

ATHLETIC TRAINING EDUCATION PROGRAM
STUDENT HANDBOOK



UNIVERSITY OF
SOUTHERN MAINE

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I. INTRODUCTION

Welcome to the University of Southern Maine's (USM) Commission on Accreditation of Athletic Training Education (CAATE) accredited Athletic Training Education Program (ATEP). This manual is designed to provide the athletic training student- and others applying to the ATEP with the policies, procedures, responsibilities, expectations, and guidelines for professional conduct while at USM. In addition, the progression and successful completion of the ATEP at USM is outlined. The athletic training student (ATS) handbook will be distributed and reviewed during SPM 210. With acceptance into the major, the ATS is responsible for completely learning and comprehending this manual. The ATS will sign receipt of the handbook, taking full responsibility for all the requirements (*Appendix A*). Deviation from the stated policies and procedures could constitute placing the student on probation or suspension from clinical experiences. This manual is intended to educate, guide, and protect the ATS and should be used as a reference.

II. MISSION STATEMENT

The Athletic Training Education Program promotes a student-centered atmosphere where emphasis is placed on the opportunity to develop competence in the diverse health care services provided to the physically active.

III. EDUCATIONAL OBJECTIVES

1. To prepare the student to become proficient in the professional domains outlined by the National Athletic Trainers' Association Education Council.
2. To provide the student with high quality and diverse athletic training clinical experiences.
3. To nurture the development of the students' communication skills, both verbal and written, as related to providing optimal care in the athletic training setting.
4. To prepare the student with the knowledge and skills necessary to provide optimal health care to the physically active in an allied health setting.
5. To provide the student with the skills and education necessary to become a competent and reliable professional certified athletic trainer.
6. To prepare the student with the necessary skills to attain graduate school pursuits and/or obtain job placement upon graduation.

IV. DEPARTMENT OF EXERCISE, HEALTH, AND SPORT SCIENCES

The College of Nursing and Health Professions (CONHP), through the Department of Exercise, Health, and Sport Sciences (EHSS) offers degrees in athletic training, exercise science (majoring in health fitness or exercise physiology), and health sciences.

These innovative programs offer students the opportunity to gain clinical experience while using the most advanced sports medicine equipment available. Upon completion of the curriculum, the undergraduate athletic training student will be eligible to challenge the National Athletic Trainers' Association (NATA) Board of Certification (BOC) examination.

V. ATHLETIC TRAINING EDUCATION PROGRAM

The athletic training major focuses on the care and well-being of the physically active individual. A Certified Athletic Trainer (ATC) is educated in the prevention, recognition, evaluation, treatment, and rehabilitation of injuries that occur as a result of athletic participation and physical activity.

The ATS is a unique member of USM's sports medicine team. As a result of the knowledge gained in the classroom and through practical experience, ATSS are able to provide immediate and follow-up care to physically active individuals under the direct supervision of an ATC. This care allows the injured individual to return to participation as soon as possible within the limits of the injury.

USM's ATEP offers appropriate academic course work to prepare the ATS to challenge the Board of Certification (BOC) examination. The academic courses are designed to challenge students in the traditional classroom setting, laboratory setting, and practical application of skills that develop a solid theoretical knowledge base, critical thinking skills, and professional skills.

The academic curriculum meets the requirements for athletic training accreditation established by the Joint Review Committee on Athletic Training (JRC-AT) and CAATE. The ATEP prepares students to become ATCs, and is designed to address the standards as described by JRC-AT and CAATE.

The ATS is expected to be familiar with the required academic courses and the suggested course sequences. Academic advising will further provide direction with regards to admission into the major as well as retention, progression and graduation from the university. (*Appendix B, C, J, K, L*)

VI. ATHLETIC TRAINING PERSONNEL

The ATEP at USM consists of numerous athletic training and medical personnel who contribute a variety of experiences and educational backgrounds to make a strong and dynamic athletic training program. Athletic training education and service personnel include: Athletic Training Program Director, Clinical Coordinator, Rehabilitation Coordinator, EHSS faculty, Approved Clinical Instructors, Clinical Instructors, , Sports Medicine Physicians and Fellows, Student Health Services, Head Athletic Trainer, Assistant Athletic Trainers, and Athletic Training Students..

Athletic Training Education Program Director (ATEP PD):

- (a) The ATEP PD is a BOC certified athletic trainer who oversees USM's CAATE accredited ATEP and is responsible for administration related to: recruitment, selection and retention of students; advising; teaching; and curriculum development for the athletic training major.

Clinical Coordinator (CC):

The CC is a BOC certified athletic trainer and EHSS faculty member who oversees all clinical components of USM's ATEP. This includes regularly communicating with ACI's, students and faculty to ensure a positive clinical environment.

Rehabilitation Coordinator (RC)

The RC is a BOC certified athletic trainer and EHSS faculty member who oversees both the clinical progress of ATSS and of USM student athletes who become injured in the Athletic Training Lab.

Clinical Instructors (CI):

A clinical instructor (CI) is a BOC certified athletic trainer or other qualified health care professional with a minimum of one year of work experience in their respective academic or clinical area. CI's teach, evaluate, and supervise athletic training students in the field experiences. A CI is not charged with the final formal evaluation of athletic training students' integration of clinical proficiencies. A CI may also be an ACI.

Approved Clinical Instructor (ACI):

An Approved Clinical Instructor (ACI) is a BOC Certified Athletic Trainer with a minimum of one year of work experience as an athletic trainer, and who has completed ACI training. ATCs who wish to be an ACI, but who have less than one year of clinical experience, must be supervised by a more experienced ACI. An ACI provides formal instruction and evaluation of clinical proficiencies in classroom, laboratory, and/or in clinical education experiences through direct supervision of ATSS.

Faculty:

The faculty members of the ATEP are ATCs who are responsible for classroom instruction, academic advising, and career counseling of the ATs. These faculty members maintain high standards both in and out of the classroom to provide students with opportunities to develop skills in the areas of strategizing, problem solving, communication, and documentation to incorporate into their professional education.

Head Athletic Trainer:

The Head Athletic Trainer is an ATC responsible for overseeing the care provided to USM's student-athletes, and serving as one of the on-site certified athletic trainers for the home athletic events. The Head Athletic Trainer is an ACI who evaluates and monitors the progress of the ATs assigned to him/her.

Assistant Athletic Trainers:

The Assistant Athletic Trainers are ATCs who assist the Head Athletic Trainer in providing care to USM's student athletes and serve as ACI supervisors for students enrolled in the ATEP. The Assistant Athletic Trainers evaluate and monitor the progress of the ATs assigned to him/her. All ATCs work closely with the PD and CC to ensure consistency of learning for the ATs.

Sports Medicine Physicians and Fellows:

The sports medicine physicians and fellows are medical doctors (MD) or doctors of osteopathy (DO) who provide the medical care for USM student-athletes. These physicians also provide educational opportunities to the ATs through their evaluations of USM athletes in the clinical portion of the ATEP and as guest lecturers in the didactic portion of the curriculum.

Student Health Services (SHS):

Student Health Services (SHS), along with the sports medicine physicians, assist in the pre-participation examinations for all student athletes. SHS also serves as a referral link for non-athletic injuries or illnesses, counseling and management for eating disorders, and consultations for any other general medical conditions that the ATC deems appropriate.

Athletic Training Students (ATs):

Students who are in USM's ATEP are held to the highest academic and professional standards. They are expected to follow the guidelines of the NATA, USM's ATEP, and those set forth by the clinical affiliations. Each student is responsible for meeting and maintaining the requirements of admission, retention, and progression through the ATEP. ATs are encouraged to maintain their own records in this regard. ATs are expected to strive for and maintain excellence in the classroom, clinical, and professional settings.

VII. CLINICAL EDUCATION

Accreditation standards require that the clinical part of an accredited program consist of a minimum of two continuous years. This experience must include a minimum of four clinical education courses in a semester-based program. Supervision of the clinical experience is defined as “daily personal/verbal contact at the site of supervision between the athletic training student and the ACI or CI who plans, directs, advises, and evaluates the student’s athletic training experience”(www.nataec.org). The ACI or CI must be physically present in order to interview on behalf of the individual being treated. Completion of proficiencies must occur in a one-on-one fashion between ATs and ACIs.

To assure compliance with the BOC’s and JRC-AT’s spirit of directed supervision, the following on-campus areas will be considered separate venues with regard to directed supervision:

1. Main floor of Hill Gymnasium and the Athletic Training Facility
2. Wrestling Room
3. Field House
4. Ice Arena
5. Soccer Field
6. Baseball and Softball Fields
7. Field Hockey and Lacrosse Field
8. Gorham High School Track and Field, and Tennis Courts
9. Athletic Training Laboratory
10. USM Gorham Fitness Center

USM’s ATEP requires the completion of a minimum of 705 supervised clinical hours within a five semester sequence. Specifically, all ATs are assigned to an ACI, not to a specific sport or athletic team.

The ATs gain clinical hours in the following settings: 1) USM athletic training laboratory, 2) USM athletic training facility, 3) local high schools and colleges, 4) sports medicine clinics and 5) SHS. In addition, the ATs obtain clinical hours within an athletic training setting during an internship/co-op experience during the spring/summer semester of the senior year. Each student is exposed to the following situations:

- a. Upper extremity
- b. Lower extremity
- c. Equipment intensive
- d. General medical

Sequencing of clinical rotations:

Candidate students enroll in SPM 210 during the fall semester of the 2nd year. As a requirement of this course, each student obtains 40 supervised clinical hours. At the end of the semester, the student formally applies for entrance into the clinical portion of the athletic training major.

Once a student is accepted into the athletic training major, he/she becomes an ATs and enrolls in the following sequential clinical courses: SPM 270; 370; 371; 470. As part of the requirements of these clinical courses, each student is assigned to an ACI for the student’s clinical experience. During the clinical hours, the ATs practices, performs, and is evaluated on proficiencies by his/her supervising ACI. These proficiencies are assigned in the corresponding clinic course. During the ATs’ final semester, the ATs enrolls in SPM 490 and chooses an off-campus setting (ie: sports medicine clinic, professional athletic team, high school, college, etc), approved by the EHSS faculty, as an internship/co-op experience.

VIII. CLINICAL EXPERIENCE AND CLINICAL COURSE REQUIREMENTS

A. Clinical Experience Requirements

- a. Meets all Health Requirements. (*Appendix K*)
- b. Assigned to an ACI or CI in coordination with proficiency needs based on Lower Extremity, Upper Extremity, Equipment Intensive, and General Medical.
- c. Submits a semester schedule proposal to the CC in advance of beginning a clinical experience rotation. The CC determines the clinical schedule and provides a copy to the ACI or CI. (*Appendix D*)
- d. Evaluated by an ACI or CI after one (1) month and at the end of the semester. Conversely, the ATS evaluates the ACI or CI, the clinical experience/site, and themselves in the same time frame. (*Appendix E, F*)
- e. Assures correspondence between CC and ACI or CI through proper documentation when schedule changes are proposed due to unplanned events.
- f. Reports to CC any request to travel with ACI during the academic week. The CC reserves the exclusive right in permitting ATS travel. At minimum throughout the entire clinical course sequence, the ATS will document 1 travel experiences with football and 1 travel experience with a USM team.

B. Clinical Course Requirements

- a. All Athletic Training Clinical Course (SPM 270, 370, 371, 470) are graded as percentages assigned to a letter grade. A full description can be found in the respective clinical syllabi and in the University catalog.
- b. To meet minimum course requirement, the ATS
 - i. Completes a minimum of 150 clinical hours for clinical courses SPM 270, 370, 371 with a minimum of 10 hours per week.
 - ii. Completes at least 215 clinical hours for clinical course SPM 470. Of this total, a minimum designation of 150 hours will be with the assigned ACI, 50 hours will occur during the August pre-season session, and 15 hours will occur during for the General Medical rotation.
 - iii. Does not receive more than three (3) unexcused tardy, absent or inappropriately dressed citations per semester. (see definitions C i, ii)
 - iv. Meets passing criteria of all assigned proficiencies and any other course assignments as determined by the clinical course instructor at end of the semester.
- c. Definitions:
 - i. Unexcused tardy/absence is determined by the ACI or CI in accordance to the clinical experience schedule established by the CC. A minimum of 24 hours of advanced notice is expected for proposed schedule changes. Citations appear on the ATS evaluation.
 - ii. Inappropriate attire is determined by the ACI or CI. Citations appear on the ATS evaluation.

IX. DOCUMENTING CLINICAL HOURS

1. ATSs document daily completion of hours on the appropriate forms. (*Appendix G*)
2. When recording hours, note the date, site and/or team, sub-total and total hours (1/4 hour increments), and the nature of the experience (upper extremity, lower extremity, equipment intensive, general medical).
3. ATSs are permitted to document those hours directly supervised by an ACI or CI that is part of the USM staff/faculty, and those ACIs or CI that are part of the clinical supervision off campus (the places where we have clinical contracts). When an ATS is uncertain as to whether particular clinical experience hours are acceptable, he/she should present questions to the supervising ACI or CI prior to completing those hours.

X. DRESS CODE POLICY

1. Casual-professional attire is required during ATEP clinical assignments such as practices or events, games or contests, and any other ACI sponsored activity. Examples of appropriate apparel include:
 - Polo or collared button shirts, blouses, and sweaters
 - Slacks, pants, or shorts in solid colors or patterns
 - Clean shoes or sneakers
2. It is appropriate to dress according to the weather to protect oneself from the sun, cold temperature, wind, and moisture. Additionally, note the physical nature of athletic training, such as kneeling, reaching, lifting, or running. These acts can be made even more difficult by wearing apparel that is too tight, restrictive, or inappropriately sized.
3. Certain clothing and styles are not acceptable during clinical assignments or any other clinical experience.

Prohibited clothing items include and are not limited to:

 - Denim jeans
 - T-shirts of any kind
 - Sleeveless shirts
 - Cropped or halter tops
 - Open-toe shoes, sandals, or clogs
 - Clothing that is unusually worn, tattered, torn, or stained
 - Sweat pants, stretch pants, or workout/exercise clothing
 - Articles which display or promote illegal acts, tobacco and alcohol products, and profane language or symbols
 - Any article deemed unacceptable in an allied health profession

Prohibited styles include and are not limited to:

 - Un-tucked shirt tails
 - bare midriffs
 - baseball caps inside buildings
 - baggy pants or shorts worn below waist-line
 - exposure of undergarments
 - any style deemed unacceptable in an allied health profession
4. Inappropriate apparel (as defined above) worn during clinical assignments will be addressed in the following manner by the ACI or clinical coordinator:
 - The student will be asked to leave
 - The student may return properly dressed
 - The infraction can and will affect course performance as an **unexcused absence** or **unexcused tardiness**
5. Additional dress code policies may be enforced at different clinical sites. Meet with your supervising ACI to determine if any other attire is required at that site.

XI. CODE OF CONDUCT FOR THE ATHLETIC TRAINING STUDENT

1. Act in a responsible and professional manner.
2. Remain objective and non-discriminatory in your treatment of athletes.
3. Resolve problems and conflicts and bring them to the attention of an ACI or CI as soon as possible.
4. Strive to do your best.
5. Dedicate yourself to academic growth, the department, and to the profession.
6. Maintain all information about the student-athlete, patients, and their illness/injury confidential. (*Appendix H*)

The ATS will read, become familiar with, and follow the NATA Code of Ethics.

www.nata.org/codeofethics/code_of_ethics.pdf

As students preparing to enter this profession, you are strongly encouraged to become a student member of the NATA. Membership benefits include a subscription to the Journal of Athletic Training, reduced registration fees for national and district symposia, eligibility for scholarships, and other direct benefits.

XII. COMMUNICABLE DISEASE POLICY

As a program in an allied health profession, transmission of communicable disease is of great concern. In order to address this concern, the policy of the University of Southern Maine Athletic Training Education Program is as follows:

- Any athletic training student (ATS) should report any personal illness that might place those they work with at risk of infection to their supervising Approved Clinical Instructor (ACI).
- An ATS should be examined by a physician at the Student Health Center if there is any question about the illness
- Any ATS that is ill and has communicated this to his/her ACI prior to the assigned clinical experience should stay home. This should be considered an excused absence having no effect on the final clinical evaluation.

XIII. INJURY, BLOOD AND OTHER BODY FLUIDS EXPOSURE

During clinical experience assignments, an ATS may be exposed in situations of inherent injury, blood and body fluid exposure. There are standard operating procedures, definitions of accident and exposure, and incident reports that an ATS and ACI or CI is expected to follow if such an accident occurs. (*Appendix I*)

BLOOD AND OTHER BODILY FLUIDS

1. Universal Blood and Body Fluid Precautions as set forth by the Centers for Disease Control are to be adhered to in all clinical courses.
2. Students are required to have the Hepatitis B vaccine series or have signed the Hepatitis B Declination Form prior to entering clinical courses.
3. If a student is exposed to blood or other bodily fluids through a needle stick, cut, splash to the eyes or mouth or has a cutaneous exposure involving large amounts of blood or prolonged contact with blood, the following actions are to be taken:
 - a. The student immediately informs the clinical instructor.
 - b. The clinical instructor informs the pertinent agency staff, the CONHP Undergraduate Chair and the Associate Dean.
 - c. The student is medically evaluated within 48 hours by a physician in the facility or within a designated agency if the evaluation cannot be done within the original clinical facility, by a physician of the student's choice, or through University Health Services.
 - d. An incident report is filed with the facility, if required.
 - e. A USM incident report is completed and sent to the Associate Dean.
 - f. Centers for Disease Control Guidelines for Prevention of Transmission of Human Immunodeficiency Virus and Hepatitis B Virus should be followed (on file in CONHP Administrative offices).

Please refer to USM OSHA Exposure Control at www.usm.maine.edu/osh/policies/ExposureControl.html and the CONHP Exposure Tracking Procedure located at www.usm.maine.edu/sportsmed/pdfs/bloodborn.pdf

POLICY RELATED TO STUDENT INJURY WHILE IN THE CLINICAL SETTING

1. Seek testing, evaluation, and treatment as appropriate
2. Contact Ben Towne, Clinical Coordinator, at 228-8104
3. Fill out an incident report (Appendix M)
4. Through appropriate department, provide copy of incident report to the Dean's office.

Contact Susan Taylor, Director of Administration, at 780-4133 if you have any questions.

XIV. STUDENT EMPLOYMENT POLICIES

Student employment within the Department of Exercise, Health, and Sport Sciences is strictly limited to Federal Work-study guidelines. Department positions are available to any qualified student on financial aid, and are clerical in nature. The ATEP does not employ, nor support the employment of Athletic Training Students in the “first-aider” or “first responder” capacity.

XV. TRANSFER POLICY

Students interested in transferring into the Athletic Training Education Program may refer to the Transfer Students page on the Office of Admission website, www.usm.maine.edu/admit/transfer.html, or to the most recent Undergraduate Catalog at www.usm.maine.edu/catalog/

XVI. ADDITIONAL RESOURCES

Refer to the following web resources for more information about the Athletic Training profession, the academic preparation of Athletic Trainers, or the process of becoming a Certified Athletic Trainer.

National Athletic Trainers' Association	www.nata.org
NATA Education Council	www.nataec.org
Board of Certification	www.bocatc.org
Eastern Athletic Trainers' Association	www.goata.org
Maine Athletic Trainers' Association	www.gomata.org

APPENDICES

ATHLETIC TRAINING STUDENT FORMS

- Appendix A Receipt of Athletic Training Student Handbook
- Appendix B Technical Standards for Admission
- Appendix C Hepatitis B Vaccine Declination Assumption of Risk and Release
- Appendix D Clinical Experience Schedule
- Appendix E Approved Clinical Instructor Evaluation
- Appendix F Clinical Site Evaluation
- Appendix G ATEP Clinical Hours Report
- Appendix H Confidentiality Agreement
- Appendix I Bloodborne Pathogen Student Incident Report

ACADEMIC CURRICULUM AND HEALTH REQUIREMENTS

- Appendix J Course Sequence and Curriculum
- Appendix K Admission, Retention, Graduation, and Health Requirements
- Appendix L Academic Probation

APPENDIX A

University Of Southern Maine
Athletic Training Education Program

RECEIPT OF ATHLETIC TRAINING STUDENT HANDBOOK

I, _____, have reviewed a copy of the Athletic Training Student Handbook in SPM 210. I agree to read and follow all policies and procedures outlined within. Furthermore, I understand that this handbook is a working document that is continually revised and upgraded. When revisions are made, new editions will be posted on the EHSS web page for me to substitute appropriately. It is my responsibility to read, understand, and comply with all aspects of the Athletic Training Student Handbook, and I take full responsibility for requirements set forth in this handbook.

Please check one of the following:

____ Initial Receipt of handbook

____ Supplemental Copy of handbook Changes

Student's Signature: _____

Date Received: _____

APPENDIX B

TECHNICAL STANDARDS FOR ADMISSION

The Athletic Training Educational Program at The University of Southern Maine 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 the essential qualities considered necessary for students admitted to this program to achieve the knowledge, skills, and competencies of an entry-level athletic trainer, as well as meet the expectations of the program's accrediting agency (Commission on Accreditation of Athletic Training Education [CAATE]). The following abilities and expectations must be met by all students admitted to the Athletic Training Educational Program. Candidates for selection to the athletic training educational program will be required to verify they understand the standards and, with or without reasonable accommodations, meet the standards. For information regarding the University's policy for accommodating students with disabilities contact the Disability Services Office at 780-4706.

Compliance with the programs technical standards does not guarantee a students' eligibility for the Board of Certification (BOC) 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 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 record the physical examination results and a treatment plan clearly and accurately.
4. The capacity to maintain composure and continue to function well during periods of high stress.
5. The perseverance, diligence and commitment to complete the athletic training education program as outlined and sequenced.
6. Flexibility and the ability to adjust to changing situations and uncertainty in clinical situations.
7. Affective skills and appropriate demeanor and rapport that relate to professional education and quality patient care.

A student who is admitted to the major but unable to fulfill these technical standards, with or without reasonable accommodation, will not be able to complete the major.

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 the Department of Exercise, Health, and Sport Sciences to determine what accommodations may be available. I understand that if I am unable to meet these standards with or without accommodations, I will not be admitted into the program.

Signature of Applicant

Date

APPENDIX C

**HEPATITIS B VACCINE DECLINATION
ASSUMPTION OF RISK AND RELEASE**

I, _____, a student enrolled in the Athletic Training Program at the University of Southern Maine (a campus of the University of Maine System) (“University”), Acknowledge, declare and agree as follows:

- I am over the age of eighteen (18) years, or if not, I have parental consent as evidenced by signature below.
- I understand that due to my exposure to blood or other potentially infectious materials as a result of my study of Athletic Training at the University of Southern Maine, I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine; however, I decline hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease.
- Therefore, I do for myself, my heirs and personal representatives, defend, hold harmless, indemnify, and release the University, and all of its officers, agents, and employees from and against all claims, demands, actions, or causes of actions resulting from the contraction of hepatitis which may result from my participation in the Athletic Training Major.
- This assumption of Risk and Release shall remain in effect from the date hereof and every day thereafter that I participate in the Athletic Training Major.

Date Signature

Date Co-signature of parent or guardian if student is under 18 years of age

APPENDIX D

Clinical Experience Schedule

Name:	ACI:	Date(s):
-------	------	----------

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:00							
9:00							
10:00							
11:00							
12:00							
1:00							
2:00							
3:00							
4:00							
5:00							
6:00							

Notes:

APPENDIX E

UNIVERSITY OF SOUTHERN MAINE
Approved Clinical Instructor Evaluation

XVII. **ACI:** _____ **Semester/Yr.** _____

Athletic Training Clinic: (circle one) I II III IV Today's Date _____

Please read each statement and circle a response that corresponds to the key listed below.

Section 17.01 Key

Not Observed	Seldom	Occasionally	Fairly Often	Almost Always	Always
NA	1	2	3	4	5

PROFESSIONALISM and PERSONAL

- | | | | | | | |
|--|----|---|---|---|---|---|
| 1. Demonstrates respect towards student-athletes and colleagues | NA | 1 | 2 | 3 | 4 | 5 |
| 2. Demonstrates respect towards athletic training students | NA | 1 | 2 | 3 | 4 | 5 |
| 3. Remains consistent with treatment towards all athletic training students | NA | 1 | 2 | 3 | 4 | 5 |
| 4. Displays enthusiasm and motivation in performing athletic training duties | NA | 1 | 2 | 3 | 4 | 5 |
| 5. Conducts self as a professional role model | NA | 1 | 2 | 3 | 4 | 5 |
| 6. Demonstrates self-confidence as a professional | NA | 1 | 2 | 3 | 4 | 5 |

COMMUNICATION

- | | | | | | | |
|---|----|---|---|---|---|---|
| 7. Provides non-derogatory, constructive feedback | NA | 1 | 2 | 3 | 4 | 5 |
| 8. Is open and available to answer questions | NA | 1 | 2 | 3 | 4 | 5 |
| 9. Is an effective listener | NA | 1 | 2 | 3 | 4 | 5 |
| 10. Explains service expectations for effective and timely implementation | NA | 1 | 2 | 3 | 4 | 5 |
| 11. Appropriately notifies ATS of proficiency expectations | NA | 1 | 2 | 3 | 4 | 5 |

MENTORING

- | | | | | | | |
|---|----|---|---|---|---|---|
| 12. Encourages & provides environment for critical thinking skill development | NA | 1 | 2 | 3 | 4 | 5 |
| 13. Provides adequate feedback or correction of proficiencies | NA | 1 | 2 | 3 | 4 | 5 |
| 14. Is available and makes time to evaluate proficiencies | NA | 1 | 2 | 3 | 4 | 5 |
| 15. Allows ATS to perform proficiencies on athletes whenever possible | NA | 1 | 2 | 3 | 4 | 5 |
| 16. Provides scenarios for proficiencies that aren't performed on athletes | NA | 1 | 2 | 3 | 4 | 5 |
| 17. Allows ATS to perform skills on athletes within level of competency | NA | 1 | 2 | 3 | 4 | 5 |
| 18. Admits to ATS when he/she doesn't know the correct answer to a question | NA | 1 | 2 | 3 | 4 | 5 |
| 19. Seeks outside help when necessary | NA | 1 | 2 | 3 | 4 | 5 |
| 20. Directly supervises ATS | NA | 1 | 2 | 3 | 4 | 5 |

Section 17.02

Section 17.03 On the average, how many contact hours did your clinical instructor spend with you for proficiency evaluations (formal/informal) per day _____ or per week _____.

*Contact hours mean discussing information, informal teaching, conversing, interacting, mentoring

If necessary, please use space on the back to:

Describe, if any, the strengths of this ACI that may not be reflected in the previous outline.

Describe, if any, recommendations for this ACI to improve the clinical experience.

APPENDIX G

ATHLETIC TRAINING EDUCATION PROGRAM CLINICAL HOURS REPORT

Month _____ Year _____

Key: UE (upper extremity); LE (lower extremity); EI (equipment intensive), GM (general medical)

Day	Site	Category				Hours	ACI Initial
		UE	LE	EI	GM		
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
SUB TOTAL							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
31							
SUB TOTAL							
TOTAL							

Athletic Training Student _____

Approved Clinical Instructor _____

APENDIX H

University of Southern Maine
Department of Exercise, Health, and Sport Sciences
and USM Athletic Training

CONFIDENTIALITY AGREEMENT

Introduction

USM, the Department of Exercise, Health, and Sport Sciences, and USM Athletic Training contain confidential information pertaining to students and employees. This information is required by law to be protected. The use of a computer network that is shared by many individuals imposes many obligations. This is to inform you of your responsibilities, and to secure your agreement to abide by the associated policies and procedures (University Health Services Policy and Procedure Manual, Policy 1.1, 3.17, 6.1, 6.2, 6.8, 6.9, 6.12, 10.1).

I _____(name)

- Will respect the privacy and rules governing the use of any information accessibility through the computer system or network and only utilize information necessary for performance of my job or educational experience as required by law,
- Understand that the information accessed through all USM, Department of Exercise, Health, and Sport Sciences, and USM Athletic Training, or off-campus clinical sites', as this information systems contain sensitive and confidential patient, student, business, and financial information which should only be disclosed to those authorized to receive it,
- Will not exhibit or divulge the contents of any record or report except to fulfill a work assignment,
- Understand that I may access health information on myself, but must have specific authorization from the Head Athletic Trainers of USM or off-campus clinical sites to access information on anyone else (e.g., my spouse, children, friends, neighbors, and other employees),
- Will not release my user identification code or password to anyone, or allow anyone to access or alter information under my identity,
- Understand that my user identification code and password are the equivalent of my signature and that I am accountable for all entries and actions recorded under them,
- Understand that I am responsible for logging out of information systems and will not leave unattended a display device to which I have logged on unless there is an active password protected Screen Saver,
- Understand that all access to USM, or affiliates', information systems may be monitored at any time,
- Will not attempt to access information by using a user identification code or password other than my own,
- Will not remove any records, reports or copies from their storage,
-
- Report any violation of confidentiality or computer usage policies,
- Respect the ownership of proprietary software, (for example, I will not operate unlicensed software on USM computers or make unauthorized copies of such software for my own use),

- Respect the finite capability of the systems, and limit my use so as not to interfere unreasonably with the activity of others,
- Will not use these resources to engage in any activity that violates any federal, state, or local law, or University policies or procedures,
- Prevent unauthorized use of information maintained, stored, or processed by USM or affiliates,
- Will not seek personal benefit of, or permit others to benefit personally by any confidential information or use of equipment available through my assignment,
- Understand that my obligation under this agreement will continue after my termination of involvement and that my privileges are subject to periodic review, revision, and renewal,
- Understand that violators of this agreement will be denied access to information systems, subject to disciplinary actions including dismissal and may be subject to penalties under state law and federal laws and regulations,
- By signing this, I agree that I have read, understand, and will comply with the associated UHS policies and procedures (University Health Services Policy and Procedure Manual, Policy 1.1, 3.17, 6.1, 6.2, 6.8, 6.9, 6.12, 10.1).
- By signing this, I agree that I have read, understand, and will comply with this agreement.

Signature _____

Date _____

Printed Name _____

Department _____

APPENDIX I

CONFIDENTIAL

University of Southern Maine

BLOODBORNE PATHOGEN STUDENT INCIDENT REPORT

To be completed in the event of student exposure to blood or other bodily fluids.

Person making report: _____ Date of report: _____
Name of student: _____ Phone number: _____ Name of faculty:
_____ Phone number: _____

Description of incident: Be specific and thorough in describing the incident. Describe injury, if any. Include source of exposure, exposure type (e.g., solid vs. shallow needle, deep puncture vs. superficial injury, whether blood was visible on needle, whether student was wearing gloves, was exposed surface (if skin injury) broken?

Date of incident: _____ Time of incident: _____
Location where incident occurred: _____

Narrative description:

Faculty member / clinical instructor / clinical preceptor's statement:

Source: _____ Unknown (e.g., needle box injury) _____ Known

Send completed form to:
Robert Casparius, Director,
Occupational Safety and Health
University of Southern Maine, 19 College Avenue
Gorham, ME 04038-1038
207/780-5406
Copy to Department Chairperson/Director and Dean

APPENDIX J

**DEPARTMENT OF EXERCISE, HEALTH, AND SPORT SCIENCES
ATHLETIC TRAINING
(121-122 credits)**

FALL SEMESTER			SPRING SEMESTER				
FIRST YEAR			FIRST YEAR				
C	Basic Composition	3	K	PHY 101/102	Intro to Physics w/Lab	4	
D	MAT 120 <i>or</i> PSY 105 Statistics	3-4		CON 216	Emergency Response	3	
	CON 219	Lifetime Physical Fitness	3	E	Skills of Analysis	3	
J	Social Science	3	I		Humanities – Times/Cultures	3	
	SPM 100	Intro to Sports Medicine	<u>3</u>	J	PSY 101	General Psychology I	<u>3</u>
			15-16			16	
SECOND YEAR			SECOND YEAR				
	SPM 210	Athl Train Principles I	3		SPM 265	Therapeutic Modalities	3
	SPM 211	Protective Taping/Wrapping	1		SPM 270	Athletic Training Clinic I	2
	BIO 111/112 <i>or</i>	Human Anatomy &	4.5		BIO 211/212 <i>or</i>	Human Anatomy &	4.5
	SCI 170K/171K	Physiology I w/Lab			SCI 172/173	Physiology II w/Lab	
	CHY 107	Chemistry	3		SPM 310	Athl Train Principles II	3
	SPM 230	Psychology of Physical Activity & Sport	<u>3</u>		CON 321	Health-Related Research	<u>3</u>
			14.5				15.5
THIRD YEAR			THIRD YEAR				
	CON 252	Human Nutrition	3		SPM 330	Physiology of Exercise	3
	NUR 209	Health Assessment	3		SPM 340	Therapeutic Exercise	3
	NUR 210	Health Assessment Prac	2		SPM 371	Athletic Training Clinic III	2
	SPM 410	Athl Train Principles III	3		CON 352	Nutrition for Phys. Performance	3
	SPM 370	Athletic Training Clinic II	2		SPM 325	Method/Resist/Train/Cond	3
	SPM 381	Kinesiology	<u>3</u>		SPM 480	Org/Admin Athletic Train	<u>3*</u>
			16				14/17
FOURTH YEAR			FOURTH YEAR				
F	Fine Arts – Performance	3		SPM 480	Org/Admin Athletic Train.	3*	
G	Fine Arts – History	3	H		Humanities – Literature	3	
	CON 302	Pharmacology	3		SPM 495	Athletic Training Internship/Co-op	3
	SPM 430	Exer/Test/Assess/Presc	3			Athletic Training Elective	3
	SPM 470	Athletic Training Clinic IV	<u>3</u>			Athletic Training Elective	<u>3</u>
			15				12/15

*SPM 480 Org/Admin Athletic Train may be taken during 3rd or 4th year spring semester.

EXERCISE, HEALTH, AND SPORT SCIENCES (EHSS)

Students must complete all required USM core courses, all Exercise, Health and Sport Sciences core courses, and all major course work.

UNIVERSITY CORE COURSES (31-32 credits)		PRE-REQUISITES
REQUIRED		
D MAT 120 Introduction to Statistics (4) <i>or</i>		USM mathematics proficiency
PSY 201 Statistics in Psychology (3)		100 level math: PSY 101J
J PSY 101 General Psychology I (ALT only) (3)		ENG 100C
K PHY 101 Intro to Physics (3) <i>and</i>		high school algebra /
PHY 102 Intro to Physics Lab (1)		PHY 101K or concurrent
W Writing-intensive requirement		
ELECTIVES		
C Basic Composition (3)		USM writing proficiency
E Skills of Analysis (3)		ENG 100C or concurrent
F ≠ Fine Arts – Performance (THE 170F rec) (3)	≠ <i>must</i> come from different department than G	
G ≠ Fine Arts – History (3)	≠ <i>must</i> come from different department than F	
H Humanities – Literature (3)		ENG 100C
I Humanities – Other Times/Cultures (3)		See Course Description
J Social Science (3)		See Course Description
J #Social Science (EXS and HEF only) (3)		See Course Description
		# HEF students pursuing a business minor should take BUS 165J – Consumer Studies
EHSS CORE COURSES (39-40 credits)		
CHY 107 Chemistry for Health Sciences (3) <i>or</i>		None.
CHY 113K Principles of Chemistry I (3) <i>and</i>		USM mathematics proficiency.
CHY 114K Laboratory Techniques I (1)		CHY 113K or concurrent.
BIO 111 Human Anatomy & Physiology I (3)		Minimum proficiency requirement.
BIO 112 Practical Human Anatomy & Phys I (1.5)		BIO 111 or concurrent.
BIO 211 Human Anatomy & Physiology II (3)		Minimum C- in BIO 111.
BIO 212 Practical Human Anatomy & Phys II (1.5)	Minimum C- in BIO 112; BIO 211 or concurrent.	
CON 216 Emergency Response (3)		None.
CON 219 Lifetime Physical Fitness and Well (3)		None.
CON 252 Human Nutrition (3)		BIO 211 or SCI 172.
CON 352 Nutrition for Physical Performance (3)		ALT, EXS, HEF major; CON 252.
		SPM 330 or concurrent.
SPM 100 Introduction to Sports Medicine (3)	ALT, EXS, HEF, or HLS student or permission;	regularly admitted students.
SPM 325 Methods Resistance Training (3)	ALT, EXS, HEF or HLS major; BIO 111, 112 or	SCI 170K, 171K; CON 219.
SPM 330 Physiology of Exercise (3)	ALT, EXS, HEF, or HLS major; BIO 111, 112 or SCI 170K,	171K; BIO 211, 212 or SCI 171,173; CHY 107 or CHY 113K,
		114K or concurrent.
SPM 381 Kinesiology (3)	ALT, EXS, HEF, or HLS major; BIO 111, 112 or SCI	170K,171K; PHY 101K,
		102K or SCI 250K.
SPM 430 Exercise Testing, Assessment & Pres (3)	ALT, EXS, HEF, or HLS major; SPM 330.	

All department majors:

The Biology Minor consists of BIO 111/112, BIO 211/212, plus BIO electives numbered 200 or above to equal 18 hours in biology coursework. Students must complete at least 6 hours of this coursework with the Department of Biological Sciences. To declare a Biology Minor, please complete the necessary form with your advisor. You will also need to schedule an appointment with the Department of Biological Sciences to obtain signature approval.

Athletic Training

ATHLETIC TRAINING REQUIRED (45 credits)		PREREQUISITES
NUR 209 Health Assessment (3)		BIO 111, 112 or SCI 170K, 171K; BIO 211, 212 or SCI 172, 173; Minimum 2.5 GPA.
NUR 210 Health Assessment Practicum (2)		Concurrent w/ NUR 209.
CON 302 Pharmacology (3)		BIO 211 or SCI 172, junior standing.
CON 321 Health-Related Research (3)		MAT 120D or PSY 201D.
SPM 210 Athletic Training Principles I (3)	ALT major; CON 216; SPM 100; BIO 111, 112 or SCI	170K, 171K or concurrent; 2.25 cumulative GPA;
		concurrent with SPM 211.
SPM 211 Protective Taping & Wrapping (1)		concurrent with SPM 210.
SPM 230 Psych of Phys Activity & Sport (3)		ALT, HEF, or HLS major; SPM 100.
SPM 265 Therapeutic Modalities (3)	ALT major; SPM 210, 211, PHY 101K,102K or SCI	250K.
SPM 270 Athletic Training Clinic I (2)		ALT major; SPM 100, 210, 211.
SPM 310 Athletic Training Principles II (3)	ALT major; SPM 210, 211; BIO 111, 112 or SCI	170K,171K.
SPM 340 Therapeutic Exercise (3)		ALT major; SPM 410; SPM 381 or concurrent.
		Prerequisites may be waived for students in allied health
		degree programs.
SPM 370 Athletic Training Clinic II (2)		ALT major; SPM 265, 270, 310.
SPM 371 Athletic Training Clinic III (2)	ALT major; SPM 370, 410; NUR 209, 210; SPM 381	or concurrent.
SPM 410 Athletic Training Principles III (3)	ALT major; SPM 310; BIO 211, 212 or SCI 172, 173.	
SPM 470 Athletic Training Clinic IV (3)	ALT major; SPM 330, 340, 371; SPM 430 or	concurrent.
SPM 480 Organization & Admin Athletic Training (3)		Junior or senior level ALT major.
SPM 495 Athletic Training Internship/Co-Op (3)	Completion of all other ALT major requirements;	instructor permission.
ATHLETIC TRAINING ELECTIVES (6 credits)		
SPM 235 Lab Techniques in Nutrition and Exercise (3)		ALT, EXS, HEF, or HLS major.
SPM 375 Exercise Physiology Practicum (3)		SPM 235 or concurrent.
SPM 398 Independent Study (1-3)	ALT, EXS, HEF, or HLS major; jr/sr standing;	instructor permission.
SPM 431 Advanced Exercise Physiology (3)		ALT, EXS, HEF or HLS major; SPM 330.
SPM 435 Practical Application of Nutrition (3)		ALT, EXS, or HLS major; CON 352; SPM 431.
SPM 450 Exercise for Special Populations (3)		ALT or HEF major; SPM 430 or concurrent.
SPM 460 ECG Interpretation (3)		ALT, EXS, or HLS major; BIO 111/112; BIO
		211/212.
SPM 485 Senior Thesis (3)		ALT, EXS or HLS major; SPM 430; SPM 431.
SPM 499 International Service Learning		SPM 410; instructor permission
BIO 201 Genetics (3)	Minimum C- in BIO 107 or BIO 211/212 and CHY 115;	or permission of instructor.
BIO 281 Microbiology-Human Diseases (3)	Minimum C- in BIO 105K or BIO 111 and CHY 107.	
BIO 401 General Physiology (3)	CHY 115; either PHY 111K or PHY 121K; min. C- in	BIO 107 or BIO 211, or permission from instructor
		CHY 107 or 115; junior; min. C- in BIO 109 or BIO 211;
BIO 431 Immunology (3)		or permission of instructor.
ITS 300 Ergonomics/Time Study (3)		Basic math concepts or instructor permission.
ITS 320 Occupational Safety Health (3)		None.
ITS 321 Workplace Design Ergonomics (3)	ITP 300 or ITS 300 or instructor permission.	
PSY 400 Sport Psychology Institute+ (3)		None
PSY 400 Health Psychology Institute+ (3)		None
SPM 400 Sports Nutrition Symposium+ (3)		None

Athletic Training majors:

Students may take 1 of 3 + courses as an elective.

Department of Exercise, Health, and Sport Sciences

ATHLETIC TRAINING EDUCATION PROGRAM (ATEP)

Admission Requirements

USM's athletic training education program is accredited by the Commission on Accreditation of Athletic Training Education (CAATE). Athletic training accreditation guidelines dictate that only a limited number of students can matriculate into the ATEP at any one time. Please see the ATEP curriculum director for additional information.

The following criteria must be met in order for an athletic training student to begin the clinical rotation component of the ATEP. Thus, **prior** to SPM 210 Athletic Training Principles I a student must:

1. Complete SPM 100 with a minimum grade of "C-".
2. Complete CON 216 with a minimum grade of "C-".
3. Maintain a minimum cumulative GPA of 2.50.
4. Meet the published "Technical Standards" for admission into the athletic training education program. Technical standards will be addressed and completed during SPM 100.
5. Complete a formal interview with the ATEP director and clinical instructors of athletic training.
6. Present proof of current American Red Cross Emergency Response certification, or its equivalent.
7. Present proof of current American Red Cross Cardiopulmonary Resuscitation (CPR) for the Professional Rescuer certification, or its equivalent.
8. Present documentation of receiving the first two of three required *Hepatitis B immunization* injections. Documentation should include copies of the laboratory reports that the student received the injections. If the student chooses not to be Hepatitis B immunized, he or she **must** read, complete, and sign the form entitled "Hepatitis B Vaccine Declination Assumption of Risk and Release".
9. Present a current (within one year) health history and physical examination performed by a health care worker approved to perform such services (i.e. licensed physician; nurse practitioner, etc.). **Documentation should include written verification that the student passed a physical examination.**
10. Present proof of health insurance coverage equal to or better than the USM Student Health Insurance Plan (basic). Documentation should include a copy of a current health insurance card with the name of an insurance carrier, policy number, etc.

Retention and Progression Requirements

Prior to starting clinical rotations in SPM 270 Athletic Training Clinic I, all students must:

1. Complete SPM 210/211 with a minimum grade of C-.
2. Complete BIO 111/112 with a minimum grade of C-.

Students will be retained within the athletic training education program providing the following criteria are maintained throughout their undergraduate experience:

1. Maintain a minimum cumulative GPA of 2.50.
2. Earn a minimum grade of C- in required courses.
3. Documented proof of receiving the third injection of the *Hepatitis B Immunization* series prior to enrolling in SPM 370.
4. Present proof of **current** health insurance coverage, emergency response and CPR for the professional rescuer certifications or their equivalents prior to enrolling in the following courses: SPM 270, SPM 370, SPM 371, SPM 470, and SPM 495.

Students failing to fulfill any of the above requirements will be placed on probation (see the Department of Exercise, Health, and Sport Sciences probation policy).

Graduation Requirements

Students will graduate with a bachelor of science degree in athletic training when the following are satisfied:

1. Minimum cumulative GPA of 2.50.
2. Completion of all University core curriculum requirements.
3. Completion of all exercise, health, and sports sciences core required coursework.
4. Completion of all athletic training coursework.
5. Completion of 121-122 credits.

APPENDIX L

PROBATION

Regardless of major, probation within the Department of Exercise, Health, and Sport Sciences lasts for a period of one year.

Justifications for a student being placed on academic probation for poor academic performance following any semester include:

1. Failure to maintain a minimum cumulative GPA of 2.25 for Health Fitness majors or failure to maintain a minimum cumulative GPA of 2.5 for Athletic Training and Exercise Physiology majors.
2. Receiving a grade lower than “C-” in a required course.
 - a. Students who receive a grade below “C-“ in a required course will maintain probation status within the Department until the student earns a grade of “C-“ or higher within the one year probation period.
 - b. Students receiving a grade lower than “C-“ in a required course will not be allowed to sequence into post-requisite coursework until the prerequisite deficiency has been rectified.

Students enrolled in a Department of Exercise, Health, and Sport Sciences major may be placed on academic probation twice during the student’s academic career. Subsequent to a third infraction and/or failing to rectify deficiencies within any given one-year probation period, students will be removed from their declared major and from their status as a student within the Department. Upon rectifying all deficiencies students can reapply for admission into a Departmental major. Readmitted students who become academically deficient will immediately, and permanently, relinquish their status as a student within the Department.

Note: A student who admits or is found guilty of a violation of academic integrity (see USM Student Integrity Policy), the ACSM’s or the NATA’s Code of Ethics may be suspended or dismissed from the Department and/or the University.