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Forward

An athletic trainer is defined by the National Athletic Trainers’ Association (NATA), as a qualified allied healthcare professional that is educated and skilled in meeting the healthcare needs of individuals involved in physical activity. The athletic trainer functions as an integral member of the athletic health care team in secondary schools, colleges and universities sports medicine clinics, professional sports programs and other athletic health care settings. The athletic healthcare team includes: the athletic trainer, administrators, parents, athletes and athletic coaches in the providing an efficient and responsive athletic health care delivery system. As a member of the complete health care team, the athletic trainer works under the direction of a licensed physician and in cooperation with other healthcare professionals.

The Athletic Training Education Program (ATEP) at Wichita State University takes great pride in the quality of education it provides to students. Realizing that athletic training is such a diverse field, athletic training students are exposed to a variety of different learning experiences and teaching methods. Classroom and clinical experience is gained in each of the following curriculum areas of athletic training:

1. Evidence Based-Practice
2. Prevention and Health Promotion
3. Clinical Examination and Diagnosis
4. Acute Care of Injuries and Illnesses
5. Therapeutic Interventions
6. Psychosocial Strategies and Referral
7. Health Care Administration
8. Professional Development and Responsibility

By encouraging the athletic training students (ATS) to develop each of these areas, a well-rounded and competent practitioner will emerge from the program that will be able to adequately negotiate obstacles both on and off the field. In order to gain the clinical experience necessary to achieve Board of Certification (BOC) certification and a career in athletic training, it is important that the student become a working member in the athletic training facility. The BOC has identified the performance domains of the practicing athletic trainer to be:

1. Injury Illness Prevention and Wellness Protection
2. Clinical Evaluation and Diagnosis
3. Immediate and Emergency Care
4. Treatment and Rehabilitation
5. Organizational and professional Health and Well Being

This manual is intended to aid in the orientation of the ATS as well as serve as a valuable reference tool during the pre-professional phase experience. Athletic training is a profession that commands a great deal of dedication and work without much credit. Prioritization of extracurricular activities is a necessary step to achieve success in the athletic training facility and in the classroom. The clinical experience begins during the first
week of school in August and ends around mid-May with finals. Holiday breaks for athletic trainers are unlike those of the average person. Clinical time accrued during holiday breaks outside the academic calendar is left up to the student; however, these hours do not count toward any course, practicum, or internship credit.

**Program Design and Accreditation**

The Department of Human Performance Studies (HPS) offers a four-year program of study leading to a Bachelor of Arts degree in Athletic Training. The ATEP consists of a one-year pre-professional phase and a three-year professional phase. Students begin their sequenced program in the fall of their first year enrolled at WSU. The program of study incorporates academic course requirements with clinical experiences to encompass the entry-level professional qualifications of the athletic trainer. The academic structure involves 80 hours of courses, laboratories, and practicums to fulfill the NATA Athletic Training Education Competencies. ATS engage in areas of concentration for upper body and lower body injuries, sports that use protective equipment, and general medical conditions. The final year of the program incorporates a clinical internship through local affiliated sites. The ATEP has been granted accreditation by the Commission on Accreditation of Athletic Training Education (CAATE). The CAATE issued the ATEP accreditation upon successful completion of a site visit and review of accreditation criteria.

**BOC vs. NATA**

The Board of Certification (BOC) is the certifying agency for the National Athletic Trainers’ Association (NATA). The mission of the BOC is to provide exceptional credentialing programs for health care professional to assure protection of the public. The National Athletic Trainers’ Association (NATA) is the national membership organization for the profession of athletic training. The mission of the NATA is to enhance the quality of health care provided by certified athletic trainers and to advance the athletic training profession. ATS are eligible to sit for the BOC certification exam upon graduation from a CAATE accredited program.

**Mission Statement**

The mission of the ATEP is to provide a comprehensive program of academic coursework and field experience that will educate athletic training students for entry-level positions in the profession of athletic training. The ATEP strives to meet the standards, educational competencies, and clinical proficiencies for athletic training education through professional service, research activities, and curriculum design. The ATEP abides by the policies and procedures as set forth by the Commission on Accreditation of Athletic Training Education (CAATE), National Athletic Trainers’ Association Education Council, BOC, and the Kansas Board of Healing Arts.
Goals and Objectives of the ATEP

Goal #1: To prepare athletic training students for the BOC certification examination.
Objectives:
A. Review of Educational Competencies and Clinical Proficiencies matrix within the ATEP curriculum.
B. Monitor ongoing changes with the BOC, NATA and CAATE.
C. Assess future ATEP needs via assessments. (e.g., alumni and employer surveys, Advisory Council meetings, athletic training program committee meetings).

Goal #2: To prepare athletic training students with various clinical experiences to develop their skills.
Objectives:
A. Provide quality clinical experience (both genders) through upper and lower extremity, general medical, and equipment intensive clinical settings.
B. Structure learning opportunities that integrate the classroom, laboratory, and practicum experiences into the clinical setting.
C. Prepare athletic training students to work in diverse settings with diverse populations.

Goal #3: To prepare athletic training students for future careers in the athletic training profession.
Objectives:
A. Provide athletic training students with diverse athletic training experiences.
B. Provide athletic training students with well-rounded allied health care learning experiences.
C. Develop the athletic training students’ awareness and knowledge of the 2011 Role Delineation Study.

Goal #4: To prepare athletic training students to demonstrate professional and ethical conduct.
Objectives:
A. Adhere to and review the NATA and Kansas Board of Healing Arts Code of Ethics.
B. Adhere to and review the WSU-ATEP Polices and Procedures Manual.

Goal #5: To prepare athletic training students to demonstrate personal and professional growth.
Objectives:
A. Emphasize the ongoing importance of reading, studying, and applying research in the athletic training field.
B. Provide athletic training students with opportunities to communicate with other allied health care professionals through guest lecturers, practicums, and/or clinical experiences.
C. Emphasize the importance and benefits associated with NATA membership and becoming an active member in the NATA and/or other allied health care associations.
D. Encourage and facilitate efforts of the athletic training students to attend national, regional, state, or local continuing education symposiums, workshops, or meetings.

**Goal #6:** To prepare athletic training students to incorporate a positive working relationship with fellow students, athletic and allied health community members.

**Objective:**
A. Provide athletic training students with opportunities to communicate with athletic and medical personnel.
B. Provide athletic training students with opportunities to integrate learning and working experiences with fellow students.
C. Provide athletic training students with internship opportunities to develop professional rapport with athletic and allied health professionals.

**Goal #7:** To prepare athletic training students with ample experiences in the cognitive, psychomotor, and affective domains to succeed in the ATEP.

**Objectives:**
A. Create innovative classroom, laboratory, and practicum experiences to improve learning through the use of various technology and instruction tools.
B. Expose athletic training students to current therapeutic equipment (modalities and rehabilitation) during classroom, laboratory, and practicum sessions.
C. Promote and encourage the growth of research and library skills in athletic training students for education preparation.
D. Promote and encourage teaching opportunities and service orientation for athletic training students.

**Goal #8:** To develop an ATEP that successfully maintains accreditation through the CAATE.

**Objectives:**
A. Successfully complete annual reports required by the CAATE.
B. Successfully complete a program reaccreditation self-study process.
C. Successfully complete CAATE site-visit and secure continued CAATE reaccreditation.

**Admission Policy**

A prospective ATS interested in pursuing the Bachelor of Arts degree in Athletic Training needs to request an application from the ATEP Education Coordinator or the Department of HPS. The applicant must meet all admission requirements by WSU.
A. Application to Pre-Professional Program: An ATEP application for the Pre-Professional Program can be completed by visiting the website for athletic training (www.wichita.edu/athletictraining) or obtained from the ATEP Coordinator. The student application file for pre-professional program must be complete by March 1st and include:
   1. Letter of interest
   2. Complete application
   3. Three letters of recommendation
   4. Completion of WSU admission criteria

B. Application to Professional Program: In order for the ATS to be selected into the Professional Program of the ATEP, the ATS must complete the following criteria before formal admittance is granted. All professional program criteria must be completed by March 1st and include:
   1. Health Examination (Return verification form ONLY)
   2. Signed Technical Standards
   3. Immunization Record Check by MD, DO, PA, or NP
      A. Proof of 2 MMRs
      B. Proof of 2 (-) Tuberculosis (TB) tests within last 12 months
      C. Hepatitis B Vaccination or Signed Declination
      D. Influenza Vaccination or Signed Declination
      E. Proof of immunity to Pertussis as evidenced by receipt of a single dose of Tdap (ADACEL™). Those aged less than 64 who do not have documentation of Tdap immunization should receive a single dose of Tdap if it has been at least 2 years since receipt of a tetanus toxoid-containing vaccine.
      F. Proof of immunity to varicella as evidenced by any of the following: 1) History of chickenpox infection or herpes zoster, 2) Documentation of 2 varicella vaccines or 3) Positive varicella titer.
   4. CPR Certification
   5. Fall and Spring Observation Hours Log
   6. Proof of Student Liability Insurance
   7. Proof of Health Insurance
   8. Personal Security Background Clearance
   9. Personal interview with ATEP faculty, students and athletic training staff
   10. Completed core courses with a “B” average or better:
      a. HPS 114 – Introduction to Athletic Training
      b. HPS 317 – CPR for the Professional Rescuer
      c. HPS 130 – Taping and Bandaging in Athletic Training
      d. HPS 331 – Care and Prevention of Athletic Injuries
      e. HP 203 – Medical Terminology
The total clinical experience is a minimum of a seven-semester program (including observations). Maximum enrollment is limited to 60 - 65 students. Position openings are limited to 12 -15 per academic calendar year. Prospective students are admitted for the fall semester only. Therefore, admission to the program is very competitive. The above information is transferred onto a Candidate Evaluation Form to reveal the most qualified candidates. The subjective information obtained during the interview with the admission committee and during observation hours may be used to aid in the selection of students. If a student is admitted, they will be responsible for completing all requirements within the admission policy.

Technical Standards

Wichita State University is committed to the principle that no qualified individual on the basis of disability, be excluded from participation in or denied the benefits of services, programs, or activities of the University, or be subjected to discrimination by the University as required by the Americans with Disabilities Act of 1990. A copy of the Technical Standards for admission into the ATEP is available in the ATEP Coordinator’s office. The ATEP adheres to the policies for academic accommodation as determined by the Office of Disability Services. The Office of Disability Services provides academic accommodations for students who experience physical or mental disabilities. Students are required to provide appropriate documentation to the Director of Disability Services before classroom services are provided. Services are based on the student’s need for academic accommodation.

Candidates for selection to the ATEP must demonstrate the following technical standards:

1. The mental capacity to assimilate, analyze, synthesize, integrate concepts and problem solve to formulate assessment and therapeutic judgements and to be able to distinguish deviations from the norm.
2. 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 and treatment of patients.
3. The ability to communicate effectively and sensitively with patients and colleagues, including individuals from different cultural and social backgrounds; this includes, but is not limited to, the ability to establish rapport with patients and communicate judgments and treatment information effectively. Students must be able to understand and speak the English language at a level consistent with competent professional practice.
4. The ability to record the physical examination results and a treatment plan clearly and accurately.
5. The capacity to maintain composure and continue to function well during periods of high stress.
6. The perseverance, diligence and commitment to complete the athletic training education program as outlined and sequenced.
7. The flexibility to adjust to changing situations and uncertainty in clinical situations.
8. Necessary affective skills and appropriate demeanor and rapport that relate to professional education and quality patient care.
9. Additional technical standards are available for review in the ATEP coordinator’s office. They reflect the cognitive, affective and psychomotor skills required to perform the duties of an athletic trainer.

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

**Transfer Policy**

Transfer students are considered on a case by case basis. Students wishing to transfer must have completed at least one year of athletic training experience at the college level under the supervision of a certified athletic trainer, complete a care and prevention course or equivalent, a taping section or lab, and have clinical hours endorsed by a supervising athletic trainer. In addition, the transfer student must completed all admission requirements for the pre-professional and professional phase of the program. Lastly, the student must complete an on-campus interview.

**Retention**

The ATEP has developed an academic plan of study which culminates to a Bachelor of Arts degree in Athletic Training. It is imperative that each student follow the specific course sequence throughout their plan of study. Students are required to meet with the program advisor each semester to stay current with their plan of study. Students who fail to meet ATEP requirements, have been placed on probation, or fail to maintain College of Education requirements are subject to dismissal from the ATEP.

Once admitted to the ATEP the ATS will be evaluated at least twice each semester. As long as appropriate progress is being made, the student will be allowed to move on to the following semester. **If progress is unsatisfactory in either clinic education or classroom performance, the student will be placed on probation for the following semester giving them a chance to remedy any deficiencies.** If the deficiencies are not remedied in the time frame allotted the student will be dropped from the program. The Education Coordinator shall monitor student progress from one semester to the next and shall make all probationary decisions in consultation with the athletic training faculty.

In the classroom, students should maintain an overall grade point average of 2.5, with a 3.0 average in the athletic training major classes. Student performance revealing noncompliance with these guidelines is grounds for review by the Education Coordinator.
In clinical education, the student's performance will be evaluated at mid-term and the end of each semester. The student will be expected to demonstrate knowledge of material from previous semesters as well as new information gained in the current semester (refer to seminar syllabus for grading practices).

**Probation and Dismissal**

Students are placed on probation for the next semester if their cumulative WSU GPA falls below 2.50. Pre-professional students placed on probation jeopardize their admission to the professional phase. Students on probation will not be academically dismissed from the ATEP until: (1) they accumulate 12 or more attempted hours after being placed on probation, (2) fail to earn at least a 2.50 GPA semester average, and (3) their cumulative or WSU grade point average remains below a 2.50. Students dismissed for academic reasons may seek readmission to the ATEP and the College of Education by appealing in writing for an exception to the regulations. Students should contact the ATEP Coordinator and the College of Education for specific procedures.

**Special Requirements and Costs**

Students are responsible for all application expenses, including the purchase professional liability insurance in the minimum range of $1,000,000-$3,000,000, security background clearance and demonstrate proof of standard health insurance before beginning the professional phase of the ATEP. Students enrolled in “HPS 130 – Taping and Bandaging in Athletic Training” are required to pay a Department Cost-Recovery Fee for the use of consumable athletic training materials in order to meet the objectives of the course as outlined in the WSU Undergraduate Catalog. Students are required to provide their own transportation to each clinical site. Students should contact the ATEP Coordinator if they have any questions about these special requirements and costs.

**Clinical Affiliation and Education**

The ATEP has affiliation agreements with various health facilities in Wichita to assist with the clinical education of the ATS. The clinical affiliates include a variety of settings. Clinical education involves the rotation of specific experiences tailored to meet program standards and objectives. The ATS must complete the academic course(s) relating to these experiences before the clinical rotation assignment. The entire clinical rotation process is a three year commitment. Students can contact the ATEP Coordinator for information on student responsibilities, expectations, and policies for clinical education assignments.
Clinical Education Policies

The ATEP has developed clinical education policies relating to the athletic training practicum rotations, clinical hour logs, supervision, and student evaluations. These policies apply to any clinical education environment which the ATEP has an affiliation agreement.

A) Clinical Course (Athletic Training Practicum) Rotation:
   a. The clinical education field experiences provide the student with opportunity for informal learning and practice of clinical proficiencies. Ample opportunities for supervised experience working with athletic practice and competition are tailored to meet specific goals and objectives.
   b. Clinical education is incorporated through athletic training practicums which begin in the second year of the program. These athletic training practicums follow a particular course that encompasses educational and psychomotor competencies as well as clinical proficiencies. Each practicum has detailed clinical objectives the student must meet for a portion of the course grade. Students must enroll and successfully complete the requirements for the practicum before continuation in the clinical education portion of the program. The percentages of the practicum are 40% clinical experience, 40% skill performance, 10% case studies, and 10% other content areas. The following is a description for each practicum:

   **Level I - First Year Athletic Training Student Professional Phase**
   A) Fall Semester: HPS 220 – Athletic Training Practicum I: Equipment Intensive
   B) Spring Semester: HPS 221 – Athletic Training Practicum II: Upper Extremity

   **Level II - Second Year Athletic Training Student Professional Phase**
   A) Fall Semester: HPS 320 – Athletic Training Practicum III: Lower Extremity
   B) Spring Semester: HPS 321 – Athletic Training Practicum IV: Therapeutic Modalities and Physical Therapy

   **Level III- Third Year Athletic Training Student Professional Phase**
   A) Fall Semester: HPS 420 – Athletic Training Practicum V: General Medical Conditions and Rehabilitation
   B) Spring Semester: HPS 421 – Athletic Training Practicum VI: Athletic Training Administration and BOC Certification Preparation

B) Clinical Hours and Log:
   a. Clinical hours must be registered in the clinical hour log daily and signed by the student’s ACI/CI. The ACI/CI is responsible to accurately monitor the registering of student hours periodically (at least twice a month). It is the student’s responsibility to registered and tabulate hours for ACI/CI verification. If the student does not register hours, those missing must be made up for clinical education requirements.
b. Level I-III students must be able to work an average of 20 hour per week during the clinical experience. These clinical hours are an average for the semester. Therefore, some weeks will have more and some will have less depending of the particular clinical site schedule. The student must continually plan for events, practices, and competition at their clinical site. The ACI/CI will notify the student of any changes to the schedule when it becomes available. Students are not required to travel out of town during the clinical experience; therefore, release time is provided during off days. Students can travel when opportunities become available baring the fact that academic performance does not falter. Every effort is made to provide time off for academic performance. Students are not given time off for outside employment.

c. Pre-professional phase students must observe an average of 5-7 hours per week. In addition, observers must work two home events per semester of their choice at WSU, one high school football game with a Level 1 student, the JK Black/Gold Cross Country Classic in September, the KT Woodman Track/Field Meet in April. These are required events.

C) Clinical Supervision:
   a. Direct supervision applies to instruction and evaluation of clinical proficiencies by an ACI. Constant visual and auditory interaction between the student and ACI must be maintained.
   b. Clinical supervision applies to the field experience under the direction of ACI/CI. Daily personal/verbal contact at the setting of supervision between the student and ACI/CI, who plans, directs, advises, and evaluates the student’s field experience. The ACI/CI shall be physically present to intervene on behalf of the athlete/patient.

D) Clinical Evaluation:
   a. The comprehensive assessment plan for the ATEP evaluates a variety of issues relating to student skill acquisition, personal/professional attributes, and work performance. These assessments provide the program and student with valuable information to appraise their overall performance. Each evaluation is kept on file in the student’s portfolio in the Education Coordinator’s office. The ATEP reviews the information and uses the evaluation tools to find any weaknesses or strengths of the program.
   b. Students provide vital information about the effectiveness and efficiency of the program. Therefore, students will have ample opportunity to complete various assessments about the academic program, ACI, CI, Education Coordinator, clinical sites, and clinical experience. An overview of this comprehensive assessment plan includes:
1. Written student evaluations of individual courses and instructors.
2. Written student evaluations of supervising ACI or CI for each CAATE required clinical rotation: equipment intensive, upper extremity, lower extremity, and general medical.
3. Written ACI or CI evaluations of students each semester.
4. Written student evaluations of clinical sites
5. Written graduating senior evaluation during the last semester in the ATEP.
6. Oral exit interviews with graduating seniors during the last semester in the ATEP.
7. Written student evaluations of advising with the KSS Undergraduate Major Advisor regarding required coursework and degree requirements.
8. Alumni evaluation regarding professional preparation at 1 year and 3 year.
9. Employer evaluation within the first year of employment regarding professional preparation.

**Student Interpersonal Relationships**

The general rule of thumb to follow is that your personal life is personal until it becomes an issue in the athletic training education program, the athletic training facility or the athletic department. In other words, you are free to do, act and say whatever you may feel while you are outside the athletic training facility so long as those actions are not a distraction or topic of conversation during working hours.

It is strongly discouraged for athletic training students to become socially involved with the student-athletes, athletic training staff, coaching staff, KSS or Athletics Department staff members. If such a relationship should exist and it in any way detracts from the normal operations of the athletic training facility it will create a situation in which the Athletic Training Students involved may be reassigned or dismissed from the athletic training education program.

**Grievance Procedures**

You should maintain a professional relationship with the athletes. Respect is very important, you need to gain the athlete's respect in order for them to confide and trust in you. Do not get involved in a confrontation with the athletes. If such a situation develops then consult a staff athletic trainer or the education coordinator immediately! Disrespect of an observer or athletic training student by an athlete will not be tolerated.

If at any time an ATS has a problem with an athlete, another student or even a coach they should discuss the situation with a staff athletic trainer or the Education Coordinator If the
problem exists with a staff athletic trainer then reports to the head athletic trainer or Education Coordinator.

Any ATS that violates the University Code of Student Conduct, the NATA Code of Ethics, the Kansas Board of Healing Arts Code of Conduct, or established athletic training facility rules and procedures and is witnessed by a staff athletic trainer, the Education Coordinator, or coach then the following actions will be taken:

- **First Violation** - The student will be given a verbal warning and correction by a staff athletic trainer. This action will be documented in the student's application file.

- **Second Violation** - The student will be given a written warning and correction by a staff athletic trainer. This action will be documented in the student's application file.

- **Third Violation** - The student will be dismissed from duties immediately. There will be a meeting to decide on dismissal from the athletic training education program and also possibly receive an "F" for during the athletic training practicum.

Any student who believes that they have been sexually harassed or witnesses such flagrant acts should report the incidents immediately to the staff athletic trainer or the Education Coordinator. Appropriate steps will be taken on an individual case basis.

### Communicable Disease Policy

The ATEP has adopted the following policies and procedures for athletic training students to complete if symptoms of a communicable disease are present or suspected. Students may not participate in clinical rotations and field experiences during the time they are affected by the communicable disease and shall not return to clinical participation until allowed by the attending physician.

If an ATS becomes ill, he/she must report to Student Health Service on campus or to another medical practitioner for evaluation. Upon evaluation, the medical practitioner will determine the appropriate intervention needed and the amount of time the student shall remain out of contact with others to prevent transmission. If the athletic training student acquires a communicable disease, the student will notify their Approved Clinical Instructor (ACI) or Clinical Instructor (CI) as soon as possible. The ACI/CI will then notify the Education Coordinator of the athletic training student’s condition including the amount of time the student will be absent from the clinical experience. The student will not be permitted to return to the clinical experience until he/she has been re-evaluated by a medical practitioner. A signed release from a medical practitioner must be filled with the ACI/CI and Education Coordinator in order for the student to return to the Koch Arena Athletic Training Facility or the affiliated clinical site.
The Wichita State University Student Health Service is required to report to the Kansas Department of Health the names of students who have certain communicable diseases. Students that contact a communicable disease are required to obey prescribed guidelines by his/her attending physician and the recommendations of the University affiliated physicians at Student Health Service. While a complete list of communicable diseases is not provided, Student Health Service advises all students to seek medical attention for any illness or disorder that could potentially be communicable in nature. The athletic training student must report to Student Health Service if one of the following diseases is suspected:

<table>
<thead>
<tr>
<th>Disease</th>
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</thead>
<tbody>
<tr>
<td>Chickenpox</td>
</tr>
<tr>
<td>Conjunctivitis</td>
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<tr>
<td>Diarrhea - Infectious Disease</td>
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<tr>
<td>Diphtheria</td>
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<tr>
<td>Group A Streptococcal</td>
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<tr>
<td>Hepatitis A, B, or C</td>
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<tr>
<td>Herpes Simplex</td>
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<tr>
<td>HIV</td>
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<tr>
<td>Impetigo</td>
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<tr>
<td>Influenza</td>
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<tr>
<td>Lice (Pediculosis)</td>
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<tr>
<td>Measles (Rubeola)</td>
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<tr>
<td>Mumps</td>
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<tr>
<td>Meningitis</td>
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<tr>
<td>Pertussis</td>
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<tr>
<td>Rabies</td>
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<tr>
<td>Rubella</td>
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<tr>
<td>Scabies</td>
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</tbody>
</table>

**Scholarships**

Athletic training scholarships from the NATA, MAATA, and Kansas Athletic Trainers’ Society (KATS) are available to student members on a very limited basis following demonstration of responsibility, academic achievement and mastery of athletic training competencies. Scholarship aid from other sources such as the WSU Financial Aid Office should be pursued as need and qualifications permit. The ATEP offers the Roland Banks, Tom Reeves and Brian Luinstra Memorial endowed scholarship funds which are available to Junior and Senior students only who qualify based specific criteria. The decisive factor for this determination is academic performance, mastery of competency, and personal attributes. For more information and specific requirements, please contact the Head Athletic Trainer. The Department of HPS also offers scholarships for prospective students. Students can apply for these scholarships through the College of Education website under the Educational Support Services link.

**ATEP Expectations**

The cornerstone of the ATEP is academic excellence. Therefore, *you will be expected to perform to the best of your ability in the classroom.* The theoretical basis for the clinical experience is gained in the classroom setting. You will be expected to attend all class meetings, turn in assignments, and take exams on time. To do otherwise states that you are not taking the application process seriously.

Time spent in the clinical setting will be treated both as a class and a job. It is a learning situation and you will have a schedule that will require punctuality. It is expected that observers will be inquisitive by asking pertinent questions at appropriate times. It will also be expected that observers take initiative and not have to be told what to do every step of
the way. Everyone will pitch in with the menial chores such as the daily cleaning and laundry. Attempt to improve your athletic training skills each observation day. It is expected that observers will be able to get along with fellow students, the staff athletic trainers, and attempt to get to know everyone. Above all, it is expected that all observers help one another.

Athletic training students will never be put in a position for which they are unprepared. In other words, DO NOT expect that any student will be asked to cover a practice or game alone. Students will never be put in a position of "faking" knowledge in front of an athlete, or be party to putting out misinformation.

**Technology Issues**

Students must be able to effectively use the following sources of technology:

1. Use e-mail address and attach documents
2. Knowledge of Microsoft office including:
   a. Word
   b. Excel
   c. Outlook
   d. Power point
   e. Publisher
3. Various Internet search engines
4. Ablah library – electronic databases
5. Blackboard
6. My WSU

**Confidentiality Policy**

Since the athletic training students will be privy to confidential information regarding athletes' medical condition in some cases it is important to point out the confidentiality policy. The media and general public may ask questions as to the health status of an athlete. This information is CONFIDENTIAL and is NOT TO BE DISCUSSED OUTSIDE OF THE ATHLETIC TRAINING FACILITY Any information is released through the head coach or the sports information department. If such a situation arises, refer the individual to a staff athletic trainer WHAT YOU SEE. DO. AND HEAR-STAYS HERE!

**Dress Policy**

All athletic training students are expected to follow the established dress code. Appropriate attire for observations consists of the following:

- Plain or WSU collared shirt (polo, sweatshirt or jacket)
- Shorts or pants with two pockets (No mesh or nylon workouts)
- Shorts or pants must be khaki, black, navy, gold, white or gray only
• Any hats or caps of any kind must have a WSU logo
• Shoes must be athletic footwear with socks (No sandals, boots, and flip-flops).
• All attire must be NEAT AND CLEAN. Look professional.
• Name tags

Anyone wearing attire that does not comply with the dress code will be asked to leave by
the supervising athletic trainer.

Work Habits

It will be expected that the ATS keep themselves and the athletic training facility clean at
all times, remember that it is a healthcare facility. Report for work promptly, and be
prepared to work as soon as you arrive. Take care of personal business on your own time.
Observe the athletic training facility activities closely, spend as little time in the offices as
possible. Keep a watchful eye on the treatments that are given, meet the athletes and listen
to what they have to say. Refrain from sitting on the desks, tables, countertops, etc. Don't
dress or undress in the athletic training facilities. It is expected that you help enforce all of
the athletic training facility rules.

Athletic Training Facility Rules

The following rules are consistent for all teams. The student-athlete's cooperation in
helping the WSU-ICAA Athletic Training enforce these rules is greatly appreciated:

1. **ALL** athletic injuries and/or illnesses are to be reported to the athletic
   training facility immediately after practice or by 9:00 a.m. the next morning
   so that the coaches can be advised of the student-athlete’s practice status. If
   you call after office hours, the voice mail system will record your call. Upon
   arrival, the staff certified athletic trainer will return your message.
2. The staff certified athletic trainer will evaluate all injuries and illnesses and
determine if the student-athlete needs further medical consultation with a
   team physician or student health services.
3. Student-athletes are expected to report at the designated time for all doctor’s
   appointments and treatments in the athletic training facility. Please advise
   the athletic training staff the day before your appointment if you need a ride.
4. Morning treatments will begin at 10:00 a.m. daily. If you are injured you are
   required to schedule an appointment with the athletic training staff to receive
treatment between classes as your schedule permits.
5. Appropriate attire must be worn in the athletic training facility at all times.
   Please shower before reporting for treatment after practice.
6. No horseplay, swearing, or lounging around will be permitted. Please take
care of your business and then leave the athletic training facility so that the
other student-athletes can receive their treatments.
7. **No** shoes will be allowed in the athletic training facility. Please remove your
shoes when you enter the athletic training facility. You may put them under the bench. **No shoes on the treatment table.**

8. **DO NOT** remove any equipment (towels included) from the athletic training facility without approval of the athletic training staff. You are financially responsible for any equipment (crutches, canes, braced, supports, etc.) that is checked out to you. **Failure to return this equipment will result in a hold being placed on your grades until payment is made in full.**

9. Please ask the staff certified athletic trainers for help if you need any supplies from the athletic training cabinets.

10. The staff certified athletic trainer’s offices and storeroom are off limits to all student-athletes.

11. Student-athletes who wear contacts or prescription glasses must notify the staff certified athletic trainer and provide a copy of his or her prescription for staff certified athletic trainer. The student-athlete must notify the staff certified athletic trainer immediately upon losing or damaging his or her contact lens or glasses during a practice or game. **WSU-ICAA is not responsible for replacing contact lenses or glasses that are damaged or lost outside of supervised practices or contests.**

12. Remember, NCAA rules permit WSU-ICAA to be financially responsible for athletic injuries that occur during official supervised practices or athletic contests. We **cannot** pay for dental problems or prescription medications unless they are directly related to an injury that occurs during a supervised practice or contest. These problems must be reported **immediately** to the staff certified athletic trainer in charge of the sport involved. Failure to report these problems immediately will result in all charges being billed to the student-athlete. All prescription medications must be processed through the parent’s insurance company. WSU-ICAA will pay the co-pay for all medications required for athletic related injuries.

13. The WSU-ICAA Athletic Training Staff will not be an excuse for being late to practice or class. It is the responsibility of the student-athlete to allow adequate time for pre practice treatment and to make sure scheduled medical appointments do not conflict with scheduled practice times.

**Student Daily Duties**

A very general list of duties is provided below to give an idea of what is to be done each day. This list is not all-inclusive as other duties may arise on a regular basis. It is everybody’s responsibility to see that all duties are completed in a timely manner.

- Document your time sheet DAILY.
- Fold towels
- Setup or refresh the hot and cold whirlpools
- Prepare moist heat packs
- Prepare ice packs
• Setup for team practice
• Keep treatment log updated as athletes are seen
• Maintain clinical hour log daily
• Clean as you go, keep all equipment clean and orderly
• Replace items to their original, proper locations
• Handle equipment with care and report damaged/missing items promptly
• Clean up after team practice/loading dock
• Thoroughly clean athletic training and rehabilitation rooms at the end of the day.
• Everybody is required to follow universal precautions to prevent the transmission of blood borne pathogens.

Weather Policy

In the rare occasion the University decides to cancel class or close because of inclement weather, a message should be posted on the university web site. These decisions are generally made early in the morning. It is your responsibility to continually check with your ACI/CI to verify if practice is cancelled. Also, it is your responsibility to determine if the road conditions are too severe to safely travel to your clinical site. In the event classes are cancelled or the university closes, all scheduled student meetings for that day are also cancelled. Please call the weather hotline at 978-6633 if you have any questions.

ATEP Faculty and Athletic Training Staff Positions

Rich Bomgardner, Education Coordinator:
Education:
Class Instruction
Clinical Education

Dan Cahill, Head Athletic Trainer:
Sports Assigned: Women’s Basketball
Education: CIE (Clinical Instructor Educator)

Todd Fagan, Assistant Athletic Trainer:
Sports Assigned: Men's Basketball
Education: ACI (Approved Clinical Instructor)

Kat Holloway, Assistant Athletic Trainer:
Sports Assigned: Volleyball
Education: ACI (Approved Clinical Instructor)

Jeff Deits, Assistant Athletic Trainer:
Sports Assigned: Men's and Women's Track and Field/Cross Country
Education: ACI (Approved Clinical Instructor)
Mark Sweeney, Graduate Assistant Athletic Trainer:
Sports Assigned: Baseball
Education: ACI (Approved Clinical Instructor)

Laurel Evans, Graduate Assistant Athletic Trainer:
Sports Assigned: Men’s and Women’s Track and Field/Cross Country
Education: ACI (Approved Clinical Instructor)

Kyle Berry, Graduate Assistant Athletic Trainer:
Sports Assigned: Golf/Tennis
Education: CI (Clinical Instructor)

Austin Jones, Graduate Assistant Athletic Trainer:
Sports Assigned: Softball
Education: ACI (Approved Clinical Instructor)

KellyAnne Roach, Graduate Assistant Athletic Trainer:
Sports Assigned: Men’s and Women’s Track and Field/Cross Country
Education: CI (Clinical Instructor)

Note:
A full job description will be kept in the Charles Koch Athletic Training Facility for all employees, stating their responsibilities.
Agreement Statement

I have read and understand all of the policies and procedures outlined in the Athletic Training Student Policies and Procedure Manual. I agree to abide by these rules and regulations in good faith until my requirement has been fulfilled. Failure to abide by this agreement may result in my dismissal from the Athletic Training Education Program. Return this page to the Education Coordinator.

_________________________________   ___________________
Student Name (Print)      Date

__________________________________
Student Signature