



**Kean University**

**Master in Science Athletic Training  
Education Program**

**Policies and Procedures Handbook**

**2022-2023**

Kean University Athletic Training Education Program  
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## I. INTRODUCTION

Welcome to Kean University. The Kean University Nathan Weiss Graduate College offers a Master of Science (MS) degree in Athletic Training that is accredited by the Commission on Accreditation of Athletic Training Education (CAATE). Graduating students from the program qualify to take the Board of Certification Examination (BOC). Under the governance of the New Jersey State Board of Medical Examiners, those students who pass the BOC Exam can qualify to be licensed and work as an athletic trainer in New Jersey. The MS Degree in Athletic Training Program (Program) is a comprehensive educational experience consisting of a strong academic schedule with an intense clinical education. The handbook was developed to provide you with comprehensive guidelines that are applicable during your educational experience at Kean University so you are able to receive the optimal experience in all the phases of the Program.

### **Vision Statement**

The Master of Science in Athletic Training program seeks to combine excellence with equity in providing opportunities for the students through a comprehensive curriculum that encompasses didactic and clinical education while striving to produce athletic trainers who exhibit healthcare-provider-professionalism.

### **Mission Statement**

Keeping with the Kean University mission, the Master of Science in Athletic Training program dedicates itself to the intellectual, cultural, and personal growth of all its members – students, faculty, and professional staff. In particular, the Master of Science in Athletic Training program prepares students to think critically, creatively, and globally; to adapt to changing social, economic, and technological environments; and to serve as active and contributing members within the Athletic Training profession.

### **Program Goals**

Upon completion of the program, students should be able to:

1. Demonstrate an understanding of evidence-based practice concepts and their application is essential to sound clinical decision-making and the critical examination of athletic training practice.
2. Implement strategies and programs to prevent the incidence and/or severity of injuries and illnesses and optimize their clients'/patients' overall health and quality of life.
3. Reconstruct clinical examination skills in order to accurately diagnose and effectively treat their patients.
4. Apply knowledge and skills in the evaluation and immediate management of acute injuries and illnesses.
5. Assess clinician and patient outcomes, along with consideration of the stages of healing and goals, to design a therapeutic intervention to maximize the patient's participation and health-related quality of life.
6. Recognize clients/patients exhibiting abnormal social, emotional, and mental behaviors and make appropriate referral.

7. Formulate an understanding of risk management, healthcare delivery mechanisms, insurance, reimbursement, documentation, patient privacy, and facility management.
8. Demonstrate current competence in the constantly changing world of healthcare, practice within the limits of state and national regulation using moral and ethical judgment, and work collaboratively with other healthcare providers and refer clients/patients when such referral is warranted.
9. Participate in academic scholarship to promote university and professional research.

### **Description of Terms**

**Athletic Training:** Athletic Trainers (ATs) are healthcare professionals who collaborate with physicians to provide preventative services, emergency care, clinical diagnosis, therapeutic intervention and rehabilitation of injuries and medical conditions.

**Certified Athletic Trainer:** To become a certified athletic trainer, a student must graduate with bachelors or master's degree from an accredited professional athletic training education program and pass a comprehensive test administered by the Board of Certification (BOC). Once certified, he or she must meet ongoing continuing education requirements in order to remain certified. Athletic trainers must also work in collaboration with a physician and within their state practice act. Eligibility for the BOC exam is contingent upon completion of a program accredited by the Commission on Accreditation of Athletic Training Education (CAATE) that must instruct the Competencies within the curriculum. Passage of the certifying examination is a requirement for licensure in most states.

**Athletic Training Education:** Athletic training is an academic major or graduate equivalent major program that is accredited by the Commission on Accreditation of Athletic Training Education (CAATE). The current minimum entry point into the profession of athletic training is the baccalaureate level, however it was recently decided by the AT Strategic Alliance that the minimum professional degree level will be a master's, a change to be implemented within the next several years. More than 70 percent of athletic trainers hold at least a master's degree. Upon completion of a CAATE accredited athletic training education program, students become eligible for national certification by successfully completing the Board of Certification, Inc. (BOC) examination.

**Commission on Accreditation of Athletic Training Education (CAATE):** Non-profit organization currently incorporated in the State of Texas. Filings of incorporation are available through the Texas Secretary of State. The CAATE is recognized by the Council for Higher Education (CHEA). "Accreditation" is a review of the quality of higher education institutions and programs. In the United States, accreditation is a major way that students, families, government officials, and the press know that an institution and/or program provides a quality education.  
<https://caate.net/>

**National Athletic Trainers Association (NATA):** The National Athletic Trainers' Association (NATA) is the professional membership association for certified athletic trainers and others who support the athletic training profession. Founded in 1950, the NATA has grown to more than

45,000 members worldwide today. The majority of certified athletic trainers choose to be members of NATA to support their profession and to receive a broad array of membership benefits. By joining forces as a group, NATA members can accomplish more for the athletic training profession than they can individually. The NATA national office currently has more than 40 full-time staff members who work to support NATA's mission. <https://www.nata.org>

**Board of Certification:** Students become eligible for BOC certification through a CAATE accredited athletic training degree program. Students enrolled in their final semester at such a program are eligible to apply for the BOC exam if their program director confirms their placement in the program, following graduation from an accredited program, either the program director's confirmation of eligibility OR an official transcript demonstrating degree conferral from a CAATE accredited program will serve to document BOC exam eligibility.

### **Roles and Responsibilities**

**Program Director:** Responsible for the management and administration of the program. This includes the following responsibilities:

- Program planning and operation, including development of the curriculum framework
- Program evaluation
- Maintenance of accreditation
- Input into budget management
- Input on the selection of program personnel
- Input on the evaluation of program personnel (per CAATE Standards)

**Coordinator of Clinical Education:** Responsible for oversight of the clinical education portion of the program. This includes the following responsibilities:

- Oversight of student clinical progression
- Student assignment to athletic training clinical experiences and supplemental clinical experiences
- Clinical site evaluation
- Student evaluation
- Regular communication with preceptors
- Professional development of preceptors
- Preceptor selection and evaluation (per CAATE Standards)

**Medical Director:** Supports the program director in ensuring that both didactic instruction and athletic training and supplemental clinical experiences meet current practice standards as they relate to the athletic trainer's role in providing client/patient care. (per CAATE Standards)

**Preceptors:** Function to supervise, instruct, and mentor students during clinical education in accordance with the program's policies and procedures. Preceptors who are athletic trainers or physicians assess students' abilities to meet the curricular content standards healthcare providers whose experience and qualifications include the following:

- Licensure as a healthcare provider, credentialed by the state in which they practice (where regulated)

- BOC certification in good standing and state credential (in states with regulation) for preceptors who are solely credentialed as athletic trainers
- Planned and ongoing education for their role as a preceptor
- Contemporary expertise (per CAATE Standards)

Preceptors are required to complete regular KU ATP Preceptor training, student evaluations and approve athletic training student hours logged in ATrack. They also must follow all KU ATP Policies and Procedures in the teaching and instruction of KU athletic training students.

**Athletic Training Student:** Athletic training students are expected to demonstrate the following qualities:

- **Dependability** – Fulfilling obligations, assignments (academic and clinical), and maintaining consistency within the general practices of the athletic training facilities.
- **Dedication** – You must demonstrate dedication to the clinical and academic opportunities. Preparation within both aspects will enhance the learning environment for both student and instructor.
- **Teach-ability** – Students should always be willing to learn from a variety of sources, which may include both positive and negative learning environments. Students should have a “mindset” of “life-long-learners”.
- **Professionalism** – Encompassing all other characteristics, professionals dress appropriately, are prompt, consistent, respectful to others, and organized. Professionals are not perfect and may make mistakes, yet a professional will learn from mistakes. In order to earn the respect as a professional, one must prove to emulate the characteristics of a professional.

### **Disclaimer**

This handbook was created to inform the athletic training student of policies and procedures of the Master of Science in Athletic Training Education Program at Kean University. The overall intent of this handbook is to ensure a quality educational experience for each student, and to ensure safe and efficient operation of all athletic training facilities. To achieve the goals of the educational program, each student must be thoroughly familiar with the policies and procedures listed herein. If you feel that a particular policy needs to be reviewed, you should bring it to the attention of the Program Director. Policies and procedures may be updated, but not ignored. The information in this handbook is not all-inclusive. This handbook should be used as a guide throughout your progression in the Program. As needed, the handbook will be updated as policies and procedures are modified, added, or deleted. Any alterations to the handbook will be announced and made available to all students, faculty, and preceptors.

## II. ADMISSION

### Master of Science in Athletic Training (MSAT) Degree Program Admission Requirements

1. All applicants must possess a bachelor's degree from a regionally accredited college or university. (Official copies of all post-secondary transcripts- including transcripts that reflect transfer credit)
2. Have a cumulative grade point average (GPA) of 3.0 or above on a 4.0 scale  
 Successfully complete the following prerequisite courses with a grade of C or better:
  - a) Human Anatomy (3-4 credits with lab. When anatomy and physiology are taken as a combined course, two semesters are necessary to meet this requirement)
  - b) Human Physiology (3-4 credits with lab. When anatomy and physiology are taken as a combined course, two semesters are necessary to meet this requirement)
  - c) Chemistry w/Lab (3-4 credits)
  - d) Physics w/Lab (3-4 credits)
  - e) Biology w/Lab (3-4 credits)
  - f) Exercise Science or Exercise Physiology w/Lab (3-4 credits)
  - g) Statistics
  - h) Kinesiology or Biomechanics
  - i) Psychology

**(Prerequisites are not required to have been taken while an undergraduate. The courses may be completed at a local community college or any accredited institution of higher learning.)**
3. First Aid and Professional Rescuer CPR certification or equivalent
4. Completed Athletic Training Experience Form required at time of application. (Evidence of 25 observational hours from at least two different Athletic Training settings with verification from two different Certified Athletic Trainers.)
5. Submit a statement of personal and professional goals (minimum one full page, double spaced, typed).
6. 2 letters of recommendation (One must be from a Certified Athletic Trainer with whom observation hours were completed and one must be from a Professor who can comment on academic performance).
7. Professional Resume/CV
8. Interviews will be granted to those individuals who exceed criteria. Being granted an interview with the Admissions Committee does not guarantee admission to the Athletic Training Program. (The interview should demonstrate the student's understanding of profession, career goals, and general verbal communication skills)

#### Tuition and fees

The university charges a special flat rate tuition and fee per semester (6 semesters) for students in the Master of Science in Athletic Training Program. Please see

<https://www.kean.edu/news/kean-establishes-tuition-and-fees-2022-2023>

For Housing please see: <https://www.kean.edu/rss/apply-housing>



### Additional MSAT Program Expenses (excluding housing costs)

The following is a list of costs associated with enrollment in the program (all costs are approximate). It is the student's responsibility to pay for these items.

Item	Frequency	Estimated Cost
Criminal Background Check	Yearly, prior to summer session Conducted through Adamsafeguard	\$52.00
EXXAT subscription	Yearly renewal	TBD
Professional membership	NATA, EATA and ATSNJ membership all paid in one fee. Required for professional but also provides discounts to conferences and is required for submitting case reports. <a href="http://www.nata.orgdevelopment">http://www.nata.orgdevelopment</a> and	First year, July - Dec \$70.00, Jan-Dec \$90.00, Second year Jan- Dec \$90.00
Health Insurance	All students are required to have health insurance and must show proof of insurance	Dependent on policy
Fee for certification exam and state licensure	BOC exam last semester in program, NJ license once BOC is passed	\$330 first time, NJ AT license, application fee \$100.00, License fee \$80.00 biannually
BLS	Students should be BLS certified throughout their time in the program.	AHA BLS \$60.00 through KU EMS Training Center
Transportation to clinical sites	Students are responsible for the costs of travel to clinical sites. Students will incur costs of owning a car, including car insurance, which is required by the state of NJ Approximate weekly mileage, parking at clinical sites and the cost of tolls on major highways of NJ are included in this estimated transportation costs. AT this time, all of our clinical sites are less than 50 miles from campus. Note: Kean University is accessible by car, bus or train.	Dependent on car, insurance plan and clinical site assignment

	On-campus parking is free for students	
Immersive clinical experience costs	Can include housing and transportation costs	Vary depending on immersive clinical site
Medical equipment, supplies	One time cost - Required: Fanny pack or sling bag (optional: filled with supplies), medical scissors (bandage shears), stethoscope, bag valve mask	\$16.00 - \$54.99, \$5.00-10.00, \$25.00, \$30.00
Professional clothing	One time cost: (2) Program golf shirts, khakis	Estimate \$75.00
Laptop	Once at admission	Dependent on equipment purchased
Cell phone	Once at admission	Dependent on cellular plan
Textbooks	Whenever possible Open Access to textbooks are used: however, some students may choose to purchase their own copies and some books may not be available online. Students may choose to purchase additional books during the didactic and clinical portion of the program to provide additional information.	TBD
	Total	\$1042.00

All prices are subject to change at any time.

### Financial Aid/Scholarship

The National Athletic Training Association (NATA), Eastern Athletic Training Association (EATA), and Athletic Training Society of New Jersey (ATSNJ) provide scholarships to deserving student athletic trainers. Please see a Faculty Athletic Training Advisor or the Program Director for further information as well. Kean University offers a number of scholarships to help qualified graduate students of every race/ethnicity, gender, and creed meet the financial requirements of attending college. (<http://www.kean.edu/offices/scholarship-services>)

In the event that certain students may be entitled to financial aid (either in the form of student assistance or scholarship) in conjunction with their clinical experiences, the individual will be considered a volunteer student and not an employee of the clinical site's Athletic Department. Such aid or assistance is governed by the administrative rules and regulations by the Office of

Financial Aid. In the event that a student receives a salary or stipend for their clinical experience as an athletic trainer at an athletic event not hosted by their clinical site's Athletic Department, he/she will be considered an employee of the event host during that period of time.

### III. ACADEMIC

#### Courses

All athletic training courses must be taken in sequence.

Summer 2 (10 weeks) - Year 1

AT 5000 - Intro to Evaluation and Management of Orthopedic Injuries, Lab, and Preseason (3 credits)

AT 5001 - Organization and Administration of Athletic Training (2 credits)

AT 5002 - Functional Anatomy (2 credits)

Fall Semester - Year 1

AT 5017 - Athletic Training Clinical Experience I (3 credits)

AT 5003 - Orthopedic Lower Extremity Assessment and Lab (3 credits)

AT 5004 - Therapeutic Intervention I and Lab (3 credits)

AT 5005 - Psychosocial Aspects of Sport and Rehabilitation (2 credits)

Spring Semester - Year 1

AT 5018 - Athletic Training Clinical Experience II (3 credits)

AT 5006 - Orthopedic Upper Extremity Assessment and Lab (3 credits)

AT 5007 - Therapeutic Intervention II and Lab (3 credits)

AT 5008 - Sport Nutrition (2 credits)

Summer 2 (10 weeks) - Year 2

AT 5009 - Risk Management and Lab (3 credits)

AT 5010 - Orthopedic Spinal Assessment and Lab (3 credits)

AT 5011 - Research Development in Athletic Training (1 credit)

AT 5012 - Casting and Splinting (1 credit)

Fall Semester - Year 2

AT 5019 - Athletic Training Clinical Experience III (3 credits)

AT 5013 - General Medicine and Lab (3 credits)

AT 5014 - Professional Development - (2 credits)

AT 5015 - Pharmacology (2 credits)

Spring Semester - Year 2

AT 5020 - Athletic Training Clinical Immersion (9 credits)

AT 5016 - BOC Review (1 credit)

Total Program Credits = 57

#### Grades

After a graduate student attempts six total graduate credits, as a matriculated student, a 3.0 cumulative GPA must be achieved. Failure to meet this minimum will result in the student being

placed on academic probation. Additionally, conditions to the probation may be set at the discretion of the Dean of the Graduate College. Upon completion of 12 attempted graduate credits, if a student on academic probation fails to achieve a cumulative GPA of 3.0, the student will be academically dismissed from Kean University.

See the Probation Policy for further information.

### **Academic Integrity**

Students are responsible to become familiar with, and will be held accountable for, the information on the following Web sites regarding important information related to plagiarism, cheating etc.:

- Academic Integrity at <https://www.kean.edu/academic-integrity>
- Student Code of Conduct at <https://www.kean.edu/offices/community-standardsand-student-conduct/student-code-conduct>

\* Please understand that sharing study guides, papers or project information may not always be helpful to your classmates. Learning is emphasized when students create their own tools and guides. If in doubt, discuss this issue with your academic advisor before sharing information with your classmates.

### **Probation**

The Master of Science in Athletic Training Education Program follows the policy of the Nathan Weiss Graduate College in regard to academic probation and dismissal. After a graduate student attempts six total graduate credits, as a matriculated student, a 3.0 cumulative GPA must be achieved. Failure to meet this minimum will result in the student being placed on academic probation. Additionally, conditions to the probation may be set at the discretion of the Dean of the Graduate College. Upon completion of 12 attempted graduate credits, if a student on academic probation fails to achieve a cumulative GPA of 3.0, the student will be academically dismissed from Kean University. If the student achieves a cumulative GPA of 3.0 or higher, they will be removed from academic probation. However, if at any time during subsequent semesters the student falls below a cumulative 3.0 GPA, they will be academically dismissed from Kean University. All notices of academic probation and/or dismissal will occur at the completion of the fall and spring academic semesters. If a student is academically dismissed from Kean University, the student is entitled to appeal the dismissal to the Academic Standards Committee of the Graduate College. This committee will be composed of the Dean of the Graduate College, as well as administrators and faculty members appointed by the Dean. The appeal must be submitted in writing to the Director of Graduate Student Services within fourteen calendar days of the letter of dismissal. Failure to adhere to this time frame can result in the committee's refusal to hear the appeal. No in-person appeals will be accepted. All appeals will be reviewed within a reasonable time frame and the committee's decision will be communicated via an official letter from the University. A dismissed student does not have the opportunity to appeal the committee's final decision. If a student is academically dismissed from Kean University, they will have the opportunity to apply for reinstatement at no time earlier than two subsequent semesters. For example, if a student is dismissed after the spring semester, that student would not be eligible to apply for reinstatement until the following spring, with an anticipated start term of the following fall semester. An appeal for reinstatement must be submitted to the Office of the Dean of the Nathan Weiss Graduate College no later than December 1 for a spring reinstatement or June 1 for a fall reinstatement. Included with the appeal should be any supporting documentation which can include but is not limited to: proof of

academic growth, in the form of taking non-matriculated courses at another college/university, letter(s) of recommendation, or a personal statement expressing the student's growth, both academically and personally. The reinstatement appeal will be reviewed by the Office of the Dean of the Nathan Weiss Graduate College and a recommendation will be sent to the Academic Standards Committee as to grant or deny reinstatement. The Committee's decision is final and there is no further provision for appeal beyond that review. In addition to the graduate college policy, if a student earns more than two grades of C+, C or lower in the professional phase of the program, the student may be dismissed from the program. These courses do not have to be within the same semester. However, if a student earns a grade of F in any course completed in the professional phase of the program, the student may also be dismissed from the program. It is up to the discretion of the departmental chairperson, to determine whether students earning a grade of C+, C or lower needs to be retaken to demonstrate mastery of the material. Any changes or modifications to the schedule will impact the student's graduation dates.

### **Advisement**

Students are assigned to a faculty member, within the AT program, for assistance and advice throughout their academic careers. Any student may formally ask the Athletic Training Program Director for a change in advisor if he or she feels such a change will improve their advising situation. Student advising responsibilities are as follows:

1. Students must initiate academic advisement meetings
2. Students must meet with his/her academic advisor at least one time each semester to review course plan for the following semester.
3. Students must check 'Evaluation Program' option within their KeanWise account to be sure that their academic records are complete and accurate.

### **Instructional Methods**

Currently all instruction will be held Face-to-Face (F2F). However, in light of an emergency, other instructional methods may be offered.

- **Face-to-Face (F2F):** These courses will be in-person instruction. Instructors provide information on when, where and at what frequency classes will meet on campus.
- **Hybrid:** These courses will alternate between in-person and remote sessions. The number of overall class meetings will be the same, but with some in-person course meetings and some remote course meetings. Blackboard is used to supplement the in-person instruction and coordinate remote instruction. Students are expected to access course content during regularly scheduled class days and times either in person or remotely during the scheduled time. Instructors provide information on when, where and at what frequency classes will meet.
- **Remote (100% Remote):** These courses are provided 100 percent remotely through Blackboard. No in-person class meetings are scheduled. For optimal learning, students participate in a virtual class setting in real time during the regularly-scheduled meeting time (synchronous learning) and may engage in independent learning at times of their choosing via Blackboard (asynchronous learning). Course instructors choose the proportion of synchronous and asynchronous requirements within the course, and communicate with students about these expectations. Students access course content via Blackboard.

### **Leave of Absence**

Kean University Policy <https://www.kean.edu/offices/policies/leave-absence> describes the University policy on student leave of absence and return procedures

### **Publication**

Permission to publish: Students must obtain permission to publish all manuscripts from their research advisor. Other faculty members may be involved in the review of a manuscript prior to submission for publication.

Record keeping: A complete final copy (hard and soft) of all materials relating to a project must be submitted by the principal investigator to the faculty advisor.

### **Professional Meeting Attendance**

As a representative of the Kean University, the Athletic Training Education Program and the profession of Athletic Training, it is expected that students will act and present themselves in a mature and professional manner at all times when attending professional meetings.

### **Transition to Clinical Practice**

In preparation for the athletic training student to sit for the Board of Certification exam in their final semester, the student will be required to pass preparatory exams. Following each semester, the student will complete a comprehensive exam covering all information taught to date. The student will have three attempts to pass the exam to be granted access to their clinical experience for the following semester. Failure to pass the exam following three attempts will result in removal from the program.

Other prerequisites prior to receiving clinical experiences

1. Criminal Background Check
2. Copy of Class Schedule
3. BBPT(Bloodborne Pathogen Training) course and Test
4. HIPAA/FERPA Training and signed forms
5. Communicable Disease Form sign
6. Technical Standards Form signed
7. Copy of Health Insurance Card
8. Liability Waiver Form Signed
9. Sign-Up for XXACT
10. Sign-Up for NATA
11. Read and sign off for AT Student Handbook
12. Physical and immunization verification has been handed in
13. Good Standing Character

### **Graduation Requirements**

Students enrolled in the MS in Athletic Training degree program will complete the requirements for Master's degree in Athletic Training at the completion of the second year in the program.

Candidates for a Master's degree from the School of Health and Rehabilitation Sciences must have:

- Student must be considered an "active student" at time of graduation; s/he must have been registered for at least one credit at the Kean University within the last three terms or sessions.

- Students may not enroll in courses outside the Kean University in the semester they are graduating.
- Satisfactory completion of required credits.
- Minimum cumulative GPA 3.000.
- The GPA will be calculated as a composite of all courses taken at Kean University and counting toward completion of the degree.
- Completion of all requirements for the program in which student has enrolled.
- No outstanding D, F, G or I grade in a required course.
- An application for graduation must be filed in the Office of Registrar, based on the deadlines determined for that term. Email notification of these deadlines will be sent to students in the prior term and will posted on the Office of Registrar Graduation website.
- A student with outstanding financial obligations to the University is not eligible to receive the diploma, official academic transcripts, or any certification of completion of the academic program.



## IV. CLINICAL EXPERIENCE

### Overview

In accordance to CAATE Professional Standards the athletic training clinical experience is direct client/patient care guided by a preceptor who is an athletic trainer or physician. Athletic training clinical experiences are used to verify students' abilities to meet the curricular content standards. When direct client/patient care opportunities are not available, simulation may be used for this verification. Some clinical rotations will require afternoon, evening, and weekend commitments. In addition, students may be invited for clinical education prior to or following the academic calendar (i.e. pre-season and post-season). These clinical experiences will provide each student with exposure to populations (per CAATE Standard 17):

- throughout the lifespan
- of different sexes
- with different socioeconomic statuses
- of varying levels of activity and athletic ability, and
- who participate in non-sport activities.

### Time Commitment

Students are required to spend a minimum of 15 hours per week and a maximum of 25 hours per week at their clinical rotation. Students are required to have a minimum of one day off per week. Hours are dependent on the rotation. The students are not required to commit to more than an average of 40 hours maximum per week including class contact time and/or clinical assignment. Travel time to and from the site should not be documented as part of the clinical hours. No hours are required to be completed past the maximum of 25 hours for the week.

### Immersive Experience

The purpose of the athletic training immersive experience is to allow the student to experience the totality of care that athletic trainers provide clinically. The athletic training student will be responsible for choosing their immersive clinical experience in conjunction with the clinical education coordinator. The expectation is the student will spend eight weeks in this rotation, averaging approximately 40 hours a week.

### Attendance

Upon request, students may be excused from their clinical education in observance of a religious holiday or other personal event, but may be required to make up the time missed. All requests must be made at least one week in advance and will be kept in the student's academic file.

### Dress Code

Professional dress and appearance are critical in today's society. Judgments are made about you from your appearance. When your appearance distracts others from the work you are doing, you cannot be effective in that work. Neatness and cleanliness should be the trademark of an athletic trainer. In order to establish a professional appearance consistent with allied health care professionals and Kean University (KU), all athletic training students must abide by

the athletic training professional appearance policy listed below. The professional appearance policy is in effect at all times when representing the University, day or night, in the athletic training room or at practice. Acceptable dress policy will be to the discretion of the athletic training staff. Please note some clinical education sites may have further requirements/policies.

Approved Kean University sports medicine t-shirts, collared shirts, and/or long sleeves must be worn at all times. Students may wear either Khaki or Navy colored slacks or shorts.

- Please note that all shorts should be of a professional length (fingertips)
- Slacks should be neat, clean, free of excessive wrinkles, and allow you to move freely as a clinician (i.e., not too tight, not too loose)
- Jeans, sweats, mesh shorts, and leggings are unacceptable

All shoes must be closed-toed, professional and functional

- Sneakers are highly suggested for indoor use
- Boots are appropriate for inclement weather
- Any type of sandal or open backed shoe is unacceptable

Hats

- May be worn outdoors; however they must be an acceptable KU product or have no logo at all.
- Hats are not acceptable indoors

→No student will wear clothing representing another university while completing clinical education rotations with Kean University

→No visible body or facial piercings. Any pre-existing piercing must be taken out at your clinical assignment.

→If you wear any unacceptable clothing, you will be sent home to change.

→Athletic training students must maintain good personal grooming including clean shaven, hair tied back, clean hands and appropriate length fingernails.

→Per CAATE Professional Program Standard 26A every student (at minimum) must wear their Kean Student ID card during ALL clinical education rotations. The student's ID card must be in visible site and held within a badge holder.

Games and Doctor's visits

- Some sports (ex: Men's Basketball, Women's Basketball) will require the student to wear a shirt and tie, blouse, & dress slacks to games.
- The dress requirement for these sports will be up to the discretion of the staff athletic trainer/preceptor.
- When representing Kean University Athletic Training Program at a hospital or doctor's office a Kean University collared shirt or nice dress shirt must be worn \*\*\*Mesh shorts are not acceptable.

### **Conduct with Coaches and Other Medical Professionals**

Athletic Training students should develop professional relationships with the coaches of the teams with which they work. Students' interactions with coaches should increase with their clinical experiences. If a student has any problems or difficulty with an athlete or coach, it should be brought to the attention of the preceptor immediately. When interacting with physicians and other medical professionals, the student should be very professional. These interactions are a critical component to the clinical education of the student, and they are to be sought out. Students are encouraged to ask questions when appropriate and to use appropriate professional jargon.

### **Conduct with Patients**

Athletic Training students have a twofold role, that of a general student and that of an athletic training student. Students should remember that they are filling both of these roles in and out of the clinical settings and act accordingly. It is recognized that in working closely with a team, friendship may arise between athletic training students and athletes. A professional demeanor should be exercised at all times. In the clinical setting, students should fulfill their roles as athletic training students for their respective teams/patients. In this role, they are not only responsible for assisting in the care of the team's athletes, but also for being active learners and increasing their athletic training skills and knowledge.

Athletic training students dating Kean University athletes/patients can lead to very compromising situations. An athletic training student is NOT permitted to date an athlete from the team that he/she is assigned. If a situation arises where a student is dating a Kean University athlete/patient from another team, the relationship cannot become evident in the clinical setting. If it does become evident and, in any way, inhibits the ability of the athletic training student to perform, interferes with the athlete's performance, or the coach or supervisor feels the relationship is affecting the athlete/patient, or team, the athletic training student may be reprimanded or removed from the clinical education experience. For these reasons, relationships between athletic training students and Kean University athletes/patients are HIGHLY discouraged. At no time can a student date (or demonstrate an inappropriate relationship with) a student at one of the high school affiliate sites. If a preceptor becomes aware of such, he/she will notify the program director, and the student may be dismissed from the program.

### **Criminal Background Check**

A background check is required for all Athletic Training Students to attend and complete clinical rotations assigned by the Program. The student will not receive their clinical assignments for the year until this has been completed and verified by the Clinical Education Coordinator.

- Background checks shall be no more than one-year-old at the time of interaction and must be completed prior to beginning the clinical rotation
- Students are required to provide the clinical site with an original of each of the above clearances on the first day of the clinical assignment. Students are also required to provide the ATP with a copy of each clearance and are encouraged to retain a copy for their own personal records

### Documentation

Clinical education hours accumulated under the direct supervision of a preceptor **must be recorded** by the ATS via Exxact and will be approved by the supervising preceptor. All hours must be recorded within seven days. **Students may not complete undocumented hours, as this is in direct violation of CAATE standards.**

Only the Athletic Training clinical education hours obtained under the direct supervision of a preceptor may be counted towards the required hours for graduation. Athletic Training clinical education hours do not include the time spent while traveling with a team, lodging, team meetings, or team meals.

Clinical hours may be recorded during the following:

- Set-up for practice/competition and clean-up after practice/competition
- Preparing the athletes for practice/competition
- Treatments before and after practice/competition
- Injury evaluation/Clinic with a team physician
- Rehabilitation
- In-services
- Administrative duties
- Clean-up and stocking of the cabinets/drawers in the athletic training room, including kits
- Hours working with a Preceptor on clinical proficiencies

Clinical hours may NOT be recorded for the following:

- Time when traveling with a team
- Commuting to and from clinical site
- Team meetings
- Team meals

### Transportation

In the event of bad weather or hazardous road conditions, each individual student must determine if they feel they can safely travel to the clinical education site. If a student determines it is unsafe, they need to inform his/her preceptor in advance as much as possible. Students should not abuse this policy or tempt fate. In a nutshell, if the student feels they can arrive and return safely then they should. If the student is unsure of their safety then they should not drive. The student should ride with a safe driver or call the preceptor and inform him/her of the planned absence. It is the student's responsibility to reschedule the missed experience if possible. If the clinical education site is closed due to bad weather, the student is not required to attend the clinical education experience.

Under no circumstance should a student transport an injured/ill patient in any vehicle for off-site emergency care, physician appointments, or any other reason. Preceptors should not ask or expect students to provide such services on their own, a preceptor's, or the institution's vehicle. The issues involved with such actions expose the student, preceptor, and institution to great potential liability. Just as it is the preceptor's responsibility to avoid placing students in such situations, it is also the student's responsibility to inform the program director or clinical education coordinator of any instance in which the student feels they were placed in a compromising situation. If the preceptor has made arrangements to transport an injured/ill patient to medical care or a physician appointment, the student can volunteer to accompany the preceptor and patient. In this case, the student would count those hours towards clinical education.

### **Student Travel**

Athletic Training Students are only permitted to travel with athletic teams when accompanied by a clinical preceptor. The opportunity to travel with a team should be looked upon as a privilege and a tremendous learning opportunity. As a member of the sports medicine team, athletic training students are responsible for the health and well-being of the student-athletes on the team throughout the duration of the travel. At no time should an ATS engage in any behavior that would render him/her less than 100% effective in making decisions and caring for the team.

When traveling with a team, the ATS is always representing the University and the ATP. Discretion must be exercised when considering behaviors and actions. This is not to be viewed as a social or partying event and any ATS who is found to be in breach of the expectations for professional behavior will be held accountable and subject to disciplinary action.

### **Changing Clinical Assignment**

Students who wish to change their clinical assignment for any reason must first obtain written permission from the Coordinator of Clinical Education, the Program Director, or both. The student must also get written approval from their current and proposed Preceptors. Students who are found at a clinical site that they were not assigned to (without receiving prior permission from the Coordinator of Clinical Education) 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 program.

### **Non-Required/Volunteer Athletic Training Experience**

It is recognized that opportunities for clinical experiences may arise for athletic training students that are not a part of their formal or required program of study. The athletic training program encourages students to take advantage of those opportunities whenever it is possible and appropriate for them to do so. Students who find opportunities working with sports medicine clinic, professional sports teams, club teams, intramurals, or any other off-campus organization work under the policies and procedures of that organization. The arrangement is strictly between the organization and the student and cannot interfere with assigned clinical experience. Hours completed during the non-required/volunteer experience cannot be documented as a requirement of the program.

## V. POLICIES AND PROCEDURES

### Code of Ethics

Athletic training students will be expected to follow the National Athletic Trainers' Association Code of Ethics which is as follows:

#### 1. Members Shall Practice with Compassion, Respecting the Rights, Well-being, and Dignity of Others

1.1 Members shall render quality patient care regardless of the patient's race, religion, age, sex, ethnic or national origin, disability, health status, socioeconomic status, sexual orientation, or gender identity.

1.2. Member's duty to the patient is the first concern, and therefore members are obligated to place the well-being and long-term well-being of their patient above other groups and their own self-interest, to provide competent care in all decisions, and advocate for the best medical interest and safety of their patient at all times as delineated by professional statements and best practices.

1.3. Members shall preserve the confidentiality of privileged information and shall not release or otherwise publish in any form, including social media, such information to a third party not involved in the patient's care without a release unless required by law.

#### 2. Members Shall Comply With the Laws and Regulations Governing the Practice of Athletic Training, National Athletic Trainers' Association (NATA) Membership Standards, and the NATA Code of Ethics

2.1. Members shall comply with applicable local, state, federal laws, and any state athletic training practice acts.

2.2. Members shall understand and uphold all NATA Standards and the Code of Ethics.

2.3. Members shall refrain from, and report illegal or unethical practices related to athletic training.

2.4. Members shall cooperate in ethics investigations by the NATA, state professional licensing/regulatory boards, or other professional agencies governing the athletic training profession. Failure to fully cooperate in an ethics investigation is an ethical violation.

2.5. Members must not file, or encourage others to file, a frivolous ethics complaint with any organization or entity governing the athletic training profession such that the complaint is unfounded or willfully ignore facts that would disprove the allegation(s) in the complaint.

2.6. Members shall refrain from substance and alcohol abuse. For any member involved in an ethics proceeding with NATA and who, as part of that proceeding is seeking rehabilitation for substance or alcohol dependency, documentation of the completion of rehabilitation must be provided to the NATA Committee on Professional Ethics as a requisite to complete a NATA membership reinstatement or suspension process.

#### 3. Members Shall Maintain and Promote High Standards in Their Provision of Services

3.1. Members shall not misrepresent, either directly or indirectly, their skills, training, professional credentials, identity, or services.

3.2. Members shall provide only those services for which they are qualified through education or experience and which are allowed by the applicable state athletic training practice acts and other applicable regulations for athletic trainers.

3.3. Members shall provide services, make referrals, and seek compensation only for those services that are necessary and are in the best interest of the patient as delineated by professional statements and best practices.

3.4. Members shall recognize the need for continuing education and participate in educational activities that enhance their skills and knowledge and shall complete such educational requirements necessary to continue to qualify as athletic trainers under the applicable state athletic training practice acts.

3.5. Members shall educate those whom they supervise in the practice of athletic training about the Code of Ethics and stress the importance of adherence.

3.6. Members who are researchers or educators must maintain and promote ethical conduct in research and educational activities.

4. Members Shall Not Engage in Conduct That Could Be Construed as a Conflict of Interest, Reflects Negatively on the Athletic Training Profession, or Jeopardizes a Patient's Health and Well-Being.

4.1. Members should conduct themselves personally and professionally in a manner that does not compromise their professional responsibilities or the practice of athletic training.

4.2. All NATA members, whether current or past, shall not use the NATA logo or AT logo in the endorsement of products or services, or exploit their affiliation with the NATA in a manner that reflects badly upon the profession.

4.3. Members shall not place financial gain above the patient's well-being and shall not participate in any arrangement that exploits the patient.

4.4. Members shall not, through direct or indirect means, use information obtained in the course of the practice of athletic training to try and influence the score or outcome of an athletic event, or attempt to induce financial gain through gambling.

4.5. Members shall not provide or publish false or misleading information, photography, or any other communications in any media format, including on any social media platform, related to athletic training that negatively reflects the profession, other members of the NATA, NATA officers, and the NATA office.

#### **HIPAA/FERPA Policy**

Athletic Training Students must adhere to the HIPAA and FERPA Policy of the Program. (See Appendix C) Any student that does not sign the policy prior to the start of their clinical experience will not be allowed to complete any observation. The Program will maintain annual signed copies of the policy for each student in their file. Any breach in the policy will result in disciplinary action by the Program Director.

#### **Emergency Cardiac Care Certification**

All students will be required to submit proof of CPR certification during the application process. Once admitted to the MSAT program, all Athletic Training Students must maintain their CPR certification at all times.

### **Bloodborne Pathogen and Post-Exposure Plan**

The Athletic Training Program follows the guidance detailed in the Kean University Bloodborne Pathogens Exposure Control Plan. The Exposure Control Plan is designed to eliminate or minimize occupational exposure to bloodborne pathogens in keeping with the requirements of OSHA 29 CFR 1910.1030 Bloodborne Pathogens Standard, 1030 which is adopted by reference under New Jersey Public Employees Occupational Safety and Health (PEOSH) (see: [https://www.osha.gov/pls/oshaweb/owadisp.show\\_document?p\\_table=STANDARDS&p\\_id=10051](https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=10051)).

Students in the Athletic Training Program, are required to complete a self-study module on Bloodborne Pathogens. Additional training and review of the Exposure Control Plan will be provided prior to entering the clinical year. Clinical training sites may require additional on-site training as part of their specific orientation process.

All faculty, staff and students are required to follow Standard Precautions during all activities that present a risk of exposure to blood/body fluids or chemical exposures. Standard precautions include:

1. Hand hygiene;
2. Use of personal protective equipment (e.g. gloves, masks);
3. Safe handling of potentially contaminated equipment or surfaces in the patient environment;
- and 4. Respiratory hygiene/cough etiquette.

The Office of Environmental Health and Safety (EHS) will provide the Athletic Training Program with sharps containers, red bags and medical waste containers. Post Exposure: If the student experiences a needlestick or other sharps injury, or is exposed to the blood or other potentially infectious body fluid, they should follow these steps as indicated:

- Remove contaminated clothing.
- Immediately irrigate eyes with clean water, saline, or sterile irrigants for 15 minutes.
- Immediately flush splashes to the nose, mouth, or skin with running water.
- Vigorously wash needlesticks and cuts with soap and water for one minute with antibacterial soap, if available.
- If during a didactic course located on-campus:
  - Notify the course instructor and the Program Director
  - Seek immediate medical evaluation at an urgent care, an emergency room or from their personal healthcare provider.
- If during an off-campus Supervised Clinical Practice Experiences:
  - Notify the preceptor and the Clinical Education Coordinator
  - Follow the incident reporting and post-exposure plan in place at the clinical site. (Several sites offer evaluation on-site, while others refer students to an emergency room, urgent care center or to the provider of their choice).
  - Seek follow up care at their personal healthcare provider or as directed by the preceptor at the Clinical Practice site.
  - All costs associated with any incident or exposure is the responsibility of student.
  - If there is a question about the appropriate medical treatment for occupational exposures, 24-hour assistance is available from the Clinicians' Post Exposure Prophylaxis Hotline (PEpline) at 1-888-448-4911.



### **Incident Report**

Students must submit a BBP Exposure Incident Report within 24 hours to the Program Director of the Athletic Training Program in the event of any BBP exposure.

The Athletic Training Program and EHS will review all BBP Exposure Incident Reports to review the circumstances of the exposure incident to determine if procedures, protocols and/or training need to be revised.

The student may obtain post-exposure medical care from the provider of their choice. The information regarding the student's medical care will be kept confidential and will not be shared with the Athletic Training Program.

### **Communicable Disease Policy**

Athletic Training Students must adhere to the Communicable Disease Policy of the Program. (See Appendix D) Any student that does not complete the annual Blood borne Pathogen Training as dictated by the "Guidelines for Prevention of Exposure and Infection" prior to the start of their clinical experience as well as sign the Communicable Disease Policy will not be allowed to complete any observation. The Program will maintain annual signed copies of the policy for each student in their file.

### **Assumption of Risk**

Majoring in athletic training requires an acceptance of the risk of injury. Although the risk of catastrophic injury may be remote, you should be aware that serious injury can occur as a result of participation in athletic training, including but not limited to: death, quadriplegia, paraplegia, internal injury, closed head injury (possibly including post-concussion syndrome) and musculoskeletal injuries (including sprains, strains, and fractures). Some of these injuries may result in medical treatment, surgery, and/or permanent disability. Athletic Training Students rightfully assume that those who are responsible for the conduct of Athletic Training Students, have taken reasonable precautions to minimize the risk of significant injury and that those participating in the Athletic Training program will not intentionally inflict injury upon members of staff. If at any time, the athletic training student feels unsafe or in the event of an incident, the Program Director must be notified at once.

Participation in the laboratory and clinical experiences expose AT students to potential risks from the skills being practiced or when working in the athletic environment. Specifically, students are at risk for exposure to human blood or other potentially infectious materials. Students understand and acknowledge that the inherent risk of injury and illness is assumed by the student when they decide to enroll in the Program Athletic training students must be aware of the potential harmful situations to minimize injury.

Students who sustain an injury must report the injury within 24 hours to the course instructor/preceptor and the Program Director.

### **Therapeutic Modality Policy**

Kean University Athletic Training Program in conjunction with the Athletic Training Rehabilitation Center and other clinical sites possess multiple therapeutic modalities intended for instruction of modality practice and use on student-athletes. Any use of therapeutic modalities is performed

under the direct supervision of a Certified Athletic Trainer as stated in the NJ state practice act. All modalities are calibrated annually by a certified calibration technician contracted by the individual clinical site. Calibrations are typically performed in the summer months before the return of Athletic Training Students and student-athletes in the fall. Ground fault circuit interrupters are connected to all electrical stimulation machines, whirlpools, and hydroculators. Any problems identified with any modality is reported to the Head Athletic Trainer or the Program Coordinator for further repair. The therapeutic modalities and safety instructions are taught from "Therapeutic Modalities in Rehabilitation: 4th ed" by William Prentice. Other textbooks may provide additional information if deemed appropriate.

### **Technical Standards**

Athletic Training Students must sign and acknowledge the Program's Technical Standards. (See Appendix A) Any student that does not sign the Technical Standards annually will not be allowed to complete any observation. The Program will maintain annual signed copies of the policy for each student in their file.

### **Sexual Harassment**

Sexual harassment in any form is not tolerated in the Program and at Kean University. Sexual harassment violates the dignity and rights of individuals and the moral conscience of the University community. In addition, it is a form of sexual discrimination prohibited by the New Jersey Law against Discrimination, N.J.S.A. 10:5-1 et seq, Title IX of the Education Amendment of 1972 and Title VII of the Civil Rights Act of 1964 (as amended in 1991). All AT students are entitled to a working and learning environment free from discrimination, including sexual harassment. The University prohibits sexual harassment in accordance with campus policies and state and federal law. If at any time the athletic training student feels unsafe or in the event of an incident, the student should immediately report the incident to the Program Director and the University's Office of Affirmative Action.

### **Accessibility Services**

The athletic training program works along with the Office of Accessibility Services to provide reasonable assistance and accommodations for students with documented disabilities and in accordance with the Technical Standards. According to the Commission on Accreditation of Athletic Training Education (CAATE), technical standards are defined as:

"The physical and mental skills and abilities of a student are needed to fulfill the academic and clinical requirements of the program. The standards promote compliance with the Americans with Disabilities Act (ADA) and must be reviewed by institutional legal counsel".

### **Non Discriminatory/Diversity**

Kean University is committed to establishing and maintaining a diverse campus community through inclusive excellence and equal opportunity. Kean's commitment to access and equity is designed to prepare each graduate to not only thrive, but climb higher in a diverse world. As an affirmative action, equal opportunity institution we work to support a campus-wide agenda to foster a community that both values and promotes the diversity and equity of all students,

faculty, staff, administrators, and beyond. Kean adheres to the New Jersey State Policy Prohibiting Discrimination in the Workplace; for more information on Kean's non-discrimination policy and procedures, and protected categories under the policy, please visit:

<https://www.kean.edu/offices/affirmative-action>.

Title IX of the Education Amendments of 1972 (Title IX) prohibits discrimination on the basis of sex in education programs or activities. Sexual harassment in any form will not be tolerated at Kean University. Sexual harassment by students should be reported to the Office of Affirmative Action Programs, Office of the Vice President for Student Affairs or the Office of Community Standards and Student Conduct immediately. Information about the University's Sexual Misconduct Policy may be found at the following: <https://www.kean.edu/offices/policies/sexual-misconduct-policy>.

### **Alcohol, Drugs, Tobacco, and Gambling Guidelines**

The use of alcohol, drugs, and tobacco or gambling while working as an Athletic Training Student is strictly prohibited. If an ATS is suspected of being under the influence of alcohol, drugs, and/or tobacco or gambling, they will be dismissed from their responsibilities for the day and they will be subject to disciplinary measures. If there is a second offense, the ATS will be referred to the Kean University Counseling Center and removed from the clinical education component of the ATP. When the ATS demonstrates the initiation and continuation of counseling, they may be reinstated into the clinical component of the ATP. A third offense will constitute grounds for permanent dismissal from the ATP.

The Program Director and Department of Athletics have the discretion to require that the Athletic Training Students be held to the same athletic Drug Testing Guidelines for athletes while working in the Athletic Department at Kean University and other clinical sites.

### **Personal Health Insurance**

Athletic training students must provide proof of personal health insurance prior to beginning the clinical education experiences. Personal health insurance must be maintained at all times, and students will be required to present evidence of yearly renewal to the Program Director. Copies of current insurance cards will be turned in to the Program Director before the clinical education experience for that year begins. Failure to do so will result in the delay of the clinical education experience. The costs associated with the personal health insurance policy are the sole responsibility of the student.

### **Physical Examination/Immunizations**

All students must arrange to undergo a complete medical (physical) examination by an appropriately licensed health care practitioner annually. Students must present, to the ATP, verification that a current medical exam was performed within twelve (12) months of the start of the clinical education experience. Such proof must be submitted prior to the first scheduled day of the clinical assignment. All original documents will be stored in the student's permanent file located in the Department of Sports Medicine and Nutrition. In addition, prior to the initiation of the clinical experience, student must:

- Provide proof of titer and/or immunization against measles, mumps, rubella, diphtheria, tetanus and polio.
- Have received Hepatitis B inoculations, or begun scheduling series immediately

- Provide proof of a current influenza vaccination
- Provide proof of a single PPD (Mantoux) test for tuberculosis current within three (3) months
- Comply with additional vaccinations as per clinical placement (Influenza- deadline to be shared)

### **Pregnancy**

There are areas of clinical practice and laboratory hazards which, if exposed to, could endanger a pregnant person or unborn child. Should a student enter the program pregnant, or become pregnant at any time prior to graduation, the student is required to inform the program director and Student Health Services. A statement from an appropriate healthcare provider regarding the ability to continue in athletic training classes and clinical experience is required. Clinical experiences can be adjusted to minimize stress on the pregnant person and baby. Missed time in class, laboratory sessions, and clinical experiences due to pregnancy will be treated on a case by case basis, meaning, the use of the grade “I” incomplete may be warranted for classes. The returning student must complete and submit a new signed Technical Standard form by the appropriate healthcare provider before returning to class, laboratory, and clinic.

### **Social Media**

Faculty, preceptors, and athletic training students must maintain a professional relationship at all times. It is strongly discouraged that current students interact with faculty, preceptors, highschool student athletes, etc. on social media via personal accounts. Sponsored forum interaction, for example “KU athletic training” through the AT Club, is encouraged. All individuals must remember they are a representative of the Kean University Athletic Training Program and should not post anything that may reflect poorly on themselves or the Program.

### **Email**

For efficient communications, we require that each student have a Kean University electronic mail account and expect that this account is checked at a minimum daily. All emails must be properly written and follow appropriate “etiquette” guidelines:

- Properly address the recipient
- Proper grammar, punctuation, and spelling throughout body of email
- “Sign” the email in conclusion with your name

Students should allow for a 24-hour response window from AT faculty on weekdays. Emails sent after 4 pm on Friday may not be replied to until Monday morning. If the faculty member will be away from email for an extended period of time, they will post an automatic reply message.

### **Technology**

Students are expected to turn off all cell phones during class and clinical experience. Computer use in class is for note taking and research only! Social networking will not be tolerated. Students who use their electronic devices during class time for activities not directly related to

the class/topic may be asked to leave the classroom and/or have points deducted from their overall course grade.

### **Building Policy**

The seminar room (NAAB 223) and the remediation room (NAAB 238) will be open during the day for students to use for studying. The first faculty member in the building will open the room and the last faculty to leave will lock the room. The rooms are to be left the way it was found (neat and clean). There is a waste receptacle in the hallway to deposit all garbage and paper towels and cleaning spray are available, if needed.

The lab will only be available when the Academic Specialist has "Open Lab Hours." If you wish to use the lab, a faculty member must be notified and stay with you during the duration.

### **Extra-Curricular Activity**

Club sports, intramural activities, sorority/fraternity activities, etc. are not prohibited, but cannot interfere with your clinical experiences. Special arrangements and/or special scheduling considerations will not be made for any extracurricular activities. Students are permitted to participate in intercollegiate athletics, with an appropriate agreement between the student, coach, and Program Director.

### **How to Get Licensed**

To practice athletic training in New Jersey and all other states (except at present California), athletic trainers must be licensed. Individuals who successfully complete Kean University's athletic training major and the NATABOC certification exam are eligible for licensure under New Jersey Division of Consumer Affairs. Each state sets its own criteria for licensure. Students need to check with the state regulatory agency in their intended area of practice to ensure that the correct requirements are met to be in compliance with their state's regulations for practice after graduation.

<https://www.njconsumeraffairs.gov/at/Pages/applications.aspx>

### **Address/Name Change**

Address and name changes can be accomplished by contacting the Office of the Registrar <https://www.kean.edu/offices/registrars-office> should you change your name or address during your education at Kean University.

### **Conflict Resolution**

The Athletic Training major recognizes the rights of students enrolled in the Athletic Training Program to express grievances and attempts to seek solutions and answers to problems arising from the day-to-day working relationships and differences which may occur between student, faculty or preceptors. Whenever a misunderstanding or problem exists, students are expected to address the misunderstanding immediately with the person(s) directly involved. The students are encouraged to provide feedback and continual communication of clinical education experiences with the Preceptor, Clinical Education Coordinator, Athletic Training Program Director, or Athletic Training faculty. Kean University maintains an open door policy for all

opportunities to share future goals, professional issues, conflict resolution, and problem solving issues between other athletic training students, preceptors, and faculty.

If conflicts, issues, or misunderstandings persist, an individual meeting should be established as soon as possible with the Athletic Training Program Director and the Clinical Education Coordinator. Preceptors should also address concerns to students immediately and contact the Clinical Education Coordinator if they no longer wish to supervise a student. If the Athletic Training Program Director deems the conflict cannot be resolved, the athletic training student will be removed from the clinical experience and reassigned to another clinical site.

## VII. APPENDICES

### Appendix A

**Kean University**  
MS Degree Program in Athletic Training  
TECHNICAL STANDARDS

The BS Degree Program in Athletic Training (**Program**) at **Kean 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 Education 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 the Commission on Accreditation of Athletic Training Education (**CAATE**). The following abilities and expectations must be met by all students admitted to the Program. In the event a student is unable to fulfill these technical standards, with or without reasonable accommodation, the student will not be admitted into the Program. Compliance with the Programs technical standards does not guarantee a student's eligibility for the **BOC** certification exam.

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

Candidates successfully selected for the **Program** will be required to verify that they understand these Technical Standards and/or that they believe that, with certain accommodations, they can meet the standards.

The **Counseling and Disabilities Services** will evaluate a student who states he/she could meet the **Program's** Technical Standards with accommodation and confirm that the stated condition qualifies as a disability under applicable laws.

In cases where a student states he/she can meet the Technical Standards with accommodation, the University will determine whether it agrees that the student can meet the technical standards with reasonable accommodation; this will include, but is not limited to a review of 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.

Applicant Name Printed \_\_\_\_\_

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_

**NOTE:** Adopted from the NATA Educational Council Sample for Technical Standards  
Revised Summer 2022

## Appendix B



### Release and Waiver for Clinical Education

I, \_\_\_\_\_, voluntarily choose to participate in an on-site clinical education experience ("Clinical Education") at \_\_\_\_\_ ("Facility").

I understand and appreciate the dangers, hazards and risks inherent in my participation in the Clinical Education at the Facility, including the additional dangers, hazards and risks associated with COVID-19. I acknowledge, understand and accept that, by participating in the Clinical Education at the Facility, I may be exposed to COVID-19 and/or other illnesses. I acknowledge that I have been warned about and accept and voluntarily assume all such dangers, hazards and risks, including those that may result in illness and/or injury to myself or others, including but not limited to fever, flu-like symptoms, medical complications, pneumonia and death. I have been advised to carry private health insurance and understand that I will be responsible to pay any medical costs that may occur as a result of any illness or injury to me. I have also been advised that I should be fully vaccinated against COVID-19 and up to date on recommended boosters prior to my participation in the Clinical Education. I represent that I have consulted with a medical doctor with regard to my participation in the Clinical Education and there are no health-related reasons or concerns that would preclude or restrict my participation. To the best of my knowledge, (i) I am not currently experiencing, and have not within the last ten (10) days experienced, any signs or symptoms of COVID-19, including mild to severe respiratory illness, shortness of breath, fever or cough; (ii) I am not under an order or subject to any isolation or quarantine; and (iii) unless fully vaccinated and symptom-free, I have not had contact with a person either suspected or confirmed of having COVID-19 within the last ten (10) days. I will continue to self-monitor and will report to Kean University and the Facility immediately if any of this criteria changes during my Clinical Education.

I have reviewed and am knowledgeable of the signs and symptoms of COVID-19, as well as strategies for protection against exposure. I agree to comply with all training, health and safety policies, protocols and advisories provided by Kean University and the Facility, as well as the guidance, advice and/or instruction provided by the United States Center for Disease Control and Prevention, the World Health Organization, the New Jersey Department of Health, and the appropriate county and local health departments in which the Facility is located. I understand that COVID-19 guidelines and protocols continually evolve and that my Clinical Education could be suspended by Kean University or the Facility, especially if there is an increase in the number or severity of COVID-19 cases at the Facility or in the vicinity of the Facility.

In consideration of participating in the Clinical Education, I agree that neither Kean University, the State of New Jersey and any trustee, director, officer, agent, employee, member, volunteer or any



other representative of Kean University, the State of New Jersey, nor any of their respective successors or assigns (collectively, "Kean") shall be liable for any loss, damage, illness, injury (including death) or claim of any kind to person or property as a result of my participation in the Clinical Education at the Facility. I hereby waive all claims and demands against Kean for any loss, damage, illness, injury, death, and/or claim of any kind arising from, related to, and/or caused by my participation in the Clinical Education at the Facility. I acknowledge and agree that Kean assumes no responsibility for any liability, damage or injury that may be caused by my negligent or intentional acts or omissions committed prior to, during or after participation in the Clinical Education. I agree to indemnify, defend and hold harmless Kean from all loss, liability, damages, claims, costs and expenses (including court costs and actual attorney's fees) arising from, related to, and/or caused by my participation in the Clinical Education at the Facility.

This Release and Waiver shall be binding on my heirs, parents, guardians, executors, administrators, and/or assigns. In signing this Release and Waiver, I acknowledge and represent that I have carefully read this Release and Waiver, I understand its contents, and that I sign this document of my own free will. I am aware that important rights are being released and given up.

Student Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Kean ID #: \_\_\_\_\_

**Appendix C**  
**HIPAA and FERPA Policy**  
 Athletic Training Program  
 Kean University

**Information on HIPAA**

In 1996, the Health Insurance Portability and Accountability Act or the HIPAA was endorsed by the U.S. Congress. The HIPAA Privacy Rule also called the Standards for Privacy of Individually Identifiable Health Information, provided the first nationally-recognizable regulations for the use/disclosure of an individual's health information. Essentially, the Privacy Rule defines how covered entities use individually-identifiable health information or the PHI (Personal Health Information). 'Covered entities' is a term often used in HIPAA-compliant guidelines. This definition of a covered entity is specified by [45 CFR § 160.102] of the Privacy Rule. A covered entity can be a health plan, healthcare clearinghouse, and healthcare provider

**Overview of the Privacy Rule**

- Gives patients control over the use of their health information
- Defines boundaries for the use/disclosure of health records by covered entities
- Establishes national-level standards that healthcare providers must comply with
- Helps to limit the use of PHI and minimizes chances of its inappropriate disclosure
- Strictly investigates compliance-related issues and holds violators accountable with civil or criminal penalties for violating the privacy of an individual's PHI
- Supports the cause of disclosing PHI without individual consent for individual healthcare needs, public benefit and national interests

HIPAA realizes that there is a critical need to balance the steps taken for the protection of an individual's health information along with the provision of proper healthcare facilities. The Privacy Rule strives hard to regulate the sharing of PHI without making it a deterrent for accessing healthcare facilities. Thus, the Privacy Rule does permit disclosures, under special circumstances, wherein the individual authorization is not needed by public healthcare authorities.

(<http://whatishipaa.org/>)

### **Information on FERPA**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

(<https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>)

The purpose of the Kean University School of Physical Education, Recreation and Health and the Athletic Training Program HIPAA and FERPA Policy is to protect the privacy of all parties. The purpose of this policy is to ensure the welfare of the students enrolled in this department as well as those patients in your clinical experiences. It is designed to provide Athletic Training Students, preceptors, and athletic training faculty and staff with a plan to assist in the management of students. I have read and understood the HIPAA and FERPA Privacy Policies as dictated by the law. I agree that I will not at any time during or following my clinical experience at any clinical site use or disclose any personal information as dictated by the policies. I understand that any unauthorized use or disclosure of information will result in disciplinary action by the Program Director and removal from that clinical site.

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 Signature

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 Date

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 Print name

Revised Summer 2022

### Appendix D

## COMMUNICABLE DISEASE POLICY

### Athletic Training Program Kean University

The purpose of the Kean University Athletic Training Program Communicable Disease Policy is to protect the health and safety of all parties. The purpose of this policy is to ensure the welfare of the students enrolled in this program as well as those patients you may come in contact with during your clinical experiences. It is designed to provide Athletic Training Students (Students), preceptors, and athletic training faculty and staff with a plan to assist in the management of students with infectious diseases as defined by the Centers for Disease Control and Prevention (CDC). This policy was developed using the recommendations established by the CDC for healthcare workers ([www.cdc.gov](http://www.cdc.gov)).

What are Communicable Diseases?

A communicable disease is a disease that can be transmitted from one person to another. There are four main types of transmission including direct physical contact, air (through a cough, sneeze, or other particle inhaled), a vehicle (ingested or injected), and a vector (via animals or insects).

Communicable Diseases Cited by the CDC:

Bloodborne Pathogens	Conjunctivitis	Cytomegalovirus infections
Diarrheal diseases	Diphtheria	Enterovirus infections
Hepatitis viruses	Herpes simplex	Human immunodeficiency virus (HIV)

Measles	Meningococcal infections	Mumps
Pediculosis	Pertussis	Rubella
Scabies	Streptococcal infection	Tuberculosis
Varicella	Zoster	Viral respiratory infections

### **Guidelines for Prevention of Exposure and Infection**

1. Students must successfully complete annual Bloodborne pathogens training.
2. Students are required to use proper hand washing techniques and practice good hygiene at all times.
3. Students are required to use Universal Precautions at all times. This applies to all clinical sites.
4. Students are not to provide patient care if they have active signs or symptoms of a communicable disease.

### **Guidelines for Managing Potential Infection**

1. Any student who has been exposed to a potential infection before, during, or after a clinical experience should report that exposure to his/her preceptor immediately, the Program Director, and the Clinical Education Coordinator for the Athletic Training Program.
2. Any student, who demonstrates signs or symptoms of infection or disease that may place him/her and/or his/her patients at risk, should report that potential infection or disease immediately to the Health Center.
3. The student is responsible for keeping the Clinical Education Coordinator informed of his/her conditions that require extended care and/or missed class/clinical time. The student may be required to provide written documentation from a physician to return to class and/or clinical site.
4. If a student feels ill enough to miss ANY class or clinical experience that student should notify the appropriate instructor or preceptor immediately.

By signing below, you indicate you understand and will abide by the Kean University Athletic Training Program Communicable Disease Policy. Any breach of the Communicable Disease Policy will result in disciplinary action determined by the Athletic Training Program Director.

Athletic Training Student (Print): \_\_\_\_\_

Athletic Training Student (Signature): \_\_\_\_\_

Date:

\_\_\_\_\_

*Revised Summer 2022*