

MASTER OF SCIENCE IN ATHLETIC TRAINING PROGRAM GRADUATE STUDENT HANDBOOK 2024-2025



Weber State University
Ogden, Utah

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Note: The Athletic Training faculty reserve the right to make necessary changes with regard to the student handbook. Students will be notified of any changes or additions. The Graduate Athletic Training Program Director will make final decisions in disputes over interpretations.

MASTER OF SCIENCE IN ATHLETIC TRAINING

History

The Weber State University Master of Science in Athletic Training Education Program (MSAT) was approved by the State of Utah Board of Regents in July 2007. The first class of graduate students began in the Fall 2008 semester. The program was awarded national accreditation by the Commission on Accreditation of Athletic Training Education (CAATE) in March of 2010 and reaccredited in 2015. In 2019, the AT programs moved from the College of Education to the Dumke College of Health Professions. Graduates are eligible for the Board of Certification (BOC) examination and an athletic training license in Utah. The program is specifically designed for those students who have already obtained a bachelor's degree in an allied health or exercise science field. Students with bachelor's degrees in other fields may enter the program after satisfying prerequisite course work.

The Master of Science in Athletic Training Program provides students with knowledge and skills in the prevention, evaluation, treatment, and rehabilitation of musculoskeletal injuries and general medical conditions. The program covers the educational competencies and clinical proficiencies established by the National Athletic Trainers' Association (NATA) Education Council. Students will be prepared for a variety of career settings at the secondary school, college, university, and private/clinical settings. The Master of Science in Athletic Training Program at Weber State University is housed in the Department of Athletic Training (AT) in the Dr. Ezekiel R. Dumke College of Health Professions.

Mission

The mission of the Weber State University Master of Science in Athletic Training (MSAT) program is to prepare students to be proficient, autonomous, and research-based clinicians by fostering strong personal connections within a welcoming, growth-minded environment.

Vision

The Weber State University MSAT program will be an internationally recognized leader in athletic training education, preparing forward-thinking graduates who make impactful contributions to healthcare in their communities while advancing the profession.

Core Principles

The core principles that guide MSAT curricular development, program assessment, and daily interactions include:

- Perseverance
- Student-centered learning
- Work-life balance and self-care
- Clinically applicable evidence-based practice
- Collaborative and Ethical Practice

- Servant Leadership
- Patient-centered care
- Community and Professional Advocacy
- Continuous Quality Improvement

Program Goals

The MSAT program is designed to:

- Foster collaboration with other health profession programs.
- Ensure students are treating a patient population with a variety of health conditions.
- Provide students with opportunities to practice their skills autonomously.
- Provide students with opportunities to learn advanced skills and/or earn advanced certifications while in the program.
- Allows students to present a research thesis project at a local, regional, national, or international conference.
- Grow in the number and quality of students.
- Explore more international and out-of-state clinical opportunities for students.
- Assess and facilitate students' readiness to transition to independent practice (RTIP).
- Prepare students to obtain athletic training board certification (BOC) and be employed as athletic trainers within 6 months after graduation.

MSAT CURRICULUM

The WSU Master of Science in Athletic Training (MSAT) degree is designed to enable students with a bachelor's degree in an area other than athletic training to obtain eligibility for the Board of Certification (BOC) examination. This program is accredited by the Commission on Accreditation of Athletic Training Education (CAATE). Graduates of the MSAT are eligible for the Board of Certification (BOC) examination.

The program provides students with knowledge and skills in the prevention, evaluation, treatment, and rehabilitation of musculoskeletal injuries and general medical conditions. The Master of Science in Athletic Training program is specifically designed to prepare students for a career as a certified athletic trainer. Athletic trainers are currently employed in colleges and universities, public and private high schools, corporations, physical therapy clinics, professional organizations, the military, factories, and hospitals (www.nata.org - National Athletic Trainers' Association).

Post-Admission Requirements

After formal admission to the Athletic Training Master's degree program, students are required to complete a background check and drug test. The WSU Master of Science in Athletic Training Program enters into Affiliation Agreements with multiple healthcare facilities and schools throughout the state. These agreements provide WSU MSAT students and faculty authorized access to facility resources and patients. In response to stipulations contained within one or more of these Agreements, the WSU MSAT requires students admitted to the program to submit to an FBI level criminal background check as well as a urine drug test. This screening process has been mandated by the WSU MSAT in an effort to more effectively protect the safety and well-being of the patients, clients, and residents of those facilities, and is fully supported by the Department of Athletic Training and the MSAT faculty.

Both the background check and the drug test will be completed during the student's first semester. The expenses (approximately \$95) will be paid for by the student. *The detailed drug testing and background check policies can be found in Appendix C.*

Retention Requirements

After students are selected into the MSAT, retention in the program will be based on the following criteria:

- Grade "B-" or better in all required courses (includes Graduate Practicum courses).
- Maintain an overall Weber State University Graduate GPA of 3.0.
- Adhere to WSU Athletic Training Policies and Procedures.
- Adhere to MSAT Athletic Training Student Handbook Policies.

Students who fail to meet the retention criteria will be placed on probation in the MSAT program for one semester. If standards are not met by the end of the probationary period, the

student will be dismissed from the program. Students who receive a grade lower than a “B-” in any required course (MSAT course or pre-requisite course) must repeat that course and receive a grade of “B-” for MSAT courses, or a “C” for pre-requisite courses, or higher to remain in the program. Failure to repeat the course (when offered) will result in dismissal from the program. Athletic Training Policies and Procedures are available in the MS Athletic Training Student Handbook. Students who receive a grade lower than a “B-” in two or more MSAT or pre-requisite courses will be dismissed from the program.

Advisement

Students enrolled in the MSAT program will be assigned a faculty advisor. Students will be required to meet with their faculty advisor at least once a semester but will be encouraged to engage in dialogue when necessary regarding academic success, clinical assignments, and/or personal or professional issues.

Transfer Credits

In compliance with the Higher Education Act, Weber State University only accepts transfer credit from regionally accredited colleges and universities.

Students who have completed graduate athletic training coursework at another CAATE-accredited entry-level master’s program may apply for up to 9 transfer credits. The transfer of graduate credits from non-CAATE-accredited programs will be considered on a case-by-case basis. Approval of all transfer credits requires an official transcript, a copy of the course syllabus, and approval by the WSU MSAT Program Director.

Failure of a Course

- Students must earn a “B-” or better in all required MSAT courses and a C or better in all pre-requisite courses. Any grade lower than a B- for MSAT courses or a C for pre-requisite courses will be considered a failure of the course.
- Students who fail any required MSAT or prerequisite course will be placed on probation in the MSAT for one semester. If standards are not met by the end of the probationary period, the student will be dismissed from the program. Students who receive any failing grade (as defined above) in a required MSAT or pre-requisite course must repeat that course and receive a passing grade to remain in the MSAT Program. Failure to repeat the course (*when offered*) will result in dismissal from the program.
- Failure of 2 required courses and/or failure of the same MSAT or prerequisite course twice may result in dismissal from the MSAT program at the discretion of the Program Director.
- Incomplete grades in Graduate Practicum courses must be completed before taking another Graduate Practicum course.
- Students may repeat required courses only one time. Students who do have been dismissed from the MSAT Program must re-apply for admission to the MSAT.

Leave of Absence

Students may need to take a leave of absence due to illness, injury, religious missions, military assignments, or other personal issues. Students who do so must submit a request in writing to the MSAT Director. If the time period of leave is longer than one calendar year, the student must retake both the final written and oral/practical exam from the last graduate practicum course completed. If the student scores 80% or higher on both exams, they will be allowed to continue their course of study as scheduled. However, if the student does not earn the minimum score on both exams, remediation will be required. The MSAT faculty will develop a remediation plan which will include independent study, additional examinations, and/or retaking of required courses. Remediation must be completed prior to continuing with the student's AT major coursework.

It is not in the student's best interest to continue matriculating through the program if they have not retained the knowledge from previous courses. Our goal is to maximize the student's ability to succeed in both future coursework and on the BOC certification examination.

Prerequisite Course Requirements for MSAT

Required Prerequisite Courses (31 credit hours)
(or equivalent courses - syllabi or catalog course description required)

- * PUBH 3150: Introduction to Public Health (3)
- * NUTR LS1020 Foundations in Nutrition (3)
- * ESS 3500 Biomechanics (3)
- * ESS 3510 Exercise Physiology (3)
- * PSY 1010 Introductory Psychology (3)
- * HTHS 1110: Integrated Human Anatomy and Physiology I (4)
Or ZOOL 2100 Human Anatomy with Lab (4)
- * HTHS 1111: Integrated Human Anatomy and Physiology II (4)
Or ZOOL 2200 Human Physiology with Lab (4)
- * PHYS 1010 PS - Elementary Physics Credits: (3)
- * CHEM 1010 PS - Introductory Chemistry Credits: (3)

AND

One of the following:

- *ZOOL 1010 LS - Animal Biology Credits: (3)
- *ZOOL 1020 LS - Human Biology Credits: (3)

All prerequisites must have been completed within the last 10 years.

Course Requirements for MSAT (67-72 credit hours)

Prerequisite Course Requirements for MS

Required Prerequisite Courses (32 credit hours)

(or equivalent courses - syllabi or catalog course description required)

- NUTR 1020 LS SUS - Science and Application of Human Nutrition Credits: (3)
- PUBH 3150 - Introduction to Public Health Credits: (3)
- ESS 3500 - Biomechanics Credits: (3)
- ESS 3510 - Exercise Physiology Credits: (3)
- PSY 1010 SS - Introductory Psychology Credits: (3)
- HTHS 1110 – Integrated Human Anatomy & Physiology I Credits: (4)
- HTHS 1111 – Integrated Human Anatomy & Physiology II Credits: (4)
- PHYS 1010 PS - Elementary Physics Credits: (3)
- CHEM 1010 PS - Introductory Chemistry Credits: (3)
- ZOOL 1010 LS - Animal Biology Credits: (3) OR
- ZOOL 1020 LS - Human Biology Credits: (3)

Course Requirements for MS

Required Courses (67-69 credit hours)

Didactic Courses

- MSAT 6080 - Research Methods I Credits: (3)
- MSAT 6085 - Research Methods II Credits: (3)
- MSAT 6090 - Research Methods III Credits: (3)
- MSAT 6100 - Advanced Emergency Care in AT Credits: (3)
- MSAT 6200 - Mental and Behavioral Health in Injury and Rehabilitation Credits: (3)
- MSAT 6300 - Orthopedic Assessment and Diagnosis I Credits: (3)
- MSAT 6301 - Orthopedic Assessment and Diagnosis II Credits: (3)
- MSAT 6350 - Assessment and Care of General Medical Conditions Credits: (3)
- MSAT 6390 - Foundations of Therapeutic Interventions Credits: (2)
- MSAT 6400 - Therapeutic Modalities for Musculoskeletal Injuries Credits: (2)
- MSAT 6401 - Innovations in Therapeutic Modalities Credits: (2)
- MSAT 6431 - Orthopedic Taping and Durable Medical Equipment Credits: (1)
- MSAT 6432 - Casting and Orthotic Fabrication Credits: (1)
- MSAT 6450 - Therapeutic Rehabilitation I Credits: (3)
- MSAT 6451 - Therapeutic Rehabilitation II Credits: (3)
- MSAT 6452 - Advanced Manual Therapy Techniques Credits: (3)
- MSAT 6480 - Advanced Principles of Evidence-Based Practice Credits: (3)
- MSAT 6500 INT - Foundations of Athletic Training Credits: (3)
- MSAT 6600 - Administration and Management in Athletic Training Credits: (3)

- MSAT 6700 - Advanced Diagnostic Imaging for the Athletic Training Profession **Credits: (1)**
- MSAT 6740 - Nutrition for Athletic Trainers **Credits: (1)**
- MSAT 6760 - Suturing, Joint Relocation and Advanced AT Skills **Credits: (1)**
- MSAT 6998 - Master's Board of Certification (BOC) Exam Preparation **Credits: (1)**
- MSAT 6999 - Special Topics in Athletic Training **Credits: (1-3)**

Clinical Courses

- MSAT 6501 INT - Graduate Practicum I **Credits: (3)**
- MSAT 6502 INT - Graduate Practicum II **Credits: (3)**
- MSAT 6503 INT - Graduate Practicum III **Credits: (3)**
- MSAT 6504 INT - Graduate Practicum IV **Credits: (3)**

Optional Electives

- MSAT 6095 - Research Methods IV **Credits: (1-3)**
- MSAT 6750 - Evidence-Based Evaluation and Treatment of the SI Joint and Spine **Credits: (2)**

See the online WSU Catalog for a complete list of course descriptions.
<https://catalog.weber.edu/>

2 Year Curriculum Sequence - 2024 Graduates Cohort

<p>Fall Semester (year 1)</p> <p>MSAT 6100 3cr – Adv. Emergency Care MSAT 6300 3cr – Ortho. Assess. & Diag. I MSAT 6390 2cr – Therapeutic Interventions MSAT 6500 3cr – Foundations of AT MSAT 6080 3cr – Research Methods I <u>MSAT 6431 1cr – Ortho. Taping & DME</u> 15 credits</p>	<p>Spring Semester (year 1)</p> <p>MSAT 6301 3cr – Ortho. Assess. & Diag. II MSAT 6400 2cr – Therapeutic Modalities MSAT 6085 3cr – Research Methods II MSAT 6350 3cr – General Medical Cond. MSAT 6450 3cr – Ther. Rehabilitation I <u>MSAT 6501 3cr – Graduate Practicum I</u> 17 credits</p>
<p>Summer Semester (year 1)</p> <p>MSAT 6502 3 cr – Graduate Practicum II MSAT 6200 3 cr – Mental & Behav. Health MSAT 6480 3 cr – Advanced EBP MSAT 6401 2 cr – Innovations in Modalities <u>MSAT 6740 1 cr – Nutrition for AT</u> 12 credits</p>	<p>Clinical Hours</p> <p>Fall 1 100 Spring 1 200 Summer 100 Fall 2 300 <u>Spring 260</u> 960</p>
<p>Fall Semester (year 2)</p> <p>MSAT 6090 3 cr – Research Methods III MSAT 6451 3 cr – Ther. Rehabilitation II MSAT 6503 3 cr – Graduate Practicum III MSAT 6452 3 cr – Adv. Manual Therapy <u>MSAT 6432 1 cr – Casting & Orthotics</u> 13 credits</p>	<p>Spring Semester (year 2)</p> <p>MSAT 6095 1-3 cr* - Research Methods IV MSAT 6504 3 cr – Graduate Practicum IV MSAT 6700 1 cr – Adv. Diag. Imaging MSAT 6760 1 cr – Suturing, Joint Relocat. MSAT 6998 1 cr – BOC Exam Prep. MSAT 6600. 3 cr – Admin & Management <u>MSAT 6999 1-3 cr – Special Topics in AT</u> 11-16 credits</p> <p>67-73 credits</p>

*As determined by the thesis advisor

Graduate Thesis Project

All WSU MSAT students complete a master's thesis research project. Students (individually or in small groups) are closely mentored by their faculty thesis chair to develop and conduct research studies. Research Methods I (MSAT 6080) provides a foundation of research concepts, while Research Methods II and III (MSAT 6085 and 6090) are used to develop the project, collect and analyze the data, and prepare the final manuscript.

Many of these projects have been presented at the National Athletic Trainers' Association Annual Clinical Symposium, other regional, national, or international conferences, and/or published in research journals.

Graduation Requirements

To complete the Master of Science in Athletic Training degree, the student must meet the below criteria:

1. Grade "B-" or better in all MSAT courses (*includes clinical courses*).
2. Adhere to Athletic Training Policies and Procedures.
3. Adhere to MSAT Student Handbook policies.
4. Successfully complete all proficiencies.

(NOTE: the student is responsible for completing courses in MSAT and for fulfilling all requirements for graduation.)

Academic Attendance in MSAT Courses

The Weber State University MSAT faculty expect students to attend all classes for which they have registered. Registration in a course is regarded as an agreement between the student and the institution, the fulfillment of which depends on regular and punctual class attendance. The attendance policy will be clearly stated in each MSAT course syllabus by the respective faculty member. If there is to be an unavoidable absence, the student should inform the instructor in advance and be responsible for making up all work that is missed regardless of the reason for the absence.

Students and faculty are expected to be on time for all MSAT courses. Students must wait ten (10) minutes for the MSAT instructor to arrive and start the scheduled class. If the instructor does not appear after ten minutes, the students are excused **UNLESS** prior arrangements have been made by the instructor.

Grading Scale

The specific details of how a student is to earn a certain grade in his/her classes will be explained by the instructor at the beginning of each class each semester, and outlined in each course syllabus.

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Students must earn a minimum of an 80% on all final written and oral/practical exams given in the graduate practicum courses.

Competency Level

The Commission on Accreditation of Athletic Training Education (CAATE) has defined curricular content standards that are required to be satisfied within the MSAT curriculum. The curriculum must incorporate learning experiences for students that address each of these standards, and learning assessments that evaluate a student's level of competency as it pertains to their knowledge and/or skill with each standard. An MSAT competency rubric (see below) is utilized by course instructors to rate a student's level of competency for a given curricular content standard. The rubric is set on a 0-4 scale, with Level 3 being the minimum level that indicates competency. An instructor's level of competency rating will not affect a student's assignment or course grade. The data from this rubric will be used by the MSAT faculty as quality assurance for accreditation purposes.

The MSAT competency rubric will also be used in graduate practicum courses by instructors and preceptors assessing skill units. Students must achieve at least a Level 3 on each skill unit in a graduate practicum course before graduating from the program.

LEVEL 0	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4
<p>There are significant deficiencies in knowledge and skill. <i>Exhibits behaviors of an athletic student that are not within the spectrum of developing competence.</i></p>	<p>Operates at a novice level of knowledge and skill. <i>Exhibits behaviors of an early learner.</i></p>	<p>Operates at an advanced beginner level of knowledge and skill. <i>Exhibits behaviors of an athletic training student who is advancing and demonstrating improvements in performance.</i></p>	<p>Operates at a competent level of knowledge and skill. <i>Exhibits behaviors of an athletic training student who is ready for unsupervised practice.</i></p>	<p>Operates at a proficient level of knowledge and skill. <i>Exhibits behaviors of a certified athletic trainer that is consistent with an advanced practice clinician.</i></p>
□	□	□	□	□
Comments:				
Instructor/Preceptor Signature:				

If a student receives less than a Level 3 rating on a skill unit, the student should practice the skill until based on the instructor/preceptor's feedback until they believe they have improved their level of competency with the skill. At that time (if possible), the student should return to the

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same instructor/preceptor for reassessment. If it is not possible for the student to return to the same preceptor because they have been assigned to a new clinical placement, the student can meet with their newly assigned preceptor or with lab instructor during open lab for reassessment of the skill. Students can be reassessed as many times as necessary before graduation.

Academic Advising

Each student should meet with the Graduate AT Program Director/advisor at least once per semester, prior to registering for the following semester.

Students are encouraged to utilize their faculty advisor for more than just course scheduling. All faculty members in the MSAT Program have an "open door policy" whereby students can utilize them for discussions regarding academic and/or personal problems, career counseling, etc.

During the pre-registration period, students should make an appointment with the Graduate AT PD to schedule classes. It is extremely important that MSAT students have very thorough academic advising because of the strict sequence of courses. Failure to consistently meet with one's advisor could possibly create a situation where the student needs to stay an extra semester or year to take the course(s) they missed. Therefore, it is the student's responsibility to meet with their athletic training advisor a minimum of one time per semester, and to keep abreast of course and curriculum offerings and changes.

Scholarships and Tuition Waivers

There are two different scholarships that are awarded to Athletic Training Students by the WSU MSAT. Applications become available during each spring semester. Total amount awarded varies per year based on the funds provided by the Utah Legislature.

Out-of-state Tuition Differential Scholarships:

Available for both years of the program for academically qualified students. Students must have an undergraduate cumulative GPA of 3.2 with most consideration given to the last 60 credit hours. Students with a lower GPA, but significant work experience will be considered as well. If interested, simply indicate on your application that you wish to be considered. Non-Utah Residents only.

Other scholarships for athletic training students are available annually through outside entities. The faculty will assist those students interested in applying for any or all of the following:

Big Sky Conference Football Officials Athletic Training Student Scholarship - applications are due in May each year.

National Athletic Trainers' Association Research and Education Foundation Entry-level Athletic Training Student Scholarship - applications are due in February each year. Applicants must be members of the NATA by the previous November and renew their NATA membership in the year in which they apply. See their website for more details.

Tuition Waivers:

Based on Overall GPA and Financial Need.
Utah Residents only.

Tuition and Fee Refunds:

If you have received financial aid, scholarships or other sponsorship payments that exceed your tuition charges, these funds may be refunded to you to cover other expenses relating to your educational and living costs. These credit balances are typically processed within one business day following the disbursement of your funds. Please be aware that refund checks are only generated weekly so please allow 10-15 days for processing and normal mailing times to receive a refund check. Weber State is unable to hold your check for personal pickup, so make sure you keep your address and phone numbers current.

If you have previously made a payment(s) with a credit/debit card on your account, any credit balance will be refunded back the card used to make the payment on your account BEFORE being refunded to your designated e-refund account or by paper check.

Admission fees and late fees are non-refundable.

Weber State is proud to offer eRefunds. No more waiting by your mailbox hoping today will be the day the post-office delivers your check. Now the funds can be deposited directly to your checking or savings account, often within 24-48 business hours of the financial aid being applied to your student account. Go to this website to enroll: <https://weber.edu/bursar/erefunds.html>

Academic Dishonesty

Cheating and other forms of academic dishonesty will **NOT** be tolerated. The policy of the Weber State University Student Code, found at <http://weber.edu/ppm/6-22.htm> will be enforced. Any individual caught cheating on examinations and/or assignments or plagiarizing will receive an automatic "E" for their final grade in the course. Furthermore, a letter will go into the student's file describing the situation.

Students have a special responsibility to academic standards, since Weber State University is an academic institution. Academic dishonesty is a particularly serious offense. Academic dishonesty is defined as, but not limited to:

- Giving or receiving help with intent to falsely represent one's work
- Plagiarizing (A willful misrepresentation of another person's work as one's own.)
- The use (or appearance of use) of notes, books, cell phones, cameras, or any other unauthorized sources during tests of any kind, unless specific instructions are given permitting such use.
- Altering the record of any grade in any grade book or record.
- Any other type of misconduct, offense or manifestation of dishonesty or unfairness in relation to academic work.
- Unauthorized possession of a test prior to, during or after the administration of a test.

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- Defacing, mutilating, destroying, modifying, stealing, hiding or in any other way inhibiting or preventing access by others to library materials or databases.
- Falsely documenting clinical hours.
- Falsifying research data.

Harassment/Discrimination

Weber State University is committed to providing an environment free from harassment and other forms of discrimination based upon sex, race, color, ethnic background, national origin, religion, creed, age, lack of American citizenship, disability, status of veteran of the Vietnam era, sexual orientation or preference, gender or gender identity, including sexual/gender harassment. Such an environment is a necessary part of a healthy learning and working atmosphere because such discrimination undermines the sense of human dignity and sense of belonging of all people in the environment. Thus, students in this program should practice professional deportment, and avoid treating others in a manner that is demeaning or derisive in any respect.

While many viewpoints and opinions are welcome in this program, in expressing them, we will practice the mutual deference so important in the world of work. Thus, while we encourage you to share your opinions, when appropriate, you will be expected to do so in a manner that is respectful towards others, even when you disagree with them.

If you have questions regarding the university's policy against discrimination and harassment you may contact the university's OEO office (801-626-6239) or visit its website: <https://weber.edu/equal-opportunity/default.html>

Pain Prescriptions and Medical Marijuana

Students who have a medical condition requiring the use of a pain medication or medical cannabis (or approved marijuana byproduct) through a physician's prescription are allowed to participate in the MSAT program (classroom and clinical education) as long as all of the following conditions are met:

- 1) the student has a medical provider who confirms they are under the care of that provider
- 2) the provider has prescribed the medication, as evidenced by the student
- 3) the student can perform all safety-sensitive aspects of their classroom and clinical education while taking the medication

NOTE: If the student is impaired during their classroom or clinical education, they are held accountable regardless of whether they have a marijuana medical card or other pain prescription. If a student believes they could have difficulty participating in classroom or clinical education, they should ask to be excused until they can work safely.

Department of Athletic Training Student Conduct Policy

I. INTENT: The intent of this policy is to ensure the maintenance of academic, professional, and ethical standards as well as the physical and emotional health and safety of AT students, faculty, staff, and administrators.

II. AUDIENCE:

- a. This policy applies to all students enrolled in any major, minor, or course offered by the AT department whether face to face, online, hybrid, or distance learning.
- b. It applies to all modes of interaction including face to face, email, discussion posts, and chat rooms. Such interactions may take place on or off campus tied to official course business.
- c. Each student is responsible for adhering to this policy and the policies that it makes reference to.

III. CROSS-REFERENCE:

- a. Students should read the official WSU Student Code available: http://www.weber.edu/ppm/Policies/6-22_StudentCode.html. This code provides details on student responsibilities, academic honesty, due process, and appeals among many other things.
- b. Each academic program in the AT department (see <http://weber.edu/athletic-training>) may have its own admission and retention standards. In such cases, this policy should be used in conjunction with the program policy; both policies equally apply.
- c. Weber State University (WSU) has an affirmative action office that handles discrimination and harassment (<http://www.weber.edu/aaeo>).

IV. HOW STUDENTS SHOULD BEHAVE: *They should*

- a. Adhere to the WSU Student Code.
- b. Treat others equally and demonstrate respect for the dignity, individuality, culture, and values of each person.
- c. Exemplify honesty and integrity and behave morally and ethically.
- d. Respect the personal, academic, and professional rights of others.
- e. Do their own course work unless specifically instructed to collaborate.
- f. Demonstrate commitment and dedication to learning (such as by coming to class prepared and with required course materials) and openness to new ideas.
- g. Safeguard others from conditions detrimental to learning, emotional or physical health, or safety.
- h. Work cooperatively with other students, faculty, staff, and administrators.
- i. Share their opinions in a manner that is respectful toward others even when disagreements occur.

V. HOW STUDENTS SHOULD NOT BEHAVE: *They should refrain from*

- a. Disrupting class or the AT department and facilities environment.

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- b. Academic dishonesty (such as cheating, plagiarism, and violating copyright laws).
- c. Unprofessional or unethical conduct.
- d. Harassing or discriminating against others for any reason.
- e. Insubordination (defiance of authority).
- f. Using, distributing, or possessing illegal drugs or controlled substances.
- g. Engaging in criminal and unstable behavior (inconsistent with good societal citizenship).
- h. *Other incidences which may not be listed above.*

VI. GRIEVANCES: The AT department recognizes the rights of students, faculty, staff, and administrators to express grievances and attempt to seek solutions and answers to problems, complaints, or injustices arising from the day-to-day working relationships and differences which may occur between students, faculty, staff, and/or administration.

- a. Whenever a misunderstanding or problem exists, first the parties (student and individual in grievance) are urged to discuss the situation immediately in a calm and constructive manner and according to the Student Code. Complaints should be attempted to be resolved by following “primary level or level 1” process for the Dumke College of Health Professions (see <https://weber.edu/complaint/level1contacts.html>).
- b. If the matter is not settled through level 1 procedures, then the student may submit their complaint at: <https://www.weber.edu/complaint>.

VII. POLICY VIOLATION OUTCOMES:

- a. Failure to comply with this policy can result in a warning (*notification of wrong doing*), probation (*trial period during which an offender has time to redeem himself or herself*), suspension (*temporary removal from one or more courses with possibility for future reinstatement*), dismissal (*permanent termination*), or expulsion (*removal from the institution*).
- b. The offending student may be dismissed from their courses without refund, dismissed from their program of study (Major, Minor, or Emphasis), lose their right to use the AT department facilities (Swenson Building and Stromberg Complex) and possibly other campus facilities.
- c. Depending on the incidence and the outcome of section VI, an incidence report may be filed with the AT department chair and/or the WSU Dean of Students (<http://www.weber.edu/DeanOfStudents>) and/or the police and/or other parties including but not limited to financial aid, scholarship, athletics, and records.

Grounds for Suspension or Dismissal

A student can be suspended or dismissed from the program at any time during his/her stay for violating any of the below violations. Suspension is defined as a temporary removal from one or more courses with possibility for future reinstatement. Dismissal is defined as a permanent termination from the program. Suspended or dismissed students have the right to appeal the decision by referring to the Grievance Policy and Procedures as stated in the MSAT Student Handbook.

1. Academic dishonesty as explained above.
2. Failing grades in two MSAT and/or pre-requisite courses.
3. Failing grade on second attempt of an MSAT or prerequisite course.
4. Failure to accomplish practicum course requirements, such as clinical education hours, competencies, or proficiencies.
5. Dismissal from a clinical education setting.
6. Unprofessional or unethical conduct
7. Insubordination.
8. The conviction and/or known use, distribution, or possession of illegal drugs or controlled substances.
9. The conviction of a felony.
10. Other incidences which may not be listed above.

Student Organizations

Professional Organizations

In the following section you will find links to the applications for joining some of the major national and state professional organizations in Athletic Training/Sports Medicine.

1. The National Athletic Trainers Association: www.nata.org
2. The Rocky Mountain Athletic Trainers' Association: www.rmata.org
3. The Utah Athletic Trainers Association: www.rmata.org/utah
4. The American College of Sports Medicine: www.acsm.org

These sites can also be accessed via a link on the WSU MS in Athletic Training webpage - <http://www.weber.edu/msat>.

Joining a professional organization is one mechanism of demonstrating your interest and commitment to the profession. Additionally, the BOC certification exam is less expensive for a student who is a member of the NATA.

It is STRONGLY encouraged that WSU MSAT students to join the National Athletic Trainers' Association.

Graduate Athletic Training Student Organization (GATSO)

All Graduate Athletic Training students are encouraged to become members of the WSU Graduate Athletic Training Student Organization (GATSO). The faculty believes it is very important for students to take an active role in the continuing development and support of the GATSO. Moreover, by having more students participate and become active members, fund-raising for the club should increase, as well as the camaraderie between students and between students and faculty/staff. Additionally, fund-raising will enhance the potential for more students to attend state, district, and/or national Athletic Training/Sports Medicine Conferences. Students who do not join the club will not receive club benefits such as athletic training items purchased for students and/or financial assistance to attend conferences.

More information can be found on the club's website at:

<https://weber.edu/msat/GATSO.html>

The MSAT program encourages the celebration of heritage months to be student-driven. GATSO would be an intuitive body for students to celebrate heritage months by promoting awareness of each other's backgrounds via social media posts, events, etc.

MSAT Clinical Education Experience

Preceptors (Clinical Instructors)

The MSAT uses Preceptors (clinical instructors) to supervise clinical education experiences for students to meet accreditation requirements. Preceptors are certified athletic trainers (ATC) in good standing with the BOC. In addition, the Preceptor must participate in a Preceptor training offered by the MSAT program or participate in an individualized training program with the Clinical Education Coordinator.

Preceptors shall provide direct visual and auditory supervision for the student(s) assigned to them. In coordination with the practicum instructor, the Preceptor works with a student to develop increased proficiency in the skills delineated by the practicum course.

Clinical Attendance

Each student attending the MSAT has the privilege, not the right, to attend the assigned clinical education experiences. Students are expected to follow all rules of ethics and conduct delineated in this handbook. If any student is dismissed from the clinical education experience for disciplinary behavior, his/her enrollment in the MSAT program may be terminated.

Students are to attend the clinical education experience at the time and facility designated by the Clinical Education Coordinator and MSAT Program Director. Students cannot miss MSAT courses or practicum classes to attend clinical education experiences without permission by their classroom instructor.

Each Graduate Practicum course has a minimum clinical hour requirement. If a student is short of that minimum by 50 hours or more the student will automatically receive a grade of "E" for the course. If a student is short of the minimum hours by less than 50 hours (short 1-49 hours), their final grade in the course will be reduced by 0.25% for each missing hour. Refer to "Clinical Penalties Policy" regarding suspension from clinical rotations. Students are required to be at their clinical site a minimum of 2 days per week but should not exceed an average of 25 hours per week during the semester. If a student chooses to earn clinical hours outside of a regular semester, such as fall pre-season practices, the student may choose to exceed 25 hours per week.

On the student's first day at a new clinical rotation, the student must complete an orientation with their Preceptor including reviewing the Emergency Action Plan and any other relevant policies at that site. An orientation learning activity worksheet will be assigned to students at the start of each clinical rotation and due within one week of beginning the clinical rotation.

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 in the program's electronic tracking system. Hours are to be rounded to the closest 15 minutes.

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Clinical hours and all relevant clinical activities should be recorded the day of which they were completed. Punctuality is a high priority, as this is a sign of dependability.

If snow or flooding or any other act of nature prevents a student from attending the clinical education experience, the student will arrange to make up the clinical time with their instructor as necessary. In the event that a sudden conflict, illness, or emergency arises, the student must notify the Preceptor immediately via phone or in person. Only in the most extreme conditions (i.e., death in the immediate family, hospitalization) will this notification be waived.

Students are responsible to communicate with the Preceptor on a daily basis regarding the hours of operation for the Preceptor related to the assigned clinical education experience. The student and Preceptor must work out an attendance schedule to meet the minimum number of hours required by the enrolled practicum course. Students are expected to be present at all designated hours. In the event a student needs to miss their assigned clinical time, arrangements should be made with Preceptor prior to missing the clinical time.

Unexcused absences and tardiness to clinical education experiences will be reflected in the student's final clinical evaluation by the Preceptor and will negatively impact the student's grade in their Graduate Practicum course.

If a student fails to attend a clinical education experience, the student will receive a written warning. Multiple written warnings for the same offense may result in suspension or dismissal at the discretion of the Program Director. Suspension is defined as a temporary removal from one or more courses or clinical educational experiences with the possibility for future reinstatement. Dismissal is defined as a permanent termination from the program. The following protocol will be followed for a student's failure to attend their clinical education experience:

1. After the first unexcused absence, a conference will be scheduled between the student and the Preceptor to discuss the incidence and come to a resolution.
2. After a second unexcused absence, the Preceptor will notify the student that they will be contacting the Clinical Education Coordinator to discuss the incident and come to a resolution.
3. After a third unexcused absence, a conference will be scheduled between the student, Preceptor, Clinical Education Coordinator, and Program Director to discuss all incidents. A third unexcused absence will result in the student being suspended from the clinical site for one week. See "Clinical Hours" policy regarding failure to earn minimum required hours. If, as a result of this suspension, the student earns below the minimum grade required in the clinical class, he or she will be placed on probation from the MSAT program.

Note: Documentation of all incidents will be placed in the student's file.

Changing a Clinical Assignment

Students who wish to change their clinical assignment for any reason must first obtain written permission from the Clinical Education Coordinator, the Program Director, or both. The Clinical Education Coordinator will then find a new clinical assignment for replacement. Students who are found at a clinical site that they were not assigned to (without receiving prior permission from the CEC) may be suspended from all clinical rotations for up to one week. Students found at the wrong clinical site a subsequent time may be suspended or dismissed from the MSAT program.

Clinical Education

The MSAT Program at Weber 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 competencies and proficiencies of a selected topic. The following semester the same student will enroll in a graduate practicum course to refine their clinical proficiencies and put into use an evidence-based practice model. Each graduate practicum course will also review a sampling of information from all prior semesters.

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 certified athletic trainer. This experience is a component of the Graduate Practicum Courses. During the live class meetings for the Graduate Practicum Courses, the student and instructor review and practice clinical skills learned during the didactic courses during previous semesters. The clinical courses are **NOT** meant as an avenue to instruct new course material unless it has been determined that certain required competencies and/or skills are deficient.

In addition to the live 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 knowledge and skills learned. The Preceptor is readily available to guide and interact with the student, and be able to intervene on the behalf of the patient.

Clinical education experiences are directly linked to the competencies and proficiencies of the practicum and clinical rotations courses. Students are assigned to a Preceptor and clinical responsibility/sport assignment that best fulfills the clinical education needs of the student. While it is highly desirable for students to complete their psychomotor competency and proficiency evaluations at their clinical rotations, this may not always be possible. Those assessments that cannot be completed in the clinical setting will be done in class.

During a clinical education experience a student **CANNOT** perform skills on a patient until the skill has been taught and assessed by a classroom instructor or Preceptor. This does not prevent

the student and Preceptor from discussing or learning new material. However, the patient has a right to receive medical care from an individual trained in the specific skill.

Clinical Education Guidelines

When the MSAT student is assigned to a Preceptor, it is essential that all personnel understand that the MSAT student is in the clinical education setting to learn under direct supervision, not simply to provide a service to patients and support personnel or act as a replacement for an employee. The responsibilities of the MSAT student and Preceptor are provided below.

The MSAT student should:

1. Place a priority on academic courses.
2. Communicate with the Preceptor regarding daily clinical experience opportunities.
3. Practice competencies with Preceptors and peers to develop proficiency.
4. Mentor and teach other students in the MSAT program.
5. Apply critical thinking, communication, and problem-solving skills.
6. Be prepared for proficiency assessments on a daily basis.
7. Obtain MSAT clinical experiences during scheduled direct patient care supervision by the Preceptor.
8. Perform skills on patients only after being instructed on the skills.
9. Be willing to learn about variations in applying the same technique or skill.
10. Provide honest feedback of the MSAT clinical experience through the Preceptor/Clinical Site Evaluation completed at the end of each rotation.

The Preceptor should:

1. Accept the MSAT student assigned to the facility without discrimination.
2. Utilize the MSAT student for an average of 10-20 hours/week unless outside of the regular semester and/or reviewed with the Program Director and/or Clinical Education Coordinator. Students should complete 30-40 hours/week during their immersion clinical rotation.
3. Provide direct supervision of the MSAT student in the context of direct patient care, which is defined as direct visual and auditory interaction between the Preceptor and the MSAT student.
4. Allow the MSAT student an opportunity to answer their own questions using critical thinking and problem-solving skills.
5. Provide supervised opportunities for the MSAT student to actively participate in patient care related to the practicum course and clinical experience level of the MSAT student.
6. Allow the MSAT student to only perform skills on patients once instructed on the skill (in classroom or by Preceptor).
7. Guide the MSAT student in using communication skills and developing professional and ethical behaviors.
8. Assess the MSAT student on competencies related to the practicum course and clinical experience level of the MSAT student.

9. Provide ongoing feedback to assist the MSAT student in developing proficiency in skills related to the practicum course and clinical experience level of the MSAT student.

CPT – International Students

Curricular Practical Training (CPT) allows international students to complete clinical rotations while on an F-1 student visa. However, at the beginning of EVERY semester in the MSAT program, ALL students on an F-1 visa who are assigned to a clinical rotation, must complete the CPT packet. The CEC will assist the student with the paperwork, however, the student is responsible for completing the requirements and communicate with the CEC as well as the Weber State University International Student and Scholar Center (ISSC; Student Services Bldg. Room 143). This is required of all international students prior to every new clinical assignment semester in the MSAT program. Students are not permitted to begin their clinical rotation until the CPT paperwork has been approved by the ISSC.

Clinical Rotation Duration, Hours, and Frequency

Clinical education experiences are 10-12 week rotations and/or the length of a full athletic season depending on the assignment. During the clinical education experience, the student must log the number of hours directly supervised by a Preceptor in Exxat within 7 days of the experience. The hours log must be accurate with hours being rounded to the nearest 15 minutes. The following hours cannot be included when logging hours in Exxat:

1. Time spent traveling with a team
2. Academic hours
3. Unsupervised hours

Clinical hour requirements vary by Graduate Practicum course level. The required number of clinical hours for each course is listed below, as well as the recommended number of hours per week.

- | | | |
|-------------|--------------------|--|
| • MSAT 6500 | 100 hours/semester | ≈ 10-12 hours/week |
| • MSAT 6501 | 200 hours/semester | ≈ 14-16 hours/week |
| • MSAT 6502 | 100 hours/semester | ≈ 10 hours gen med + 30 hr/week during immersion |
| • MSAT 6503 | 300 hours/semester | ≈ 14-16 hours/week + 30 hr/week during immersion |
| • MSAT 6504 | 260 hours/semester | ≈ 14-16 hours/week + 30 hr/week during immersion |

Students who do not complete the minimum number of clinical hours for a Graduate Practicum course will have a point reduction from their Graduate Practicum course grade. If the student is short by 50 or more clinical hours, they will receive an E for that course grade. See Graduate Practicum course syllabi for specific grading details.

Students are required to establish a clinical education schedule with their Preceptor which must include a minimum of one day per week without clinical education experiences. A student in the clinical education setting does not replace a paid employee nor is treated as a paid employee. Students will complete 10-20 hours per week during the semester. Occasionally a unique opportunity may present itself for the student to obtain an outstanding educational opportunity requiring more than 20 hours during the week; these opportunities must be discussed with the Program Director and/or Clinical Education Coordinator and approved in advance whenever possible. In addition, if a student chooses to earn clinical hours outside of a regular semester or when classes are not in session, such as fall pre-season practices or during the second half of the summer semester, the student may choose to exceed 20 hours per week.

Patient Interactions

Students are expected to encounter and interact with a variety of patients during their clinical education and service (PDU) experiences. For MSAT 6500, students are required to log an average of 2 or more patient interactions per week in Exxat. For each subsequent Graduate Practicum course (MSAT 6501-6504), students are required to log an average of 3 or more patient interactions per week in Exxat. In addition, a brief summary of the interaction is required within the Exxat patient log. Patient interactions must be logged in Exxat within 7 days of their occurrence. Patient interactions can be completed with any preceptor within the MSAT program. Instructions on how to log patient interactions in Exxat can be found within the Graduate Practicum course syllabi.

Standard 18 Patient Interactions

Standard 18 of the 2020 Commission on Accreditation of Athletic Training Education (CAATE) Standards requires that students gain experience with patients with a variety of health conditions commonly seen in athletic training practice throughout the MSAT program. There are a total of 14 health conditions that students must be exposed to while in the MSAT program. It is preferred that these health conditions be experienced in patients during a clinical education or service (PDU) experience (preferred). Students who are unable to do so will need to complete a simulation with a MSAT faculty member.

CPT codes have been created in Exxat for each of the 14 health conditions under Standard 18. When a student encounters a patient (real or simulated) with one of these 14 health conditions, they should log it as a patient interaction in Exxat along with the associated Standard 18 CPT code. In addition, a full SOAP note is required with each Standard 18 patient interaction that is logged.

For MSAT 6500, a minimum of 2 Standard 18 patient interactions must be logged in Exxat. For each subsequent Graduate Practicum course (MSAT 6501-6504), a minimum of 3 NEW Standard 18 patient interactions must be logged in Exxat. Standard 18 patient interactions will count as normal patient interactions, and like them, can be completed with any preceptor within the MSAT program. Students can track their progress on fulfilling all 14 health conditions associated with Standard 18 in the MSAT Student Resources course on Canvas.

Clinical Immersion Experience

All MSAT students will complete two clinical immersion experiences during the 2nd year in the program. The purpose of the clinical immersive rotations is to allow students to experience the full continuum of care provided by a certified athletic trainer. Students must be with their preceptor for 30-40 hours/week during this period to learn about all aspects of the job. This goes beyond practice and games to include morning treatments/rehabilitation sessions, meetings with coaches, attending doctor's appointments with athletes/patients, contacting parents when appropriate, interacting with other members of the healthcare team, and completing paperwork/documentation.

First Clinical Immersion – Summer/Fall Year 2

A 6-week clinical immersion will occur between July and September of your second year. Clinical hours completed during the first 3 weeks of this clinical immersion will count towards summer semester requirements. No liability insurance is needed during this time. Be sure to log these under MSAT 6502. 100 clinical hours are required for MSAT 6502.

Clinical hours completed during the last 3 weeks of this clinical immersion will count towards fall semester requirements. No liability insurance is needed during this time. Be sure to log these hours under MSAT 6503. 300 clinical hours are required for MSAT 6503.

Second Clinical Immersion – Spring Year 2

Another 3-week clinical immersion will occur after Spring break of your second year. These hours will be logged under MSAT 6504. 260 hours are required for MSAT 6504.

Internships and Summer Camps

Students may choose to participate in athletic training internships and/or summer camps. These are not required by the MSAT program, nor will they satisfy any MSAT program requirements. Students who choose to participate in these internships are responsible for ensuring that their participation in the internship does not violate the athletic training licensure laws or other similar regulations in the state(s) where the internship/camp will take place. The MSAT Program Director can assist the student in reviewing the state regulation(s) that may apply, but the student is ultimately responsible for the final determination. In addition, students who participate in an internship are strongly encouraged to purchase liability insurance that would cover the student during this experience. Students who wish to complete an internship outside of the MSAT program are strongly encouraged to meet with the program director to ensure that the student will not be violating state practice acts or other regulations.

Clinical Rotation Assignments

The WSU MSAT must balance students' career goals with their educational needs. Students will be assigned to a variety of on-campus and off-campus clinical rotations. Each student will, minimally, gain experience with patients of different sexes and genders, individual and team sports, patients of different ages and backgrounds, high school and collegiate athletics, sports

requiring protective equipment (e.g., helmet and shoulder pads), a physical therapy or sports medicine-type rehabilitation clinic, and a general medical setting such as a physician's office.

Prior to each new rotation being assigned, students will be asked to submit their preferences, including any extenuating circumstances which limit their ability to complete certain rotations. A conflict with paid employment is not considered a legitimate extenuating circumstance. Within the educational parameters, the faculty will make every effort to accommodate each student's interests, needs, and career goals, although these needs cannot always be met.

Students may not receive payment for any clinical rotation. Students must complete clinical experiences associated with the MSAT program under the supervision of approved Preceptors who are Certified Athletic Trainers.

Clinical Site Orientation

Upon learning of a clinical assignment, students are responsible for contacting their assigned preceptor to organize a start date. During the first few days of each clinical rotation, the student must complete an orientation with their preceptor. The orientation includes but is not limited to review of the EAP, tour of the facilities, meeting of staff and coaches, establish a general clinical schedule, discussion of the preceptor's expectations of the student, and development of personal practice goals that align with the clinical site. The student is responsible for completing and submitting the Clinical Site Orientation learning activity (provided in Exxat) by the posted due date (within 1 week of starting the clinical rotation).

General Medical Rotation

Each athletic training student will be assigned a general medical rotation. This rotation will be assigned following the semester in which the student is enrolled in the MSAT 6350: General Medical Conditions and Advances in Athletic Training course. This rotation will be completed concurrent with student's assigned clinical rotation. The student must complete a minimum of 10 hours during the general medical rotation period (determined in advance by the Clinical Education Coordinator). These hours will count towards the total minimum required hours for the student's Graduate Practicum course. ***If a student fails to complete the general medical rotation during the assigned period, they will be reassigned the rotation for the following semester. Students who fail to complete the general medical rotation by the spring semester of their 2nd year will be required to complete the general medical rotation during the summer following graduation in order to receive their degree.***

Liability Insurance

For the protection of the student accepted into the MSAT, all students enrolled in MSAT 6500 and Graduate Practicum courses (i.e., MSAT 6501, 6502, 6503, and 6504) will be required to carry medical liability insurance. This insurance will be provided at no cost to the student through a group policy arranged by Weber State University. The liability insurance coverage applies to all classroom and clinical education experiences delineated by the MSAT program.

This insurance **DOES NOT** cover independent clinical experiences (i.e., summer internships), transporting an injured or ill athlete, driving an institutional vehicle, acting as an unsupervised first responder, or other similar activities.

Clinical Rotations during Winter Breaks

Clinical hours during winter breaks are optional. Students are NOT required to attend practices and/or competitions during the winter break. However, these can often be very valuable learning experiences and students are encouraged to gain clinical experiences outside of academic year.

During winter breaks, students may earn a maximum of 1/3 of the clinical and all service hours required for the following semester. However, these clinical rotations must be approved in advance by the Clinical Education Coordinator. Students on these rotations must still complete clinical hour forms, and all applicable evaluation forms.

During the winter breaks, students **MUST** earn their hours with their assigned clinical rotation if it is available. If the assigned clinical rotation is not available, the Clinical Education Coordinator or Program Director will be unavailable to provide an alternative site due to the holiday season.

Clinical Rotation Evaluations

Evaluations are a crucial part of the academic process, both for the program and the student. These will be completed in Exxat online. At the conclusion of each clinical rotation assignment, the Preceptor will evaluate the student. Students will evaluate their preceptors and clinical sites at the conclusion of each rotation.

Transportation to Clinical Education Experiences

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 MSAT program attempts to work with those students who do not have their own transportation, but remember that the **student has the ultimate responsibility** to make sure that they arrive to their clinical experience assignment on time. Car-pooling is strongly encouraged and recommended if possible. (**NOTE:** A current bus/train schedule and free UTA pass can be picked up in the Student Union, in the event you need to catch a bus to go to any of the clinical sites.)

It should be noted that students are not authorized to drive an institutional vehicle as part of the clinical education experience, unless appropriate training and paperwork have been completed.

Transportation of an Ill or Injured Patient

A student in the MSAT program should not be the primary driver in the transportation of an injured or ill patient, unless the necessary WSU driver training and paperwork have been

completed. An MSAT student should NOT transport an injured or ill patient without the direct (auditory and visual) supervision of their Preceptor.

Cell Phones

Cell phones are to be used for emergencies only while at the clinical education experience. Cell phones must not be used for personal use unless approved by the Preceptor.

Homework

Homework or studying should be done on a limited basis when at the clinical education experience, and only with the approval of the Preceptor. Homework or studying is discouraged during medical coverage of events and/or when there are active patient cases.

Dress Code

The guidelines below reflect the minimum standards for clinical rotations with WSU athletic teams. Off-site clinical rotations may require a more formal dress code. When in doubt, please consult your Preceptor.

All students enrolled in the Master of Science in Athletic Training Program must wear the following uniform (unless more formal attire is required) while attending clinical education experiences:

1. Polo shirt with WSU Athletic Training logo. Note: WSU AT polo shirts will be provided to students at the beginning of the program.
2. Winter/rain jacket with WSU Athletic Training logo. Note: WSU AT jackets will be provided to students at the beginning of the program.
3. Additional tops (e.g., sweatshirt, pullover, etc.) with WSU AT logo.
4. Pants or shorts that are of a solid color, neat, and clean. Note: Jeans or leggings are **NOT** acceptable at any clinical site.

For outdoor events, students should be prepared to add/remove layers of clothing to accommodate for weather changes. Alternative clothing is fine under the following conditions:

1. Clothing represents WSU and the clinical site in a professional manner.
2. Clothing has been approved by the Preceptor.
3. Clothing does not contain vulgar, profane, or other inappropriate advertising.
4. If additional layers are needed for warmth, the student continues to wear an WSU AT top underneath them.
5. Hats/caps must have a WSU logo, the clinical site's logo, or no logo.

For indoor events, students should be prepared to wear appropriate professional dress clothes. Professional dress clothes must be functional and appropriate to the event. This clothing should meet the following guidelines:

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1. No spiked shoes; no high heels over 2".
2. Skirt length must be knee length or longer.
3. No low cut or see-through blouses.
4. No clothing that exposes undergarments.
5. All ties must be worn with a tie tack.
6. No long jewelry that may interfere with patient care (e.g., long necklaces, dangling earrings, etc.).

All students enrolled in the MSAT program must follow the additional uniform guidelines while attending clinical education experiences:

1. All shirts must be tucked in.
2. All loose-fitting pants/shorts must be held up with a belt.
3. All shoes must be closed-toe shoes (NO sandals or flip-flops) and laces must be tied.
4. Socks must be worn.
5. Clothing must be neat and clean.
6. No short shorts or low waist pants (i.e., hip huggers).
7. No exposed cleavage.
8. No ripped or torn pants.
9. No Jeans or leggings
11. AT Program name badge as required by state law (see Name Badge Policy below)
12. IHC photo ID badge must be worn at all times for clinical rotations at IHC clinics and hospitals.
13. Hair must be neat and clean and maintained in such a manner to professionally fulfill clinical responsibilities.
14. No exposed body piercing (not covered by clothing) to areas other than the ear lobe are allowed while attending clinical education experiences; this is an OSHA requirement. Such piercings must be covered (taped).
15. Tattoos are acceptable as long as they are not offensive to other cultures, populations, ethnicities, genders, sexual orientation. Tattoos need to be covered the first five days post last appointment.
16. Abide by any other uniform guidelines specific to the clinical site

All students enrolled in the MSAT must follow this additional guideline outside of clinical education experiences:

1. Do not wear any clothing that identifies you as a WSU Athletic Training Student to any bar, night club, gentlemen or ladies clubs, etc.

Dress Code Violation

MSAT Students who are in violation of the dress code will be asked to leave their clinical assignment, change into appropriate clothing, and return to the assignment immediately. The Preceptor may ask students not to return if dressed inappropriately. Additional penalties are outlined below.

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Name Badges

All MSAT Program students will be issued a name badge prior to the start of their first clinical rotation. For all sites, MSAT students are required to wear their WSU MSAT name badge at all times, as required by Utah state law, to identify yourself to student-athletes/patients as a student.

The first name badge will be provided to the student when enrolled in MSAT 6500. If the name badge is lost, the student is responsible for purchasing a new badge from the AT Department. The cost for a new badge is approximately \$10.00. The loss of a name badge will not be accepted as an excuse or reason for poor attendance at clinical education experiences, which can result in a poor clinical rotation and Graduate Practicum course grade.

HIPAA, Confidentiality, Privacy, and Security

The Weber State University MSAT Program, WSU Athletic Department, and the clinical rotation sites where the MSAT program has affiliation agreements, are all committed to safeguarding the confidentiality of protected health information (PHI) and other confidential information which is or may be contained in the records of the University and to ensuring that PHI and other confidential information if used/or disclosed only in accordance with the University's policies and procedures and applicable state and federal law.

All Athletic Training students must hold confidential information used or obtained in the course of their duties 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. All students with access to confidential information, including patient/student-athlete medical records information and/or information systems must read and sign this Agreement, which will be kept on file and updated periodically.

Everyone with access to PHI and other confidential information is responsible for safeguarding it 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:

- 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.
- Never release patient/student-athlete medical records and other confidential information to external sources. Release of medical and other confidential information is the responsibility of the paid athletic training staff.
- Use appropriate information security procedures for users of electronic information systems.

Any knowledge of a violation of this confidentiality policy must be reported to an immediate supervisor. The supervisor will present the information to the Graduate Athletic Training Program Director and Clinical Education Coordinator for review and investigation.

See Appendix D for the Confidentiality/HIPAA Agreement that all students are required to read, sign, and submit for their file.

Clinical Education Penalties (Clinical Probation)

Students who violate any clinical education policies may be removed immediately from their clinical site, suspended from their clinical site, placed on clinical probation and/or be suspended or dismissed from the MSAT program, depending on the offense. This will be determined by the Clinical Education Coordinator and Program Director in consultation with the Preceptor. The student will be required to meet with the Clinical Education Coordinator and/or the Program Director to discuss the issue and set goals for the student for future success. Documentation of all issues will be placed in the student's file.

Students who fail to submit required clinical paperwork by assigned deadlines will not accrue clinical hours until the paperwork is submitted. Clinical paperwork includes but is not limited to, annual TB test and flu vaccination, immunization records, and certifications (i.e., Safe Sport, CPR, BBP, and concussion). Students who repeatedly miss assigned deadlines will be required to meet with the Clinical Education Coordinator and/or the Program Director and may be suspended from their clinical rotation.

See Appendix E for a copy of the Student Conference Report.

If, as a result of the removal from the clinical site, the student earns below the minimum grade required in the clinical class, this could affect the student's standing in the MSAT program including probation, suspension, or dismissal. See the academic policies for further clarification.

Romantic Relationships with Athletes and/or Patients

Relationships between MSAT students and athletes/patients are unprofessional and unethical. A voluntary, intimate, romantic, or sexual relationship between an athletic training student and a athlete and/or patient is **STRONGLY DISCOURAGED**. All athletic training students must IMMEDIATELY report, any consensual romantic relationship he or she may have with a student athlete to the Clinical Education Coordinator and/or Program Director to ensure that the athletic training student is not in a position where a conflict of interest may exist. A conflict of interest exists when the athletic training student is assigned to the same sport as the student-athlete with whom they have the relationship. If the CEC and/or PD becomes aware of a romantic relationship between a student and patient/athlete, the athletic training student will be removed from that sport assignment as soon as possible and transferred to another clinical assignment at the discretion of Clinical Education Coordinator and the Athletic Training Program Director. Violations of this policy by an athletic training student will result in disciplinary action.

Note: Clinical rotations outside of Weber State University may have a different policy. Athletic Training students must discuss any potential issue with their Preceptor prior to pursuing any personal relationship with an athlete or patient. Graduate athletic training students are HIGHLY discouraged from socializing with minors who are athletes at WSU or any patients at any of Weber State University's clinical sites.

Grievance Procedure

The Athletic Training faculty recognizes the rights of students enrolled in the MSAT 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 urged to discuss the situation immediately with their instructor and/or Preceptor in a calm and constructive manner. Small problems and poor communication tend to become large problems and are harder to resolve when not discussed with an individual who can correct them in a timely fashion. This grievance procedure is intended for use by the Athletic Training student in both the clinical and classroom areas.

Weber State University aspires to provide students with an excellent educational experience. The faculty, staff, and administrators work together to deliver quality courses and services to assist students in achieving their educational goals. Occasionally mistakes happen or misunderstandings occur. When problems or issues arise, there are avenues where students can voice a complaint or appeal a decision. Weber.edu/complaint is a resource for students to learn about how to have their concerns heard by the appropriate individuals, offices, or departments on campus.

Whether a student is dealing with an academic or administrative issue, misconduct, discrimination, or harassment, they have the right to pursue recourse, and the website explains the new process for doing so. The process still emphasizes that all resolutions should occur at the lowest level possible, with the faculty, staff, office, or administrator with whom the student has a

complaint. Once the local or Level 1 process is exhausted, if a student still has a complaint to lodge, they can do so through the complaint website. The student's concerns will be heard at a level 2 or appellate review. As is always the case, once a student has received a Level 2 decision, a Level 3 appeal to the Due Process Officer can be made, if there was a violation of University due process. Details regarding Student Petition, Complaints, and Grievances can be found at <https://www.weber.edu/complaint/>

Local/Level 1 Process

- Initial conference with faculty member or Preceptor.
- If no resolution is reached, the student should meet with the MSAT Program Director (Dr. Conrad Gabler at 801-626-8831 or ConradGabler@weber.edu) and/or Clinical Education Coordinator (Dr. Alysia Cohen – 801-626-6741 or AlysiaCohen@weber.edu) depending on the nature of the situation.
- If no resolution is reached, the student should contact the AT Department Chair (Dr. Valerie Herzog at 801-626-7656 or ValerieHerzog@weber.edu)
- If no resolution is reached, the student may then contact the Dean of the College of Health Professions, Dr. Yasmien Simonian at ysimonian@weber.edu or 801-626-7080.
- The final step in the Level 1 process, if necessary, is the Dr. Ezekiel R. Dumke College of Health Professions Hearing and Grievance Committee. The co-chairs are as follows:

Susan Alexander	Darcy Carter
salexander@weber.edu	darcycarter@weber.edu
801-626-5456	801-626-7549

If the student has exhausted the Local/Level 1 Process above and still has a complaint to lodge, they should go to the website: <https://www.weber.edu/complaint/> and follow the appropriate Level 2 process outlined based on the type of issue.

MSAT Sanctions

- Warning – regarding conduct
- Probation – must show improved conduct during this period
- Suspension – temporary or permanent termination from the MSAT
- Personal Development Sanctions – may require counseling or remediation
- Temporary Interim/Emergency Sanctions – if potential for harm exists

Expulsion/Dismissal

- Permanent termination from the MSAT
 - Infliction of bodily harm to anyone.
 - Noncompliance with policies regarding patient care.
 - Performance of patient care activities that exceed the student's scope of practice.
 - Infliction of emotional or mental distress to other students, faculty, preceptors, or patients
 - Substantial disruption of clinic or classroom activities.
 - Presenting a threat to the stability and continuance of MSAT functions

- Being convicted of a felony.

Withdrawal/Temporary Termination/Readmission

- Withdrawal – voluntary decision by the student
 - Requires a written statement (email or letter) from the student
 - May pursue readmission
- Temporary Termination – case-by-case
 - Must wait one full year for readmission
- Readmission
 - Upon approval of MSAT faculty
 - If space in program allows

Communicable Diseases

A communicable disease is an illness due to a specific infectious agent which can be transmitted from one individual to another. A communicable disease may be transmitted directly from one person to another without physical contact with the infected person. It may be transmitted indirectly when an object transmits the organism. Objects of transmission may be clothing, linens, utensils, food, water, milk, air, soil or insects.

Students that are determined by a physician as having an active communicable disease will be required to take a medical leave of absence from clinical experience until cleared by the same physician. At that time, the student will determine, with the PD and CC, a plan to make up the missed competencies and experiences.

Examples of communicable diseases are:

- Rubella (3-day measles)
- Rubeola (9-day measles)
- Meningitis - viral and bacterial
- Hepatitis A
- Varicella (Chicken Pox)
- Tuberculosis (TB)
- Influenza Mononucleosis
- COVID-19 (Coronavirus)

If you have any of the following signs and/or symptoms, you may have contracted a communicable disease. Athletic training students who experience any or all of the following signs or symptoms need to be examined by a physician prior to attending clinical rotations.

- Fever
- Skin rash
- Nasal discharge
- Coughing
- Open and/or oozing skin lesions

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- Yellowing of the skin, eyes, or mouth
- Unexplained fatigue
- Chest pain
- Dizziness
- Loss of taste and/or smell

Any Athletic Training Student who comes in contact with a communicable disease or experiences any or all of the above signs and/or symptoms will be referred to the Student Health Center (Student Service Center Room 190 – 801-626-6459).

The costs associated with the referral to the Student Health Center and any additional care will be the responsibility of the student's primary insurance and the student.

Immunization Requirements

Several vaccinations and diagnostic tests are required for students upon entering the MSAT program (see Appendix A). Students should note that the TB skin test (PPD) and Influenza (flu) vaccine expire annually, which means that they are required to renew these immunizations during (or before) entering their second year of the program. Noncompliance with the immunization requirements will limit clinical placement options for students and may prevent them from completing the clinical education requirements, effectively denying their graduation from the MSAT program.

Participation in Extracurricular Activities

Students in the MSAT are encouraged to participate in extracurricular activities (i.e., intramurals, part-time jobs, athletics, fraternity/sorority) as part of the collegiate experience. However, the student must meet all requirements of the Graduate Practicum courses, clinical education experiences, and clinical hours to remain in the MSAT and be eligible for graduation. These requirements are part of the academic curriculum of the MSAT program and must be the primary or first priority.

For MSAT students who participate in varsity or club athletics, additional responsibilities occur. Due to the rigor of the MSAT a student may only participate in ONE varsity or club sport during the academic year. To prevent a conflict of interest, the MSAT student will **NOT** obtain clinical education experiences on the team which they participate.

Students participating in varsity or club athletics at WSU **MUST** sign an agreement, along with their head coach, delineating the expectations of the ATS, both in and out of the regular athletic season. *See Appendix F for the Varsity/Club Athletic Participation by Athletic Training Students contract.*

This contract must be signed and submitted for the student's file by September 15 of EACH academic year following formal admission to the MSAT. During the year in which the student-

athlete applies for admission to the MSAT, a copy of this contract must accompany the program application.

Policies and Procedures

Students participating in clinical rotations at Weber State University are expected to abide by the Policies and Procedures Manual established by the WSU Athletic Training Staff. These can be viewed at:

http://www.weberstatesports.com/ViewArticle.dbml?&DB_OEM_ID=8600&KEY=&ATCLID=1245556

Students in clinical rotations at other clinical sites must abide by the guidelines for that site.

Professional Development Unit (PDU) Program

The purpose of the Professional Development Unit (PDU) Program is to:

- Encourage students to pursue current and future professional development activities;
- Ensure that students become involved and engaged in a variety of different professional development experiences while matriculating through the MSAT;
- Make students more marketable to prospective graduate schools and/or employers;
- Allow students to become accustomed to seeking out professional development activities.

Each semester you are enrolled in a clinical course, each athletic training student (ATS) must accumulate Professional Development Units (PDUs), approved by the appropriate supervisor (the best person to verify your activity, not necessarily your current preceptor). Acceptable activities are listed on the following pages. Please pay close attention to the various categories and the minimum/maximum amounts of PDUs available from each category. Similar to Continuing Education Unit (CEU) requirements for BOC credentialed professionals, progress should be continuously made toward the required number of PDUs over the course of the semester to avoid the need to “cram” for activities at the end of the semester.

Fulfillment of this program will be reflected in a portion of the practicum course grade each semester. During each semester, students must maintain documentation of their completion of a minimum number of PDUs and submit all required documentation to the Practicum Course Instructor with the rest of the final clinical packet. This must include whatever verification is required under your activity Category, as well as the “PDU Semester Log.”

The “semester” will begin on the day after last day of classes for the previous semester, so activities completed during the summer will count towards the upcoming fall semester’s requirements, and activities completed during the winter break will count towards the upcoming spring semester’s requirements.

Students earn 5 points per PDU. If the student does not meet the minimum in service hours and/or guest speakers/conferences, they can still get points for earning PDUs in other categories. However, they may not earn extra credit points.

Minimum PDU’s required for each Graduate Practicum Course:

(minimum category A) + (minimum category C) + (5 additional PDU’s from categories of choice)

- MSAT 6500, MSAT 6501, and MSAT 6502: $2 + 10 + 5 = 17$ total
- MSAT 6503 and MSAT 6504: $2 + 15 + 5 = 22$ total

If a student is taking multiple Graduate Practicum Courses in a Semester, the course with the highest PDU requirement is what is required.

Category A (MINIMUM: 2 PDUs/semester)

Professional Conferences/Seminars/Workshops

(1 PDU/hour. Students should only claim hours actually spent attending the conference/seminar/workshop.)

- Attending NATA, ACSM, NSCA National Symposia
- Attending RMATA or other district Symposia
- Attending UATA Symposium
- Attending WSU Sports Medicine Guest Speaker Engagements
- Supplemental medical experiences (e.g., surgery observation, EMS ride along, etc.
- Attending other (must be approved) athletic training related conferences/seminars, etc.

NOTE: a 1-page summary for each event should be submitted for items in this category*Category B (maximum of 5 PDUs/semester)**

Athletic Training (or related) Association Involvement

- Member* of NATA (**2 PDUs/semester of paid dues**), ACSM (**1 PDU/semester of paid dues**), NSCA (**1 PDU/semester of paid dues, others as approved by Program Director**) - Must show proof of current membership.
 - *Verification of membership **MUST** be included with PDU form
- Graduate Athletic Training Organization (GATSO
-) Officer, RMATA Student Affairs Committee, UATA Student Committee, etc (**1 PDU/semester**)
- Graduate Athletic Training Organization (GATSO) member (**0.5 PDU/semester of paid dues**)

NOTE: proof of membership must be submitted in order to earn credit for items in this category*Category C (MINIMUM: 10 PDUs/semester in Year 1 and 15 PDUs/semester in Year 2**Additional clinical experience as an athletic training student (outside of your assigned clinical rotation) (**1 PDUs/hour**)

- Summer camp ATS (in addition to MSAT requirements; must be supervised)
- Athletic training related internship (in addition to MSAT requirements; must be supervised)
- ATS for local tournaments/events (in addition to MSAT requirements; must be supervised)

NOTE: all partners must have current affiliation agreements with the WSU MSAT**NOTE: a 1-page reflection for each experience **MUST** accompany the Service Hours verification form****Category D (maximum of 10 PDUs/semester)**Assistance with on or off-campus courses, workshops, exams, tutoring, etc. (**1 PDU/hour**)

- Serving as a lab assistant for AT courses
- Serving as a lab assistant for science-based support courses (e.g., ZOOL)
- Assisting as a model for a practical exam (other than required or in a course that you are enrolled in)
- Coordinating and leading study/tutoring sessions for AT related courses
- Guest speaking (career day, field work, etc)

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*NOTE: Service Hours verification form must be submitted for items in this category

Category E (maximum of 10 PDUs/semester)

Research Involvement

- Serving as a research participant and/or attending a data collection session, as approved by project primary investigator (***1 PDU/hour***)
- Serving as a research assistant (CANNOT include a project that you are listed as an investigator on – i.e. your thesis does NOT count here), as approved by project primary investigator (***2 PDUs/hour***)
- Case study or original research projects presented by the student (poster or other) and/or publication (JAT, ATEJ, etc) at NATA, RMATA, UATA, or other athletic training related conference. (***5 PDUs for the semester the presentation/manuscript was accepted***)

*NOTE: a signed PDU verification form must be submitted for items in this category, as well as proof of conference/journal acceptance (if applicable)

*NOTE: If the student does not present the accepted project, the PDUs will be revoked.

Category F (maximum of 5 PDUs/semester)

Other/Miscellaneous - **must** be approved in writing by the Program Director or Clinical Education Coordinator **prior to the activity. (PDUs obtained must be agreed upon in advance)**

APPENDIX A
Technical Standards Form
Immunization Requirements

WEBER STATE UNIVERSITY

ATHLETIC TRAINING TECHNICAL STANDARDS

ADMISSION REQUIREMENT

Technical Standards Criteria

Section 1, explains the rationale for the technical standards and how they may be used by the program.

Section 2, includes the technical standards.

Section 3, includes a statement that the student has read the technical standards and, by their signature, acknowledges an understanding of the implications of the standards.

SECTION 1.

The Athletic Training Educational Program at Weber State University is a rigorous and intense program that places specific requirements and demands on the students enrolled in the program. An objective of this program is to prepare graduates to enter a variety of employment settings and to render care to a wide spectrum of individuals engaged in physical activity. The technical standards set forth by the Athletic Training Educational Program establish the essential qualities considered necessary for students admitted to this program to achieve the knowledge, skills, and competencies of an entry-level athletic trainer, as well as meet the expectations of the program's accrediting agency (Commission on Accreditation of Athletic Training Education [CAATE]). All students admitted to the Athletic Training Educational Program must meet the following abilities and expectations. In the event a student is unable to fulfill these technical standards, with or without reasonable accommodation, the student will not be admitted into the program.

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

SECTION 2.

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

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

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the perseverance, diligence and commitment to complete the athletic training education program as outlined and sequenced.

flexibility and the ability to adjust to changing situations and uncertainty in clinical situations. affective skills and appropriate demeanor and rapport that relate to professional education and quality patient care.

SECTION 3.

Candidates for selection to the athletic training educational program will be required to verify they understand and meet these technical standards or that they believe that, with certain accommodations, they can meet the standards.

The Weber State University services for students with disabilities department will evaluate a student who states they 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 they can meet the technical standards with accommodation, then the University will determine whether it agrees that the student can meet the technical standards with reasonable accommodation; this includes a review as to whether the accommodations requested are reasonable, taking into account whether accommodation would jeopardize clinician/patient safety, or the educational process of the student or the institution, including all coursework, clinical experiences and internships deemed essential to graduation.

I certify that I have read and understand the technical standards for selection listed above, and I believe to the best of my knowledge that I meet each of these standards without accommodation. I understand that if I am unable to meet these standards I will not be admitted into the program. I will inform the MSAT Program Director if, at any time, my ability to meet the technical standards changes to determine if I am able to continue in the program with reasonable accommodations.

Signature of Applicant

Date

Alternative statement for students requesting accommodations.

I certify that I have read and understand the technical standards for admission listed above and I believe to the best of my knowledge that I can meet each of these standards with certain accommodations. I will contact the Weber State University Services for Students with Disabilities office at (801) 626-6413 to determine what accommodations may be available. I understand that if I am unable to meet these standards with or without accommodations, I will not be admitted into the program.

Signature of Applicant

Date

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Immunization Requirements

Documentation of the following immunizations are required by all MSAT students by August 1st of the first year in the MSAT program.

1. MMR (Measles, Mumps, Rubella) Vaccination
 - A. Students will need ONE of the following:
 - 1.) Proof of **two** (2) MMR vaccinations
 - 2.) A positive titer (proof of immunity to Measles (Rubeola), Mumps, and Rubella through a blood test
 - As a WSU student, you can complete this through [WSU Student Healthcare Services \(Ogden Clinic\)](#).
2. Tdap (Whooping Cough) Vaccination
 - A. Proof of one (1) Tdap vaccination after the age of 10
 - As a WSU student, you can complete this through [WSU Student Healthcare Services \(Ogden Clinic\)](#).
3. Varicella (Chicken Pox) Vaccination or Test.
 - A. Students will need ONE of the following:
 - 1.) Proof of two (2) Varicella vaccinations.
 - 2.) Proof of immunity to Varicella through a blood test.
 - As a WSU student, you can complete this through [WSU Student Healthcare Services \(Ogden Clinic\)](#).
 - 3.) Healthcare Provider documentation of Varicella disease.
4. Tuberculosis Skin Test (PPD)
 - A. **Must be done once per year.**
 - B. Must be within the past twelve months prior to beginning General Medical Rotation or any other rotation that requires this test.
 - C. Students will need ONE of the following:
 - 1.) 2-step TST (two separate Tuberculin Skin Tests, aka PPD tests) within 12 months of each other. The results must be written in millimeters.
 - As a WSU student, you can complete this through [WSU Student Healthcare Services \(Ogden Clinic\)](#).

(Note, in subsequent years, only the 1-step test is required)
 - 2.) One (1) Quantiferon Gold or T-SPOT blood test with negative result.
 - 3.) If previously positive to any TB test, the student must complete a symptom questionnaire and have a chest x-ray read by a radiologist with a normal result. If chest x-ray is abnormal, the student needs to be cleared by their physician or local health department before beginning their General Medical Rotation or any other rotation at an IHC facility.

5. Influenza (flu) Vaccination

- A. **Must be done once per year** (preferably during the Fall semester).
- B. Must be within the past twelve months prior to beginning General Medical Rotation or any other rotation that requires this test.
 - 1.) Students can receive a flu shot through [WSU Student Healthcare Services](#) in the Fall semester.

6. Hepatitis B Vaccination or Test

- A. Students will need ONE of the following:
 - 1.) Dates you received the three Hepatitis B shots, or if you have just begun the series, documentation showing the date of the first shot within the past month (if longer, a second date must be listed.)
 - As a WSU student, you can complete this through [WSU Student Healthcare Services \(Ogden Clinic\)](#).
 - 2.) A positive titer (showing immunity or “reactive”)
 - As a WSU student, you can complete this through [WSU Student Healthcare Services \(Ogden Clinic\)](#).
 - 3.) If not completed yet, the WSU MSAT Program Director will provide you with information regarding how to get this series of shots for free, after you have completed the OSHA/Bloodborne Pathogen Training.

7. COVID-19 Vaccination

- A. Students will need ONE of the following:
 - 1.) 2-shot mRNA vaccine
 - a. Pfizer
 - b. Moderna
 - 2.) 1-shot adenovirus vector vaccine
 - a. Johnson & Johnson

All immunization exemption requests must go through the exemption request process by filling out [this form](https://weber.co1.qualtrics.com/jfe/form/SV_2b4CGsjrZ3mOfli) (https://weber.co1.qualtrics.com/jfe/form/SV_2b4CGsjrZ3mOfli). Students should be aware that exemption requests may take weeks to process and, therefore and may impede their ability to attend clinical sites. Students will be unable to attend clinical until the exemption has been granted. Students should be aware that some clinical partners do not accept immunization exemptions. Therefore, students should understand that the declination of the COVID-19 vaccination, or any vaccine, may, at a minimum, prolong the completion of the program and at a maximum, result in the indefinite inability to successfully meet the requirements of completion for the program. In addition, exemptions may require alternative health/safety measures on a case-by-case basis, depending on the clinical placement and type of exemption.

Hepatitis B Immunization

Hepatitis is inflammation of the liver which may be caused by several viruses, one of which is Hepatitis B. The Hepatitis B virus has been detected in almost all body fluids and secretions including blood, saliva, semen, vaginal fluid, breast milk, tears, and urine of someone infected

with Hepatitis B. Although contact with infected blood is the most common way in which the virus is transmitted, it can also pass through cuts, scrapes or breaks in the skin or mucous membrane. A carrier of Hepatitis B is someone who may or may not show signs of liver disease, but who continues to carry the Hepatitis B virus in the body and, therefore, can transmit to others.

A Hepatitis B virus infection may be mild or more severe. Death is uncommon in the early stages of infection. Chronic infection develops in 6-10 percent of patients who become carriers. This chronic infection may last for years, possibly for life, and it may lead to cirrhosis and liver cancer.

There is not a treatment or drug available that can kill the Hepatitis B virus. In most cases the body's own defense mechanism will eliminate the infection. In health care workers, the risk of acquiring Hepatitis B is determined mainly by their degree of exposure to blood.

Hepatitis B vaccine is recommended for persons at high risk of contracting Hepatitis B. It will not prevent Hepatitis caused by other agents such as Hepatitis A virus or Hepatitis non A, non B virus.

Hepatitis B immunization should be withheld in the presence of:

Any serious active infection except when a physician believes withholding the vaccine entails a greater risk.

Hypersensitivity (allergy) to yeast or any components of the vaccine (alum, thimerosal mercury derivative, aluminium hydroxide, formaldehyde).

Pregnancy or breast-feeding.

Severe heart/lung problems.

Hepatitis B vaccine is generally well-tolerated. As with any vaccine there is the possibility that broad use of the vaccine could reveal adverse reactions not observed in clinical trials. There may be a local reaction at the injection site such as soreness, pain, tenderness, itchiness, redness, black/blue mark, swelling, warmth or nodule formation. Other reactions may include low grade fever, fever over 102 degrees (uncommon), general arthralgia, rash, or neurological disorders.

The vaccine consists of three injections. The first dose is at an elected time, the second dose one month later and the third dose six months after the first dose. Full immunization requires three doses of the vaccine over a six-month period to confer immunity. However, the duration of the protective effects of the Hepatitis B vaccine is presently unknown and the need for boosters is not yet defined.

Students enrolled in the Master of Science in Athletic Training Program must begin the immunization series prior to beginning clinical rotations. Students who attend the required OSHA/Bloodborne Pathogens training will receive all three injections at no cost to the student.

APPENDIX B

WSU Bloodborne Pathogens Post-Exposure Procedures

Bloodborne Pathogens Post-Exposure Procedures (revised August 2023)

For additional information refer to the Exposure Control Plan.

For Students

Immediate measures to be taken

- Lightly wash the needlestick/cut exposed area with soap and water for 5 minutes
- Flush splashes to the nose, mouth, or skin with water for 5 minutes
- Irrigate eyes with clean water, saline, or sterile irrigants for 15 minutes

Reporting Requirements

Fill out the Accident-Incident Reporting Form [non-WSU Employees], and if appropriate the Source Individuals Consent or refusal form and return them within 24 hours of exposure to Risk Management on campus. (risk@weber.edu)

Evaluate the mode(s) of exposure

For transmission of bloodborne pathogens Human Immunodeficiency Virus (HIV), hepatitis B (HBV), and hepatitis C (HCV) to occur, an exposure must include **both** of the following

1. Infectious body fluid: Blood, semen, vaginal fluid, amniotic fluid, breast milk, cerebrospinal fluid, pericardial fluid, peritoneal fluid, pleural fluid, and synovial fluid can transmit HIV, HBV, and HCV.
2. A portal of entry (percutaneous, mucous membrane, cutaneous with non-intact skin)

If both of these factors are not present, there is no risk of bloodborne pathogen transmission and further evaluation is not required.

Seek Medical Treatment

Contact your Primary Care Physician (PCP) for concerns, treatment, and follow-up care. It is suggested that you contact your physician within 72 hours of exposure.

REMINDER: Complete the **Accident-Incident Reporting Form [non-WSU Employees]**, **The Source Individuals Consent or refusal form** within 24 hours of your exposure, and send them to Risk Management.

For Employees, Student Interns, or Assigned Volunteers

Immediate measures to be taken

- Lightly wash needlestick/cut exposed area with soap and water for 5 minutes
- Flush splashes to the nose, mouth, or skin with water for 5 minutes
- Irrigate eyes with clean water, saline, or sterile irrigants for 15 minutes

Reporting Requirements

- Notify your preceptor, faculty member, and HR (801-626-6184 or marisasalazar@weber.edu)
- Initiate Incident reporting (“Bloodborne Pathogens Exposure” form and “Supervisor’s Report of Incident” form)

Evaluate the mode(s) of exposure

For transmission of bloodborne pathogens Human Immunodeficiency Virus (HIV), hepatitis B (HBV), and hepatitis C (HCV) to occur, an exposure must include *both* of the following

1. Infectious body fluid: Blood, semen, vaginal fluid, amniotic fluid, breast milk, cerebrospinal fluid, pericardial fluid, peritoneal fluid, pleural fluid, and synovial fluid can transmit HIV, HBV, and HCV.
2. A portal of entry (percutaneous, mucous membrane, cutaneous with non-intact skin)

If both of these factors are not present, there is no risk of bloodborne pathogen(s) transmission and further evaluation is not required.

Evaluation

Source Patient (SP):

Rapid testing should be performed whenever possible. Rapid testing can give results within 3-4 hours and is specific and sensitive enough to be used for preliminary decision-making. Have the SP fill out the “Source Individual’s Consent or Refusal” form.

If the SP consents to testing and you are at a facility that has testing capabilities then the facility should initiate the rapid test of the SP. If the SP consents but is not at a facility that has testing capabilities then the SP can go to WorkMed and inform them they are a source patient in an occupational blood exposure event covered by Weber State University’s (WSU) Workers’ Compensation Fund Insurance. If the SP refuses or if the SP is unknown then follow the Exposed Person procedures.

Exposed Person (EP):

If the Source Patient is positive for HBV and the Exposed Person has been previously vaccinated (with a positive titer test) then no further testing or treatment is required. Follow-up with WorkMed is recommended.

If the SP is positive or the SP is unknown, an initial screening must occur within three days. Inform WorkMed that you were involved in an occupational blood exposure covered by WSU's Workers' Compensation Fund Insurance. The EP is covered for baseline testing, counseling concerning risk, health and relationships, as well as follow-up testing. The WorkMed provider will work with the EP on the frequency of any additional care.

If no bloodborne pathogen(s) exposure occurred, or the SP is confirmed negative on rapid testing, no baseline testing is clinically indicated for the EP.

Refer billing questions to Human Resources at 801-626-6184, 8 a.m.-5 p.m., Monday through Friday.

Post-exposure Prophylaxis (PEP)

Post-exposure Prophylaxis is recommended whenever the SP tests positive. If the SP is unable to be tested, PEP is generally not warranted and the decision to take PEP should be individualized following a shared decision-making process based on accurate risk assessment, provider recommendations, and the EP's preferences.

If PEP is recommended, it should be started immediately for HIV (no later than 72 hours) and within seven days for HBV. There is no PEP for HCV.

Pregnancy and Breastfeeding

If a pregnant person is exposed, starting PEP should be based on considerations similar to those of nonpregnant exposed persons. Typically, the benefits of PEP outweigh the potential risk of infant and maternal Antiretroviral (ARV) medication exposure. Regardless, a pregnant person should discuss this with their physician and alternate PEPs can be decided. Breastfeeding is not a contraindication for PEP. However, an exposed person who is breastfeeding should discuss this with their physician.

APPENDIX C

Criminal Background Check Policy

Drug Testing Policy

Weber State University
Master of Science in Athletic Training Program
Student Criminal Background Check Policy

1. **PURPOSE:**

- a. The WSU Master of Science in Athletic Training Program enters into Affiliation Agreements with multiple healthcare facilities and schools throughout the state. These agreements provide WSU Athletic Training Education student and faculty authorized access to facility resources and patients. In response to stipulations contained within one or more of these Agreements, the WSU Master of Science in Athletic Training Program requires students admitted to the MSAT program to submit to a criminal background check (CBC). This screening process has been mandated by the WSU Master of Science in Athletic Training Program in an effort to more effectively protect the safety and well-being of the patients, clients, and residents of those facilities, and is fully supported by the Department of Athletic Training and the MSAT faculty.

- a. In order to remain in compliance and good standing with our partners in healthcare delivery, the MSAT program has contracted with Exxat-Universal Background Screening to provide an online CBC on our students entering the program.

2. **POLICY:**

During the first semester of the MSAT program, all students must submit to and provide evidence of a completed CBC. If the CBC reveals history of convicted criminal actions and/or the student is listed on the sex offender registry, the student may be removed from the MSAT program. If extenuating circumstances result in the CBC results being returned after the end of the first semester, and found to be positive for convicted criminal actions, the student may be expelled from the MSAT program and will not be entitled to any refund of tuition dollars and other fees.

3. **PROCEDURES:**

All students who wish to apply for admission to the WSU Master of Science in Athletic Training Program are informed in writing that they are required to complete a criminal background check.

- A.1 The following written statement, as well as instructions for obtaining the CBC, are found in both the admission and acceptance packets:
"If your record reveals prior criminal convictions, it may affect your eligibility to begin and/or remain in the MSAT program. Actions which would preclude an individual from admission to, or continuance in the MSAT program include: aggravated assault, spouse or child abuse, sexual predatory behavior, financial related crimes such as identity theft, and issue of moral turpitude (reference Utah Department of Professional Licensing). This list is not inclusive of all criminal convictions that will

prevent program admission and/or progression, and the program reserves the right to review each student's record on an individual basis."

- A.2 If your background check documents a criminal conviction, it may be required of you to obtain official verification that the charge(s) have been expunged. The burden is on the student to have the offense expunged. If the offense is expunged, it will no longer be considered for admission or retention issues.
- B.1 Students are provided an instructional document providing step-by-step instructions for obtaining a criminal background check.
- B.2 Students are responsible for the expense associated with this documentation. This information is included in the student handbook.
- B.3 Disclaimer included in the admission and orientation packet states: Students are encouraged to have their criminal record expunged prior to seeking criminal background check.
- C.1 Any student convicted of one or more felonies, must receive an absolute discharge from the sentences for all felony convictions five or more years prior to the date of filing an application to the MSAT Program. Therefore, students who have committed felonies and have not met the above-stated criteria will not be allowed to progress in the MSAT program.
- C.2 Students whose criminal background checks reveal evidence of prior convictions will be reviewed on a case-by-case basis to determine if they will be allowed to progress in the MSAT program. These students will be required to provide all documentation related to prior convictions for review by a faculty committee.
- C.3 Students who have committed a felony, but have successfully petitioned to reduce the conviction to a misdemeanor charge, will be reviewed on a case-by-case basis to determine if they will be allowed to enter/progress in the MSAT program. Students who have criminal convictions in which actual or potential physical, emotional, or financial harm to another individual was involved will be treated as stated in C.1.
- D.1 Students already progressing in the MSAT program are required to report any pending criminal charge(s) at the time that they occur (this includes throughout the entirety of their MSAT educational program).
- D.2 The Program reserves the right to place the student reporting a pending criminal charge on an approved program leave-of-absence until the courts have made a decision regarding the criminal actions.

- D.3 If criminal charge(s) are dismissed, the student will re-enter the MSAT program at the earliest date possible.
- D.4 If the courts determine that the charges are valid and a conviction is made, the student's status in the MSAT program will be reviewed on a case-by-case basis. Procedures outlined in Items C.1 - C.3 will be the basis for the program's response.
- D.5 Students placed on an approved program leave-of-absence until the courts have made a decision regarding the criminal charge(s) will have a "T" grade placed on their educational record.
- D.6 If the charge(s) are dismissed, or the program determines that the students may progress to completion, the student will be allowed to resume the MSAT course work without financial loss and the "T" grade will be converted to actual grade earned.
- D.7 If the charge(s) are not dismissed and the program determines that the student is to be dismissed from the program, the student will be subject to the WSU policy guiding refund of tuition and fees.
- E.1 Information obtained in the criminal background check may be disclosed on a need-to-know basis to instructors, administrators, and contracted clinical facilities.
- F.1 A student who wishes to grieve the Program decision relative to the actions taken in response to the results of their criminal background check are referred to WSU Policy Section 6-23 thru 33; Student due process policy and procedures.
- F.2 A student seeking such action will be placed on an approved program leave-of-absence until the final outcome of the grievance is determined.
- F.3 As always, the safety and well-being of patients, clients, and residents of our contracted clinical facilities remain our first consideration.
- F.4 Students may request to view their criminal background check report, but cannot receive a copy of the report for any reason. If a student feels that there is information in the criminal background check which is inaccurate, the student has the right to challenge the accuracy of their record. The student must begin this process within one week of learning of the information from the Program Director. To challenge the accuracy of the record, the student will find instructions at fbi.gov.

- F.5 Fingerprint and background clearance is valid for two years. Students who have not completed the MSAT program within two years must repeat the fingerprinting procedure and background check process.

Weber State University
Master of Science in Athletic Training Program
Student Drug Screen Policy

II. Purpose

- a. The WSU Master of Science in Athletic Training (MSAT) Program enters into Affiliation Agreements with multiple healthcare facilities and public schools throughout the state of Utah. These agreements provide WSU MSAT students and faculty authorized access to facility resources and patients. In response to stipulations contained within one or more of these agreements, the WSU MSAT program requires students to submit to a urine drug screen analysis for the presence of controlled and/or illegal substance(s) in order to be retained in the WSU MSAT program. This screening process has been mandated by the WSU MSAT program in an effort to more effectively protect the safety and well-being of the patients, clients, and residents of those facilities, and is fully supported by the Athletic Training Department and the Master of Science in Athletic Training faculty.
- b. In order to remain in compliance and good standing with our partners in healthcare delivery, the MSAT program has contracted with Exxat-Universal Background Screening to schedule and verify the required 10-panel drug screen on our students entering the program.

III. Policy

- a. During the first semester of the MSAT program, all students must submit to provide evidence of a negative drug screen. If the drug test reveals the presence of a non-prescribed controlled substance, the student may be prevented from beginning the MSAT program. If extenuating circumstances result in the drug screen results being returned after the first day of class, and found to be positive for non-prescribed controlled substance(s), the student may be expelled from the MSAT program and will be subject to the WSU policy regarding refund of tuition and fees.

IV. Procedures

- a. All students who wish to apply for admission to the MSAT program are informed in writing (via the university catalog and MSAT program website) that they are required to submit to, and pass, a urine drug screen after acceptance into the program.
 - i. If your drug test reveals the presence of a non-prescribed controlled substance, it may affect your eligibility to remain a student in the WSU MSAT program.
 - ii. If the urine drug screen is positive for metabolites of controlled substances, the student may be required to provide medical documentation of the prescribed controlled substance(s).
 - iii. Students are provided an instructional document providing instructions for obtaining the urine drug screen at an approved testing facility.
 - iv. The student is responsible for the cost of the urine drug screen.
 - v. If a student's results return indicating a "dilute" sample, the student must repeat the test within 48 hours at the student's expense.
 - vi. A second "dilute" test will be interpreted as a positive screen, and the student may not be allowed to enter and/or continue in the MSAT program.
 - vii. Drug screen results that read as "positive" for metabolites of non-prescribed controlled substances will result in the student not being allowed admission, or being dismissed from the MSAT program.

- viii. Students have the option of requesting a re-screen by a different, state approved, drug screening agency. The re-screen must be a lab-based test and must screen for the same drugs as the initial test.
- ix. The re-screen will be at the student's expense.
- x. A student who refuses to submit to the urine drug screen or who does not have the screening performed by the date communicated by the Program Director may forfeit their position in the MSAT program.
- xi. The MSAT Program Director reserves the right to ask any student(s) in the MSAT program to submit to additional testing throughout the duration of their MSAT program experience. This action will be engaged if a student appears to be intoxicated or under the influence of drugs, narcotics, or chemicals. MSAT faculty, in consultation with other ATN faculty, preceptors, and/or other healthcare professionals, are authorized to make this determination. If it is determined that the student is impaired, in order to avoid a potential threat or risk to the public health, safety, or welfare, the student will be required to leave the clinical setting. The cost of additional urine drug screens will be the responsibility of the student.
- xii. Students who test negative on the urine drug screen have pass the drug screen criteria for program admission.
- xiii. A student who wishes to grieve the MSAT program decision relative to actions taken in response to the results of their urine drug screen are referred to the grievance procedures outlined in the MSAT Student Handbook.
- xiv. A student pursuing a grievance process will be placed on an approved program leave-of-absence until the final outcome of the grievance is determined.
- xv. As always, the safety and well-being of patients, clients, athletes, students, and residents of our contracted clinical facilities remain our first consideration.

Possession or Sale of Controlled Substances and Financial Aid

Federal law requires us to notify you of potential penalties if convicted of the possession or sale of a controlled substance (i.e. illegal drugs) under any Federal or State Law. Individuals enrolled in classes, who would otherwise be eligible for Federal Financial Aid would no longer be able to receive any grant, loan, or work assistance during the period beginning on the date of such conviction and ending after the interval specified as follows:

If convicted of an offense involving the 'possession' of a controlled substance:

Ineligibility period is:

First offense - 1 year

Second offense - 2 years

Third offense - Indefinite

If convicted of an offense involving the 'sale' of a controlled substance:

Ineligibility period is:

First offense - 2 years

Second offense - Indefinite

Weber State University prohibits the unlawful possession, use, or distribution of drugs and alcohol by students and employees on the school's property or as part of school activities as outlined in the Student Alcohol and Drug Policy (PPM-10). http://www.weber.edu/ppm/Policies/6-10_StudentAlcoDrug.html and in the Alcoholic Beverage Policy (3-30b) http://www.weber.edu/ppm/Policies/3-30b_AlcoholicBeveragePolicy.html The institution may impose sanctions upon students and employees who violate these policies.

Sincerely,

Mr. Jed Spencer, Director of Financial Aid & Scholarships
Weber State University

APPENDIX D

Confidentiality, Privacy, and Security Agreement

Weber State University
Master of Science in Athletic Training Program
Confidentiality, Privacy, and Security Agreement

Weber State University's Athletic Training information systems and those at affiliated clinical sites contain confidential information pertaining to patients/student-athletes, health care professionals, and the Athletics Department. These systems may include computer hard drives, removable media storage mediums, online/electronic databases, filing cabinets, and medical records. This information is required by law to be protected, and thus imposes many obligations. This agreement is established to inform individuals who use these resources of their responsibilities and to secure their agreement to abide by the associated policies.

I WILL:

- Only disclose information, verbally and in written form, to those authorized to receive it.
- Respect the privacy and rules governing the use of any information accessible through an information system or computer network and only utilize information necessary for performance of my job.
- Report any violation of confidentiality of computer usage policies.
- Respect the ownership of proprietary software.
- Respect the finite capability of the systems and limit my use so as not to interfere unreasonably with the activity of others.
- Abide by all the procedures and policies established to manage the use of the system.

Student Initials

I WILL NOT:

- Exhibit or divulge the contents of any record or report except to fulfill a work assignment.
- Attempt to access information by using a user identification code or password other than my own.
- Remove any records, reports, or copies from their storage location except in the performance of my duties.
- Release my user identification code or password to anyone or allow anyone to access or alter information under my identity.
- Use these resources to engage in illegal activities or harass anyone.
- Allow unauthorized use of information maintained, stored, or processed by WSU Athletic Training or affiliate clinical sites.
- See personal benefit of, or permit others, to benefit personally by any confidential information or use of equipment available through my clinical assignment.
- Remove any documents from Athletic Training or other clinical facilities, for any reason, without prior consent from my supervisor.

Student Initials

I UNDERSTAND:

- That the information accessed through all medical information systems contains sensitive and confidential patient, business, financial, and employee information.
- That I may access health information on myself, but must have specific authorization to access information on anyone else.
- That I am responsible for logging out of computer information systems and will not leave unattended a display device to which I have logged on.
- That all access to medical information systems will be monitored.
- That my user identification code and password are the equivalent of my signature and that I am accountable for all entries and actions recorded under them.
- That my obligation under this agreement will continue after termination of my employment/enrollment in the MSAT program and that my privileges are subject to review, revision, and renewal.
- That violators of this agreement will be denied access to information systems (electronic or otherwise), subject to disciplinary action (including termination/removal from the program) and may be subject to penalties under state law and federal law and regulations.

Student Initials

I AM FULLY AWARE:

- WSU Athletic Training and affiliated clinical sites purchase or license the use of copies of computer software from a variety of outside companies.
- WSU Athletic Training and affiliated clinical sites do not own the copyright to this software or its related documentation and, unless authorized by the software developer, does not have the right to reproduce it for use on more than one computer.
- With regard to the use on local area networks or on multiple machines, students shall use the software only in accordance with the license agreement.
- Preceptors learning of any misuse of software or related documentation within the department shall notify the Clinical Education Coordinator and/or Program Director immediately.
- According to the US Copyright Law, illegal reproduction of software can be subjected to civil damages of as much as \$100,000 per work copied and criminal penalties, including fines and imprisonment. Athletic Training students who knowingly make, acquire, or use unauthorized copies of computer software shall be disciplined as appropriate under the circumstances and may include termination/removal from the program. The Athletic Training Program does not condone the illegal duplication of software.

Student Initials

By signing, I pledge that I have read, understand, and will comply with Weber State University's MSAT Confidentiality, Privacy, and Security Agreement.

Student Signature

Date

Print Name

APPENDIX E

Student Conference Report Form

**Weber State University
Master of Science in Athletic Training Program
Student Conference Report**

Student _____ Date _____

Date of Incident _____ Date of Conference _____

Persons Present at Conference: _____

Place of Occurrence

Incident (be specific, include date, times, etc.)

Action to be taken:

1st WRITTEN 2nd WRITTEN SUSPENSION TERMINATION

Comments:

I have seen the statement of the incident. I have discussed this matter with the instructor. My signature represents this discussion.

Student Signature/Date

Preceptor Signature/Date

Clinical Education Coordinator Signature/Date

Program Director Signature/Date

APPENDIX F

Varsity/Club Athletic Participation by Athletic Training Students

Varsity/Club Athletic Participation by Athletic Training Students

Athletic Training students who participate in varsity or club sports must review and sign this form along with the head coach of their team EVERY academic year. Students are expected to meet ALL of the requirements of the athletic training program, including clinical hour and service hour requirements, despite sport commitments.

The Athletic Training Faculty will work with the athletic training student in an attempt to find clinical education experiences which minimally conflict with the sport, but recognize that this is difficult and not always possible.

The purpose of this form is:

1. To ensure that Athletic Training Student is abiding by our policy of participating in only one sport, as stated in the current WSU Master of Science in Athletic Training Student Handbook. This is to help assure the student that he/she will obtain a minimum level of clinical proficiency necessary to be successful and marketable in the field.
2. So that the MSAT faculty can make the necessary clinical assignments both on and off-campus, allowing the student to meet the minimum course and graduation requirements.
3. So that the Athletic Training student can obtain a variety of clinical experiences in a variety of clinical settings. Students who participate in more than one sport can obtain very little to no quality clinical experiences. Even a student who participates in only one sport limits his/her exposure to certain clinical education experiences.

This is to certify that I, _____, understand the policy explained above. I am declaring that I will be participating in _____ during the current academic year. I am responsible for meeting all of my classroom and clinical expectations.

Student Signature

Date

This is to certify that I, _____, head coach of WSU's _____ team, understand the policy explained above and will support the above-named student in pursuit of their educational goals.

Head Coach Signature

Date

APPENDIX G

Glossary of Terms

Glossary of Commonly Used Abbreviations & Words

Ability to Intervene - The Preceptor is within the immediate physical vicinity and interact with the ATS on a regular and consistent basis in order to provide direction and correct inappropriate actions. The same as being "physically present."

Affiliated Clinical Setting - Institutions, clinics, or other health settings not under the authority of WSU, but that are used by the MSAT for clinical experiences. Examples include, but are not limited to: local high schools, rehabilitation clinics, physician's offices, and hospitals.

ATS/MSAT – the Athletic Training Student who is enrolled in a CAATE-accredited professional athletic training program.

Clinical Education Experiences – educational opportunities within a clinical environment where clinical proficiencies are taught and evaluated by a Preceptor.

Clinical Proficiencies – the clinical application of a common set of cognitive and psychomotor competencies.

Preceptor – a certified athletic trainer, or other specialized health/medical professional, who supervises athletic training students in a field experience other than a clinical education experience.

Educational Competencies – the educational content required of professional MSATs described as educational objectives. The competencies encompass three domains: Cognitive (knowledge and intellectual skills), Psychomotor (manipulative and motor skills), and Affective (attitudes and values). These domains are applied clinically through the clinical proficiencies.

**This handbook is a modified version of the University of Charleston's (WV) Athletic Training Student Handbook. Permission was granted by the ATEP PD as of July 2006.

Weber State University
Master of Science in Athletic Training Program

STUDENT HANDBOOK AGREEMENT

I have reviewed the 2022-2023 WSU Master of Science in Athletic Training Program Student Handbook. I have read and understand the entire contents of this handbook discussing the policies and procedures of the Master of Science in Athletic Training Program. These include:

Master of Science in Athletic Training Degree Requirements
MSAT Curriculum
MSAT Clinical Education Experience
MSAT Policies & Procedures
HIPAA, Confidentiality, Privacy, and Security Policies
Evaluations
General Information & Documents
Communicable Disease Policy

I intend to comply fully with the policies and procedures stated above and in the *Graduate Athletic Training Student Handbook* as prescribed by the MSAT Program, the Department of Athletic Training and Nutrition, and Weber State University. Failure to follow the above rules, regulations, and guidelines can result in disciplinary measures, and/or not completing the degree in the desired time frame. I also understand my rights and responsibilities of a graduate student in Weber State University Master of Science in Athletic Training courses and/or clinical education experiences.

Student's Full Name (Printed)

Student Signature

Date