FROSTBURG
STATE UNIVERSITY

Professional Master of Science in Athletic Training
Graduate Program Handbook

2026-2027

Policies and Procedures

Frostburg State University
College of Education, Behavioral & Health Professions
Department of Kinesiology & Recreation
101 Braddock Rd.
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Welcome!

Welcome to the Frostburg State University Master of Science in Athletic Training Program! We are thrilled to have you embark on this transformative journey of academic excellence, practical skill development, and professional growth. As you begin your pursuit of a career in athletic training, we are committed to providing you with a comprehensive and enriching experience that aligns with the professional and historical standards of Frostburg State University Athletic Training education.

Our Program's policy and procedures manual is designed to serve as your compass throughout your time with us. This manual offers guidance and clarity to ensure your success and helps you navigate the various aspects of our program and the Graduate School. From academic expectations and clinical placements to ethical standards and administrative details, this manual will be your go-to resource for crucial information.

In alignment with Frostburg State University's commitment to cultivating well-rounding, competent, and compassionate athletic trainers, we have structured our curriculum to encompass a blend of theoretical knowledge and hands-on experience. Our esteemed faculty members, who share the same dedication to your growth, will guide you through rigorous coursework, practical laboratory sessions, and real-world clinical rotations. You can expect to receive continuous academic rigor and professional mentorship as you matriculate through the MSAT program.

As you engage with the Frostburg State University Master of Science in Athletic Training Program, you will find that our commitment to excellence is mirrored in our program's values of integrity, teamwork, and lifelong learning. These values are not only critical to your success in this program, but also principles that will carry you through your professional career. These values reinforce the importance of ethical conduct, collaborative spirit, and continuous self-improvement.

We strive to provide transparency and accountability in every aspect of the program. This manual will outline program requirements, clinical expectations, evaluation criteria, and avenues for seeking guidance. We encourage you to familiarize yourself with its content and refer to it whenever needed.

We are excited to welcome you to the Frostburg State University Master of Science Athletic Training Program and are confident that your journey here will be marked by personal growth, academic achievement, and the development of skills that will propel you into a successful career as an athletic trainer. Should you have any questions or require assistance, our dedicated staff and faculty are here to support you every step of the way.

We look forward to witnessing your growth and success over the coming years!

Go Bobcats!



The FSU Master of Science in Athletic Training Graduate Program is accredited by *CAATE.* Graduates of the program will be eligible to sit for the **Board of Certification** (BOC) examination and will have obtained entry-level skills for the profession.

ACCREDITATION STATUS

The Athletic Training Education Program (ATP) earned initial accreditation from the Commission on Accreditation of Allied Health Education Professions (CAAHEP) September 2004. The current accrediting agency for the ATP is the Commission on Accreditation of Athletic Training Education (CAATE) effective July 1, 2006. The ATP is accredited by CAATE and completed a continuing accreditation site visit during the summer of 2009 and spring of 2015. The program was then awarded a 10-year accreditation approval, earning accreditation status from 2015-2025.

The program is currently accredited by CAATE. Completion of the academic and clinical portions of this program leads to eligibility to sit for the Board of Certification (BOC) exam.

For more information regarding accreditation or the CAATE, please use the CAATE website or utilize the contact information provided below:

CAATE
6850 Austin Center, Blvd, Suite 100
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Glossary of Commonly Used Athletic Training Terms

Ability to Intervene – the preceptor is within the immediate physical vicinity and interact with the ATS on a regular and consistent basis in order to provide direction and correct inappropriate actions. The same as being "physically present."
Adequate – allows for the delivery of student education that does not negatively impact the quality or quantity of the education. Same as sufficient.
Affiliated Clinical Setting – Institutions, clinics, or other health settings not under the authority of the sponsoring institution but that are used by the ATP for clinical experiences.
Affiliation Agreement – formal, written document signed by administrative personnel, who have the authority to act on behalf of the institution or affiliate, from the sponsoring institution and affiliated site. This agreement defines the roles and responsibilities of the host site, the affiliate, and the student. Same as the memorandum of understanding. All sites where students are involved in patient care or observation-only experience (excluding the Program's sponsoring institution) must have an affiliation agreement or memorandum(s) of understanding that is endorsed by the appropriate administrative authority (i.e. those bearing signature authority) at both the sponsoring institution and site. Refer to p. 41 for a listing of the sites which have been designated as affiliated clinical sites for the current academic year, and pp. 6-8 for the associated medical and other healthcare personnel at these sites.
Allied Clinical Setting - those sites that will enhance and broaden the clinical experiences of the Athletic Training or Sports Medicine student; these sites do not employ an ATC but have other medical and allied health professionals whom the Sports Medicine Professional must communicate and/or work with (i.e., physician, nurse, podiatrist, oral surgeon, chiropractor, dietitian, etc.). Students may do class experiences with these individuals but cannot be assessed on clinical proficiencies at these sites.
ATP Faculty – BOC Certified Athletic Trainers and other faculty who are responsible for classroom or sponsoring institution clinical instruction in the athletic training program.
Athletic Training Facility/Clinic – the facility designated as the primary site for the preparation, treatment, and rehabilitation of athletes and those involved in physical activity.
ATS – the Athletic Training student who is enrolled in a CAATE-accredited professional athletic training program.
CAATE – Commission on Accreditation of Athletic Training Education; the body that accredits Athletic Training Programs.
Clinical Education – Comprises all of the formal and practical learning experiences provided for students to apply classroom knowledge, skills and professional behaviors in the clinical environment. The application of knowledge and skills, learned in classroom and laboratory settings, to actual practice on patients under the supervision of preceptors.
Clinical Instruction Site – the location in which a preceptor interacts with the ATS for clinical experiences. If the site is not in geographical proximity to the ATP, then there must be annual review and documentation that the remote clinical site meets all educational requirements.
Clinical Instructor Educator (CIE) – the BOC Certified Athletic Trainer recognized by the institution as the individual responsible for Preceptor training. If more than one individual is recognized as a CIE for an ATP, then at least one of those individuals must be a BOC Certified Athletic Trainer.
Clinical Plan – the plan that encompasses all aspects of the clinical education and clinical experiences.

Clinical Ratio – the ratio of preceptors to the number of athletic training students. The ratio is calculated for all students assigned to the instructor for the length of the experience or academic term. The ratio must not exceed five students per instructor. If directed observation students are providing direct patient care or require supervision they must be included in this ratio.
Clinical Education Coordinator (CEC) – the individual a program may designate as having the primary responsibilities for the coordination of the clinical experience activities associated with the ATP.
Core Competencies: patient-centered care, interprofessional education and collaboration, evidence-based practice, quality improvement, use of healthcare informatics, and professionalism.
Direct Patient Care – the application of professional knowledge and skills in the provision of health care.
Directed Observation/Pre-Professional Athletic Training Student – a student who has not yet been admitted formally into the ATP; this student may be present in an athletic training facility, but not necessarily enrolled in the athletic training major, who is required to observe the practices of a Certified Athletic Trainer. This student may not provide direct patient care.
Emergency Action Plan: A venue-specific "blueprint" used for the management of medical emergencies; also called "Emergency Care Plan".
General Medical Experience – clinical experience that involves observation and interaction with physicians, nurse practitioners, and/or physician assistants where the majority of the experience involves general medical topics as those defined by the Athletic Training Educational Competencies.
Health Care Professional - Athletic Trainer, Chiropractor, Dentist, Registered Dietician, Emergency Medical Technician, Nurse Practitioner, Nutritionist, Occupational Therapist, Optometrist, Orthotist, Paramedic, Pharmacist, Physical Therapist, Physician Assistant, Physician (MD/DO), Podiatrist, Prosthetist, Psychologist, Registered Nurse or Social Worker who hold a current active state or national practice credential and/or certification in the discipline and whose discipline provides direct patient care in a field that has direct relevancy to the practice and discipline of Athletic Training. These individuals may or may not hold formal appointments to the instructional faculty.
Immersive Clinical Education: formal and practical learning experiences that place the learner at the center of the educational process and should promote 'whole encounters'.
Independent Practice: opportunity provided for student to practice skills and concepts previously taught on an actual patient/client population.
Learning over Time (Clinical Proficiency/Mastery of Skills) – the process by which professional knowledge and skills are learned and evaluated. This process involves the initial formal instruction and evaluation of that knowledge and skill, followed by a time of sufficient length to allow for practice and internalization of the information/skill, and then a subsequent re-evaluation of that information/skill in a clinical (actual or simulated) setting.
Medical Director – the physician (MD or DO) who serves as a resource for the programs director and ATP faculty regarding the medical content of the curriculum. The Medical Director may also be the team physician; however, there is no requirement for the Medical Director to participate in clinical education.
Memorandum of Agreement – in the case where the administrative oversight of the preceptor differs from the affiliate site, formal agreements must be obtained from all parties (NOTE: also refer to "Affiliation Agreement" above).
Physically Interact See: Ability to intervene and physically present.

Physically Present See: Ability to intervene.
Preceptor: A certified/licensed professional who teaches and evaluates students in a clinical setting using an actual patient base.
Prerequisite Knowledge: concepts or coursework required prior to matriculation into the professional program.
Professional Program: Begins following formal admission to the Master of Athletic Training program; incorporates clinical education, curricular content, and all components necessary for the granting of a master's degree.
Supervision/Supervised: Experiences in which the preceptor must be physically present and have the ability to intervene on behalf of the athletic training student and the patient. All clinical education experiences must be supervised.
Team Physician – the physician (MD or DO) responsible for the provision of health care services for the student athlete. S/he may also be the medical director; however, this is not required by the Standards.
Technical Standards – Program-defined required abilities and skills in the areas of observation, communication, motor, intellectual/critical thinking, interpersonal, and behavioral/social attributes necessary to complete the program. The standards promote compliance with the Americans with Disabilities Act (ADA) and must be reviewed by institutional legal counsel.

NOTE: also refer to this link http://caate.net/prospective-students/ for additional information.

The Contemporary Athletic Trainer

The athletic trainer of the 21st Century is a highly trained allied health professional. The expectations of the certified athletic trainer (ATC) today are far greater in scope and in practice than ever before. The profession has changed drastically over the past two decades and is now a field crossing multiple disciplines. The only limitations for the ATC are the limitations he/she puts on him/herself. Careers in various settings are becoming more and more prevalent, breaking down previous barriers.

The daily functions of the athletic trainer change with the chosen setting in which they practice. Each setting offers different challenges, responsibilities, and endeavors. Some settings in which ATCs practice are high school, college, education, clinic, professional sports, Olympic sports, military, NASCAR, pharmaceutical representatives, sales, bracing, physician assistant, administration, and many other areas.

Professional Organization

Athletic Training programs are under the jurisdiction of the Commission on Accreditation of Athletic Training Education (CAATE). The National Athletic Trainers' Association (NATA) is the professional membership organization for athletic trainers. The Board of Certification (BOC) is the agency that certifies athletic trainers. To be eligible for BOC certification, students must graduate from a CAATE-accredited athletic training program. The following chart depicts which agency regulates the different aspects of accreditation, membership, and certification:

THE COMMISSION ON ACCREDITATION OF ATHLETIC TRAINING EDUCATION (CAATE)

Rules governing the accreditation of all athletic training programs are overseen by the CAATE (**www.caate.net**). The CAATE is the only agency that grants accreditation to Athletic Training Programs, thus extending BOC eligibility to graduating athletic training students. The Frostburg State University ATP is fully accredited by the CAATE.

THE NATIONAL ATHLETIC TRAINERS' ASSOCIATION (NATA)

The National Athletic Trainers' Association (NATA) is the professional membership association for certified athletic trainers and others who support the athletic training profession. Founded in 1950, the NATA has grown to more than 43,000 members worldwide today. The majority of certified athletic trainers choose to be members of NATA to support their profession and to receive a broad array of membership benefits. By joining forces as a group, NATA members can accomplish more for the athletic training profession than they can individually. www.nata.org

Vision

Athletic trainers will be globally recognized as vital practitioners in the delivery and advancement of health care. Through passionate provision of unique services, athletic trainers will be an integral part of the inter-professional health care team.

Mission

The mission of the National Athletic Trainers' Association is to represent, engage and foster the continued growth and development of the athletic training profession and athletic trainers as unique health care providers.

History of NATA

The National Athletic Trainers' Association (NATA) was founded in 1950 when the first meeting of the NATA took place in Kansas City. About 200 athletic trainers gathered to discuss the future of their profession.

Recognizing the need for a set of professional standards and appropriate professional recognition, the NATA has helped to unify certified athletic trainers across the country by setting a standard for professionalism, education, certification, research and practice settings. Since its inception, the NATA has been a driving force behind the recognition of the athletic training profession.

Once housed in Greenville, NC, NATA now is headquartered in Carrollton, TX. From humble beginnings, the association has expanded to encompass a global membership totaling more than 43,000, plus a full-time executive director and more than 40 full-time staff. Members serve as leaders for the association, which has multiple committees working together to help advance the profession.

A complete history of the NATA and the development of the athletic training profession is included in the hardcover book, "Far Beyond the Shoe Box: Fifty Years of the National Athletic Trainers' Association."

NATA Code of Ethics

Preamble
The National Athletic Trainers' Association Code of Ethics states the principles of ethical behavior that should be followed in the practice of athletic training. It is intended to establish and maintain high standards and professionalism for the athletic training profession. A violation of one or more of these principles may result in sanctions, as provided for in the NATA Member Standards and Sanctions, following the procedures set forth in the NATA Ethics Complaint Process.

The principles do not cover every situation encountered by the practicing athletic trainer, but are representative of the spirit with which athletic trainers should make decisions. The principles are written generally; the circumstances of a situation will determine the interpretation and application of a given principle and of the Code as a whole. When a conflict exists between the Code and the law, the law prevails.

Principle 1:
Members Shall Practice with Compassion, Respecting the Rights, Welfare, and Dignity of Others

1.1 Members shall render quality patient care regardless of the patient's race, religion, age, sex, ethnic or national origin, disability, health status, socioeconomic status, sexual orientation, or gender identity.

1.2 Member's duty to the patient is the first concern, and therefore members are obligated to place the welfare and long-term well-being of their patient above other groups and their own self-interest, to provide competent care in all decisions, and advocate for the best medical interest and safety of their patient at all times as delineated by professional statements and best practices.

1.3 Members shall preserve the confidentiality of privileged information and shall not release or otherwise publish in any form, including social media, such information to a third party not involved in the patient's care without a release unless required by law.

Principle 2:
Members Shall Comply With the Laws and Regulations Governing the Practice of Athletic Training, National Athletic Trainers' Association (NATA) Membership Standards, and the NATA Code of Ethics

2.1 Members shall comply with applicable local, state, federal laws, and any state athletic training practice acts.

2.2 Members shall understand and uphold all NATA Standards and the Code of Ethics.

2.3 Members shall refrain from, and report illegal or unethical practices related to athletic training.

2.4 Members shall cooperate in ethics investigations by the NATA, state professional licensing/regulatory boards, or other professional agencies governing the athletic training profession. Failure to fully cooperate in an ethics investigation is an ethical violation.

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

2.6 Members shall refrain from substance and alcohol abuse. For any member involved in an ethics proceeding with NATA and who, as part of that proceeding is seeking rehabilitation for substance or alcohol dependency, documentation of the completion of rehabilitation must be

provided to the NATA Committee on Professional Ethics as a requisite to complete a NATA membership reinstatement or suspension process.

Principle 3:
Members Shall Maintain and Promote High Standards in Their Provision of Services
3.1 Members shall not misrepresent, either directly or indirectly, their skills, training, professional credentials, identity, or services.
3.2 Members shall provide only those services for which they are qualified through education or experience and which are allowed by the applicable state athletic training practice acts and other applicable regulations for athletic trainers.
3.3 Members shall provide services, make referrals, and seek compensation only for those services that are necessary and are in the best interest of the patient as delineated by professional statements and best practices.
3.4 Members shall recognize the need for continuing education and participate in educational activities that enhance their skills and knowledge and shall complete such educational requirements necessary to continue to qualify as athletic trainers under the applicable state athletic training practice acts.
3.5 Members shall educate those whom they supervise in the practice of athletic training about the Code of Ethics and stress the importance of adherence.
3.6 Members who are researchers or educators must maintain and promote ethical conduct in research and educational activities.

Principle 4:
Members Shall Not Engage in Conduct That Could Be Construed as a Conflict of Interest, Reflects Negatively on the Athletic Training Profession, or Jeopardizes a Patient's Health and Well-Being.
4.1 Members should conduct themselves personally and professionally in a manner that does not compromise their professional responsibilities or the practice of athletic training.
4.2 All NATA members, whether current or past, shall not use the NATA logo in the endorsement of products or services, or exploit their affiliation with the NATA in a manner that reflects badly upon the profession.
4.3 Members shall not place financial gain above the patient's welfare and shall not participate in any arrangement that exploits the patient.
4.4 Members shall not, through direct or indirect means, use information obtained in the course of the practice of athletic training to try and influence the score or outcome of an athletic event, or attempt to induce financial gain through gambling.
4.5 Members shall not provide or publish false or misleading information, photography, or any other communications in any media format, including on any social media platform, related to athletic training that negatively reflects the profession, other members of the NATA, NATA officers, and the NATA office.

Board of Certification

The Board of Certification, Inc. (BOC; www.bocatc.org) sets the standards for the practice of athletic training. The BOC is the only accredited certifying body for Athletic Trainers in the US. The BOC was incorporated in 1989 to provide a certification program for entry-level Athletic Trainers and recertification standards for Certified Athletic Trainers. The entry-level certification program is designed to establish standards for entry in to the athletic training profession.

BOC Mission & Vision

The Board of Certification, Inc. (BOC) has been responsible for the certification of Athletic Trainers since 1969. Upon its inception, the BOC was an entity of the professional membership organization the National Athletic Trainers' Association (NATA). However, in 1989, the BOC became an independent non-profit corporation.

Mission of the Board of Certification: To certify Athletic Trainers and to identify, for the public, quality healthcare professionals through a system of certification, adjudication, standards of practice and continuing competency programs.

Accordingly, the BOC provides a certification program for the entry-level Athletic Trainer and establishes requirements for maintaining status as a Certified Athletic Trainer (AT). A nine-member Board of Directors governs the BOC. There are six Athletic Trainer Directors, one Physician Director, one Public Director and one Corporate/Educational Director.

The BOC is the only accredited certification program for Athletic Trainers in the US. Every five years, the BOC must undergo review and reaccreditation by the National Commission for Certifying Agencies (NCCA). The NCCA is the accreditation body of the National Organization for Competency Assurance (NOCA).

BOC Certification

The BOC was incorporated in 1989 to provide a certification program for entry-level Athletic Trainers. The purpose of this program is to establish standards for entry in to the profession of athletic training. Additionally, the BOC has established the continuing education requirements that a Certified Athletic Trainer must satisfy to maintain current status as a BOC Certified Athletic Trainer.

On a regular basis, the BOC reviews the requirements for certification eligibility and the standards for continuing education. Additionally, the Board reviews and revises the certification exam in accordance with the exam specifications of the BOC Role Delineation Study that is reviewed and revised every five years. The BOC uses a criterion-referenced passing point for the anchor form of the exam. Each new exam version is equated to the anchor version to ensure that candidates are not rewarded or penalized for taking different versions of the exam.

The BOC does not discriminate against any individual on the basis of religion, gender, ethnic background or physical disability.

Standards of Professional Practice

Athletic Trainers are required to comply with the BOC Standards of Professional Practice, which consists of Practice Standards and the Code of Professional Responsibility.

BOC Standards of Professional Practice v. 3.3 Effective January 2021

Download available at http://www.bocatc.org/athletic-trainers

Certification

Certified Athletic Trainers have satisfactorily fulfilled the requirements for certification established by the Board of Certification, Inc. (BOC). The BOC sets the standards for the practice of athletic training. The BOC certification is recognized by the National Commission for Certifying Agencies and is currently the only accredited certification program for Athletic Trainers in the United States. The certification examination administered by BOC evaluates a candidate's knowledge, skills and abilities required for competent performance as an entry level Athletic Trainer. Candidates must complete an entry level accredited Athletic Training education program and pass the BOC certification examination.

The BOC was incorporated in 1989 to provide a certification program for entry-level Athletic Trainers and recertification standards for Certified Athletic Trainers. The entry-level certification program is designed to establish standards for entry into the athletic training profession.

BOC Vision: The BOC exists so that healthcare professionals worldwide have access to globally recognized standards of competence and exceptional credentialing programs that support them in the protection of the public and the provision of excellent patient care.
BOC Mission: To provide exceptional credentialing programs for healthcare professionals to assure protection of the public.
BOC Values: Integrity, Professionalism, Fairness, Transparency, Service

Standards of Professional Practice

Athletic Trainers are required to comply with the *BOC Standards of Professional Practice* (Effective January 2019), which consists of Practice Standards and the Code of Professional Responsibility.

For more information visit the Board of Certification, Inc.

PROFESSIONAL MASTER OF SCIENCE IN ATHLETIC TRAINING PROGRAM OVERVIEW

Mission Statements

Frostburg State University

Frostburg State University is a student-centered teaching and learning institution featuring experiential opportunities. The University offers students a distinctive and distinguished baccalaureate education along with a select set of applied master's and doctoral programs. Frostburg serves regional and statewide economic and workforce development; promotes cultural enrichment, civic responsibility, and sustainability; and prepares future leaders to meet the challenges of a complex and changing global society.

College of Education, Behavioral and Health Professions

The mission of the College of Education, Health and Natural Sciences features inclusive and student-centered programs that promote experiential learning to develop life-long learning skills that will meet the needs of an ever-changing society. The College engages students, faculty, and staff in collaborative efforts to reach high standards, promote diversity and ensure equity in all programs.

Department of Kinesiology, Recreation and Sport Management

The mission of the Department of Kinesiology at Frostburg State University is to provide students with rigorous academic programs to develop professional skills and competencies through both didactic and experiential learning. The department prepares professionals in athletic training and exercise and sport science to make positive contributions within a changing and diverse global society.

Professional Master of Science in Athletic Training Program

The mission of the Master of Science in Athletic Training Program (MSAT) is to provide the highest quality of professional preparation and clinical education to promote the development of future athletic trainers. In so doing, the Athletic Training program will provide an environment conducive to learning, strive for academic excellence, promote diversity, ensure equity, and foster a spirit of professionalism. This program is structured to meet the standards set forth by the Commission on Accreditation of Athletic Training Education (CAATE).

Program Goals and Outcomes

1. *Program Goal:* Prepare students with the knowledge, clinical skills, and professional abilities to pass the Board of Certification Examination by providing quality didactic and clinical education learning experiences.
   Program Outcomes:
   a. Students will achieve a 70% or higher first-time pass rate on the BOC Exam.
   b. Students will achieve a 100% overall pass rate on the BOC Exam.
   c. Students enrolled in the MSAT Program will maintain an overall GPA of 3.0 or above.
   d. Alumni surveys will score a 70% or higher rating regarding program effectiveness following graduation.

2. *Program Goal:* Prepare students clinically for entry into the athletic training workforce in any chosen clinical setting including traditional and emerging areas of practice and/or entrance into professional schools or other advanced-level education.
   Program Outcomes:
   a. Program graduates will achieve successful placement within six months of graduation.
   b. Employers of program graduates will be satisfied with their level of preparation for entry-level clinical practice.
   c. Students will develop expertise in athletic training through an experiential clinical model through authentic patient encounters.
   d. Students will demonstrate respectful and effective professional behaviors with diverse populations in a diverse work environment.

3. *Program Goal:* Prepare students for foundational behaviors in professional and ethical practice and collaboration with other healthcare providers by integrating interprofessional healthcare within their clinical education.
   Program Outcomes:
   a. Students will communicate effectively with peers, preceptors, and other healthcare professionals.
   b. Students will integrate professional and ethical behaviors expected of the Athletic Trainer as a health care professional.
   c. Students will exercise ethical judgment, demonstrate leadership skills, and make positive contributions on their communities.
   d. Students will demonstrate awareness of the impact that clients'/patients' cultural differences have on their attitudes and behaviors toward healthcare.

4. *Program Goal:* Promote the importance of evidence-based practice, research, scholarship, and continuing education opportunities.
   Program Outcomes:
   a. Students will develop strategies and skills for clinical research.
   b. Students will develop strategies to acquire and use information to improve healthcare delivery.
   c. Students will be proficient in developing, researching, and answering clinical questions.
   d. Students will advocate for the profession.

5. *Program Goal:* Provide students with an overall quality learning experience through a comprehensive, multifaceted education.
   Program Outcomes:
   a. Program graduates will be prepared to transition to autonomous practice.
   b. Students will demonstrate effective problem-solving and clinical decision-making skills necessary for athletic trainers.
   c. Program faculty will provide high quality education to students enrolled in the graduate program.

Program Student Learning Outcomes

After completing the MSAT Graduate Program, students will be able to:

1. Integrate evidence-based practice standards when making clinical decisions and critically examine athletic training practice.
2. Synthesize how athletic training scholarship, evidence-based practice, and life-long learning supports the practice of athletic training.
3. Combine and synthesize necessary skills within a complex healthcare system, including risk management, insurance, healthcare and reimbursement documentation, and facility management.
4. Develop strategies and programs to reduce the incidence of injuries, illnesses, and optimize patients' overall health and quality of life.
5. Compose and integrate therapeutic intervention programs using clinical outcome measures and treatment goals to optimize the patients' overall health and quality of life.
6. Integrate professional and ethical behaviors expected of the Athletic Trainer as a health care professional.
7. Integrate state and national government regulation in order to demonstrate moral and ethical judgement while practicing Athletic Training.
8. Theorize the importance of professional involvement, membership, and regulation among state, district, and national organizations.

Professional Program Expectations

Each member of this program has made a personal decision to aid in the education of athletic training students (ATS) wishing to enter the profession. While not taking away from other students/patients/responsibilities, the ATS should expect each faculty/staff member to provide input to their questions. The ATS should not expect to just be given an answer for every question. To make this program an interactive learning process, the teacher will often guide the ATS to come up with a correct answer on their own. It is the job of the ATP to teach the ATS how to deal with similar situations that will have very contrasting outcomes. Each faculty member/preceptor within this program has a distinct educational background. This diversity brings about different ideas in healthcare. It is the responsibility of the ATS to take and respect these ideas and adapt them into their own unique philosophy. In addition, ATP also expects all ATS to apply and continually build their knowledge in the classroom and clinical experiences.

Athletic Training Student Expectations

It is our intent to make the learning process in this program as interactive as possible. This means the ATS must take an active and inquisitive role right from the start to achieve the personal goals each student wishes to ascertain. ATS are expected to be responsible for their own learning and to allow time to read, study, and practice athletic training materials and skills prior to class, practical exams and clinical experiences. The athletic training laboratory will be open at designated times for ATS practice. The ATS should request help from an instructor if they are having difficulty with any skill.

Athletic Training is an allied health care profession and a highly visible aspect of the sports medicine team. For this reason, a high level of professionalism is expected at all times. It is the

intent of the ATP to give the ATS an experience of what the "real world" is like in the field of athletic training. The clinical experiences are set up to give the ATS knowledge of what athletic trainers are responsible for and what is expected of them.

Athletic Training Student Professionalism

Besides meeting the academic standards of Frostburg State University and the Professional Athletic Training Program, ATS enrolled in athletic training courses must demonstrate professionalism in all clinical and classroom educational experiences.

Professionalism is defined as behaviors and attitudes congruent with the NATA Code of Ethics, BOC Standards of Professional Practice, and policies and expectations of the academic institution. Inherent within the concept of professionalism is the development of those behaviors by the ATS during the program that demonstrate increasing maturity, competence, integrity, accountability, responsibility, and caring as they progress through the program. Therefore, professionalism includes, but is not limited to, satisfactory clinical and classroom performance and behaviors consistent with professional conduct.

Typical clinical expectations are safe, effective, ethical performance of athletic training tasks; problem solving; use of appropriate judgment; appropriate communication and interaction with others; and the ability to apply knowledge. Acts of dishonesty, failure to provide safe care, lack of professional accountability or maturity, and any acts that could be detrimental to oneself or others are considered unprofessional behavior. Any ATS who demonstrates unprofessional behavior will be notified by the ATS's preceptor and/or an ATP faculty or staff member at the time of the misconduct or discovery of the misconduct and appropriate disciplinary action may be taken. [Refer to **PRACTICUM PROBATION/DISMISSAL POLICY P38.]**

Athletic Training Student Attitudes and Values

The profession of Athletic Training is an allied health care profession devoted to the health and welfare of the physically active patient. The Athletic Trainer should keep the basic principle in view and be guided by it at all times.

1. ATS should develop a relationship with each patient that encourages him/her to trust the student with personal information.
2. ATS should develop a professional relationship with fellow clinicians, administrators and patients so they respect the ATS's opinions and know the information will be objective.
3. Those who serve as members of the profession of Athletic Training commit themselves to uphold professional ideals and standards. Each Athletic Trainer acts as a representative of the whole profession and as such should conduct him/herself with honor and integrity.
4. ATS should develop a sense of loyalty to each member of the organization. **Do not** second-guess or belittle decisions made by preceptors. In particular, do not discuss controversial subjects concerning the organization outside the organization. Learn what information needs to be shared and with whom it is to be shared. For the most part, this includes your fellow athletic trainers and the Team Physician.
5. The ATS must always act in a professional manner, understanding that they are a direct reflection of the instructors, the university and the FSU ATP.

The ATS's willingness to accept responsibilities and carry them through completion, the way he/she performs those duties which are unpopular and distasteful, his/her personal appearance, and the tone of voice and the caliber or his/her language, are all qualities which will make assist a student in being successful in all endeavors. Athletic Training is an integral part of sports medicine. The ATS should carry out the techniques of the profession only with appropriate and specific medical direction of their preceptor.

Athletic Training Student Personal Qualities

DEPENDABILITY: Dependability includes punctuality, following directions, completion of tasks as assigned, asking for help if needed, and showing initiative.

DEDICATION: Athletic Training Students must be dedicated to their own personal success in the Athletic Training Education Program.

SINCERITY, HONESTY, LOYALTY AND INTEGRITY: Athletic Trainers work in an environment governed by many rules and requirements. Each student is responsible to ensure that rules are followed.

PROFESSIONALISM: Please keep in mind as an Athletic Training Student you are a representative of FSU ATP. Your words and actions will have a direct reflection on the entire program. As an Athletic Training Student, it is expected that all actions and demeanors will reflect professionalism while in attendance at any site.

Any Athletic Training Student caught using or in the possession of either illegal drugs or alcohol while acting in the capacity of an Athletic Training Student will be dismissed from the Athletic Training Program.

GRADUATE SCHOOL POLICIES

Graduate Academic Eligibility for Athletes

As a student-athlete, you must be eligible according to the regulations of the National Collegiate Athletic Association Division II and the academic eligibility standards of Frostburg State University. Specifically, in order to be eligible to participate in intercollegiate athletics, you must meet the following criteria:

1. Be regularly admitted as a degree-seeking student.
2. At the time of participation in intercollegiate athletics, be registered with the NCAA Eligibility Center. Incoming freshmen must be classified as a Final Qualifier by the Eligibility Center to participate during their first year.
3. At the time of participation in intercollegiate athletics, be registered for and maintain enrollment in 12 or more credit hours, with the following exceptions:
    a. You may practice and compete during the vacation period immediately preceding initial enrollment provided you meet all other eligibility requirements.
    b. If you are an undergraduate student enrolled in the final semester of a baccalaureate program, who is certified as enrolled in all courses required to complete degree requirements by the Registrar's Office, you may practice and compete while enrolled in less than 12 credit hours with the approval of the Assistant Director of Athletics for Compliance and Certification.
    c. If you are a graduate student who previously attended this institution as an undergraduate, you may practice and compete while enrolled in a minimum of nine credit hours with the approval of the Assistant Director of Athletics for Compliance and Certification.
4. You may participate in a maximum of four seasons of competition in any one sport during the first 10 semesters (15 quarters) of full-time enrollment in a collegiate institution.
5. If you are a transfer student, prior to participation, your eligibility must be reviewed by the Assistant Director of Athletics for Compliance and Certification and the Director of Special Academic Services in accordance with NCAA rules and regulations.
6. If you are a continuing or readmitted student, you must meet all of the following eligibility standards:
    a. Pass a minimum of 9 credits during the preceding academic semester.
    b. Pass a minimum of 18 credits for the Fall and Spring semesters combined.
    c. Pass a minimum of 24 credits since the beginning of the previous Fall semester. This includes Intersession and Summer courses.
    d. By the beginning of the fifth full-time semester, declare an academic major as proof of normal progress towards the degree.
    e. After the beginning of the fifth full-time semester, all courses completed must count in your declared degree program. Meet the minimum academic progress standards defined for your academic level (see table below), with the following exceptions:
        - If you are ineligible at the beginning of a semester, you may become eligible mid-semester only due to:
        - Successful completion of a course in which you earned an incomplete (I) grade

- An official grade change
- A grade change due to recognition of an institutional error

f. In any of these circumstances, you will not be eligible until the grade change is officially recorded in the Registrar's Office.

7. If you are allowed to re-enroll on academic probation or based on a successful appeal of academic dismissal, or you are readmitted on academic probation, you will not be allowed to participate in athletics unless your Frostburg State University cumulative grade point average meets the minimum specified above for the number of semesters of enrollment, and you have met all other eligibility standards outlined on this page (credit hours, progress toward degree, etc.).
8. Requests for the application of the exceptions specified above must be submitted to the individual or committee listed. Requests for waivers of NCAA regulations must be submitted to the Assistant Director of Athletics for Compliance and Certification for approval and transmission to the appropriate authorities.

Minimum Academic Progress Standards for Athletes

Semester at Frostburg State[1]	*Minimum FSU Cumulative GPA*[2]
First & Second	1.65
Prior to Third or more	2.00

1Semester at Frostburg State = number of semesters enrolled at FSU, including current semester and excluding summer and intersession.
2Cumulative FSU GPA = all letter grades (A, B, C, D, F, FX, WF) earned in all courses attempted at Frostburg State University, excluding prior grades in courses repeated at FSU and grade forgiveness. Enrollment at schools other than FSU cannot improve the GPA because credits, not grades, transfer from these institutions.

Graduate Requirements

To graduate from the University with a graduate degree, students must meet all of the following requirements:

1. Must have been admitted into a degree program.
2. Must have been admitted to degree candidacy where required by the degree program.
3. Program of study must include at least 30 credits for Master's level.
4. Must have a minimum grade point average of 3.0. The grade point average is determined by all courses taken excluding repeated ones where the most recent grade is used in the computation, passed courses where no grade is given and transferred courses.
5. Student must have submitted Application for Graduation to the Office of Graduate Services.
6. All tuition, fees and other financial obligations to the University must have been satisfied prior to graduation.

The course work of graduate students is evaluated according to the grading below. The grade F is the only grade lower than C and does not count toward the graduate degree.

The grade of I (incomplete) is assigned in exceptional cases if students are unable to complete the requirements of a course. An I grade may be removed and another grade substituted if the student completes the course requirements to the Instructor's satisfaction before the end of the following semester. If the student fails to remove the incomplete within the prescribed period, the I will be replaced by an F on the student's permanent record.

A	Superior (4.0)	I	Incomplete
B	Satisfactory (3.0)	P	Pass
C	Marginal (2.0)	NC	No credit
F	Failure (0.0)	FX	Unofficial withdrawal (0.0)
W	Withdrew	N	Non-pass
WF	Withdrew Failing (0.0)	CE	Credit by Examination
NR	Grades not suppled by instructor		
CS	Continuing study		

Credit and Course Load

The normal course load as a full-time graduate student is 9 to 12 credits per semester or summer. Requests for a course load above 12 credit hours during any one semester or summer must be approved by your program director/coordinator. Graduate assistants are required to be enrolled in 9-12 credits per semester for full-time contracts and 3-6 credits for part-time contracts. Graduate assistants with summer contracts will be required to be enrolled in credits within the summer session of the summer contract period. Graduate assistants cannot receive tuition remission for more than 30 credit hours within a 12-month period for full-time and 15 credit hours for part-time positions.

Course Repetition

Students are permitted to repeat a graduate course with the approval of the program director/coordinator ***only once*** and up to a maximum of one course in which a grade of C, F, FX, or WF was earned. If the most recent grade for the repeated course is an F, FX, or WF, or the student fails a required course after they have repeated the maximum credit hours allowed, the student will be dismissed from the University.

NOTE: Based on the dismissal policy, "F" grades will result in dismissal. Course repeat policy only applied after a dismissal appeal is granted.

Academic Probation

When a student's cumulative grade point average (GPA) falls below 3.0, the student is placed on academic probation. The student will be notified that their academic progress is unsatisfactory and will be required to develop a study plan with the program director/coordinator for registration for the subsequent semester/s. The student has a maximum of two semesters of graduate study to achieve a cumulative GPA of 3.0. If, after two semesters (including summer

and intersession) of graduate study the student has not achieved a GPA of 3.00, they will be dismissed.

Dismissal

If the student earns two grades below a level of B within their first 6-9 credit hours or within the first two semesters of study, they will be dismissed from the program. If the student earns a grade of F, FX, or WF, they will be dismissed from the program. If the student's academic progress is such that they cannot reach the 3.0 GPA requirement to earn the degree at any time during the program, the student will be dismissed from the program.

If the student does not complete the degree within six years from the time of completion of the first graduate course or if they do not complete the degree within six years after having been admitted as a degree-seeking student, they will be dismissed from the program.

For complete details on Graduate graduation requirements, please visit the Graduate Academic Policies page at: https://www.frostburg.edu/academics/academic-catalogs.php#/policies

ACADEMIC ATHLETIC TRAINING PROGRAM POLICIES & PROCEDURES

Summary of Degree Requirements

The FSU Professional MSAT Program prepares students for entry into Athletic Training and other allied health and professional fields. Near the completion of the program, students have the opportunity to sit for the Board of Certification (BOC) Examination.

Program of Study: 63-66 credits

Required MSAT Core

ATTR 500 Foundations of Injury Management
ATTR 505 Orthopedic Assessment I [Lower Extremity]
ATTR 510 Orthopedic Assessment II [Upper Extremity]
ATTR 511 Pharmacology for the Athletic Training Clinician
ATTR 512 General Medical Conditions
ATTR 520 Rehabilitation Exercise in Athletic Training I
ATTR 530 Athletic Training Administration
ATTR 600 Athletic Training Practicum I
ATTR 605 Research Methods
ATTR 615 Athletic Training Practicum II
ATTR 624 Therapeutic Interventions
ATTR 630 Athletic Training Practicum III
ATTR 635 Therapeutic Modalities in Athletic Training
ATTR 640 Seminar in Athletic Training
ATTR 645 Psychosocial Intervention
ATTR 655 Athletic Training Practicum IV
ATTR 695 Athletic Training Practicum V: Immersive Clinical Education Experience
ATTR 700 Master's Athletic Training Research Paper/Project

Admission Requirements

The Frostburg State University Professional Master of Science in Athletic Training Program provides valuable experience to students interested in athletic training. The experience and exposure that Frostburg State University provides is a solid base for individuals entering the discipline of Athletic Training. Frostburg State University provides students with exposure to a variety of practice settings while preparing them for certification by the Board of Certification (BOC). Frostburg State University offers a competitive, two-year graduate program that allows all students to obtain clinical experience with diverse men's and women's sport teams and various affiliated health care settings. Athletic Training students' progress through several levels of competency during their academic and practicum experiences. Under the direction of certified and state licensed Athletic Trainers (Preceptor), the student will acquire a diverse variety of patient exposures during their matriculation at FSU.

Professional MSAT Program Entrance Requirements

To be considered for full admission into the Professional Athletic Training Graduate Program (ATP), the applicant must meet each of the following criteria:

1. An undergraduate degree in Exercise and Sport Science or related field from a regionally accredited institution with a minimum 3.0 overall GPA.
2. A minimum of a "B" grade in each of the following prerequisite courses:
   Biomechanics for Exercise and Sport Science
   Physiology of Exercise
   Advanced Strength Training
   Evaluation and Prescription in Fitness
   Nutrition
   Biology with lab
   Chemistry with lab
   Physics with lab
   Anatomy and Physiology I & II
   General or Introduction to Psychology
3. Completion of Graduate School application and MSAT Program application.
4. Formal interview with MSAT Program faculty.
5. Completed Medical History forms.
6. The MSAT Program follows University immunization requirements. Submit your immunization records with your MSAT Program application. You will not be able to upload medical records into your Patient Portal until after you have matriculated into the MSAT Program.

The program will determine if prerequisites are met by completing a transcript evaluation.

Provisional admission: If a student does not meet the above criteria, provisional admission will only be considered in exceptional cases and only after all admission documents, including the MSAT Application, are received.

The total number of students that can be accepted into the program is dependent on the availability of clinical placements and the application scores of the students. Meeting the criteria listed in the section on the Application Review Process does not guarantee acceptance into the Professional Master of Science in Athletic Training Program.

See Appendix A for Professional MSAT Application Form.

Application Review Process

The Professional MSAT Program application criteria and process is utilized for both the Combined EXSS/MSAT Program as well as the Professional MSAT Program.

Students who have met the above minimum requirements will be evaluated on the following criteria:

Overall GPA	40 points possible
Prerequisite GPA	30 points possible
Faculty Recommendations	10 points possible
Interview	10 points possible
Application/Essay	10 points possible
	100 points possible

Admission Criteria Checklist

Student Name_____

Semester of Application _____

Material	**Complete**	**Score**
Overall GPA		/ 40
Prerequisite GPA		/ 30
Faculty Recommendations x 2		/ 10
Interview		/ 10
Application/Essay		/ 10
Assumption of Risk Form		NA
Technical Standards for Admission		NA
Criminal Background Check		NA
Medical History		NA
Required Vaccinations (MMR, Td/Tdap)		NA
	Total	100

Maintaining Academic Standards in the Professional MSAT Graduate Program

Students admitted into the MSAT Program must upload immunization records and the TB screening form into the Brady Health Center Patient Portal and complete Bloodborne Pathogen Training prior to beginning their first clinical rotation.

The Athletic Training student must maintain the following standards to remain fully admitted:

1. A minimum overall GPA of 3.0.
2. A minimum grade of "B" in each of the required courses in the program.
3. Maintain current certifications in emergency cardiac care and first aid.
4. Attendance at the annual OSHA blood borne pathogens training.

Violations of #3 and/or #4 will result in an immediate suspension of clinical experiences until the student is in compliance.

Admitted students must also follow the Graduate School academic standards explained above, page 18-22.

Additional Program Costs and Course Fees

- MSAT Year 1 | ATTR 500 - $250 Course Fees
- MSAT Year 2 | ATTR 695- $250 Course Fees
    - $90 NATA membership dues (includes NATA, MAATA and MATA dues).
    - $90 ATrack membership: for a lifetime subscription.
    - $50 FSU fingerprinting fee required for criminal history background check. If a student has already been fingerprinted from a previous employer, the student must provide proof/documentation.
    - $60-$70 American Red Cross Professional Rescuer & First Aid Certification fee and renewal fee.
    - $50 Lab equipment.
    - $90 Professional Development
- $50-$100 travel costs: Students are responsible for all travel costs during clinical education experiences. Cost may vary depending on geographical local and clinical setting (2 to 30 miles from FSU). Students are responsible for the cost of gas during specific off-campus rotation and opportunities to car-pool.

PROFESSIONAL MAST PROGRAM ACADEMIC PROGRESSION

Summer Session 1 (MSAT Year 1)				
Note: Courses checked in the major column require a grade of B or better.	Credits	Major	Other	GEP
ATTR 500 Foundations of Injury Manag.	3	X		
ATTR 530 – Athletic Training Admin.	3	X		
ATTR 645 Psychosocial Intervention online	3	X		
Semester Total	9			

Semester 1 – Fall (MSAT Year 1)				
Note: Courses checked in the major column require a grade of B or better.	Credits	Major	Other	GEP
ATTR 505 – Orthopedic Assessment I	4	X		
ATTR 635 – Therapeutic Modalities	4	X		
ATTR 511 Pharmacology online	2	x		
ATTR 600 – AT Practicum I	3	X		
Semester Total	13			

Semester 2 – Spring (MSAT Year 1)				
Note: Courses checked in the major column require a grade of B or better.	Credits	Major	Other	GEP
ATTR 510 – Orthopedic Assessment II	4	X		
ATTR 615 – AT Practicum II	3	X		
ATTR 520 – Rehabilitation Ex. in AT	4	X		
ATTR 512 General Medical Conditions	3	X		
Semester Total	14			

Summer Session 2 (MSAT Year 2)				
Note: Courses checked in the major column require a grade of B or better.	Credits	Major	Other	GEP
ATTR 605 – Research Methods online	3	X		
ATTR 630 – AT Practicum III	3	X		
Semester Total	6			

Semester 3 – Fall (MSAT Year 2)				
Note: Courses checked in the major column require a grade of B or better.	Credits	Major	Other	GEP
ATTR 624 – Therapeutic Interventions	4	X		
ATTR 700 – Masters Research/Project	4	X		
ATTR 655 – AT Practicum IV	4	X		
Semester Total	12			

Semester 4 – Spring (MSAT Year 2)				
Note: Courses checked in the major column require a grade of B or better.	Credits	Major	Other	GEP
ATTR 640 – Seminar in AT online	3	X		
ATTR 695 – AT Practicum V- 4-week	6-9	X		
Semester Total	9-12			

CLINICAL EDUCATION EXPERINCES IN ATHLETIC TRAINING POLICIES AND PROCEDURES

Clinical education is a very vital portion of the Professional Athletic Training Program (ATP). To ensure a meaningful overall educational experience and to remain in good standing with the Commission on Accreditation of Athletic Training Education (CAATE), the program upholds strict practicum education requirements and guidelines. The objective of the practicum education portion is to provide students with "real-world" opportunities to integrate cognitive, psychomotor skills/clinical proficiency, and core athletic training values utilizing varied clinical assignments. These clinical assignments are also the time for athletic training students (ATS) to utilize the knowledge gained from class, demonstrate learning over time, and practice professional behaviors.

Practicum Education experiences will vary from site to site. The ATS will receive hands-on, experiential experience when they are engaged with their preceptors at Frostburg State University. At other off-campus affiliate sites, the ATS will be involved with observational experience or limited hands-on experience. The ATS should avoid any direct contact with all therapy and/or rehabilitation equipment when they are at away sites unless specifically given permission and directly observed by their Preceptor.

Practicum facilities and their preceptors have agreed to allow the ATS the opportunity to apply skills and knowledge and expect students to conduct themselves in a professional manner. It is the ATS' responsibility to arrive on time and be present for the entire clinical assignment. If the ATS is anticipating arriving late or being absent from the clinical assignment, the student must notify the preceptor. Except in the case of an extreme emergency, lack of proper notification will result in an unexcused absence and possible failure of the clinical assignment and course. Being late or absent from clinical assignments more than once in a semester may involve any or all of the following:

- Discussion of the incident with preceptor and Coordinator of Clinical Education
- Formal reprimand in students file (see Student Conference Report)
- Removal from clinical site

A pattern of tardiness at the clinical site is unprofessional behavior and may result in failing the clinical component of the course. Failing a clinical practicum prohibits the ATS from progressing in the program until the course is offered again with space available for the student.

Practicum expectations are as follows for all clinical sites:

- All MSAT students are required to have emergency cardiac care (EEC) training, first aid training, and blood borne pathogen (BBP) training before engaging in athletic training clinical experiences and supplemental clinical experiences.
    - Students are required to maintain their EEC and first aid certifications throughout the program. Students are also required to complete annual BBP training.
- Always be professionally dressed, with your MSAT name tag, game-day polo for competitions, and arrive on time for clinical assignments. Each clinical site may have their own dress code.

- Have a courteous approach that reflects respect of self, patients, colleagues, visitors, and the profession of athletic training.
- Demonstrate safety in clinical performance. Students must complete all venue-specific training as required. Documentation of this review will be collected by the Coordinator of Clinical Education.
- All students must review venue-specific critical incident response procedures, such as emergency action plans (EAPs), with their Preceptor at the beginning of the clinical rotation experience. Documentation of this review will be collected by the Coordinator of Clinical Education. All EAPs will be immediately accessible to students in an emergency.

MSAT Program Attendance Policy

Practicum assignments in Professional Athletic Training Program are a required component of clinical education. The ATS must schedule their course work accordingly whenever possible.

The following academic priorities (in order) have been established by the ATP to assist the student and his/her assigned preceptor with the completion of their clinical education.

1. The ATS first academic responsibility is to attend all core MSAT courses each semester. The ATP recognizes that the faculty for these courses has final determination of course attendance policy; therefore, defers class attendance to these policies. ATS are required to attend all class sessions for all ATP required courses that will instruct and assess initial Athletic Training Clinical Competencies. The instructor for the specific course may only grant excused absences for these class sessions.
2. The ATS's second academic responsibility is to attend all scheduled clinical assignments (see "Recording of Clinical Education Hours" policy). A clinical assignment may not supersede a class session unless the instructor for the specific course has given the ATS an excused absence for the class session. The clinical assignment preceptor may not grant an excused absence for any course. Except for personal illness and emergencies with immediate family members, the preceptor may determine excused absences for all assigned students.
3. The ATS final responsibility is to all other activities outside the ATS class sessions and clinical assignments (e.g., jobs, athletic teams, student organizations, social activities, etc.). Any student who fails to follow the proper procedures for requesting excused absences from a specific course and/or from a clinical assignment may be subject to ATP, course, and/or clinical assignments disciplinary actions. ATS who are participating on an athletic team are allowed at times greater latitude with this. They are still required to fulfill all the same clinical requirements of other ATS, but they may do so before or after their season is finished. They are required to attend all course work as other ATS.

Direct Supervision Policy

NOTE: The terms "direct supervision" and "supervision" are synonymous for all ATP policies and procedures.

Supervision of the athletic training student during their clinical education is mandatory. The preceptor must be physically present and have the ability to intervene on behalf of the ATS and patient at all times.

Athletic trainers function under a physician's direction.
The terms "direction" and "supervision" mean two different things. Most importantly, supervision may require the on-site physical presence of the physician and that the physician examines each and every patient treated by an athletic trainer. Direction, on the other hand, requires contact and interaction, but not necessarily physical presence.
During all required clinical education, the assigned preceptor must directly supervise ATS. Other ATP affiliated preceptors may directly supervise the ATS at various times during the clinical assignment; however, the assigned preceptor must provide the majority of the ATS supervision throughout the entire clinical assignment. The assigned preceptor will also be ultimately responsible for all of the ATS evaluations and actions.

Prior to and during a clinical assignment, the preceptor will be advised by the ATS as to which clinical proficiencies the ATS has demonstrated initial competency. This will be done by way of a competency form. Although an ATS may have demonstrated initial competency with a clinical skill, it does not mean that the ATS has demonstrated final mastery of the proficiency. The preceptor is encouraged to perform follow-up assessments of the ATS clinical skills as the preceptor feels it is necessary (e.g., the preceptor may require the student to tape his or her ankle before allowing the student to tape an athlete's ankle). Based on this assessment and ongoing evaluations of the ATS, the preceptor may determine the level of direct supervision he or she must provide while the ATS is providing patient care. The preceptor is still required to directly supervise the ATS as explained in this policy.

Application of Clinical Proficiencies

Before an ATS may be allowed to utilize clinical proficiency with an actual patient, the clinical skill must be formally instructed and assessed in a required course of the ATP. Once the ATS has demonstrated initial competency, ATP preceptors will be notified of the ATS's clearance to practice the specific clinical proficiency on patients while being directly supervised. This will be communicated with a competency form developed by the ATP. This procedure only addresses the initial instruction, assessment, and application of student clinical proficiencies.

If during a clinical assignment, a learning opportunity arises where the ATS may gain experience with a clinical skill, but the clinical skill has not yet been taught or assessed in a required course, the preceptor may instruct the ATS on the clinical skill so that the ATS may gain the knowledge of specific learning experience. The ATP encourages these teachable moments; however, they may not replace the initial instruction and assessment of clinical proficiencies in an ATP required course. For example, ATs are often not able to experience a positive stress test, such as a Lachman's Stress Test of the knee, until a patient presents with the appropriate condition. If an ACL deficient patient is present during a clinical experience, but the ATS has not yet learned how to perform the specific stress test, the preceptor may instruct the ATS on how to perform the test and then have the ATS perform the skill on the patient. Such instruction will not constitute ATS autonomy to perform knee injury assessments.

Required Practicum Rotations Assignments

Once admitted into the ATP, all ATS must complete practicum experiences under the direct supervision of a program preceptor. The majority of the clinical education will be supervised by

an Athletic Trainer; however, each ATS will also be given the opportunity to learn from a variety of sports medicine related to allied health and diverse medical professionals.

During practicum assignments, ATS are assigned to a preceptor, not a specific sport or team. The Coordinator of Clinical Education in consultation with the Program Director will assign the clinical rotations. Input relating to, but not limited to, the number of ATS preceptors can effectively accommodate and the type of ATS that will be most successful in the setting will be sought from all ATP faculty, instructors, and preceptors during this process. These rotations will assure that each ATS has the opportunity to gain clinical experience with a variety of different populations including:

- Lower and upper extremity specific patients
- Gender
- Pediatric patients
- Equipment Intensive (minimally including helmets and shoulder pads)
- Rehabilitative settings
- Urgent Care and general medical settings

All ATSs will gain a combination of practicum education in each of the following categories:

CLINICAL EXPOSURE

UPPER EXTREMITY	**LOWER EXTREMITY**	**EQUIPMENT INTENSIVE**	**GENERAL MEDICAL**
VOLLEYBALL	SOCCER	FOOTBALL	Brady Health Center
SOFTBALL	BASKETBALL	LACROSSE (m)	
BASEBALL	FOOTBALL		
FOOTBALL	LACROSSE		
TENNIS	CROSS COUNTRY		
LACROSSE	TRACK & FIELD		
Acrobatics & Tumbling	FIELD HOCKEY		
WRESTLING	Acrobatics & Tumbling		
	RUGBY		
	WRESTLING		

PATIENT EXPOSURE

MALE	**FEMALE**	**ADOLESCENTS**	**URGENT CARE**
FOOTBALL	VOLLEYBALL	HIGH SCHOOL	Brady Health Center
BASKETBALL	BASKETBALL	Fort Hill High School	
BASEBALL	SOFTBALL	Mountain Ridge HS	
SOCCER	SOCCER		
TENNIS	TENNIS		
SWIMMING/DIVING	SWIMMING/DIVING		
XC/TRACK & FIELD	XC/TRACK & FIELD		
LACROSSE	FIELD HOCKEY		
WRESTLING	LACROSSE		
	Acrobatics & Tumbling		

	RUGBY		
	WRESTLING		

Collegiate Athletic Participation

Student-athletes may choose to participate in varsity athletics for **one season** per academic year. It is not recommended, but it is allowed. Student-athletes enrolled in the MSAT program are permitted to complete clinical education experiences before and after their scheduled season and during FSU's winter intersession.

Away Travel with Collegiate Athletics

Students gaining clinical education with FSU's collegiate teams are required to travel to some away contests with their preceptor during the season. The number of ATS assigned to the preceptor will determine the number of away contests the ATS will be permitted to travel.

Athletic Training Practicums

Each semester, students will complete clinical education experiences during the Athletic Training Practicum courses. The ATP requires 45 contact hours per 1 credit hour. A minimum of 135 hours (maximum of 140 hours) of clinical education experience in Athletic Training Practicums I-IV is required. During Athletic Training Practicum V: Immersive Clinical Education Experience, the student will be involved in continuous experiential learning for a minimum of four (4) weeks for a total of 6 credit hours and 270 contact hours of clinical education hours (maximum of 280 hours). The location of the immersive experience may be on or off campus. All immersive clinical education sites must be approved by the Coordinator of Clinical Education prior to the rotation.

In addition, athletic training education accreditation requires the ATP to carefully monitor the students' clinical education requirements. The Coordinator of Clinical Education will communicate all clinical requirements and expectations with students.

Required clinical education for ATS will occur when classes are in session during the fall, spring, and summer semesters. Students may be required to complete clinical assignments during Saturday, Sunday and University holidays. Students will not be required to complete clinical assignments during "reading day" or final exam week. The ATS may volunteer to participate in clinical assignments during these days.

The Coordinator of Clinical Education will determine each student's clinical assignments. It is the ATS responsibility to contact their preceptor to determine the specific schedule. A major outcome of the athletic training clinical assignment is the ATS becoming a mature, competent and professional healthcare provider. In order to aid in this process, the ATS is allowed some freedom and decision making as they progress in the program. One such area where they are allowed some latitude is in the amount of time spent in the clinical assignment (within set program ranges). Frostburg State University recommends a 20-hour workweek for all work-study students; therefore, the ATP has set a limit of 20 hours per week in the clinical education

setting as the target for graduate-level athletic training students when classes are in session during the fall and spring semesters. Only those hours when the ATS is directly supervised and providing patient-care services or services to the clinical site that relate to the overall care provided at the site (e.g., filing papers in patient files, writing a SOAP note) or practicing clinical skills with a preceptor may be counted as clinical education. All ATS are required to have at least one day off per week.

Documentation of Clinical Education Hours

It is the ATS's responsibility to properly record the number of clinical education hours accumulated each day. Any hours accumulated that would be described as "Unsupervised Student Activities" (see related policy) may **NOT** be recorded as clinical education hours. In order to record clinical education hours and patient encounters, the ATS must first purchase an ATrack membership. Once they are a member, they will be able to access ATrack. This is the online system that the FSU ATP uses to document all components of ATS clinical education. ATrack may be purchased: $45 for an annual subscription or $90 for a lifetime subscription.

Time spent at a clinical assignment must be recorded in the ATrack computer program each day. The supervising preceptor will verify clinical education hours on a regular basis. Clinical education hours not approved will not be counted towards the required number. In accordance with ATP policy, travel time to and from an away event may **not** be included in your practical hours.

Clinical performance evaluations will be completed using ATrack. Preceptors will evaluate each ATS during a midterm and final evaluation as well as assess various proficiencies. The ATS will also provide feedback to the preceptor they are assigned. There are different evaluation forms for each year in the program. The different evaluation forms are designed to evaluate a student's skills/abilities and personal characteristics as they progress through the program. The evaluations are to be discussed between the preceptor and the ATS. After the discussion, both the preceptor and the ATS are to sign / date the documents. All evaluation forms will be stored in the ATrack system. All evaluations are to be submitted to the ATP Clinical Education Coordinator by the preceptor and retained in ATrack.

Communicable or Infectious Disease Policy
Any ATS who has any communicable or infectious disease is not allowed to receive clinical education until the disease cleared by the medical staff at Brady Health Center and the Athletic Training Education Program Director or Coordinator of Clinical Education. See enclosed section on this topic.

Completion of Practicums
Participation in the Athletic Training Practicum courses has several specific criteria (details contained in the course syllabus), which must be met to successfully complete the course and program. It is the intention that the learning experience provided would allow the ATS to move from simple skill acquisition to clinical proficiency over the course of the program. Furthermore, the goal of such experiences is to contribute to the broadening of each ATS background and, in the process, better prepare him/her to become a successful Athletic Trainer.

It should be noted that completion of the clinical education requirement fulfills only one phase of the practicum course. Failure to successfully complete all components of the course will result in the ATS progression being altered or the ATS being removed from the program.

The ATP is primarily concerned about the quality of the ATS clinical education, not the length of time that an ATS spends at a clinical assignment. However, it is also recognized by the program that a minimum amount of time must be spent with a clinical assignment to satisfy the learning objectives of the experience.

Each of the following requirements must be satisfied for an ATS to be considered eligible for completing a required clinical assignment:

- Athletic Training Practicums I-III are 3 credits each and require a minimum of 135 hours of clinical education experience.
- Athletic Training Practicum IV is 4 credits and requires a minimum of 180 hours of clinical education experience.
- Athletic Training Practicum V: Immersive Clinical Education Experience, the student will be involved in continuous experiential learning for a minimum of four (4) weeks for a total of 6 credits and 270 clinical hours. If students decide to complete more than 270 clinical hours during their immersive experience, they may take up to 9 credits and complete 405 hours of clinical experience. (Students must completed 45 hours of clinical experience per 1 course credit.)
- The ATS must maintain their Professional Rescuer, First Aid certifications and annual BBP training.
- The ATS must receive permission to be excused from the clinical assignment for a time period greater than one week by the Program Director or Coordinator of Clinical Education. The ATS must have an appropriate and documented reason for the clinical assignment absence. Such reasons can include, but are not limited to, personal illness, family emergency, and preceptor excused absences. Refer to Student Illness Policy Statement for further details. The Program Director and/or the Coordinator of Clinical Education will communicate with the preceptor regarding permission to miss the clinical assignment.

Practicum Probation/Dismissal Policy
The supervising preceptor has the authority to immediately remove any ATS that acts unprofessionally or inappropriately during a practicum assignment.

- The preceptor will complete the Preceptor Submitted Incident Report, located in ATrack, to formally report the incident to the Coordinator of Clinical Education.
- Together the preceptor and Coordinator of Clinical Education will determine the appropriate action. If the preceptor indicates that the ATS is not welcome back at that practicum site, the ATS will be placed at another clinical assignment, pending there is a spot available, and the preceptor of that experience is willing to take the ATS.
- If the ATS cannot be placed in another clinical assignment, the ATS will fail that clinical rotation. If the ATS is allowed to remain in the academic program, they will be required to repeat the failed clinical assignment the next time it is offered before they are allowed

to progress in the didactic and clinical education sequence. Program dismissal is possible for failing some or all program retention criteria in a specified time or manner.

NOTE: Any preceptor that wishes to document a practicum incident must complete the **Preceptor Submitted Incident Report** located in ATrack. The Coordinator of Clinical Education will meet with the preceptor to determine the appropriate action. Meetings may also include the ATP Director. Severity of offense will be considered & may result in immediate dismissal.

Additionally, any student that wishes to document a practicum incident must complete the **Student Submitted Preceptor Incident Report** located in ATrack. The Coordinator of Clinical Education will meet with the student and preceptor to determine the appropriate action. Meetings may also include the ATP Director.

Failed Practicum Assignment Procedure

A failed practicum assignment occurs when the ATS does not average a minimum rating of **70%** on their evaluation for that practicum assignment, does not complete the practicum assignment, or is removed from a practicum assignment due to unprofessional behaviors.

A Mid-Term and Final evaluation will be kept on file in the ATrack system and the Coordinator of Clinical Education office. All forms must be signed and dated the day of the review by both the approved preceptor and the student to justify a failed practicum assignment. If an ATS has a failing or borderline failing mid-term, a meeting with the Program Director or designee, preceptor, and ATS will be arranged within one week of the completion of the evaluation. The purpose of this meeting is to discuss any critical incidents (formal reprimand notice or other issues that might not have warranted an official reprimand) that have occurred, inform the ATS of what will be expected from them during the remainder of their assignment in order to pass, and the appeals/failed clinical assignment procedure. Any critical incidents should be in written form, signed and dated on day of review by all parties, and kept in the student's file in the Program Director department office.

First Failed Practicum Assignment

Option A): The ATS accepts the failure, and the practicum assignment are repeated.
The student will repeat the same or similar practicum assignment with the same preceptor. The Program Director's discretion is used regarding a repeat of the same or similar assignment with the same preceptor. If personality conflicts with the ATS and the preceptor are present, the ATS will still be required to repeat in that setting, but a different supervisor will be assigned if this is possible for that setting. If it is not possible to repeat the same practicum assignment (i.e. ATS has been removed from the clinical site) then the ATS will do a similar clinical assignment.
The practicum assignment must be completed before an ATS is allowed to progress in the AT curriculum (didactic and clinical).
The ATS may utilize the appeals procedure to request a change of a particular practicum assignment or preceptor.

Option B): The ATS may withdraw from the MSAT Program.

Option C): The ATS may appeal the failure of the practicum assignment.

Failed Practicum Assignment Appeals

1. The ATS must submit their request of appeal in writing that states a general reason for the request. The appeal should be sent to the Program Director. The ATP faculty will serve as the appeal committee.
2. The appeal request must be received or postmarked within 3 working days after receiving the final evaluation.
3. Once the appeal request is received, the Program Director will notify the ATP faculty within 3 working days.
4. The ATP will set up a meeting with the ATS and the preceptor within 7 working days of receiving the appeal. Once this meeting is set, the supervisor and the involved ATS must send any written documentation supporting their case to the Program Director. The Program Director must receive this information within 3 working days after notification of the meeting has been given. The Program Director will have this documentation available for the appeals committee before the meeting.
5. The Program Director will respond in writing with the ATP faculty's decision. The decision will come after all testimonies have been heard and any further investigation that is warranted is completed. The decision of the ATP faculty will bring forth one of the following two actions:
    a. The failed assignment is upheld, and the student may repeat the clinical assignment as in option A. If the ATS does not choose option A, they must then withdraw from the AT program or the ATS may make an appeal through Frostburg State University's campus appeals process.
    b. The evaluation is overturned and the student may resume current progression through the major.

Second Failed Practicum Assignment
Option A): If the ATS fails a second practicum assignment then the student is dismissed from the MSAT Program.

Option B): The ATS does have the right to appeal as in option C above**.**

MSAT Program Appeals Process

Any student enrolled in the MS Athletic Training Program has the right to appeal or petition any decision made by the Athletic Training Program faculty and staff.
The appropriate appeal process is as follows:

1. The ATS must submit a written appeal to the Athletic Training Program Director.
2. The ATS may then appeal to the Chair of the Kinesiology Department.
3. The ATS may then appeal to the Dean of the College of Education, Behavioral & Health Professions.

*At each level the appeal must be made within one week of receiving notification of the decision.

GENERAL MSAT PROGRAM POLICIES

The Professional MS in Athletic Training Graduate Program follows all University policies and procedures. The Institutional policies below are from the Community Standards Policy Statements for Frostburg State University Students (**Community Standards**) booklet sponsored by the Division of Student Affairs. These policies include:

Grievance policy- From FSU's ADA/EEO Compliance Office. Frostburg State University has established an internal grievance procedure to ensure prompt and equitable resolution of complaints alleging violation of the Americans with Disabilities Act. Title II states, in part, that "no qualified individual with a disability shall, by reason of such disability, be excluded from the participation in or be denied the benefits of the services, programs or activities of a public entity, or be subjected to discrimination by any such entity."

This grievance procedure may be implemented by any student, employee or visitor of Frostburg State University alleging a violation of the Americans with Disabilities Act.

To be considered for handling by Frostburg State University, a complaint must be filed within 120 days of reasonable knowledge of the alleged violation.

Although individuals are encouraged to utilize the University grievance procedure first, any person(s) with a complaint of an ADA violation has a right to register the complaint with the appropriate state or federal agency within 180 days of the alleged violation.

Nondiscrimination policies- (Community Standards, page 4) Acts of discrimination or violence directed against individuals, groups, or institutions because of race, color, ethnicity, national origin, religion, age, disability, sex, sexual orientation, marital status, pregnancy, veteran status, or gender identity or expression, or other legally protected characteristics will not be tolerated by Frostburg State University.

Discrimination- (Community Standards, page 9) Frostburg State University is committed to maintaining a community where the rights of others are respected. Copies of the University's Allegation of Discrimination/ Harassment Procedures may be obtained from the Office of AA/EEO. For specific information about the University's policies regarding discrimination, see the "Non-Discrimination/Equal Opportunity" and under General University Policies. Allegations of discrimination based on gender, sexual orientation, gender identity or expression are handled under the University's Procedures for Investigating and Resolving Reports of Prohibited Conduct under the Gender-Based Harassment and Violence Policy.
Policy for reporting.

Harassment Policy from the Title IX Office- The Frostburg State University Policy On Sexual Harassment And Misconduct (PDF) details the University's expectations for behavior, as well as detailing reporting options, sources of support, protections, and processes regarding reports of Prohibited Conduct. The policy also provides clarity regarding the procedures through which the aforementioned Policy is maintained and instituted at Frostburg State University.

Anti-Harassment and Retaliation Policy- Frostburg State University is firmly committed to maintaining a learning and workplace environment free from discrimination and harassment based on an individual's gender or sex. Sexual harassment, sexual assault, and other categories of sexual misconduct are forms of sex discrimination that are not tolerated and are expressly prohibited by FSU. Frostburg State University's Anti-Harassment and Retaliation Policy (PN 1.014) is available online.

The University's commitment to maintaining a learning environment in which the intellectual, professional, personal, and social development of members of the campus community is assured requires that all members of the community adhere to ethical and professional standards of conduct, as well as to legal standards. Therefore, consenting romantic or sexual relationships between faculty or staff member and student or between supervisor and employee, while not expressly forbidden, are generally deemed very unwise. Power differences between faculty and students or between supervisors and supervisees make the subordinate's voluntary consent to even an apparently consensual relationship questionable. Sexual relationships between a professor or supervisor and a subordinate may result in conflicts of interest or raise questions of favoritism. Wherever a power differential exists between persons who are romantically or sexually involved, the parties must realize that if a charge of sexual harassment is subsequently lodged; mutual consent will not necessarily be accepted as a reasonable defense.

If at any time an Athletic Training Student feels as though they have been the victim or witness to an act of sexual harassment, they are encouraged to report the incidence to the preceptor, Coordinator of Clinical Education or the Program Director. Any ATS found guilty of sexual harassment will be removed from the ATP immediately.

Reporting Procedures from the Title IX Office- If you or someone you know has experienced any conduct that may violate Frostburg State University's Sexual Harassment & Misconduct Policy, we encourage you or your friend to seek support and to report the incident.

University Withdrawal- Refer to the Financial Aid Office website for further details: Withdrawal Policy

Refer to the University Student Billing Office website for further details: Refund Policy
Refund Policy from FSU's Billing Office- The following regulations govern refunds available upon withdrawal from the University or when other changes of status take place. To withdraw from the University, you must complete an official withdrawal card and file it in the Registrar's Office before you are entitled to any refund. Because refund amounts change depending upon when you file, the date used to determine refunds will be the date on which you submit the final filing or change of status to the Registrar's Office.

If you register for a full schedule (12 credits or more) and you drop courses to 11 credits or fewer after the end of the registration period, you are not entitled to a refund based on a credit-hour charge. Students dismissed for disciplinary reasons are not entitled to any tuition or fee refund.

Academic dishonesty policy- (Community Standards, page 2)- Academic dishonesty is defined to include any form of cheating and/or plagiarism. Cheating includes, but is not limited

to, such acts as stealing or altering testing instruments; falsifying the identity of persons for any academic purpose; offering, giving or receiving unauthorized assistance on an examination, quiz or other written or oral material in a course including looking at another person's answer key or test or taking an online test with assistance from another person; or falsifying information on any type of academic record. The presence of cell phones and/or other electronic devices during an exam may also be considered prima facie evidence of academic dishonesty. Plagiarism is the presentation of written or oral material in a manner which conceals the true source of documentary material; or the presentation of materials which uses hypotheses, conclusions, evidence, data, or the like, in a way that the student appears to have done work which they did not, in fact, do. Self-plagiarism is the reuse of substantial identical or nearly identical portions of one's own work in subsequent assignments in other courses without prior permission from the instructor in those courses. In cases involving academic dishonesty, a failing grade or a grade of zero (0) for either an assignment and/ or a course may be administered. Students who are expelled or suspended for reasons of academic dishonesty may not be admissible to other institutions within the University System of Maryland. Suspension or expulsion for academic dishonesty is noted on a student's academic transcript.

Student Employment

AT curriculum is rigorous and time consuming. **The time commitment is very challenging with the academic load and the time spent with the practicum assignments.** Working a side job while in the program is NOT encouraged, but it is allowed. Students that do elect to work are strongly advised to limit outside employment and to consider the amount of personal responsibly prior to entering the AT program. Students will find it necessary to study outside regularly scheduled classes to maintain a satisfactory grade average. Students must make their AT education a priority above work.

The student seeking outside employment is not to work as an ATS or wear the athletic training student uniform or in any way represent him or herself as an ATS from Frostburg State University. The ATS is not to perform any task on the basis of being an ATS at Frostburg State University while employed outside of the athletic training education program assignment.

Professional Rescuer CPR/First Aid Certification (Cost $60-70)

All MSAT students are required to have Professional Rescuer CPR and First Aid certification prior to beginning clinical education or supplemental clinical education experiences. Certification must be current while performing all clinical experiences. Professional Rescuer CPR and First Aid will be initially taught as part of ATTR 500 Foundations of Injury Management. Professional Rescuer and First Aid is valid for two years. The ATP will offer recertification during the Fall and Spring Semesters. This will be a one-time course strictly for recertification purposes. ATS that are unable to attend this certification course must make their own arrangements to get recertified before they start their fall clinical experience. ATS will submit a photocopy of their certification cards to the Coordinator of Clinical Education.

Student Travel to a Practicum Assignment Site

Students will be given the opportunity to gain clinical experience at a variety of locations. In some cases the practicum setting will be off-campus. In these cases, students will be responsible for traveling to and from their primary clinical site.

Transportation to Clinical Sites

Students are responsible for obtaining transportation to and from all practicum site assignments at the student's expense. This includes, but is not limited to, the expenses associated with fuel and parking. The MSAT Program is not responsible for costs or damages incurred while traveling to or from the clinical sites. This policy pertains to both on campus and off campus sites.

Student Travel to Practicum Assignment Sites in Adverse Weather Policy

In the event that Frostburg State University is closed all off-site practicum assignment sites are also closed. ATS are NOT required to attend Frostburg State University Athletics practice if the University is closed. If a varsity contest is still being played when the university is closed it is the ATS's responsibility to contact the preceptor and let them know if they will be attending.

In the event of bad weather or hazardous road conditions, each individual ATS must determine if they feel they can safely travel to the clinical assignment. If an ATS determines it is unsafe, they need to contact their preceptor and let them know. If the ATS is unsure of their safety then they SHOULD NOT drive. The ATS will call the preceptor to tell them they will not be able to attend. It is the ATS's responsibility to reschedule the missed assignment. If the practicum site is closed due to bad weather, the ATS is NOT required to attend the practicum assignment.

Student Transportation of Injured/Ill Patients

Under no circumstance should an ATS transport an injured/ill patient in any vehicle for off-site emergency care, physician appointments, or any other reason. Preceptors should not ask or expect ATS to provide such services in their own or the institution's vehicle. The issues involved with such actions expose the ATS, preceptor, and institution to great potential legal liability. Assisting an injured/ill patient to the facility's on-site athletic training room is exempted from this policy. Just as it is the preceptor's responsibility to avoid placing ATS in such situations it is also the ATS's responsibility to inform the ATP administration of any instance in which the ATS feels they were placed in a compromising situation.

Professional Appearance

The Frostburg State University Athletic Training Education Program strives to create a professional image that is consistent with the public's expectation of an allied health professional. Professional appearance includes grooming, hygiene and dress. Individual dress should reflect a professional appearance at all times in order foster a professional atmosphere. To be a professional, it is important to dress and behave like one. This program requires its ATS to

do the same. All AT graduate students are required to wear their program name tags during all clinical education rotations so patients/clients can easily differentiate them from credentialed healthcare providers. Graduate students will be given an approved FSU Athletic Training game-day collared shirt for use at their clinical assignments. When attending practice all ATS are to have approved FSU AT Program t-shirts. Specific information on AT Program t-shirt orders will be provided through the ATP early in the school year. Each practicum rotation may have different dress code policies, which will be covered during the specific practicum course. Any ATS, who is inappropriately dressed, in the opinion of the site supervisor, will be sent home for the day. It is the ATS responsibility to supplement opportunities lost due to these actions.

Confidentiality

It is the responsibility of all Frostburg State University Athletic Training students (ATS) to ensure that all patient/client information (personal, medical, or education related) remain confidential. All athletic training students will undergo FERPA and HIPAA training during course work and orientation during their first summer.

Due to the varied number of staff and personnel who may be involved with a patient's care, it is essential that this policy be observed in order to maintain an atmosphere of mutual trust that must exist between the patient and representatives of the Frostburg State University Athletic Training Program. Gossip, careless remarks, or idle chatter concerning patients, made inside or outside of the Athletic Training room, is inappropriate, unprofessional, and will not be tolerated.

Confidential health and education information is required by law (FERPA and HIPAA) to be protected. According to both FERPA and HIPAA, it is illegal for any medical/allied healthcare professionals, and individuals associated with an educational institution to gain access to patient/student information, through any and all means, unless the information is needed in order to treat the patient/student, or because their job would require such access. The protection of patient/student information, records, and reports is the responsibility of all personnel involved. Furthermore, this confidentiality policy applies to any information learned by or revealed to any certified athletic trainer and/or athletic Training student both in clinical and didactic settings.

Each ATS is required to sign the "Confidentiality Agreement", located in the Student Forms section of this handbook. ATS are encouraged to keep a paper copy for themselves.

Game Conduct

Students must be on time and in proper uniform. ATS do not cheerlead or make critical comments in regard to an athlete's performance, an official's calls and/or coaching strategies. Only comments of positive or encouraging nature are to be made to an athlete. Remember that coaches will correct mistakes made by athletes, not the ATS.

Gambling

As a member of the FSU athletic family the ATS has knowledge that is of great value to gamblers and game enthusiasts. Any of the following activities may result in severe disciplinary action or termination.

- Providing any information (e.g. reports concerning team morale, game plans, and injuries to team members) to any individual that could assist anyone involved in organized gambling activities.
- Making a bet or wager on any intercollegiate athletic contest.
- Accepting a bet or a bribe or agreeing to fix or influence illegally the outcome of any intercollegiate contest.
- Failing to report any bribe offer or any knowledge of any attempts to "throw", "fix" or otherwise influence the outcome of a game.

Professional Organization Membership

Students are encouraged to become a member of the National Athletic Trainers' Association (NATA) [$90 new member]. Students are also encouraged to become members of the Mid-Atlantic Athletic Trainers' Association (MAATA, District 3). These professional organizations provide the student with valuable information, contacts, and opportunities. All ATS are strongly encouraged to join these organizations as student members. ATS are also urged to attend as many professional and educational meetings as possible. It is a great way to meet people and network, as well as learn from a variety of different professionals. Assistance with cost of membership and meetings may be obtained from, MAATA, NATA, or other organizations. Fundraising will be available throughout the year to defray the costs. Students are also encouraged to join the FSU Athletic Training Student Association (ATSA). This is a student run organization.

HEALTH & SAFETY POLICIES

Calibration and Maintenance of Therapeutic Equipment

Therapeutic modalities and equipment for all MSAT labs and active clinical sites are maintained on a regular basis according to National Institute of Standards and Technology and/or manufacturer guidelines. The ATP organizes electrical safety checks and the calibration of therapeutic equipment/modalities for all classroom and lab spaces on an annual basis. The Coordinator of Clinical Education ensures that electrical safety checks and the calibration of therapeutic equipment/modalities are regularly completed at all active clinical sites.

Electrical Safety Guidelines

Athletic Training Students are not to operate a modality unless they have been taught the proper use either in coursework or trained by a clinical preceptor at the affiliated clinical site. If an athletic training student notices or observes any unsafe condition while using an electrical therapeutic modality, the student must remove themselves and report any unsafe conditions to the clinical preceptor as well as the program director or clinical education coordinator.

Radiation Exposure

Athletic Training Students who gain clinical experience in a setting where there is potential for being exposed to radiation producing devices (e.g.x-rays) must follow clinical site guidelines and protocols such as standing behind a protective shield, wearing a shielding device such as an aprons, etc. If you are pregnant you must notify the program director or clinical education coordinator as well as your clinical preceptor and remove yourself from the patient care in situations that would expose yourself to radiation (such as x-rays).

Hazardous Waste and Infection Control Policy- OSHA

All ATS receive initial Blood Borne Pathogen training in ATTR 500 Foundations of Injury Management. This training must be completed prior to beginning their clinical assignments or supplemental clinical experiences. Coursework also covers Blood Borne pathogens and infectious diseases. Annual training is completed prior to beginning clinical rotations. Additionally, ATS are required to view an on-line OSHA training module at the beginning of each fall semester before they can receive any clinical education. Verification of training attendance and completion will be placed in the Athletic Training Program OSHA file.

Universal Body Substance Isolation Policy and Procedure

The FSU Athletic Training Program believes ATS and staff/faculty deserve to be protected from all foreseeable hazards in their clinical assignments. The Athletic Training Program has made efforts to ensure that the best information concerning the growing threat of infectious disease is provided to our ATS and that an effective policy and procedure have been developed. Direct exposure of ATS's and/ or staff/faculty to blood or other potentially infectious materials represents a hazard for transmission of blood-borne pathogens and other infections. To decrease the likelihood of transmission of those infections and to minimize ATS and faculty contact with blood and bodily fluids, the following policy is in effect.

Orientation to Universal Precautions will be provided for all new students prior to their clinical assignments within the ATTR 500 Foundations of Injury Management course and updates will be provided annually for all ATS in the program. The MSAT program ensures that students have access to and use of personal protective equipment and control measures, including the ability to clean hands before and after patient encounters, at all clinical education sites and educational lab spaces.

The complete FSU Blood Borne Pathogen and Communicable Disease Exposure Plan may be found in Appendix C of this document.

Immunization Policy

Athletic training students must follow Frostburg State University's required immunizations:

- Measles-Mumps-Rubella (MMR) vaccination - two doses on or after the first birthday separated by at least one month
- Tetanus-Diphtheria (Td) or Tetanus-Diphtheria-acellular Pertussis (Tdap) within the last ten years
- Tuberculosis Risk Assessment form on file at the Student Health Center.
- Strongly recommended: Hepatitis B vaccine

Inclement Weather Policy

ATS may be exposed to inclement weather (rain, snow, hail, and heat) conditions during their participation in clinical rotations. ATS are expected to fulfill their clinical rotation assignments, even when the weather is less than desired. However, if a ATS feels that his / her health and / or safety is or will be compromised due to inclement weather, he / she should relay this to the preceptor and take the appropriate actions to remove himself / herself from the environment. The following policies should be followed when dealing with inclement weather.

Lightning

Clinical sites may have a different lightning policy in effect. Typically, athletic trainers are not given the authority to suspend an activity due to lightning as an administrator, coach, or official often makes the decision. ATS are expected to follow the clinical site's lightning policy. However, in the event that an ATS feels unsafe due to lightning and the activity has not been suspended, he / she should notify the preceptor that he / she feels unsafe and will be taking shelter. The ATS should then proceed to take shelter based on the lightning policy or commonly accepted guidelines. ATS are urged to read the following article on lightening safety
http://www.nata.org/statements/position/lightning.pdf

Excessive Heat or Cold

ATS are responsible for taking precautions against environmental illnesses related to heat and cold. More information on heat related illnesses.
ATSs should follow the precautions and guidelines listed in the above article. If an ATS feels that s/he is suffering from a heat-related illness, they should notify their preceptor and take the appropriate actions to treat the condition. Considering the weather patterns of Western Maryland, ATS may be exposed to excessive cold during their clinical rotations. However, if an ATS feels that he / she is suffering from a cold-related illness, they should notify his / her preceptor of their concern and take the appropriate actions to treat the condition.

Appendix A: Professional Master of Science in Athletic Training Program Application

FROSTBURG STATE UNIVERSITY
PROFESSIONAL MASTER OF SCIENCE IN ATHLETIC TRAINING PROGRAM

Frostburg State University
Department of Kinesiology, Recreation & Sport Management
Professional Master of Science in Athletic Training Program Application

Please print in black ink or type. Application should be returned to:
Office of Graduate Admissions
Frostburg State University
101 Braddock Road
Frostburg, Maryland 21532-2303

Personal Data

Name _____
Last First MI

Home Address _____

Home Phone Number _____

Student's Cell Phone Number _____

E-mail Address _____

Academic Information

Undergraduate degree: _____ GPA: _____

Send official transcript to: Office of Graduate Services

Pre-professional Memberships
List any professional organizations in which you have membership.

Organization Date(s) of Membership

Extracurricular Activities
List any club or organization that you belong to. Please include any activities that have provided you with experience with diverse populations or technology.

Organization	Activities Participated In	Dates of Activities

Awards and Honors
List any awards and/or honors that you have received as a FSU student or while in high school.

Name of Award	Date Received	Description of Award

Work Experience
Please list your three most recent work experiences.

Name of Employer	Dates of Employment	Responsibilities

Other Interests
List any other interests that you may have.

Essay
Please attach a typed 500-word essay that includes:

1. A statement on why you are interested in Athletic Training as a career.
2. What leadership abilities you have to offer that would enhance the MSAT program at Frostburg State University.
3. What observations/experiences you have obtained that would make you an asset to the MSAT Program.
4. Why you should be accepted for admission to the MSAT Program.
5. A brief description of your professional career goals.

Additional Admission Requirements:

- ☐ The MSAT Program follows University immunization requirements. Submit your required immunization records (MMR and Td or Tdap) with this application. You will not be able to upload medical records into your Patient Portal until after you have matriculated into the MSAT Program.

- ☐ Complete the "Medical History and Questionnaire" document contained in this packet and sign in the appropriate location.

- ☐ Read the "Technical Standards for Admission" document contained in this packet and sign in the appropriate location.

- ☐ Read the "Assumption of Risk" document contained in this packet and sign in the appropriate location.

Students admitted into the MSAT Program must upload immunization records and the TB screening form into the Brady Health Center Patient Portal and complete Bloodborne Pathogen Training prior to beginning their first clinical rotation.

_____ _____

Applicant's Signature Date

Return all information and documentation to:
Office of Graduate Admissions
Frostburg State University
101 Braddock Road
Frostburg, Maryland 21532-2303

Questions? Contact: Dr. Jackie Durst, LAT, ATC, Athletic Training Program Director, Frostburg State University | jrdurst@frostburg.edu | 301.687.3228

FROSTBURG STATE UNIVERSITY
DEPARTMENT OF KINESIOLOGY

ATHLETIC TRAINING STUDENT MEDICAL HISTORY & INJURY QUESTIONNAIRE

(This information will be kept confidential)

Name: _____

Date: _____/_____/_____

Disease and Illness

When reply is YES, place mark (x) before the condition and the date after, along with any information that we should be aware of.

_____Epilepsy (Seizures)

_____Hepatitis

_____Mononucleosis

_____Diabetes

_____Rheumatic Fever

_____Allergies

_____Menstrual Problems

_____High Blood Pressure

_____Frequent Headaches

_____Asthma

_____Anemia

_____Sickle Cell Trait

_____Heart Murmur

_____Chest Pain

_____Heart Disease

_____Scarlet Fever

_____Prescription Drug Use

_____Hernia

Injuries

Please take your time and complete each area carefully and **accurately**. Your description of each injury should be in as much detail as possible. Include dates if possible and the exact diagnosis by your physician. If you are unsure please consult your physician. List any surgical procedure performed. The primary emphasis should be given to injuries suffered in the past three- (3) years.

1) History of concussions? Date ___/___/___ Yes____ No____

If yes, were you hospitalized? Yes_____ No_____

---

2) Neck or pinched nerves: Date___/___/___ Yes_____ No____

---

3) Shoulder: Date___/___/___ Yes____ No_____

_____

_____

4) Elbow or Wrist: Date___/___/___ Yes____ No_____

5) Hands or Fingers: Date___/___/___ Yes____ No____

_____

_____

6) Upper and lower back: Date___/____/____ Yes_____ No_____

_____

_____

7) Hip/Groin: Date___/___/___ Yes____ No_____

_____

_____

8) Knee (please be specific) Date___/___/___ Yes____ No_____

Anterior crutiate ligament_____

Medial collateral ligament_____

Meniscus_____

Other structures_____

Surgeries_____

9) AnkleDate___/__/___ Yes____ No_____

_____

_____

10) Foot/toes Date__/__/___ Yes____ No_____

_____

_____

11) Muscle Strains Date___/___/___ Yes____ No_____

_____

_____

12) Fractures Date___/___/___ Yes_____ No_____

_____

_____

13) Major non-orthopedic problems or surgeries: Date___/___/___Yes___ No___

Please explain_____

_____

14) Has student/athlete been told that he/she needs surgery now or in the future?

Yes___ No___

Please explain_____

_____

15) Has any immediate family member suffered sudden or unexplained death?

Yes____ No___

If yes, please explain:_____

_____

Athletic Training Student Signature_____ Date:____/____/____

Frostburg State University
Professional Master of Science in Athletic Training Program

TECHNICAL STANDARDS FOR ADMISSION

The Athletic Training Program at Frostburg State University is a rigorous and intense program that places specific requirements and demands on the students enrolled in the program. An objective of this program is to prepare graduates to enter a variety of employment settings and to render care to a wide spectrum of individuals engaged in physical activity. The technical standards set forth by the Athletic Training Program establish the essential qualities considered necessary for students admitted to this program to achieve the knowledge, skills, and competencies of an entry-level athletic trainer, as well as meet the expectations of the program's accrediting agency (Commission on Accreditation of Athletic Training Education [CAATE]). All students admitted to the Athletic Training Program must meet the following abilities and expectations. In the event a student is unable to fulfill these technical standards, the student will not be admitted into the program. Compliance with the program's technical standards does not guarantee a student's eligibility for the BOC certification exam.

Candidates for selection to the Athletic Training education program must demonstrate:

1. The mental capacity to assimilate, analyze, synthesize, integrate concepts and problem solve to formulate assessment and therapeutic judgments 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. Flexibility and the ability to adjust to changing situations and uncertainty in clinical situations.
8. Affective skills and appropriate demeanor and rapport that relate to professional education and quality patient care.

Candidates for selection to the Athletic Training Program will be required to verify they understand and meet these technical standards. Frostburg State University is committed to providing an accessible and supportive environment for students with disabilities. Students requesting accommodation for a disability are responsible for notifying the University of their disability and their request for accommodation. To initiate a request for accommodations, students must contact the Disabled Student Services, (DSS), 150 Pullen Hall, 301-687-4438.
The Office of Disability Services (DSO), in conjunction with the Athletic Training Program faculty, will evaluate a student's request for accommodations to ascertain if the request is able to fulfill the program's technical standards with reasonable accommodations.

I certify that I have read and understand the technical standards for selection into the Athletic Training Program. I understand that if I am unable to meet these requirements, with or without reasonable accommodations, I will not be admitted into the program.

_____
Print Name

_____ _____
Applicant's Signature **Date**

Frostburg State University
Professional Master of Science in Athletic Training Program

Physical Capability Information

Assumption of Risk

I, (print name) _____, understand that participating in the field of athletic training as an athletic training student at Frostburg State University may be physically demanding, requiring me to sometimes lift heavy objects (i.e. lifting an athlete on a spine board, coolers of water, medical bags), run (i.e. get to an injured athlete on the field of play), and otherwise engage in activity or positions to perform necessary medical and facility related task (i.e. evaluating an injury and cleaning the athletic training clinic respectively). The physically demanding activities pose an inherent risk of injury and I acknowledge that these risks exist and I am willing to assume these risks and will not hold Frostburg State University and its personnel responsible for any pre-existing medical condition(s) that I may have.

Applicant's signature: _____ Date: _____

Appendix B: Student Forms

FROSTBURG STATE UNIVERSITY
PROFESSIONAL MASTER OF SCIENCE IN ATHLETIC TRAINING PROGRAM

STATEMENT OF ACKNOWLEDGEMENT

My signature represents that I, (print name) _____ have read and understand all of the policies and procedures contained within the Frostburg State University's Professional Master of Science in Athletic Training Program Student Handbook. I further understand that these policies and procedures preside over all aspects of the FSU ATP.

I also understand that non-compliance with these written policies and procedures may result in my dismissal from the FSU ATP as well as the academic major of the Athletic Training at Frostburg State University.

_____ _____

Applicant's Signature **Date**

FROSTBURG STATE UNIVERSITY
PROFESSIONAL MASTER OF SCIENCE IN ATHLETIC TRAINING PROGRAM

Student Illness Policy

We understand that illnesses are common amongst college-aged students and that illnesses are usually difficult to predict. We want all our athletic training students (ATS) to remain healthy but understand that illnesses do occur. If you become ill and feel that you are unable to attend class and/or your clinical assignment because of an illness ***you must*** contact the Program Director, your individual preceptor, as well as any instructors in any class you are missing (whether the instructor is affiliated with the FSU ATP or not) in a timely manner. It will be noted that your absence from the day was because of an illness and the absence may be excused. ***The clinical or curriculum instructor(s) will determine if any assignments and/or test missed during your absence may be "made-up" based on their particular guidelines described in the syllabus of each class.***

If you are ill for more than 2 days we will *ask* you to see (Brady Health Center) for your health and the health of others (classmates, instructors, athletes, and coaches) to determine if your condition is communicable or requires further treatment. If the physician/nurse believes you should not return to class or your clinical assignments because the illness may be spread amongst others please inform the Program Director, Clinical Education Coordinator, and your individual preceptor so you are not unfairly penalized. If you attend a practice, game, or event and your preceptor determines that you are ill or if your preceptor believes that you may spread the illness amongst the athletes, coaches, clinical staff, or other students; the preceptor may require you to leave the facility and return when your symptoms have resolved. You *may ask* for an extended leave of absence from the FSU ATP if you are diagnosed with a condition that requires further treatment or the condition prevents you from continuing your education while you are being treated. If this occurs *you must* request an extended leave of absence from the FSU ATP Program Director. An extended leave of absence may delay your date of graduation.

By signing this document, I acknowledge the FSU ATP Student Illness Policy. I understand this policy is in effect while I am enrolled as an athletic training student at FSU.

Student Name (print): _____

Student Signature:_____
Date: _____

FROSTBURG STATE UNIVERSITY
PROFESSIONAL MASTER OF SCIENCE IN ATHLETIC TRAINING PROGRAM

Student Conference Report

(Please Print)

Preceptor_____ Date: _____

Student_____

Date of incident: _____

Type of Report
_____ Written Warning
_____ 2nd Written Warning/Suspension 1 Week
_____ Re-entry Meeting
_____ 3rd Written Warning

Conference with: _____

Date of conference: _____

Persons Present at Conference:

1. 2.

3. 4.

Reason for Conference:

_____
_____
_____

Reaction/Comment of Student:

_____
_____
_____

Action Taken:

_____
_____
_____
_____

Student's Signature: _____ Date: _____

Faculty/ Staff Member: _____Date:_____

ATP Director: _____Date:_____

FROSTBURG STATE UNIVERSITY
PROFESSIONAL MASTER OF SCIENCE IN ATHLETIC TRAINING PROGRAM

Student Agreement

I received a copy of the Athletic Training Code of Conduct and the Student Violation Report at the beginning of the Fall Semester. The contents of policies and procedures of the following have been read and understood. These include:

I. Code of Conduct
II. Student Violations Report

I intend to comply fully with the policies and procedures stated above as prescribed by the ATEP staff. Failure to follow the above rules, regulations, and guidelines can result in disciplinary measured, and/ or not completing the major in the desired time frame. I also understand my rights and responsibilities of a student in the Frostburg State University Athletic Training courses and/or clinical experiences.

Students Full Name (Printed) _____

ATS Signature_____

Date_____

FERPA

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

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

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
    - School officials with legitimate educational interest;
    - Other schools to which a student is transferring;
    - Specified officials for audit or evaluation purposes;
    - Appropriate parties in connection with financial aid to a student;
    - Organizations conducting certain studies for or on behalf of the school;
    - Accrediting organizations;
    - To comply with a judicial order or lawfully issued subpoena;
    - Appropriate officials in cases of health and safety emergencies; and
    - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may call 1-800-437-0833.

Or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520

Taken from: http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html

I have read and understand the above statement:

Student's Name [Print] _____

Student's Signature_____

Health Insurance Portability and Accountability Act of 1996 (HIPAA)

HIPAA is a federal law that:

- Limits the ability of a new employer plan to exclude coverage for preexisting conditions;
- Provides additional opportunities to enroll in a group health plan if you lose other coverage or experience certain life events;
- Prohibits discrimination against employees and their dependent family members based on any health factors they may have, including prior medical conditions, previous claims experience, and genetic information; and
- Guarantees that certain individuals will have access to, and can renew, individual health insurance policies.

HIPAA is complemented by state laws that, while similar to HIPAA, may offer more generous protections. You may want to contact your state insurance commissioner's office to ask about the law where you live. A good place to start is the Web site of the National Association of Insurance Commissioners at www.naic.org.

One of the most important protections under HIPAA is that it helps those with preexisting conditions get health coverage. In the past, some employers' group health plans limited, or even denied, coverage if a new employee had such a condition before enrolling in the plan. Under HIPAA, that is not allowed. If the plan generally provides coverage but denies benefits to you because you had a condition before your coverage began, then HIPAA applies.

Under HIPAA, a plan is allowed to look back only 6 months for a condition that was present before the start of coverage in a group health plan. Specifically, the law says that a preexisting condition exclusion can be imposed on a condition only if medical advice, diagnosis, care, or treatment was recommended or received during the 6 months prior to your enrollment date in the plan. As an example, you may have had arthritis for many years before you came to your current job. If you did not have medical advice, diagnosis, care, or treatment – recommended or received – in the 6 months before you enrolled in the plan, then the prior condition cannot be subject to a preexisting condition exclusion. If you did receive medical advice, diagnosis, care, or treatment within the past 6 months, then the plan may impose a preexisting condition exclusion for that condition (arthritis). In addition, HIPAA prohibits plans from applying a preexisting condition exclusion to pregnancy, genetic information, and certain children.

If you have a preexisting condition that can be excluded from your plan coverage, then there is a limit to the preexisting condition exclusion period that can be applied. HIPAA limits the preexisting condition exclusion period for most people to 12 months (18 months if you enroll late), although some plans may have a shorter time period or none at all. In addition, some people with a history of prior health coverage will be able to reduce the exclusion period even further using "creditable coverage." Remember, a preexisting condition exclusion relates only to benefits for your (and your family's) preexisting conditions. If you enroll, you will receive coverage for the plan's other benefits during that time.

Although HIPAA adds protections and makes it easier to switch jobs without fear of losing health coverage for a preexisting condition, the law has limitations. For instance, HIPAA:

- Does not require that employers offer health coverage;

- Does not guarantee that any conditions you now have (or have had in the past) are covered by your new employer's health plan; and
- Does not prohibit an employer from imposing a preexisting condition exclusion period if you have been treated for a condition during the past 6 months.

Taken from: http://www.dol.gov/ebsa/faqs/faq_consumer_hipaa.html

I have read and understand the above statement:

Name_____

Date_____

Signature _____

FROSTBURG STATE UNIVERSITY
PROFESSIONAL MASTER OF SCIENCE IN ATHLETIC TRAINING PROGRAM

Student Violation Report

Students enrolled in the Athletic Training Program (ATP) must undergo an extensive clinical education rotation in order to fulfill the accreditation requirements of CAATE.

This clinical experience working with the FSU Athletic Department and its teams is a privilege, not a right. Therefore, each student is responsible for strictly adhering to the Athletic Training Student Code of Conduct. During the clinical educational program, when a student fails to meet any of the stated regulations, the following action will take place:

1. Verbal notice:
    a. A verbal warning will be issued to each athletic training education student at the beginning of each semester by the Program Director and Clinical Education Coordinator. By attending the MSAT Orientation at the beginning of the semester, the student is receiving their *verbal notice.*

2. Written warning:
    a. Any violation of the Athletic Training Student Code of Conduct will result in the student receiving a written notification of the violation.
        i. The preceptor will provide documentation through **the Preceptor Submitted Incident Report**, located in ATrack, stating what the written warning was for.
        ii. The Clinical Education Coordinator will notify the student and meet to discuss the incident report. The meeting will be documented using the **Student Conference Report.**
        iii. The conference report will be submitted to the Clinical Education Coordinator and kept in the student's file.

3. Suspension
    a. A second written warning due to any violation of the Athletic Training Student Code of Conduct after the first written warning will result in suspension from the clinical rotation for 1 week. The preceptor will provide documentation through **the Preceptor Submitted Incident Report**, located in ATrack, stating the violation.
    b. When suspended from the clinical rotation the student will be required to receive their experience at some other location.
    c. Upon re-entry the Director of the ATP will initiate a meeting with the preceptor and the student to discuss the violations. The meeting will be documented using the **Student Conference Report.**
    d. The student will then be reinstated on probation for the remainder of their clinical rotations.

4. Termination
    e. A third written warning will result in the student being terminated from receiving their clinical experience at Frostburg State University. The preceptor will provide documentation through **the Preceptor Submitted Incident Report**, located in ATrack, stating the violation.

5. Student Appeals- The student may appeal the suspension by filing a grievance to the Athletic Training Program Director.

FROSTBURG STATE UNIVERSITY
PROFESSIONAL MASTER OF SCIENCE IN ATHLETIC TRAINING PROGRAM

Code of Conduct

Athletic Training Students are expected to abide by the following Code of Conduct while engaged in clinical education hours. The Athletic Training Staff will support these rules. It is at their discretion to have you change clothing or attitude. Failure to adhere to these policies will result in immediate dismissal from the clinical education site and written a notice will be sent to the Clinical Education Coordinator.

Take Pride in the Athletic Training Profession

Professional Appearance/Dress Code
As a demonstration of professionalism ATS are expected to adhere to a professional standard of appearance considered prudent in the field of Athletic Training. Professional appearance includes the use of appropriate attire (listed below), maintenance of good hygiene, no visible body piercings (except earrings) or body décor.
In addition to demonstrating a level of professionalism through appearance, attire and body décor must be safe and functional, by allowing an Athletic Trainer to deliver athletic training services with minimal interference.

1. Standard Attire
*Clothing must be neat & clean, iron if necessary.
*MSAT Program Name Tag
* Athletic Training T-shirt logo must be visible at all times while working in the AT Clinic.
*If you purchase your own clothing, this logo must be the official Athletic Department logo.

- FSU AT Polo shirt (may be worn with dress pants/dress shorts/jeans)
- FSU AT t-shirt (may be worn with dress pants/dress shorts/jeans)
- FSU AT Sweater/Jacket/Hoodie
- Dress pants- khakis material; color may be khakis, navy blue, gray, or black
- Dress shorts- khakis material; color may be khakis, navy blue, gray, or black
- Wind pants- must be worn with FSU AT Polo shirt or AT t-shirt
- Jeans- must be worn with FSU AT Polo shirt or AT t-shirt
- Sneakers (must be worn outside)/ Closed Toe casual shoes/flats
- Wind Pants/Jacket (outdoors only)
- Hats/Visors/Beanie (outdoors only)
- Long Hair must be pulled back
- Student medical kits (fanny packs)

2. Inappropriate Attire

- Hats/Visors/Beanie (indoors)
- Jeans- cut-offs, baggy, with holes, or dirty/"grungy"
- Short Shorts or gym shorts
- Leggings/Spandex (bottoms or tops)
- Open toe shoes/ high heels (flip flops/sandals/cowboy boots)
- Skirts

- Revealing clothing
- Gym clothing/sweatpants/clothing with holes
- Sleeveless shirts
- External view of undergarments
- Attire that is not the official FSU or FSU Athletic Training logo (example: Baltimore Ravens, University of Maryland)
- Long/dangling jewelry
- Clothing that advertises alcohol/tobacco products
- Alcohol/tobacco products will not be consumed during practice/games.
- No book bags, clothing or personal items are to be put on counters or taping tables. Place personal items inside ATS lockers.

3. Appropriate Game Day Attire (outdoors)

- MSAT Program Name Tag
- Khakis dress pants & FSU AT Polo shirt tucked in
- Outdoor/weather appropriate gear (wind/rain jacket/pants)
- Boots for inclement weather
- Student medical kits (fanny packs)
- NO Hoodies

4. Appropriate Game Day Attire (indoors)

- MSAT Program Name Tag
- Khakis dress pants & FSU AT Polo shirt tucked in
- Dress slacks, blouses, button-down shirt, ties- are also appropriate, but not mandatory
- Student medical kits (fanny packs)
- NO Hoodies

Cell Phones and Electronic Devices

The use of cell phones, iPads, iPods, laptops, MP3 players (music & headphones) and other electronic devices *are not permissible in the Athletic Training Clinic* or while attending clinical education experiences. Cell phones are used for emergency situations only. Personal cell phone use must be conducted outside the clinical education site (cell phones may be used in the hallway or away from practice fields/arena).

Student Athletes

Athletic training students who are participating in Frostburg State University sponsored varsity athletics must be aware of the following information:

1. Students are responsible for completing clinical education expectations while participating in a varsity team. Accommodations must be approved by the Clinical Education Coordinator.
2. Students may have *limited participation* in the non-traditional season of their sport. It must not interfere with the student's clinical education.
3. Students participating in a varsity sport may need to complete their clinical education experience outside of the traditional academic semesters. The Clinical Education Coordinator in consultation with the student's Preceptor will arrange for the student to complete clinical education experience during fall preseason (August), winter intersession (January) or after the end of the school year (May). The additional time is needed to adequately complete all course requirements.

Professional Behavior
Athletic Training Education Program students will be required to act in a professional manner while attending professional courses and on affiliation. Professional behavior encompasses adhering to policies and procedures, professional communication, attitude and interaction with patients, supervisors and faculty. The ATS will be assessed on professional behavior during their clinical education experience and in athletic training clinical course.

- Be polite/courteous (no swearing) to each other and visiting teams and coaches.
- If tables/equipment are dirty take the initiative and clean it.
- Assist in getting equipment ready for practice/games (i.e., water, ice, med kits)
- Keep med kits in NEAT order; do not throw supplies in game med kits.
- Arrive 1 hour prior to practice/ 2 hours prior to game (according to your preceptor).
- It is your responsibility to find out when practice begins. Changes in practice times due to weather, field usage occur, so times may vary.

Professional conduct for all athletic trainers includes nondiscriminatory behaviors, honesty and respect for fellow athletic training students, student-athletes, coaches, athletic trainers, athletic department personnel and teachers/professors. Cheering for your team is encouraged. Unsportsmanlike conduct, such as heckling the officials or opponents is not acceptable. An ATS's conduct at games, practices, and in the athletic training clinic will be professional and courteous at all times. Please refer to the NATA code of ethics.

I will abide by these policies while I am an Athletic Training Student at Frostburg State University.

Appendix C: Bloodborne Pathogens and Communicable Disease Exposure Control Plan

FROSTBURG STATE UNIVERSITY
PROFESSIONAL MASTER OF SCIENCE IN ATHLETIC TRAINING PROGRAM

BLOODBORNE PATHOGENS, INFECTIOUS/COMMUNICABLE DISEASE AND EXPOSURE CONTROL PLAN POLICY

INTRODUCTION

The Athletic Training Program must do whatever is necessary to ensure that the ATS are provided with a safe environment to receive their on and off-campus clinical education. The following Policy has been developed. Much of this specific policy has been taken from the Frostburg State University's Exposure Plan.

The Occupational Safety Health Administration (OSHA) issued the Bloodborne Pathogens Standard to reduce the occupational transmission of infections caused by microorganisms sometimes found in human blood and certain other potentially infectious materials. Although a variety of harmful microorganisms may be transmitted through contact with infected human blood, Hepatitis B Virus (HBV), Hepatitis C Virus (HCV) and Human Immunodeficiency Virus (HIV) have been shown to be the most responsible for infecting health care providers who are exposed to human blood and certain other body fluids containing these viruses. This occurs through routes like needle stick injuries and by direct contact of mucous membranes and non-intact skin with contaminated blood/materials. Occupational transmission of HBV occurs much more often than transmission of HIV or HCV.

The following exposure control plan has been established by the Frostburg State University (FSU) Athletic Training Program in order to minimize and/or prevent exposure of our ATS to disease-causing microorganisms transmitted through human blood and any other potential method. It is also meant to comply with the Bloodborne Pathogens Standard established by OSHA.

All ATS who are exposed to blood and other potentially infectious materials as a part of their clinical education are included in this plan. This plan will be reviewed at least annually and updated as necessary by the Athletic Training Program. Copies of this plan are available for review in the Athletic Training Program Director's Office [EHSC 465].

Components of this exposure control plan include:

I. Exposure Determination
II. Vaccination Policy
III. Methods of Compliance
IV. Procedures for Evaluation Follow-up of Exposure Incidents
V. AT Student Training
VI. Recordkeeping Procedures

VII. Appendix 1, 2, 3 and 4

I. EXPOSURE DETERMINATION

For the purposes of this document, exposure is defined as a needle stick or as any skin, eye, mucous membrane, or parenteral contact that a student has with blood or any of the other potentially infectious materials (OPIM) listed below, experienced by the ATS during the course of their clinical education experiences.
AT students with anticipated or possible risk of exposure are outlined below in sections A-C.
Other Potentially Infectious Materials (OPIM) Body Fluids:
- semen
- vaginal secretions
- cerebrospinal fluid
- pleural fluid
- pericardial fluid
- peritoneal fluid
- amniotic fluid
- any body fluid visibly contaminated with blood
- saliva in dental procedures

AT STUDENT ANTICIPATED/POSSIBLE EXPOSURES

AT students have an anticipated risk of exposure due to tasks or procedures occurring in the normal performance of their clinical education.
Position Tasks/Procedures Causing Risk; Clinical and emergency care of athletic injuries, cleaning of potentially contaminated equipment and/or surfaces, handling of contaminated materials.
ATS are required to obtain clinical experience under the supervision of a certified/licensed athletic trainer [preceptor] in a clinical setting as part of the Athletic Training Program (ATP) as determined by the Commission Accreditation Athletic Training Education (CAATE) requirements. These experiences include the evaluation and management of athletic injuries and/or conditions involving the intercollegiate athletes. The administering of first aid and/or managing injuries and conditions may potentially expose students to blood or other potentially infections materials.
ATS will receive blood-borne pathogen training annually before they may begin their clinical experience for that year.

II. VACCINATION POLICY

The Athletic Training Program follows Frostburg State University's immunization policies. The HBV vaccination is highly encouraged for all students accepted into the ATP. Exposure counseling will take place in the event of an exposure incident, in accordance with the University's policy and procedures. Documentation of annual training will be kept in the ATP Director's office.

III.METHODS OF COMPLIANCE

A. UNIVERSAL PRECAUTIONS

All blood or other potentially infectious materials as described in section I, Exposure Determination, shall be handled as if contaminated by a Bloodborne pathogen. Under circumstances in which differentiation between body fluid types is difficult or impossible, all body fluids shall be considered potentially infectious materials.
The Athletic Training Program will follow Universal Precautions, as described by the FSU exposure control plan and Bloodborne training program.

B. ENGINEERING AND CLINICAL PRACTICE CONTROLS

Engineering and clinical practice controls shall be used to eliminate or minimize ATS exposure. Where occupational exposure remains after the institution of these controls, personal protective equipment shall also be used. The following engineering controls will be utilized:
1. Hand Washing Techniques
2. Regulated Waste - Non-Sharps
3. Regulated Waste - Sharps
4. Precautions in Handling Specimens
5. Management of Contaminated Instruments/Equipment
6. Whirlpool Cleaning
7. Personal Protective Equipment
8. Housekeeping (Environmental and Working Surfaces)
9. Laundry
10. Communication of Hazards to Employees, Students, Managers, and Athletes

The above controls will be maintained or replaced on a regular schedule. The schedule for reviewing the effectiveness of the controls is to be done annually by the Athletic Training Program Director.

1. Hand Washing and Other General Hygiene Measures

Hand washing is a primary infection control measure, protecting both the ATS and the patient. ATS will wash their hands using non-abrasive soap and water whenever they have become contaminated, as soon as possible after removing gloves or other personal protective equipment, and after each patent encounter. If soap and water are not available, a waterless hand sanitizer may be used. When other skin areas or mucous membranes come in contact with blood or other potentially infectious materials, the skin will be washed with soap and water, and the mucous membranes shall be flushed with water, as soon as possible. Hand washing facilities are located at each clinical site. ATS should wash hands between patients, before and after contact with non-intact skin, after removing gloves, or in any other instance where contact has occurred/may have occurred with any potentially infectious materials.
ATS should observe the following rules for proper hand washing:
- Vigorously lather hands using soap and rub together for at least 15 seconds under a moderate stream of water at a comfortable temperature.
- Rinse hands well with fingertips down and dry hands with paper towel.
- Paper towel will be used to turn faucets off. (This will help prevent contamination of "clean" areas)

A waterless cleaner will be available to all students for use when functioning in areas where a hand washing facility is not available.

Eating, drinking, tobacco use, applying cosmetics or lip balm, and handling contact lenses are prohibited in the FSU Athletic Training Room or other clinical areas where there is a reasonable likelihood of exposure to blood or other potentially infectious materials.
Food and drink will not be kept in refrigerators, freezers, shelves, cabinets or on countertops or bench tops where blood or other potentially infectious materials are present.
Mouth pipetting/suctioning of blood or other potentially infectious materials is prohibited.

2. Regulated Waste (Non-sharps)
The substances listed below must be placed in containers which are: closable, constructed to contain all contents, and able to prevent leakage of fluids during handling, storage, transport or shipping.
- liquid or semi-liquid blood or other potentially infectious materials;
- gloves that have come into contact with blood or OPIM
- contaminated items that would release blood or OPIM in a liquid or semi- liquid state if compressed; (band-aids, steri-strips, telpha pads, gauze, etc.)
- items that are capable of releasing these materials during handling;
- pathological and microbiological wastes containing blood or other potentially infectious materials.

At all clinical sites, red biohazard bags are placed in red trash receptacles with a foot controlled lid. Red biohazard bags will be placed in each FSU Athletic Training field kit so as to accommodate non-sharp regulated waste on the playing fields and courts.
Regulated waste that has been decontaminated need not be labeled or color-coded.

3. Regulated Waste - Sharps
Contaminated needles shall not be bent, recapped, or removed. Shearing or breaking contaminated needles is prohibited. Syringes will not be bent, broken, or disassembled before disposal. Contaminated needles, scalpels, and syringes are to be disposed of in an approved sharps container.
Contaminated broken glass is also to be placed in disposable sharps containers. When cleaning up broken glass, which may be contaminated, use mechanical means such as a brush, and dustpan, tongs, or forceps. DO NOT pick up directly with the hands.
Sharps containers will be closable, puncture resistant, labeled or color-coded, and leak proof on sides and bottom, and maintained upright throughout use. Containers will be located in all athletic training rooms and the physician's exam office.
Once the lid on the Sharps container is closed, it officially becomes "waste" and will be placed with other medical waste for disposal.
Reusable containers are not to be opened, emptied, or cleaned manually or in any other manner, which will expose employees to the risk of injury. DO NOT reach by hand into a container, which stores reusable contaminated sharps.
Overfilling of sharps containers creates a hazard when needles protrude from openings.
Close Sharps containers when 3/4 full, then dispose in the proper manner.
The biohazardous waste must be in an appropriately labeled box that is packed and closed in accordance with the directions marked on the box. Also, ensure that the lids on all sharps containers are closed and securely fastened.

4. Medical Waste Disposal
A medical waste disposal collection container for consolidation of biohazard waste is located in the Athletic Training Room. This metal box is red and labeled with the universal biohazard symbol. A heavy-duty plastic red leak proof bag is secured in the box. The medical waste boxes are never overfilled. When full, the red bag is tied closed and removed. Another bag is then put in place. A contracted licensed medical waste removal company removes the closed bags as needed. Brady Health Center assists with notifying the contractor when collections are needed.

5. Precautions in Handling Specimens/Collection of Blood or OPIM
Specimens of blood or other potentially infectious materials shall be placed in a container, which prevents leakage during collection, handling, processing, storage, transport, or shipping. The container must be closed before being stored, transported, or shipped. During the entire specimen collection process, the athletic trainer must use gloves and may need other personal protective equipment as appropriate.

6. Personal Protective Equipment General Guidelines
All clinical sites and/or the Athletic Training Program will provide all necessary personal protective equipment at no cost to ATS. ATS shall wear personal protective equipment when doing procedures in which exposure to the skin, eyes, mouth, or other mucous membranes is anticipated. The articles to be worn will depend on the expected exposure.
Various sizes will be kept on hand. ATS who have allergies to regular gloves may obtain hypoallergenic gloves.
The following items will be made available to ATS during their clinical rotations:
- gloves
- goggles
- CPR mouth shields/masks
- facemasks

7. Protection for Hands
Gloves shall be worn by the ATS in the following situations:
- when it can be reasonably anticipated that hands will contact blood or other potentially infectious materials, mucous membranes, and non-intact skin. (Blisters, lacerations, abrasions, subungual hematoma, etc.)
- when handling or touching contaminated items or surfaces. (Laundry, soiled bandages, gauze, etc.)
- when assisting team physician is suturing, draining hematoma auris, managing ingrown toenails, paronychia, dermatological lesions etc.
- when collecting specimens
- if the ATS has cuts, scratches, or other breaks in the skin

Disposable Gloves
These must be replaced as soon as feasible when gloves are contaminated, torn, punctured, or when their ability to function as a barrier is compromised. Do not wash or decontaminate single use gloves for re-use.

8. Protection for Eyes/Nose/Mouth/Body
ATS shall wear masks in combination with eye protection devices (goggles or glasses with solid side shields) or chin-length face shields whenever splashes, spray, spatter, or droplets of blood or other potentially infectious materials may be generated and eye, nose, or mouth contamination can be reasonably anticipated. When cleaning a potentially infectious material spill, employees or students will wear gloves in addition to eye protection.

9. Housekeeping by staff ATs and ATS (Environmental and Working Surfaces)
Clinical sites and Athletic Training clinical facilities will be maintained in a clean and sanitary condition. Countertops, treatment tables, rehabilitation equipment and other work surfaces will be cleaned using a disinfectant with virucidal, fungicidal, and antibacterial properties. Cleaning will take place in the following situations:
- After completing procedures on an individual patient
- Immediately or as soon as feasible after overt contamination with of blood or OPIM
- At the end of the shift if the surface may have become contaminated since the last cleaning.

10. Laundry
ATS who handle contaminated laundry are to wear gloves and other appropriate personal protective equipment as needed. Universal precautions will be used when dealing with laundry that has come into contact with blood or OPIM.
Contaminated laundry will be handled as little as possible with a minimum of agitation. It will not to be sorted or rinsed, but will be placed in a container or bag immediately.
Contaminated laundry which may soak-through or cause leakage will be put in a biohazard bag to prevent soak through or leakage of fluids to the exterior.
Laundry will be cleaned in the Laundry Rooms located in the PEC.
Contaminated laundry will be washed using detergent and bleach.

10. Communication of Hazards to ATS
ATS will be informed of hazards through a system utilizing red biohazard bags as well as a BBP training program.
Warning labels will be easily visible on all containers of regulated waste. Labels shall be fluorescent orange or orange-red with lettering or symbols in a contrasting color. The label is either to be an integral part of the container or affixed as close as possible to the container by a method which prevents loss or unintentional removal of the label. The label shall have the biohazard symbol and the text BIOHAZARD.
Red bags or red containers may be substituted for the warning label.

IV. PROCEDURES FOR EVALUATION AND FOLLOW-UP FOR POST-EXPOSURE
FSU's POST-EXPOSURE EVALUATION AND FOLLOW-UP POLICY
[This plan has been modified to meet the needs of the Athletic Training Program]

OSHA defines an exposure as "a specific eye, mouth, or other mucous membrane, non-intact skin, or parenteral contact with blood or OPIM that may result from the performance of an AT student's duties."

Immediate treatment for an exposure:
Skin: wash the affected area with soap and water immediately or as soon as possible
Eyes or mucous membranes: immediately flush the affected areas with water 15-20 minutes

Intact skin that sustains a contaminated sharp injury: immediately wash the affected area with soap and water

- After immediate treatment, the exposure must be reported promptly to the preceptor and ATP Director, who shall ensure that a medical evaluation is IMMEDIATELY made available to the ATS. The ATS's ATP Director is responsible for initiating the investigation by notifying the University's Safety Officer. The ATP Director, from information obtained from the ATS will initiate a BBP Occupational Exposure Evaluation.
- Immediate medical evaluation is not available on campus. The ATS is to be transported to Western Maryland Regional Health Center for evaluation. The emergency room is open 24/7.
- Following the initial first aid, the following activities will be performed:
- Complete the BBP Occupational Exposure Evaluation form (Appendix 2). This form includes the injury demographics (route of exposure and circumstances), type of exposure, and identification of source individual (if known). A copy of the completed Occupational Exposure form is maintained in the Safety Officer and a copy is forwarded to the Brady Health Center for follow-up.

The AT students' ATP Director ensures that the healthcare professional evaluating an ATS with an exposure incident receives the following:

- A copy of OSHA's Bloodborne pathogens standard
- BBP Occupational Exposure Evaluation Form (Appendix 2)
- Hepatitis B vaccine status
- Report of evaluation by Medical Consultant (Appendix 3)

The University Police and Brady Health Center maintain copies of the above.
If an AT student refuses the medical evaluation, the ATP Director must document the circumstances and report the event to the University's Safety Officer. The ATS will be encouraged to have a medical examination.

A Nurse Practitioner at Brady Health Center shall follow up on referrals to Western Maryland Regional Health Center. A WMHS release of information form will be completed by the ATS in order to have information released to the health center. Brady Health Center will provide the ATS with a copy of the evaluating healthcare professional's written opinion within 7 days of receipt of the completed evaluation.

The Health Center professional's written opinion (Appendix 4) for post-exposure evaluation and follow-up will be limited to the following information:
1. That the AT student has been informed of the results of the evaluation.

2. Hepatitis B vaccination will be limited to whether HBV vaccination is indicated for an ATS and if the ATS has received such vaccination.

3. That the ATS has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials with require further evaluation or treatment.

All other findings or diagnoses will remain confidential and shall not be included in the written report.
Counseling services will be offered to the employee per Office of Human Resources guidelines.

PROCEDURES FOR EVALUATING THE CIRCUMSTANCES SURROUNDING AN EXPOSURE INCIDENT

The Safety Officer will review the circumstances of all exposure incidents to determine:
Engineering controls in use work practices followed a description of the device being used

1. Protective equipment or clothing that was used (gloves, eye shields, etc.)
2. Location of the incident
3. Procedure being performed when the incident occurred
4. Employee's training

V. ATHLETIC TRAINING STUDENT BBP TRAINING

ATS will be trained regarding blood borne pathogens prior to initial clinical assignment to tasks where exposure may occur. Additional training will be provided whenever there are changes in tasks or procedures that would affect occupational exposure.
Training will take place annually before the ATS is allowed to receive clinical experience. The training approach will be tailored to the educational level, literacy, and language of the ATS. The training plan will include an opportunity for the ATS to have their questions answered by the Brady Health Center nurse who is competent in the OSHA/Blood borne Pathogen Compliance Issues if they so desire. The ATP Clinical Education Coordinator and/or Director are responsible for ATS BBP training.

The following content must be included:
1.Explanation of the blood borne pathogen standard
2.General explanation of the epidemiology, modes of transmission and symptoms of blood borne diseases
3.Explanation of this exposure control plan and how it will be implemented
4.Procedures that may expose employees or students to blood or other potentially infectious materials
5.Control methods that will be used at this facility to prevent/reduce the risk of exposure to blood or other potentially infectious materials
6.Explanation of the basis for selection of personal protective equipment
7.Information on the hepatitis B vaccination program including the benefits and safety of vaccination
8.Information on procedures to use in an emergency involving blood or other potentially infectious materials
9.What procedure to follow if an exposure incident occurs?
10.Explanation of post-exposure evaluation and follow-up procedures
11.An explanation of warning labels and/or color-coding

VI. RECORDKEEPING PROCEDURES

The Brady Health Center staff will maintain all records for exposure of the ATS.
All records for training of the ATS will be maintained by the ATP Director in accordance with the requirements of CAATE.

Frostburg State University
Frostburg, Maryland
Athletic Training Program
HEPATITIS B VACCINE DECLINATION

Name of MSAT Student: _____

Home Address: _____

Cell Phone Number: _____

Family Physician: _____

I have decided not to participate Hepatitis B Vaccination

I understand that due to my potential exposure to blood or other potentially infectious materials I may be at risk of acquiring Hepatitis B virus (HBV) infection. I have been advised 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 potential exposure to blood or other infectious materials and I want to be vaccinated with Hepatitis B vaccine, I can receive the vaccination.

Signed**:** _____

Date: _____

FROSTBURG STATE UNIVERSITY
BBP EXPOSURE EVALUATION

Name: _____
Cell Phone: _____ **Home Phone: _____**

1. INJURY DEMOGRAPHICS:

a. Date of exposure: _____
b. Time: _____
c. Day of the week: _____
d. Exposure site: _____
e. Was source known? _____

2. TYPE OF EXPOSURE:

a. _____ needle stick
b. _____ other "sharps" injury (indicate type below, e.g., scalpel, glass)
c. _____ mucous membrane contact (eye, nose, mouth)
d. _____ skin contact
e. _____ other (describe)

_____

3. CIRCUMSTANCES OF EXPOSURE:

a. Describe what employee was doing when the exposure occurred (e.g., drawing blood, performing CPR, decontaminating blood spill, etc.)

_____
_____

b. Was a second person involved? _____Yes _____ No If yes, describe circumstances and indicate the name of the other person, if known.

_____
_____

c. Type of protective equipment worn at the time of the exposure:

_____
_____

d. Time until exposure site or wound was cleansed:

_____ less than 1 minute
_____ 2 – 5 minutes
_____ greater than 5 minutes (estimate time: _____)

4. NEEDLE/SHARP INJURIES: (Complete only if injury involved a sharp.)

a. If the injury involved a needle, indicate type:

needle/ syringe _____ vacutainer _____
glucose meter _____ other _____
b. If a needle was involved: Was there blood on the needle? _____ Yes _____No

Gauge or size of needle: _____

c. If the injury was caused by a sharp other than a needle, indicate type:

_____ scalpel blade _____ glass _____ razor blade
_____ other _____
Was there visible blood on the sharp? _____ Yes _____ No
d. Was any fluid injected into exposed person? _____Yes _____No If so, note approximate amount:_____

e. Depth of injury:
_____ skin scratched _____ needle/sharp passed through skin
_____ deep into muscle _____ not applicable
f. Did the injury draw visible blood? _____Yes _____No

If yes, approximate amount in cc's: _____

5. MUCOUS MEMBRANE CONTACT: (Complete this section if exposure involved possible BBP contact with a mucous membrane.)

a. _____ eye _____ mouth _____ inside nose
_____ other _____
b. Fluid involved:

_____ blood _____ fluid with visible blood – specify: _____
_____ fluid with no visible blood – specify: _____

6. SKIN CONTACT: (Complete this section if exposure involved possible BBP contact with skin.)

a. Condition of skin that came into contact with the blood or body fluid?

_____ normal intact skin _____ cuts _____ chapped
_____ abraded _____ other, describe: _____
b. Fluid involved:

_____ blood _____ fluid with visible blood – specify: _____
_____ fluid with no visible blood – specify: _____

7. OTHER COMMENTS OR OBSERVATIONS IMPORTANT TO THIS EXPOSURE:

Name of Individual Completing Form

_____ **Date** _____

Report of Evaluation by Medical Consultant

Name of ATS: _____

Name of Medical Facility: _____

Is Hepatitis B Vaccine indicated for this employee? _____

Basic series _____
Booster dose _____
None
The following doses of Hepatitis B vaccine/HBIG have been administered to this employee?
_____

Hepatitis B Immune Globulin (HBIG) Date
Hepatitis B Vaccine
1st dose: 2nd dose: 3rd dose: Date_____ Date_____ Date_____
None
Has the ATS been informed of the results of this evaluation?

Yes _____
Date _____
No _____
Not applicable_____
6. Has the ATS been counseled regarding the results?

Yes _____
Date _____
No _____
Not applicable _____
Signature of Medical Consultant; _____ Date: _____
Print name of Medical Consultant: _____

Please return this form to:
Brady Health Center
Frostburg State University
101 Braddock Rd
Frostburg, MD 21532

FROSTBURG STATE UNIVERSITY
101 Braddock Rd
Frostburg, Md. 21532
Occupational Exposure To Blood/Body Fluid
HEALTH CARE PROFESSIONAL'S WRITTEN OPINION

(Completed at Brady Health Center)
Name of ATS:_____
Exposure Site: _____
Date of Exposure _____
Type of Exposure _____
Dates of **Employee's Hepatitis B Vaccinations** (if known)
#1 _____ #2 _____ #3 _____
Date(s)/Location of Post Exposure Evaluation:
_____
_____

1. Please respond to the one applicable statement below:

YES NO
a. ( ) ( ) Hepatitis B vaccination is indicated for employee and employee has received or is undergoing such vaccination.
b. ( ) ( ) Hepatitis B vaccination is indicated for employee and employee has declined vaccination. Mandatory declination signed.
c. ( ) ( ) Hepatitis B vaccination is NOT INDICTED for employee.
2. YES NO
( ) ( ) Employee has been informed of the results of the evaluation.
3. YES NO
( ) ( ) Employee has been informed of any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation and treatment.
4. YES NO
( ) ( ) Copy of this report given to employee.

Signature of ATS: _____ Date: _____

Signature of Healthcare Professional: _____ Date