UNDERGRADUATE ATHLETIC TRAINING POLICY & PROCEDURE HANDBOOK

2019 – 2020

School of Health and Applied Human Sciences (SHAHS)

601 South College Road C/B 5956
Wilmington, NC 28403-5956
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Introduction

The UNCW Athletic Training Policy and Procedure Handbook was created to inform the Athletic Training Student (ATS), and associated Athletic Training Program (ATP) staff, including but not limited to Preceptors, Instructors, Faculty and Administration of the policies and procedures set forth by the ATP at The University of North Carolina Wilmington. The overall intent of this handbook is to ensure a quality educational experience for each ATS, and to ensure safe and efficient operation of all athletic training facilities. To achieve the mission, goals, and objectives of the ATP, each ATS and all preceptors must be thoroughly familiar with the policies and procedures listed herein.

The UNCW Athletic Training Policy and Procedure Handbook should be used as a guide for all individuals associated with the UNCW ATP. The ATP administrators are responsible for the content of this document. Any alterations made by the ATP administration will be communicated and made available to all individuals associated with the ATP. Questions regarding the content of this document should be directed to the Program Director.
UNCW Athletic Training Policy and Procedure Handbook Agreement Contract

I, ________________________________, (Print Name) verify that I have read the UNCW Athletic Training Program Policy and Procedures Handbook on __________________ (Date) and I agree to abide by all of the policies and procedures established by the Athletic Training Faculty/Staff.

Specifically, I have read the policies and procedures listed below and agree to abide by each of them (Please initial by each line).

_______ Professional Code of Conduct
_______ Disciplinary Action Plan
_______ Code of Ethics
_______ Academic Requirements
_______ Program Requirements (CPR certification, liability insurance immunizations, physical)
_______ Dress Code
_______ OSHA Policy
_______ Communicable Disease and BBP Policies
_______ Hepatitis B Policy
_______ ATP Program Fees
_______ FERPA and HIPPA training

I know that if I fail to abide by the Athletic Training Program Policy and Procedures, I will be subject to the Disciplinary Action Plan set forth in the Handbook.

______________________________    ________________________
Signature of Athletic Training Student    Date

______________________________    ________________________
Signature of ATP Program Director    Date
Mission Statement

The mission of the University of North Carolina Wilmington’s Athletic Training Program (ATP) is to develop competent, ethical, and compassionate entry-level athletic trainers by providing students comprehensive didactic and clinical education focused on applied learning and professional best practices. Through successful completion of this program, students are eligible to sit for the Board of Certification (BOC) examination.
Program Goals and Objectives

The Athletic Training Program at the University of North Carolina Wilmington prepares undergraduate students to work as entry-level athletic trainers within the health care community. The program seeks to accomplish its mission through the following goals and objectives:

1. To adhere to the Code of Ethics established by the National Athletic Trainers’ Association.

2. To successfully prepare athletic training students with the knowledge and skills identified by the 7th edition of the Board of Certification Practice Analysis.
   a. Injury and Illness Prevention and Wellness Promotion
   b. Examination, Assessment and Diagnosis
   c. Immediate and Emergency Care
   d. Therapeutic Intervention
   e. Healthcare Administration and Professional Responsibility

3. To continue to evaluate and enhance the athletic training didactic and clinical experiences for the ATS by incorporating the use of Evidence Based Medicine.

4. To provide ATS the opportunity to develop their critical thinking and problem solving skills in a variety of clinical settings.

5. To provide ATS the opportunity to work with other health care professionals in the classroom and clinical settings.

6. To prepare ATS to successfully complete the Board of Certification Examination.

7. To prepare ATS for successful entry into graduate education and/or entry-level employment as a Certified Athletic Trainer.
Accreditation Status

The UNCW ATP is accredited by the Commission on Accreditation of Athletic Training Education (CAATE). CAATE is the agency responsible for accreditation of entry-level athletic training programs. CAATE is sponsored by the American Academy of Family Physicians (AAFP), the American Academy of Pediatrics (AAP), and the American Orthopedic Society for Sports Medicine (AOSSM), and the National Athletic Trainers’ Association, Inc. (NATA). In order to be eligible to sit for the Board of Certification (BOC) examination, students must graduate or be a candidate for graduation in their final semester, from a CAATE accredited program.

The program is accredited by the Commission on Accreditation of Athletic Training Education (CAATE) until 2028.
Athletic Training Program Personnel

UNCW Athletic Training Program Faculty

Steven Zinder, PhD, LAT, ATC
Program Director
Associate Professor
Trask 149
Office: (910) 962-0405
Email: zinders@uncw.edu

Lindsey H. Schroeder, EdD, LAT, ATC, CES
Clinical Education Coordinator
Assistant Professor
NAT 119-F
Office: (910) 962-7188
Email: SchroederL@uncw.edu

Kirk W. Brown, PhD, LAT, ATC
Associate Professor
NAT 119-C
Office: (910) 962-7184
Email: brownk@uncw.edu

UNCW Athletic Training Program Adjunct Faculty

Julie Francis, MS, LAT, ATC, CSCS, CES
Instructor
Diab AT Facility
Email: francisj@uncw.edu

Zach Mishoe, MS, LAT, ATC
Instructor
Diab AT Facility
Email: mishoez@uncw.edu

UNCW Athletic Training Program Medical Director

Dr. William Sutton, MD
Medical Director
Adjunct Faculty
Emerge Ortho
Office: (910) 332-3800
Email: Bill.Sutton@emergeortho.com
Technical Standards

The Athletic Training Program at the University of North Carolina-Wilmington is a rigorous and intense program that places specific requirements and demands on the students enrolled in the program. Our mission of the Athletic Training Program is to provide a quality didactic and clinical educational experience for entry-level athletic training students into the profession of athletic training. The program seeks to enhance athletic training students learning through supervised clinical experiences in the areas of prevention, recognition, assessment, management and rehabilitation of injuries to the physically active individual. In addition, the program seeks to impart knowledge, skills and problem solving abilities in the areas of organization and administration of athletic training programs as well as education and counseling of the physically active individual. The technical standards set forth by our Athletic Training Program establish the essential functions considered necessary for athletic training 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 athletic training students admitted to the Athletic Training Program must meet the following abilities and expectations. In the event that a candidate or student is unable to perform these technical standards, with or without reasonable accommodation, the individual will not be admitted into or permitted to continue with the program. Compliance with the program’s technical standards does not guarantee a student’s eligibility for the BOC certification exam.

The following technical standards will be assessed with four main themes, which are, a two-page, typed reflection paper, skills needed to perform CPR/AED for the Professional Rescuer, an interview with the Athletic Training Program Committee, and 40 hours of clinical observation. The two-page reflection paper must adhere to the following format:

- Two pages, double-spaced with a 12-pt font. Place page numbers in the footer centered.
- 1-inch margins
- Correct grammar and use of the English language
- Title of this essay giving your reasons for choosing Athletic Training as a profession
- Put your name on it
- New paragraphs beginning with a 5-space indent

Candidates for selection to the Athletic Training Program must demonstrate:

1. The mental capacity to assimilate, analyze, synthesize, integrate concepts and problem solve to formulate assessment and therapeutic judgments and to be able to distinguish deviations from the norm.
Criteria:

Interview with the Athletic Training Program Committee

40 hours of clinical observation

2. The ability to communicate effectively and sensitively with patients and colleagues, including individuals from different cultural and social backgrounds; this includes, but is not limited to, the ability to establish rapport with patients and communicate judgments and treatment information effectively. Students must be able to understand, speak and write the English language at a level consistent with competent professional practice.

Criteria:

Satisfactory performance in the application reflection paper

Satisfactory performance in the application interview

40 hours of clinical observation

3. The capacity to maintain composure and continue to function well during periods of high stress.

Criteria:

40 hours of clinical observation

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

Criteria:

Interview with the Athletic Training Program Committee

40 hours of clinical observation

5. Flexibility and the ability to adjust to changing situations and uncertainty in clinical situations.

Criteria:

40 hours of clinical observation

6. The physical ability to perform taping techniques that are required of an athletic trainer.
Criteria:

The student must demonstrate the ability to apply athletic tape to a models ankle. Successful completion of this task will consist of the following steps:

- Ability to tear tape
- Ability to apply heel and lace pads
- Ability to apply under wrap
- Ability to apply anchor strips
- Ability to apply closer strips
- Ability to apply heel locks
Candidates for selection to the Athletic Training Program will be required to verify they understand and meet these technical standards, or that they believe that with reasonable accommodations, they can meet the standards.

If the candidate is a qualified student with a disability who requires a reasonable accommodation, the candidate must register and interact with UNCW’s Disability Resource Center to determine eligibility and any reasonable accommodations.

I ______________________________ (Print Name) 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 with or without accommodation. I understand that if I am unable to meet these standards I will not be admitted into or be permitted to continue with the program.

______________________________________________   ________________________
Signature of Applicant                                  Date

______________________________________________   ________________________
Signature of Evaluator                                  Date
Athletic Training Program Application and Admission

Application Requirements

Athletic Training Program applicants must meet the entrance requirements of the Institution as described in the University Undergraduate Catalog. Once admitted to the Institution, freshman receive academic advising from University College and transfer students receive academic advising from the UNCW ATP Program Director. Students need to inform their advisor that they are interested in pursuing Athletic Training as a major, and will then be advised regarding the admission requirements. In order to be considered for admission into the Athletic Training Program, applicants must meet the following minimum requirements:

1. Admission to the University of North Carolina Wilmington.
2. Grade point average of 2.7 or better on all course work attempted (both transfer course work and course work completed at the University of North Carolina Wilmington will be considered).
3. Grade of “C” (2.0) or better for the following: BIO 201, ATR 210 and CSC 105.
4. Minimum of 40 hours observation in the athletic training room.
5. Completed application form (Appendix A)
6. Minimum of two faculty recommendations (Appendix B)
7. A two-page reflection paper, see scoring rubric in (Appendix C)
8. Formal interview with ATP staff, clinical preceptor, and athletic training students.
9. Completed Technical Standards Signature Certification
10. Completed Policy and Procedure Manual Acknowledgement
11. Completed Confidentiality Statement

Application Process

Candidates may apply to the Athletic Training Program while enrolled in ATR 210, and CSC 105. Deadline for submission of application requirements will be decided on by the Program Director and communicated to all candidates during ATR 210. Applications should be sent to the Athletic Training Program Director for review.
Admission Criteria

Due to a restrictive student to staff ratio, admission to the Athletic Training Program will be competitive. Successful completion of above stated minimum requirements does not automatically guarantee admission to the program. Admission will be granted based on many factors, including but not limited to, completion of pre-requisite requirements, prior clinical experience, future plans, quality of faculty recommendations, formal interview, and the number of current athletic training students.

Notification of Admission

All candidates will receive a letter of acceptance or denial via email from the Program Director by June 1.

Transfer Student Policy

Nationally accredited Athletic Training Programs around the nation are uniquely designed to meet the needs of that institution. Because other accredited Athletic Training Programs are so diverse that it is extremely difficult to effectively assess how and where the transfer students would fit into our Athletic Training Program. Therefore, UNCW Athletic Training Program has decided not to accept any prior Athletic Training courses from other accredited Athletic Training Programs. Transfer students will follow the same application process as a traditional incoming freshman. See undergraduate catalogue for admission requirements or the athletic training program web page, http://people.uncw.edu/brownk/UNCAThomepage.htm. Students who wish consideration for transfer to the University of North Carolina Wilmington from another institution must meet the transfer requirements that can be found in the undergraduate catalogue.
Post-Admission Requirements

Upon admission into the Athletic Training Program, the following documents must be current and on file with the ATP prior to beginning clinical rotations in the fall semester:

1. Proof of liability insurance coverage
   i. Included in registration of ATR 211 and all clinical classes

2. Negative Criminal Background Check

3. Negative Drug Test

4. CPR/AED for the Professional Rescuer (American Red Cross or American Heart Association)

5. Physical examination

6. Immunization records, including:
   i. MMR (2 vaccines)
   ii. Varicella (2 vaccines or proof of immunity)
   iii. Hepatitis B Series (3 vaccines, or declination)
   iv. TB Skin Test (yearly renewal)
   v. DTP Series
   vi. Influenza Vaccine (yearly renewal)
   vii. Polio Vaccine

Requirements #2-6 must be successfully submitted to each athletic training students' individual CastleBranch account.
### Athletic Training Program Fees

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Liability Insurance (paid through registration of clinical classes)</td>
<td>~$80.00</td>
</tr>
<tr>
<td>Athletic Training Apparel</td>
<td>~$80.00</td>
</tr>
<tr>
<td>CastleBranch Requirements</td>
<td>~$93.00</td>
</tr>
<tr>
<td>• Criminal Background Check</td>
<td></td>
</tr>
<tr>
<td>• Drug testing</td>
<td></td>
</tr>
<tr>
<td>• Immunization record tracking</td>
<td></td>
</tr>
<tr>
<td>CPR/AED for the Professional Rescuer</td>
<td>~$29.00</td>
</tr>
<tr>
<td>Two year certification</td>
<td>~$19.00</td>
</tr>
<tr>
<td>BBP Training</td>
<td>~$15</td>
</tr>
<tr>
<td>ID Badge required for off campus clinical sites</td>
<td>~$15.00</td>
</tr>
<tr>
<td>Flu Shot</td>
<td>~$20.00</td>
</tr>
<tr>
<td>TB Test</td>
<td>~$15.00</td>
</tr>
<tr>
<td>Drug Testing</td>
<td>~$40</td>
</tr>
</tbody>
</table>

Fees are paid for by the students and monitored via the purchase of CastleBranch and by the Clinical Education Coordinator. Fees may fluctuate annually base on market value, facility requirements and students individualized health insurance. Upon acceptance into the ATP students will be required to pay the fees listed above. Some of these fees will need to be renewed on an annual basis.
Requirements for the B.A. Degree in Athletic Training

Student progression in the program is contingent upon the following:

a. Students must maintain a grade point average of 2.7 or better.

b. Students must successfully complete all clinical experiences as evidenced by clinical instructor evaluations.

c. Students must successfully complete clinical experiences as determined by current BOC and program requirements for hours and/or completion of clinical proficiencies.

d. Abide by the University's Academic Honor Code. Students found to have been in violation of the University’s Academic Honor Code will be subject to disciplinary action as set forth in the current UNCW Code of Student Life.

e. Abide by the UNCW Athletic Training Policy and Procedure Handbook. Students found to be in violation will be referred to the Procedural Guidelines for Infractions located within this handbook.

6. Course Prefixes

<table>
<thead>
<tr>
<th>Course Prefixes</th>
<th>Credit Hour (73 hours)</th>
<th>Course Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ATR211</td>
<td>(3)</td>
<td>Care and Prevention of Athletic Injuries and Lab</td>
</tr>
<tr>
<td>BIO 240</td>
<td>(4)</td>
<td>Human Anatomy and Physiology I</td>
</tr>
<tr>
<td>BIO 241</td>
<td>(4)</td>
<td>Human Anatomy and Physiology II</td>
</tr>
<tr>
<td>CSC 105</td>
<td>(3)</td>
<td>Applications of Computers</td>
</tr>
<tr>
<td>ATR220</td>
<td>(3)</td>
<td>Functional and Structural Kinesiology</td>
</tr>
<tr>
<td>ATR300</td>
<td>(1 – 6)</td>
<td>Seminar with Allied Health Care Professionals</td>
</tr>
<tr>
<td>ATR302</td>
<td>(3)</td>
<td>Therapeutic Modalities in Athletic Training and Lab</td>
</tr>
<tr>
<td>ATR303</td>
<td>(3)</td>
<td>Therapeutic Rehabilitation in Athletic Training and Lab</td>
</tr>
<tr>
<td>ATR304</td>
<td>(3)</td>
<td>Evaluation of Athletic Injuries I and Lab</td>
</tr>
<tr>
<td>ATR305</td>
<td>(3)</td>
<td>Evaluation of Athletic Injuries II and Lab</td>
</tr>
<tr>
<td>ATR306</td>
<td>(3)</td>
<td>Clinical I in Athletic Training (fulfill oral competency)</td>
</tr>
<tr>
<td>ATR307</td>
<td>(3)</td>
<td>Clinical II in Athletic Training</td>
</tr>
<tr>
<td>EXS349</td>
<td>(4)</td>
<td>Physiology of Exercise and Sport</td>
</tr>
<tr>
<td>ATR445</td>
<td>(3)</td>
<td>Organization in Administration in Athletic Training</td>
</tr>
<tr>
<td>ATR448</td>
<td>(3)</td>
<td>Clinical III in Athletic Training</td>
</tr>
<tr>
<td>ATR449</td>
<td>(3)</td>
<td>Clinical IV in Athletic Training</td>
</tr>
<tr>
<td>ATR 450</td>
<td>(3)</td>
<td>Pharmacology for Health Sciences</td>
</tr>
<tr>
<td>HEA 465</td>
<td>(3)</td>
<td>Exercise Performance and Nutrition</td>
</tr>
<tr>
<td>ATR 490</td>
<td>(3)</td>
<td>Clinical V in Athletic Training</td>
</tr>
</tbody>
</table>
**Oral Communication Competency Requirement**

To satisfy the oral communication competency requirement for the B.A. degree in athletic training a student must successfully complete ATR 306.

**Computer Competency Requirement**

To satisfy the computer competency requirement for the B.A. degree in Athletic Training a student must successfully complete CSC 105.
UNCW ATP Communicable Disease and Blood-borne Pathogen Exposure Control Plan.

All athletic training students and preceptors are responsible for following Occupational Safety and Health Administration (OSHA) Guidelines, UNCW institutional Communicable Disease policy, and the Exposure Control Plan/Blood Borne Pathogen Policy as outlined in the UNCW Athletic Training Policies and Procedures Manual when dealing while dealing with bodily fluids.

The UNCW institutional Communicable Disease Policy Can be found here.

The OSHA Guidelines can be accessed here.


Should an exposure incident occur, the student must report it immediately to their assigned Preceptor and the Athletic Training Program Director and complete the Blood and Body Fluid Incident Report (Appendix I). The student should seek medical evaluation and follow-up care at Medac II (if the student has health insurance), the UNCW Student Health Center (if uninsured), or Cape Fear Hospital Emergency Room (during off hours). It is strongly recommended that medical care be sought within the first two hours after an exposure in case prophylactic medication is indicated. Medical care and follow-up should include the same components as listed in the UNCW Athletic Training Policies and Procedure Manual for employee exposure. However, the student will be responsible for payment of all medical services related to the exposure incident. As athletic training students are not employed by the university, UNCW will not bear any financial responsibility for medical services related to an exposure.

All athletic training employees must receive BBP training on an annual basis. Training should be conducted initially within the first ten days of employment at UNCW.

All athletic training students will receive annual BBP training; this training will be coordinated by the ATP Program Director or Clinical Education Coordinator.
### Athletic Training: Recommended Sequence of Courses

<table>
<thead>
<tr>
<th>Freshman Year</th>
<th>First Semester/ Course Description</th>
<th>Cr.</th>
<th>Second Semester/ Course Description</th>
<th>Cr.</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>University Studies</td>
<td>12 hrs</td>
<td>University Studies</td>
<td>6 hrs</td>
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<tr>
<td></td>
<td>PSY 105: Introduction to Psychology</td>
<td>3 hrs</td>
<td>ATR 210: Introduction to athletic training</td>
<td>3 hrs</td>
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<tr>
<td><strong>Must Take BIO 201</strong></td>
<td>4 hrs</td>
<td>CHM 101: General Chemistry I</td>
<td>4 hrs</td>
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<td><strong>Total</strong></td>
<td>16 hrs</td>
<td><strong>Total</strong></td>
<td>16 hrs</td>
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<tr>
<td></td>
<td>BIO 240: Anatomy and Physiology I</td>
<td>4 hrs</td>
<td>BIO 241: Anatomy and Physiology II</td>
<td>4 hrs</td>
</tr>
<tr>
<td></td>
<td>ATR 300: Seminar with Allied Healthcare Professionals</td>
<td>1 hr</td>
<td>ATR 300: Seminar with Allied Healthcare Professionals</td>
<td>1 hr</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>17 hrs</td>
<td><strong>Total</strong></td>
<td>17 hrs</td>
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<tr>
<td></td>
<td>ATR 301: Care and Prevention of Athletic Injuries</td>
<td>3 hrs</td>
<td>ATR 304: Evaluation of Athletic Injuries I</td>
<td>3 hrs</td>
</tr>
<tr>
<td></td>
<td>ATR 220: Functional and Structural Kinesiology</td>
<td>3 hrs</td>
<td>ATR 306: Clinical I In Athletic Training</td>
<td>3 hrs</td>
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<td><strong>Total</strong></td>
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<td><strong>Total</strong></td>
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<th>Cr.</th>
<th>Second Semester/ Course Description</th>
<th>Cr.</th>
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<tbody>
<tr>
<td>ATR 300: Seminar with Allied Healthcare Professionals</td>
<td>1 hr</td>
<td>ATR 300: Seminar with Allied Healthcare Professionals</td>
<td>1 hr</td>
<td></td>
</tr>
<tr>
<td>ATR 302: Therapeutic Modalities</td>
<td>3 hrs</td>
<td>ATR 303: Therapeutic Rehabilitation</td>
<td>3 hrs</td>
<td></td>
</tr>
<tr>
<td>ATR 305: Evaluation of Athletic Injuries II</td>
<td>3 hrs</td>
<td>ATR 448: Clinical III In Athletic Training</td>
<td>3 hrs</td>
<td></td>
</tr>
<tr>
<td>ATR 307: Clinical II In Athletic Training</td>
<td>3 hrs</td>
<td>EXS 320: Exercise Physiology</td>
<td>3 hrs</td>
<td></td>
</tr>
<tr>
<td>Approved Electives</td>
<td>3 hrs</td>
<td>EXSL 320: Exercise Physiology Laboratory</td>
<td>1 hr</td>
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<td><strong>Total</strong></td>
<td>16 hrs</td>
<td><strong>Total</strong></td>
<td>14 hrs</td>
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<td>University Studies</td>
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<td>16 hrs</td>
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<td>13 hrs</td>
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<th>Cr.</th>
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<td>1 hr</td>
<td>ATR 300: Seminar with Allied Healthcare Professionals</td>
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<td>ATR 445: Organization &amp; Administration In Athletic Training</td>
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<td>ATR 490: Clinical V In Athletic Training</td>
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<td>ATR 449: Clinical IV In Athletic Training</td>
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<td>EXS 322: Sport Nutrition</td>
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### Policies for Retention, Matriculation and Graduation

Students who choose Athletic Training for their major must have a minimum cumulative undergraduate GPA of 2.7. In addition to the major grade point average, a grade of “C” or better is required in all athletic training courses counted towards the major.
Athletic Training Students must also have a minimum of 124 credit hours, as well as all ATP program and university requirements in order to receive the Bachelor of Arts in Athletic Training degree and sit for the Board of Certification (BOC) exam. Athletic Training Students will be monitored at different times throughout their academic career by the ATP Director, Clinical Coordinator, and their Preceptor to ensure appropriate progression. The student is responsible for completing courses in the ATP, and for fulfilling all requirements for graduation.

Once a student has officially entered into the Athletic Training Program, they have a minimum of three years and a maximum of five years to successfully complete the program in order to sit for the BOC exam. If students have to repeat an Athletic Training core course, they may not matriculate on with their cohort. Athletic Training Students will only be given one opportunity to repeat an ATP core course.

Academic Expectations

1. The Athletic Training Student is expected to work toward obtaining a baccalaureate degree in the following ways:
   a. Attend classes on a regular basis. In certain instances, travel requirements for team competition may require students to miss class. Travel requirements do not excuse a student from class or class assignments. Arrangements should be made by the student to contact the instructor and schedule any “make-ups” prior to the absence.
   b. Complete all classroom assignments.
   c. Seek academic advising/counseling when needed.
   d. Attend tutoring sessions as needed.

2. Maintain standards of professional retention outlined within this manual.

3. Athletic Training Students are required to maintain a cumulative ATP GPA of 2.7 or above in order to matriculate through the ATP curriculum.

Academic Advising

Once the student has been admitted to UNCW, they are assigned a University College advisor. All university campus freshman must have 24 credit hours completed before they can declare a major or pre-major. Athletic Training Students pursuing a degree of Bachelor of Arts in Athletic Training will be assigned to the Athletic Training Program for academic advising. Transfer students who have chosen the Athletic Training major will be directly assigned to the ATP faculty for academic advising. Failure to consistently meet with one’s advisor could possibly create a situation where the student has to stay an extra year to take the course(s) he or she has missed. Therefore, it is the students’ responsibility to make the proper arrangements to meet with their academic advisor at least once a semester, and to keep apprised of any curriculum changes.
Class Absence, Attendance and Participation Policy

The faculty at UNCW expects Athletic Training Students to attend all classes for which they have registered. If the student has an unavoidable absence, regardless of the reason, it is his/her responsibility to inform the instructor and to make arrangements to make up all work missed. It is the also student’s responsibility to inform the instructor(s) in advance of any possible absences due to traveling with athletic teams. No absence will relieve the student from academic obligations, so the student must make up all classroom assignments, quizzes, or examinations within the first week of the students return.

As for all athletic training courses, the student is allowed one absence per each hour of credit (ex: 3-credit hour course = 3 absences). Missing more than that will result in your final grade being lowered 15%. Tardiness will not be tolerated. Being tardy two times without a valid excuse will result in an absence. Once students have gone beyond the allowed absences in either his/her regular classes, or Athletic Training classes, a conference will be held informing the student that he/she has reached the maximum number of absences allocated. This report will also go into the student’s permanent Athletic Training file.

In the event of extraordinary circumstances (i.e. hurricanes or ice storm), students are to follow the University of North Carolina Wilmington's adverse weather policy. Additionally, the UNCW ATP faculty highly recommends that all students sign up for the “UNCW Alert” which will notify students of official UNCW emergencies. Students can sign up on the UNCW Department of Environmental Health and Safety website.

In addition, athletic training students will be evaluated on participation as a requirement of their athletic training courses. Participation includes attendance; preparedness; contributions to class discussions, activities, and group projects; and general attentiveness.
**Academic Honor Code**

Since UNCW is an academic institution, academic dishonesty is a particularly serious offense. Academic dishonesty is defined as, but not limited to:

1. Giving or receiving help with intent to falsely represent one's work.
2. Plagiarizing (willful misrepresentation of another person's work as his/her own).
3. The use of notes, books, or any other unauthorized source during tests of any kind, unless specific instructions are given permitting such use.
4. Altering the record of any grade in any grade book or record.
5. Falsely documenting clinical hours (Note - students must log the exact time of entering and leaving their clinical experience for each day).
6. Any other type of misconduct, offense, or manifestation of dishonesty or unfairness in relation to academic work.

In cases of academic dishonesty where the instructor has evidence in his or her classes, he or she will counsel the student, and the instructor will report the case to the SHAHS department chair. In cases of dishonesty where the Athletic Training faculty or staff has prima facie evidence of false documentation of clinical hours by a student, he or she will counsel the student and report the incident to the SHAHS department chair. If the faculty or staff member and the Chair are both convinced of the student’s guilt, the student will be suspended from all clinical experiences for an undisclosed period of time and will be referred to the University for Disciplinary Action. A full explanation of the Academic Honor Code can be found in the Code of Student Life (http://uncw.edu/odos/documents/cosl-current.pdf). A student who believes that he or she has been treated unfairly by the disciplinary process may appeal his or her case through the Grievance Procedures also found in the Code of Student Life.

**Program Dismissal**

A student may be dismissed from the Athletic Training major for any of the following reasons:

1. Semester grade point average for the Athletic Training Major falls below 2.7 for two consecutive semesters
2. Shows evidence of unethical conduct as outlined by the NATA Code of Ethics
3. Engages in conduct which violates the North Carolina Athletic Training State Practice Act
4. Fails to register for two consecutive semesters (fall and spring) in the AT curriculum with failure to file for an official leave of absence
5. Fails to complete requirements for the degree within a five-year period after initial registration

The above requirements for ATP Retention and Matriculation are specific to the UNCW ATP. A student who has been dismissed from the ATP may remain in good standing with the university.
UNCW Athletic Training Program Code of Conduct

1. **Collaborative Practice**: The willingness and ability to work together with students, faculty, staff, patients and other health care professionals to effect positive patient outcomes. Recognize the unique skills and abilities of other healthcare professionals and execute duties only within the identified scope of practice for athletic trainers.

2. **Honesty/Integrity**: “To foster human dignity through acts of civility and respect while maintaining a distinguished character based on truth, honesty, and integrity”. (See the UNCW Code of Student Life [http://www.uncw.edu/odos/documents/cosl-current.pdf](http://www.uncw.edu/odos/documents/cosl-current.pdf))

3. **Respect and Cultural Competence**: “The University of North Carolina Wilmington is committed to and will provide equality of educational and employment opportunity for all persons regardless of race, sex (such as gender, marital status, and pregnancy), age, color, national origin (including ethnicity), creed, religion, disability, sexual orientation, political affiliation, veteran status, or relationship to other university constituents”. (See the University EEO Policy at [http://uncw.edu/generalcounsel/LTEqualOpportunity.html](http://uncw.edu/generalcounsel/LTEqualOpportunity.html))

4. **Advancing Knowledge**: Use evidence-based practice as a foundation for the delivery of care. Demonstrate an understanding of the necessity of continuing education for the improvement of athletic training practice. Encourage and promote the value of research and scholarship in athletic training.

5. **Maturity**: The ability to demonstrate appropriate social and emotional behaviors in the classroom, clinical setting, and while engaging in any program, department and University events.

6. **Flexibility**: To display flexibility and to learn to function in the face of uncertainties inherent in the field of athletic training. The student is willing to accept the expectation of learning how to function effectively under stress while adapting to an ever-changing environment.

7. **Communication skills**: The ability to demonstrate appropriate communication skills (including, written, verbal and nonverbal) necessary for establishing and maintaining relationships with students, athletic training faculty, preceptors, university staff and faculty, coaches, patients and other affiliated medical providers.
Professional Relationships and Interactions in the Athletic Training Program

It is critical, as a member of the Athletic Training Program, that students act in a professional manner and treat various groups with respect at all times. Failure to do so may result in programmatic disciplinary action, and potentially jeopardize confidence and trust that the offending athletic training student is entitled to. The athletic training student's expected behavior and responsibilities regarding pertinent relationships are outlined below:

Students and Affiliated Medical Providers

The supervising medical provider is the ultimate responsible party for the healthcare of patients. Decisions made regarding the diagnosis and treatment plan for a patient should be respected and followed at all times. Any discussion related to the healthcare of a patient should be limited to the supervising medical providers, the patient, and when appropriate the coaching staff, and must remain confidential. Any discussion of patient-related healthcare and outcomes outside the respective clinical rotation should only occur within relevant athletic training courses (i.e., class time) and should not contain any identifying information (i.e., names, sport, etc.).

Students and Athletic Training Faculty, Preceptors, Clinical Supervisors

As these professionals have earned their clinical credentials and been selected to provide instruction and/or clinical supervision, students are expected to treat and refer to these individuals with the respect they are entitled to. Disagreements with a faculty member and/or clinical supervisor should be addressed in a professional and, when appropriate, private manner so as to not undermine the student-faculty/staff relationship.

Students and Athletics Personnel

As the responsible party for the function of a particular team, the coaching staff and other athletics personnel should be treated with respect and in a professional manner at all times. Students should focus their attention on the health and wellbeing of student-athletes and patients, at the direction of the preceptor, and should not concern themselves with other matters related to the team.

The preceptor is responsible for providing updates to athletics personnel related to the health-related status of a patient. Students should not volunteer such information unless directed to by the preceptor. Any conflicts or changes in the professional relationship that arise between students and athletics personnel should be brought to the attention of the preceptor immediately. It will be the preceptor's responsibility to resolve such situations; however, the preceptor will notify the Clinical Education Coordinator and/or Program Director of such issues.

It is inappropriate for a member of the athletics department to approach a student about entering into a romantic, sexual or partying relationship. If approached, the student should decline and refer to the Sexual Harassment Policy.
Students and Fellow Students

The relationships between fellow students are critical for the effective and efficient functioning of the academic and clinical components of the Athletic Training Program. Every effort should be made to maximize the learning opportunities for all students. Senior level students should devote a portion of their time to mentoring junior and sophomore level students, and less experienced students should seek out opportunities to gain greater understanding from more experienced students and athletic training faculty and staff. Disagreements or differences in philosophy should be discussed in a responsible and professional manner.

It is every student’s responsibility to take ownership of their academic and clinical education to enhance professional development. Relationships that develop between students must remain professional at all times when engaged in athletic training related activities. Any situation that causes a disruption of the normal functioning of the academic and/or clinical components of the program will be addressed immediately.

Students and Patients

Student-athletes are first and foremost patients and should not be considered peers. Students must earn the respect of patients in order to be effective care providers. Partying with or engaging in romantic or sexual relationships with patients will almost always result in a lack of trust or respect in you as the person responsible for their healthcare needs.

It would be a clear conflict of interest to serve in a clinical experience providing care to a patient with whom a romantic, sexual, or significant social relationship has developed. Engaging in romantic, dating, sexual, partying or other significant relationship with any patient is highly unethical and is prohibited.

If, however, such a situation arises, the relationship must be disclosed to the athletic training faculty and preceptor immediately. Students who enter into such relationships with patients from any of our clinical education sites will be immediately removed from that site for the duration of the experience. Furthermore, future placement in clinical rotations may be affected.

If a student is approached by a patient about entering into a romantic, sexual or partying relationship, the student is required to decline. In social settings, students are to avoid any fraternizing with patients. Amorous relationships with members of the current team the student is working with or any team that the student could potentially work with in the future are strongly discouraged. If a student is already in a relationship, including roommate situations, with a potential student-athlete/patient prior to beginning a clinical experience, the student cannot be assigned to an experience with the same team where the student-athlete/patient is a member. The student is required to notify the clinical education coordinator of any potential conflict of interest prior to a clinical education assignment.
Students and the General Population

Students are NOT yet certified and licensed athletic trainers; they are practicing skills in a learning environment under the direct supervision of a preceptor. Students should not misrepresent, either directly or indirectly, their skills, training, professional credential, identity or services (refer to the NATA Code of Ethics, Appendix D). Friends, family and others may approach a student for their opinion concerning an injury. The student is required to respectfully decline and refer them to a licensed professional. Practicing without a license could result in severe consequences from governing bodies, and potentially the inability to sit for the Board of Certification exam and/or be granted state licensure to practice.

Sexual Harassment and Sexual Misconduct Policy

Sexual harassment is defined as any unwelcome conduct of a sexual nature, including but not limited to unwelcome sexual advances, requests for sexual favors and/or other verbal, non-verbal, or physical conduct of a sexual nature. Sexual harassment may occur in a single incident, as well as in persistent behaviors. Both men and women are protected from sexual harassment, and sexual harassment is prohibited regardless of the sex of the harasser.

The UNCW Athletic Training Program will not tolerate any verbal, nonverbal, or physical behavior that constitutes sexual harassment or sexual misconduct. Personnel with supervisory responsibilities are required to take immediate and appropriate corrective action when incidents of alleged sexual harassment or sexual misconduct are brought to their attention by students, faculty and staff, and applicants for admission into the UNCW ATP. All University employees who receive a report of sexual or gender-based misconduct (including sexual harassment) by a student, on or off-campus, must notify the Director of Title IX and Clery Compliance.

In accordance with the UNCW Code of Student Life

Anyone who would like to make a complaint of gender-based/sexual misconduct by a UNCW student or employee should contact the university’s Director of Title IX and Clery Compliance, an advocate in the Collaboration for Assault Response and Education (CARE) Office, University Police, and/or the Office of the Dean of Students.
**Procedural Guidelines for Infractions**

The following steps should be taken when it is deemed necessary for a faculty/staff member, preceptor, or affiliated medical provider to cite a student for violating any of the policies/procedures governing the Athletic Training Program.

1. Complete the “Incident Report” (Appendix F) in entirety, and fully discuss the situation with the student in question. Be sure to sign the form, and to have the student sign and date it, acknowledging a review of the Report.

2. Give one copy of the completed Report to the student for his/her records, and copies to the Clinical Education Coordinator and Athletic Training Program Director. Additionally, keep a copy for your records. If Sexual Harassment or Sexual Misconduct is contended, the matter must be reported by university staff to the Director of Title IX and Clery Compliance. If the matter would constitute a violation of the university’s Code of Student Life (CSL), the student will be directed to the Dean of Students Office (DOS) and either the Clinical Education Coordinator or Athletic Training Program Director will separately notify the DOS. In instances where Athletic Training Program Coordinator is uncertain if the matter is covered under the CSL, he or she will contact and work with DOS staff to determine which body will have responsibility for review of the matter.

3. When a matter falls under the academic program and not the CSL, and the student requests a review, the Athletic Training Program Director will convene a meeting of the Athletic Training Program Infractions Hearing Committee consisting of the Program Director, Clinical Education Coordinator, and one additional member who is not directly involved with the matter at hand to review the report. Discussion of any pertinent details with the submitting faculty/staff member, preceptor, or affiliated medical provider along with conferring with the offending student may also ensue. A formal hearing involving all parties may also be convened in front of the Athletic Training Program Infractions Hearing Committee. A final decision will be made after the committee deliberates on all facts in the case.

4. The final “Incident Report” will become part of the student’s permanent record.

Consequences for violations of the required Professional Behaviors and Responsibilities Policy include, but are not limited to, one or more of the following. *Repeat infractions will result in greater consequences.*

- Temporary or permanent removal from the current clinical education assignment
- Referral to the Office of Student Conduct
- A lower course and/or clinical grade
- Repetition of a course activity or clinical activity
- Limitations on future clinical rotation assignment(s)
• Referral for counseling
• Other skill-building activities
• Other actions deemed appropriate by the athletic training faculty
• Probation (Appendix G) or Dismissal from the Athletic Training Program
Appeal Process

A student who is dissatisfied with the decision following a Incident Report may appeal as outlined below:

1. The student must submit an intent to appeal by email within two business days of the date on which the decision was emailed to the student to the Director of the School of Health and Applied and Human Science, with a copy to the Athletic Training Program Director, and the appeal itself with any documentation within five business days of the date on which the decision was emailed to the student.

2. The appeal should list the basis for the appeal (e.g., procedures required by this policy were not followed, fundamental unfairness of the decision).

3. The Director will forward the student’s appeal and any information provided to the committee or new evidence that was not available at the time of the hearing to the Dean of the College of Health and Human Services or his or her designee. The Dean or designee may consider any information deemed appropriate to reaching a considered and fair decision on the appeal.

4. The Dean or designee will communicate his/her decision via email to the student, with a copy to the Athletic Training Program Director.

Appealing Grades

If the athletic training student alleges a violation of the student rights in an academic matter, s/he may redress through the provisions of the University appeal procedures contained in the CSL.

Clinical Site Grievances

In situations where an athletic training student wishes to appeal a disciplinary decision by their affiliated clinical site or alleges any other violation of student rights in the clinical setting, the student should inform his or her Clinical Education Coordinator for advice. When appropriate the Clinical Education Coordinator will involve the Program Director.

Appeal for Violation of Academic Integrity Policy

If an athletic training student has been charged with a violation of the academic integrity policy, these matters should be resolved in accordance to The UNCW Code of Student Life (http://www.uncw.edu/odos/documents/cosl-current.pdf)

STUDENT RIGHTS

When a student in the athletic training program is deemed to have violated his or her responsibilities contained in this Manual, the university will provide them with notice of the matter and information regarding their rights and responsibilities.
Policy on Dismissal of Students Unable to Meet Technical Standards

1. Students can be dismissed from the ATP for physical and/or emotional problems that do not respond to (or with refusal to seek) appropriate treatment and/or counseling within a reasonable period of time, and that result in failure to meet the required technical standards without reasonable accommodation.

2. Once the physical and/or emotional problem is identified, a meeting will be scheduled with the student to develop a plan for appropriate referral, treatment and program accommodations. In consultation with the appropriate medical professional, a reasonable timeline for resolution will be determined.

3. Investigation and Evaluation - when faculty members identify a student who presents physical and/or emotional problems that prevent them from meeting the technical standards and are not resolved by appropriate treatment and/or counseling, they can immediately suspend the student from the course. Faculty will notify the AT Program Director. Upon determination by the faculty and Program Director that the physical and/or emotional problems warrant dismissal from the AT Program, the Director of the School of Health and Applied Human Sciences be notified.

   The Director, in consultation with the faculty, and upon review of the documentation, will make a decision regarding recommending dismissal of the student from the ATP.

4. The Director of the School of Health and Applied Human Sciences will send to the Dean of the College of Health and Human Services written notification of the recommendation. If the Director of the School of Health and Applied Human Sciences recommends dismissal from the AT Program, the Dean of the College of Health and Human Services will notify the student. Should the student wish to appeal the decision, the student will submit a written request to Director of the School of Health and Applied Human Sciences. The Director of the School of Health and Applied Human Sciences will provide to the committee the accumulated correspondence or documentation related to the issue.

   A request for an appeal should occur within seven working days of written notification of the decision from the Dean of the College of Health and Human Services.

5. Hearing Process — The chair of the AT Program Student Appeals Committee (comprised of the program director, one athletic training faculty, one SHAHS faculty member outside of the AT concentration, and one clinical preceptor) will thereafter notify the student, the faculty member, AT Program Director as to the time and place for a hearing to determine whether the physical and/or emotional problems result in failure to meet the technical standards and warrant dismissal.

   The Committee will hold a closed hearing within ten days at which time the faculty member, AT Program Director and the Director will be present and will provide documentation and other oral or written evidence regarding the incident. The student will be present and will be given an opportunity to provide documentation and other oral or
written evidence regarding the problem. The student will be allowed an advocate/support person at the hearing.

Following the factual presentation, the Committee will convene in executive session to determine whether the problem warrants dismissal from the School.

The Committee shall make its recommendation in writing to the Director of the School of Health and Applied Human Sciences and forward pertinent documentation. The Committee may recommend dismissal from the ATP, or reinstatement in the program.

6. Post Hearing Process — The Director of the School of Health and Applied Human Sciences may accept, reject, or modify the Committee’s recommendation. The Director’s decision will be made after review of the minutes of the hearing and report to the Committee. If the Director of the School of Health and Applied Human Sciences accepts the Committee’s recommendation to dismiss the student from the ATP, the recommendation will be forwarded to the Dean of the College of Health and Human Services who will notify the student. The Director of the School of Health and Applied Human Sciences will notify the faculty member(s) as to the determination.

A student who has been dismissed may reapply for admission to the ATP.
**Professional Behavior and Practice Policy and Acknowledgement**

The Athletic Training Student is expected to adhere to and demonstrate all behaviors outlined in:

1. The UNCW Athletic Training Code of Conduct as outlined in this manual
2. The UNCW Athletic Training Clinical Education Expectations as outlined in this manual
3. The UNCW [Code of Student Life](#)
4. The NATA Mission Statement and Code of Ethics (Appendix D)
5. The BOC Standards of Professional Practice (Appendix E)

I__________________________(Print Name) have read and understand the above stated documents. I understand that as an observation student and upon admittance into the Athletic Training Program at UNCW must adhere to and demonstrate the behaviors outlined in the above stated documents.

I understand that failing to adhere to uphold the professional behaviors outlined in the above stated documents may be grounds for probation, suspension or dismissal form the Athletic Training Program at UNCW.

_________________________________________________   _________________
Athletic Training Student Signature               Date
Clinical Education

ATR 211, ATR 306, ATR 307, ATR 448, ATR 449, and ATR 490 are clinical field experience courses. All clinical education must be contained in individual courses (Appendix H). Clinical education will begin prior to or extend beyond the institution’s academic calendar which will require students to return to campus before the start date identified on the University academic calendar.

In accordance to the Commission on Accreditation of Athletic Training Education (CAATE) Professional Standards all students must gain a variety of clinical education experience including, but not limited to, Individual and team sports; Sports requiring protective equipment; Patients of different sexes; Non-sport patient populations; Conditions other than orthopedics.

Clinical Education Plan

1. A Preceptor and/or Instructor must provide direct supervision at all times.

2. The experience will provide athletic training students with opportunities to practice and integrate cognitive learning and associated psychomotor skills to develop entry-level clinical proficiency and professional behavior.

3. Clinical education experiences are contained in individual courses that are completed over a minimum of three academic years.

4. Successful completion of a clinical course is based upon the objective course criteria listed on each syllabus.

5. Mid- and End-of-semester evaluations will be completed on each athletic training student by his/her supervising preceptor. At the culmination of the clinical experience, athletic training students evaluate their preceptor, clinical course instructor, and clinical site.

6. The Clinical Education Coordinator on an annual and planned basis evaluates all clinical sites.

Clinical Supervision Policy

Athletic training students engaged in clinical education experiences will be under direct supervision by the preceptor at all times. Direct supervision requires constant visual and auditory interaction between the student and preceptor. The preceptor must be physically present and have the ability to intervene on behalf of the athletic training student and the patient or client.
Personal Appearance and Dress Code

Athletic Training is a health care profession. As such, all athletic training students should present themselves in a professional manner at all times regardless of clinical site.

Personal Appearance

1. Hair should be maintained and worn in a manner that prevents it from coming in contact with the athletes or modalities;
2. All hair and facial hair should be kept neat and clean and appropriately groomed at all times
3. Perfume and cologne should not be distracting;
4. Hands should be washed or cleansed with sanitizer before and after touching a patient;
5. Fingernails should be short, groomed and cleaned.
6. No tongue rings, or other visible facial piercings and nose rings must be a small post or spacer only, no hoops

Dress Code

The Dress Code specifies appropriate attire for the athletic training facility and game/practice coverage. The Dress Code outlined below should reflect the standard to be followed by all athletic training students regardless of clinical site.

1. Shirt:
   a. UNCW Athletic Training shirt or polo
   b. First Year and Observation Students -- Appropriate UNCW shirts may be worn until program issued gear is distributed.
   c. If students receive official athletic training gear from their affiliated clinical site, it may be worn at that site only.
   d. Shirts must be tucked in at all times (female cut polos and shirts are not required to be tucked in due to length and style of the shirt).

2. Sweatshirts, pullovers, and coats:
   a. All sweatshirts, pullovers and coats must be UNCW issued or neutral colors (black, navy, grey or white).
   b. UNCW ATP issued gear preferred while in the clinic.
c. All coats, sweatshirts and pullovers must be neutral (black, navy, grey or white) or school colors while working outdoors sports.

3. Shorts/pants:
   a. Khaki, black, navy and grey preferred.
   b. Absolutely NO jeans.
   c. Gym shorts are not acceptable. All shorts must be professional length (mid-thigh) and no tights or underwear may be visible.
   d. No sweat pants allowed.

4. Shoes:
   a. Closed toe shoes must be worn at all times.
   b. No open toe or high-heel shoes are allowed at any time.

5. Hats:
   a. At no point should hats be worn inside.
   b. All hats must bear an approved UNCW logo.
   c. Hats must be neutral or school colored if no logo appears.

6. Jewelry:
   a. Should not interfere with duties.
   b. Two post earrings only.
   c. Nose rings must be a small post or spacer only, no hoops.
   d. No tongue rings, or other visible facial piercings.

7. Game Day:
   a. UNCW polo.
   b. Khaki, black, navy or grey shorts/pants.
   c. Some clinical rotations, such as men and women's basketball, may require business or business casual dress.
   d. Under no circumstance is wearing a dress or skirt during a game appropriate.
   e. Attire may not restrict or interfere with duties.

8. Inclement Weather Dress:
a. On occasions when the environment is not conducive to the previously stated dress code, alternative attire will be acceptable. Conditions that warrant such acceptance might include, but are not limited to extreme cold exposure, extreme heat exposure, and rain. While the safety of all Athletic Training Department staff and students will take priority in terms of “dressing down” or “dressing up,” a professional, modest and respectable appearance should still be portrayed.

9. Other:
   a. At no point should any other school's logo or program be worn.
   b. No cut-offs, tank tops or midriff tops.
   c. No apparel with holes.
   d. No restrictive or tight clothing.
   e. Official UNCW Athletic Training gear should not be worn to social events.

10. Violations:
   a. The faculty and preceptors will be the sole and ultimate determiner if a violation exists.
   b. If the violation cannot be remedied on site, violators will be sent home immediately to change and be cited for a dress code infraction. (Appendix F)
   c. Repeat violations will result in a meeting with the Clinical Education Coordinator, as well as a possible suspension from the student's clinical site.

11. Appearance while traveling:
   a. Team Policy

**Responsibilities of the Preceptor include:**

1. Provide instruction and/or evaluation of the Athletic Training Educational Competencies.
2. Provide assessment of athletic training students’ clinical proficiency.
3. Have regular communication with the appropriate Athletic Training Program administrator.
4. Demonstrate an understanding of and compliance with the policies and procedures of the Athletic Training Program as outlined in this manual.
5. Provide regular and frequent feedback to the athletic training student.
Responsibilities of the Athletic Training Student include:

1. Attend all games and practices designated by the assigned preceptor
2. Be punctual
3. Preceptors have the right to send students home who repeatedly show up to their clinical rotations tardy
4. Make athletic training your priority
5. Be ready and willing to actively engage in learning and take ownership of your clinical education
6. Complete all assigned tasks on time
7. This includes, but is not limited, to proficiencies, student learning outcomes, clinical portfolio
8. Maintain personal documentation/records of completed clinical rotation objectives
9. Recording clinical hours in E*Value
10. Adhere to the UNCW ATP Professional Behavior and Practice Policy
11. Abide by the UNCW ATP Dress Code
12. When you are in the athletic training facilities you are here to learn and gain clinical experience:
Clinical Hours Requirement Policy

Weekly hours will be monitored by the Clinical Education Coordinator through the program's online database. If students are putting in more than the required number of clinical hours, the preceptor will be contacted and the situation clarified and corrected as necessary.

Each student is responsible for obtaining a minimum of 150 clinical hours and a maximum of 250 clinical hours for the semester, approximately averaging 10 to 20 hours per week. Hours should be recorded into E*Value and verified by their assigned preceptor on a weekly basis. A minimum of five clinical hours must be completed each week of the semester. Failure to meet the clinical hour requirement for the clinical class will result in a reduced grade in that course. In addition, it the policy of the UNCW ATP that every athletic training student be scheduled at least one day off per 7 days during clinical experiences.
Clinical Evaluation

Each student will be required to complete online evaluations to provide constructive feedback as to their clinical professionalism and performance throughout the semester. The student will complete the Student Self-Evaluation and then meet with their respective preceptor to discuss the preceptor Evaluation of the Student. The student will then complete the signature sheet for verification of meeting with the preceptor and submit that sheet in their portfolio.

Clinical Skills Assessment

Proficiencies are graded on a 1-5 scale with respect to the students’ current level. A “5” represents the highest score for that student's knowledge base and level. This scale should not be used as a tool to compare the abilities of the student to that of a certified athletic trainer with significant experience. If the student completes the proficiency with precision and needs no guidance, they may achieve a 5.

Each student will be required to complete all clinical proficiencies with a level of proficient, a benchmark score of three out of five possible points. If a student scores falls below a 3 out of 5, they are required to set up a time to review the skill with the instructor and/or their preceptor before completing their next attempt. All attempts at clinical proficiencies, despite score, should be uploaded into the student’s electronic portfolio located in the OneDrive database. Students will not be penalized for scoring lower than a 3 out of 5 on proficiencies due at mid-semester provided they have a documented attempt uploaded to their clinical portfolio by the original due date as well as a passing attempt, documented and uploaded to their clinical portfolio, before the end of the semester due date. If any proficiencies are not completed by their designated due dates, the student will receive a “zero.”

Students are required to inform their preceptor about the due dates of all proficiencies as early as possible. It is the responsibility of the student to communicate with their preceptor to schedule time to complete their proficiencies. Preceptors will not be held responsible for grading proficiencies that are presented to them less than one week before they are due. If a student has attempted to communicate with their preceptor about scheduling time to complete their proficiencies and has been unsuccessful, it is their responsibility to inform the course instructor and/or the Clinical Education Coordinator. Not completing all required proficiencies will affect the students’ final grade and may affect the students’ matriculation on to the next course in the curriculum sequence.

Clinical Portfolio

All students will be responsible for maintaining an updated their clinical portfolio on their OneDrive throughout their duration in the Athletic Training Program to document their learning over time. Clinical portfolio documents include completed proficiencies, reflective journals, and preceptor evaluation verification sheet. The students’ portfolio will be evaluated at mid-semester,
and at the end of the semester to assess student progress. Students are required to meet deadlines at both mid-semester and at the end of the semester to receive full credit.

Clinical Portfolio’s will be accessible on each students OneDrive.

Clinical Portfolio Instructions for Submission

1. Hourly requirements:
   a. A minimum of 75 logged and verified hours by the midterm
   b. A minimum of 150 logged and verified hours by the end of the semester
   c. This section does not require an uploaded document to your clinical portfolio, it will be assessed in the ATP hours database

2. Self-evaluation:
   a. Complete the self-evaluation survey sent to you via email from Lindsey Schroeder
   b. This section does not require an uploaded document to your clinical portfolio, it will be assessed in Select Survey

3. Proficiencies:
   a. Save the final evaluation screen on Select Survey for each Proficiency as a single PDF entitled, “Your last name as well as the Name of Proficiency” (ex.: Brown_Ankle Evaluation)
   b. Upload each saved PDF

4. Preceptor evaluation verification sheet:
   a. Scan and upload the completed form as a PDF titled as either:
      i. Your last name_Midterm Eval Verification Sheet
      ii. Your last name_Final Eval Verification Sheet

5. Reflection Paper
   a. One- to two-page paper discussing your clinical rotations and clinical course (include any interesting experiences, and pros/cons about your clinical assignment experiences as well as your clinical course)
   b. Upload each reflection paper as a word document titled as either:
      i. Your last name_Midterm Reflection Paper
      ii. Your last name_Final Reflection Paper
Outside Employment Policy

Outside employment is STRONGLY DISCOURAGED while you are in the athletic training program. Students WILL NOT be excised from class or clinicals for outside employment. Outside activities cannot interfere with academic performance.

Transportation to Clinical Sites

Athletic Training Students are responsible for providing their own transportation to and from their clinical assignments. Clinical assignments are made in a number of off-campus clinical affiliate sites.

Travel Policy

Athletic Training Students are not permitted to drive their personal vehicles with the purpose of gaining experience and obtaining clinical hours at an away event. When an athletic training student travels with an athletic team as part of his/her rotation, the athletic team will pay, at a minimum, all transportation and housing expenses. Before traveling, it is the students’ responsibility to communicate with their assigned preceptor about all expenses that will be incurred and the responsible parties. Only time spent performing athletic training duties may count as clinical hours.
## Appendix A -- Application for Admittance to the UNCW Athletic Training Program

### Athletic Training Program Applicant Information

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>D.O.B</th>
<th>Street Address</th>
<th>Apartment/Unit #</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
<th>Phone Number</th>
<th>Email Address</th>
<th>UNCW ID#</th>
<th>Social Security Number</th>
</tr>
</thead>
</table>

**Have you ever been convicted of a felony?**  
- [ ] Y  
- [ ] N  
- [ ] If Yes, when?  

**Please Explain:**

**Future Plans?**  
- [ ] Grad School  
- [ ] Secondary School AT  
- [ ] College/University AT  
- [ ] Other (Please Explain)

### Education

<table>
<thead>
<tr>
<th>High School</th>
<th>Address</th>
<th>From (yyyy-yyyy)</th>
<th>Did you graduate?</th>
<th>[ ] Y</th>
<th>[ ] N</th>
<th>[ ]</th>
</tr>
</thead>
<tbody>
<tr>
<td>College</td>
<td>Address</td>
<td>From (yyyy-yyyy)</td>
<td>Did you graduate?</td>
<td>[ ] Y</td>
<td>[ ] N</td>
<td>[ ]</td>
</tr>
<tr>
<td>Other</td>
<td>Address</td>
<td>From (yyyy-yyyy)</td>
<td>Did you Graduate?</td>
<td>[ ] Y</td>
<td>[ ] N</td>
<td>[ ]</td>
</tr>
</tbody>
</table>

### Recommendation

*(Please list two professors or high school teachers)*

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Relationship</th>
<th>Title</th>
<th>Phone #</th>
<th>Email</th>
<th>How long have you known this person?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Military Service (if applicable)

<table>
<thead>
<tr>
<th>Branch</th>
<th>From</th>
<th>To</th>
<th>Rank at Discharge</th>
<th>Type of Discharge</th>
<th>If other than honorable, explain</th>
</tr>
</thead>
</table>

### Disclaimer and Signature

*I certify that my answers are true and complete to the best of my knowledge. If this application leads to acceptance, I understand that false or misleading information in my application or interview may result in my application being denied.*

**Applicant Signature**  

**Date**

### Administrative Use Only

<table>
<thead>
<tr>
<th>Application Status</th>
<th>Accepted</th>
<th>Denied</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Director’s Signature</td>
<td></td>
<td></td>
<td>Date</td>
</tr>
</tbody>
</table>
Appendix B -- Faculty Recommendation Form for Admission into the UNCW Athletic Training Program

This recommendation is to be completed by a faculty member or former teacher to give feedback in regard to the applicant's academic performance. This information will be used to help the Athletic Training Program staff make a sound judgment towards the selection of the next year's cohort of athletic training students.

1. This recommendation is for: ____________________________________________

2. The applicant work capacity is…
   - □ Excellent  □ Good  □ Neutral  □ Fair  □ Poor
   Comments if any: ______________________________________________________

3. The applicant submits assignments completed and on time?
   - □ Always  □ Generally  □ Occasionally  □ Seldom  □ Rarely
   Comments if any: ______________________________________________________

4. The applicant interaction with other students, or faculty/staff is:
   - □ Very friendly  □ Friendly  □ Neutral  □ Unfriendly  □ Moody
   Comments if any: ______________________________________________________

5. The applicant communication skills either written or verbal are:
   - □ Very Effective  □ Effective  □ Neutral  □ Ineffective  □ Very Ineffective
   Comments if any: ______________________________________________________

6. The applicant has demonstrated their initiative for learning which is:
   - □ Excellent  □ Good  □ Neutral  □ Fair  □ Poor
   Comments if any: ______________________________________________________
7. Is he or she self-reliant?
   □ Always    □ Generally   □ Occasionally   □ Seldom   □ Rarely

Comments if any: ____________________________________________________________

8. The applicant's reaction towards suggestions and feedback is:
   □ Excellent    □ Good   □ Neutral   □ Fair   □ Poor

Comments if any: ____________________________________________________________

9. The applicant has demonstrated a thorough understanding of the subject matter?
   □ Strongly Agree   □ Agree   □ Neutral   □ Disagree   □ Strongly Disagree

Comments if any: ____________________________________________________________

10. The applicant has demonstrated enthusiasm with a positive attitude while in your class.
    □ Always    □ Generally   □ Occasionally   □ Seldom   □ Rarely

Comments if any: ____________________________________________________________

11. The applicant came to your class prepared which was demonstrated by their participation in class discussions, group projects or lab projects.
    □ Always    □ Generally   □ Occasionally   □ Seldom   □ Rarely

Comments if any: ____________________________________________________________

12. Please make a few comments that will be helpful in determining the applicant success in the Athletic Training Program.

Comments: __________________________________________________________________

13. I would ______________ this applicant for the Athletic Training Program.

   □ Highly recommend
   □ Recommend
   □ Recommend with reservation
   □ Would not recommend

14. Name of evaluator (this information will only be seen by the Athletic Training Program Director): ____________________________________________________________
# Appendix C -- Application Reflection Paper

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>5</th>
<th>4</th>
<th>3</th>
<th>2</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Content</strong></td>
<td>Meets the required length; fulfills all the tasks outlined in the assignment; has a clear understanding of the Athletic Training Program as well as the athletic training profession; shows great originality and creativity.</td>
<td>Meets the required length; fulfills nearly all the tasks outlined in the assignment; has an understanding of the Athletic Training Program however is somewhat unclear regarding the athletic training profession; shows good originality and creativity.</td>
<td>Meets the required length; fulfill some of the tasks outlined in the assignment; is somewhat unclear about the Athletic Training Program and athletic training profession; shows some originality and creativity.</td>
<td>Does not meet the required length; does not fulfill one or more of the assignment tasks; lacks a clear focus regarding the Athletic Training Program in the athletic training profession; shows very little originality and creativity.</td>
<td>Does not meet the required length; does not fulfill the assignment tasks; no understanding of the Athletic Training Program or athletic training profession; shows no originality or creativity.</td>
</tr>
<tr>
<td><strong>Score</strong></td>
<td>Information clearly relates to the main topic and includes several supporting examples. All information is relevant with no redundancy.</td>
<td>Information clearly relates to the main topic however only provides 1-2 examples. Most of the information is relevant to the questions, little if any redundancy is present.</td>
<td>Information clearly relates to main topic however there are no supporting examples given. Lack of relevance is apparent and interferes with the reading as well as a fair amount of redundancy is evident.</td>
<td>Information is not clear and there is a significant lack of relevance with redundancy being used as filler.</td>
<td>Information has little or nothing to do with the main topic. No relevance to the questions and there is so much redundancy that the reflection paper seems like one long introduction.</td>
</tr>
<tr>
<td><strong>Focus</strong></td>
<td>Information clearly relates to the main topic and includes several supporting examples. All information is relevant with no redundancy.</td>
<td>Information clearly relates to the main topic however only provides 1-2 examples. Most of the information is relevant to the questions, little if any redundancy is present.</td>
<td>Information clearly relates to main topic however there are no supporting examples given. Lack of relevance is apparent and interferes with the reading as well as a fair amount of redundancy is evident.</td>
<td>Information is not clear and there is a significant lack of relevance with redundancy being used as filler.</td>
<td>Information has little or nothing to do with the main topic. No relevance to the questions and there is so much redundancy that the reflection paper seems like one long introduction.</td>
</tr>
<tr>
<td>CATEGORY</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>----------</td>
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<td>---</td>
</tr>
<tr>
<td><strong>Spelling, Grammar, Capitalization &amp; Punctuation</strong></td>
<td>Writer makes no errors in spelling, grammar, and/or punctuation that distract the reader from the content of the reflection paper. Extremely accurate use of subject, verb tense, conjunctions, and nouns.</td>
<td>Writer makes 1-2 errors in spelling, grammar, and/or punctuation that distract the reader from the content of the reflection paper. Accurate use of subject, verb tense, conjunctions, and nouns.</td>
<td>Writer makes 3-4 errors in spelling, grammar, and/or punctuation that distract the reader from the content of the reflection paper.</td>
<td>Writer makes 5 errors in spelling, grammar, and/or punctuation that distract the reader from the content of the reflection paper.</td>
<td>It is evident that the writer took no time to proofread the reflection paper. Careless and sloppy mistakes are prevalent throughout the paper with multiple grammar and punctuation errors.</td>
</tr>
<tr>
<td><strong>Organization &amp; Transition</strong></td>
<td>Information is well organized with complete sentence structure. The introductory paragraph grabs the reader’s attention and was easy to follow. A variety of thoughtful transitions are used. They clearly show how ideas are connected.</td>
<td>Information is organized with well constructed paragraphs. The introductory paragraph was weak. However the paper was easy to follow. Transitions clearly show how ideas are connected, but there is little variety.</td>
<td>Information is somewhat organized, with most sentences complete. However paragraphs are not well constructed, which was distracting and a little confusing to the reader. Some transitions work well; but connections between other ideas are somewhat unclear.</td>
<td>Many sentences were fragmented or run on. Most paragraphs need a lot of work and were difficult to read and follow the writer’s train of thought. Very little transitions between paragraphs and ideas were not connected.</td>
<td>Information was disorganized and very difficult to follow. Paragraphing structure was not clear and sentences were not related within the paragraphs. The transitions between ideas are unclear or nonexistent.</td>
</tr>
<tr>
<td><strong>Score</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Closing Paragraph

The conclusion is strong and leaves the reader solidly understanding the writer’s clear understanding of the Athletic Training Program along with the athletic training profession.

The conclusion leaves the reader comprehending that the writer has a good understanding about the Athletic Training Program along with the athletic training profession.

The conclusion leaves the reader aware that the writer has a fair understanding about the Athletic Training Program along with the athletic training profession.

The conclusion leaves the reader aware that the writer has minimal knowledge about the Athletic Training Program along with the athletic training profession.

The conclusion leaves the reader unclear as to what the writer actually knows about the Athletic Training Program along with the athletic training profession.

Score

Overall Total Comments:

- Write about your clinical observation experience and identify those experiences within the different facilities.
- What was something that was interesting that you saw during your observation hours?
- What are your future plans once you graduate from UNCW?
- What did you find most challenging about your observation experience? 2013
- Why are you interested in UNCW’s Athletic Training Program?

- No more than two pages double-spaced with a 12 pt. font
- 1 inch margins all around
- Put your full name in the top right margin of the header
- Page numbers should be located in the center of the footer
- New paragraphs should begin with a 5 space indent
Appendix D — NATA Mission Statement and Code of Ethics

NATA Mission Statement

The mission of the National Athletic Trainers’ Association is to enhance the quality of health care for athletes and those engaged in physical activity, and to advance the profession of athletic training through education and research in the prevention, evaluation, management and rehabilitation of injuries.

NATA Code of Ethics

Preamble

The National Athletic Trainers’ Association Code of Ethics states the principles of ethical behavior that should be followed in the practice of athletic training. It is intended to establish and maintain high standards and professionalism for the athletic training profession. The principles do not cover every situation encountered by the practicing athletic trainer, but are representative of the spirit with which athletic trainers should make decisions. The principles are written generally; the circumstances of a situation will determine the interpretation and application of a given principle and of the Code as a whole. When a conflict exists between the Code and the law, the law prevails.

1. MEMBERS SHALL PRACTICE WITH COMPASSION, RESPECTING THE RIGHTS, WELFARE, 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 welfare 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 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 welfare 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.
Appendix E -- BOC Standards of Professional Practice

BOC Standards of Professional Practice
Published May 2016
Implemented September 2016

Introduction

The BOC Standards of Professional Practice is reviewed by the Board of Certification, Inc. (BOC) Standards Committee and recommendations are provided to the BOC Board of Directors. The BOC Standards Committee is comprised of five Athletic Trainer members and one Public member. The BOC Board of Directors approves the final document. The BOC Board of Directors includes six Athletic Trainer Directors, one Physician Director, one Public Director and one Corporate/Educational Director.

The BOC certifies Athletic Trainers (ATs) and provides exceptional credentialing programs that support the protection of the public. An AT is a healthcare professional who renders service or treatment, under the direction of or in collaboration with a physician, in accordance with their education and training and the states’ statutes, rules and regulations. As a part of the healthcare team, services provided by ATs comprise, but are not limited to, prevention and education, emergent care, clinical diagnosis, therapeutic intervention and rehabilitation of injuries and medical conditions.

The BOC is the only accredited certification program for ATs in the United States. Every five years, the BOC must undergo review and re-accreditation by the National Commission for Certifying Agencies (NCCA). The NCCA is the accreditation body of the Institute of Credentialing Excellence.

The BOC Standards of Professional Practice consists of two sections:

I. Practice Standards

II. Code of Professional Responsibility
I. Practice Standards

Preamble
The primary purpose of the Practice Standards is to establish essential duties and obligations imposed by virtue of holding the ATC® credential. Compliance with the Practice Standards is mandatory.

The BOC does not express an opinion on the competence or warrant job performance of credential holders; however, every Athletic Trainer and applicant must agree to comply with the Practice Standards at all times.

Standard 1: Direction
The Athletic Trainer renders service or treatment under the direction of, or in collaboration with a physician, in accordance with their training and the state’s statutes, rules and regulations.

Standard 2: Prevention
The Athletic Trainer implements measures to prevent and/or mitigate injury, illness and long-term disability.

Standard 3: Immediate Care
The Athletic Trainer provides care procedures used in acute and/or emergency situations, independent of setting.

Standard 4: Examination, Assessment and Diagnosis
The Athletic Trainer utilizes patient history and appropriate physical examination procedures to determine the patient’s impairments, diagnosis, level of function and disposition.

Standard 5: Therapeutic Intervention
The Athletic Trainer determines appropriate treatment, rehabilitation and/or reconditioning strategies. Intervention program objectives include long and short-term goals and an appraisal of those which the patient can realistically be expected to achieve from the program. Appropriate patient-centered outcomes assessments are utilized to document efficacy of interventions.
Standard 6: Program Discontinuation

The Athletic Trainer may recommend discontinuation of the intervention program at such time the patient has received optimal benefit of the program. A final assessment of the patients’ status is included in the discharge note.

Standard 7: Organization and Administration

The Athletic Trainer documents all procedures and services in accordance with local, state and federal laws, rules and guidelines.

Code of Professional Responsibility

Preamble

The Code of Professional Responsibility (Code) mandates that BOC credential holders and applicants act in a professionally responsible manner in all athletic training services and activities. The BOC requires all Athletic Trainers and applicants to comply with the Code. The BOC may discipline, revoke or take other action with regard to the application or certification of an individual that does not adhere to the Code. The Professional Practice and Discipline Guidelines and Procedures may be accessed via the BOC website, www.bocatc.org.

Code 1: Patient Care Responsibilities

The Athletic Trainer or applicant:

11 Renders quality patient care regardless of the patient’s age, gender, race, religion, disability, sexual orientation, or any other characteristic protected by law

12 Protects the patient from undue harm and acts always in the patient’s best interests and is an advocate for the patient’s welfare, including taking appropriate action to protect patients from healthcare providers or athletic training students who are, impaired or engaged in illegal or unethical practice

13 Demonstrates sound clinical judgment that is based upon current knowledge, evidence-based guidelines, and the thoughtful and safe application of resources, treatments and therapies

14 Communicates effectively and truthfully with patients and other persons involved in the patient’s program, while maintaining privacy and confidentiality of patient information in accordance with applicable law
1.4.1 Demonstrates respect for cultural diversity and understanding of the impact of cultural and religious values

15 Develops and maintains a relationship of trust and confidence with the patient and/or the parent/guardian of a minor patient and does not exploit the relationship for personal or financial gain

16 Does not engage in intimate or sexual activity with a patient and/or the parent/guardian of a minor patient

17 Informs the patient and/or the parent/guardian of a minor patient of any risks involved in the treatment plan

1.7.1 Does not make unsupported claims about the safety or efficacy of treatment

**Code 2: Competency**

The Athletic Trainer or applicant:

2.1 Engages in lifelong, professional and continuing educational activities to promote continued competence

2.2 Complies with the most current BOC recertification policies and requirements

**Code 3: Professional Responsibility**

The Athletic Trainer or applicant:

3.1 Practices in accordance with the most current BOC Practice Standards

3.2 Practices in accordance with applicable local, state and/or federal rules, requirements, regulations and/or laws related to the practice of athletic training

3.3 Practices in collaboration and cooperation with others involved in a patient’s care when warranted; respecting the expertise and medico-legal responsibility of all parties

3.4 Provides athletic training services only when there is a reasonable expectation that an individual will benefit from such services

3.5 Does not misrepresent in any manner, either directly or indirectly, their skills, training, professional credentials, identity, or services or the skills, training, credentials, identity, or services of athletic training

3.5.1 Provides only those services for which they are prepared and permitted to perform by applicable local, state and/or federal rules, requirements, regulations and/or laws related to the practice of athletic training

3.6 Does not guarantee the results of any athletic training service
3.7 Complies with all BOC exam eligibility requirements and ensures that any information provided to the BOC in connection with any certification application is accurate and truthful

3.8 Does not possess, use, copy, access, distribute or discuss certification exams, score reports, answer sheets, certificates, certificant or applicant files, documents or other materials without proper authorization

3.9 Takes no action that leads, or may lead, to the conviction, plea of guilty or plea of nolo contendere (no contest) to any felony or to a misdemeanor related to public health, patient care, athletics or education; this includes, but is not limited to: rape; sexual abuse or misconduct; actual or threatened use of violence; the prohibited sale or distribution of controlled substances, or the possession with intent to distribute controlled substances; or improper influence of the outcome or score of an athletic contest or event

3.10 Reports any suspected or known violation of applicable local, state and/or federal rules, requirements, regulations and/or laws by him/herself and/or by another Athletic Trainer that is related to the practice of athletic training

3.11 Reports any criminal convictions (with the exception of misdemeanor traffic offenses or traffic ordinance violations that do not involve the use of alcohol or drugs) and/or professional suspension, discipline, or sanction received by him/herself for by another Athletic Trainer that is related to athletic training

3.12 Cooperates with BOC investigations into alleged illegal or unethical activities. Cooperation includes, but is not limited to, providing candid, honest, and timely responses to requests for information

3.13 Complies with all confidentiality and disclosure requirements of the BOC and existing law

3.14 Does not endorse or advertise products or services with the use of, or by reference to, the BOC name without proper authorization

**Code 4: Research**

The Athletic Trainer or applicant who engages in research:

4.1 Conducts research according to accepted ethical research and reporting standards established by public law, institutional procedures and/or the health professions

4.2 Protects the human rights and well-being of research participants

4.3 Conducts research activities intended to improve knowledge, practice, education, outcomes, and/or public policy relative to the organization and administration of health systems and/or healthcare delivery
Code 5: Social Responsibility

The Athletic Trainer or applicant:

51 Strives to serve the profession and the community in a manner that benefits society at large

52 Advocates for appropriate health care to address societal health needs and goals

Code 6: Business Practices

The Athletic Trainer or applicant:

6.1 Does not participate in deceptive or fraudulent business practices

6.2 Maintains adequate and customary professional liability insurance

6.3 Acknowledges and mitigates conflicts of interest
Appendix F -- Incident Report

University of North Carolina Wilmington
College of Health and Human Services
School of Applied and Human Sciences

Name_________________________________________ UNCW ID _______________________

Incident Date_________________ Incident Location ________________________________

Witnesses _________________________________________________________________

Reason for Report (check all that apply):
□ Insubordination □ Unprofessional behavior □ Breach of duty □ Unexcused absences
□ Chronic tardiness □ Theft/Vandalism □ Sexual harassment □ Falsifying hours □ Academic
dishonesty □ Drug/alcohol abuse □ Dress code violations □ HIPAA/FERPA violations □ NATA
Code of Ethics violation □ Other _______________________________________________
□ Conduct unbecoming an Athletic Trainer Incident description (use reverse side if necessary)

____________________________________________________________________________

I, the undersigned, understand that my signature below IS NOT necessarily an admission
of responsibility guilt, but rather an acknowledgement of having reviewed the report.

Student Signature__________________________________________________________ Date__________

Faculty/Preceptor Signature__________________________________________________ Date__________

_____ I accept the nature and content of this report, and accept the consequences associated with
my behavior.

_____ I do not accept the nature and content of this report, I desire to have this matter reviewed
by the appropriate university body
Appendix G -- Probation Form

Name_________________________________ Semester of Violation _______________________

I understand that I have not met the requirements of the Athletic Training Program (ATP) at UNCW. I know that as an Athletic Training Student (ATS) in the ATP, I am expected to remain in good academic standing and to comply with the policies and procedures of the ATP. I am aware that if, after this semester of probation, I do not meet the necessary requirements, that I will be suspended from the ATP.

Infractions (please check all that apply):

______ Overall GPA below 2.5
______ Failure to complete academic requirements
______ Failure to complete clinical and fieldwork assignments
______ Failure to abide by published policies and procedures

Comments:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

_________________________________________ Date
Signature of Athletic Training Student

_________________________________________ Date
Signature of Program Director

_________________________________________ Date
Signature of SHAHS Director
Policy - Voluntary Summer Experiences

Athletic training students often seek out athletic training-related experiences (paid and non-paid) during the summer months in order to expand their professional networking opportunities. While such experiences can be valuable they are NOT considered a formal part of the UNCW Athletic Training Program and do not represent required clinical education experiences.

Students pursuing clinical experiences during the summer should be aware that the UNCW liability insurance policy will NOT extend to these outside experiences. Students can purchase individual professional liability insurance through providers such as Healthcare Providers Service Organization www.hpso.com. It is the student's responsibility to review the athletic training state practice act in the state in which their summer experience is to occur in order to ensure he/she does NOT violate the law by practicing duties beyond the level of a first responder.

CAATE Associated Standards: 55, 60
# Appendix I -- Blood and Body Fluid Incident Report

<table>
<thead>
<tr>
<th>Date:</th>
<th>Time:</th>
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<table>
<thead>
<tr>
<th>Name of Patient Involved</th>
<th>Name of Employee Involved</th>
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<tbody>
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<table>
<thead>
<tr>
<th>Blood work drawn after incident (patient)</th>
<th>Blood work drawn after incident (employee)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>

Route of Contamination: _______________________________________________________________

Were proper precautions taken? Yes_______  No ______

If not, why? ________________________________________________________________

Was incident due to equipment error? Yes_______  No ______

If yes, what? ________________________________________________________________

Brief summary of incident:

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

Supervisor’s Signature ___________________ Date ___________________
Appendix J -- Suspension Form

Name_____________________________ Semester of Violation ______________________

I understand that I have not met the requirements of the Athletic Training Program (ATP) at UNCW. I know that as an Athletic Training Student (ATS) in the ATP, I am expected to remain in good academic standing and to comply with the policies and procedures of the ATP. I know that I was placed on probation this semester because of deficiencies in the last semester. I agree that I signed a probation form and understood the consequences, had I not met the terms. I realize that I am now suspended from the ATP and may not be readmitted.

Infractions (please check all that apply):

_____ Overall GPA below 2.5
_____ Failure to complete academic requirements
_____ Failure to complete clinical and fieldwork assignments
_____ Failure to abide by published policies and procedures

Comments

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Signature of Athletic Training Student ______________________ Date ___

Signature of Program Director ______________________ Date ___

Signature of SHAHS Director ______________________ Date ___
Appendix K -- Recommendation of the North Carolina Board of Athletic Trainer Examiner on Safe and Competent Services for North Carolina Students

“For any school or institution that considers the possibility of training students in high schools, colleges or universities to act in the role of a “first responder,” the North Carolina Board of Athletic Trainer Examiners respectfully cautions that this action would be contrary to North Carolina law and place students at great risk for injury with lifelong consequences or even death. First of all, no authority exists for an exemption for “local school administrative units” to use persons who are not “hired” by the units to provide these emergency and chronic care services. Certainly, the General Assembly was aware of a certain level of skill and maturity that would be weighed prior to the employment of an individual charged to make the medical decisions necessary to provide medical emergency and rehabilitation services for students when it approved this exemption. Furthermore, nowhere in the Practice Act is an athletic trainer nor a “first responder” authorized to provide training to high school or collegiate students to act as “first responders” or licensed athletic trainers.”

“The NATA recognizes that allowing students the opportunity to observe the daily professional duties and responsibilities of an athletic trainer can be a valuable educational experience. This unique experience may expose students to the foundations of various health related careers as well as provide them with important life skills. Regardless of practice setting, it is understood that all athletic trainers must comply with their state practice acts, the BOC Standards of Practice when certified, and the NATA Code of Ethics when a member. These legal and ethical parameters apply and limit the incorporation of student aides outside of the classroom and within the activities of athletic programs. Student aides must only observe the licensed/certified athletic trainer outside of the educational environment. Coaches and school administrators must not allow or expect student aides to assist or act independently with regard to the evaluation, assessment, treatment and rehabilitation of injuries. Additionally, it is paramount that student aides not be expected, asked or permitted to make “return to play” decisions. Specifically, licensed/certified athletic trainers, coaches and administrators must not ask athletic training student to engage in any of the following activities: (1) Interpreting referrals from other healthcare providers, (2) Performing evaluations on a patient (3) Making decisions about treatments, procedures or activities (4) Planning patient care (5) Independently providing athletic training services during team travel.”

Read the full statement at

Appendix L - Confidentiality Statement

University of North Carolina Wilmington
Athletic Training Program

Statement:

This Agreement by the Athletic Training Student or Pre-Athletic Training Student Will Help Maintain Confidentiality and Privacy of Records Pertaining to Patients, Clients, Faculty, and Staff.

I, ________________________________ (Print Name) understand that in my capacity as an Athletic Training Student at the University of North Carolina Wilmington (UNCW), I may have access to confidential and private records of student athletes, faculty and staff and/or pertaining to the university. I understand that under federal law and university policy, student athletes records are protected from disclosure to third parties unless pursuant to narrow exceptions and that other confidential records must not be disclosed.

I agree to maintain the confidentiality and privacy of all such records while an athletic training student at UNCW and after my graduation from the Athletic Training Program at UNCW. I shall not, directly or indirectly, communicate to any person other than the Director of Sports Medicine; Team Physician; Athletic Training Program Director; Preceptor; or Supervising staff Athletic Trainer, any information concerning such records. I understand that any such disclosure may be grounds for probation, suspension or termination from the Athletic Training Program at UNCW.

________________________________________
Signature of Athletic Training Student

________________________________________
Date
Appendix M -- North Carolina State Practice Act

It is the policy of the UNCW Athletic Training Program that athletic training students be directly supervised during their clinical education and clinical rotations. Athletic training students are not allowed to travel with teams unsupervised or to engage in unsupervised team coverage.

At no point should an athletic training student be put in the situation in which they would be required to make decisions or perform duties that should be carried out by a certified athletic trainer or physician. In such cases, the athletic training student would be in violation of the state practice act as well as UNCW Athletic Training Program policy.

The following excerpts are extracted from the NC State Practice Act and outline the definition of an Athletic Trainer, the requirement of a NC license, and subsequent penalties for acting as an athletic trainer without a NC license.

Liability and Scope of Practice for Athletic Trainers in North Carolina

According to the General Assembly of North Carolina’s General Statutes, Section 1. Chapter 90, Article 34 regarding Athletic Trainers:

An Athletic Trainer is “a person who, under a written protocol with a physician licensed under Article 1 of Chapter 90 of the General Statutes and filed with the North Carolina Medical Board, carries out the practice of care, prevention, and rehabilitation of injuries incurred by athletes, and who, in carrying out these functions, may use physical modalities, including heat, light, sound, cold, electricity, or mechanical devices related to rehabilitation and treatment.”

According to section 90-527. License required; exemptions from license requirements

“Effective January 1, 1998, no person shall practice or offer to practice as an athletic trainer, perform activities of an athletic trainer, or use any card, title or abbreviation to indicate that the person is an athletic trainer unless that person is currently licensed as provided by this Article”

90-538. Penalties

A person who does not have a license issued under this Article who either claims to be an athletic trainer or engages in practice as an athletic trainer in violation of this Article is guilty of a Class 1 misdemeanor. Each act of unlawful practice constitutes a distinct and separate offense.

http://www.ncbate.org/assets/ncbate-statute-2012_1.pdf