Union University Student Handbook
Athletic Training Department

Table of Contents:

Mission Statement 3
  Goals/Objectives 3
Clinical Education Supervision 3
Field Experience Overview 4
Student Trainer Job Description 4
Patient Population 5
Patient Protection 5
Union University Sports Medicine Team Members 6
Unions Athletic Training Education Program 6
  Admission Requirements 6
  Curriculum Outline 8
  Clinical Education 10
  Malpractice Insurance 10
  Senior Evaluations 10

General Athletic Training Student Guidelines (Clinical Setting) 11
  Absence from Clinical Setting 11
  Sports Participation and Athletic Training 11
  Outside Employment and Athletic Training 11
  Dating Athletes 12
  Conduct with Athletes 12
  Preseason/Holiday/Postseason Requirements 12
  Requirements for Progression in the Athletic Training Education Program 12
  Readmission to the Athletic Training Education Program 13

General Athletic Training Student Guidelines 13
(Dress Code and Personal Conduct)
  Personal Appearance 13
  Dress Code 13
    Shirts
    Sweatshirts
    Shorts/Pants/Skirts
    Shoes
    Hats
    Jewelry
    Game Day Attire
    Jackets and Parkas
## Table of Contents: Continued

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Athletic Trainer Code of Conduct</td>
<td>14</td>
</tr>
<tr>
<td>General</td>
<td></td>
</tr>
<tr>
<td>Academic</td>
<td></td>
</tr>
<tr>
<td>Team</td>
<td></td>
</tr>
<tr>
<td>Rules when Traveling</td>
<td></td>
</tr>
<tr>
<td>Special Events</td>
<td></td>
</tr>
<tr>
<td>Communication</td>
<td></td>
</tr>
<tr>
<td>Record Keeping</td>
<td></td>
</tr>
<tr>
<td>Confidentiality</td>
<td></td>
</tr>
<tr>
<td>Sexual Harassment</td>
<td>17</td>
</tr>
<tr>
<td>Discrimination</td>
<td>18</td>
</tr>
<tr>
<td>Athletic Training Room Rules and Regulations</td>
<td>19</td>
</tr>
<tr>
<td>Disciplinary Actions</td>
<td>20</td>
</tr>
<tr>
<td>Disciplinary Actions/Appeals</td>
<td></td>
</tr>
<tr>
<td>The Judicial Process</td>
<td></td>
</tr>
<tr>
<td>Technical Standards for Admission</td>
<td>22</td>
</tr>
<tr>
<td>Technical Standards</td>
<td>23</td>
</tr>
<tr>
<td>Technical Standards signature page</td>
<td>24</td>
</tr>
<tr>
<td>Student Athletic Trainer agreement and signature page</td>
<td>25</td>
</tr>
<tr>
<td>OSHA Training and Awareness Program</td>
<td>26</td>
</tr>
<tr>
<td>Hepatitis B Vaccination Acceptance or Declination Form</td>
<td>27</td>
</tr>
</tbody>
</table>
Mission Statement

The mission of the Athletic Training Education Program is to prepare highly effective Athletic Training professionals within an environment of medical science and Christian faith. In accordance with Tennessee state code an Athletic Trainer is a person, who, upon advice, consent and oral or written prescriptions or referrals of a physician carries out the practice of prevention, recognition, evaluation, management, disposition, treatment, or rehabilitation of athletic injuries. By providing a quality didactic and clinical education experience to our students we will prepare them for advanced education or an entry level career in athletic training.

Goals

1) Prepare student for the NATA-BOC certification exam.
2) Provide quality education for undergraduate student athletic trainers.
3) Promote Christian and professional ethics at all times.
4) Provide a highly individualized caring approach to athletic training educations.
5) Promote Critical thinking, problem solving and clinic skill acquisition in our students.
6) Prepare SAT for their future roles in the health care of the physically active.
7) Provide students with well-rounded experiences in a variety of clinical settings, in order for them to meet level standards of a certified athletic trainer.
8) Provide an open and receptive learning environment in both the academic and clinical settings.
9) Develop a positive working relationship and network within the allied health community.

Clinical Education Supervision

1. An “approved clinical instructor” (ACI) shall supervise the students’ clinical education.
2. “Supervision” of students by the ACI shall be through “constant visual and auditory interaction between the student and the approved clinical instructor”.
3. Students shall be assigned to an “approved clinical instructor”, not to facilities or sports.
4. The daily supervision of students by the ACI must include multiple opportunities for evaluation and feedback between the student and approved clinical instructor.
Field Experience Overview

The primary settings for the students’ clinical education and field experiences should include Union University athletic training room, athletic practices, and competitive events. The Union University athletic training room is considered to be “a designated physical facility where comprehensive health care services are provided.” Comprehensive health care services include practice and game preparation, injury/illness evaluation, first aid and emergency care, follow-up care, rehabilitation, and related services.

Ample opportunity should be provided for student coverage of athletic practices and competitive events in a variety of men’s and women’s sports including high-risk sport activities. These experiences should also include adequate opportunities for observation of, and involvement in, the immediate management and emergency care of a variety of acute athletic injuries and illnesses.

Supervised field experiences involve personal/verbal contact at the site of supervision between the athletic training student and the certified athletic trainer who plans, directs, advises, and evaluates the student’s athletic training field experience. The supervising certified athletic trainer (ACI) must be onsite where the athletic training experience is being obtained.

Student Trainer Job Description

According to Tennessee regulation 63-24-103.b, “[n]othing…shall be construed to prevent any person from serving as a student-trainer, or any similar position if such service is not primarily for compensation and is carried out under the supervision of a physician.” However, the supervising athletic trainer should be personally present and immediately available with in the treatment area to give aide, direction, and instruction when procedures are performed. Students are required to demonstrate competency in modalities, rehabilitation, assessment, and administrative techniques prior to the application of these skills on an injured athlete. Students are required to gain clinical experiences in the training room and at practices and home and away games in the men’s and women’s athletic program. The clinical experience is structured so the student trainer gains progressive development of technical skills and knowledge. These experiences should always be considered as educational for the student involved. Students Athletic Trainers will not be utilized to replace properly certified personnel in the athletic training program.

When traveling alone with an athletic team the Student Athletic Trainer is considered an assistant to the coaching staff. In this role the student should not apply any medical treatments outside the scope of their training and certifications. Students should provide only needed first aid care and game preparation techniques equal to that of any coaching staff. This athletic training experience is not considered supervised experience and as such will not count towards the curriculum requirements as outlined in the appropriate course syllabi. Union Athletic Training Students will be assigned to clinical experiences with the following general goals in mind.
Freshman Year – apply to the athletic training program; complete First Aid, Introduction to Sports Medicine, and Care and Prevention.

Sophomore Year – complete Anatomy and Physiology I & II and clinical I & II; practice taping techniques, basic first aid skills, basic modalities (ice, heat, whirlpool), hydration of athletes, and training room coverage.

Junior Year – fall classes include Therapeutic Modalities, Upper Body Evaluation and Clinical III; spring classes include Lower Body Evaluation, Rehabilitation, and Clinical IV; use previous skills learned, learn to apply all modalities, perform evaluation of injuries with supervision, develop care and prevention programs, develop rehabilitation programs, mentor younger student trainers, cover two month rotations of different team sports.

Senior Year – classes include Administration of Athletic Training, Pharmacology and General Medicine, Clinical V and VI; use previous skills learned; provide practice/game coverage for assigned team, perform daily organization and administration duties, supervise rehabilitation for assigned team, communication with coaches of assigned team.

**Patient Population**

Union University student athletic trainers are primarily responsible for the intercollegiate athletes of this university, including men’s and women’s basketball, men’s and women’s tennis, baseball, softball, soccer, volleyball, men’s and women’s cross-country, golf and cheerleading. Student athletic trainers may also provide services to visiting intercollegiate teams, area high school athletes with signed medical release forms, intramural athletes, Union students who have been referred by student health services or in emergency situations, and faculty and their family members.

**Patient Protection**

Protecting patient’s rights is of paramount importance. The health and safety of patients, students, and faculty associated with the educational activities of the students shall be adequately safeguarded. To accomplish this goal Student Athletic Trainers must follow these guidelines.

1) Never apply any therapeutic or evaluative techniques without appropriate supervision and skill evaluations.
2) Always follow OSHA universal precaution guidelines.
3) Never provide treatment or care for patients during periods of an active communicable disease that may endanger the patient.
Union University Sports Medicine Team Members

1. Medical Director  Dr. Jackie Taylor
2. Orthopedic Physicians Dr. David Johnson and Dr. Michael Cobb
   West Tennessee Bone and Joint Clinic
3. Curriculum Director  Robert Stiegmann, MED, ATC/L
4. Clinical Coordinator  Cliff Pawley, MED, ATC/L
5. Athletic Trainer  Heather Pigg, ATC/L
6. Student Athletic Trainers

Union University Athletic Training Education Program

Admission Requirements

Applicants will apply for entrance into the program by April 1 of their sophomore year in college. Each student must meet the following minimum criteria for acceptance into the program. Students will be competitively judged in comparison with the other applicants for the year. Only the top 12 applicants will be accepted for entrance into the Athletic Training Education Program each year.

1. Admission to Union University.
2. Complete PEWS 240 Introduction to Sports Medicine with 3.0 average or above.
3. Complete 50 hours of observation time in PEWS 240 Introduction to sports medicine (or similar course as approved by the Athletic Training Program Director) with a positive recommendation from the approved clinical instructor.
4. 2.5 overall GPA or above.
5. Complete application to program and return it to the athletic training program director by April 1. Applications are available from the ATEP Program Director.
6. Applicants must submit official copy of all transcripts to the athletic training program director by April 1.
7. Applicants must complete the athletic training program interview process. This process allows students an opportunity to become acquainted with the Athletic Training Program and allows the interview committee an opportunity to evaluate the student’s potential for athletic training education.
8. Applicants must submit a fully completed Health History and Physical Examination Form (supplied by the Athletic Training Program Director), including the practitioner’s examination section qualifying the applicant for Athletic Training Education must be submitted prior to April 1. Documentation of current immunizations, including a tetanus booster within the past 10 years and an acceptable Hepatitis B titer, and evidence of Rubella immunization must be provided. Documentation of a negative screen for
tuberculosis (skin test or chest x-ray) within the past 12 months is also required. This data should be submitted on the supplied form before admission to the Athletic Training Education Program.

9. Current CPR certification (professional rescuer) must be maintained throughout the Athletic Training Education Program.

10. Applicants must present signed athletic training student agreements as contained in the Athletic Training Student Handbook and application packet available from the Athletic Training Program Director. These agreements must include the following.

   Technical Standards
   Athletic Training Student Trainer Handbook acknowledgement
   Hepatitis B Vaccination Election Form

* Please realize these are minimum requirements in an extremely competitive program. Higher GPA’s and clinical experience greatly improve your application.
# Curriculum outline

## ATHLETIC TRAINING INSTRUCTIONAL PLAN

### FRESHMAN

<table>
<thead>
<tr>
<th>Term</th>
<th>Credits</th>
<th>Course</th>
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<tbody>
<tr>
<td><strong>FALL</strong></td>
<td><strong>15hrs</strong></td>
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<tr>
<td>PHY 213</td>
<td>4</td>
<td>Introduction to Physics</td>
</tr>
<tr>
<td>ENG 111</td>
<td>3</td>
<td>Written Composition I</td>
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<tr>
<td>HIS 101</td>
<td>3</td>
<td>World Civilization I</td>
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<td>PEWS 240</td>
<td>3</td>
<td>Introduction to Sports Med</td>
</tr>
<tr>
<td>CLU 111</td>
<td>1</td>
<td>College Life at union I</td>
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<tr>
<td>PEWS 100</td>
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<td>Fitness for Health</td>
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</tr>
<tr>
<td>PEWS 218</td>
<td>3</td>
<td>Care and Prevention of Athletic Injuries</td>
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<tr>
<td>PEWS 222</td>
<td>3</td>
<td>First AID</td>
</tr>
<tr>
<td>CHR 112</td>
<td>3</td>
<td>New Testament Survey</td>
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<tr>
<td>ENG 112</td>
<td>3</td>
<td>Written Composition II</td>
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<tr>
<td>CHEM 205</td>
<td>4</td>
<td>Fundamentals of Chemistry</td>
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<tr>
<td>CLU 112</td>
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<td>College Life at Union II</td>
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### SOPHOMORE

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<th>Term</th>
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<tr>
<td>HIS 102</td>
<td>3</td>
<td>World Civilization II</td>
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<tr>
<td>SOC 211</td>
<td>3</td>
<td>Principals of Sociology</td>
</tr>
<tr>
<td>BIO 221</td>
<td>4</td>
<td>Anatomy and Physiology I</td>
</tr>
<tr>
<td>AT 360</td>
<td>3</td>
<td>Therapeutic Modalities</td>
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<tr>
<td>AT 265</td>
<td>3</td>
<td>Athletic Training Clinical I</td>
</tr>
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<td><strong>SPRING</strong></td>
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<td>MATH 111</td>
<td>3</td>
<td>College Algebra</td>
</tr>
<tr>
<td>ENG 201</td>
<td>3</td>
<td>World Literature I</td>
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<tr>
<td>BIO 222</td>
<td>4</td>
<td>Anatomy and Physiology II</td>
</tr>
<tr>
<td>AT 350</td>
<td>3</td>
<td>Administration of Athletic Training Programs</td>
</tr>
<tr>
<td>CSC 105</td>
<td>3</td>
<td>Survey of Micro-computing</td>
</tr>
<tr>
<td>AT 275</td>
<td>3</td>
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### SUMMER

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<tr>
<th>Term</th>
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<tr>
<td>BIO 322</td>
<td>3</td>
<td>Human Gross Anatomy</td>
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</table>
### JUNIOR

#### FALL 15hrs
- AT 361 3 Orthopedic Evaluation of the Upper Body
- PEWS 415 3 Physiology of Exercise
- AT 365 3 Athletic Training Clinical III
- PEWS 414 3 Kinesiology
- PEWS 343 3 Sports Law

#### SPRING 16hrs
- AT 460 3 Exercise and Rehabilitation
- AT 370 3 Orthopedic Evaluation of the Lower Body
- AT 375 3 Athletic Training Clinical IV
- AT 455 3 Pharmacology and General Medicine In Athletic Training
- PEWS 103 1 Beginning Swimming
- PEWS 113 3 Elementary Nutrition

### SENIOR

#### FALL 15hrs
- ART 210 3 Arts in Western Civilization
- AT 465 3 Athletic Training Clinical V
- PEWS 416 3 Test and Measurements in Health and Physical Education
- CHR 111 3 Old Testament
- COM 112 3 Public Communication

#### SPRING 15hrs
- AT 475 3 Athletic Training Clinical IV
- ENG 202 3 World Literature II
- PSY 330 3 Health Psychology
- MATH 114 3 Introduction to Statistics
- PSY 213 3 General Psychology
Clinical education overview

Union University provides students with extensive opportunities for clinical education. The Clinical education component is comprised of six clinical courses. Each course is given three hours academic credit and requires students to prove clinical skill proficiency prior to advancement to the next clinical level. Clinical education begins in the sophomore year and builds progressively for the following six semesters. Prior to beginning clinical experiences each student must participate in an annual OSHA required in-service to review universal precautions needed to protect against blood borne pathogens.

Clinical courses are closely related to the appropriate didactic course providing a guided course setting for students to develop psychomotor skills required to complement knowledge gained during the educational experience. The following chart demonstrates the appropriate didactic and clinical course matches for the 2001/2002 academic year.

<table>
<thead>
<tr>
<th>Clinical Courses</th>
<th>Didactic Courses</th>
</tr>
</thead>
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<tr>
<td>PEWS 218 Care and Prevention of Athletic Injuries</td>
<td>AT 360 Orthopedic Evaluation of the Upper Body</td>
</tr>
<tr>
<td>PEWS 222 First AID</td>
<td>AT 361 Orthopedic Evaluation of the Upper Body</td>
</tr>
<tr>
<td>PEWS 218 Care and Prevention of Athletic Injuries</td>
<td>AT 350 Administration of Athletic Training Programs</td>
</tr>
<tr>
<td>PEWS 222 First AID</td>
<td>AT 455 Pharmacology and General Medicine In Athletic Training</td>
</tr>
<tr>
<td>AT 361 Orthopedic evaluation of the Upper Body</td>
<td>AT 460 Exercise and Rehabilitation</td>
</tr>
<tr>
<td>AT 360 Therapeutic Modalities</td>
<td>AT 350 Administration of Athletic Training Programs</td>
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<tr>
<td>AT 370 Orthopedic Evaluation of the Lower Body</td>
<td>AT 455 Pharmacology and General Medicine In Athletic Training</td>
</tr>
<tr>
<td>AT 460 Exercise and Rehabilitation</td>
<td>AT 350 Administration of Athletic Training Programs</td>
</tr>
<tr>
<td>AT 455 Pharmacology and General Medicine In Athletic Training</td>
<td>AT 350 Administration of Athletic Training Programs</td>
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Malpractice Insurance Statement

Liability insurance is required of all athletic training students involved in the clinical courses. You will automatically be billed by the business office for coverage under Union’s group plan unless you provide evidence of personal malpractice insurance by the first day of class each term. The amount of personal liability insurance coverage must be at least $1,000,000/$3,000,000 coverage.

Senior Evaluations

Graduating students will receive follow-up questionnaires and evaluations. Students will be evaluated in their senior year through a Senior Exit Exam modeled after the NATA-BOC exam. Senior students will also be given a questionnaire intended to evaluate their perception of the educational experience at Union University. Performance on graduate education, national and state certifying examinations will be closely tracked utilizing reported NATA-BOC scores and graduate grades.
General Athletic Training Student Guidelines  
(Clinical phase)

General Information

The clinical phase involves a minimum of six semesters of clinical experience working under the direct supervision of an approved clinical instructor (ACI). The greater the number of semesters the student spends in the curriculum phase, the more diverse the experience.

Clinical education experiences used to meet the requirements for the JRC-AT may be offered using academic courses for academic credit.

- The contact hours included in the clinical education courses are determined in accordance with Union University guidelines and are outlined in the appropriate course syllabus.
- Each clinical course includes a laboratory class, an internship, a practicum, or externship.

The clinical phase requires a strong commitment to the athletic training profession. A great deal of time is demanded of student athletic trainers. During this phase, the responsibility shifts from the athletic training room to intercollegiate teams. With this new responsibility, the student athletic trainer is expected to attend all practices, scheduled treatments, home and away events.

Absence from Clinical Setting: Student athletic trainers’ education results from the overall operation of the athletic training program. Therefore, absence from one’s responsibilities is discouraged. If a situation should arise where a student cannot attend one’s assigned clinical setting, he/she should contact the head athletic trainer and notify them of the situation immediately!

Sports Participation and Athletic Training: Due to the time commitment required for athletic training, it would be very difficult to participate in an intercollegiate sport. To be able to perform to the best of one’s ability, sports participation is strongly discouraged. However, if one chooses to participate in a sport, he/she must complete the clinical requirements during the semester that he/she is not participating in a sport.

Outside Employment and Athletic Training: Outside employment combined with athletic training responsibilities would be very difficult. Athletic training requires many hours in the classrooms as well as the clinical setting. The head athletic trainer and coaches depend upon student trainers to perform various duties when needed, and are expected to make athletic training a priority.
Dating Athletes: Athletic trainers dating athletes can lead to very compromising situations and therefore is highly discouraged. If, however, a situation arises where an athletic trainer is dating an athlete, this relationship cannot become evident in the athletic training room. If this becomes a problem and the student athletic trainer cannot perform his/her duties, the student may be reprimanded or removed from assigned duties.

Conduct with Athletes: The role of a student athletic trainer is as both a student and an athletic trainer. Students should remember that they are filling both of these roles and act accordingly, whether inside or outside of the athletic training room. It is recognized that in working closely with a team, friendships may arise between SAT’s and athletes. A professional demeanor should be exercised at all times. In the clinical setting, students should act as athlete trainers for their respective teams. In this role, they are responsible for the care of that team’s athletes. They are also there, however, to learn and increase their athletic training skills.

Preseason/Holiday/Postseason Requirements: Students athletic trainers assigned to a fall sport with a preseason starting before classes start will be required to return to school at a date decided by the head athletic trainer. Student athletic trainers should talk to their supervising athletic trainer when assignments are posted to make all arrangements. Students athletic trainers assigned to a sport in season during holiday break will also be required to stay at the University with their assigned team, unless otherwise stated by the supervising athletic trainer for that team. Student athletic trainers assigned to a spring sport with a postseason that continues past the end of spring semester are encouraged to continue with the sport. We realize summer school and/or employment make it difficult to continue beyond the end of the spring semester. Student athletic trainers should communicate with their supervising athletic trainer EARLY in the semester concerning his or her responsibilities after the semester’s end.

Requirements for Progression in the Athletic Training Education Program: The student enrolls in the courses in Athletic Training education according to the prescribed sequence. At least a C grade in each Athletic Training clinical course is required for progression in the Athletic Training Education program. Students who receive a grade of less than C in any Athletic Training clinical course may not proceed to the next course sequence until the failed course has been repeated with a final grade of C or above. Athletic Training courses may be repeated only once. Permission to progress must be obtained from the Athletic Training Education Program Faculty and will be dependent upon meeting course prerequisites and co-requisites. In non-clinical Athletic Training courses, a grade of C or above is required. A student who receives a grade of D or below will be allowed to repeat the non-clinical course the next time it is offered in the scheduled sequence of courses. A student who receives a grade less than C in two Athletic Training courses will not be allowed to progress in the Athletic Training Education Program. To progress to the final year of the program, a student must have a minimum GPA of 2.0.
Readmission to the Athletic Training Education Program: A student who wishes to reenter the Athletic Training Education Program should submit a letter to the Program Director requesting readmission to the program well in advance of the semester in which they wish to enroll. Their request for readmission will be considered along with other applicants to the program.

A student who receives a final grade less than C in two athletic training courses will not be readmitted to the Athletic Training Education Program but will be advised to seek another major. Withdrawal from an athletic training course does not guarantee readmission.

General Athletic Training Student Guidelines (Dress Code and Personal Conduct)

Dress Code and Personal Conduct

Personal Appearance
Student athletic trainers are to present themselves in a manner that promotes a professional physical appearance. Males and females should wear their hair in a manner that prevents it from coming in contact with the athlete or modalities that may be in use. Hands should be washed often to prevent contamination. Surgical gloves should be used under appropriate circumstances. Any appearance codes set forth for specific teams are to be followed by the student athletic trainer assigned to that team.

Dress Code
The American Medical Association recognizes athletic training as an Allied Health Care Profession. Each student athletic trainer is expected to present him/herself attire and be neatly groomed. Clothes will always be clean, pressed and in good repair. How you look determines how you are treated! Any article of clothing with holes will NOT be permitted. Acceptable dress is as follows:

Shirts:
1. Union athletic training T-shirt or collared shirt.
2. Union T-shirt which does NOT advertise a fraternity/sorority or other university organization not affiliated with athletic training.
3. Union sport team T-shirt when working with that team.
4. Any solid colored T-shirt or collared shirt.
5. Shirts must be tucked in
***NO shirt advertising any alcohol or tobacco products or the like will be allowed. Also, no Union Athletic training attire will be worn in establishments that serve alcohol.

Sweatshirts:
- Same conditions as above
Shorts/Pants/Skirts:
1. Khaki, navy blue or black shorts or pants only.
2. Shorts/skirts will be of at least mid-thigh length.
3. Dress for clinical assignments will be appropriate in accordance with the facility.

Shoes:
1. Shoes must be kept clean with no holes, and they will flat bottomed (i.e tennis shoes, loafers).
2. Sport sandals are allowed during preseason practices only.
3. Socks must be worn and color-coded with uniform.

Hats:
1. No hats may be worn at an indoor event.
2. Only Union hats/caps will be worn.

Jewelry:
1. Must be kept to minimum.
2. Should not interfere with duties.
3. Any large facial piercing must be removed when working in the athletic training room for safety and health reasons.

Game Day Attire:
1. Collared Union athletic training shirt with khaki pants or shorts.
2. SATs assigned to indoor events may wear dress clothes as approved by their clinical instructor.
3. SATs assigned to high school settings may wear the school or clinic polo shirt with matching pants/shorts for events.

Jackets and Parkas:
1. May be worn during appropriate weather.

**Student Athletic Trainer Code of Conduct**

General:
1. The student athletic trainer is expected to meet all university, academic and athlete appointments and obligations promptly and regularly.
2. Students are not to miss classes due to their clinical assignments unless previously approved by the students’ individual professor/instructor.
3. Students will only perform those duties and skills they are qualified to perform based upon their successful completion of the athletic training courses and the discretion of their clinical instructor.
4. All students will be on-time to their clinical placement wearing their athletic training attire and be prepared to begin their clinical duties.
5. If a student is going to be late to their assignment they are to telephone their clinical instructor.
6. All students will be expected to follow the rules and regulations of the athletic training room, athletic training program and those of the clinic or sport assignment.
7. There will be no bearing of weapons including knives.
8. Students may be asked to assist the team physician during clinical assignments.

**Academic**

1. The student athletic trainer is expected to work toward obtaining a baccalaureate degree in the following ways:
   a. Attend classes on a regular basis. In certain instances, travel requirements for team competition may require students to miss class. Athletic participation does not excuse a student from class or class assignments. Arrangements should be made by the student to contact the instructor and schedule any “make-ups” prior to the absence.
   b. Complete all classroom assignments.
   c. Seek academic advising/counseling when needed.
   d. Attend tutoring sessions as needed.
2. The student athletic trainer is expected to maintain a minimum semester grade point average of 2.00 at all times.
3. The student athletic trainer is expected to maintain a minimum grade of “C” in all athletic training courses.
4. Student athletic trainers are required to carry a minimum of 12 credit hours per semester.

**Team**

1. The student athletic trainer is expected to attend all practices and games unless excused by a staff athletic trainer. The student athletic is expected to notify a staff athletic trainer in advance if he/she cannot attend any such event.
2. The University issues equipment for each student athletic trainer. The student athletic trainer is expected to care for equipment properly and to return all equipment after its use. The student athletic trainer is financially liable for all equipment not returned.
3. The student athletic trainers are expected to conduct themselves in a manner that will reflect positively on the University, the team and the individual.
4. The student athletic trainer must maintain proper conduct with the game officials at all times.
5. The student athletic trainer is expected to follow all rules established by the athletic department, NAIA and each team pertaining to alcohol drugs, gambling and curfews etc.
6. The student athletic trainer is to dress appropriately for work assignments, whether training room or sporting events. At no time may a student athletic trainer wear blue jeans, torn, tattered, restrictive, or inappropriate clothing when representing the athletic training curriculum. Students may be asked to change if inappropriate attire is worn.
7. When traveling to an athletic event and representing the University, the student athletic trainer is expected to follow the dress code as established by the coach of the assigned team.
8. If a student athletic trainer plans to travel either to or from an athletic event apart from
the team, he/she is expected to receive advance clearance from the coach and head
athletic trainer for his/her plans.

Rules When Traveling

While traveling with teams, student trainers:
1. Must work under the direct supervision of a certified athletic trainer, either a Union
athletic trainer or athletic trainer at host site.
2. Locate the host athletic trainer and introduce yourself.
3. Report all injuries, treatments to the athletic trainer or head coach with whom they are
traveling.
4. Provide a full written injury and treatment report to their clinical instructor upon return
from the trip.
5. Carry treatment authorization, treatment protocols, medical cards, important telephone
numbers and insurance information.
6. If assistance is needed, the student will ask the available certified athletic trainer or team
physician.
7. Obey all rules of the head coach they are traveling with including curfew.
8. First aid should be the treatment of choice without a supervising certified athletic trainer
present.

Special Events

Student who volunteer or who are assigned to special events outside those hosted by Union
athletics will:
1. Follow all procedures developed by the medical staff of the special event.
2. Represent Union and the athletic training program in the utmost professional manner.
3. Be on time for event.
4. Wear Union athletic training attire unless the medical staff of the event provides
uniforms.
5. Refer to themselves as a first-aid responder rather than a student athletic trainer.

Communication

Student athletic trainers should practice communication skills in a manner that separate him/her
from the athlete. Common courtesy is a must. There are times when an athlete may demonstrate
immature behavior. Any problems in dealing with communication between you and the athlete
or the coach should be directed to the head athletic trainer or one of the staff athletic trainers.
Professional language and mannerisms are to be practiced at all times. Vulgar language by the
student athletic trainers and/or athletes is not appropriate in the athletic training room. These
instances should be handled immediately and in a proper manner. Discipline in the athletic
training room must be maintained.
Proper nomenclature for identifying various injuries should be used when addressing an athlete. If not sure of an injury, the student should not hesitate to seek help. Evaluation of an injury should be directed to a member of the athletic training staff.

**Record Keeping**

The student athletic trainer is responsible for recording information pertaining to history, treatment and referral, etc. Daily documentation of pertinent medical information is required with each athlete’s treatment parameters and rehabilitation programs.

**Confidentiality**

1. Confidentiality of the student athlete’s medical records must be maintained. No records are to leave the athletic training room.
2. Students will never discuss an athlete’s injury with anyone other than the athlete and athletic training staff. Never discuss the injury of one player with another player. If an athlete asks about another athlete’s injury, refer them to the head athletic trainer. **WHAT YOU SEE AND HEAR HERE….STAYS HERE!!**
3. Never question or criticize team physicians, staff athletic trainers, or other student athlete trainers in front of athletes. If you have questions choose the proper time and manner in which to ask the physician or staff athletic trainer.
4. Any questions or concerns from the press or professional scouts must be directed to the head athletic trainer or designated assistant athletic trainer.
5. Any questions or concerns from a coach should be handled in a professional manner.
6. Never question a coach’s decision concerning game strategy or practice techniques (if you have a concern with a coach, discuss if with your clinical instructor).
7. Do not discuss an athlete’s injury or care with their parents, refer them to the head athletics trainer or your clinical instructor.

**Sexual Harassment**

Union University is committed to providing its faculty, staff, and students with an environment free from explicit and implicit coercive sexual behavior used to control, influence, or affect the well-being of any member of the University community.

**Sexual Harassment Defined**: The definition of sexual harassment varies greatly. Therefore, we will us the Equal Employment Opportunity Commission’s guidelines prohibiting sexual harassment there are two types of sexual harassment: (1) Quid pro quo- “submission to or rejection of such conduct by an individual that is used as basis for employment decisions affecting such individual” and (2) Hostile environment- “unwelcome sexual conduct that unreasonably interferes with an individual’s job performance or creates an intimidating, hostile, or offensive working environment.” Sexual Harassment in the college community may include, but may not be limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal or physical conduct of a sexual nature where (1) submission to such conduct is a term or condition of an individual’s employment or education; (2) submissions to or rejection of said conduct is used as a basis for academic or employment decisions affecting the individual’s academic or professional performance.
Policy Statement: Sexual harassment of any type will not be tolerated and is expressly prohibited. Sexual harassment is grounds for disciplinary action, which may include reprimand, demotion, discharge, or other appropriate action, dependent upon the nature of the harassment. Faculty and staff are asked to be especially sensitive to the fact that they are in a position of authority over students and the authority carries with it responsibility to be mindful of situations in which they are dealing with students in private, one-on-one associations both on and off-campus.

Compliant Procedure
Student – A student with a complaint against a faculty member, a member of the administration, or another student may make initial conduct with the Dean of Students. Alternate contacts include the Director of Human Resources, the Executive Vice President and the President. The contact person will initiate an Incident Report form and forward to the Director of Human Resources.

The University will handle the matter with as much confidentiality as possible. There will be no retaliation against any faculty, staff or student who reports a claim of sexual harassment or against any faculty, staff or students who is a witness to the harassment. The University will conduct an immediate investigation in an attempt to determine all of the facts concerning the alleged harassment. The investigation will be directed by the Director of Human Resources or someone that office is the subject of the investigation. In that event, the office of the Provost (faculty) or Executive Vice President (staff or student) will direct the investigation. As a part of the investigation of the claim of sexual harassment, the contact person, the complainant, and the respondent will be asked to provide statements regarding the incident. Once the report is reviewed and investigation is concluded, a finding may be that sexual harassment did occur, and corrective action (reprimand, demotion, discharge, or other appropriate action) will be communicated in writing to the complainant and respondent. Appeals to this process may be conducted in accordance to the most recent revision of the handbook under the section(s) entitled “Violation of Standards of Conduct” or “Grievance Procedures.”

All documents, except disciplinary action documents, related to an incident will remain in a file other than the employee’s personnel file. Although filed separately, all personnel related files will be kept in the Human Resources Department.

Discrimination

Union University does not discriminate on the basis of race, color, national origin, religion, gender, age, veteran status, political affiliation, sexual orientation or disability (in compliance with the American with Disabilities Act) with respect to employment or admissions or in connection with its programs or activities. Inquiries or requests for reasonable accommodation may be directed to the activity coordinator, the appropriate university office.
Athletic Training Room Rules and Regulations

1. The supervising certified athletic trainer is always in charge.
2. Report all injuries/illnesses to clinic instructor/head athletic trainer.
3. Answer the telephone in a professional manner by saying “Hello Union University athletic training room can I help you?”
4. Do not attempt to use any equipment unless you have successfully completed the competency and have been instructed to do so by the supervising clinical instructor.
5. Keep the athletic training room clean and tidy at all times
6. If after looking in supply room, supplies are needed, report it to an athletic training staff member.
7. Any equipment that is improper working condition shall be reported to a staff athletic trainer.
8. There will be no eating or drinking in the athletic training room.
9. There may be times a clinical assignment will require the student to perform duties during the weekends. Students will be informed of weekend requirements during the orientation to the clinical setting and/or one week prior to the weekend assignment.
10. Students assigned to high schools, clinics and other settings will follow the rules and regulations of that setting.
Disciplinary Actions

Disciplinary Actions/Appeals

Union University Department of Athletic Training adheres to the policies and procedures of Union University as described in the Campus Life Handbook.

The Judicial Process

The purpose of the Values Violation Process is to give fundamental fairness and consistency to a student who has possibly violated a Union University Value. A student who has been charged with a value violation and thus alleged to be involved in an inappropriate behavior will be granted these rights in the judicial process.

A. Any student, faculty, staff, parent or guest may present a written report (incident report form) of the facts as they know them regarding the alleged violation.

B. This report is referred to the Assistant Dean of Students or a Resident Director. If there is substantial evidence to support the alleged violation, he/she will arrange a meeting with the student.

C. The Student will receive written or verbal notification of the alleged violation and meeting. Failure by the student to appear for a scheduled hearing of which he/she had been officially notified will necessitate a decision be made by the University without the students’ input. A summons to a judicial hearing takes precedence over any University class or activity.

D. After the hearing takes place, the degree of involvement will be established and a sanction will be given.

E. The student will receive written notification of the outcome of the judicial hearing listing any assigned sanctions.

F. Any student has the right to appeal the decision of any disciplinary hearing if the student believes the treatment received was unjust, all the facts in the situation were not taken into consideration or the action taken was too severe for the behavior involved.

Students’ Rights

A. Procedures. The student will be informed verbally or in writing of the judicial process.

B. Hearing. The student may request a hearing before the Judicial Council, Assistant Dean of Students, Dean of Students or the Provost.

C. Evidence. The student will be informed of all the evidence connecting him/her to the alleged value violation.

D. Testimony. The student may offer personal testimony, decline to testify against oneself or bring personal witnesses to the hearing.

E. Counsel. The student may bring a Union University faculty, staff or student to the hearing in the role of friend, advisor and counselor.
The Appeal Process
The University offers an Appeal Process to all students who feel the facts surrounding their judicial hearing merit an appeal. This is a student right to appeal any sanction issued if it is not a fair match to the value violation.

A. The student must fill out an Appeal Form available in the Dean of Student’s Office. This must be completed and returned within 48 hours after receiving notice of disciplinary sanctions.

B. The student may appeal a decision based on one of the following reasons:
   a. The treatment received was unjust.
   b. All the facts in the situation were not considered.
   c. The action taken was too severe for the behavior involved.

C. The Appeal Form must be complete and detailed. Students are not guaranteed an interview with the judicial council hearing the appeal. All judgments on an appeal may be made solely on the information written in the appeal. This information must be directly related to one of the three reasons above. This information must also be typed and stapled to the Appeal Form.

D. The student will be provided an official written notification detailing the decision to accept or deny the appeal.

Re-admittance after Expulsion
Any student once having been admitted to Union University and then missing one or more semesters (Fall or Spring) must be re-admitted by the following process:

1. Complete a new application (fee is not required).
2. Clear all previous academic, social, and financial obligations. This includes written permission from the Dean of Students for re-admittance.
3. Submit official transcripts from any undergraduate institutions attended since leaving Union.
4. Submit a student transfer form from the last institution attended if it was a college other than Union.
Athletic Training Profession Technical Standards

Technical Standards

The department of Athletic Training at Union University in accordance with the National Athletic Trainers Association has adopted the following guidelines of technical standards for entry-level athletic training education.

America's with Disabilities Act of 1990, P.L. 101-336, provides comprehensive civil rights protections to qualified individuals with disabilities.

Section 504 of the Rehabilitation Act of 1973 “prohibits all programs or activities receiving federal financial assistance from discrimination against individuals with disabilities who are ‘otherwise qualified’ to participate in those programs.” With respect to post-secondary educational services, an “otherwise qualified” individual is a person with a disability “who meets the academic and technical standards requisite to admission or participation in the recipient’s education program or activity.”

Given the intent of Section 504 and the ADA, the development of standards of practice for a profession, and the establishment of essential requirements to the student’s program of study, or directly related to licensing requirements, is allowable under these laws. In applying Section 504 regulations, which require individuals to meet the “academic and technical standards for admission,” the Supreme Court has stated that physical qualifications could lawfully be considered “technical standard(s) for admission.”

If an institution can reasonably modify its program or facilities to accommodate the applicant or student with a disability, the “otherwise qualified” applicant or student shall not be excluded. However, an institution need not provide accommodations or modify its program of study or facilities such that (a) would “fundamentally alter” and/or (b) place an “undue burden on” the educational program or academic requirements and technical standards which are essential to the program of study.

The following Guidelines embody the physical, cognitive, and attitudinal abilities an Entry-Level Athletic Trainer must be able to demonstrate in order to function in a broad variety of clinical situations; and to render a wide spectrum of care to athletes and individuals engaged in physical activity. The Guidelines serve to recognize abilities essential to the development of these Entry-Level abilities.
TECHNICAL STANDARDS FOR ADMISSION

The Athletic Training Educational Program at Union 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 Educational Program establish 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 Allied Health Education Programs [CAAHEP]). The following abilities and expectations must be met by all students admitted to the Athletic Training Educational Program. In the event a student is unable to fulfill these technical standards, with or without reasonable accommodation, the student will not be admitted into the program.

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

Candidates for selection to the Athletic Training Educational 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 deviation 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 judgements 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 educational program will be required to verify they understand and meet these technical standards or that they believe that, with certain accommodation, they can meet the standards.
Union University (institution’s disabilities department) will evaluate any student who states he/she could meet the program’s technical standards with accommodation, confirm that the stated condition qualifies as a disability under applicable laws.

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

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

_____________________________    ____________
Signature of Applicant      Date

Alternative statement for students requesting accommodations.

I certify that I have read and understand the technical standards of selection listed above and I believe to the best of my knowledge that I can meet each of these standards with certain accommodations. I will contact Union University (institution’s disabilities department) to determine what accommodation may be available. I understand that if I am unable to meet these standards with or without accommodations, I will not be admitted into the program.

_____________________________    ____________
Signature of Applicant      Date

Under the Americans with Disabilities Act, Title II and Title III are applicable to students with disabilities and their requests for accommodations. Title II covers state colleges and universities. Title III pertains to private educational institutions; it prohibits discrimination based on disability in places of “public accommodation,” including undergraduate and postgraduate schools.
ATHLETIC TRAINING STUDENT AGREEMENT

As an Athletic Training Student at Union University I agree that I have reviewed all of the information contained within the Union University Athletic Training Student Handbook. After this review I have been given ample opportunity to ask questions and discuss all of the information contained in it.

I (name) ___________________________ agree to follow all of these guidelines outlined within the Union University Athletic Training Student Handbook along with the University wide students rights and responsibilities as outlined in the Academic Planner and Campus Life Handbook.

SAT Signature __________________________________________ Date ___________
UNION UNIVERSITY
Athletic Trainer Education Program

OSHA TRAINING AND AWARENESS PROGRAM

Introduction
In compliance with the Occupational Safety and Health Administration’s (OSHA) Bloodborne Pathogens Standard 1910.1030 and in reference to Union University’s Exposure Control Plan, Bloodborne Pathogens, employees and students that are functioning in the role of athletic trainer must complete an annual training and education session regarding exposure to, and handling of blood, blood products and other potentially infectious materials. The purpose of this training is to ensure that employees and students are aware of potential risks factors involving the handling of body fluids in the sports medicine environment, to educate each individual on methodology of how to protect oneself in an environment that potentiates a risk of exposure, and to incorporate a plan of action in the instance that an exposure occurs.

Compliance to Precautionary Measures.
Each student participating in the Union University’s Athletic Training Education Program must comply with the following precautionary measures:

Bloodborne Pathogen Education Training. Each student trainer must complete a two-hour in-service presentation addressing the potential exposure to bloodborne pathogens in the sports medicine environment. The course is a video-based, instructor guided course that is referenced to SmithKline Beecham Pharmaceuticals OSHA Compliance Kit for Healthcare Administrators. This course focuses on universal precautions, bloodborne diseases (HIV and Hepatitis B) the proper use of personal protective equipment and the requirements of an exposure control plan. Following completion of the course, students are required to pass a written exam (80%) on the given material. This course of instruction is mandatory for both students and employees participating in Union University’s Athletic Trainer Education Program and must be updated annually.

Hepatitis B Vaccination. All employees and students are offered a vaccination for Hepatitis B virus (HBV). This virus is highly contagious and spreads through blood contact with infected individuals. The HBV virus is also resilient, living up to one month on a dry surface. The vaccination is offered at Student Health Services on the Union University Campus for the cost of $150.00. It is highly recommended that people working in any healthcare industry where there is a risk of HBV exposure take this necessary precaution. In the instance that you decline the vaccination, you will be required to complete Union University’s Hepatitis B Vaccination Declination Form.

TB Skin Test. The individual must have an annual TB skin test. The TB skin test is mandatory for individuals working in Union University’s Athletic Training Education Program. It is offered at Union University’s Student Health Services for a cost of $5.00.

Compliance to the above precautionary criteria is mandatory for individuals wishing to participate in Union University’s Athletic Training Education Program. Those who are not compliant with these precautionary measures will be authorized to continue with the curriculum course of study, but may not be authorized to participate in the clinical application of skills in working with Union Universities Department of Athletics.

Questions. If you have any questions regarding Union Universities position on OSHA’s Bloodborne Pathogen Standard or Union’s student awareness program, please contact Cliff Pawley, PEWS Liaison to Union University’s Safety Control Officer at ext. 5529, PAC A73.
UNION UNIVERSITY

HEPATITIS B VACCINATION ACCEPTANCE OR DECLINATION FORM

I have attended a training session on Bloodborne Pathogens and have received information about the Hepatitis B Virus. I understand that in my workplace there is a potential for bloodborne pathogen exposure, and that I could contract hepatitis B from such exposure.

I have received written educational material about hepatitis B and the vaccination and have been given the opportunity to ask questions related to each. I understand the risks and benefits of taking this vaccination series. I understand that I must have all three doses of vaccine to protect me from becoming infected should I be exposed to the hepatitis B virus.

I understand that, as with all medical treatment, there is no guarantee that I will become immune, that the vaccine will prevent me from developing hepatitis B, or that I will not experience an adverse effect from the vaccine. I understand that my decision to accept or decline the vaccination series will have no effect on my work or student status at Union University.

ACCEPT
I accept the opportunity to have the hepatitis B vaccination series.

Signature   Date

Printed name

Witness signature and position

DECLINE
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. If I decide at a later date, while still attending Union University, to have the hepatitis B vaccination series, I can still receive the vaccine at Student Health Services for the sum of $150.00.

Signature   Date

Printed name

Witness signature and position

I HAVE ALREADY BEEN VACCINATED for hepatitis B. I will provide written documentation verifying such to the PEWS liaison to the Safety Control Officer at Union University.

Signature   Date