physically present and can intervene on behalf of the patient. This means that the preceptor has both auditory and visual contact with the student. When in a supervised clinical experience, the student can perform any and all skills that are *previously mastered*.

Unsupervised Clinical Experience

An unsupervised clinical experience is one in which a preceptor is NOT physically present to intervene on behalf of the patient. Athletic training students are not allowed to be unsupervised at any time.

I, _____, have read and understand the responsibilities associated with the clinical I will be engaged in, and I agree to limit my actions to those that are appropriate.

_____ (student signature/ date)

_____ (program director signature/ date)

University of Georgia Athletic Training Program - Confidentiality Policy

In The Health Insurance Portability & Accountability Act of 1996 (August 21), Public Law 104-191, which amends the Internal Revenue Service Code of 1986. Also known as the Kennedy-Kassebaum Act.

Title II includes a section, Administrative Simplification, requiring:

1. Improved efficiency in healthcare delivery by standardizing electronic data interchange, and
2. Protection of confidentiality and security of health data through setting and enforcing standards.

Privacy is about who has the right to access personally identifiable health information. The rule covers all individually identifiable health information in the hands of covered entities, regardless of whether the information is or has been in electronic form.

The Privacy standards:

- limit the non-consensual use and release of private health information;
- give patients new rights to access their medical records and to know who else has accessed them;
- restrict most disclosure of health information to the minimum needed for the intended purpose;
- establish new criminal and civil sanctions for improper use or disclosure;
- establish new requirements for access to records by researchers and others.

The new regulation reflects the five basic principles outlined at that time:

- **Consumer Control:** The regulation provides consumers with critical new rights to control the release of their medical information
- **Boundaries:** With few exceptions, an individual's health care information should be used for health purposes only, including treatment and payment.
- **Accountability:** Under HIPAA, for the first time, there will be specific federal penalties if a patient's right to privacy is violated.
- **Public Responsibility:** The new standards reflect the need to balance privacy protections with the public responsibility to support such national priorities as protecting public health, conducting medical research, improving the quality of care, and fighting health care fraud and abuse.
- **Security:** It is the responsibility of organizations that are entrusted with health information to protect it against deliberate or inadvertent misuse or disclosure.

The University of Georgia Athletic Association and Athletic Training Program have adopted the necessary standards to be in compliance with HIPAA standards. This agreement is in part to satisfy these standards.

I, _____ will not divulge any information regarding any events or documentation that I witness while serving as an athletic training observer in KINS 2470 or as an athletic training student in a Clinical Practicum Course series (KINS3910-4920). This includes my observation in UGA athletic facilities, competition/ practice venues, University Health Center Facilities, classrooms, and other off-campus clinical sites. The only person to whom I may divulge information will be the UGA athletic training staff and administrators. Failure to comply with this agreement and HIPPA standards will result in disciplinary actions, which may include expulsion from the class, the athletic training program, and possible legal action. If a violation is detected an investigation will occur to validate the claim. If found guilty, there will be no appeal process for the sanctions.

I have read and understand the UGA Athletic Training Policy regarding confidentiality and will comply with the rules and regulation of this agreement. I understand the penalties that may be imposed from violating this policy and I am willing to abide by this agreement.

Student Signature

Date

Instructor

Date

Program Director of Athletic Training

Date

UGA ATHLETIC TRAINING PROGRAM COMMUNICABLE DISEASE POLICY

The purpose of the University of Georgia Department of Kinesiology Athletic Training Program Communicable Disease Policy is to protect the health and safety of all parties. The purpose of this policy is to ensure the welfare of the students enrolled within this department and major as well as those patients you may come in contact with during your clinical experiences. It is designed to provide Athletic Training Students, preceptors, and athletic training faculty with a plan to assist in the management of students with infectious diseases as defined by the Centers for Disease Control and Prevention (CDC). This policy was developed using the recommendations established by the CDC for health care workers (www.cdc.gov).

What are Communicable Diseases?

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

Communicable Diseases Cited by the CDC:

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

Guidelines for Prevention of Exposure and Infection

1. Students must successfully complete annual Bloodborne pathogens training prior to initiating formal clinical experiences.
2. Students are required to use proper hand washing techniques and practice good hygiene at all times.
3. Students are required to use Universal Precautions at all times. This applies to all clinical sites.
4. Patient care should not be performed when the athletic training student has active signs or symptoms of a communicable disease.

Guidelines for Managing Potential Infection

1. Any student who has been exposed to a potential infection before, during, or after a clinical experience should report that exposure to his/her preceptor **immediately** and to Dr. Bud Cooper ATC, Clinical Education Coordinator.
2. Any student, who demonstrates signs or symptoms of infection or disease that may place him/her and/or his/her patients at risk, should report that potential infection or disease **immediately** to his/her preceptor.
3. The student is responsible for keeping the Clinical Education Coordinator informed of his/her conditions that require extended care and/or missed class/clinical time. The student may be required to provide written documentation from a physician to return to class and/or clinical site.
4. If a student feels ill enough to miss ANY class or clinical experience that student should notify the appropriate instructor or supervising preceptor **immediately**. Any absence must be supported with written documentation from a physician.

By signing below, you indicate you understand and will abide by the Athletic Training Program's Communicable Disease Policy.

Any breach of the Communicable Disease Policy will result in disciplinary action outlined in the Student Handbook which will be determined by the Program Director of Athletic Training and the Clinical Education Coordinator.

Athletic Training Student Name (Print)

Athletic Training Student Signature

Date

EXHIBIT A

AUTHORIZATION FOR RELEASE OF RECORDS AND INFORMATION

TO: The Board of Regents of the University System of Georgia or any of its member Institutions (hereinafter referred to as the "Institution"), and any Facility where I participate in or request to participate in an applied learning experience (hereinafter referred to as the "Facility").

RE: _____
(Print Name of Student)

As a condition of my participation in an applied learning experience and with respect thereto, I grant my permission and authorize The Board of Regents of the University System of Georgia or any of its member institutions to release my educational records and information in its possession, as deemed appropriate and necessary by the Institution, including but not limited to academic record and health information to any Facility where I participate in or request to participate in an applied learning experience, including but not limited to the Facility (hereinafter referred to as the "Facility"). I further authorize the release of any information relative to my health to the Facility for purposes of verifying the information provided by me and determining my ability to perform my assignments in the applied learning experience. I also grant my permission to and authorize the Facility to release the above information to the Institution. The purpose of this release and disclosure is to allow the Facility and the Institution to exchange information about my medical history and about my performance in an applied learning experience.

I further understand that I may revoke this authorization at any time by providing written notice to the above stated person(s)/entities, except to the extent of any actions(s) that has already been taken in accordance with this "Authorization for Release of Confidential Records and Information".

I further agree that this authorization will be valid throughout my participation in the applied learning experience. I further request that you do not disclose any information to any other person or entity without prior written authority from me to do so, unless disclosure is authorized or required by law. I understand that this authorization shall continue in force until revoked by me by providing written notice to the Institution and the Facility, except to the extent of any action(s) that has already been taken in accordance with this "Authorization for Release of Records and Information".

In order to protect my privacy rights and interests, other than those specifically released above, I may elect to not have a witness to my signature below. However, if there is no witness to my signature below, I hereby waive and forfeit any right I might have to contest this release on the basis that there is no witness to my signature below. Further, a copy or facsimile of this "Authorization for Release of Records and Information" may be accepted in lieu of the original.

I have read, or have had read to me, the above statements, and understand them as they apply to me. I hereby certify that I am eighteen (18) years of age or older, or my parent or guardian has signed below; that I am legally competent to execute this "Authorization for Release of records and Information"; and that I, or my parent and/or guardian, have read carefully and understand the above "Authorization for Release of Records and Information" may be accepted in lieu of the original.

This the _____ day of _____, 20 ____ .

Participant Signature

Name: _____
(Please print)

Witness Signature

Name: _____
(Please print)

Parent/Guardian Signature
(if applicable)

Name: _____
(Please print)

Parent/Guardian Signature
(if applicable)

Name: _____
(Please print)

EXHIBIT B

STUDENT APPLIED LEARNING EXPERIENCE AGREEMENT

In consideration for participating in an applied learning experience (hereinafter referred to as the "A.L.E.") at any Facility where I may participate in such an A.L.E. (hereinafter referred to as the "Facility"), I hereby agree to the following:

1. To following the administrative policies, standards and practices of the Facility when in the Facility.
2. To report to the Facility on time and to follow all established regulations of the Facility.
3. To keep in confidence all medical, health, financial and social information (including mental health) pertaining to particular clients or patients.
4. To not publish any material related to my A.L.E. that identifies or uses the name of the Institution, the Board of Regents of the University System of Georgia, the Facility or its members, clients, students, faculty or staff, directly or indirectly, unless I have received written permission from the Institution, the Board of Regents of the University System of G Georgia, and the Facility. However, the Facility hereby grants to the Institution the right to publish Institution administrative materials such as catalogs, course syllabi, A.L.E. reports, etc. that identify or uses the name of the Facility or its members, staff, directly or indirectly.
5. To comply with all federal, state and local laws regarding the use, possession, manufacture or distribution of alcohol and controlled substances.
6. To follow Centers for Disease Control and Prevention (C.D.C.) Universal Precautions for Blood borne Pathogens, C.D.C. Guidelines for Tuberculosis Infection Control, and Occupational Safety and Health Administration (O.S.H.A.) Respiratory Protection Standard.
7. To arrange for and be solely responsible for my living accommodations while at the Facility.
8. To provide the necessary and appropriate uniforms and supplies required where not provided by the Facility.
9. To wear a name tag that clearly identifies me as a student.

Further, I understand and agree, unless otherwise agreed to in writing, that I will not receive any monetary compensation from the Board of Regents of the University System of Georgia, the Institution or the Facility for any services I provide to the Facility or its clients, students, faculty or staff as a part of my A.L.E.

Unless otherwise agreed upon in writing, I also understand and agree that I shall not be deemed to be employed by or an agent or a servant of the Institution, the Regents or the Facility; that the Institution, Regents and Facility assumes no responsibilities as to me as may be imposed upon an employer under any law, regulation or ordinance; that I am not entitled to any benefits available to employees; and, therefore, I agree not to in any way to hold myself out as an employee of the Institution, the Regents or the Facility.

In understand and agree that I may be immediately withdrawn from the A.L.E. based upon a lack of competency on my part, my failure to comply with the rules and policies of the Institution or Facility, if I pose a direct threat to the health or safety of others or, for any other reason the Institution or the Facility reasonable believes that it is not in the best interest of the Institution, the Facility or the Facility's patients or clients for me to continue. Such party shall provide the other party and the student with immediate notice of the withdrawal and written reasons for the withdrawal.

I understand and agree to show proof of professional liability insurance in amounts satisfactory to the Facility and the Institution, and covering my activities at the Facility, and to provide evidence of such insurance upon request of the Facility.

I further understand that all medical or health care (emergency or otherwise) that I receive at the Facility will be my sole responsibility and expense.

I have read, or have had read to me, the above statements, and understand them as they apply to me. I hereby certify that I am eighteen (18) years of age or older, or my parent or guardian has signed below; that I am legally competent to execute this Applied Learning Agreement; and that I, or my parent and/or guardian, have read carefully and understand the above Applied Learning Experience Agreement; and that I have freely and voluntarily signed this "Applied Learning Experience Agreement".

This the _____ day of _____, 20__.

Participant Signature

Name: _____
(Please print)

Witness Signature

Name: _____
(Please print)

Parent/Guardian Signature
(if applicable)

Name: _____
(Please print)

Parent/Guardian Signature
(if applicable)

Name: _____
(Please print)

University of Georgia Athletic Training Program Bloodborne Pathogens Exposure Plan

The University of Georgia Athletic Training Program is committed to providing a safe and healthful work environment for our students. In pursuit of this goal, the following exposure control plan (ECP) is provided to eliminate or minimize occupational exposure to bloodborne pathogens in accordance with OSHA standard 29 CFR 1910.1030, "Occupational Exposure to Bloodborne Pathogens." The ECP is a key document to assist our organization in implementing and ensuring compliance with the standard, thereby protecting our students. This ECP includes:

- Determination of student exposure
- Implementation of various methods of exposure control, including:
 - Universal precautions
 - Engineering and work practice controls
 - Personal protective equipment
 - Housekeeping
- Hepatitis B vaccination
- Post-exposure evaluation and follow-up
- Communication of hazards to students and training
- Recordkeeping
- Procedures for evaluating circumstances surrounding exposure incidents

Implementation methods for these elements of the standard are discussed in the subsequent pages of this ECP.

PROGRAM ADMINISTRATION

- The Athletic Training Program is responsible for implementation of the ECP. The Athletic Training Program will maintain, review, and update the ECP annually, and whenever necessary to include new or modified tasks and procedures. Contact location/phone number: Dr. Cathleen Brown Crowell Ramsey 369 706-542-9257.
- Those students who are determined to have exposure to blood or other potentially infectious materials (OPIM) must comply with the procedures and work practices outlined in this ECP.
- The clinical practicum sites affiliated with the Athletic Training Program will provide and maintain all necessary personal protective equipment (PPE), engineering controls (e.g., sharps containers), labels, and red bags as required by the standard. The Athletic Training Program will ensure that adequate supplies of the aforementioned equipment are available. Contact location/phone number: Cathleen Brown Crowell Ramsey 369 706-542-9257.
- The Athletic Training Program, in cooperation with the Red Clinic of the University Health Center, will be responsible for ensuring that all medical actions required by the standard are performed and that appropriate student health and OSHA records are maintained. Contact location/phone number: Cathleen Brown Crowell Ramsey 369 706-542-9257.
- The Athletic Training Program will be responsible for training, documentation of training, and making the written ECP available to students, OSHA, and NIOSH representatives. Contact location/phone number: Cathleen Brown Crowell Ramsey 369 706-542-9257.

STUDENT EXPOSURE DETERMINATION

The following is a list of classifications in which some students in our program have exposure. Included is a list of tasks and procedures, or groups of closely related tasks and procedures, in which occupational exposure may occur for these individuals:

<u>Title</u>	<u>Department/Location</u>	<u>Task/Procedure</u>
Athletic Training Student	Clinical Site/Athletic Training Facility	Wound Care

METHODS OF IMPLEMENTATION AND CONTROL

Universal Precautions

All students will utilize universal precautions.

Exposure Control Plan

Students covered by the bloodborne pathogens standard receive an explanation of this ECP during their initial orientations. It will also be reviewed in their annual refresher training. All students can review this plan at any time during their practicum by contacting the Athletic Training Program. If requested, we will provide a student with a copy of the ECP free of charge and within 15 days of the request.

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

Engineering Controls and Work Practices

Engineering controls and work practice controls will be used to prevent or minimize exposure to bloodborne pathogens. The specific engineering controls and work practice controls used are listed below:

- Use of personal protective equipment

Sharps disposal containers are inspected and maintained or replaced by the clinical sites affiliated with the Athletic Training Program every year or whenever necessary to prevent overfilling. These facilities identify the need for changes in engineering controls and work practices through student interviews and review of incident reports. They evaluate new procedures and new products regularly by evaluating products and getting information from suppliers.

Both students and faculty may be involved in this process in the following manner: by interview. The clinical site affiliated with the Athletic Training Program is responsible for ensuring that these recommendations are implemented.

Personal Protective Equipment (PPE)

PPE is provided to our students at no cost to them by each clinical site. Training in the use of the appropriate PPE for specific tasks or procedures is provided by the Athletic Training Program and the clinical site. The types of PPE available to students are as follows and may vary by site: gloves, eye protection, gowns.

PPE is located in each practicum site and may be obtained through the Athletic Training Program. Students and sites may request a copy and the Program will ensure their availability.

All students using PPE must observe the following precautions:

- Wash hands immediately or as soon as feasible after removing gloves or other PPE.
- Remove PPE after it becomes contaminated and before leaving the work area.
- Used PPE may be disposed of in the garbage or biohazard bag as appropriate.

- Wear appropriate gloves when it is reasonably anticipated that there may be hand contact with blood or OPIM, and when handling or touching contaminated items or surfaces; replace gloves if torn, punctured or contaminated, or if their ability to function as a barrier is compromised.
- Never wash or decontaminate disposable gloves for reuse.
- Wear appropriate face and eye protection when splashes, sprays, spatters, or droplets of blood or OPIM pose a hazard to the eye, nose, or mouth.
- Remove immediately or as soon as feasible any garment contaminated by blood or OPIM, in such a way as to avoid contact with the outer surface.

The procedure for handling used PPE is as follows:

Sites will have their own procedures. Materials will be discarded appropriately if single use, or decontaminated as required by the practicum site.

Housekeeping

Regulated waste is placed in containers which are closable, constructed to contain all contents and prevent leakage, appropriately labeled or color-coded (see the following section “Labels”), and closed prior to removal to prevent spillage or protrusion of contents during handling. The procedure for handling sharps disposal containers is: They will be collected by the University Health Center Red Clinic for appropriate disposal or a site will use another vendor.

The procedure for handling other regulated waste is determined by the clinical practicum site.

Contaminated sharps are discarded immediately or as soon as possible in containers that are closable, puncture-resistant, leak proof on sides and bottoms, and appropriately labeled or color coded. Sharps disposal containers are available at each athletic training room or clinical site.

Bins and pails (e.g. wash basins) are cleaned and decontaminated as soon as feasible after visible contamination. Broken glassware that may be contaminated is only picked up using mechanical means, such as a brush and dustpan.

Laundry

The following contaminated articles will be laundered by Housekeeping, a vendor, or the clinical practicum site: Towels, linens

Laundering will be performed Housekeeping, a vendor, or the clinical site daily or as otherwise scheduled in each facility.

The following laundering requirements must be met:

- handle contaminated laundry as little as possible, with minimal agitation
- place wet contaminated laundry in leak-proof, labeled or colorcoded containers before transport. Use (specify either red bags or bags marked with the biohazard symbol) for this purpose.
- wear the following PPE when handling and/or sorting contaminated laundry: gloves.

Labels

The following labeling methods are used in this facility:

<u>Equipment to be Labeled</u>	<u>Label Type (size, color)</u>
Contaminated materials	Red bag, biohazard label

The clinical site affiliated with the Athletic Training Program is responsible for ensuring that warning labels are affixed or red bags are used as required if regulated waste or contaminated equipment is

brought into the facility. Students are to notify the Athletic Training Program if they discover regulated waste containers, contaminated equipment, etc., without proper labels.

HEPATITIS B VACCINATION

The University Health Center may be contacted to provide information to students on hepatitis B vaccinations, addressing safety, benefits, efficacy, methods of administration, and availability.

The hepatitis B vaccination series is available to students at the University Health Center. Vaccination is encouraged unless: 1) documentation exists that the student has previously received the series; 2) antibody testing reveals that the student is immune; or 3) medical evaluation shows that vaccination is contraindicated.

However, if a student declines the vaccination, the student must sign a declination form. Students who decline may request and obtain the vaccination at a later date. Documentation of refusal of the vaccination is kept in Ramsey 369 in each student's file.

Vaccination can be provided by the University Health Center.

Following the medical evaluation, a copy of the health care professional's written opinion will be obtained and provided to the student within 15 days of the completion of the evaluation. It will be limited to whether the student requires the hepatitis vaccine and whether the vaccine was administered.

POST-EXPOSURE EVALUATION AND FOLLOW-UP

Should an exposure incident occur, contact the Athletic Training Program at the following number 706-542-9257.

A confidential medical evaluation and follow-up will be conducted by the University Health Center Red Clinic. Following initial first aid (cleaning the wound, flushing eyes or other mucous membrane), the following activities will be performed:

- Document the routes of exposure and how the exposure occurred.
- Identify and document the source individual (unless the student can establish that identification is infeasible or prohibited by state or local law).
- Obtain consent and make arrangements to have the source individual tested as soon as possible to determine HIV, HCV, and HBV infectivity; document that the source individual's test results were conveyed to the student's health care provider.
- If the source individual is already known to be HIV, HCV and/or HBV positive, new testing need not be performed.
- Assure that the exposed student is provided with the source individual's test results and with information about applicable disclosure laws and regulations concerning the identity and infectious status of the source individual (e.g., laws protecting confidentiality).
- After obtaining consent, collect exposed student's blood as soon as feasible after exposure incident, and test blood for HBV and HIV serological status.
- If the student does not give consent for HIV serological testing during collection of blood for baseline testing, preserve the baseline blood sample for at least 90 days; if the exposed student elects to have the baseline sample tested during this waiting period, perform testing as soon as feasible.

ADMINISTRATION OF POST-EXPOSURE EVALUATION AND FOLLOW-UP

The Athletic Training Program ensures that health care professional(s) responsible for student's hepatitis B vaccination and post-exposure evaluation and follow-up are given a copy of OSHA's bloodborne pathogens standard.

The Athletic Training Program ensures that the health care professional evaluating a student after an exposure incident receives the following:

- a description of the student's duties relevant to the exposure incident
- route(s) of exposure
- circumstances of exposure
- if possible, results of the source individual's blood test
- relevant student medical records, including vaccination status

The Athletic Training Program provides the student with a copy of the evaluating health care professional's written opinion within 15 days after completion of the evaluation.

PROCEDURES FOR EVALUATING THE CIRCUMSTANCES SURROUNDING AN EXPOSURE INCIDENT

The Athletic Training Program will review the circumstances of all exposure incidents to determine:

- engineering controls in use at the time
- work practices followed
- a description of the device being used (including type and brand)
- protective equipment or clothing that was used at the time of the exposure incident (gloves, eye shields, etc.)
- location of the incident (athletic training facility, practice/competition facility, etc.)
- procedure being performed when the incident occurred
- student's training

Athletic Training Program will record all percutaneous injuries from contaminated sharps in a Sharps Injury Log.

If revisions to this ECP are necessary the Athletic Training Program will ensure that appropriate changes are made. Changes may include an evaluation of safer devices, adding students to the exposure determination list, etc.

STUDENT TRAINING

All students who have potential exposure to bloodborne pathogens receive initial and annual training conducted by the Athletic Training Program.

All students who have potential exposure to bloodborne pathogens receive training on the epidemiology, symptoms, and transmission of bloodborne pathogen diseases. In addition, the training program covers, at a minimum, the following elements:

- a copy and explanation of the OSHA bloodborne pathogen standard
- an explanation of our ECP and how to obtain a copy
- an explanation of methods to recognize tasks and other activities that may involve exposure to blood and OPIM, including what constitutes an exposure incident
- an explanation of the use and limitations of engineering controls, work practices, and PPE
- an explanation of the types, uses, location, removal, handling, decontamination, and disposal of PPE
- an explanation of the basis for PPE selection

- information on the hepatitis B vaccine, including information on its efficacy, safety, method of administration, the benefits of being vaccinated, and that the vaccine will be offered free of charge
- information on the appropriate actions to take and persons to contact in an emergency involving blood or OPIM
- an explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available
- information on the post-exposure evaluation and follow-up that the employer is required to provide for the student following an exposure incident
- an explanation of the signs and labels and/or color coding required by the standard and used at this facility
- an opportunity for interactive questions and answers with the person conducting the training session.

Training materials for this program are available in Ramsey 369.

RECORDKEEPING

Training Records

Training records are completed for each student upon completion of training. These documents will be kept for at least two years at in Ramsey 369.

The training records include:

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

Student training records are provided upon request to the student or the student's authorized representative within 15 working days. Such requests should be addressed to the Athletic Training Program

Medical Records

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

The University Health Center Red Clinic is responsible for maintenance of the required medical records. These confidential records are kept in the University Health Center for duration of student enrollment.

Student medical records are provided upon request of the student or to anyone having written consent of the student within 15 working days. Such requests should be sent to the University Health Center.

OSHA Recordkeeping

An exposure incident is evaluated to determine if the case meets OSHA's Recordkeeping Requirements (29 CFR 1904). This determination and the recording activities are done by the Athletic Training Program in cooperation with the University Health Center Red Clinic.

Sharps Injury Log

In addition to the 1904 Recordkeeping Requirements, all percutaneous injuries from contaminated sharps are also recorded in a Sharps Injury Log. All incidences must include at least:

- date of the injury
- type and brand of the device involved (syringe, suture needle)
- department or work area where the incident occurred
- explanation of how the incident occurred.

This log is reviewed as part of the annual program evaluation and maintained for at least five years following the end of the calendar year covered. If a copy is requested by anyone, it must have any personal identifiers removed from the report.

HEPATITIS B VACCINE DECLINATION (MANDATORY)

I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine.

However, I decline hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of 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 hepatitis B vaccine, I can receive the vaccination series at no charge to me.

Signed: (Student Name)_____Date:_____

UGA ATHLETIC TRAINING SOCIAL MEDIA GUIDELINES

The athletic training major and area acknowledges the rights of students to freedom of speech, expression, and association, and recognizes this may include the use of social media. Participating in athletic training comes with additional responsibilities and expectations. We expect you to portray yourself, the program, the clinical sites, and the University in a positive light at all times. Your social media presence and posts must comply with federal and state laws and department, University, and other clinical site policies.

Definition of Social Media

“Social media” is defined as an internet-based or other communication tool designed to share information with people. Examples include Facebook, Twitter, YouTube, Flickr, and many others. Social media continues to evolve and these guidelines will change accordingly. This document was developed based on the University of Georgia Social Media Guidelines.

Personal Social Media Accounts

- Only official representatives may set up public social media accounts on behalf of athletic training, as designated by their organization.
- Do not portray yourself as an official representative or spokesperson of UGA or other entity related to athletic training or sports medicine on your personal accounts.
- Anything you post online is public information. No site is ever completely private. Even if you restrict access, search engines can find information, even after deletion, and photos and comments can be forwarded and copied.

Guidelines

- Confidentiality
 - Do not post any patient information, even if you think it is de-identified.
 - Do not post sensitive, personal, or medical information about UGA students, alumni, or other patients. Follow university policies and federal requirements including the Privacy Policy, Ethics Policy, FERPA, and HIPAA.
 - [UGA Privacy Policy](#)
 - [UGA FERPA](#)
 - [UGA HIPAA](#)
 - Follow the emergency communication chain as stated in Crisis Management Policy. Do not post private information the media could use.
- Professionalism
 - You may not “friend” or otherwise contact or post information regarding minors you may interact with as a part of your clinical practicum.
 - We request you not “friend” or otherwise interact with patients you may encounter as part of your clinical practicum, even if they are over 18.
- Responsibility
 - You are responsible for what you post on your site and the sites of others. You should carefully read the applicable terms and conditions prior to using social media services or sites, as you may be held liable for posts that are determined to be copyright infringement, defamatory, threatening, proprietary, libelous, or obscene. Members of the UGA community that use social media should be aware that UGA Policies and Procedures may apply to

information posted, including Disruptive Behavior/Workplace Violence and Conduct sections.

- Privacy
 - Do not post photos, videos, or other materials taken in class or clinical practicums, without permission of the subjects. Do not post any photos, videos, or other materials of minors participating in class or clinical practicums.
 - Be aware of your personal account settings regarding who can see your information and posts. Review them frequently.
- Future Schooling and Employers
 - Be aware that graduate /professional schools and potential employers may view your social networking sites during the evaluation and hiring process. Consider how people may make assumptions or interpret information about you based on pictures, videos, posts, and links.
- Copyright and Intellectual Property
 - Follow copyright and intellectual property rights of the university and others.
 - Follow the UGA Honor Code.
 - It is a violation of University policy to use UGA's registered trademarks and logos without permission on your personal sites to promote a product, cause, political party or candidate. See: http://www.externalaffairs.uga.edu/policies_ugaf/nodes/complete/324

Violations

- Violation of these guidelines, or federal or state law, is subject to investigation by law enforcement, the Athletics Association, clinical sites, and/or the University of Georgia. Program specific sanctions may include, but are not limited to, notice to remove the information, probation from the program, and dismissal from the program.

Other Resources

UGA Privacy Policy

<https://infosec.uga.edu/policies/privacy.php>

UGA FERPA

http://www.reg.uga.edu/ferpa_privacy_act

UGA HIPAA

http://eits.uga.edu/access_and_security/infosec/pols_regs/hipaa

University System of Georgia Ethics Policy

<http://www.usg.edu/audit/compliance/ethics>

I understand the guidelines as written above and will comply. I understand violation may result in program-specific and possibly external sanctions.

PRINT Name

Signature

Date

Program Director Name

Signature

Date

THE UNIVERSITY OF GEORGIA
Likeness Release

The undersigned hereby irrevocably consents to and authorizes the use by the Board of Regents of the University System of Georgia by and on behalf of the University of Georgia, its officers and employees (University), of the Subject's image, voice and/or likeness (Media) as follows: The University shall have the right to photograph, publish, re-publish, adapt, exhibit, perform, reproduce, edit, modify, make derivative works, distribute, display or otherwise use or reuse the Subject's image, voice and/or likeness in connection with any product or service in all markets, media or technology now known or hereafter developed in University's products or services as long as there is no intent to use the image, voice and/or likeness in a disparaging manner. University may exercise any of these rights itself or through any successors, transferees, licensees, distributors or other parties, commercial or nonprofit. The undersigned acknowledges receipt of good and valuable consideration in exchange for this Release, which may be the opportunity to represent the University in its promotional and advertising materials described above.

I hereby waive the right to inspect or approve the Media or any finished materials that incorporate the Media. I understand and agree that the Media will become part of the University's permanent file and that it may be distributed to other organizations or individuals for use in publication. I also understand that I will receive no compensation in connection with the use of the Media.

I certify that I am at least 18 years of age, that I am the Subject or parent/legal guardian of the Subject, and that I have read and understood the above.

Print Subject Name: _____

Please indicate your agreement to the foregoing by signing below:

Signature

Date

Print Name

Contact Information

THE UNIVERSITY OF GEORGIA
Likeness Release

The undersigned hereby irrevocably consents to and authorizes the use by the Board of Regents of the University System of Georgia by and on behalf of the University of Georgia, its officers and employees (University), of the Subject's image, voice and/or likeness (Media) as follows: The University shall have the right to photograph, publish, re-publish, adapt, exhibit, perform, reproduce, edit, modify, make derivative works, distribute, display or otherwise use or reuse the Subject's image, voice and/or likeness in connection with any product or service in all markets, media or technology now known or hereafter developed in University's products or services as long as there is no intent to use the image, voice and/or likeness in a disparaging manner. University may exercise any of these rights itself or through any successors, transferees, licensees, distributors or other parties, commercial or nonprofit. The undersigned acknowledges receipt of good and valuable consideration in exchange for this Release, which may be the opportunity to represent the University in its promotional and advertising materials described above.

I hereby waive the right to inspect or approve the Media or any finished materials that incorporate the Media. I understand and agree that the Media will become part of the University's permanent file and that it may be distributed to other organizations or individuals for use in publication. I also understand that I will receive no compensation in connection with the use of the Media.

I certify that I am at least 18 years of age, that I am the Subject or parent/legal guardian of the Subject, and that I have read and understood the above.

Print Subject Name: _____

Please indicate your agreement to the foregoing by signing below:

Signature

Date

Print Name

Contact Information

Cut at dividing line for 2 release forms. Subject needs to complete only one copy of the form.

AT/ ESS Double Major

Fall	Spring	Summer
MATH 1113 (3) CHEM 1211-1211L (4) ENGL 1101 (3) PSYC 1101 (3) FYOS 1001 (1)	STAT 2000 (4) CHEM 1212-1212L (4) ENGL 1102 or 1102M (3) Area IV class (3)	HIST 2111/ 2112 or POLS 1101 (3) FDNS 2100 (3)
Fall	Spring	Summer
CBIO 2200-2200L (4) KINS 2010 (3) (AT/ESS) PHYS 1111/L (4) Area IV class (3) KINS 2470 (1) (AT)	CBIO 2210-2210L (4) BIOL 1107 (4) KINS 2100-2100L (4) (AT) HIST or POLS (3)	KINS 3115E (3)
Fall	Spring	
KINS 3910 (3) (AT) KINS 3100 (3) (AT) KINS 3240 (3) (AT) KINS 4200/L (4) (AT/ESS) KINS 3830 (3) (AT/ESS)	KINS 3920 (3) (AT) KINS 3200 (3) (AT) KINS 4100 (3) (AT) KINS 4130 (3) (AT) KINS 4630/L (4) (AT/ESS)	
Fall	Spring	
KINS 4910 (3) (AT) KINS 4110 (4) (AT) KINS 4120 (3) (AT) KINS 4640/L (4) (AT/ESS) KINS 3750 (3) (AT/ESS)	KINS 4920 (3) (AT) KINS 4400 (3) (ESS) Area IV class (3) KINS 4300 (3) Area IV class (3) BOC exam	
Cultural Diversity options: ENGL 1102M (Area I) CMLT 2600 (Area IV) GEOG 1101 (Area IV) ANTH 1102 (Area IV) ARTS 2050 (Area IV) DRAM 2130 (Area IV) HIST 2221 or 2222 (3) (Area IV) ROML 2550 (3) (Area IV) MUSI 2060 or 2040 or 2050 (3) (Area IV)		