

Nebraska Wesleyan University
Athletic Training Program
(Accredited by the Commission on Accreditation of Athletic Training Education)

April 2025

Master of Athletic Training
Policies and Procedures Manual



The information in this handbook is not intended to be fully comprehensive. Students should also refer to policies or procedures that are found in the Nebraska Wesleyan University Course Catalog and on the Nebraska Wesleyan University and Athletic Training Program websites.

Nebraska Wesleyan’s Athletic Training Program is accredited by the Commission on Accreditation of Athletic Training Education



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ATHLETIC TRAINING PROGRAM PERSONNEL

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Medical Director/Preceptor

Dr. Doug Kock, MD – Nebraska Orthopedic Center

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ATHLETIC TRAINING PROGRAM PERSONNEL (Continued)

Preceptors:

Site	Preceptor Name	Title
Columbus High School	Rob Marshall, ATC	Athletic Trainer
Crossroads PT	Charissa Johnson, DPT, ATC	Physical Therapist
Lincoln East High School	Mac McQuiston, LAT, ATC Nicole Lee, MS, LAT, ATC	Head Athletic Trainer Assistant Athletic Trainer
Lincoln Northeast High School	Bryan Butler, LAT, ATC Hannah Landy, LAT, ATC	Head Athletic Trainer Assistant Athletic Trainer
Lincoln North Star High School	Justin Eggleston, LAT, ATC Tyler Vrba, MSE, LAT, ATC	Head Athletic Trainer Assistant Athletic Trainer
Lincoln Youth Football	Tim Tommerup, MS, LAT, ATC Kyle Younkin, MA, LAT, ATC Cassie Metzner, MA, LAT, ATC	Athletic Trainer Athletic Trainer Athletic Trainer
Lincoln Orthopedic PT (LOPT) A St	Mallory Armstrong, DPT Brett Armstrong, DPT	Physical Therapist Physical Therapist
LOPT North	Chance Unger, DPT, ATC	Physical Therapist
Nebraska Ortho. Center	Dr. Justin Harris, MD Jordan Hiatt, PA	Medical Physician Physician Assistant
Lincoln Physical Therapy and Sports Rehabilitation North	Doug Kavanaugh, MPT OCS	Physical Therapist
Lincoln Physical Therapy and Sports Rehabilitation South	Chad Wemhoff, MPT, SCS Troy Goetsch, DPT, SCS	Physical Therapist Physical Therapist
Lincoln Southeast High School	Micah Hamik, LAT, ATC Tyler Rediger, LAT, ATC	Head Athletic Trainer Assistant Athletic Trainer
Makovicka PT	Curtis Basnett, PT, DPT, AT, OCS	Physical Therapist
Pius X High School	Drew Erks, MS, LAT, ATC	Head Athletic Trainer
Saunders Medical Center	Dr. Nicole Akers, MD Tyler Hauswald, PA-C Nathan Kotera, PA Dr. Lorange Newburn, MD	Medical Physician Physician Assistant Physician Assistant Medical Physician
Snyder PT	Chuck Kasson, DPT, ATC, CSCS	Physical Therapist
University of Nebraska Lincoln, IPC	Jennifer Krueger, MA, LAT, ATC Maya Lewis, ATC, LAT Jacob Olsen, ATC, LAT	IPC Coordinator Assistant Athletic Trainer Assistant Athletic Trainer
Wahoo High School	Rachel Hall, LAT, ATC	Head Athletic Trainer
Waverly High School	Cassie Metzner, MA, LAT, ATC	Head Athletic Trainer

MISSION STATEMENT

The Athletic Training Program at Nebraska Wesleyan University prepares students for a career in athletic training by providing them the skills and knowledge to practice in a variety of settings while allowing opportunities for intellectual and personal growth within the framework of a liberal arts education.

PROGRAM GOALS

1. Provide students diverse classroom and clinical experiences that allow them to be active learners.
2. Prepare students to pass the Board of Certification exam.
3. Develop students who act as ethical and responsible athletic training professionals.

EXPECTED STUDENT OUTCOMES

Graduates of the Nebraska Wesleyan University Athletic Training Program will:

1. Demonstrate mastery of the knowledge, skills and abilities required of an entry-level Athletic Trainer.
2. Be prepared for employment in a variety of athletic training and healthcare settings.
3. Employ skills and communication techniques appropriate for serving diverse patient populations.
4. Recognize the importance of being involved in and networking through professional organizations.
5. Value ethical principles and behavior required of a healthcare professional.

Description of the Profession

A Certified Athletic Trainer is a highly skilled allied health professional educated and experienced in the prevention, diagnosis, and treatment of injuries and illnesses. A Certified Athletic Trainer is employed in a variety of settings including professional sports, collegiate athletics, secondary school athletics, amateur athletics, rehabilitation clinics, industry and other settings. Athletic Trainers work closely with medical personnel, administrators, coaches, patients, and parents to provide effective health care.

The Athletic Trainer's professional preparation involves the development of the following domains: risk reduction, wellness and health literacy, assessment, evaluation and diagnosis, critical incident management, therapeutic intervention, healthcare administration, and professional responsibility. These competencies are developed through classroom instruction and over two years (6 semesters of clinical experience) at Nebraska Wesleyan University.

Description of the Program

The Nebraska Wesleyan University Athletic Training Program is accredited by the Commission on Accreditation of Athletic Training Education. The program teaches athletic training curricular content standards as determined by the Commission on Accreditation of Athletic Training Education. Students gain the necessary knowledge, skills and abilities through classroom learning and clinical experiences. Students may enter the program one of two ways. The 3+2 program is designed for students majoring in exercise science (Pre-AT) that will begin their Master of Athletic Training coursework in the fourth year of their undergraduate degree. The standalone program is for students who will have completed an undergraduate degree prior to being enrolled in the Master of Athletic Training program

Non-Discriminatory Policy

The Nebraska Wesleyan University Athletic Training Program is dedicated to foster civil, equitable, and professional learning environments that are free from harassment and discrimination. Nebraska Wesleyan University is committed to implementing policies that support a climate of equity and inclusion, free of harassment and discrimination. The Athletic Training Program is committed to the policies and procedures being applied consistently and equitably throughout the administration of the Athletic Training Program. Furthermore, the Athletic Training Program prohibits discrimination in its educational program and related activities on the basis of race, creed, color, religion, national origin, age, sex, pregnancy, disability, genetic information, status as a United States veteran, service in the United States military, sexual orientation, gender identity, associational preferences, or any other classification that deprives the person of consideration as an individual. The Nebraska Wesleyan University Athletic Training Program is dedicated to demonstrating honesty and integrity in all interactions that pertain to the Athletic Training Program.

NEBRASKA WESLEYAN UNIVERSITY
ATHLETIC TRAINING PROGRAM

ADMISSION REQUIREMENTS

The Master of Athletic Training program is a two-year program. The standalone Master of Athletic Training program is for students who will have finished their bachelor's degree prior to beginning the Master of Athletic Training degree. The 3+2 program features three years in a relevant undergraduate degree followed by two years of master's study. Students who wish to pursue the Master of Athletic Training degree must be formally admitted to the program. Acceptance into the program is based on the admission material completed and submitted through ATCAS.com.

Application Deadlines

- Apply early decision by January 15 (application opens July 1).
- If you apply after January 15, you'll be accepted on a rolling basis until the cohort is full (26 students).

Admission Criteria

Nebraska Wesleyan University uses a holistic process to review all applications and selects students with a variety of skills, views, and experiences. Nebraska Wesleyan University's Master of Athletic Training program requires the following for admittance:

- Completion of the application on ATCAS.com.
- Maintaining a 3.0 grade point average with junior standing at Nebraska Wesleyan University in the Exercise Science (Pre-AT) major or must have earned a 3.0 grade point average and hold a bachelor's degree from an accredited college/university at the time of enrollment.
- Satisfactorily complete (C or better) pre-requisite courses by the time of enrollment:
 - Anatomy (1 course with lab)
 - Physiology (1 course with lab)
 - Biology (1 course)
 - Chemistry (1 course)
 - Exercise Physiology (1 course)
 - Biomechanics (1 course)
 - Psychology (1 course)
 - Nutrition (1 course)
- Submit a resume that documents previous volunteer work, internship, and/or work experience.
- Completion of 50 hours of documented observation under a Certified Athletic Trainer.
- Include two reference letters that speak to the applicant's readiness for graduate work. At least one reference must be from an allied health professional.

Once the application materials above are submitted, they are reviewed by the Athletic Training Program Selection Committee

Administration opens this program equally to both men and women, and will not discriminate according to race, color, creed, gender, sexual orientation, age, or disabling conditions. The Athletic Training Program Selection Committee has the right to evaluate each application on an individual basis and make adjustments based on individual application materials. Credits transferred in will be evaluated by the Nebraska Wesleyan University Registrar's office for review.

Upon acceptance into the program, the student must complete two years of coursework which will include clinical experiences. Prior to the clinical experiences, the student must submit the following:

- Tuberculosis skin test (repeated annually)
- Be current on all vaccinations and submit an immunization record
- Hepatitis B vaccination or sign a waiver (Appendix A)
- Have read and signed the *Technical Standards for Admission document*
- Have read and signed the *Acceptance Notice*
- Have a physical on file with the Program Director (must be conducted through approved provider)
- Submit proof of health insurance, emergency contact information, and medical history
- Background Check
- Copies of AED/Cardiopulmonary Resuscitation for the Professional Rescuer and First Aid Cards or similar certifications (must be kept current throughout the program)
- ATrack Membership
- National Athletic Trainers' Association Membership
- Money for a nametag
- Order form and money for the program uniform package

Note: Once admitted into the Athletic Training Program, students are covered with liability insurance provided by the Nebraska Wesleyan University at no charge to the student.

Athletic Training Students admitted to the program may incur additional costs associated with clinical experiences such as gas money to drive to off-campus sites, parking, etc. Retention within the Athletic Training Program and other policies are stated elsewhere in this manual.

For more information contact:

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Athletic Training Program Director
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*Process and due dates subject to change based on approval of the Program Director

NEBRASKA WESLEYAN UNIVERSITY
ATHLETIC TRAINING PROGRAM

TECHNICAL STANDARDS FOR ADMISSION

The Athletic Training Program at Nebraska Wesleyan University is a rigorous and intense program that places specific requirements and demands on the students enrolled in the program. An objective of this program is to prepare graduates to enter a variety of employment settings and to render care to a wide spectrum of individuals engaged in physical activity. The technical standards set forth by the Athletic Training Program establish the essential functions considered necessary for students admitted to this program to achieve the knowledge, skills, and abilities 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, 6850 Austin Center Blvd, Suite 100, Austin, TX 78731, [512] 733-9700). The following functions and expectations must be met by all students admitted to the Athletic Training Program. In the event a student is unable to perform these functions, 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 Board of Certification exam.

Those selected for the Athletic Training Program must demonstrate:

1. The mental capacity to assimilate, analyze, synthesize, integrate concepts, and problem solve to formulate assessment and therapeutic judgments and to be able to distinguish deviations from the norm.
2. Sufficient postural and neuromuscular control, sensory function, and coordination to perform appropriate physical examinations using accepted techniques; and accurately, safely, and efficiently use equipment and materials during the assessment and treatment of patients.
3. The ability to communicate effectively and sensitively with patients and colleagues, including individuals from different cultural and social backgrounds; this includes, but is not limited to, the ability to establish rapport with patients and communicate judgments and treatment information effectively. Students must be able to understand and speak the English language at a level consistent with competent professional practice.
4. The ability to record the physical examination results and a treatment plan clearly and accurately.
5. The capacity to maintain composure and continue to function well during periods of high stress.
6. The perseverance, diligence, and commitment to complete the Athletic Training 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.

Students selected for the Athletic Training Program will be required to verify they understand and meet these technical standards and essential functions, or that they believe, with reasonable accommodations, they can meet the standards and perform the functions. Technical standards will be evaluated through requirements associated with courses as well as verification of a physical examination by a licensed physician or other qualified health care provider.

I certify that I have read and understand the technical standards and essential functions for selection listed above, and I believe to the best of my knowledge that I meet each of these standards without accommodation or that I can meet each of these standards with reasonable accommodations. I understand that if I am unable to meet these standards with or without reasonable accommodations, I will not be able to continue in the program.

Signature of Applicant

Date

Printed Name of Applicant

NEBRASKA WESLEYAN UNIVERSITY'S
COMMITMENT TO STUDENTS WITH DISABILITIES

Nebraska Wesleyan University seeks to maintain a supportive academic environment for students with disabilities. To ensure their equal access to all educational programs, activities, and services, Federal law requires that students with disabilities notify the university, provide documentation, and request reasonable accommodations. If you need accommodations in this program, please notify the Athletic Training Program Director so that he/she can verify that the required documentation is filed with the Academic Affairs Office and that your accommodation plan is in place. You should also meet with the Services for Students with Disabilities Coordinator.

NEBRASKA WESLEYAN UNIVERSITY
ATHLETIC TRAINING PROGRAM

GRADUATE CURRICULUM

Students are to follow the policies and procedures set forth in this Master of Athletic Training Policies and Procedures Manual and are bound to the NWU Graduate Handbook.

Enrolling and Student Advising

1. Upon acceptance and throughout the Athletic Training Program, the Athletic Training Program faculty and staff will help each student in defining their immediate and long-term goals. The faculty/staff will make every attempt to advise, encourage, and arrange experiences enhancing the student's professional exposure and development.
2. All students pursuing athletic training at Nebraska Wesleyan University should be advised and enrolled by an Athletic Training faculty member or, if applicable, by another faculty member from the Department of Health and Human Performance. Enrollment times will be based on university policies. However, advisors maintain an open-door policy. Students needing advising should make an appointment with their advisor.

STUDENT RETENTION AND PROGRESSION

The Program Director maintains a student file (physical and/or electronic) containing application materials, clinical information, and overall student progression. The Program Director and/or the Academic Advisor maintains a student file containing grade reports and course progress information. The student's program file contains standards evaluated for the six clinical education courses, immunization verification (Nebraska Wesleyan University immunization policy can be found [here](#)), physical examination verification, admission and selection materials, copies of certification cards, proof of a completed background check, signature pages for the Athletic Training Program policies, and any disciplinary notices. In addition, several items are stored electronically on ATrack.

Each student in the Nebraska Wesleyan University Athletic Training Program must meet the following requirements to retain their position in the program:

The student must:

1. Show normal progress towards completion of required courses for a Master of Athletic Training. Students must earn a "B-" (2.67) or higher in all coursework relevant to a Master of Athletic Training.
2. Maintain an overall minimum cumulative grade point average of 2.67.
3. Follow all policies and procedures of the Nebraska Wesleyan University Athletic Training Program.
4. Follow all Nebraska Wesleyan University Graduate Academic Policies and Procedures found [here](#).

In addition, each level in the program also has specific requirements:

Pre-Athletic Training Students

A Pre-Athletic Training Student is an individual who is a candidate for application to Nebraska Wesleyan University's Athletic Training Program.

The Pre-Athletic Training Student is introduced to basic athletic training principles. This is primarily a year of observation and is designed to familiarize the student with the roles, responsibilities, and schedule of an Athletic Trainer. Pre-Athletic Training Students will be required to obtain a minimum of 50 observation hours to observe an Athletic Trainer. In addition, each student in the 3+2 program is assigned a mentor who is a student currently enrolled in the Athletic Training Program. All hours should be documented using ATrack within seven days of observation.

Pre-Athletic Training Students must complete these requirements prior to starting in their observation:

1. Completion of the Health Insurance Portability and Accountability Act/Family Educational Rights and Privacy Act and confidentiality training
2. Completion of the Occupational Safety and Health Administration regulations/Bloodborne Pathogen Training
3. Completion of Verification of Policies

Failure to complete these requirements will prohibit the student from observing in the Athletic Training Program.

Level I Athletic Training Student

A Level I Athletic Training Student is one accepted into the Master of Athletic Training Program and completing the first year of didactic instruction and clinical assignments (summer, fall, spring).

The Level I Athletic Training Student will have four clinical assignments over the entire academic year. There will be one clinical experience in the summer and then three throughout the fall and spring semesters. The Level I Athletic Training Student will receive a performance evaluation at the end of the summer clinical experience and at the midpoint and end of the assignments in the fall and spring by their assigned preceptor. The evaluation form must be signed electronically by the student and preceptor before the form is submitted electronically to the Clinical Education Coordinator. All clinical experiences will be documented within 7 days of completion on ATrack.

Students must provide evidence of a negative Tuberculosis skin test and/or negative chest x-ray, a physical by the team physician or student health, and Hepatitis B vaccine (or a waiver form located in Appendix A) before beginning their first semester in the program.

Level I Athletic Training Students must complete these requirements by the end of the academic year:

1. Current Emergency Cardiac Care certification
2. Completion of the Occupational Safety and Health Administration regulations/universal health precautions training module
3. Satisfactory completion of clinical education and athletic training curricular standards
4. Basic knowledge of documentation and record keeping
5. Basic skills in treatment, and application of tape, braces, and other equipment

6. Injury evaluations and applications of modalities
7. ATrack Membership
8. National Athletic Trainers' Association Membership
9. Complete Board of Certification Progression Steps

Level I Athletic Training Students must maintain a cumulative grade point average of 2.67 or better. Failure to meet these standards will result in the student being placed on probation (See "Academic Disciplinary Policies").

Level II Athletic Training Students

A Level II Athletic Training Student is a student who has been accepted into Nebraska Wesleyan University's Athletic Training Program and is completing the second year (summer, fall, spring) of advanced athletic training academic courses and clinical assignments.

Each Level II Athletic Training Student will be assigned to a Preceptor (or several) for the entire length of a semester. The Level II Athletic Training Student will receive two performance evaluations each semester completed at the midpoint and end of the semester. Students will also gain experience with non-sport population and conditions other than orthopedics during the summer semester. The student will be evaluated for that experience as well. The evaluation form must be signed electronically by the student and Preceptor before the form is submitted electronically to the Clinical Education Coordinator. All clinical experiences will be documented within 7 days of completion on ATrack.

Students must provide evidence of a negative Tuberculosis skin test and/or negative chest x-ray at the beginning of their second year in the program.

Level II Athletic Training Students must complete these requirements by the end of the academic year:

1. Current Emergency Cardiac Care certification.
2. Completion of the Occupational Safety and Health Administration regulations/universal health precautions training module.
3. Satisfactory completion of clinical education and athletic training curricular standards.
4. Use of evaluation techniques, rehabilitation skills and equipment, injury prevention measures, and physical examination techniques and equipment.
5. Successful completion of health care provider observations.
6. Develop an appreciation for research as it relates to the field of athletic training.
7. Current ATrack Membership
8. Current National Athletic Trainers' Association Membership
9. Complete Board of Certification Progression Steps (listed below).
10. Students must report their results of the official Board of Certification examination upon being received.

Level II Athletic Training Students must maintain a cumulative grade point average of 2.67 or better. Failure to meet these standards will result in the student being placed on probation (See "Disciplinary Procedures").

Board of Certification (BOC) Progression:

Mock BOC Exam (p/f): (implemented into ATTR 5030 and ATTR 5980)

As part of their matriculation through the program, students will take a Mock BOC Exam each year. The Mock BOC Exam will consist of 100-175 multiple choice questions selected based on students' academic level. Each question is worth a single point. The exam will be taken during final examination time for the designated course. Material on the exam will be from previous or current classes. Students must score at least 70% on the Annual Exam to pass the course and continue in the next semester's courses. If a student does not pass the exam, they will have the opportunity to retake the exam once; however, they must first set up an improvement plan with the Program Director. Students will not be allowed to progress in the program for their next clinical class until earning a passing score. If the student does not complete the exam with a passing score after the second attempt, the student will fail the course and will not be able to continue in the program until the course is repeated and passed the next academic year.

ACADEMIC DISCIPLINARY POLICIES

Academic Disciplinary Policies are different than those listed later in “Disciplinary Policies.”

Program students (Level I and II) are required to maintain a minimum cumulative 2.67 grade point average while in the program. At the end of the semester, any Athletic Training Student who doesn't meet the retention requirements will be placed on “Academic Probation” for one semester (summer, fall, or spring) and will be notified via a formal letter that will also be placed in their file. The following procedure will be followed when a student is placed on probation due to the grade point average falling below 2.67:

- The student must meet with the Program Director regarding their academic status. The student's cause for probation will be reviewed by the Program Director and Clinical Education Coordinator and a progress plan will be determined. While on probation the Athletic Training Student will forfeit any Nebraska Wesleyan University Athletic Training Grant/Scholarship.
- At the end of the probationary semester, the student's academic standing will be reviewed by the Program Director and Clinical Education Coordinator. If the student's grade point average is above the minimum requirement at the end of the probationary semester and they are meeting all academic requirements, then they will be removed from probation and returned to good standing. However, if the student's grade point average is not above the minimum requirement and they are not meeting all academic requirements, then they will be removed from the Athletic Training Program. The student may apply for readmission to the Athletic Training Program, but a decision will be based on the admission criteria.

Students in the program must earn a “B-” (2.67) or higher in all coursework relevant to a Master of Athletic Training. If a student earns lower than a “B-” in any course relevant to the Master of Athletic Training, the student must retake the course at its next offering. In some cases, the student may need to wait until the next year to retake the course.

Appeal Process

Students may **appeal** all disciplinary decisions made by the Clinical Education Coordinator and/or Program Director. All appeals must be typed and submitted to the Program Director within 7 business days of receiving the disciplinary written response. The Program Director, along with the Clinical Education Coordinator, and the Chair of the Department of Health and Human Performance will review the appeal and submit a written response within 10 business days of receipt of the appeal to the student.

NEBRASKA WESLEYAN UNIVERSITY
ATHLETIC TRAINING PROGRAM

ESTIMATED STUDENT COSTS

Background Check (first year in Athletic Training Program only):	\$57
Travel expenses to Off-Campus Sites (estimated)	\$160
ATrack Membership (first year in Athletic Training Program only):	\$80
National Athletic Trainers' Association Annual Dues:	\$80
Personal Health Insurance (if not under own plan):	\$200
Uniforms (first year in Athletic Training Program only):	\$165
Tuberculosis test (first year in Athletic Training Program only)	\$5
Course Fees (ATTR 5000, 5450, and 5330):	\$100

Nebraska Wesleyan University tuition and fees can be located at the following website:

<https://www.nebrwesleyan.edu/academics/graduate-programs/master-athletic-training/tuition-fees>

Athletic Training Students admitted to the program may incur additional costs associated with clinical experiences. For further information, please contact the Athletic Training Program Director.

- Costs don't include books and other personal expenses or reflect scholarships and financial aid awards.
- Personal Health Insurance is waived if covered by personal policy.
- Students must have a physical through NWU student health or the affiliation of NWU student health.

GRANT/SCHOLARSHIP OPPORTUNITIES

Nebraska Wesleyan University annually awards academic scholarships to students to assist them with their educational costs. Contact the Financial Aid Office or view their webpage for more information on academic scholarships and financial aid.

Master of Athletic Training Scholarships

Each year of the Master of Athletic Training program (final two years of the 3+2 program), Nebraska Wesleyan University students are eligible for Master of Athletic Training scholarships worth up to \$2,000. Students should submit the Free Application for Federal Student Aid to be eligible for, and receive, additional financial aid resources.

The Ryan and Donna Dolan-Cure Athletic Training Scholarship

The Ryan and Donna Dolan-Cure Athletic Training Scholarship will be awarded in the spring semester, every academic year, to a student enrolled in the Nebraska Wesleyan University Athletic Training Program. The approximate value is \$1,125.

Eligible students must submit the scholarship application no later than September 1, and the student chosen to receive the scholarship will be notified by October 1. In addition to general information, applicants must also submit a one page, single-spaced typed essay that addresses the following questions:

- What are your plans after graduating from Nebraska Wesleyan University?
- How will this scholarship support your future goals?

A committee composed of the Nebraska Wesleyan University full-time Athletic Training Faculty and full-time Athletic Training Staff will select the scholarship recipient. This scholarship shall be awarded based solely on the criteria described above and shall be applied to tuition, fees, room board and/or books. This scholarship is renewable.

For more information, or to apply for this scholarship, contact Dr. Samantha Wilson, director of the Athletic Training Program, swilson2@nebrwesleyan.edu.

Any other questions about payment policy, or refund policy should be directed to the business office (402-465-2119).

NEBRASKA WESLEYAN UNIVERSITY
ATHLETIC TRAINING PROGRAM

COURSE REQUIREMENTS/SEQUENCING

Course Number	Course Title	Credit hours	Sequence
ATTR 5000	Fundamentals of Athletic Training	4	1st Summer
ATTR 5010	Athletic Training Clinical Experience I	1	1st Summer
ATTR 5450	Therapeutic Modalities	4	1st Fall
ATTR 5400	Physical Examination of the Lower Extremity	4	1st Fall
ATTR 5100	Anatomical Dissection	2	1st Fall
ATTR 5020	Athletic Training Clinical Experience II	2	1st Fall
HHP 4990	Senior Capstone [for 3+2 students only]	1	1st Spring
ATTR 5030	Athletic Training Clinical Experience III	2	1st Spring
ATTR 5510	Research and Statistics in Evidence-Based Practice	2	1st Spring
ATTR 5520	Research in Athletic Training I	2	1st Spring
ATTR 5330	Health Assessment	4	1st Spring
ATTR 5410	Physical Examination of the Upper Extremity	4	1st Spring
ATTR 5040	Athletic Training Clinical Experience IV	1	2nd Summer
ATTR 5600	Rehabilitation of Athletic Injuries	4	2nd Summer
ATTR 5980	Athletic Training Exam Preparations	1	2nd Fall
ATTR 5050	Athletic Training Clinical Experience V	2	2nd Fall
ATTR 5700	Pharmacology and Nutrition	3	2nd Fall
ATTR 5350	Organization and Administration of Athletic Training	3	2nd Fall
ATTR 5990	Athletic Training Graduate Seminar	1	2nd Spring
ATTR 5530	Research in Athletic Training II	2	2nd Spring
ATTR 5060	Athletic Training Clinical Experience VI	3	2nd Spring
	Total (51MAT) + [1 Capstone for 3+2 students only] = 52	52	

Curriculum Changes

Please be advised that changes in the curriculum and/or clinical education experience requirements may be made at any time during the student's course of study. Such changes would be designed to enhance the learning experience for all students, and students would abide by such changes at the time they are implemented according to Nebraska Wesleyan University policy. The students will be informed of any curriculum changes in a timely manner.

COURSE DESCRIPTIONS

ATTR 5000 Fundamentals of Athletic Training (4 hours)

A study of injuries common to athletic participants and the prevention and care of such injuries and application of the principles (e.g., taping, bracing, splinting, etc.) and techniques involved in the advanced administration of first aid, cardio-pulmonary resuscitation, and automated external defibrillators (AEDs). Students will earn American Red Cross certifications.

ATTR 5010 Athletic Training Clinical Experience I (1 hour)

This course provides clinical experience supervised by a Clinical Preceptor in an athletic training setting. Emphasis will be placed on triage of life-threatening conditions.

ATTR 5450 Therapeutic Modalities (4 hours)

This course is designed to provide an overview of the theory, application, and knowledge of therapeutic modalities. The use of heat, cold, electrical, and other treatments (e.g., massage, manual therapy, etc.) will be explored.

ATTR 5400 Physical Examination of the Lower Extremity (4 hours)

An in-depth study of the lower extremities including skills used to evaluate, treat, and manage athletic injuries.

ATTR 5100 Anatomical Dissection (2 hours)

An anatomical dissection course that gives students the hands-on experience with skeletal, muscular, nervous systems, and special senses.

ATTR 5020 Athletic Training Clinical Experience II (2 hours)

This course provides clinical experience supervised by a Clinical Preceptor in an athletic training setting. Emphasis will be placed on taping and wrapping of athletic injuries, protective equipment fitting and maintenance, emergency action plan implementation, and environmental related conditions.

ATTR 5030 Athletic Training Clinical Experience III (2 hours)

This course provides clinical experience supervised by a Clinical Preceptor in an athletic training setting. Emphasis will be placed on recognition and evaluation of lower extremity injuries, and therapeutic modalities.

ATTR 5510 Research and Statistics in Evidence-Based Practice (8-weeks) (2 hours)

This course provides an introduction to research and statistics including evidence-based practice.

ATTR 5520 Applied Research and Statistics in Athletic Training I (8-weeks) (2 hours)

This course is designed for graduate students to develop an understanding of the research process and the rationales for basic behavioral statistics in the field of athletic training. This

class will focus on the creation of a research proposal for athletic training and on developing reading, writing, and practical skills to interpret and conduct research.

ATTR 5330 Health Assessment (4 hours)

This course will provide skills required to conduct a holistic health assessment through comprehensive analysis of a patient's health status across the age continuum. Topics include dermatological, cardiovascular, ear, nose and throat, neurological, respiratory, musculoskeletal, gastrointestinal, renal and urogenital, endocrine and metabolic systems, and psychological medical disorders.

ATTR 5410 Physical Examination of the Upper Extremity (4 hours)

An in-depth study of the upper extremities including skills used to evaluate, treat, and manage athletic injuries.

ATTR 5040 Athletic Training Clinical Experience IV (1 hour)

This course provides clinical experience supervised by a Clinical Preceptor in an athletic training setting. Emphasis will be placed on psychosocial intervention and referral and medical conditions and disabilities.

ATTR 5600 Rehabilitation of Athletic Injuries (4 hours)

This course involves learning essential components of a rehabilitation program including principles of therapeutic exercises, rehabilitation techniques and special therapeutic techniques.

ATTR 5980 Athletic Training Examination Preparation (2 hours)

This course is designed to provide a structured environment to prepare students to take the board of certification examination.

ATTR 5050 Athletic Training Clinical Experience V (2 hours)

This course provides clinical experience supervised by a Clinical Preceptor in an athletic training setting. Emphasis is placed on rehabilitation and upper extremity evaluation.

ATTR 5700 Pharmacology and Nutrition (3 hours)

This course is designed to provide an extensive framework of knowledge through the study of medications and nutrition. Students will study drugs according to classifications including characteristics of typical drugs, their purposes, side effects, precautions or contraindications, and interactions and the recommendations to patients on nutrients.

ATTR 5350 Organization and Administration of Athletic Training (3 hours)

This course is designed to help students learn organizational and administrative principles and apply them to the field of athletic training. It will address emergency care situations in respect to proper record keeping, facility management, and scheduling of medical staff and equipment. In addition, an in-depth exploration of the requirements set forth by OSHA and other federal agencies will be incorporated into each learning environment.

ATTR 5530 Applied Research and Statistics in Athletic Training II (2 hours)

This course is designed to help students advance their understanding of the research process and the rationales for basic behavioral statistics. This class will focus on developing skills to conduct a research study, analyze results, and complete the research paper. Students will present their research proposal to recruit subjects, give an informal elevator speech regarding the state of their research project, and at the end of the course, formally present their research

ATTR 5990 Athletic Training Graduate Seminar (1 hour)

This course is designed to give Athletic Training Students a specialty certification in clinical aspects of the profession.

ATTR 5060 Athletic Training Clinical Experience VI (3 hours)

This course provides clinical experience supervised by a Clinical Preceptor in an athletic training setting. Emphasis is placed on pharmacology, nutritional aspects of injury and illness, and health care administration and professional development.

NEBRASKA WESLEYAN UNIVERSITY
ATHLETIC TRAINING PROGRAM

CLINICAL EDUCATION GUIDELINES

The following guidelines delineate the role of an Athletic Training Student. As a student in the Athletic Training Program at Nebraska Wesleyan University, you are expected to conduct yourself in accordance with these guidelines during any clinical experiences either on or off campus or events related to the Athletic Training Program.

I. Definitions

- a. **Supervision** – Supervision occurs along a developmental continuum that allows a student to move from interdependence to independence based on the student's knowledge and skills as well as the context of care. Preceptors must be onsite and have the ability to intervene on behalf of the Athletic Training Student and the patient. Supervision must occur in compliance with the state practice act of the state in which the student is engaging in client/patient care. If the patient/client care is occurring via telehealth or telemedicine, the Preceptor must concurrently monitor the patient/client care through appropriate telecommunication technology (Commission on Accreditation of Athletic Training Education 2020 Standards).
- b. **Athletic training clinical experience** – Direct client/patient care guided by a Preceptor who is an Athletic Trainer or Physician. Athletic training clinical experiences are used to verify students' abilities to meet the curricular content standards. When direct client/patient care opportunities are not available, simulations may be used for this verification. Simulations may be facilitated by a Preceptor in the clinical environment or may be completed in a class environment when directed by a faculty member (Commission on Accreditation of Athletic Training Education 2020 Standards).
- c. **Supplemental clinical experiences** – Learning opportunities supervised by health care providers other than Athletic Trainers or Physicians. Preceptors in these experiences cannot assess students' abilities to meet the curricula content standards (Commission on Accreditation of Athletic Training Education 2020 Standards).
- d. **Simulations** – An educational technique, not a technology, to replace or amplify real experiences with guided experiences that evoke or replicate substantial aspects of the real world in a fully interactive manner. Simulations may be facilitated by a Preceptor in the clinical environment or may be completed in a class environment when directed by a faculty member (Commission on Accreditation of Athletic Training Education 2020 Standards).
- e. **Immersive clinical experience** – Practice-intensive experience that allows the student to experience the totality of care provided by Athletic Trainers. Students must participate in the day-to-day and week-to-week role of an Athletic Trainer for a period of time identified by the program, but minimally one continuous four-week period (Commission on Accreditation of Athletic Training Education 2020 Standards).
- f. **Contemporary Expertise** – Knowledge and training of current concepts and best practices in routine areas of athletic training. Contemporary expertise is achieved through mechanisms such as advanced education, clinical practice experiences, clinical research, other forms of scholarship, and/or continuing education.

- II. Athletic Training Student Credential Requirements
 - a. Each Athletic Training Student must maintain a current certification in *Emergency Cardiac Care* (e.g., *Cardiopulmonary Resuscitation/AED for the Professional Rescuer*). This certification is offered annually by the Athletic Training Program.
 - b. Each Athletic Training Student is covered by the University's Liability Insurance Policy when being supervised as part of their Clinical experience.
- III. Orientation to the Clinical Site
 - a. At least one week prior to beginning a new Clinical Assignment, students must contact the Preceptor at that site to schedule an orientation for that site. At a minimum the orientation must include:
 - i. An explanation of the venue-specific Emergency Action Plans, the Blood-borne Pathogen Policy, Communicable and infection disease policies, documentation policies and procedures, patient privacy and confidentiality protections, any site-specific policies, a tour of the facility, and a plan for clients/patients to be able to differentiate the practitioner from the student.
 - ii. All Emergency Action Plans and Blood-Borne Pathogen Policies are readily available on ATrack in case of an emergency situation. Students are required to have their kits available with Blood-Borne Pathogen protection.
 - iii. Students and Preceptors should also use this time to develop the student's Clinical Experience Schedule.
- IV. Supervised Clinical Experiences
 - a. Acceptable Protocols; an Athletic Training Student acting under the direct supervision of a Certified Athletic Trainer may:
 - i. Provide all athletic training protocols that have been instructed, practiced, and applied within a previous or concurrent academic course and/or instructed by a Clinical Preceptor.
 - ii. Write progress notes recording actions of care.
- V. Supervision Allowing for the Development of an Independent Autonomous Individual
 - a. As students progress through the program, they will acquire more knowledge, skills, and abilities in each didactic class, practice and reinforce them in the weekly clinical course, and practice/implement them during the Clinical Assignment.
 - b. Along with this, Preceptors allow students to integrate their knowledge, skills, and abilities into the Clinical Assignment by providing supervision across a spectrum where students new to certain knowledge, skills and abilities are supervised more closely, but students who have advanced knowledge, skills and abilities are given more autonomy by the Preceptor and are allowed to develop their clinical decision-making skills, while appropriate supervision is maintained by the Preceptor.
 - c. Preceptors function to supervise, instruct, and mentor students during clinical education. Preceptors who are Athletic Trainers and Physicians assess students' abilities to meet the curricular content standards (standards 56-94 in the Commission on Accreditation of Athletic Training Education 2020 standards).
- VI. Immersive Clinical Experience
 - a. Students will have a true immersive experience in ATTR 5060 Athletic Training Clinical Experience VI in the spring of their second year in the program. Students will participate in the day-to-day and week-to-week roles of an Athletic Trainer for a minimum of a four-week period.
- VII. Clinical Education Hours
 - a. Required Clinical Hours

- i. Each student is required to obtain a minimum number of hours per credit hour of Clinical Education courses (Athletic Training Clinical Courses I-VI). Refer to the course syllabi for more details.
 - ii. These hours must be directly supervised by a Preceptor.
 - iii. The Commission on Accreditation of Athletic Training Education requires that the majority of all Clinical Educational experiences must be under direct supervision of an Athletic Trainer.
 - b. Minimum and Maximum Hours
 - i. Students must obtain a minimum of 50 hours per credit hour.
 - ii. Students may not exceed 200 hours as a maximum per credit hour.
 - c. Verification of Clinical Hours
 - i. Clinical hours must be verified by the assigned Preceptor.
 - d. Recording Clinical Hours/Tracking Patient Encounters
 - i. Students will record all clinical hours using ATrack.
 - ii. Students must document their patient encounters according to the policy in the course syllabus. At a minimum, 25 encounters are required per credit hour of clinical experience.
 - iii. Students must record the correct time, Preceptor, location, event, and activity type for each hour entry. In addition, students must write a comment in each log entry explaining what they experienced that day. One-word comments are not acceptable.
 - iv. Students must record their hours within seven days. Any student not submitting hours within that timeframe must contact the Clinical Education Coordinator to have the hours added to ATrack if the Clinical Education Coordinator feels the hours should be accepted.
- VIII. Transportation
 - a. All students must have access to reliable transportation in order to travel to off-campus clinical sites and are responsible for paying for their own gas, insurance, etc.
- IX. Student Differentiation
 - a. There are several mechanisms by which clients/patients can differentiate students from credentialed providers. On campus, students and faculty/staff will be differentiated by a roster board posted outside the athletic training room. Off campus, students must wear their name tags so patients can identify them.
- X. Clinical Education Coordinator
 - a. Students should direct all questions related to Clinical Assignments to the Clinical Education Coordinator.
 - b. Students should notify the Clinical Education Coordinator if any issues arise at their Clinical Site.
 - c. The Clinical Education Coordinator is responsible for the oversight of student clinical progression, clinical experiences and supplemental clinical experience, site evaluations, student evaluations, and communication, professional development, selection and evaluation of preceptors and clinical sites.
- XI. Accidents that happen at a Clinical Site
 - a. If a student is injured during a clinical experience, an Incident Report must be submitted (Appendix B). The Preceptor must call the Clinical Education Coordinator to report the incident as soon as possible.
 - b. This Incident Report is filed with the university.

NEBRASKA WESLEYAN UNIVERSITY
ATHLETIC TRAINING PROGRAM

CLINICAL EDUCATION ASSIGNMENTS

Once selected for admission into the Athletic Training Program, students have the opportunity to be assigned to many different clinical assignments utilizing Nebraska Wesleyan University's athletic teams and off-campus affiliated sites. The purpose of these assignments is to provide students with opportunities to practice and develop their athletic training knowledge, skills, and abilities. Athletic Training Students will be assigned to a Preceptor to gain experience within the following realms: throughout the lifespan, different socioeconomic statuses, individual and team sports, sports requiring protective equipment, patients of different sexes, non-sport patient populations, and a variety of conditions other than orthopedics. In addition, when possible, students are assigned clinical sites associated with having upper extremity injuries and sports traditionally associated with having lower extremity injuries. Health conditions students will be exposed to will include emergent, behavioral, musculoskeletal, neurological, endocrine, dermatological, cardiovascular, respiratory, gastrointestinal, genitourinary, otolaryngological, ophthalmological, dental, and environmental conditions. The Clinical Education Coordinator will make the clinical assignments and disseminate them in a timely manner prior to each academic year. It may be necessary to reassign a student if the Clinical Education Coordinator deems it appropriate. The Preceptor will complete an evaluation on each student as outlined in the clinical syllabi. In addition to the above experiences, each student must complete the course objectives. These objectives are evaluated in the clinical and didactic setting. The clinical courses are designed to provide real life situations for preceptors to assess students' abilities.

Clinical progression and progress on course objectives are the combined responsibility of the student, Athletic Training Program faculty, and Preceptors, as students progress through six clinical courses. In the event that the "real life" experience for assessment is not possible, simulations may be used. A final proficiency evaluation is typically performed the semester following the didactic instruction of related content. This allows Athletic Training Students to grow and develop their skills over time. This has also enhanced the Athletic Training Students' retention of knowledge, skills, and abilities. Once the student demonstrates adequate proficiency and has demonstrated experience with a particular skill, that student is given more supervised autonomy.

Role of the Preceptors in the Clinical Experience

Preceptors will provide a learning environment for the Athletic Training Students at their clinical site. Preceptors will mentor, supervise, encourage, and communicate with the students in order for them to become more independent and autonomous individuals. Preceptors are provided with a syllabus for each clinical experience that identifies weekly content located on ATrack. The Clinical Education Coordinator communicates regularly with each affiliated site throughout the semester to assure that the Preceptors are working with the students on the assigned curricular content standards. In addition, all Preceptors undergo training conducted by the Clinical Education Coordinator. In the initial training session, Preceptors are introduced to Athletic Training Education, including the Commission on Accreditation of Athletic Training Education Standards and the Athletic Training Program's own policies and procedures. In addition, this session focuses on strategies to assist the Preceptors in providing an exceptional clinical experience for each student. This initial training occurs when a Preceptor is new to the Nebraska Wesleyan University

Athletic Training Program. Follow-up training is conducted as needed. Furthermore, when there are major changes to the Athletic Training Program's policies or the Commission on Accreditation of Athletic Training Education introduces new standards, Preceptors are asked to update their Preceptor training.

Role of the Athletic Training Student in the Clinical Experience

Athletic Training Students are the core of the Nebraska Wesleyan University Athletic Training Program; however, they are not utilized in place of staff. It is by the design of the clinical experience that students are challenged with as much responsibility as they can handle, but not so much as to overwhelm them. The athletic fields, physician offices, and rehabilitation clinics are where a lot of learning takes place. At no time are students expected (nor are they allowed) to replace full-time staff. As part of the clinical experience, the Athletic Training Students will be expected to finish a minimum of 50 hours of clinical experience per credit hour and no more than 200 hours (see the "clinical hours minimum/maximum policy" for more information). Clinical experiences involve patient care and the application of athletic training knowledge, skills, and abilities under the supervision of a Preceptor. Athletic Training Students are to be given at least one day off in a seven-day period. Student's academic requirements (which includes the clinical education) come before other professional obligations (e.g., work) or extracurricular activities. Students should make the most of their time at their clinical experience by spending time treating patients and practicing for the curricular content standards. It is the intention of the Athletic Training Program faculty that clinical experiences involve hands-on clinical experiences in which they are practicing athletic training knowledge, skills, and abilities in "real time". Athletic Training Students are required to document details of their clinical experiences on ATrack within seven days and record patient encounters according to the clinical course syllabi. The scheduling of clinical assignments and Preceptors is completed by the Clinical Education Coordinator. This is to ensure that each student meets the requirements of the program, requirements of the Commission on Accreditation of Athletic Training Education, and the student's individual goals. However, clinical assignments are subject to change.

**NEBRASKA WESLEYAN UNIVERSITY
ATHLETIC TRAINING PROGRAM**

CONFIDENTIALITY POLICY

Patient privacy and confidentiality are a high priority for the Nebraska Wesleyan University Athletic Training Program. Therefore, it is important for students to understand that while they are not yet a healthcare professional, since they are enrolled in an allied healthcare program, they are still responsible for protecting patient privacy and confidentiality. To ensure patients' privacy and confidentiality are protected, the Nebraska Wesleyan University Athletic Training Program has developed the following policy regarding confidentiality and Health Insurance Portability and Accountability Act and Family Educational Rights and Privacy Act Training.

1. Students must complete a training module online which includes discussing Health Insurance Portability and Accountability Act, Family Educational Rights and Privacy Act and patient confidentiality.
2. Upon completion of the training module, students must electronically verify that they completed the module, reviewed the confidentiality agreement, and that they agree to comply with its terms.
3. Athletic Training Students and Pre-Athletic Training Students are NOT permitted to be present at clinical sites until the training module and all components are completed. Students are required to complete this training once a year unless updates require additional training.
4. Off-campus clinical sites may provide additional confidentiality training and/or may require students to read and sign the site's confidentiality statement.

**NEBRASKA WESLEYAN UNIVERSITY
ATHLETIC TRAINING PROGRAM**

CONFIDENTIALITY STATEMENT

As a student in the Nebraska Wesleyan University Athletic Training Program, I understand I have an ethical responsibility to maintain patient privacy, including confidentiality of patients' medical information during clinical assignments on and off campus. In addition, I understand that

all information related to the health and well-being of patients, including electronic, written, and oral forms, is to be kept in the strictest confidence.

Furthermore, I understand and agree that:

- I will disclose a patient's confidential information only if such disclosure complies with the clinical site's policies and is required for the performance of tasks during my clinical experience.
- I will not access, view, or reproduce a patient's information other than what is required for my clinical experience. If I have any questions about whether access to certain information is required for me to perform a task, I will immediately ask my Preceptor for clarification.
- I will not discuss any information pertaining to the medical health of, care given to, or well-being of a patient in an area where unauthorized individuals may hear such information, and I will safeguard printed and electronic medical records as well.
- Any codes, user IDs, and passwords used to access computer systems or other equipment are to be kept confidential at all times.
- I will not make any unauthorized transmissions, copies, disclosures, inquiries, modifications, or purging of a patient's information. Such unauthorized transmissions include, but are not limited to, removing and/or transferring patient information from the clinical site's computer systems or a patient's personal medical or insurance files to unauthorized locations. I will safeguard any authorized transmission of information so it cannot be improperly accessed by unauthorized individuals.
- Any violation of this confidentiality policy will result in disciplinary action including, but not limited to, reduction in the clinical course grade, temporary suspension from the clinical site, or dismissal from the program.

By signing below, I acknowledge that I have received, read, and understand the Nebraska Wesleyan University Athletic Training Program confidentiality policy and I agree to comply with all of its terms.

Student Signature

Date

Student Name Printed

NEBRASKA WESLEYAN UNIVERSITY
ATHLETIC TRAINING PROGRAM

THERAPEUTIC MODALITIES POLICY

The following guidelines explain the Athletic Training Program's policies related to the use and maintenance of Therapeutic Modalities.

- I. Use of Therapeutic Modalities by Students
 - a. Level II students may set up and use modalities in consultation with their Preceptor.
 - b. Level I students may only set up the specific Therapeutic Modalities of which they have been instructed through didactic teaching or if their preceptor has instructed and deemed competent.

- i. Level I students are allowed to perform ultrasound treatments after instructed how to do so as part of ATTR 5450 in the Fall. However, Level I students may only use the parameters given to them from their Preceptor and may not change or alter the treatment.
- ii. Level I students are allowed to remove the electrodes following the completion of an electrical stimulation treatment but are not allowed to apply the electrical stimulation to a patient unless they have been instructed by their Preceptor.
- iii. Once Level I students are evaluated on a specific modality during ATTR 5450 Therapeutic Modalities in the Fall, they are able to set up and use modalities in consultation with their Preceptor.

II. Maintaining Therapeutic Modalities

- a. All modalities will be inspected, calibrated, and maintained according to the manufacturer's recommendation.
- b. All clinical sites (both on and off-campus) must provide proof that the Therapeutic Modalities are inspected, calibrated, and maintained on an annual basis.
 - i. A copy of the completed calibrations/safety inspections must be submitted to the Clinical Education Coordinator every year upon the equipment being recalibrated/inspected.

NEBRASKA WESLEYAN UNIVERSITY
ATHLETIC TRAINING PROGRAM

DRESS CODE

All Athletic Training Students will be expected to follow the standards described below any time they are in a Clinical Experience situation.

I. Personal Appearance

- A. Hair will be kept within acceptable professional styles of the time.
- B. Facial hair will be permitted as long as it is kept trimmed and neat.
- C. Personal hygiene must be maintained to standards set by society.
- D. Jewelry/Body Art Jewelry should be kept at a minimum during clinical assignments. Piercings other than ear piercing and a small nose piercing are not permitted. Necklaces are permitted but should not be long enough to be grabbed or get in the way.

II. Clothing

- A. Clothes must be neat, clean, professional, and appropriate for the environment and conditions.
 - B. Game day attire is to be decided by the Clinical Preceptor.
 - C. Pants/Shorts
 - 1. All pants/shorts must be black, white, gray or khaki colored (approved by Clinical Preceptor).
 - 2. Shorts must come down to at least mid-thigh and approved by Clinical Preceptor.
 - 3. No jeans, sweatpants, yoga pants, or leggings may be worn during competition or in the athletic training room.
 - 4. Warm-up pants are only acceptable if approved by the Preceptor prior to wearing them.
 - 5. All pants and shorts must have pockets.
 - D. Shirts
 - 1. All shirts must have the Nebraska Wesleyan University athletic training logo or Nebraska Orthopedic Center logo. For off-campus sites, consult with the Clinical Preceptor as to what type of shirt you are to wear.
 - 2. Holes or tears in shirts are not permitted.
 - 3. For events, shirts must have a collar unless otherwise regulated by the Clinical Preceptor. Events which require formal dress are exceptions to this rule.
 - E. Shoes
 - 1. Sandals are not permitted in the athletic training room.
 - 2. Shoes must be in decent condition as defined by the Clinical Preceptor.
 - 3. No open-toed shoes are allowed. Students must adhere to the Occupational Safety and Health Administration standards at all times.
- III. Off- Campus Dress (Medical Offices, Rehabilitation Clinics, Etc.)
- A. Dress is business casual (no T-shirts, no jeans, no warm-up pants, etc.).
 - B. Casual Dress Shoes.

C. Athletic Training Program Nametag.

NEBRASKA WESLEYAN UNIVERSITY
ATHLETIC TRAINING PROGRAM

INCLEMENT WEATHER POLICY

Student safety is a top priority of the Nebraska Wesleyan Athletic Training Program. Therefore, when Nebraska Wesleyan University classes are cancelled due to inclement weather, Athletic Training Students are not required to be present at their Clinical Sites. Students are required to contact their Preceptors so that the Preceptors are aware the students will not be attending the Clinical that day and so the hours can be rescheduled for another day.

Keep in mind that while students are not required to go to a Clinical Site when classes are cancelled, they are not precluded from doing so if the Clinical Site is open, if the student wants to

go, and if the student is able to travel safely to the site. At no time should a student's safety be put at risk.

In either case, students and Preceptors must be in contact with each other on inclement weather days.

NEBRASKA WESLEYAN UNIVERSITY
ATHLETIC TRAINING PROGRAM

ALCOHOL AND DRUG POLICY

Because of the serious problems related to the use of alcoholic beverages and controlled substances, and because this practice can lead to a loss of effectiveness in human life and does not contribute to the teaching-learning process, the Nebraska Wesleyan University community reaffirms its position of serious concern about and opposition to the use of alcoholic beverages and/or controlled substances in this college environment. The Nebraska Wesleyan University alcohol and drug policy can be found here:

[Drug Abuse and Alcohol Prevention Program \(DAAPP\) Policy for Students \(nebrwesleyan.edu\)](http://nebrwesleyan.edu/daapp-policy-for-students)

Due to the nature of being an Athletic Training Student, and the duties and responsibilities that go along with this program, the following policy is placed into effect with regards to the use of alcohol and/or drugs by those students in Nebraska Wesleyan University's Athletic Training Program:

- The use of alcohol and/or drugs is prohibited and will not be tolerated during Clinical Experiences, at Clinical Sites, and while in the Clinical Setting.

- The consumption of alcohol and/or drugs by an Athletic Training Student while traveling with a team on the road will not be allowed or tolerated, regardless of age.
- If use is suspected by any Clinical Preceptor or other staff member, the student will be asked to leave the site, a report will be filed with the Clinical Education Coordinator, and disciplinary action will be taken according to the *Nebraska Wesleyan University Athletic Training Program Disciplinary Policies*, which can include suspension and/or expulsion from the Nebraska Wesleyan University Athletic Training Program. In addition, violations may also be referred directly to local authorities and/or action may be taken by the Office of Student Affairs.

NEBRASKA WESLEYAN UNIVERSITY ATHLETIC TRAINING PROGRAM

DISCIPLINARY POLICIES

Failure to comply with the Policies and Procedures Manual could include, but is not limited to, the following and may result in a disciplinary notice or sanctions:

- Failure to arrive on time or failure to be present for the Clinical Assignment.
- Failure to notify the Preceptor when not able to be present for the Clinical Assignment.
- Leaving the Clinical Site during assigned times without notifying and receiving permission to do so from the Preceptor.
- Failure to appropriately complete tasks assigned by a Preceptor during a Clinical Assignment.
- Direct insubordination.
- Dress code violation.
- Using one's cell phone while at the Clinical Site without permission of the Preceptor. This includes any and all uses including but not limited to a phone call, texting, social media, surfing the web, etc.
- Unauthorized use of telephones, computers, patient records, etc.
- Not following policies or procedures as discussed prior to clinical placement.
- Failure to provide appropriate care to patients and/or endangering a patient's safety.
- Performing athletic training skills (treatment, evaluations, rehabilitation etc.) for which the student has not been taught and evaluated.

- Performing athletic training skills (treatment, evaluations, rehabilitation, etc.) without being under the direct supervision of a Preceptor.
- Inappropriate behavior by the student and any activity or action which places the health and safety of the student or another person at risk.
- Failure to appropriately communicate with all Athletic Training Program Faculty and Staff including notifying the Program Director of any incident that should be reported as discussed during the annual Athletic Training Student orientation.
- Any action that conflicts with program policies and procedures.

Due to the fact that the health and safety of the patients served is the primary concern, situations may arise which require immediate disciplinary action by the Preceptor. When a student fails to comply with the policies and procedures, the Preceptor will complete a disciplinary notice on ATrack that will be signed by the Athletic Training Student, Preceptor or instructor, Clinical Education Coordinator and Program Director. This documentation will be placed in the student's file (Appendix C).

Level I infractions will initially be a warning, and a second repeat offense will result in removal from the clinical experience for an amount of time "to be determined" and/or a 5% drop in the overall grade for the clinical education course. Each subsequent offense will result in an additional 5% drop in the overall grade for the clinical education course. Examples of Level I infractions are:

- Tardiness
- Dress code violation
- Not performing tasks
- Unauthorized use of the student's cell phone
- Other violations decided by the Preceptor or clinical instructor

Level II infractions will result in removal from the clinical experience for an amount of time "to be determined" and/or in a 5% drop in overall grade for the clinical education course. Each subsequent offense will result in an additional 5% drop in the overall grade for the clinical education course. Examples of Level II infractions are:

- Missed clinical time (a day, an event, etc.) and/or not notifying the Preceptor
- Leaving a site without notifying and receiving permission to do so
- Failure to provide appropriate care
- Performing tasks not already instructed or evaluated
- Performing skills will not being under the direct supervision of a Preceptor
- Failure to appropriately communicate with Athletic Training Program Faculty and Staff
- Other violations decided by the Preceptor or clinical instructor

Level III infractions will result in a 5% drop in overall grade for the clinical education course or possible removal from the Athletic Training Program. Examples of Level III infractions are:

- Insubordination to Preceptor, Athletic Training Program Faculty, Athletic Training Program Staff, or other individuals
- Unauthorized use of telephones, computers, patient records, etc.
- Inappropriate, dangerous, or unethical behavior
- Other violations decided by the Preceptor or clinical instructor

Appeal Process

Students may appeal all disciplinary decisions made by the Clinical Education Coordinator and/or Program Director. All appeals must be typed and submitted to the Program Director within 7 days of receiving the disciplinary written response. The Program Director, along with the Clinical Education Coordinator, and the Chair of the Department of Health and Human Performance will review the appeal and submit a written response within 10 days of receipt of the appeal to the student.

NEBRASKA WESLEYAN UNIVERSITY ATHLETIC TRAINING PROGRAM

EVALUATION POLICIES

1. The Athletic Training Program, its students, faculty, preceptors, and clinical sites will be evaluated on a regular basis. Athletic training students are evaluated at each clinical. The evaluations (located on ATrack) are designed to provide constructive feedback and suggestions for improvement to the students concerning skill acquisition, skill competence, personality traits, independent thinking abilities, and problem-solving skills. The Preceptor has the opportunity to discuss the evaluation with the student, thereafter, both the student and Preceptor electronically sign the form, and the form is then returned to the Clinical Education Coordinator and archived on ATrack. Most specific details on evaluation requirements are noted in each clinical course syllabi.
2. Preceptors and clinical sites are also evaluated. These evaluations (located on ATrack) are completed by all students at the completion of each clinical assignment. The Preceptor form is designed to assess the Preceptor's communication/administrative skills, clinical rapport, and his/her ability to support students with their clinical skills, whereas the Site form is designed to determine if the site is a good learning environment and if students feel like they effectively use their skills at that site. All the responses are collected by the Clinical Education Coordinator and a summary of all student responses is provided to each Preceptor at the end of the year. This process ensures individual student responses remain confidential.
3. The Clinical Education Coordinator conducts a Preceptor and site evaluation a minimum of once per year. The purpose of this evaluation (located on ATrack) is to determine if the site remains to be a good educational opportunity for athletic training students. The site is evaluated for its learning environment, the adequacy of the site, how well learning was facilitated by the Preceptor, how effective the Preceptor is as a mentor and role model, and how well the Preceptor did allowing the student to develop into an independent autonomous individual while being properly supervised. This information is used to assess the effectiveness of the site to aid in preparing future Athletic Trainers.

4. An evaluation of the entire program, referred to as the exit survey, is completed by students in their final semester before graduating. The graduating student completes the evaluation on all aspects of the Athletic Training Program and the results are compiled for program assessment.
5. An alumni program evaluation is conducted about six months after the respective students have graduated. In addition to updating their personal information and employment status, alumni are asked specific questions regarding their educational preparation and how prepared they felt they were for a career in athletic training.

NEBRASKA WESLEYAN UNIVERSITY
ATHLETIC TRAINING PROGRAM

THE ATHLETIC TRAINING STUDENT AND INTERPERSONAL RELATIONSHIPS

1. **Athletic Training Program Student and Physicians/Medical Personnel:** Students have the ability to practice in collaboration with other health care and wellness professionals. Each student has ample opportunity to learn a great deal by watching and listening to medical personnel discuss various athletic injuries while in the Athletic Training Program at Nebraska Wesleyan University. If an evaluation or procedure is being performed, do not hesitate to watch and ask questions when, and if, appropriate. At times students may have the opportunity to assist in such procedures.
2. **Athletic Training Program Student and Coaching Staff/Parents:** The student should conduct themselves as a professional at all times and must respect the responsibilities of the coaching staff and the concern of the patient and the parents. In consultation with the Preceptor, coaches, patients and parents should be updated and informed as early as possible of any changes. Not only does this demonstrate good communication but allows for necessary adjustments in their schedules and helps to answer questions they may have, especially for the patient and/or the parents. It is always at the discretion of the Preceptor as to who passes this information on to the coaching staff, parents, and even the patient themselves. It is the responsibility of the Athletic Training Program student to remain calm and attempt to be diplomatic when working in an intense situation. If an Athletic Training Student has a conflict with a member of the coaching staff, parents, or a patient (or vice versa), they should alert their Preceptor as soon as possible to prevent the situation from intensifying.
3. **Athletic Training Program Students and Patients:** Students should perform all duties to the best of their abilities within their competency level. All Athletic Training Program students should be friendly and courteous to patients and should not discriminate against a patient for any reason. An Athletic Training Program student should not become overly close to a patient if it jeopardizes the student's learning process, conduct, relationships with others, or the performance of the student's duties. The student must keep relationships professional at all times.

NEBRASKA WESLEYAN UNIVERSITY
ATHLETIC TRAINING PROGRAM

GENERAL POLICIES

Policy Regarding Student Employment

1. Students who qualify for work study may receive work study funds in areas designated by the student personnel office and should schedule those work hours outside of class time and not during a time when the student is scheduled to be at a clinical assignment.
2. A student may hold a job outside of school as long as it does not interfere with the student's academic courses and clinical assignments. Students may not demand time away from their clinical site due to their opposing work schedule.

Extracurricular Activities (Athletics, Band, etc.)

1. Students are encouraged to participate in student organizations and activities. However, students should not allow participation in these activities to interfere with the clinical assignments or the academic requirements of the Athletic Training Program.
2. This includes students participating on an athletic team, a theater production, or the pep band, for example. While students are permitted to participate in such activities, program students are only allowed to participate in one activity (play one sport, be in productions one semester only, play in the pep band only one semester, etc.). The reason for this is to allow the athletic training student to have adequate time for completing all the clinical education requirements.
3. When there is an official practice or event for the activity chosen by the Athletic Training Student, these events take precedence over athletic training activities. The student may NOT use athletic training as a reason to miss official events in the chosen activity.
4. If an Athletic Training Student is considering no longer participating in a chosen campus activity, they must meet with the Program Director to discuss the reasons the student no longer wants to participate in that activity before making a final decision.

Student Responsibilities

1. Check your Nebraska Wesleyan University email a minimum of once per day, as this is the main avenue of communicating with students.
2. Visit with your academic advisor each semester to discuss necessary courses for the next semester.
3. Attend all class meetings and follow the course syllabus regarding absences from class.
4. Assume responsibility for quality of education. This is positively influenced by each student's effort.
5. Represent Nebraska Wesleyan University, the Athletic Training Program, your family, and yourself with professionalism at all times.
6. Maintain confidentiality of all athletes/patients.
7. Use the proper chain of command for all questions, concerns, and procedures.
8. Do not remove items from clinical sites, classrooms, or labs without permission.

Nebraska Wesleyan University Athletic Training Program

Emergency Action Plan

This is a general Emergency Action Plan that can be implemented for a person who becomes ill or injured. Each Clinical Site will have its own venue-specific Emergency Action Plans located on ATrack. This basic Emergency Action Plan is not intended to replace those, but instead is provided as a general guideline as to how an emergency should be handled.

- I. All injuries/conditions must be:
 - A. Evaluated by or consulted with a Preceptor
 - B. Discussed between the Preceptor and patient, coach, parent, or designee
 - C. Under advisement of consulting Physician (including if 911 is called)

- II. All injuries/conditions must be documented by:
 - A. Electronically or in the patient's file
 - B. Patients must have the proper paperwork when consulting a Physician or other healthcare provider

- III. Absence of a Preceptor, especially at Nebraska Wesleyan University or High School
 - A. The coach is responsible for the athlete, not the Athletic Training Student
 - B. Contact a Certified Athletic Trainer for instructions
 - C. Assist any athlete within your knowledge base/Cardiac Compromise Training
 - D. Assist the coach as directed (calling 911, directing the ambulance, etc.)
 - E. Document everything that happens

- IV. Protocols
 - A. Minor Injuries: Grade 1 sprains and strain, superficial lacerations, nose bleeds, contusions, heat cramps, etc.
 - 1. Evaluate injury
 - 2. Treat injuries appropriately. Use universal precautions for bodily fluid contact
 - 3. Upon consulting with the Preceptor, make a decision on continued participation
 - 4. Document the patient encounter
 - B. Moderate injuries: Grade 2 and 3 sprains and strains, head injuries, heat exhaustion, deep lacerations, etc.
 - 1. Evaluate injury
 - 2. Treat injuries appropriately. Use universal precautions for body fluid contact
 - 3. Upon consulting with the Preceptor, determine if emergency room intervention is necessary (and if that is via an ambulance or private vehicle)
 - 5. Document the patient encounter
 - C. Major injuries: Fractures (open or closed), complicated dislocations, neck injuries, unconscious athlete, heat stroke, arterial lacerations, etc.
 - 1. Check ABC's – Primary survey
 - 2. Assist the Preceptor which includes dialing 911 immediately
 - 3. See emergency call procedure for dialing 911 below

4. Evaluate injury
 5. Treat injuries appropriately. Use universal precautions for body fluid contact
 6. Assist the Preceptor in obtaining insurance and medical release forms
 7. Document the incident
- V. Student Traveling with teams
1. Preceptors may be traveling with a team in which students could also be required to travel.
 2. Students will follow all procedures as listed above (and below) in assisting the Preceptor on the road.
- VI. Miscellaneous
- A. Emergency Situations
1. Medical emergencies
 2. Head and neck injuries
 3. Shock
 4. Internal injuries
 5. Superficial bleeding (extensive)
 6. Fractures and dislocations
 7. Soft-tissue trauma (i.e., eye, genitals, mucus membranes)
- B. The Athletic Training Student should be ready to provide:
1. First Aid
 2. Cardiopulmonary Resuscitation
 3. Splinting assistance
 4. Spine board assistance
 5. Cervical collar application
 6. Telephone use
 7. Emergency evaluation
- C. The Athletic Training Student should have:
1. First Aid equipment
 2. Scissors
 3. Device to remove football helmet face mask
 4. Splints, Vacuum form immobilizers
 5. Cervical collar, towel
 6. Telephone
7. Blood-Borne Pathogen equipment
- D. Dos and Don'ts
1. Do
 - a. Make sure your Preceptor is aware of the situation
 - b. Be calm and confident in handling the situation
 - c. Prepare for the worst
 - d. Stay within your limits as an Athletic Training Student
 2. Don't
 - a. Carry equipment over the victim
 - c. Panic at any time during care

IT IS IMPORTANT THAT YOU ARE FAMILIAR WITH THE PROCEDURES FOR USING EMERGENCY EQUIPMENT. A TEAM EFFORT IS NEEDED TO ACCOMPLISH THE CARE AND TRANSPORT OF THE INJURED ATHLETE. BE PATIENT WHEN DEALING WITH THE ATHLETE. LISTEN TO THE NEEDS AND APPLY THE CARE REQUIRED FOR THE INJURY

DOCUMENTATION IS AN ABSOLUTE MUST FOR THE INJURED ATHLETE. ALL INJURIES MUST BE DOCUMENTED. IF ON AWAY TRIPS, THE PRECEPTOR/STUDENT SHOULD WRITE DOWN THE PERTINENT INFORMATION AND RECORD IT IN THE COMPUTER INJURY REPORT LATER.

With athletic practices and competitions, the first person to respond to an emergency situation is typically a member of the Athletic Training Staff, most commonly a Certified Athletic Trainer. The team Physician may not always be present at every organized practice or competition. The scope and type of coverage provided to an athletic event may vary based on such factors as sport or activity, the setting, and the type of training or competition. There could be some instances when the first person responding is a coach or other institutional employee. Certification in cardiopulmonary resuscitation, first aid, prevention of disease transmission, and emergency plan review is recommended by the Athletic Training Staff for all athletics personnel associated with practices, competitions, skill instruction, and strength and conditioning sessions. This is in accordance with the National Collegiate Athletic Association Sports Medicine Handbook.

**Nebraska Wesleyan University
EMERGENCY CALL PROCEDURE**

DIAL 9-911 ON CAMPUS

911 OFF CAMPUS

----WHEN THEY ANSWER----

SPEAK CLEARLY AND SLOWLY

A. My name is _____.

B. I am an (Athletic Training Student) for Nebraska Wesleyan University.

C. We have an athlete with_____.
(name the situation)

D. We request an Ambulance at _____:

Be very specific!

Location of Facilities:

Weary Center – Snyder Arena: 5300 Huntington Avenue

Lower Level: Enter Westside Tower Door

Upper Level: Southeast Entrance

Weary Center – Fieldhouse: 5300 Huntington Avenue

Enter Southwest Corner of 54th & Huntington

Abel Stadium – 5410 Huntington Avenue

Enter Reserved Townhouse parking lot driveway off 56th north of stadium

University Place Park – 49th & Saint Francis

Baseball Field- 30th and J St

Athletic Practice Facility- 5421 Madison Avenue

Enter Reserved Townhouse parking lot off 56th north of stadium

E. The athlete is being treated by _____.
(Certified Athletic Trainer)
(other, know name)

Answer any questions carefully, calmly, and correctly.

HANG UP AFTER THEY HANG UP.

REPORT TO ENTRANCE TO DIRECT AMBULANCE PERSONNEL TO ATHLETE.

NEBRASKA WESLEYAN UNIVERSITY
ATHLETIC TRAINING PROGRAM

BLOOD-BORNE PATHOGENS AND POST-EXPOSURE PLAN

With the increasing concern of illness related to blood-borne pathogens, the Athletic Training Program at Nebraska Wesleyan University annually educates Athletic Training Students regarding the risk of transmitting diseases, the appropriate Occupational Safety and Health Administration

standards, and the appropriate protocols for handling blood. This policy will minimize occupational exposure to Human Immunodeficiency Virus, Hepatitis B Virus, and Cytomegalovirus.

I. Definitions

- A. OSHA** – Occupational Safety and Health Administration
- B. Sharps** – Any sharp object that can puncture or lacerate the skin
- C. Universal Precautions** – the concept that treats all contact with blood or other potentially infectious material as a “known” infectious pathogen
- D. Universal Biohazard Symbol**
- E. HIV** – human immunodeficiency virus; the virus which causes AIDS (acquired immunodeficiency syndrome)
- F. HBV** – hepatitis B virus; transmitted through tears, saliva, and blood products
- G. CMV** – cytomegalovirus; a group of herpes viruses which allow for opportunistic infections

II. Exposure Control

- A.** The Athletic Training Program requires mandatory Blood-Borne Pathogen training at the beginning of the fall semester.
 - 1. Students must complete a training module online which includes discussing Human Immunodeficiency Virus, Hepatitis A Virus, Hepatitis B Virus, Hepatitis C Virus, other pathogens; precautions for Blood-Borne Pathogens, and the exposure control plan.
 - 2. Training also includes completing an online Blood-Borne Pathogen quiz as well as electronic verification that the training was completed.
 - 3. Athletic Training Students and Pre-Athletic Training Students are NOT permitted to be present at clinical sites until the training module and all components are completed.
- B.** Clinical Preceptors designate hand washing facilities that are readily accessible and used by Athletic Training Students.
- C.** Work areas of reasonable likelihood of exposure, such as the athletic training room and playing field/court prohibit eating, drinking, using tobacco, applying cosmetics, and handling contact lenses.
- D.** All procedures involving human blood must be performed in such a manner to minimize splashing, spraying, splattering, or generating droplets.
- E.** The program provides gloves, masks, and other protective devices for use when the Athletic Training Student has contact with human blood.
- F.** The program provides a rigid sharps container to dispose of sharps materials appropriately.
- G.** Each clinical site ensures the worksite maintains a clean and sanitary condition.
- H.** According to the clinical site policy, all equipment and working surfaces shall be cleaned and decontaminated after exposure.
- I.** Biomedical waste is collected and stored according to clinical site policy.
- J.** All Athletic Training Students are required to obtain the Hepatitis B vaccination series. The first two doses must be obtained prior to any clinical assignment. The third dose must be obtained within the first semester of clinical work.
 - 1. Exceptions: when the Athletic Training Student previously receives documented completion of the Hepatitis B vaccination series, the antibody testing reveals that

- the Athletic Training Student is immune, or the vaccine is contraindicated for medical reasons.
2. An Athletic Training Student may decline the Hepatitis B vaccination but must read and sign a statement. The Nebraska Wesleyan University faculty highly recommends the students complete Hepatitis B vaccination series.
- K.** Following a report of Human Immunodeficiency Virus or Hepatitis B Virus (or other) exposure incident, the exposed Athletic Training Student obtains a confidential medical evaluation and follow-up.

III. Post-Exposure Plan

- A.** The Program Director and Preceptor should be notified immediately of all exposures.
- B.** Documentation of exposure should be completed within 12 hours of the incident by the Preceptor or Program Director. This document is found in Appendix B.
- C.** If Nebraska Wesleyan University is in session, contact Student Health (2375). If there is no answer, call the Student Affairs Office (2154).
- D.** After hours, Residence Hall students must contact the Residence Life Coordinator or Peer Assistant. Then the Director of Student Health Services must be contacted at her home phone. (466-6564).
- E.** If emergency room treatment for students is advised by the Physician or the Director of Student Health Services, she will arrange to have the Nebraska Wesleyan University Physician meet the student at the recommended hospital of the Physician's office.
- F.** All emergency room, x-ray and laboratory charges are the responsibility of the student. If the Director of Student Health Services is not available or not consulted prior to going to the emergency room, the Nebraska Wesleyan University Physician on-call will not see the student in the emergency room. In this case, the student must pay the emergency room physician charges, as well as all other related expenses. Nebraska Wesleyan University provides an accident insurance program for each full-time student and students studying abroad. This is a basic "accident only" policy which is excess coverage, meaning it is applicable after the benefits under a primary carrier have been applied. The student can then go to Student Health, where an additional claim form and assistance with filing a claim can be obtained.
- G.** Students may see the University Physician, without charge, in the Student Health and Wellness Center, from 10 to 11:15 a.m. Monday and Wednesday or 2:45-4:45 p.m. Tuesday and Thursday when Nebraska Wesleyan University is in session. No doctors are available on Friday.
- H.** Students may consult with the Nebraska Wesleyan University psychologist, without additional charge, by contacting the University Career Center to arrange an appointment.

IV. Education

- A.** Athletic Training Students have formal education on Blood-Borne Pathogens.
- B.** Athletic Training Students have the skills related to Blood-Borne Pathogens as a yearly clinical competency evaluated.
- C.** Athletic Training Students complete the online training module related to Blood-Borne Pathogens.
- D.** Pre-Athletic Training Students are required to complete the online module before observing at any clinical site. Once in the program, the above process is followed.
- E.** Clinical Preceptors will discuss the specific rules and regulations regarding proper handling of blood and potentially infected material for each Clinical Site.

V. Documentation

- A.** Educational training records are maintained in the Program Director's Office and are archived on ATrack for all students in the Athletic Training Program and all Pre-Athletic Training observers.
- B.** Records of all Hepatitis B vaccinations are maintained in the student file in the Program Director's Office.

VI. Categorization of Athletic Training Students for Occupational Safety and Health Administration Standards

- A.** Category 1
 - 1. Athletic Training Students obtaining clinical experience.
 - 2. Clinical Preceptors.
- B.** Category 2
 - 3. Any student observing in the Athletic Training Room but not admitted into the Athletic Training Program.

VII. General Guidelines for Risk Management

- A.** Athletic Training Students follow the policies and procedures in place at the assigned clinical site.
- B.** General rules to keep in mind:
 - 1. Treat all blood as potentially infected.
 - 2. Use disposable gloves as a barrier when treating a patient who has broken skin, is bleeding, or you are treating a mucous membrane.
 - a. Wear gloves when handling items or surfaces soiled with blood or other bodily fluids.
 - b. Replace disposable gloves as soon as possible if torn or punctured.
 - c. Dispose of gloves properly after single use.
 - 3. Wash hands with soap and water and dry with paper towels before and after treating a patient.
 - 4. Use protective devices during resuscitation.
 - 5. Handle all towels or linen soiled by blood appropriately.
 - 6. Place all used gloves, soiled bandages, and soiled towels in a biohazard bag or container.
 - 7. Utilize a 1:10 bleach solution or other approved cleaner for cleaning contaminated surfaces.
 - 8. Sharps should not be sheared, broken, bent, recapped, or removed before disposal.
 - 9. Place sharps in rigid containers. Never discard sharps in regular trash.

NEBRASKA WESLEYAN UNIVERSITY
ATHLETIC TRAINING PROGRAM

COMMUNICABLE DISEASE POLICY

A communicable disease is an infectious disease that is spread from person-to-person through casual contact or respiratory droplets. Almost any transmissible infection may occur in the community at large or within health care organizations and can affect both personnel and patients. According to the Centers for Disease Control and Prevention, infectious diseases that occur frequently in the health care setting include:

- Bloodborne pathogens
- Conjunctivitis
- COVID-19
- Cytomegalovirus
- Diphtheria
- Gastrointestinal infections, acute
- Hepatitis A
- Herpes simplex
- Measles
- Meningococcal disease
- Mumps
- Parvovirus
- Pertussis
- Poliomyelitis
- Rabies
- Rubella
- Scabies and pediculosis
- Staphylococcus aureus infection and carriage
- Streptococcus infection
- Tuberculosis

All Athletic Training Program students will be advised of medical care available from the University Student Health Services. The University Student Health Services will be notified of suspected cases of any of the above diseases involving Athletic Training Program students, or student-athletes. Other potentially less serious infectious diseases, such as chicken pox, influenza, and pneumonia will be handled on a case-by-case basis.

Procedure:

If an Athletic Training Program student becomes ill, he/she is to report to the Nebraska Wesleyan University Student Health Services or his/her private medical practitioner for medical evaluation. The student should avoid contact with others if advised to do so by the physician.

If the student is diagnosed with a communicable disease, he or she shall notify the Athletic Training Program Clinical Education Coordinator and his/her Clinical Preceptor immediately. The Clinical Education Coordinator may request medical documentation for an extended absence from the student's clinical experience. Students who are diagnosed with a communicable disease will require physician's clearance before they may return to their clinical assignment.

At the beginning of each academic year, students must read this policy and sign that they have read and will follow it.

Appendix A

Hepatitis B Vaccine Declination

NEBRASKA WESLEYAN UNIVERSITY
ATHLETIC TRAINING PROGRAM

Hepatitis B Vaccine Declination

I understand that due to my occupational exposure (clinical experiences) to human blood or other potentially infectious materials I may be at risk of acquiring Hepatitis B Virus. Although given the opportunity to be vaccinated with Hepatitis B vaccine, I decline Hepatitis B vaccination at this time. I understand that by declining this vaccine, I remain at risk of acquiring Hepatitis B, a serious disease. I hereby hold harmless and fully release Nebraska Wesleyan University and its staff, employees, faculty, and agents, from any and all liability for and claims of any kind for damages and expenses of any and all types, including death and death related expenses, that I incur or are otherwise resulting from my acquisition of Hepatitis B due to my refusal to be vaccinated against Hepatitis B Virus. If in the future I continue to have occupational exposure to human blood or other potentially infectious materials and I want to be vaccinated with Hepatitis B vaccine, I can receive the vaccination series.

Print Name _____

Social Security Number _____

Department _____

Signature _____

Date _____

Signature of Clinical Education Coordinator _____

Date _____

Appendix B

Incident Report

INCIDENT REPORT

To be completed by Preceptor or Program Director within 12 hours of incident/accident

Incident Date: _____ Incident Time: _____
Injured Person Name: _____
Address: _____
Phone Numbers: _____
Male/Female: _____ Date of Birth: _____

Details of incident (source of exposure, route of exposure, sample for analysis):

Who was injured person? _____
Injury Type: _____

Does Injury Require Hospital/Physician? Yes: _____ No: _____
Hospital Name: _____
Address: _____
Hospital Phone Numbers: _____
Injured person/Party Signature/Date: _____

Important Notes and Instructions:

Prepared By: _____

Date: _____

Name of Approved By: _____

Signature: _____

Appendix C

Disciplinary Notice

NEBRASKA WESLEYAN UNIVERSITY
ATHLETIC TRAINING PROGRAM

DISCIPLINARY NOTICE
(also located on ATrack in Forms)

This disciplinary notice is being served to _____ for the following
infraction of the Athletic Training Program Clinical Experience guidelines.

____ Level I (tardiness, dress code, cell phone, etc.): _____

____ Level II (missed day, issues with clinical skills, etc.): _____

____ Level III (unethical behavior, insubordination, etc.): _____

____ Other: Explain: _____

Comments:

Action Taken:

I understand and agree that the aforementioned infraction did occur, and I also understand the ramifications of my actions. By signing this notice, I agree to rectify the situation as prescribed by the Preceptor and Program Officials immediately. I understand that additional notices may result in termination from the program.

Athletic Training Student Date Clinical Coordinator Date

Preceptor or Instructor Date Program Director Date