



**The University of Tulsa**  
**Master of Athletic Training Programmatic Handbook**  
**2023-2024**

Department of Kinesiology & Rehabilitative Sciences (KRS)  
Oxley College of Health & Natural Sciences

Revised May 27, 2023

Users of this document are responsible for using the most current approved document.

## **Disclaimer**

This handbook was created to inform the Athletic Training Students of policies and procedures of the Master of Athletic Training Program (MAT) at The University of Tulsa. The overall intent of this handbook is to ensure a quality educational experience for every student, and to ensure safe and efficient clinical education opportunities. Every student must be thoroughly familiar with the policies and procedures listed herein. The information in this handbook is not all-inclusive, and the program reserves the right to amend, modify, rescind, or implement any policies, procedures, regulations, fees, conditions, and courses described herein as circumstances may require without prior notice to the persons who might thereby be affected. This handbook, in conjunction with the University Bulletin and Graduate School handbook (<https://bulletin.utulsa.edu/index.php>), should be used as a guide throughout your progression through the Master of Athletic Training program. These documents, linked here, can also be found on the TU Hub page. Any alterations to the handbook will be made available to all students, faculty, staff, and preceptors.

## **The University of Tulsa Non-Discriminatory Policy**

The University of Tulsa (the "University") is committed to maintaining equal access to its programs, facilities, admission, and employment for all persons, including by maintaining an environment that is free of illegal discrimination and harassment. In keeping with that policy, the University prohibits discrimination and harassment by or against any member of the University Community because of their race, color, national origin, ancestry, religion, creed, sex, sexual orientation, gender, gender identity, pregnancy, pregnancy-related conditions, age, genetic information, disability, veteran status, marital or family status, or any other legally-protected class. Discriminatory conduct and harassment violate the dignity of individuals, impedes the realization of the University's educational mission, and will not be tolerated.

This Non-Discrimination and Harassment Policy (Policy) shall not be construed to restrict academic freedom at the University. Conduct prohibited by this policy may also violate applicable federal and state law.

Policy as of May 29, 2023 (<https://utulsa.policystat.com/policy/11821572/latest/#autoid-db9m7>)

## **The University of Tulsa MAT Non-Discriminatory Policy**

In compliance with The University of Tulsa non-discriminatory policy, the Master of Athletic Training program does not discriminate based on age, color, disability, marital status, national origin or ethnic origin, race, religion, sex (including pregnancy), sexual orientation, gender identity, genetic information, or veteran status. In addition, it is these guidelines of the ATP that extend these principles into our daily work. All coaches, staff, and athletes must be judged and treated under these same conditions.

## **Welcome From the Program Director**

Hello and welcome to the 2023-2024 academic year! We are so happy to have you here for another year. This year we have many great learning experiences planned, from interprofessional education to national sporting events to provide medical care. Your faculty have been working hard on your behalf.

Our Master of Athletic Training is designed to help meet the growing demand for athletic trainers. This unique professional program prepares highly motivated students with an interest in the medical field to provide comprehensive, patient centered medical care for physically active individuals. Our graduates leave with an in-depth knowledge of anatomy, pathomechanics, and clinical application in addition to patient centered, evidence informed care to create forward thinking health providers who care for the whole person. In addition to a variety of course work in prevention, emergency care, orthopedic and general medical assessment and treatment of injuries and illnesses as well as health care administration, our program offers up to 32 weeks of immersive, hands on, clinical experience working alongside athletic trainers and health professionals in a variety of settings.

We are excited to have you join our program and profession. If you have any questions or concerns, please don't hesitate to contact me.

Dr. Rachel Hildebrand, ATC, LAT, CBIS, AIB-VRT  
Associate Professor, Athletic Training Program Director  
Co-Director, Concussion Center  
rachel-hildebrand@utulsa.edu

## **ATHLETIC TRAINING MISSION STATEMENT AND LEARNING OUTCOMES**

### Mission of the Athletic Training Program

To prepare students to become health care providers that are skilled in critical thinking and clinical reasoning through a student-centered curriculum that provides unique opportunities for interprofessional education, professional socialization into athletic training, and the development of professional responsibility and leadership. Life-long learning is emphasized through clinical inquiry of evidence-based medicine and demonstrated through scholarly achievement of students in the clinical and didactic realms.

### Core Principles and Program Learning Outcomes

#### Core Principles

1. Students will practice at the epitome of patient-centered care that focuses on the pillars of evidence-based medicine (research, clinical expertise, patient values) in congruence with state licensure and national certification.
2. Student will engage in professional development that encompasses ethical decision making, lifelong learning, and professional engagement.
3. Students will provide culturally competent care to address differences across the lifespan in populations with varying levels of socioeconomic status, racial/ethnic/cultural groups, and sexual/gender communities.

#### Program Learning Outcomes and Goals

To prepare a healthcare provider that:

1. Demonstrate professional and ethical behaviors
2. Integrate evidence-based medicine into existing standards of care
3. Utilize critical thinking to make accurate and expedient clinical decisions
4. Employ appropriate interventions for injuries and illnesses

**THE UNIVERSITY OF TULSA  
MASTER OF ATHLETIC TRAINING  
ACADEMIC POLICIES**

The intent of the Athletic Training degree program is to prepare entry level professionals for a career in athletic training. Demands that will be placed on graduates dictate the inclusion of a strong clinical component in the program. To meet the program goals, specific requirements must be in place to maximize learning experiences and ensure that students are prepared for entry level positions.

**I. Clinical and Didactic Sequencing**

To maximize the opportunity for development of competencies and clinical skill acquisition, a sequential progression through the program is necessary. Therefore, the progression of MAT is lockstep in all didactic and clinical courses.

**II. Clinical Experience Requirements**

A. Course credit Course credit and clinical contact hour requirements associated with the graduate Supervised Practice courses are consistent with other graduate programs in the Oxley College of Health and Natural Sciences.

B. Each of the clinical course syllabi describes objective criteria and deadlines for successful course completion.

C. Clinical education occurs under the direct supervision of a preceptor identified by the program. The clinical rotations encompass a variety of practice settings and patient populations over the course of the clinical course sequence.

D. Failure to complete required clinical hours will result in programmatic probation. Details of probation are outlined below in Section V of this handbook.

**III. Minimum Grade Requirements**

A. "B" or better in all ATRG didactic and Supervised Practice (SP) courses.

1. Failure to achieve a B or better on the first attempt will lead to probation, remediation, and/or require the student to repeat the course the next time it is offered.
2. Failure to achieve a B or better on the second attempt will lead to dismissal from the Athletic Training Program.
3. Failure to comply with these stated requirements will result in programmatic probation. Details of probation are outlined in Section V of this handbook.

B. "C" or better in all foundation courses outlined in the 2020 Commission on Accreditation of Athletic Training Education (CAATE) standards (Standards 54 & 55)

C. "C" or better in all transfer courses credited towards the degree.

**IV. Clinical Competency of Athletic Training Skills and Knowledge**

Clinical competency is determined by completion of clinical projects, demonstration of clinical skills and knowledge in structured clinical practical exams, demonstration of content knowledge in comprehensive exams, clinical education contact hours, and final preceptor evaluations.

A. Comprehensive Exams

Students will complete a comprehensive exam as part of their first three SP Courses. Content for this exam will include all previous clinical and didactic information presented in their course progression. These exams are meant to expose students to the types of questions found on the Board of Certification (BOC) exam.

B. Clinical Competency in a SP course is defined as:

1. Completing clinical projects at 80% or better
2. Completing the minimum number of clinical education hours in the enrolled SP course
3. Completing final evaluation of SP course with assigned clinical preceptor at 80% or better

C. A student failing to demonstrate mastery at 80% of competency in the Supervised Practice course will be further evaluated for competency by the program director, clinical education coordinator, ATRG faculty and clinical preceptors. If it is determined that a student needs remediation, a plan of action will be developed for the student, based on the needs as determined by the faculty and preceptors. This plan can include, but is not limited to:

1. Clinical Projects
2. Preceptor Evaluations
3. Student Driven Assignments
4. Didactic Quizzes

The student will not be allowed to progress in their academic sequencing until they demonstrate competency in required skills and knowledge and receives permission from the program director.

Note: A “B” or better in a Supervised Practice course does not guarantee demonstration of clinical competency in athletic training skills and knowledge.

V. **Probation Policy**

An athletic training student will be placed on probation within the program if any of the following occur. The student:

- A. Fails to maintain an overall GPA of at least 3.0 on a 4.0 scale for graduate students.
- B. Fails to maintain academic progression in ATRG course. This could include:
  1. Not earning a grade of B or better in any ATRG course
  2. Not earning a grade of B or better in two successive semesters or when the course is offered
  3. Not successfully completing clinical projects, evaluations, or other requirements of an SP course as outlined in Section IV.C
  4. Inadequate attendance at clinical education experiences, didactic courses, and/or required programmatic events
  5. Other actions deemed inappropriate by the MAT Faculty
- C. Does not pass their SP course with a B or better as outlined in Section III.A
- D. Violations of policies of this handbook, graduate school policies and/or NATA Code of Ethics

E. Violations of Professionalism Section (outlined in further detail in Clinical Education Policies, section IV. E.)

F. Performs actions in a manner that is deemed unsafe clinical practice. Unsafe clinical practice is a serious violation which is outlined in further detail in Clinical Education Policies, section IV. N with additional programmatic sanctions.

When a student is placed on probation, they will be notified in writing by the MAT Program Director. The student will be required to meet with the MAT Program Director and Clinical Education Coordinator to discuss their status in the program and plans for improvement. Additional parties may include The University of Tulsa Head Athletic Trainer and/or relevant clinical preceptors. A student on probation is not eligible for scholarship monies through the MAT program but can still apply for external funding. If a student's behavior does not improve during the first probation semester, their academic progression may be stopped.

A student will be allowed to progress in the program if they make a "C" in a course which does not serve as the prerequisite for a later course, but the student must retake the course the next time it is offered and receives a passing grade. If a student makes a "D" or "F" in a prerequisite course, their progression may be halted until a satisfactory grade is achieved in that course.

Students on probation for violations specifically related to Section VII.D will be required to meet with the appropriate parties as outlined above to discuss the violation and progress towards plans for improvement.

#### VI. **Dismissal from the MAT Program**

If the student's grades have still not improved at the end of the second probation semester, after completion of the second attempt of a course, or if they violate more than one provision in the Probation Policy as stated above, he/she will be removed from the athletic training program. Petition for readmission must be made to the Program Director. The MAT faculty will make readmission decisions following formal petition by the student.

Please Note: All readmission decisions are subject to the academic and curricular requirements in place at the time of readmission. Additionally, start terms for the readmitted students will be determined by the program and based on the student's plan of study; readmitted students cannot assume that they will start in the next immediate term after readmission has been granted.

The MAT Program Director will indicate any requirements that the student must meet upon readmission. The student will be held responsible for fulfilling these special criteria of academic performance established with the program upon readmission, in addition to the overall program and Graduate School requirements for achieving good academic standing.

Guidelines for dismissal from the graduate school can be found in the graduate school bulletin (<https://bulletin.utulsa.edu/content.php?catoid=34&navoid=1899#probation>).

#### VII. **Academic Misconduct Policy**

The university has a standard policy on Academic Misconduct that has been modified slightly by each college to fit the organizational structure of the college. The university does not tolerate academic misconduct in any form. The policy for the Graduate School can be found on the Portal (<https://portal.utulsa.edu/colleges/graduate/Shared%20Documents/Graduate%20School%20Academic%20Misconduct%20Policy-%20August%202017.pdf>). The policy for the Graduate School applies to any student enrolled as a full-time graduate student, effective the first summer of the

professional phase for combined BS/MAT students and the first summer of enrollment for MAT students.

All faculty members are required to report every incident of academic misconduct that occurs in their classes. Faculty should complete the form that can be found on the Portal site for the College. The completed form along with any documentation/evidence should be submitted to the Associate Dean who will meet with the student(s) involved.

#### VIII. **Academic Appeals**

At times, a student may wish to appeal either a grade, a decision made by a program administrator, or a decision by the faculty members within a discipline. The student should be directed to the policy for the Graduate School which can be found on the Hub

(<https://bulletin.utulsa.edu/content.php?catoid=34&navoid=1899#the-committee-for-petitions-of-the-graduate-council>)

**Grievance Procedure:** The Athletic Training program provides the students with a method by which academic or clinical grievances may be addressed that is congruent with The University of Tulsa Policy on Student Academic Appeals. It is the goal of the athletic training faculty to resolve all conflicts informally at the lowest level within The University of Tulsa structure. The student is requested to discuss any area of conflict in the following sequence: faculty and other parties involved, Athletic Training Program Director, then the Chair of the Department of Kinesiology and Rehabilitative Sciences. If the student is unable to obtain resolution at these informal levels, the student may initiate the formal grievance process. The Athletic Training Program follows the procedure outlined in the Student Graduate Handbook.



## RESPONSIBILITIES OF ATHLETIC TRAINING STUDENTS

### ATRG COURSE SYLLABI

Each course syllabus is considered the student-faculty contract for a specific course. The objectives are the guide for achievement in the course. The criteria for passing the course are stated. The faculty will carefully explain the requirements for each course during the first course meeting. If there are questions or need for clarification, an individual appointment with the course instructor should be scheduled during the first week of the semester.

Evaluation or grading practices may vary from course to course or level to level. It is the responsibility of the individual student to be cognizant of these evaluation practices.

### TRANSPORTATION

Students are responsible for their own transportation to off-campus rotations and sites.

### CPR CERTIFICATION

During the first summer and upon expiration (typically every other year) thereafter, ATRG students must provide documentation of CPR (cardiopulmonary resuscitation) certification, specific details follow. Documentation must be uploaded to Castlebranch. This certification may be granted after successful completion of the CPR course offered in ATRG 5116/7116.

All ATRG students are required to be CPR certified for adult, child, and infant, using one- and two-man methods. The student must also have AED training. Acceptable CPR courses include:

- American Red Cross class: “CPR for the Professional Rescuer”
- American Heart Association class: “Basic Life Support for the Health Care Provider”
- Emergency Care and Safety Institute: “Basic Life Support (BLS) for the Health Care Provider”

### LIABILITY INSURANCE

Professional insurance is required for all students immediately upon starting the professional phase of the program and must be renewed annually thereafter. This is paid for automatically with course fees for each SP Course during the semester. See Course Fees table below for detailed course fee information.

### COSTS

Additional costs incurred by students in the Athletic Training Program. Please note that drug test screenings are only required by the program if needed for clinical placement at a clinical site.

#### Course Fees:

|                |   |
|----------------|---|
| ATRG 5116/7716 | \$80  |
| ATRG 5216/7216 | \$80  |
| ATRG 7316      | \$90  |
| ATRG 7416      | \$80<br>\$235 (Cert Brain Injury Specialist Exam) |
| ATRG 7746      | \$70 (BOC Self-Assessment Exam)                   |

#### Program Fees:

|   |                             |
|---|-----------------------------|
| Castlebranch Fee (one-time fee)                     | \$101                       |
| CPR for Prof Res/BLS Healthcare Prov (one-time fee) | \$30 approx.                |
| Criminal Background Check (one-time fee)            | \$25 (part of Castlebranch) |

|  |                                      |
|--|--------------------------------------|
| Liability Insurance (annual fee)           | \$25 billed to account each semester |
| Transportation to off-campus rotation site | Cost varies                          |
| Participation in professional conference   | Cost varies                          |
| NATA Student Membership*                   | \$92 annually                        |

\*Students are expected to be student members of the National Athletic Trainers' Association using their primary school address. By becoming members, students are automatically also enrolled as members of the regional organization (Mid-American Athletic Trainers' Association) and the Oklahoma Athletic Trainers' Association.

Annual Immunizations:

|               |                    |
|---------------|--------------------|
| Immunizations | <u>Cost varies</u> |
| TB test       | <u>Cost varies</u> |
| Flu Shot      | <u>Cost varies</u> |

Immunization upon expiration:

|  |                    |
|--|--------------------|
| MMR-Adult                                    | <u>Cost varies</u> |
| Varicella (documentation or 2 immunizations) | <u>Cost varies</u> |
| Hepatitis B (waiver or 3 immunizations)      | <u>Cost varies</u> |
| TDaP Adult                                   | <u>Cost varies</u> |

\*Students may show immunization compliance with submission of required immunization forms uploaded to Castlebranch\*

## CLINICAL EDUCATION POLICIES

### I. Supervision of Athletic Training Students

During each SP course, Athletic Training Students (ATS) are supervised by an assigned preceptor. Supervision of ATS is defined as “constant visual and auditory interaction between the student and the preceptor.” The preceptor must be physically present and can intervene on behalf of the athletic training student to provide ongoing and consistent education. The daily supervision of students by the preceptor includes multiple opportunities for evaluation and feedback between the ATS and the preceptor. Additionally, athletic training students are required to undergo successful evaluations at the midpoint and end of each clinical rotation by their assigned preceptor, as well as successfully complete assigned clinical education rotation objectives. Failure to sufficiently meet minimum requirements may result in disciplinary actions outlined in Section IV above.

It is the policy of the Athletic Training Program at The University of Tulsa that ATS and preceptor strictly adhere to the standard of supervision as defined by the CAATE. ATS should not be intentionally left unsupervised at any point during the supervised practice aspect of the Athletic Training Program.

If a circumstance arises in which the preceptor is temporarily unavailable to directly supervise (ex: preceptor absent for 5 min. or less), ATS are allowed, in accordance with Oklahoma State Law (Section 5 of Title 76), to perform limited tasks on a voluntary basis. These tasks would include the application of basic first aid techniques and administration of CPR. Under no circumstances is an unsupervised ATS to perform the evaluation of acute injuries to determine health status, the application of therapeutic modalities, the prescription of therapeutic exercise, or render a decision to return injured athlete to activity. It is incumbent upon the student to report preceptor violations of this standard to the Program Director and Clinical Education Coordinator.

### II. Concerns with Clinical Education Experiences

It is the student’s responsibility to report any issues or concerns with a clinical site or preceptor immediately. If an issue is present, the Clinical Education Coordinator (CEC) will work with the student, preceptor, and other involved parties to address the issue. If an issue cannot be resolved and is significantly negatively impacting the student’s learning experience, the student may be reassigned to a different clinical site and/or preceptor within the same semester. Concerns with the CEC should be communicated with the MAT Program Director.

### III. Schedule

The students supervised practice schedule each semester will be determined by the specific site and preceptor. ATS are required to have one day off in each 7-day period. Weekly time sheets will be signed by the clinical preceptor at the end of each week. Time sheets that are not signed will not be counted in the overall total for the semester. See the specific SP syllabus for more detailed information regarding clinical scheduling.

Students enrolled in ATRG 7712 & 7732 are required to begin their clinical rotation prior to the start of the fall semester if the rotation to which they are assigned will begin prior to the beginning of classes. Students enrolled in ATRG 7722 & 7744 are required to begin their clinical rotation prior to the start of the spring semester if the rotation to which they are assigned will begin prior to the beginning of classes.

The clinical rotation will end on the final day of classes at the end of the semester. A student may decide to continue with the preceptor / team if the team’s competitive season extends beyond the last day of classes. This is not required.

### Countable Clinical Hours

Clinical education experiences should be educational in nature. The following activities are considered educational in the context of clinical education for the athletic training program and thus may count towards clinical education experience hours:

- Providing direct patient care
- Setup/breakdown of equipment that relates to patient care (e.g., equipment for practices/competitions, etc.)
- Attending practice or competitions
- Performing preceptor assigned duties that are educational and professional in nature

The following activities are not considered clinical experiences and thus are not to be counted towards clinical education experience hours:

- Travel time to/from a venue
- Activities not supervised by a TU athletic training program approved preceptor
- Time spent studying or socializing during periods of “down time” at clinical sites
- Time spent in pre/post-competition meals
- Unapproved clinical activities

Note: Including secondary or supplemental clinical experiences as part of countable clinical hours are reviewed and approved by the CEC on an individual basis.

#### IV. Clinical Dress Code

Students are to adhere to the program dress code during all observation experiences, supervised practices, and scheduled clinical/educational interactions with preceptors (including proficiency demonstration and simulations). Students must maintain a professional appearance that enables them to perform their duties efficiently and safely. Clothing must provide appropriate coverage and not interfere with the performance of athletic training skills to include, but not limited to: CPR, evaluations, stabilizations, instruction of therapeutic exercise, etc. General guidelines are provided below, but specific dress code requirements should be reviewed at the beginning of each scheduled clinical rotation as part of the required orientation form.

#### **The following clothing should be worn in the athletic training room:**

- Clothing will be guided by your preceptor and clinical site. If the expected appearance at a clinical site is more restrictive, that is the policy that is to be followed.
- Shorts MUST be appropriate length. (Mid-thigh to just above the knee)
- Closed toe shoes and socks.
- Hats should be worn outside only and only if it has a University of Tulsa logo and/or current clinical rotation
- Clothing should be in good condition without rips/tears

#### **The following clothing should not be worn in the athletic training room:**

- Jeans
- Sweat/wind suits
- Workout shorts/athleisure wear
- Clothing with fraternity or sorority insignias
- Flip flops/Sandals

### **Additional Comments:**

- Dress code should be addressed at the beginning of each scheduled clinical rotation and discussed as part of the clinical orientation form.
- TU athletic training clothing should not be worn out at night.
- Personal hygiene is a must in any health care profession. Your appearance will not only be noticed by the clients but also by staff members.
- Athletic training students who do not comply with appearance guidelines may be sent home from their clinical site to correct the infraction. A pattern of inappropriate dress will result in a violation of the professionalism policy outlined in Section IV.E.

## **V. Clinical Education Expectations**

### **1. Professionalism**

It is expected that you will always maintain a professional appearance and behavior. In addition to items outlined in The University of Tulsa Athletic Training Student Handbook and/or each clinical site, professional expectations include attentiveness during all practice and game sessions. Specifically, non-rotation related cell phone/text messaging use and “lounging” in the presence of athletes, patients, preceptors, and coaches is prohibited. Please refer to the professionalism policy in Section IV.E for additional information.

### **2. Respectful Attitude**

It is expected that you will always maintain a respectful attitude. In addition to items outlined in The University of Tulsa Athletic Training Student Handbook and/or each clinical site, a respectful attitude includes demonstrating an appropriate level of respect for fellow students, preceptors, physicians, athletes/patients, coaches, and administrative/support staff. Specifically, respect is demonstrated through appropriate dress, conversation (there are right/wrong times to ask questions of the preceptor and to interact with patients/ athletes), language, and demeanor while at clinical sites.

### **3. Involvement**

It is expected that you will consistently maintain a high level of involvement in the healthcare of athletes/patients at your clinical site, as well as all daily and administrative tasks necessary in a particular rotation. In addition to items outlined in The University of Tulsa Athletic Training Student Handbook and/or each clinical site, involvement includes:

- Participating in the creation of a learning environment. Specifically, involve yourself in the care of athletes/patients by applying previously learned knowledge and skills to situations as they arise. Take responsibility for promoting your education in all aspects of injury prevention; clinical evaluation & diagnosis; immediate care; treatment, rehabilitation, & reconditioning; organization & administration; and professional responsibility. Always attempt to better yourself and the athlete/patient by utilizing the expertise of the preceptors.
- Participating in the daily operation of the clinical site. Specifically, involve yourself in all tasks associated with compiling athlete/patient paper and software files; compiling and reviewing treatment & rehabilitation reports; maintaining safe, clean, and functional healthcare facilities and athletic practice/game sites (clean coolers/bottles, stocked kits, stocked taping stations, fold towels, etc.); preparing and closing athletic sites for practices and games (water, ice, Gatorade, etc.).

### **4. Preparation**

It is expected that you will prepare appropriately for clinical experiences and balance clinical requirements with academic, social, and family commitments.

- Schedule times in advance (24 hours) with preceptors to complete evaluations and assignments

- Utilize current and ongoing clinical cases for assignments and clinical proficiencies
- Utilize appropriate time management skills by planning for all exams and assignments.
- Any absence from assigned clinical rotations should be requested a minimum of 2 weeks in advance (unless emergent or extenuating circumstances exist).

## 5. Adaptation

Times vary, practices change! Nothing is specific or set in stone, be ready for anything!

## VI. Health Requirements

### A. Immunization & Screening Policies:

1. As part of the application process, and annually as required, students are required to upload proof/documentation of the following to Castlebranch.
  - a. TB tine/PPD (tuberculosis): see below for details
  - b. Adult Tdap (Tetanus/Diphtheria/Pertussis): current immunization (due every 10 years)
  - c. MMR (Measles, Mumps, Rubella): current immunization (must be retaken if any one or more were taken prior to 1968)
  - d. Hepatitis B series: immunization or sign a waiver with the Department of Kinesiology and Rehabilitative Sciences administrative assistant.
  - e. Varicella: documentation of having had Varicella (Chicken Pox) or documentation of immunization (one dose of vaccine prior to 13<sup>th</sup> birthday or two doses of vaccine after 13<sup>th</sup> birthday). Student may also submit documentation of titer test supporting immunity.
  - f. Influenza vaccination: immunization or sign a waiver with the Department of Kinesiology and Rehabilitative Sciences administrative assistant. Annually prior to November 15<sup>th</sup>.
2. Initial TB/PPD testing must be the two-step method as defined by the CDC for health care workers. The Center for Disease Control (CDC) guidelines require a “two-step” procedure if a test has not been done within the past 12 months. (i.e., having the TB/PPD done and read, then within 1 to 3 weeks taking it again and having it read)
4. Students with positive TB skin tests must have a chest x-ray every five years and complete a yearly questionnaire.
6. Students are required to present documentation of influenza or waiver.
7. Students in some off-campus rotations may have to complete additional testing/training (i.e., drug testing, sexual abuse awareness course) as required by the site.
8. Other immunizations may be required as health guidelines dictate.

### B. Standard Precautions Policy and Procedure:

The University of Tulsa, Department of Kinesiology and Rehabilitative Sciences believes students and faculty deserve to be protected from all foreseeable hazards in the clinical care of clients. The Department of Kinesiology and Rehabilitative Sciences has made efforts to ensure that the best information concerning the growing threat of infectious disease is provided to our students and that a rational policy and procedure have been developed.

Direct exposure of students and/or personnel to blood or other body fluids via skin, mucus membranes, or parenteral contact represents a hazard for transmission of bloodborne and other infections. To decrease the likelihood of transmission of those infections, and to minimize students' and faculty contact with blood and body fluids, the following policy is in effect.

PURPOSE:

1. To provide a consistent approach to managing body substances from all patients regardless of diagnosis.
2. To prevent transmission of potentially infectious agents.

POLICY:

Since medical history and examination cannot reliably identify all patients infected with HIV, Hepatitis B, or other bloodborne pathogens, blood and body fluid precautions will be consistently used for all patients. This approach, recommended by CDC, and referred to as standard precautions will be used in the care of all patients, especially those in emergency-care settings in which the risk of blood exposure is increased and the infection of the patient is usually unknown. The term “personnel” below includes faculty, students and staff.

- a. All persons presenting to a health care setting with a known diagnosis of an infectious disease will continue to be placed in proper category-specific isolation, and the student will use those precautions indicated.
- b. All patients' blood, body fluids or tissues will be potentially infectious, and Standard Precautions will be used on all patients regardless of other isolation status.
- c. Standard Precautions are to include the following procedures:
  - 1) All personnel will routinely use appropriate barrier precautions to prevent skin and mucus-membrane exposure when contact with blood or other body fluids of any patient is anticipated. Gloves will be worn for touching blood and body fluids, mucus membranes, or non-intact skin of all patients, for handling items or surfaces soiled with blood or body fluids, and for performing venipuncture and other vascular access procedures. Gloves will be changed after contact with each patient. Masks and goggles or face shields will be worn during procedures that are likely to generate droplets of blood or other body fluids to prevent exposure of mucus membranes of the mouth, nose, and eyes. Gowns or protective aprons will be worn during procedures that are likely to generate splashes of blood or other body fluids.
  - 2) Hands and other skin surfaces will be washed immediately and thoroughly with an antimicrobial soap if contaminated with blood or other body fluids. Hands will be washed immediately after gloves are removed.
  - 3) All personnel will take precautions to prevent injuries caused by needles, scalpels and other sharp instruments or devices during procedures; when cleaning used instruments; during disposal of used needles; and when handling sharp instruments after procedures. To prevent needle-stick injuries, needles will not be recapped, purposely bent or broken by hand, removed from disposable syringes, or otherwise manipulated by hand. After they are used, disposable syringes and needles, as well as discontinued IV equipment, scalpel blades and sharp items will be placed in puncture-resistant containers which should be located as close to the patient care area as possible.

- 4) Although saliva has not been implicated in HIV transmission, disposable mouthpieces, resuscitation bags and other ventilation devices will be used if the need for resuscitation arises.
  - 5) Students who have exudative and/or open lesions or weeping dermatitis must report this to appropriate faculty and may be required to refrain from all direct patient care and from handling patient care equipment until the condition resolves. Faculty and staff may also refrain from all direct patient care and from handling patient care equipment until the condition resolves.
  - 6) Pregnant health care workers are not known to be at increased risk of contracting HIV infection than health care workers who are not pregnant, however, if an individual develops HIV infection during pregnancy, the infant is at risk of infection resulting from perinatal transmission. Because of this risk, pregnant personnel should be especially familiar with and strictly adhere to precautions to minimize the risk of HIV infection.
  - 7) All patients' blood, body fluids, or tissue specimen spills will be cleaned up promptly with a bleach solution diluted 1:10. For large spills, call housekeeping personnel. When removing internally placed tubes (enteral tubes, urinary drainage tubes), discard in a trash container provided in the patient's room. Dispose of small dressings in the glove as it is removed and discard larger dressings in properly designated container (including plastic bag) for disposal.
  - 8) Any student with a needle stick, mucus membrane or cutaneous blood/body fluid exposure to a student will be report the issue to their faculty supervisor. Personnel with exposure will be reported to Employee Health Service and Director of Department of Kinesiology and Rehabilitative Sciences promptly so investigation and necessary follow-up can be instituted.
  - 9) Personnel who sustain a splash of blood or other body fluid on their uniform or lab coat will promptly remove the soiled clothing and apply a scrub uniform from the clinical area. When a personal protective garment is removed, it shall be placed in an appropriately designated area or container for storage, washing, decontamination, or disposal. Home laundering is not permitted.
  - 10) In the event of an accidental needle stick, mucus membrane or cutaneous blood/body fluid exposure, the student will be removed from the clinical setting and follow the procedures and testing requirements of the facility at which the exposure or needle stick occurred. A detailed written report of the incident and circumstances must be prepared by the supervising faculty member or other immediate supervisor.
  - 11) The student is responsible for all costs related to the exposure or needle stick injury including but not limited to blood tests, emergency room or clinic visit, pathology fees and follow-up testing or monitoring.
  - 12) The student may receive care at a clinic of their choice. A few options are their primary care physician, Morton Health Services, or MedCenter.
- d. All students and faculty will use individual judgment based on the Standard Precautions guidelines in determining when barriers are needed.



- e. Orientation to the Standard Precautions will be provided for all new students prior to their clinical rotation and updates will be provided each year for all students in the program. Faculty will be provided orientation to Standard Precautions when hired and yearly thereafter.
  - f. Students/faculty caring for clients in the community setting will use protective gear as indicated by the nature of the care:
    - 1) gloves
    - 2) disinfectant hand cleaner
    - 3) plastic bags
    - 4) masks
    - 5) goggles
    - 6) gowns or aprons
    - 7) disposable resuscitation mask
- (Adopted 10/87; Effective 1/88; Revised 8/91; 8/92; 8/93; 8/95, 8/98, 9/05, 7/16, 5/19, 5/23)

### C. Communicable Disease Policy

A communicable disease is defined as an illness or condition that can be transmitted from one person to another either directly or indirectly. The CDC identifies four major modes of transmission including direct physical contact, airborne contact, vehicular (ingested/injected), and vector (insect, animal bite). Athletic Training Students have the potential of encountering communicable disease(s) through various modes during required clinical rotations. Because of the nature of these clinical rotations, the Athletic Training Program has adopted the following policy and procedures relating to preventing the transmission of communicable disease(s). These policies and procedures are in addition to the Health Requirements policies listed above.

1. Prevention: See Standard Precautions (above)
2. Athletic Training Student Illness Procedures
  - a. If an athletic training student is ill, they shall report to a personal physician, a University of Tulsa team physician or the Care ATC at The University of Tulsa Campus for evaluation by a member of the University student health services staff. The treating physician or health care provider will determine if it is necessary to report the illness to the Tulsa County Health department and/or the OSDH.
  - b. The treating physician will determine the diagnosis, treatment plan, and whether the Athletic Training Student should be temporarily removed from clinical rotations and classes.
  - c. Consideration for temporary removal from clinical rotations should be based on the following factors:
    - 1) Identification of the Infectious Agent(s)
    - 2) Disease Occurrence
    - 3) Disease Reservoir
    - 4) Potential Mode of Transmission
    - 5) Incubation Period
    - 6) Period of Communicability
    - 7) Susceptibility and Resistance
    - 8) Methods of Control
    - 9) Epidemic Measures
    - 10) Likelihood of Transmission

For example, if the typical incubation period for the influenza virus is 1 to 3 days, and the period of communicability is from 3 to 5 days (from the date of

clinical onset), then the infected student would be absent from clinical activity for a minimum of 3 to 5 days.

- d. The Athletic Training Program student shall promptly notify their assigned preceptor, as well as the AT Program Director and Clinical Education Coordinator, regarding the illness and the projected length of absence.
- e. The student may request that the Program Director, Student Access, or their personal physician provide notice to faculty and clinical staff that the student is being treated. In maintaining confidentiality, and pursuant to HIPAA guidelines, specific condition information will not be released without written authorization from the student.
- f. The Athletic Training Student shall not return to the clinical setting until the treating physician, or designated medical professional, has released them to return to clinical rotations.
- g. The treating physician or healthcare provider shall provide the Athletic Training Student with a written release to return to the clinical setting and take part in clinical rotations.
- h. All precautions shall be made to ensure that no communicable diseases are transmitted through the Athletic Training Program clinical sites.

#### IV. Other Programmatic Policies

##### A. Hazardous Communications Policy

Students are required to have a passing score on Hazardous Communications examination each year prior to clinical experiences in a course. This can be found on Harvey and the signed affidavit of completion must be uploaded to Castlebranch. It is also the responsibility of the faculty/student to report exposure to hazardous substances to appropriate clinical staff and the director of the athletic training program.

##### B. TB Exam Policy

Students are required to have a passing score on the written Tuberculosis examination each year prior to clinical experiences in SP courses. This can be found on Harvey and the signed affidavit of completion must be uploaded to Castlebranch.

##### C. Other Safety Policies

Students are required to have a passing score on the bloodborne pathogen, fire safety, and HIPAA examinations each year prior to clinical experiences in SP courses. This can be found on Harvey and the signed affidavit of completion must be uploaded to Castlebranch.

##### D. Social Media Policy

Social Media impacts all aspects of our lives. This policy serves as a standard for using social media sites, such as, but not limited to, Facebook, Twitter, YouTube, Instagram, TikTok, LinkedIn, Snapchat, YikYak, blogs, etc.

Students should realize they represent The University of Tulsa and the Athletic Training Program in all their posts. Profiles and related content should represent the image you want present to patients/athletes, faculty, preceptors, and potential employers. Social media often blurs traditional

boundaries between our personal and professional lives; thus, extra effort is required to ensure that lines are not crossed.

Regardless of the privacy settings you have chosen, the information published becomes public information and can be seen by many unintended recipients and can be traced back to you as an individual. Once the information is published, you have no control how it will be disseminated by others. You should ensure that content associated with you is consistent with your professional goals.

It is expected that students will abide by these principles:

- Do not post any information that could be in violation with HIPAA or FERPA laws. If you are unsure, do not post it.
- Do not post anything that could be construed as harassment, inflammatory, prejudicial, inappropriate, obscene, or pornographic.
- Do not post anything that would misrepresent your knowledge, skills, or level of expertise.
- Do not post information about clinical sites that is private, controversial, or negative.
- Follow all copyright laws and fair use policies
- While The University of Tulsa Athletic Training Program can't infringe on a student's right of freedom of speech, students should be respectful of others.
- If you are of legal drinking age and decide to consume alcohol, do not wear any University of Tulsa MAT apparel in photographs that would reflect poorly on the athletic training program or the university if the photos were posted to an online profile.
- Electronic devices (phones, tablets, laptops, etc) should be used only for taking notes or other classroom activities. Other usage is distracting to you and fellow students.

We trust that you will abide by these principles. It is not the policy of The University of Tulsa faculty or preceptors to routinely monitor students' profiles. It is your responsibility to notify program administrators if you are aware of any violations. If inappropriate postings are brought to their attention, the faculty will investigate the report. Preceptors have the right to immediately remove a student from a clinical rotation if rules of the facility and/or this policy are not followed. Violations of the above statements will be reported to the Athletic Training Program Director and could be grounds for permanent removal from the site and/or TU Athletic Training Program depending on the severity of the violation (See the Unsafe Clinical Practice Sanctions for further clarification).

This policy may need to be modified as new technologies emerge, but the spirit of the policy will remain intact.

#### E. Professionalism Policy

Athletic Training students are preparing for a profession which expects high standards of behavior. Athletic Training students must maintain and respect professional boundaries. The process of becoming a professional begins as soon as the student enters the professional education program. Consequently, students enrolled in the Athletic Training Program are expected to develop and demonstrate behaviors and attitudes consistent with those of the profession. In addition to the NATA Code of Ethics, athletic training students are expected to follow the Professional Behavior Policy of the Athletic Training Program.

Professional behavior creates an environment conducive to learning and providing excellent patient care. The statements of this policy apply to classroom, lab, and clinical settings. The following statements outline the behavior that is expected of athletic training students:

- Demonstrate integrity in all things, which includes honesty, respect for others and their property

- Demonstrate professionalism in all conversations with patients/athletes, coaches, staff, parents, administrators, etc. Demonstrate professionalism in conversations regarding patients/athletes.
- Be on time for classes and clinical rotations and be prepared to participate. See attendance expectations below for specific details.
- Follow and enforce the rules of the athletic training facilities or clinic.
- Clothing worn during clinical rotations should be appropriate for that clinical site and as outlined in your clinical site orientation form. (See the Clinical Dress Code for clarification). Do not wear clothes that are too tight, too short, too low, or worn out.
- Be professional in all interactions with athletes and patients. The athletic training room or clinic is a medical facility; therefore, conversations and actions should be appropriate for this setting.
- Do not use language that could be construed as harassment, offensive, or intimidating.
- Do not engage in unsportsmanlike conduct, such as heckling officials or opponents.
- Do not consume alcohol or drugs in a way that would affect your ability to function as a professional or compromise your decision-making abilities.
- Do not use athletic training facilities for personal treatments during times that athletes would be on the premises.
- Do not engage in any sexual behaviors with athletes or others during rotations, within athletic facilities, on road trips, or any other time in which you are representing yourself as an athletic training student.

The field of athletic training is a health care profession, which involves caring, concern, discipline, and self-awareness. In furtherance of these responsibilities, MAT students should not engage in social relationships with those under their care. An amorous or social relationship between an MAT student and an athlete/patient/client/preceptor/supervisor may impair or undermine the ongoing trust needed for provision of effective athletic training knowledge, skills, and behaviors and is therefore prohibited. Conflicting interests and perceptions of unfair influence can arise when an MAT student assumes or maintains medical responsibility for an athlete/patient/client who is also a friend and/or romantic partner. The TU MAT program prohibits MAT students, who have medical responsibilities, from pursuing or engaging in social and/or sexual relationships with athlete/patient/client, even if such relations are consensual. Additionally, MAT students who are in a relationship with other MAT students will not be placed at a clinical education assignment together and are required to disclose the relationship to the Program Director as soon as possible. Any MAT student who has questions about this policy, needs to disclose a relationship, or would like to report a violation should contact the Program Director.

#### Attendance Expectations

Attendance in classes, lectures, laboratory, and scheduled clinical experience is expected. If a student is unable to attend, they must communicate with the course instructor and/or preceptor regarding the ability to obtain or make up missed material and experiences. Not all experiences are able to be made up. Please see course syllabi for course specific requirements.

## Professionalism Probation

Students may be placed on programmatic probation for lack of adherence to professional standards and behaviors. Guidelines for programmatic probation can be found in Section V of the academic policies section of this handbook. Examples include, but are not limited to:

- Inappropriate behaviors during clinical education experiences
- Lack of adherence to professional appearance policy
- Inappropriate communication and interactions with peers, faculty, and preceptors
- Failure to meet minimum technical standards of the program
- Violations of academic integrity
- Board of Certification (BOC) Standards of Professional Practice ([www.bocac.org](http://www.bocac.org))
- Commission on Accreditation of Athletic Training Education (CAATE) Standards ([www.caate.net](http://www.caate.net))
- National Athletic Trainers' Association (NATA) Code of Ethics (<https://www.nata.org/membership/about-membership/member-resources/codeof-ethics>)
- Oklahoma Athletic Trainers Practice Act: [www.okmedicalboard.org/athletic\\_trainers/download/9/ATLAW\\_1119.pdf](http://www.okmedicalboard.org/athletic_trainers/download/9/ATLAW_1119.pdf)
- The University of Tulsa Athletic Training Student Handbook
- The University of Tulsa Graduate Student Code of Conduct (<https://utulsa.policystat.com/policy/12197823/latest/>)

Athletic Training Students will be evaluated on professional behavior on the end of rotation evaluation form that will be completed by the preceptor. This evaluation weighs heavily on the student's grade for clinical experience courses.

Preceptors have the right to immediately remove a student from a clinical rotation if the rules of the facility or these policies are not followed. Violations of the above statements will be reported to the Athletic Training Program Director and could be grounds for permanent removal from the site and/or TU Athletic Training Program depending on the severity of the violation (See the Unsafe Clinical Practice Sanctions for further clarification).

## F. Confidentiality

Students are required to have a passing score on HIPAA and FERPA examinations each year prior to clinical experiences. This examination will be done on Wizer and will be sent via email from The University of Tulsa. A client's chart is a legal document, and all entries must be accurate. The information on the chart is confidential and cannot be disclosed to those not authorized to care for the client without the consent of the client.

Information divulged by clients to students may not be repeated except to ATRG faculty/staff, who have the prerogative to advise the student to share the information with a physician or the athletic trainer in charge. Care should be taken when in the corridors, dining rooms, etc., that conversations are not overhead.

Every citizen can withhold any information about themselves that they desire. Students must be especially careful about invading the client's privacy.

Students should use only the initials or first name of the patient/athlete when preparing assignments as a part of their educational program.

## H. Technical Standards for Progression

If at any point during a student's tenure in the athletic training program they are unable to meet the technical standards as documented upon admission to the program, their health status must be

evaluated by a physician before they will be allowed to progress in the program. A copy of the technical standards must be signed and uploaded to Castlebranch.

#### I. University Closure

If the university is closed due to inclement weather, flu, or other unforeseen circumstances, students are not required to go to their scheduled clinical rotation. If a student is concerned about safe travel to a clinical site, due to inclement weather, he/she should contact the preceptor and program director or clinical coordinator to determine if those hours can be made up another time. Those students completing immersive clinical rotations outside of The University of Tulsa should defer to their clinical rotations inclement weather policy.

#### J. Witnessing

Students are not to serve as witnesses of operating and diagnostic permits, wills, or other legal documents.

#### K. Transporting Clients

Students should not transport clients, patients, and athletes in a private automobile.

#### L. Felonies & Arrests

The University of Tulsa cannot guarantee that completion of the degree program will enable one to take applicable licensure or certification examinations if the student has a previous arrest record. The appropriate governing body (BOC Inc., NSCA, Oklahoma Board of Medical Licensure, etc.) will consider the nature of the conviction/arrest, personal character, and efforts to rehabilitate an individual before giving approval to take the examination in such circumstances. Clinical sites may be notified if there is a red flag on the background check. The decision of the governing body is completely outside the control of The University of Tulsa.

#### M. Financial Assistance Policy

Students who have a financial need will be given financial assistance, in the form of scholarships, through the athletic training program. Students qualify for scholarship money from the program to assist with tuition beginning in the first fall semester in the program. Money is divided, based on academic level, among all students who qualify. Students who are on programmatic probation will not receive scholarship money from the MAT but are still eligible for external funding. Students who have a tuition waiver, full scholarship, or other monies that cover tuition cannot qualify for athletic training scholarship money per university policy.

#### N. Unsafe Clinical Practice

**DEFINITION:** Unsafe practice is jeopardizing a client's life, health or safety, or engaging in unprofessional conduct. Unsafe practice is defined to include, but is not limited to, the following behaviors of an athletic training student:

Jeopardizing a client's life, health or safety by conduct that shall include but not be limited to the following:

- A. Failure to supervise adequately the performance of acts by any person working at the student's direction; or
- B. Delegating or accepting the delegation of a clinical function or prescribed health care function when the delegation or acceptance could reasonably be expected to result in unsafe or ineffective client care; or
- C. Failure to utilize appropriate judgment in administering safe supervised practice based upon the expected level of clinical competence of the student.
- D. Failure to exercise technical competence in carrying out clinical care; or
- E. Performing new clinical techniques or procedures without proper education and preparation; or
- F. Failure to report through the proper channels the unsafe or illegal practice of any person who is providing clinical care; or
- G. Engaging in activities which do not fall within the realm of standardized practice; or
- H. Endangering the welfare of the client through own physiological or mental health status.

Engaging in unprofessional conduct. Unprofessional conduct is clinical behavior (acts, knowledge, and practices) which fails to conform to the accepted standards of the profession, and which could jeopardize the health and welfare of the people which shall include but not be limited to the following:

- A. Inaccurate recording, reporting, falsifying, or altering client records; or
- B. Verbally or physically abusing clients; or
- C. Falsifying documents submitted to the athletic training program; or
- D. Leaving a clinical assignment without properly advising appropriate personnel; or
- E. Violating the confidentiality of information or knowledge concerning the client; or
- F. Conduct detrimental to the public interest; or
- G. Discriminating in the rendering of clinical services; or
- H. Impersonating a licensed practitioner, or permitting another person to use her/his clinical student identification for any purpose; or
- I. Aiding, abetting, or assisting any other person to violate or circumvent any law or rule or regulation intended to guide the conduct of a clinician or clinical student; or
- J. While caring for a client, engaging in conduct with a client that is sexual or may reasonably be interpreted as sexual, or in any verbal behavior that is seductive or sexually demeaning to a client, or engaging in sexual exploitation of a client; or
- K. Obtaining money, property, or services from a client using undue influence, harassment, duress, deception, or fraud; or
- L. Engaging in fraudulent billing practices, including violations of federal Medicare and Medicaid laws or state medical assistance laws; or
- M. Allowing own value system to interfere with client care/well-being.

(Adapted from Nurse Practice Act of the State of Oklahoma and the Code of Ethics of the American Nurses Association and The University of Tulsa Nursing Students Handbook)

An athletic training student is a student and should never function as a staff member, which could include the following:

- A. Covering treatments, practice, and games without supervision by an ATC
- B. Making a diagnosis or return to play decision without supervision by an ATC
- C. Being expected to “work” excessive hours per week and/or without at least one day off per week.
- C. Receiving payment in the form of money or other gifts for athletic training skills provided at team treatments, practice, and games.

A clinical student is a student and not a clinician and is therefore subject to the academic standards review of the Unsafe Clinical Practice Policy. A violation of the Unsafe Clinical Practice Policy is a violation of academic standards. Conduct which falls under the Unsafe Clinical Practice Policy may also be subject to disciplinary action under the applicable University of Tulsa conduct code.

Sanctions For Unsafe Clinical Practice

Unsafe clinical practice is a serious infraction and as such, additional sanctions may be imposed. If a clinical student demonstrates unsafe behavior in a course or courses, the athletic training faculty may impose any of the following sanction(s):

- Immediate suspension from the setting.
- Additional learning assignments designed by the faculty to contribute to the achievement of course objectives and change unsafe behavior.
- Immediate dismissal from course.
- Grade of "F" for the clinical experience course and dismissal from the Program.



**THE UNIVERSITY OF TULSA  
OXLEY COLLEGE OF HEALTH & NATURAL SCIENCES  
DEPARTMENT OF KINESIOLOGY AND REHABILITATIVE SCIENCES  
ATHLETIC TRAINING PROGRAM**

**2023-2024  
ATHLETIC TRAINING  
PROGRAMMATIC HANDBOOK**

**Policy and Procedure and Confidentiality Agreement**

In consideration for being allowed to participate in the clinical program offered by The University of Tulsa, I agree as follows:

Upon receiving this handbook, I understand that it is my responsibility to read and to be accountable for the material contained within it. I agree to maintain confidentiality of patient/client information as described in this handbook. I understand that I will not be permitted to begin any clinical rotation without having completed and submitted all the requirements listed in this document including immunization records, criminal background check, and verification of current CPR certification.

By signing this statement, I certify that I have read the handbook and understand and agree to abide by all applicable policies and procedures whether set out in this handbook or otherwise communicated to me. I understand that the policies and procedures set forth herein may be changed by the MAT Faculty.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Promptly sign, date & submit this form to Castlebranch**