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Welcome to Youngstown State University’s Graduate Athletic Training Education Program. Congratulations on being selected from among many outstanding applicants to become a part of the YSU Athletic Training Tradition. Our staff is looking forward to working with quality students like yourself in the process of developing individuals who will contribute to the profession of athletic training.

While a very rewarding profession, athletic training is a profession that demands dedication and hard work without much public credit or thanks. As an athletic training student, you will be involved with the prevention, assessment, and rehabilitation of injuries in a variety of patients and various clinical settings. In order for our program to operate efficiently, athletic training students must work diligently and assume all responsibility that is delegated to them in a mature and responsible fashion. It is very important that you familiarize yourself with the contents of the Youngstown State University Master of Athletic Training Student Handbook. The handbook provides answers to many of your questions and describes the policies and procedures of our program.

We believe the best method of learning is to combine didactic knowledge and clinical experiences in the learning environment. The opportunity to apply classroom knowledge in the athletic training room will be greatly available and will enhance the learning process. Like the profession, our program requires many hours of both classroom and clinical time. In order to succeed as a student, as well as in our program, you must learn to budget your time and prioritize your commitments and activities.

It is the objective of every member of the YSU Sports Medicine staff to contribute to the development of each athletic training student for a successful career in the profession. Again, congratulations and welcome to the Youngstown State University Master of Athletic Training (MAT) Education Program.

Jessica Wallace, Ph.D., AT, ATC
Director, Master of Athletic Training Education

Yongung Kwon, Ph.D., AT, ATC
Clinical Education Coordinator

James Shina, MD
Medical Director

Sara Michaliszyn, Ph.D.,
KSS Department Chair
Mission Statement of the Athletic Training Education Program

The mission of the Youngstown State University professional, entry level Master of Athletic Training program is to provide an inter-professional and comprehensive educational environment for the professional preparation of athletic trainers to sit for the Board of Certification (BOC) exam. The following are components of the professional Master of Athletic Training Program mission:

1. To teach the basic and advanced knowledge and skills required to be successful in the athletic training profession through didactic and clinical education components.
2. To instill critical thinking, problem solving, ethical reasoning abilities, and interpersonal skills required to be successful in the athletic training profession with regard to working with the physically active population.
3. To pursue scholarly activities through utilization of research and evidence-based practice to develop practitioners that critically examine the body of knowledge to deliver quality athletic training care.
4. To encourage students to become professionally involved in the athletic training profession in terms of continuing education, leadership and professional responsibility.

Vision Statement

The vision of the Youngstown State University Athletic Training Program is to be nationally known and to advance the development of successful graduates that enhance health, wellness, and quality of life through prevention, assessment, treatment, and rehabilitation.
Program Goals & Objectives

To accomplish the mission of the Athletic Training Program, a number of goals and objectives have been developed to allow for continuous assessment of the program. The goals and objectives of the program are:

1. Students will learn from high quality faculty and clinical preceptors committed to promoting didactic instruction and clinical application in athletic training.
2. Students will demonstrate proficiency in problem solving and clinical reasoning skills to guide clinical practice.
3. Students will demonstrate competency in the five domains of athletic training.
4. Students will demonstrate dedication to the athletic training profession through involvement in scholarly and service activities.
5. Students will learn the importance of inter-professionalism in athletic training to become effective communicators during clinical practice.
YOUNGSTOWN STATE UNIVERSITY
MASTER OF ATHLETIC TRAINING EDUCATION PROGRAM

PROGRAM ADMISSIONS POLICY


A. Currently enrolled students wishing to apply to the Master of Athletic Training Education Program must complete an application and submit all required materials. The application and list of required materials are available on the web sites for the Department of Kinesiology & Sport Science and the YSU Master of Athletic Training Program.

B. Admission to the Master of Athletic Training Education Program is competitive and selective. Admission to the Athletic Training Education Program can occur when a student has reached Senior status (accelerated program) or once a student has earned a baccalaureate degree with completed prerequisites. The program may receive more applications than it has spaces available, therefore, students meeting all selection (application) criteria may be denied admission to this program. Space availability in the formal curriculum will be limited to an average of 15 new students each academic year.

C. The decision regarding final admission is based on the following criteria:

- Completed Athletic Training Education Program Application.
- Completion of Prerequisite coursework.
- University cumulative GPA of 3.0 or above.
- Proof of 50hrs of athletic training observation of which 25hrs completed in a traditional athletic training setting.
- A minimum grade of 2.0 in each prerequisite course.
- Essay and personal statement expressing reasons for selecting Athletic Training and short/long term goals.
- Three personal references.
- Space availability in the formal clinical curriculum site.

D. The deadline to submit the application to the Director of Athletic Training Education is February 15th of each year.

Transfer Students

Students interested in transferring to the Athletic Training Program at Youngstown State University must meet all admission requirements. In
accordance with the Youngstown State University Graduate School Transfer Credit Policy, the Athletic Training Program may accept a maximum of _ graduate credits (20% or less of the total required credits of graduate coursework) earned from another institution beyond a bachelor’s degree, subject to approval by the Program Director. Acceptance of transfer credits for a course is dependent upon the following provisions:

- The student received a grade of 3.0 or better on a 4.0 scale
- The course was taken at an accredited institution
- The course was relevant, as judged by the Program Director upon review of the course syllabus, to the Athletic Training Program
- The course is listed on an official transcript received by Graduate Admissions
- The course will be no older than 6 years at the time of graduation from the program

Students who have completed graduate athletic training coursework at another Athletic Training Program accredited by the Commission on Accreditation of Athletic Training Education (CAATE) or students who have completed graduate credits from a non-CAATE accredited program may apply for transfer credit. Transfer credits will be reviewed by the program director on a case-by-case basis. The Program Director may request additional documentation to render a decision on transfer credits. Graduate credit is not awarded for life experiences.

If admitted to the program, transfer students will be required to complete all courses in the prescribed sequence. Transfer students will be required to enroll in all of the clinical education courses.

**Extra Curricular Involvement (Example: Student Athletes/Band Members)**

Students involved in time consuming extra curricular activities are eligible to apply for admissions into the Master of Athletic Training Education Program. It should be noted that it is not possible to complete the program requirements without full cooperation from the athlete’s coaching staff, band directors, or club leadership.

Clinical experience assignments during the athletic training student’s “in-season” may be deferred to the off-season upon approval by the Director of Master of Athletic Training Education.
EVALUATION AND RETENTION POLICY

Continuance into the Youngstown State University Master of Athletic Training Program requires a continued level of academic and clinical credibility.

1. Satisfactory fulfillment of program requirements is the responsibility of the student.

2. Normal progression toward completion of the program requirements will be monitored by the student, the student’s academic advisor, and the Director of Master of Athletic Training Education.

3. Students are evaluated in the following categories:
   (1) Academic Achievement (minimum 3.0 cumulative GPA)
   (2) Clinical Experience Evaluations

4. A student falling below a 3.0 cumulative GPA at the end of a semester will be placed on Probationary Status for the following semester.

5. A student on Probationary Status must attain a 3.0 cumulative GPA at the end of that semester to return to good standing. A student who fails to meet this requirement will be placed on Final Probationary Status for the next semester.

6. A student on Final Probationary Status will be removed from the clinical setting for the duration of the semester and must attain a 3.0 cumulative GPA at the end of that semester. Failure to meet this requirement will result in dismissal from the Master of Athletic Training Program.

7. No grade lower than a 2.0 (“C”) will be accepted in any Athletic Training core course. If a student receives a grade lower than 2.0 in any Master of Athletic Training course, he/she will be placed on Probationary status. If a student receives two grades lower than a 2.0 in a single semester, he/she will be dismissed from the program.

8. Students must attain a 3.0 (80%) or above on their clinical evaluations. Clinical evaluations are a combination of a Professional/Personal/Integrity Skill score and a Professional Clinical Skill score.
If a student scores below the minimum score, he/she will immediately be placed on Probationary status. The student has until his/her next evaluation to achieve the minimum standard. If the student remains below the minimum standard, he/she will be placed on Final Probationary status from the program for one semester. The student must then meet with the Athletic Training Advisory Board for re-admittance.

9. Students must maintain current certification in CPR, First Aid, and the YSU Blood Borne Pathogens course throughout the duration of the program.

10. Failure to maintain standards will result in Probationary Status, Final Probationary Status, or dismissal from the Master of Athletic Training Education Program.

**Students admitted to the MAT program on a provisional status (i.e. GPA lower than 3.0, must hold a 3.0 cumulative GPA or they will be dismissed from the Program. This is regulated by YSU Graduate Studies.**

**MAT Graduation Requirements:**
1. Completion of complete MAT curriculum including course work and clinical hour requirements.
2. Cumulative Grade Point Average of at least 3.0.
3. Completion (defense/presentation) of Capstone Project.
4. No more than 9 credits of "C" grades.
5. Completion of Graduation Certification Sheet.
6. Please refer to the College of Graduate Studies website for all Graduate Studies requirements and policies:

http://catalog.ysu.edu/graduate/other-regulations/
# Program Requirements for: Master of Athletic Training

## 2-Year Required Course Sequence

### Semester 1 - Fall Semester

<table>
<thead>
<tr>
<th>Subj.</th>
<th>Course #</th>
<th>Course Title</th>
<th>SH</th>
<th>Gr</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT</td>
<td>6900</td>
<td>Basic Athletic Training Laboratory</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>MAT</td>
<td>6915</td>
<td>Evaluation and Management of Lower Extremity Injuries</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>MAT</td>
<td>6910</td>
<td>Clinical Practicum I</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>MAT</td>
<td>5865</td>
<td>Functional Human Gross Anatomy</td>
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<td>4</td>
</tr>
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</table>

**TOTAL 13**

### Semester 2 - Spring Semester

<table>
<thead>
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<th>Course Title</th>
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<tbody>
<tr>
<td>MAT</td>
<td>6920</td>
<td>Therapeutic Modalities</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>MAT</td>
<td>6925</td>
<td>Evaluation and Management of Upper Extremity Injuries</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>MAT</td>
<td>6930</td>
<td>Clinical Practicum II</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>MAT</td>
<td>6935</td>
<td>Athletic Training Organization and Administration</td>
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</table>

**TOTAL 15**

### Semester 3 - Summer Semester (8-week)

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<th>Course Title</th>
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<tbody>
<tr>
<td>MAT</td>
<td>6905</td>
<td>Psychological Aspects of Athletic Injuries</td>
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<tr>
<td>MAT</td>
<td>6950</td>
<td>Evidence-Based Practice/Research</td>
<td></td>
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<tr>
<td>MAT</td>
<td>6965</td>
<td>Advanced Perspectives</td>
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**TOTAL 7**

### Semester 4 - Fall Semester

<table>
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<th>Course Title</th>
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</tr>
</thead>
<tbody>
<tr>
<td>MAT</td>
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<td>Therapeutic Exercise</td>
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<td>4</td>
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<tr>
<td>MAT</td>
<td>6945</td>
<td>General Medical Conditions</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>MAT</td>
<td>6960</td>
<td>Clinical Practicum III</td>
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<tr>
<td>MAT</td>
<td>6985</td>
<td>Capstone Project I</td>
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**TOTAL 13**

### Semester 5 - Spring Semester

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<th>Course Title</th>
<th>SH</th>
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</tr>
</thead>
<tbody>
<tr>
<td>MAT</td>
<td>6970</td>
<td>Pharmacology</td>
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<tr>
<td>MAT</td>
<td>6975</td>
<td>Advanced Seminar</td>
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<tr>
<td>MAT</td>
<td>6980</td>
<td>Clinical Practicum IV</td>
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<tr>
<td>MAT</td>
<td>6990</td>
<td>Capstone Project II</td>
<td></td>
<td>2</td>
</tr>
</tbody>
</table>

**TOTAL 12**

### Total Hours Required for the Degree

60
PROGRAM-SPECIFIC COSTS

Students are responsible for all required fees associated with this program. These required fees include, but are not limited to:

- ATSs are responsible for gas mileage to and from off-campus clinical sites.
- Required FBI/BCI Livescan Fingerprint = $65.00
- Required Student Liability Insurance (Annually) = $40.00 per year
- BOC Certification Examination (Semester 5) = $335-360.00
- Admitted ATs may acquire costs for a physical examination and required immunizations. Students have the ability to get these requirements completed wherever they choose (i.e. family physician).

MATCourse & Lab Fees:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 5865</td>
<td>$300.00</td>
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</tr>
<tr>
<td>MAT 6900</td>
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<tr>
<td>MAT 6910</td>
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<td></td>
</tr>
<tr>
<td>MAT 6915</td>
<td>$100.00</td>
<td></td>
</tr>
<tr>
<td>MAT 6920</td>
<td>$100.00</td>
<td></td>
</tr>
<tr>
<td>MAT 6925</td>
<td>$100.00</td>
<td></td>
</tr>
<tr>
<td>MAT 6930</td>
<td>$25.00</td>
<td></td>
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<tr>
<td>MAT 6940</td>
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</tr>
<tr>
<td>MAT 6945</td>
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<tr>
<td>MAT 6950</td>
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<td>MAT 6960</td>
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<td>MAT 6970</td>
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</tr>
<tr>
<td>MAT 6980</td>
<td>$25.00</td>
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</table>

CLINICAL EXPERIENCE GUIDELINES

The clinical experience provides the student with opportunities to integrate knowledge and skills with CIPs within the context of direct patient/athlete care. During the clinical experience, the student will be responsible for injury prevention, recognition, management, and/or rehabilitation for athletes/patients in various settings. The clinical experience allows for formal/informal learning, practice, and application of the professional Athletic Training CIPs in a clinical environment.

The primary settings for clinical experiences include athletic training rooms, athletic practices, and competitive events. The student will also be exposed to other settings or facilities such as physician offices, operating rooms, emergency rooms, and physical therapy clinics. Students will be provided the opportunity to experience working with athletic practices and competitive events in both men’s and women’s sports. The clinical experience will expose the student to sports for upper extremity injuries and lower extremity injuries, equipment intensive sports, and general medical needs of both genders.
**CLINICAL EDUCATION COORDINATOR**

Yongung Kwon PhD, AT, ATC

The graduate athletic training clinical experience is monitored by the clinical coordinator. Rotation schedule for each athletic training student is established by the Program Director and the clinical coordinator. It is the clinical coordinator’s responsibility to ensure that the students’ clinical experience provides educational learning opportunities while fulfilling requirements established by the NATA, BOC, and CAATE.

**PRECEPTORS**

The MAT Program uses preceptors to supervise clinical education experiences for students and assess CIPs of the student as a requirement of accreditation. Preceptors are certified athletic trainers (ATC) or other recognized health care professionals and must be in good standing with their respective credentialing body. The Preceptor must participate in an initial Clinical Instructor/Preceptor Workshop offered by the MAT program (via a Clinical Instructor Educator) and a refresher workshop every three years. Our program offers frequent workshops available to all preceptors.

Preceptors provide direct visual and auditory supervision for the students assigned to him/her. The preceptor works with a student to develop clinical integrate proficiencies in the assigned clinical rotations delineated by the MAT clinical practicum courses.

**CLINICAL ATTENDANCE**

Each student enrolled in the MAT program has the privilege, not the right, to attend the assigned clinical education experience. Students are expected to follow all rules of ethics and conduct so prescribed. If any student is dismissed from the clinical education experience for disciplinary behavior, his/her education in the MAT program may be terminated.

Students are to attend the clinical education experience at the time and facility designated by Clinical Education Coordinator and Program Director as it relates to the clinical practicum course number. Students cannot miss MAT courses to attend clinical education experiences. A schedule of educational hours will be developed between the preceptor and student at the beginning of the educational experience, with the Clinical Education Coordinator and Program Director providing assistance as needed. Students are expected to be present.
at all designated hours. In the event a student needs to miss the assigned clinical experience, the student should present the request in writing to the preceptor at the beginning of the rotation. The request must be approved by the preceptor.

Prior to beginning the clinical education experience, the student is responsible for contacting the preceptor to establish the first day to report. Upon arrival at the clinical site, the student must check in with the Preceptor prior to beginning the clinical education experience. Prior to departing the clinical site each day, the student is responsible to check out with the Preceptor and document the correct number of hours on the Clinical Education Hours Log on a daily basis. Hours are to be rounded to the closest half hour. Punctuality is a high priority, as this is a sign of dependability.

If snow or flooding or any other act of God prevents a student from attending the clinical education experience then the student will be allowed to make-up the clinical time during the current rotation.

Sudden conflicts, illnesses, or emergencies do occur, albeit rare. In the event that a sudden conflict arises, the student must notify the Preceptor immediately via phone or in person. Only in the most extreme conditions (e.g., death in the immediate family, hospitalization) will this notification be waived.

If a student fails to attend a clinical education experience at the designated time the student is subject to a written warning. The preceptor will fill out an incident form and multiple written warnings for the same offense can result in a disciplinary action within the program of probation, final probation, or dismissal.

**CLINICAL SETTINGS**

Youngstown State University fields several varsity sports teams. These teams operate out of 2 main athletic training rooms. The athletic training rooms are staffed by 6 certified athletic trainers and 5 graduate assistant certified athletic trainers. All YSU certified athletic trainers serve as a Clinical Preceptor. Students are assigned to a Preceptor throughout their clinical education.

Youngstown State University offers off-site clinical education sites in combination with on-campus clinical settings. Some off-campus sites are:

- Struthers High School
- Cardinal Mooney High School
- Youngstown-East High School
- Warren-Harding High School
PRE-SEASON/POST-SEASON/HOLIDAY RESPONSIBILITIES

Master of Athletic Training students assigned to a fall sport with a pre-season that starts before classes begin may be asked to return to school 3 to 5 days before the practices start. Individuals should attempt to make arrangements for housing during this period. If a problem arises, the supervising staff athletic trainer should be notified and may assist in providing housing. Athletic training students may be able to eat meals with the team or receive the same amount of per diem meal money as the athletes. All arrangements should be discussed with the student’s supervising athletic trainer.

Athletic training students assigned to a sport in-season during a holiday break may be asked to stay at the University with their assigned team. Meals or per diem meal money may be provided, and arrangements should be made for housing. All plans should be discussed with the student’s supervising athletic trainer.

If an athletic training student is assigned to a spring sport with a season that continues past the end of spring semester, the student is encouraged to continue providing athletic training services with that sport. It is not required due to summer school and employment responsibilities. Athletic training students should discuss their plans with their supervising athletic trainer early in the semester.

CLINICAL EDUCATION

The MAT Program at Youngstown State University utilizes the learning over time model throughout the program. In this program, a student will enroll in a didactic course to learn the knowledge and skills of a selected topic. The following semester the same student will enroll in a clinical practicum course to review skills and develop CIPs and put into use evidence-based practice.
The purpose of the clinical education experience is to offer each student an opportunity to develop increased proficiency in the skills required to become a BOC athletic trainer. This experience is a component of 4 Clinical Rotations in Athletic Training Clinical Practicum courses. During the class meetings for the Clinical Courses the student and instructor review and practice CIPs learned during the didactic course the prior semester, as well as new athletic training material.

In addition to the class meetings, the student attends the clinical education experience, obtaining all of their clinical education hours under the direct auditory and visual supervision of an assigned Preceptor. During the clinical education experience with a Preceptor the student is able to work in the field under the direct supervision of the Preceptor and apply the CIPs learned. The Preceptor is readily available to guide and interact with the student, and be able to intervene on the behalf of the patient, at the same time allowing for progressive autonomy.

Clinical education experiences are directly linked to the knowledge and skills and CIPs of the MAT Clinical Practicum courses. Students are assigned to a Preceptor and clinical responsibility/sport assignment that best fulfills the CIPs of the Clinical Practicum courses.

The Pre-MAT Student participates in direct observation hours, which are different from direct supervision hours. Direct observation hours offer the potential new student an opportunity to observe the clinical education environment and become familiar with the responsibilities and roles of the preceptor and student. The Pre-MAT Student does not perform any direct patient/athlete care. If any student chooses to complete observation hours with YSU Athletic Training, he/she must complete Blood-Borne Pathogen Training and HIPAA/FERPA Training prior to observing in any YSU Athletic Training affiliated facility.
CLINICAL EDUCATION GUIDELINES

When the athletic training student is assigned to a preceptor, it is essential that all personnel understand that the ATS is in the clinical education setting to learn under direct supervision, not simply to provide a service to patients/athletes and support personnel or act as a replacement for a full-time employee. The responsibilities of the ATS and Preceptor are provided below.

The Athletic Training Student should:
1. place a priority on academic courses.
2. communicate with the Preceptor regarding daily clinical experience opportunities.
3. practice CIPs with Preceptors and peers to develop proficiency.
4. mentor and teach other students in the program.
5. apply critical thinking, communication, and problem solving skills.
6. be prepared for proficiency assessments on a daily basis.
7. obtain MAT clinical experiences during scheduled direct patient/athlete care supervision by the Preceptor.
8. perform skills on patients/athletes only once assessed on the skill in the didactic course.
9. be willing to learn about variations in applying the same technique or skill.
10. provide honest feedback of the ATP clinical experience through the Preceptor Evaluation and the Clinical Site Evaluation, completed at the end of each rotation.

The Clinical Instructor should:
1. accept the MAT student assigned to his/her facility without discrimination.
2. utilize the MAT student for no more than 40 hours/week and allow at least one day off every seven days. (no weekly hour min or max)
3. provide direct supervision of the MAT student in the context of direct patient/athlete care, which is defined as direct visual and auditory interaction between the Preceptors and the ATS.
4. allow the MAT student an opportunity to answer his/her own questions using critical thinking and problem solving skills.
5. provide supervised opportunities for the MAT student to actively participate in patient/athlete care related to the clinical course and clinical experience level of the MAT student.
6. allow the MAT student to only perform skills on patients/athletes once assessed on the skill in the didactic course or in the clinical setting.
7. guide the MAT student in using communication skills and developing professional and ethical behaviors.
8. assess the MAT student on CIPs related to the clinical course and clinical experience level of the MAT student.
9. provide ongoing feedback to assist the MAT student in developing proficiency in skills related to the clinical course and clinical experience level of the MAT student.

**CLINICAL EDUCATION RELATED INJURIES AND ILLNESSES**

Athletic Training students enrolled in MAT clinical courses or completing observation experiences are assigned clinical education experiences to a variety of on-campus activities and off-campus affiliate sites. These affiliate sites do **not** usually assume responsibility for or treat students at no charge who become sick or injured during their clinical education experience. Youngstown State University is not responsible to provide or pay for treatment for sickness or accident for students.

The Master of Athletic Training student is responsible to provide his/her health insurance either through a family or individual policy. Any student **not** covered by health insurance assumes **total financial responsibility** for medical treatment should any accident or illness occur while enrolled as a Master of Athletic Training student at Youngstown State University.

If an injury or illness occurs during the clinical education experience the following procedure should be followed:

1. The student may receive treatment at the affiliate site or elsewhere and is responsible for the cost of the treatment.
2. An incident report form should be completed by the injured or ill student and submitted to the Clinical Education Coordinator for the MAT program to be retained in the student’s permanent file.

**CLINICAL ROTATION EVALUATIONS**

Evaluations are a crucial part of the academic process, both for the program and the student. Students are required to complete the following evaluations, which include but are not limited to:

1. A Preceptor Evaluation Form at the end of each clinical education experience.
2. An Affiliate Clinical Site Evaluation at the end of each clinical education experience.
3. A self-evaluation regarding clinical proficiency and professional growth at both the mid-term and end of each clinical education experience.

Students have a responsibility to provide a copy of the Athletic Training Student Evaluation Form to the Preceptor at the mid-point and end of the clinical education experience. This form is completed by the Preceptor and then reviewed and signed by the Preceptor and student together. The student also has the responsibility for submitting this completed and signed form to the Clinical Education Coordinator on the specified due date.

**CLINICAL ROTATION LENGTH & HOURS**

During the clinical education experience a student must document the number of hours directly supervised by a Preceptor on the Clinical Education Hour Log. The documentation must occur each day and must be accurate; hours can be rounded to the nearest half hour. The following hours cannot be included when documenting hours on the Clinical Education Hour Log:

1. time spent traveling with a team
2. academic hours
3. unsupervised hours
4. time spent hanging out in the athletic training rooms
5. team meals
6. team meetings
7. unproductive hours in the athletic training room
8. hours as a first responder

A student in the clinical education setting does not replace a full-time employee nor is treated as a full-time employee. Students must complete a minimum of 300 hours, and not to exceed 500 hours each semester. It is recommended that a student work a minimum of 15 hours to a maximum of 25 hours per week, however there is no required weekly minimum or maximum. A student cannot load clinical education experience hours at the beginning, middle, or end of the experience; this is not conducive to learning over time and developing proficiency in a skill or technique.

Occasionally a unique opportunity may present itself for the student to obtain an outstanding educational opportunity requiring more than the suggested 25 hours during the week (i.e. preseason football camp); these opportunities should be discussed with the Clinical Education Coordinator.

**Additional Hours**
Clinical education hours are obtained as part of a clinical course. Clinical education hours obtained outside of academic calendar that are associated with the MAT clinical courses, such as pre-season football or Christmas/Winter break, can be counted towards the 300-500 hour requirement.

**PRACTICE CONDUCT**

The MAT student should arrive on time and stay the length of the entire practice. The proper equipment (athletic training kit, water, ice, emergency equipment, etc.) should be in the proper locations and in working order by the start of practice. An advantageous position should be chosen where the MAT student will be close to the action, be able to see all of the athletes and not be in the way of practice. First aid should be administered as necessary. MAT students should always pay attention to the activities going on and always have scissors, band-aids, tape, gloves, gauze pads, etc. in a medical pack or in their pockets. Emergency action plans (EAPs) are located in each athletic training room in an accessible red binder. The MAT student should be aware of the emergency action plan for the facility where the practice is taking place. The MAT student is always under the supervision of a staff athletic trainer and he/she can be called on whenever necessary.

**EVENT CONDUCT**

The MAT student should arrive on time and in uniform. At home contests, the MAT student should introduce himself/herself to the visiting team’s athletic trainer and offer available services. When at away contests, MAT students should locate the athletic training room and introduce themselves to the athletic trainer. All athletic training equipment, emergency equipment, water, ice and other supplies should be in the proper position by the beginning of the game. MAT students should not cheer or make critical comments towards or about any athlete or official during an event. Encouraging or positive comments may be made toward the athletes. The MAT student should know the emergency action plan for the facility where the event is taking place. The emergency action plan will be located in the athletic training room. MAT students should act professionally at all times and be aware and attentive to the event taking place.
DIRECTED OBSERVATION

Students seeking admission into the MAT must attain clinical hours through directed observation during clinical observation experiences. Direct observation hours offer the potential new student an opportunity to observe the clinical education environment and become familiar with the responsibilities and roles of the Preceptor and student. The Pre-MAT student does not perform any direct patient/athlete care. The Pre-MAT student follows the guidelines outlined in the MAT Student Handbook.

PERSONAL BELONGINGS

Personal belongings (e.g., purse, wallet, book bag, vehicle) are the responsibility of the student not the clinical site. The University and the clinical site assume no financial responsibility for the loss or damage of personal belongings at the clinical site.

TRANSPORTATION TO CLINICAL EDUCATION EXPERIENCE

Students are expected to assume responsibility for their own transportation to the various clinical education experience assignments that are off campus. Please note that the Program Director and Clinical Education Coordinator will attempt to work with those students who do not have their own transportation, but remember that the student has the ultimate responsibility in making sure that she/he arrives to his/her clinical experience assignment on time.

ATHLETIC TRAINING STUDENTS DRESS CODE

All MAT students are expected to dress appropriately and professionally at all times when they are in the athletic training room and when representing the Youngstown State University Athletic Training Program. Students should present themselves as a health care professional by being neatly groomed and wearing clothes that are clean and neat. If a student is not properly dressed, he/she will be sent home to change. The following is a list of what can and cannot be worn in the athletic training room, and when representing the Youngstown State University Athletic Training Program.

1. MAT students should wear a collared polo shirt (red, black, gray or white), t-shirt or sweatshirt. These items should have the Youngstown State Athletic Trainer or Youngstown State University logo on them. Students working football must be wearing Under Armour.
2. MAT students should wear dress shorts or slacks (khaki or black). Shorts must be of an appropriate length and have hemmed edges (denim shorts are prohibited). If shorts are too short or too tight, the student will be sent home to change.

3. Outdoor weather gear may be worn when appropriate but must conform to previously described colors and logo. Absolutely no sweatpants or yoga pants will be permitted.

4. MAT students should wear sneakers or professional closed-toe shoes that are clean and functional to perform their duties in the athletic training room and at practice and games.

5. No hats or sunglasses are allowed to be worn in the athletic training room.

6. Hats and sunglasses worn outdoors must be professional looking.

7. Socks should be of an appropriate color and worn at all times.

8. While traveling with a Youngstown State University athletic team, the student should adhere to that team’s dress code.

9. All facial hair should be neatly groomed.

10. Make-up must be worn in the manner representative of a health care professional.

11. Earrings must be of the stud type or not hang farther than 1 inch from the ear lobe. Nose studs or other facial piercings must be discrete and professionally appropriate.

12. Tatoos that are visible or distracting may need to be hidden with sleeves or appropriate clothing.

13. All forms of advertisements (i.e., logos on hats, words on a shirt) that may be construed as unprofessional are prohibited.

14. MAT students will be required to wear their issued name-tag at all clinical sites.
15. The Youngstown State University Athletic Training Program staff/faculty reserves the right to address other dress code issues not previously mentioned as they arise.

**COMMUNICABLE DISEASE POLICY**

If a MAT student becomes ill with a communicable disease, he/she will report to the Medical Director/Director of Sports Medicine for evaluation as soon as possible. Upon evaluation the physician will determine the appropriate intervention needed and the amount of time the MAT student shall remain out of contact with others to prevent transmission.

If the MAT student acquires a communicable disease, the student will notify their Program Director and Medical Director as soon as possible. A signed release from a medical practitioner may be required with certain illnesses, prior to resuming clinical experiences. The CDC lists the following communicable diseases:

- Blood borne pathogens
- Conjunctivitis
- Cytomegalovirus
- Diphtheria
- Gastrointestinal infections, acute
- Hepatitis A
- Herpes simplex
- Measles
- Meningococcal disease
- Mumps
- Parovirus
- Pertussis
- Poliomyelitis
- Rabies
- Rubella
- Scabies and pediculosis
- Staphylococcal aureus infection
- Streptococcus infection
- Tuberculosis
HEALTH PHYSICAL AND IMMUNIZATION

All MAT students must have a physical examination with immunization records (by a MD/DO by August 1st (or Athletic Training Orientation Date) of the year entering the ATP. The physical exam includes a medical history (operations, previous illness, current medications, vision, mental screening) and a review of technical standards and immunization records. The same physician completes the physical and reviews the technical standards. MAT students should also discuss immunization requirements with their physician at this time. MAT students have an option of completing their physical examination over the summer with their family physician. If MAT students choose to have a family physician complete the physical, MAT students must use the medical form provided by the MAT Program. YSU does not have an Immunization policy, however MAT students must show proof of immunizations prior to beginning the first clinical rotation. Immunization records must be submitted to the Program Director and Medical Director along with the completed physical and technical standards. Immunization records are reviewed and proofed by the YSU MAT Medical Director. In addition, students must show proof of a negative TB test completed at least two months before the start of the first clinical rotation. Costs associated with the physical examination and immunizations are not covered the program and may be acquired by the student.

Students failing to submit such evidence may be unable to attend the assigned clinical education site as a requirement to successfully complete a clinical practicum course and to successfully complete the requirements for graduation.

BLOOD BORNE PATHOGENS

While performing the duties of a MAT student, there is a potential for exposure to blood and other possibly infectious material. With this possible exposure is a risk of acquiring Hepatitis B Virus (HBV) and Human Immuno-deficiency Virus (HIV) infection. HBV is a serious and potentially life threatening disease and all MAT students are required to show proof of vaccination or to become vaccinated against HBV. The vaccination is a series of three shots given over a 6 month period.

All new MAT students must complete a Blood Borne Pathogen Exposure Control seminar for First-Aid Responders presented by the Youngstown State University Office of Environmental Safety and Health. This seminar is offered at Athletic Training Orientation or at the beginning of each school year. Every year after that, a refresher course must be taken on the web site for the through the Youngstown State University Office of Environmental Safety and Health.
See Appendix C for details on the Youngstown State University Athletic Training (through Department of Athletics) Policy Statement on Bloodborne-Pathogens.

**GRIEVANCE PROCEDURE**

The MAT Program recognizes the rights of students enrolled in the MAT Program to express grievances and attempts to seek solutions and answers to problems, complaints, or injustices arising from the day-to-day working relationships and differences which may occur between student, faculty or administration. Whenever a misunderstanding or problem exists, students are expected to address the misunderstanding immediately with the person(s) directly involved.

To file a grievance, MAT students must follow the YSU Graduate College grievance procedure provided on the YSU Graduate College website.

**HARASSMENT**

Youngstown State University Department of Kinesiology & Sport Science respects and encourages the dignity and professionalism of its staff and students and is firmly committed to maintaining a learning and working environment that is free from any form of discrimination and harassment. Discrimination and harassment in any form based on gender, race, color, age, national origin, disability, religion, or any other characteristic protected by state or federal laws is prohibited, as are all forms of sexual intimidation and exploitation. In keeping with this commitment, this department follows the Youngstown State University no tolerance policy and will not tolerate any unlawful harassment of its staff or students. Harassment that interferes with an individual’s work, or academic performance, or that creates an intimidating, hostile, or offensive working environment will not be tolerated.

All members of the MAT Program are expected to follow and enforce this policy, and as such, are responsible for addressing all forms of harassment, and shall notify immediately the appropriate supervisor of any alleged infractions. Complaints of harassment will be promptly and thoroughly investigated and appropriate action, including disciplinary measures, will be taken when warranted.

**Definitions:**

Harassment – consists of unwelcome conduct, whether verbal, physical, or visual which is based on a person’s race, color, religion, gender, age or disability. Types of harassment behavior which may be deemed inappropriate
or offensive include but are not limited to: derogatory remarks, epithets, off color jokes, comments or actions that reinforce male/female stereotypes, devaluation of males or females, advising males and females differently regarding major, career goals, course selection, or job expectations, the display or circulation of offensive printed or visual material, or offensive physical or verbal actions, conduct, or contact.

Sexual Harassment – is defined as unwelcome sexual advances, requests for sexual favors, and other physical and verbal conduct of a sexual nature, where (1) submission to such conduct is made wither explicitly or implicitly a term or condition of an individual’s employment or education; (2) submission to or rejection of such conduct by an individual is used as the basis for employment or education decisions affecting the individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual’s academic or professional performance or creating an intimidating, hostile, or demeaning employment or education environment.

Quid-pro-quo Sexual Harassment – involves (1) making submission to sexual demands an implicit or explicit term or condition of a student’s academic performance or condition of employment; or (2) making decisions affecting someone’s employment or compensation on the basis of whether the person submits to or rejects sexual demands.

Complaint Procedures:

If a student believes s/he has been subjected to harassment (including sexual harassment) or discrimination or has witnessed any act of harassment or discrimination, a complaint can be filed with the Office of the Vice President for Student Affairs.

HIPAA, CONFIDENTIALITY, PRIVACY, AND SECURITY

Youngstown State University and the MAT Program are committed to safeguarding the confidentiality of protected health information and other confidential information which is or may be contained in the medical records. Youngstown State University and the MAT Program are committed to ensuring that protected health information and other confidential information is used and/or disclosed only in accordance with the University’s policies and procedures and applicable state and federal law.
All Department of Intercollegiate employees and MAT students must hold confidential information used or obtained in the course of their educational experience in confidence. All protected health information and other individually identifiable health information must be treated as confidential in accordance with professional ethics, accreditation standards, and legal requirements.

Everyone with access to protected health information and other confidential information is responsible for safeguarding its confidentiality. Health information and other confidential information may be in paper, electronic, verbal, video, oral, or any other form, and must be protected regardless of form. Access to health information in any format must be limited to those persons who have a valid business or medical need for the information, or otherwise have a right to know the information. Individuals who access clinical records from other organization are expected to follow that organization’s requirements.

To abide with this policy one must only:
- Discuss patient/student-athlete information with authorized personnel only and only in a private location where unauthorized persons cannot overhear.
- Keep medical records and other confidential information secure and unavailable to persons not authorized to review or obtain those records or information.
- Follow specified procedures for use of electronic information systems, including use of individual passwords, logging off when finished, proper data entry techniques, and protection of displayed or printed information from unauthorized users.
- Omit the patient/student-athlete’s name and other unique identifiers when using case reports or hypothetical situations for educational or training purposes.
- Verify with the patient/student-athlete what information may be given to the patient/student-athlete’s family and friends with the patient/student-athlete’s knowledge and permission.
- Screen requests for access to all patient/student-athlete and other confidential information so that the minimum necessary amount of information is made available and made available only to those persons who are legitimately involved in patient care, billing or administrative operations.
- Release patient/student-athlete medical records and other confidential information to external sources only upon receipt of written authorization from the patient/student-athlete.
• Use appropriate information security procedures for users of electronic information systems. Medical information should be transmitted electronically.

Any knowledge of a violation of this confidentiality policy must be reported to an immediate supervisor. The supervisor will present the information to the Clinical Education Coordinator for review, and, if necessary, investigation through the Head Athletic Trainer, Program Director, the Provost, and the University’s general counsel.

CONFIDENTIALITY PROCEDURE

Disclosing any information about a patient’s condition is considered unethical by the Board of Certification (BOC). Information regarding a patient’s condition is highly confidential. Any athletic training student that discusses this information outside of the health care system may be dismissed from the Athletic Training Program. Athletic training students are not permitted to speak to the media, their classmates, their friends, their family, or anyone outside of the health care staff regarding a patient’s injury/illness.

ORIENTATION

Each student is required to attend yearly MAT Athletic Training Orientation held prior to the academic year. The student may not begin assigned clinical education experiences until the MAT Athletic Training Student Orientation has been completed. The fall MAT Orientation will occur within a month prior to the start of classes, with the official date announced by June 1st. MAT Orientation will also include CPR Certification through the American Red Cross.

LIABILITY INSURANCE

For the protection of the student accepted into the MAT Program, all students enrolled in clinical practicum courses will be required to carry medical liability insurance from the beginning of the MAT Program until the time of graduation. The student’s responsibility is to pay for the insurance premium (~$40.00) at the beginning of each academic year. The liability insurance coverage applies to all classroom and clinical education experiences delineated by the MAT program. This insurance does not cover student activities such as summer camps, transporting an injured or ill athlete, driving an institutional vehicle, or other similar activities.
**MASTER OF ATHLETIC TRAINING STUDENTS AND PROFESSIONALISM**

Master of Athletic Training students are responsible for performing many duties while in the athletic training program. They are expected to provide care for athletes while also learning and improving upon their athletic training skills by observing, practicing, and attending class. To best accomplish these goals, MAT students must maintain a high level of professionalism in all aspects of the program. In particular, students should:

- Adhere to the Code of Ethics of the National Athletic Trainers' Association.
- Promote good health, vitality and physical fitness.
- Display professional dress and personal cleanliness.
- Exhibit optimism, enthusiasm, understanding, and sympathy.
- Exert a sense of leadership, self-confidence, initiative, scholarship and intellectual curiosity.
- Use common sense and good judgment.

**Outside Employment and Athletic Training**

The MAT student has many responsibilities and duties that he/she must perform. A MAT student should be dedicated to his/her roles as a student and as a MAT student. The student’s clinical experience and class work should be given top priority. If a student wishes to hold a part-time job and/or participate in other activities, these interests should be scheduled secondary to his/her athletic training responsibilities.

**Drug and Alcohol Policy**

YSU MAT students are covered by the Youngstown State University, Department of Intercollegiate Athletics, Student-Athlete Drug Education and Testing Policy. This is a physician-directed program and as such resides under the guidance of the Director of Sports Medicine, or designee. Although this is primarily a student-athlete program, the policy also includes cheerleaders, student managers and athletic training students. As such, MAT students are subject to drug testing as defined by the program. This program and its sanctions are independent of the NCAA Drug Testing Program.

The overall priority of the program is to institute an acceptable standard of professionalism for the MAT student and to protect the health and safety of the Youngstown State University student-athlete. The focus of the program is to
create a state of awareness, recognition, and acknowledgment of the MAT student’s professional and personal environmental surroundings.

1. The goals of the Student-Athlete Drug Education and Testing Policy in regards to the MAT students are:

   A. To promote a safe and healthy environment for the Youngstown State University MAT student.

   B. To create an awareness and recognition of professional and social dilemmas involving the possible use of drugs and alcohol.

   C. To assist students to acknowledge a possible substance abuse situation or problem and seek the proper assistance and educational components.

   D. To create an educated, healthy and safe environment for the present and future careers of the athletic training student.

   E. To create a professional knowledge of alcohol and drug program guidelines.

   F. To understand all campus, local and state drug and alcohol regulations and bylaws.

2. In addition to the provisions of the Student-Athlete Drug Education and Testing Policy, athletic training students covered by this Handbook are expected to abide by the following standards of conduct:

   A. MAT students will adhere to all federal and state laws, as well as University policies and ordinances, pertaining to alcohol and drug use.

   B. MAT students will not consume alcoholic beverages or other illegal substances with any current student-athlete.

   C. MAT students will not publicly consume alcohol in apparel that identifies the individual with the Youngstown State University MAT Program or as part of a Youngstown State University athletic team.

   D. MAT students will consume alcohol responsibly (if of legal age to do so) and will not be intoxicated in public.
E. Students will not use alcohol or drugs in a manner that interferes with the MAT student’s academic success, performance as an MAT student, or professional relationships.

3. Any MAT student found to have violated the Student-Athlete Drug Education and Testing Policy or the provisions of this Handbook may be subject to sanctions, including but not limited to, referral for professional counseling, probation, or dismissal from the MAT program.

4. Decisions regarding sanctions will be reviewed on a per case basis by the Advisory Board and will follow the guidelines established by the Student-Athlete Drug Education and Testing Policy.

5. The provisions of this Handbook are in addition to all Federal and State laws, as well as University policies and ordinances, pertaining to alcohol and drugs.

6. Details of the Student-Athlete Drug Education and Testing Policy are available through the Compliance Office.

Social Relationships Policy

The field of Athletic Training is a health care profession that involves caring, concern, discipline, and self-awareness. The MAT student should be aware of the potential problems with social relationships with an athlete/patient.

1. An amorous or sexual relationship between a MAT student and an athlete may impair or undermine the ongoing trust needed for effective athletic training skills. Because of the MAT student’s power over the athlete, inherently conflicting interests and perceptions of unfair advantage arise when a MAT student assumes or maintains medical responsibility for an athlete. It is, therefore, the policy of Youngstown State University that each MAT student who has medical responsibilities for athletes shall not assume or maintain medical responsibility for an athlete with whom the MAT student has engaged in amorous or sexual relations, even if such relations were consensual. Whether such amorous or sexual relationships predate the assumption of medical responsibility for the student, or arise out of the medical relationship, the MAT student shall immediately disclose the amorous or sexual relationship to the Program director, who shall promptly arrange other oversight for the MAT student.
2. Violating this policy must be reported to the Director of Master of Athletic Training Education and Clinical Education Coordinator. Violations of the policy may result in sanctions, including but not limited to:
   A. Advisory Board Mandatory counseling;
   B. Mandatory participation in drug & alcohol testing;
   C. Suspension from program;
   D. Dismissal from program;

In addition to any action taken by the Advisory Board, alleged violations of this policy that also constitute a possible violation of criminal law will be forwarded to the appropriate law enforcement agency.

**CELL PHONE POLICY**

While students are doing clinical hours in any athletic training facility, he/she must leave his/her cell phone with personal belongings or it must be turned to silent mode. If the cell phone becomes a distraction while completing clinical hours, the student may be asked to leave by their preceptor.

**Web-Based/Social Media Policy**

Athletic training students are encouraged not to have profiles on social networking websites such as Facebook, Twitter, Instagram, Snapchat etc. The following guidelines should be followed if a student chooses to utilize such services:

1. No offensive or inappropriate pictures should be posted. Examples of offensive or inappropriate pictures include, but are not limited to, alcohol, illegal drugs, and sexual innuendos.

2. No offensive or inappropriate comments should be posted. Examples of offensive or inappropriate comments include, but are not limited to, references to drunkenness, illegal drugs, acts punishable by law, and foul language (curse words).

3. No reference to being an athletic training student at Youngstown State University should be posted.

4. No information related to the health or playing status of any athlete or patient from Youngstown State University or clinical sites utilized by the Athletic Training Program should be posted.

NOTE: In addition to the unfortunate reality of online predators, potential employers and
internship supervisors also use these sites to screen candidates. Many graduate programs and scholarship committees now search these sites to screen applicants. Therefore, athletic training students are required under this policy to set all social networking pages to “private” to limit open access. A violation of the policy is a violation of academic standards. Conduct which falls under the policy may also be subject to disciplinary action under the applicable conduct code.

**Technical Standards**

The technical standards set forth by the YSU Athletic Training Program establish the essential qualities considered necessary for students admitted to this program to achieve the knowledge, skills and competencies of an entry-level athletic trainer as well as to meet the expectations of the program’s accrediting agency (Commission on Accreditation of Athletic Training Education). Compliance with the program’s technical standards does not guarantee a student’s eligibility for the Board of Certification (BOC) exam. The following abilities and expectations must be met by all students admitted to the program. In the event a student is unable to fulfill these technical standards, with or without reasonable accommodation, the student will not be permitted to begin the clinical education component of the program.

**Candidates for selection to the Athletic Training Program must demonstrate:**

1. The mental capacity to assimilate, analyze, synthesize, integrate concepts, and problem solve to formulate assessment and therapeutic judgements and to be able to distinguish deviations from the norm.
2. Sufficient postural and neuromuscular control, sensory function, and coordination to perform appropriate physical examinations using accepted techniques; and accurately, safely and efficiently use equipment and materials during the assessment and treatment of patients.
3. The ability to communicate effectively and sensitively with patients and colleagues, including individuals from different cultural and social backgrounds; this includes, but is not limited to, the ability to establish rapport with patients and communicate judgement and treatment information effectively. Students must be able to understand and speak the English language consistent with competent professional practice.
4. The ability to record the physical examination results and a treatment plan clearly and accurately.
5. The capacity to maintain composure and continue to function well during periods of high stress.
6. The perseverance, diligence, and commitment to complete the athletic training education program as outlined and sequenced.
7. Flexibility and the ability to adjust to changing situations and uncertainty in clinical situations.
8. Affective skills and appropriate demeanor and rapport that relate to professional education and quality patient care.

Candidates for selection to the Athletic Training Program will be required to verify that they understand and meet these technical standards or that they believe that, with reasonable accommodations, they can meet the standards. The Youngstown State University Center for Student Progress Disability Services will evaluate the documentation of a student who states he/she could meet the program’s technical standards with accommodation and confirm that the stated condition qualifies as a disability under applicable laws.

If a student states he/she can meet the technical standards with accommodation, then the University will determine whether it agrees that the student can meet the technical standards with reasonable accommodation as required by law.

**Should a student’s health status change while enrolled in the MAT program, he/she is required update their signature on the Technical Standards form.**
APPENDIX A

ATHLETIC TRAINING ROOM POLICIES AND PROCEDURES

Master of Athletic Training Student Guidelines

1. MAT students are expected to report promptly to all clinical experiences. It is expected that they will be present to provide athletic training services for their athletes. They should arrive in time to do all pre-event taping and treatments and stay after the event until all their athletes have been treated and have left the athletic training room.

2. MAT students will dress appropriately and professionally at all times when representing the Youngstown State University athletic training program (see dress code).

3. MAT students are responsible for assisting in the on-going, daily and weekly maintenance of the athletic training room, and for maintaining athletic training room cleanliness.

4. MAT students are expected to act in a professional manner when representing the Youngstown State University athletic training program. MAT students will be held accountable for their actions while on or off duty.

5. MAT students are responsible for maintaining the academic standards required of them (see evaluation and retention policy).

6. MAT students are expected to schedule their classes at appropriate times as to allow for no conflicts with their scheduled athletic training room duties.

7. MAT students shall not discuss any confidential information or knowledge about student-athletes with anyone not associated with the athletic training program.

8. MAT students are required to abide by the travel rules of the team that they are traveling with.

9. MAT students are expected to maintain current First Aid and CPR certifications.

10. MAT students are required to maintain the ethical standards of the athletic trainer as set by the National Athletic Trainers Association.
11. Documentation should be kept on all athletes who are treated in the athletic training room. All records should be kept in the manner of a SOAP note style format as completed by the Athletic Training Staff. Athlete’s records and files should be kept in either the doctor’s office or medical records computer program.

12. Any Youngstown State University MAT student may be sanctioned for inappropriate professional or ethical conduct, or academic deficiencies. Decisions regarding sanctions will be reviewed individually and established by the Director of Master of Athletic Training Education and/or the Advisory Board. Violations may be related to, but are not limited to, the following:
   a. Academic standard deficiencies
   b. Inappropriate completion of competency skills testing program requirements
   c. Orientation or in-service program attendance
   d. Unethical professional or personal behavior
   e. Tardiness or absenteeism
   f. Improper professional attire
   g. Improper use of athletic training room facilities
   h. Improper use of athletic facilities for personal interests
   i. Improper use of job position for personal opportunities
   j. Inappropriate personal use of keys, computers, telephones, or office supplies
   k. Use of medical supplies for personal venture
   l. Theft or selling of medical supplies for personal ventures
   m. Illegal dispensation of prescription medication
   n. Sexual harassment or other prohibited discrimination
   o. Insubordination or disregard for Athletic Training or Department of Intercollegiate Athletics guidelines
   p. Communication of injury or athletic team history with non medical personnel
   q. Unreported personal relationship with Youngstown State University athletic team members
Athletic Training Room Rules and Regulations

1. All athletic training room rules and regulations will be monitored by athletic training staff and faculty.

2. The athletic training room is a medical facility and should be treated as one.

3. Only athletic trainers, physicians and coaches are allow in the athletic training room office.

4. Athletes should not be allowed in the athletic training room without supervision and should not be allowed to self-treat.

5. Athletes are not allowed to get into a whirlpool and turn it on by him/herself.

6. All reusable supplies given out must be first approved by a staff athletic trainer, signed out and then returned when finished. Athletes may not help themselves to any supplies or medication.

7. Only athletes waiting for or receiving treatment should be in the athletic training room.

8. There shall be no horseplay, shouting, swearing, loitering or any other type of disruptive behavior allowed.

9. All athletic equipment should be left outside the athletic training room or placed in the designated area.

10. No cleats, spikes or muddy shoes are allowed in the athletic training room.

11. Appropriate dress should be worn at all times.

12. The athletic training room should be kept clean and neat at all times. All garbage should be placed in the trash can, and all supplies and equipment should be put in their proper place when finished.

13. No tobacco products are allowed in the athletic training room.

Rules, regulations and duties are not limited to those listed. Each specific athletic training room will have its own specific rules and duties. Supervising
athletic trainers are responsible for reviewing these rules and regulations with MAT students at the beginning of each semester.

**Transporting Student Athletes**

The NCAA Rules and Extra Benefits state that a Youngstown State University employee may provide a student athlete only reasonable and occasional local (i.e., within a 30 mile radius of campus) transportation. Thus, transportation by a staff or athletic training student of a student-athlete to a medical appointment is permissible. MAT students are not permitted to drive an athlete to a medical appointment without a Preceptor.
APPENDIX B

NATIONAL ATHLETIC TRAINERS’ ASSOCIATION

Background

The National Athletic Trainers’ Association (NATA) was organized in 1950 to secure a position for athletic trainers in the allied health care profession. The NATA has worked to raise professional standards, to encourage ethical conduct of its members, and to advance the profession of athletic training. The NATA provides a certification examination to become a certified athletic trainer. A quarterly journal is published by the NATA and an annual convention is held by the NATA to inform members of the profession of new developments in the field of athletic training. The main purpose of the NATA is to improve the quality and status of the athletic training profession.

Membership

Athletic training students are strongly encouraged to become members of the NATA as early in their graduate education as possible. Benefits of becoming a member include: discounted fees to state, district and national athletic training conventions, a subscription to the Athletic Training Journal, the NATA NEWS, and eligibility for NATA scholarship.

The application process of becoming a member of the NATA consists of completing the application form for student membership, and returning the form, with the accompanying fee, to the NATA. Student membership applications may be obtained by visiting the NATA website at www.nata.org. Memberships run from January 1 to December 31 of each year, and renewal applications are sent out each year.

Certification

The Board of Certification (BOC) Inc. was formed to provide a certification program for entry-level athletic trainers and continuing education standards for certified athletic trainers. The purpose of the BOC Inc. and its program is to establish standards for entry into the profession of athletic training and to require all certified athletic trainers to complete continuing education credits to maintain their status in the profession.

Individuals wishing to become a certified athletic trainer must satisfy the basic requirements, the section requirements used to meet eligibility requirements, and pass a 3 part national certification examination. There is an application process to obtain a spot to sit for the certification examination. To acquire credentialing information, look on the BOC website or write to the BOC Inc. Make sure you meet all of the requirements to sit for the examination and then choose the closest date to graduation or a date post-graduation. You should submit your application at least 3 months before the testing date to assure yourself a spot.
Appendix C
Youngstown State University Athletic Training Department

Policy Statement on Blood-Borne Pathogens
The athletic training program adheres to the practice of “Universal Precautions” as outlined by O.S.H.A. (Occupational Safety and Health Administration). This is necessary to ensure that all necessary procedures are taken to minimize health risks to patients, staff, and visitors (4). This standard applies to all athletic department members (facility personnel, coaches, managers, strength and conditioning staff, and the athletic training staff) who, under normal daily tasks, may anticipate contact with blood and other potentially infectious material containing organisms such as HIV, HBV, and HCV (1). Athletic training staff members include the head athletic trainer, assistant athletic trainers, and student athletic training aides participating clinical components of the athletic training room.

Identification of Risk Tasks (2):
A. Injury/Illness Management
   1. Management of open wounds
   2. Management of open fractures and dislocations
   3. Blister care
   4. CPR
   5. Rescue Breathing

B. Environmental Management
   1. Soiled laundry and linens
   2. Cleaning surfaces in work areas
   3. Disposal of all Bio-hazardous waste

Universal Precautions require all staff members working in the athletic training facility to treat all patients’ blood and other potentially infectious material (OPIM) as though it is infected with HIV, HBV, HCV or other blood borne pathogens. Universal precautions and infection control must be practiced at all times to minimize the chance of exposure to HIV, HBV, and HCV (4). HIV, HBV, HCV and other blood borne pathogens can be present in the following:

1. Body fluids, which include saliva, vaginal secretions, cerebral spinal fluid, synovial, pleural, peritoneal, pericardial, and amniotic fluids, and any other body fluid containing visible blood.

1. Management of open fractures and dislocations
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1. Body fluids, which include saliva, vaginal secretions, cerebral spinal fluid, synovial, pleural, peritoneal, pericardial, and amniotic fluids, and any other body fluid containing visible blood.
2. Unfixed tissues and/or organs, other than skin
3. Blood, which is the primary concern with exposure and transmission of HIV, HBV, and HBC in the occupational setting.

**UNIVERSAL PRECAUTION PROCEDURES:**
1. Gloves (latex) represent the most common form of a protective barrier against contamination (2).
   a. Gloves should be worn whenever the possibility of exposure to blood or other fluids exists.
   b. Gloves must be used when touching blood, body fluids, mucous membranes, or non-contact skin of all student-athletes. This also includes handling items or surfaces soiled with blood or other body fluids.
   c. Gloves MUST be changed after contact with each procedure and disposed of in the appropriate Biohazard container. This also applies in the event of a defective, ripped, or torn glove.
   d. Any cut, laceration, abrasion, or cracked/damaged skin on the athletic trainer should be covered with the appropriate bandage prior to treating student-athletes.
   e. **GLOVES ARE NOT A SUBSTITUTE FOR HAND WASHING.**
Youngstown State University
Master of Athletic Training Education Program

Contractual Agreement

I, __________________________ accept the position of Master of athletic training student at the Youngstown State University. I have been read the Youngstown State University Master of Athletic Training Student Handbook and understand all of the information contained in it.

I accept this contract with the understanding that I am representing the Youngstown State University Master of Athletic Training Education Program at all times. In accepting the terms of this contractual agreement, I understand that being an athletic training student is a commitment which is preparing me to be a certified athletic trainer. I understand that I will be closely supervised by the Youngstown State University Athletic Training Staff and that my progress will be evaluated according to the criteria in the syllabus of clinical education courses and the Academic and Clinical Policies section of the Master of Athletic Training Student Handbook. I furthermore understand that my evaluation will become part of my personal records and my performance will partially determine my continuance in the program.

Student’s Name: ____________________________________________
(Print)

Student’s Signature: ___________________________ Date: __________