



West Chester University
M.S. in Athletic Training Program

**ATHLETIC TRAINING STUDENT
POLICY & PROCEDURE MANUAL**

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Introduction

Our Athletic Training Program accredited by the Commission on Accreditation of Athletic Training Education (CAATE) affords students the opportunity to pursue a combination of classroom, laboratory, and clinical educational experiences in athletic training. West Chester University has offered athletic training education programming for students from this and other institutions since 1970. Students of West Chester University who complete the Athletic Training Program meet the eligibility requirements to sit for the national certification examination of the Board of Certification, Inc. (BOC). They will also meet the requirements for licensure as an athletic trainer by the Commonwealth of Pennsylvania (it should be understood that completion of the program does not imply automatic certification as an athletic trainer by the BOC or licensure by the Commonwealth of Pennsylvania).

Individuals who have successfully completed the BOC certification examination are eligible to use the ATC initials as part of their credentials (e.g., Neil Curtis, ATC) and should be referred to as “Athletic Trainer” or “AT.” The use of the correct title will help end the confusion created when just the term “trainer” is used. Students enrolled in a CAATE-accredited athletic training program should be referred to as “athletic training students” (not “student trainers” or “student athletic trainers”). Additional information about BOC Certification, the ATC credential, and how to refer to athletic trainers, is available at the BOC and NATA web sites:

- <http://www.nata.org/athletic-training/terminology>
- www.nata.org.

The provisions of this document are not regarded as an irrevocable contract between the student and the program or University. West Chester University’s athletic training program reserves the right to change any provisions or requirements at any time. Updates to this manual will be posted directly to the program’s web site:

<http://www.wcupa.edu/sportsmed>

Sports Medicine Department Mission Statement

The Department of Sports Medicine prides itself on aligning with the University and College of Health Sciences missions by providing student access and high-quality education. The program prepares students to become competent athletic trainers through a combination of didactic and clinical educational experiences. Additionally, the program values patient-centered care with an emphasis on evidence-based practice. Upon completion of the program students will have the knowledge, skills, and abilities set forth by the Commission on Accreditation of Athletic Training Education (CAATE) to pass the board of certification (BOC) examination and begin a career in one of many employment settings in which athletic trainers work.

Program Goals

- To analyze, synthesize, and think critically to solve problems as they relate to the field of athletic training.
- To communicate and use information appropriately in the clinical setting with patients.
- To collaborate with a variety of healthcare providers to help in the decision-making process for patient care.
- To prepare students to practice effectively as healthcare providers.

Program and Student Learner Outcomes

- AT students will be successful in graduating and gaining employment in the field of athletic training.
- Identify, describe, and explain concepts associated with the domains of athletic training education.
- Communicate effectively in the oral and written form using evidence-based practice principles.
- Locate, evaluate, and use information related to evidence-based practice.
- Develop and defend clinical reasoning skills in the clinical education setting when interacting with patients.

Athletic Training Faculty and Staff Directory

Faculty	Title	Email	Office Phone
Dr. Dan Baer	Clinical Education Coordinator	dbaer@wcupa.edu	(610) 436-2139
Dr. Nicole Cattano	Post-Professional Program Coord.	ncattano@wcupa.edu	(610) 436-2250
Dr. Neil Curtis	Program Director	ncurtis@wcupa.edu	(610) 436-2969
Dr. Emily Duckett		educkett@wcupa.edu	(610) 436-3024
Dr. Sandra Fowkes-Godek	Medical Coordinator	sfowkesgod@wcupa.edu	(610) 436-2342
Dr. Alison Gardiner-Shires		agardiner@wcupa.edu	(610) 436-2515
Dr. Carolyn Jimenez		cjimenez@wcupa.edu	(610) 436-1091
Dr. Lindsey Keenan		lkeenana@wcupa.edu	(610) 436-2753
Mr. Jason Kopec	Head Athletic Trainer	jkopec@wcupa.edu	(610) 436-2197
Dr. Katherine Morrison	Department Chairperson	kmorrison@wcupa.edu	(610) 436-3293
Staff	Title	Email	Office Phone
Mrs. Wendy Showers	Department Secretary	wshowers@wcupa.edu	(610) 436-2119

Athletic Training Facilities	Office Phone
WCU South Campus athletic training facility office phone, wall phone	(610) 436-2932, 2933
WCU South Campus athletic training facility FAX	(610) 436-2803
WCU North Campus athletic training facility	(610) 430-4415

Athletic Training Program Curriculum/Course Sequence

Year 1 Summer session one	Credits	Year 1 Summer session two	Credits
SMD 502 Prevention & Care of Injury and Illness	3	SMD 512 Orthopedic Assessment 1	3
Total	3	Total	3 (6)
Year 1 Fall semester	Credits	Year 1 Spring semester	Credits
SMD 501 Human Cadaver Dissection	4	SMD 505 Evidence-Based Practice	3
SMD 511 Principles of Rehabilitation (1 st 7.5 wks)	3	SMD 510 Therapeutic Agents	3
SML 511 Principles of Rehabilitation lab	2	SML 510 Therapeutic Agents lab	1
SMD 513 Orthopedic Assessment 2 (2 nd 7.5 wks)	3	SMD 514 General Medical Conditions and Pharm.	3
SMD 515 Athletic Training Clinical Experience 1	3	SMD 516 Athletic Training Clinical Experience 2	3
Total	15 (21)	Total	13 (34)
Year 2 Summer session one	Credits	Year 2 Summer session two	Credits
		SMD 616 Athletic Training Clinical Experience 3	3
		Total	3 (34)
Year 2 Fall semester	Credits	Year 2 Spring semester	Credits
SMD 530 Org/Admin of AT	3	SMD 618 Athletic Training Clinical Experience 5	4
SMD 617 Athletic Training Clinical Experience 4	4	SMD 640 Injury Risk & Prevention Strategies	3
SMD 540 AT Practice Analysis	3	SMD 654 Sport Phys. in Various Populations & Envts	3
		SML 654 Sport Phys. in Pop & Env. Lab	1
Total	10 (47)	Total	11 (58)

Revised Nov. 2023 (*course sequence subject to change)

Admission Requirements

1. Bachelor's degree in any discipline
2. Transcript verification that the following prerequisite coursework has been completed at the college level with a grade of C or better:
 - Human Anatomy (3-4 credits with lab).
 - Human Physiology (3-4 credits with lab). [When anatomy and physiology are taken as a combined course, two semesters are necessary to meet this requirement]
 - Chemistry (3-4 credits)
 - Physics (3-4 credits)
 - Statistics (3-4 credits). One course to include descriptive statistics, correlation, and introduction to inferential statistics or research design
 - Exercise Physiology (3-4 credits)
 - Kinesiology or Biomechanics
 - Psychology (3 credits)
 - General Biology (3-4 credits)
3. CPR certification for the health care professional
4. TOEFL scores (international students only).

Applying to the MSAT Program

Students applying to WCU's MSAT professional degree program must follow the steps below on the Athletic Training Centralized Application System (ATCAS) website: <https://atcas.liasoncas.com>.

1. Create an account in ATCAS and follow the directions to complete the application.
2. Submit transcript verification of completion of a bachelor's degree and completion of prerequisite courses to ATCAS using the transcript request form. If you have not completed your bachelor's degree or all prerequisite courses at the time you apply, you will be able to submit final verification later. Transcripts should be mailed to: ATCAS P.O. Box 9132 Watertown, MA 02471
3. Two letters of recommendation are required. You can request letters via the ATCAS system.
4. Complete the personal statement using the prompt on the ATCAS application.

Note: Prerequisite coursework can still be in progress at the time you apply. However, all prerequisites must be completed at the start of the program. If you have questions about whether a course fulfills one of the above requirements, please contact Neil Curtis at ncurtis@wcupa.edu.

Athletic Training Program-Related Student Expenses

Athletic Training Uniform items: estimated cost \$200 (one-time expense)

Athletic Training Student Liability insurance: estimated cost \$35 (per year)

Child Abuse Clearance and Criminal Background Checks: estimated cost \$55 (per year)

CPR certification and re-certification: prices vary, estimated cost \$20 for renewal

Transportation/Lodging during clinical rotations: variable; students are expected to have reliable transportation and are responsible for all transportation and housing costs

TB test (if applicable): estimated cost \$25

Estimated total (not including transportation) = \$ 335 for first year of clinical courses; \$ 135 for second year

Graduation and Graduate Degree Requirements

Completion of all requisite courses and credits with a cumulative average of 3.00 is required, as well as compliance with specific GPA requirements as stipulated by the individual degree program.

See graduate catalog for complete list of requirements: <http://catalog.wcupa.edu/graduate/academic-policies-procedures/graduation-degree-requirements/>

Graduate students must maintain a 3.00 cumulative average to remain in good standing.

Academic Integrity Policy

Honesty and integrity are critical to the academic, clinical, and professional development of our athletic training students. The Department of Sports Medicine holds the values of academic and personal integrity and professional behavior in the highest regard. For more information on West Chester University's academic integrity policy, refer to the full policy in the graduate catalog: <https://catalog.wcupa.edu/graduate/academic-policies-procedures/academic-integrity/>

Academic Probation & Dismissal

See graduate catalog for full policy: <https://catalog.wcupa.edu/graduate/academic-policies-procedures/academic-standing/>

Graduate students whose cumulative grade point average falls below 3.00 will be placed on academic probation. Graduate students must raise their GPA to 3.00 by the end of the next semester (or full summer term) in which they register. An additional probationary semester may be granted at the discretion of the graduate dean. If a student fails to meet the conditions of academic probation, he/she is subject to dismissal. Graduate students earning a cumulative GPA of 2.00 or lower will be dropped from their graduate program without a probationary period. Graduate students on academic probation are not eligible for graduate assistantships.

Programs/departments reserve the right to immediately have a student that has earned an F as the final course grade dismissed from their program. At the discretion of the graduate coordinator and graduate dean, the student may be required to repeat the course during their next semester of enrollment (refer to Leave of Absence policy) or the next time the course is offered. No student may graduate with a graduate degree from WCU with an F grade for a course in his or her program. A course taken at WCU for which the student earns an F for the final grade must be retaken at WCU and not at any other institution of higher learning.

Students dismissed from the university may apply for re-admission. Courses taken prior to the dismissal may be applied to a subsequent program with departmental consent. The original program reserves the right to refuse to re-admit the student.

Grades earned during summer sessions count the same as grades earned during the academic year. All grades recorded determine the student's academic status, even if a student changes degree programs. Students dropped from a graduate program due to unsatisfactory work will not be permitted to take courses for credit towards a graduate degree in that department beyond the semester in which they are dropped.

Individual programs may have higher GPA minimums or additional requirements. To be eligible to receive the master's degree, graduate students must complete all requisite courses and credits with a cumulative GPA of at least 3.00.

Students holding graduate assistantships who fail to maintain a 3.00 cumulative GPA will have their assistantships revoked or will not have them renewed. This policy includes courses taken during summer sessions. Departments also may stipulate higher academic standards for maintaining assistantships.

Course Repeat Policy

Graduate students may repeat up to two courses, which are being applied to their degree. Courses may be repeated only once. Both grades earned for a course will remain on the student's record; however, the most recent grade (whether it is higher or lower) will be used in the GPA calculation.

This policy also applies to courses taken at the undergraduate level and applied to the graduate degree or certificate or teacher certification program, or taken as a prerequisite for the program.

Grade Information

West Chester University does not recognize a grade of D for graduate study. Therefore, any grade below a C- in a graduate course is considered a failure and carries zero quality points. For complete grading system and policies, refer to the graduate catalog at this link: <https://catalog.wcupa.edu/graduate/academic-policies-procedures/grade-information/>

Other WCU Academic Graduate Student Policies & Procedures

Please refer to the graduate catalog <http://catalog.wcupa.edu/graduate/academic-policies-procedures/> for full policy information related to:

- Academic Integrity
- Academic Probation & Dismissal
- Academic Records Information
- Additional Certification Policies
- Classification of Students
- Course Policies
- Degree Candidacy
- Enrolling & Withdrawing from Courses
- Enrollment Policy/Leave of Absence
- Grade Information
- Graduation & Degree Requirements

Athletic Training Clinical Education Experiences

One of the strengths of the Athletic Training Program is our clinical education component. Students in the program will have the opportunity to take the knowledge, skills, and attitudes obtained in the coursework and apply them in a variety of clinical settings. All students will spend at least one semester in the WCU athletic training facilities, working under the direct supervision of our on-campus preceptors. The WCU Athletic Department currently sponsors 12 varsity sports for women and 11 for men. The Sturzebecker Health Sciences Center Athletic Training Facility is the base of operations for athletic training services. An additional athletic training facility is housed in the Hollinger Field House for basketball, volleyball, and morning treatment hours.

In addition, WCU AT students are able to gain valuable clinical experience at a variety of high schools, universities, colleges, clinics, physician practices, professional teams, and emerging AT settings. Each site is staffed by at least one licensed athletic trainer who shares our philosophy on clinical education. Our students learn alongside each of these professionals as they perform their duties throughout the year. Students assigned to off-campus clinical sites are responsible for their own transportation and lodging expenses. Clinical experiences often begin prior to the official start of the semester and occur over a maximum of 16 weeks as part of SMD 515, 516, 616, 617, 618.

During the first year of the MSAT program, students typically complete semester-long clinical experiences in both the fall (SMD 515) and spring (SMD 516). Immersive clinical experiences typically occur during the summer between year 1 and year 2 (SMD 616), and also during the fall of year 2 (SMD 617). The CAATE defines an immersive experience as “a practice-intensive experience that allows the student to experience the totality of care provided by athletic trainers” (CAATE, 2020). Students participate in the day-to-day and week-to-week role of an athletic trainer during this time, and are typically not completing other courses simultaneously. The final clinical experience in the spring of year 2 (SMD 618) is typically also a semester long.

Affiliated Clinical Sites

Athletic Training clinical education experiences for WCU students occur in a variety of settings. Most clinical sites are local to Southeast Pennsylvania and the surrounding areas; however, immersive clinical experiences (SMD 616 and SMD 617). Examples of potential clinical sites are listed below, but new sites are always being added. This is not an all-inclusive list.

On-Campus Clinical Sites

- WCU men’s and women’s athletics. All teams are listed here: <http://wcupagoldenrams.com>
- WCU General Athletic Training Room (GATR): includes long-term rehabilitation and out-of-season sports

Off-Campus High School Clinical Sites

- | | | |
|--------------------------------|------------------------------|--------------------------------|
| • Acad. of the Holy Cross (MD) | • George School | • Springfield HS |
| • Archmere Academy (DE) | • Germantown Academy | • Spring-Ford HS |
| • Avon Grove HS | • Great Valley HS | • Trinity Christian Acad. (FL) |
| • Barrack Hebrew Academy | • Haverford School | • Upper Merion HS |
| • Bishop Shanahan HS | • Hill School | • Unionville HS |
| • Caesar Rodney HS (DE) | • Interboro HS | • Westtown School |
| • Central Bucks South HS | • Lancaster Catholic HS | • WC East HS |
| • Concord HS (DE) | • Malvern Prep | • WC Henderson HS |
| • Downingtown West HS | • Phelps School | • WC Rustin HS |
| • Emmaus HS | • Philadelphia Union Academy | • William Allen HS |

Off-Campus College Clinical Sites

- | | | |
|-------------------------------|---------------------------------|-------------------------------|
| • American Int’l College (MA) | • Bucknell University | • Dickinson College |
| • Arcadia University | • Univ. of Central Florida (FL) | • Drexel University |
| • Bloomsburg University | • University of Delaware (DE) | • Eastern University |
| • Bryn Mawr College | • Delaware State Univ. (DE) | • Franklin & Marshall College |

- Gwynedd Mercy University
- Harvard University (MA)
- Holy Family University
- Jefferson University
- Kutztown University
- Lehigh University
- Millersville University
- Monmouth University
- Penn State University
- St. Joseph's University
- Univ. of South Carolina (SC)
- Stanford University (CA)
- Swarthmore College
- Towson University (MD)
- Ursinus College
- U.S. Military Academy at West Point (NY)
- U.S. Naval Academy (MD)
- Villanova University
- Widener University
- Williamson Coll. of Trades

Additional Off-Campus Clinical Sites

- 3B Orthopaedics
- Bryn Mawr Sports Rehab & Physical Therapy
- Community Volunteers in Medicine
- ESF Camps
- Energy Lab (NJ)
- Good Fellowship Ambulance
- Industry Health Solutions
- Lancaster Barnstormers
- Dr. Lee S. Cohen & Assoc.
- Lehigh Valley Health Netwk.
- MOVE Health & Sports Clinic
- NXT Lacrosse
- Orthopedic Assoc. Lancaster
- Philadelphia Flyers
- Philadelphia Phillies
- Philadelphia Union II
- Premier Orthopedics
- Reading Fightin' Phils
- Reconstructive Ortho. (NJ)
- Rothman Institute
- Special Olympics PA
- Spooky Nook Sports
- St. Luke's U. Health Network
- Vincera Institute
- Washington Commanders
- Woodward Camp
- Woodward West (CA)

Clinical Education Requirements and Clearances

During the summer prior to the first clinical experience, a meeting will be held with the clinical education coordinator of the athletic training program. Students will be given information regarding the following materials that they will be expected to complete before they begin their first clinical experience. The program will provide the Bloodborne Pathogen training and the cost for the Hepatitis B vaccination. The student is responsible for the cost of some of these items (refer to [Athletic Training Program-Related Student Expenses](#) above).

Annual clinical requirements include:

- FBI federal criminal history record and fingerprinting
- Pennsylvania criminal record check
- Pennsylvania child abuse history clearance
- Tuberculin (TB) skin test
- Immunizations
 - Annual influenza vaccine
 - Immunization history that includes:
 - MMR (Measles, Mumps, Rubella)
 - Tdap
 - Varicella (Chicken Pox)
 - Hepatitis B
 - TB
 - Meningitis (if living on campus)
 - HPV (optional)
 - COVID-19 vaccination is required by many clinical sites
- Proof of current medical insurance
- Student professional liability insurance
- Student attestation form signed and submitted for each clinical site
- Annual HIPAA training (provided by the program)
- Annual FERPA training (provided by the program)
- Annual Bloodborne Pathogen training (provided by the program)
- Basic Life Support certification (CPR at the professional rescuer level or above) – completed in SMD 502
- Mandated reporter/child abuse training – completed in SMD 502
- Annual attestation regarding [technical standards](#) of the program
- Annual attestation of review of this policy & procedure manual

Technical Standards for the Athletic Training Program at West Chester University

The Athletic Training (AT) Program at West Chester University prepares students for careers as athletic trainers where they will enter into employment settings and render athletic training services to individuals engaged in physical activity. The clinical, classroom and laboratory experiences place specific demands on the students enrolled in the program. The technical standards developed for the program establish the essential qualities necessary for students to achieve the knowledge, skills and competencies of an entry-level athletic trainer and meet the expectations of the agency (Commission on Accreditation of Athletic Training Education {CAATE}) that accredits the program. Students must possess the abilities outlined below to be admitted into the program. Students selected for admission into the AT Program must verify that they understand and meet these technical standards with or without a reasonable accommodation.

A student with a condition who may need a reasonable accommodation to meet the technical standards will be referred to the Office of Services for Students with Disabilities (OSSD) for an evaluation of whether the condition is a disability as defined by applicable laws, and a determination of what accommodations are reasonable. The determination will specifically take into consideration whether the requested accommodations might jeopardize the safety of the patient, and the ability to complete the classroom, laboratory, and clinical coursework required for the AT Program. The OSSD, with input from the Department of Sports Medicine, will make this determination. Whenever possible, reasonable accommodations will be provided for those individuals with disabilities to enable them to meet these standards and ensure that students are not denied the benefits of, excluded from participation in, or otherwise subjected to discrimination in this program.

Technical Standards of the AT Program at West Chester University are within five areas:

- 1. Observation:** A candidate must be able to observe demonstrations in the classroom and clinical setting, and be able to effectively gather and assimilate information from them. A candidate must have sufficient visual and other sensory modalities to accurately observe an athlete at a distance and at close range, in order to gather necessary data about the athlete, such as that needed to describe posture, habitus, mood, activity and non-verbal communications.
- 2. Communication:** A candidate must be able to communicate effectively and sensitively with athletes from different social and cultural backgrounds, and to develop effective professional rapport with other members of the health care team. Communication includes not only speech and nonverbal communications, but also reading and writing. It includes the ability to record assessment results and follow-up notes clearly, accurately and efficiently, as well.
- 3. Motor:** Candidates must possess sufficient postural and neuromuscular control, and eye-to-hand coordination in order to utilize the standard instruments used in the Athletic Training profession. They must possess sufficient control of the upper and lower extremities to meet the physical requirements for training (e.g., standing in the Athletic Training Facility or at playing venues for long periods of time) and performing a safe injury assessment. They must have adequate sensory function to fulfill minimum competency objectives in order to be able to elicit information from athletes through palpation, auscultation, percussion and other assessment maneuvers. Additionally, candidates must be able to learn and perform the fundamental skills associated with injury assessment, management, and therapeutic rehabilitation, and be able to quickly and appropriately provide general and emergency care to athletes.
- 4. Intellectual:** Candidates must have the mental capacity to learn and assimilate a large amount of complex, technical and detailed information, solve clinical problems through critical analysis, perform measurements, and synthesize and apply concepts and information from various disciplines in order to formulate therapeutic plans.
- 5. Behavioral and Social Attributes:** A candidate must possess the emotional and mental health required for full utilization of his or her intellectual abilities, the exercise of good judgment, the prompt completion of all responsibilities attendant to the care and management of injuries to athletes, and the development of mature, sensitive and effective relationships with athletes. Candidates must be able to tolerate physically taxing workloads and have the ability to maintain composure and emotional stability during periods of high stress. They must be able to adapt to changing environments, display flexibility, and function in the face of uncertainties inherent in the clinical problems of many athletes. Compassion, integrity, interpersonal skills, interest, and motivation are all personal qualities that are essential to the role.

PLEASE sign and date section A **or** section B below **[DO NOT SIGN BOTH]**:

A. I certify that I have read and understand these technical standards and believe that I meet each without accommodation. I understand that if I am unable to meet these standards that I will not be admitted into the AT Program.

Signature of student	Print name of student	Date
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B. I certify that I have read and understand these technical standards and believe that with certain accommodations that I can meet these standards. I will contact the OSSD to determine what accommodations may be available. I understand that if I am unable to meet these standards with reasonable accommodation that I will not be admitted into the AT Program.

Signature of student	Print name of student	Date
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Statement on Athletic Training Student Supervision

A supervised clinical experience is when a program preceptor is physically present and can intervene on behalf of the athlete/patient. This means that the preceptor can have both auditory and visual contact with the student. When in a supervised clinical experience, the student can perform any and all skills that are previously learned.

The leadership of the Strategic Alliance, which includes the Commission on Accreditation of Athletic Training Education (CAATE), the National Athletic Trainers' Association (NATA), and the Board of Certification, Inc. (BOC), has concluded that it is both appropriate and necessary to issue this formal statement to remind institutions, supervisors and students that athletic training students should provide services to patients only when directly supervised by the appropriate personnel. This includes athletic training students who travel with athletic teams.

According to the CAATE's 2020 Standards for Accreditation of Professional Athletic Training Programs (<http://caate.net>), supervision of AT students "occurs along a developmental continuum that allows a student to move from interdependence to independence based on the student's knowledge and skills as well as the context of care." CAATE Standard 31 (2020) requires that athletic training clinical experiences are supervised by a preceptor who is an athletic trainer or a physician. Additionally, "preceptors must be on-site and have the ability to intervene on behalf of the athletic training student and the patient. Supervision also must occur in compliance with the state practice act of the state in which the student is engaging in client/patient care."

The Strategic Alliance has a vested interest in student supervision, an issue that transcends educational programs and impacts the profession of athletic training as a whole. The CAATE is involved from an educational standpoint, the BOC is involved from the regulatory perspective, and the NATA is concerned about issues affecting the athletic training profession.

Athletic training services should be provided only by BOC-certified or otherwise regulated personnel or by students under the direct supervision of such personnel. Athletic training students should only travel with teams when directly supervised at all times by appropriately credentialed athletic trainers. The practice of an unsupervised student providing athletic training services replaces licensed athletic training staff with unregulated personnel. This is illegal in most states, and the practice is contrary to the safety and welfare of patients. Additionally, it is not in the best interests of the profession and therefore cannot be supported by the Strategic Alliance.

The direct supervision of athletic training students is in the best interest of the institutions, supervisors, students, and patients. It is required under the CAATE education standards. As stated above, the Standards stipulate that a preceptor must be physically present and able to interact with an athletic training student at the site of the clinical experience.

The Strategic Alliance acknowledges that critical thinking and independent clinical decision-making are at the heart of good clinical supervision. Direct supervision does not preclude students' ability to learn and exercise those key skills. Preceptors and supervisors should allow students the appropriate freedom to engage in critical thinking and decision-making in a suitable environment. Above all, supervision by an instructor or supervisor must be adequate to ensure that each patient receives competent and quality care and to ensure compliance with the relevant state practice act. Failure to provide adequate supervision could expose the institution and regulated professionals to liability.

Policy on Transportation of Student-Athletes

The transportation of student-athletes by athletic training students is not an expectation and is not permitted during clinical education experiences.

Attendance Policy for Clinical Experiences

All students are expected to attend scheduled clinical assignments and act in a professional manner (see clinical evaluation forms section “Professional Evaluation and Personal Attributes” and NATA code of ethics). If you have a foreseeable schedule conflict, it is your responsibility to notify your preceptor at least 48 hours prior.

Unforeseeable absences will not be counted as excused absences unless the student provides the instructor documentation and verification within one week of the absence. Excused absences include an illness (with proper medical documentation), a family crisis, or an approved institutional activity. Failure to meet the attendance requirement will result in grade reduction.

Athletic training students have the right to appeal the aforementioned policy above by reporting to the clinical education coordinator.

Athletic Training Student Hours

Clinical education experiences provide valuable opportunities for students to apply and integrate knowledge gained from the didactic portion of the program. Because the program emphasizes hands-on learning, patient-centered care, evidence-based practice, and clinical reasoning as hallmarks for success, students spend a great deal of time engaged in clinical education. However, the time commitment for completing program requirements should not adversely affect students’ progression through the program. To ensure that student time commitments are not excessive, the program provides recommended hours ranges for each clinical course. Because of the highly individualized nature of clinical learning experiences, these ranges are recommended and not required. However, we ask that preceptors and AT students practice discretion, use good judgement, communicate expectations, and work collaboratively to design a schedule that optimizes student learning. To advance these goals, we provide the following guidance:

- AT students and preceptors shall each communicate their expectations for start date, end date, and approximate weekly schedule at or before the start of each new clinical experience.
- Election Day in November is a “program-wide day off” for AT students. Students have the day off from both classes and clinical experiences.
- If the clinical site and university have different dates for spring break, AT students shall follow either the clinical site’s spring break schedule or the university’s spring break schedule, but not both. An appropriate schedule during spring break should be determined collaboratively between the AT student and preceptor.
- Non-immersive clinical experiences should average 15-20 hours per week over the duration of a semester. Some weeks may be outside of this range, especially with in-season sports, but the average should be between 15 and 20 hours for the full semester.
- Non-immersive AT students shall have a clinical off-day one calendar day per 7-day week.
- Immersive clinical experiences should average 30-40 hours per week. Shorter immersive clinical experiences (e.g., summer) may have more hours condensed in fewer weeks.
- Immersive AT students shall participate in the full-time day-to-day role of the athletic trainer.

Athletic Training Student Uniform Policy

Athletic trainers are healthcare professionals, and as part of the WCU athletic training program, students are required to dress appropriately and professionally for all clinical experiences in the WCU athletic training clinic or off-site clinical settings, including practices and games during their clinical experiences. Athletic training students wearing inappropriate attire will be asked to leave their clinical site, and this will be noted in their preceptor evaluation which is part of their final grade. The designated uniform for clinical education experiences is listed below. There will be an ordering window each summer. Details will be made available at the time the ordering window is announced. The items listed below are the only items to be worn at your clinical assignments unless told otherwise by your preceptor.

Mandatory:

1. Purple uniform polo shirt (tucked in)
2. Khaki pants or khaki shorts (with a belt)
3. Approved water-resistant jacket
4. Approved water-resistant black pants

Optional:

5. Approved sweatshirt or quarter-zip

You may wear any khaki pants or shorts (tucked in with a belt), as long as they are khaki color and professional looking (not baggy, not tight, not too long/too short, no cargos, etc.). You may purchase the black rain pants from the uniform order, or another black rain pant as long as it is plain black with nothing on it. If indoors for your clinical experience, please wear khaki pants or shorts, not rain gear. Close-toed shoes are required at all times. For supplemental clinical experiences with Student Health Services, Community Volunteers in Medicine (CVIM), and WCU General Medical Clinic, long pants must be worn (not shorts).

Note:

- The student is responsible for the cost of the uniform items.
- Ordering information will be provided each summer (prices are subject to change).
- Please consult the clinical education coordinator for most up to date uniform items.

OSHA and Bloodborne Pathogens Policy

The Athletic Training Program at West Chester University adheres to the practice of “Universal Precautions” as outlined by the Occupational Safety and Health Administration. This policy applies to all students in the program. Students are to be re-trained on OSHA guidelines once a year and every subsequent year in the athletic training program until graduation. Documentation of participation in universal precautions training will be required for each student prior to the start of their clinical observation and/or clinical rotation and an electronic record of this training will be maintained within D2L. The complete WCU policy is available via a link from your clinical course web page.

Communicable Disease Policy

If an athletic training student becomes ill, he or she should report to the Student Health Center on campus or to another medical practitioner for evaluation as soon as possible. Upon evaluation, the medical practitioner will determine the appropriate intervention needed and the amount of time the student shall remain out of contact with others to prevent transmission.

If the athletic training student acquires a communicable disease, the student will notify his or her Preceptor and Program Director as soon as possible. A signed release from a medical practitioner may be required with certain illnesses, prior to resuming clinical experiences. The CDC provides the following preventive guidelines for the reporting of communicable disease with health care facilities. These regulations are designed to provide for the uniform awareness, prevention, and reporting of diseases in order that appropriate control measures may be instituted to interrupt the transmission of disease. Since Athletic Training students are providing direct healthcare

to patients under the supervision of a preceptor, the appropriate precautions must be utilized. Any student who acquires any of the listed communicable disease will be dismissed from the clinical experience at West Chester University or other affiliated sites until a medical practitioner has deemed the student non-contagious.

Communicable Diseases cited by the CDC:

- Bloodborne pathogens
- Conjunctivitis
- Cytomegalovirus
- Diphtheria
- Gastrointestinal infections, acute
- Hepatitis A
- Herpes simplex
- Measles
- Meningococcal disease
- Mumps
- Parvovirus
- Pertussis
- Poliomyelitis
- Rabies
- Rubella
- Scabies and pediculosis
- Staphylococcus aureus (e.g. MRSA) infection and carriage
- Streptococcus infection
- Tuberculosis

Other Communicable Diseases

- COVID-19
- Mononucleosis
- Influenza
- Common Cold

Clinical Education Confidentiality Agreement

All athletic training students who are assigned clinical rotations through the WCU Athletic Training Program are required to sign and abide by this agreement. Any student who refuses to sign OR abide by this agreement will result in immediate termination from their clinical experience. The Board of Certification Standards of Practice for Athletic Training, the Competencies in Athletic Training, and the NATA's Code of Ethics stipulate several duties owed by the athletic trainer. Among other duties, the courts have specified the duty of the athletic trainer to maintain confidentiality of medical records. The athletic training student is held to the same standard of care. The following agreement will be a part of the athletic training student's file.

I understand that all of the information which I become privy to in my capacity as an athletic training student is subject to patient-physician privilege and must be considered confidential.

Student Signature

Date

Printed Student Name

Date

Employment/Volunteer Opportunities Not Associated with Program Requirements

The Department of Sports Medicine and Athletic Training program provide this section for informational purposes and to make clear state law and practices. These types of employment opportunities are not endorsed by the Department of Sports Medicine or Athletic Training Program.

West Chester University departments and non-University entities may provide opportunities for employment. Students are not permitted to identify themselves as “student athletic trainers” or “athletic training students” for the purpose of employment. As stated in the Pennsylvania Athletic Training Practice Act, Subchapter H issued under section 51.1 of the Medical Practice Act, an Athletic Trainer is defined as “a person who is licensed to perform athletic training services by the [State] Board [of Medicine] or the State Board of Osteopathic Medicine”. A licensed athletic trainer in Pennsylvania must have physician direction and a written protocol approved and signed by a supervising physician. You are an athletic training student practicing athletic training only when it “is coincidental to required clinical education and is within the scope of the student’s education and training”. Therefore, students cannot use the term “athletic trainer” or “athletic training student” or “student athletic trainer” to describe employment.

Students hired to provide first aid care at events (on or off-campus) must be current in their CPR/AED/First Aid certification. In the role of First Aid Provider, students should perform tasks that are consistent with their CPR/AED/First Aid training. Students may not use skills learned specifically in their athletic training curriculum that extend beyond that of their current CPR/AED/First Aid certification. In addition, students are not permitted to be employed at an event that involves the supervisor/preceptor and team for which they are currently assigned in their current Clinical Education Course.

IMPORTANT NOTE: As part of the Athletic Training curriculum, athletic training students completing clinical education courses are required to purchase athletic training student liability insurance. This insurance coverage extends only to services performed while enrolled in a clinical experience course and while gaining experience under the supervision of a preceptor. This policy DOES NOT COVER students for employment at any events or facilities on or off campus. Students who select to be employed or volunteer for any other events or at any other facilities should understand the potential liabilities associated with this.

WCU Emergency Action Plan Overview

Emergency situations may arise at any time during athletic events. Expedient action must be taken in order to provide the best possible care to patients with emergency and/or life-threatening conditions. The development, dissemination, and implementation of an emergency plan ensures that the best care is provided in these situations.

Athletic organizations have a duty to develop an emergency plan that may be implemented immediately when necessary, and to provide appropriate standards of health care to all sports participants. As athletic injuries may occur at any time and during any activity, the sports medicine team must be prepared. This preparation involves formulation of an emergency plan, proper supervision of athletic events, maintenance of appropriate emergency equipment and supplies, utilization of appropriate emergency medical personnel, and continuing education in the area of emergency medicine. Hopefully, through careful pre-participation physical screenings, adequate medical supervision, safe practice and training techniques, and other safety avenues, some potential emergencies may be averted. However, accidents and injuries are inherent to sports participation and are sometimes unavoidable. Therefore, proper preparation on the part of the sports medicine team will enable each emergency situation to be managed appropriately.

Components of the Emergency Plan

There are three basic components of this plan:

- 1.) **Emergency personnel**
- 2.) **Emergency Communication**
- 3.) **Emergency Equipment**

Emergency Personnel

During intercollegiate athletic team practice and competition, the first person to an emergency situation is typically a certified athletic trainer (AT), often accompanied by one or more athletic training students (ATS). A team physician will not usually be present at every competition, except in the case of football. The type and degree of sports medicine supervision for an athletic event may vary widely, based on factors such as the sport or activity, the setting, and the type of training or competition. The first person in some instances may be a coach or other institutional personnel. Certification in cardiopulmonary resuscitation (CPR), bloodborne pathogen training, and emergency plan review is required for all athletics personnel associated with practices, competitions, skills instruction, and strength and conditioning.

The development of an emergency plan cannot be complete without the formation of an emergency team. The emergency team consists of a number of healthcare providers including physicians, certified athletic trainers, athletic training students, emergency medical technicians, paramedics, and at times, coaches. Roles of these individuals within the emergency team may vary depending on factors such as the number of members of the team, the athletic venue itself, the preference of the certified athletic trainer, or the nature of the emergency.

There are four basic roles within the emergency team.

1. **Immediate care of the patient**
2. **Emergency equipment retrieval**
3. **Activation of the Emergency Medical System**
4. **Direction of EMS to scene**

The first and most important role is **immediate care** of the athlete. Acute care in an emergency situation should be provided by the most qualified individual on the scene. Individuals with lower credentials should yield to those with more appropriate training. The second role, **equipment retrieval**, may be done by anyone on the emergency team who is familiar with the types and location of the specific equipment needed. Athletic training students are good choices for this role. The third role, **EMS activation**, may be necessary in situations where emergency transportation is not already present at the sporting event. This should be done as soon as the situation is deemed an emergency or a life-threatening event. Activating the EMS system may be done by the certified athletic trainer (or someone they deem appropriate) via cell phone by calling **911** directly, or via radio contact with the athletic training facility. If calling the athletic training facility by radio, personnel will then activate EMS by dialing **911**. If an athletic trainer is not available on site or via radio contact, the emergency plan is activated by the coach (See "Activating EMS" below). After EMS has been activated, the fourth role in the emergency team should be performed, which is **directing EMS to the scene**. One member of the team should be responsible for meeting emergency medical personnel as they arrive at the site of the contest. Depending on ease of access, this person should have keys to any locked gates or doors that may slow the arrival of medical personnel. An athletic training student, manager, or coach may be appropriate for this role.

Emergency Communication

Communication is the key to quick delivery of emergency care in athletic trauma situations. Athletic trainers and emergency medical personnel will work together to provide the best possible care to injured athletes. The radio communication system should be checked by ATs and ATSs prior to each practice or competition to ensure proper working order. The back-up communication plan will be in effect should there be failure of the primary communication system.

- Primary communication is cell phone.
- Secondary communication is radio contact with the athletic training facility.
- Tertiary communication is the closest campus emergency phone.

Activating EMS

Option 1

- *AT, ATS, or coach calls 911 to activate EMS via cell phone.*

Option 2 (if unable to call 911 via cell phone)

- AT, ATS, or coach calls athletic training facility via radio
 - Athletic training facility personnel activate EMS by calling 911

Option 3 (if unable to use cell phone AND athletic training facility is closed or no radio available)

- AT, ATS, or coach activates public safety via closest emergency phone (refer to map of athletic venues)

Providing Information:

- Location of emergency (provide exact address if possible)
- Name and title (AT, ATS, Coach) of caller
- Number of student-athletes that need assistance
- Condition of student-athlete(s)
- First aid treatment initiated by first responder
- Specific directions as needed to locate the emergency scene (e.g., “WCU football practice fields behind Farrell Stadium, located off the southeast corner of the Sturzebecker Health Sciences Center parking lot” or “WCU Sturzebecker Health Sciences Center loading dock on northeast corner of the building”)
- Other information as requested by dispatcher

Emergency Equipment

Necessary emergency equipment will be at the site or quickly accessible. Personnel should be familiar with the function and operation of each type of emergency equipment. Equipment should be in good operating condition, and personnel must be trained in advance in order to use it properly. Emergency equipment should be checked on a regular basis and use of emergency equipment should be rehearsed by emergency personnel. The emergency equipment available should be appropriate for the level of training of the emergency medical providers.

AED Locations

Sturzebecker Health Sciences Center

- First floor, outside of fitness center/weight room
- First floor, inside the athletic training room
- First floor, inside the Graham Natatorium
- Second floor, near main entrance of building

Farrell Stadium

- Under the home team’s bleachers

Hollinger Field House

- Courtside located on the gymnasium wall

Sidelines

- Portable AEDs are located on the sideline of most fields with the AT when an AT is present at a practice or event. Some fields may share an AED between two ATs depending on availability.

Transportation

West Chester University coordinates on-site ambulances from Good Fellowship Ambulance Company for home football games and home rugby games. Ambulances may be coordinated on site for other special events/sports, such as major tournaments or Conference/NCAA regional or championship events. In the emergency evaluation, the ambulance personnel assist the emergency care provider (AT) in identifying emergencies requiring critical intervention and in determining transport decisions. In an emergency situation, the patient should be transported by ambulance, to the nearest emergency facility with the necessary staff and equipment to deliver appropriate care.

Conclusion

The importance of being properly prepared when athletic emergencies arise cannot be stressed enough. An athlete's survival may hinge on how well trained and prepared athletic healthcare providers are. It is prudent to invest athletic department "ownership" in the emergency plan by involving the athletic administration and sport coaches as well as sports medicine personnel. The emergency plan should be reviewed at least once a year with all athletic personnel, along with annual CPR and first aid training. Through development and implementation of the emergency plan, West Chester University helps ensure that sport participants will have the best care provided when an emergency situation does arise.

****When athletic training students are completing on-campus and off-campus clinical rotations, it is imperative that their preceptor goes over with them the specific emergency action plan(s) for that site****

WCU Lightning Policy

According to the NCAA and the NATA, lightning is the most consistent and significant weather hazard that may affect intercollegiate athletics. The existence of blue sky and the absence of rain are not protection from lightning. According to the National Severe Storms Laboratory, lightning can, and does, strike as far as 10 miles away from the rain shaft. It does not have to be raining for lightning to strike.

Prevention and education are the keys to lightning safety. Prevention begins long before any intercollegiate athletics event and should follow one of the two detailed plans below.

Chain of Command

A chain of command is crucial to the effectiveness of safety when dealing with severe weather. The chain of command will monitor on a daily basis, threatening weather.

For Events and Practices Where ATs are Present

The certified athletic trainer will track the occurrence of lightning/threatening weather through the use of the on-line or text message weather detection system subscribed to. If there is lightning/threatening weather in the area (within 8 miles) the certified athletic trainer will inform the administrator, coach, and/or game officials. The participants and spectators will be instructed to move to a safe structure.

For Instances When an AT is Not Present

Coaches are responsible for ensuring that their staff is monitoring the forecast. If there is lightning/threatening weather in the area (within 8miles) coaches will instruct participants to move to a safe structure.

Safe Structure

Any building normally occupied or frequently used by people. In the absence of a sturdy frequently inhabited building, any vehicle with a hard metal roof and rolled-up windows. A vehicle is certainly better than remaining outdoors. The hard metal roof dissipates the lightning strike around the vehicle, so if struck, make sure that no one touches the sides of the vehicle.

Resumption of Activities

The NCAA and NATA guidelines recommend athletic activities should not begin until 30 minutes after the last thunderstorm warning was issued.

MxVision WeatherSentry Online®

As of August 2012, all PSAC universities subscribe to this service.

Computer Login

WCU only has one license for this system so if one person is signed in and another signs in after, it will bump the first person out. From your browser, type weather.dtn.com (no www).

Contact your preceptor for login information. DO NOT CHANGE ANY SETTINGS OR LOCATIONS WITHIN THE APP. Any changes made will also be made for the entire Department of Athletics, so settings should not be modified.

Once logged in, the radar map will pop up. You will notice “pins” on the map, indicating locations that are being monitored.

To get the daily or hourly forecast:

- Left click on the pin (an x will appear)
- Right click on the pin with the x and the forecast will pop up. You can choose hourly or daily.

You can also “change location” to check weather in Lock Haven or anywhere by clicking “change location” and typing in the new area you want to see.

To find out lightning information and all clear times

In the column on the far left side of the page – click DASHBOARD.

On the right side of this screen will be Lightning manager.

Here you find the number of lightning strikes in the warning areas that have occurred in the past 30 min.

Also – this is where the ALL CLEAR Countdown timer is located. It will tell you how many minutes before anticipated all clear. (If it detects a new lightning strike – it will jump back to 30 minutes)

Mobile site or app for your smartphone (preferred)

This is an unlimited application, so there is no limit to the number of people that can be logged in here at the same time. This is ideal for when you are on the field. **Contact your preceptor for login information.**

- The mobile site has all the same features as the desktop site but in a different format.
- To find lightning info and all clear countdown – click on “lightning”
- You can also access the radar map and forecasts, etc.

Exxat (Clinical Education Tracking Program)

This section of the manual is intended to guide you through some of the common tasks that you will complete using Exxat, and provide a framework for how to accurately and consistently document important aspects of your clinical education experience. For technical support for Exxat, email v4support@exxat.com

This section will walk you through logging into your Exxat account, creating a profile, uploading documents, and accessing information about your clinical assignment. INSTRUCTIONS ARE SUBJECT TO CHANGE.

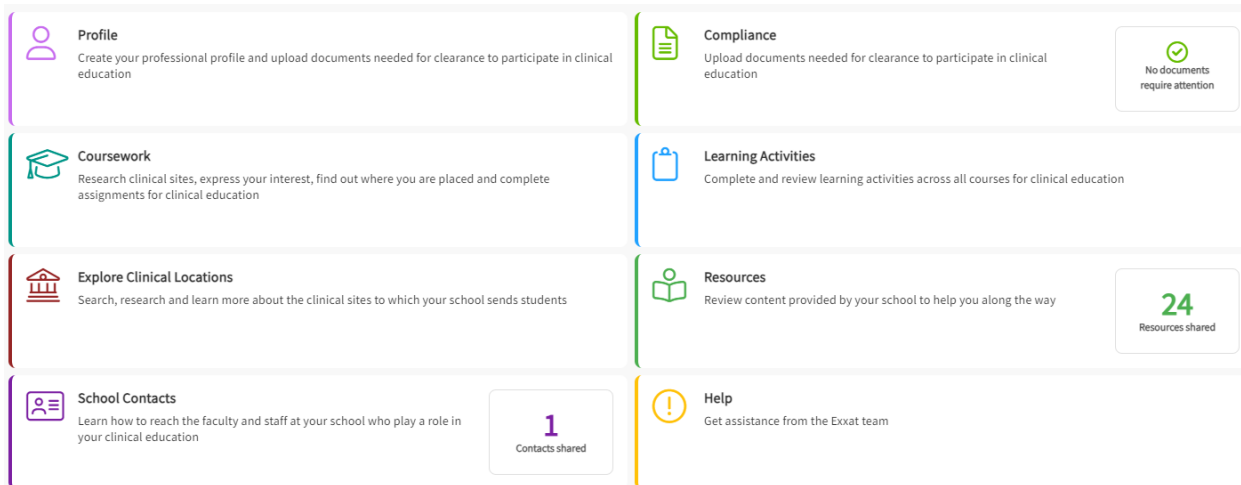
Logging into Exxat

- Go to <http://prism.exxat.com> and enter your WCU login information (same login as D2L, webmail, myWCU).
- You will be diverted to your school web login page – enter your regular login details and submit.
- You will automatically be diverted to your Dashboard of Exxat.

If you need assistance with your Exxat account, email v4support@exxat.com

Dashboard

Your Exxat dashboard contains tiles to help you locate important content and activities. You will be able to upload documents under both “**Compliance**” and “**Coursework**” and your reflection logs, patient logs, and timesheets can be accessed under “**Learning Activities**”. Important documents are included under “**Resources**”.



Training Materials for Students

- [Student Help Center](#)
- [Student Orientation Video](#)

Creating a Profile

When you login to Exxat for the first time, please complete your profile. Remember, you can always update your profile as things change and as your clinical preferences and professional goals change. When creating or editing your profile, please provide details in the following areas:

- Demographic information
- Personal contact
- Emergency contact
- Address information
 - Include any addresses where you could stay during your clinical experience. e.g., local West Chester address, as well as parent/guardian address if applicable, and others.
- Areas of professional interest (please provide comments)
- Resume – You can update and re-upload as your resume changes and evolves.
- Education history
- Work experience (include relevant volunteer and paid experiences)
- Membership
- Skills and Accomplishments

Tracking your Clinical Experience

On your Exxat dashboard page, click on “Learning Activities” to access:

- Patient Logs (submitted daily)
- Timesheets (submitted weekly)
- Reflection Logs (submitted biweekly)
- Evaluations (mid-semester and final)

Submitting Patient Logs

PATIENT LOGS SHOULD BE COMPLETED IN EXXAT DAILY. At the end of each clinical day, log each patient encounter that you had that day using the “Add Patient Log” button. **If you will be seeing a patient frequently for similar care, you can create a template of the log to repeat it when entering future logs (optional).* Complete the following information for each patient encounter:

1. **Encounter Details**
 - a. This includes clinical notes, preceptor, date of encounter, and whether it is a group encounter.

- b. For clinical notes, provide a brief summary of the patient encounter in about 1 sentence. E.g., “observed R shoulder reduction on the sideline,” or “assisted with low back evaluation for SI dysfunction,” or “performed left hamstring rehabilitation and progressed exercises.”
 - c. If you are repeating the same care across multiple patients, select “yes” for group encounters. E.g. if you taped multiple ankles, use a group encounter and select the number of patients that you repeated that treatment for on a given day. You do not need to enter each of those patients individually.
2. **Patient demographics** (does not apply to group encounters)
3. **Visit information** – include setting, encounter type, and reason for visit.
4. **Diagnosis** – ICD10 code is optional, but this is a helpful way to look up ICD codes for specific injuries.
5. **Procedures** – SELECT ALL THAT APPLY here (required). Start typing in the care that was rendered and select the appropriate item from the menu. Indicate whether you observed, assisted, or performed the task.
6. **Additional Encounter Details**

Submitting Timesheets

Timesheets should be completed *daily*, and submitted to your preceptor for review *weekly*. Please let your preceptor know when you are submitting hours. They should receive an email from Exxat with a link to approve them.

Step 1: Add Time Entries (daily)

Step 2: Request Review (weekly)

After the timesheet is submitted to Exxat, you still need to submit it to your preceptor for review.

Completing Reflection Logs

Reflection logs should be completed in Exxat every other week. See your clinical course syllabus for specific due dates. To access your clinical placement, you can click on your current clinical placement on the Exxat dashboard, or you can select the “My Placements” button.

- Your reflection logs will be reviewed by the faculty assigned to your clinical course.

Professional Memberships

Students are encouraged to become members of their national, regional, and state athletic training organizations. This is an excellent way to stay involved and up-to-date in the profession, along with many other benefits.

National Athletic Trainers’ Association (NATA)

The annual membership fee entitles the student member to gain access to the *Journal of Athletic Training* (which is the professional journal of the organization), *NATA News*, and other online professional resources. Additionally, NATA membership provides considerable savings on the fee required to sit for the BOC certification examination and for registration fees for the NATA symposium, which is held annually in late June. You must be an NATA member to apply for any of the NATA student scholarships as well. If you sign up for an NATA membership using a Pennsylvania address, you also automatically become a member of the Eastern Athletic Trainers’ Association and the Pennsylvania Athletic Trainers’ Society.

NATA membership application is available online at <https://www.nata.org/membership>.

Annual membership fees are listed here: <https://www.nata.org/membership/about-membership/join-and-renew/dues>

Eastern Athletic Trainers' Association (EATA)

The EATA is comprised of all NATA members from Districts 1 and 2 in the Northeast U.S. For more information about the EATA, go to <http://goeata.org>. The EATA convention is held annually in January. You must be an EATA member to be eligible for EATA scholarships.

Pennsylvania Athletic Trainers' Society (PATS)

Students who become members of the NATA automatically are members of PATS (if your mailing address is in Pennsylvania). As a member of PATS you are eligible to apply for student scholarships and receive reduced registration fees for the PATS symposium, which takes place annually in early June. For more information about PATS, go to <http://gopats.org>.

Scholarship Information

National Athletic Trainers' Association Research & Education Foundation (REF)

The NATA-REF awards 50-75 scholarships annually (<https://www.natafoundation.org/education/scholarships/>). You must be a NATA member and intend to pursue athletic training as a career in order to be eligible. The application deadline is in late January/early February. Professional Master's (Entry Level Master's) Scholarship applicants must be enrolled in a CAATE accredited entry-level master's program that concludes with a master's degree, and have a cumulative overall GPA of at least 3.2 (based on a 4.0 maximum). The NATA-REF also offers an annual award for their [Student Writing Contest](#).

Eastern Athletic Trainers' Association (EATA)

The EATA awards 11 annual scholarships in the amount of \$3,000 to athletic training students who are pursuing a professional degree in athletic training. Each program can only nominate two candidates each year, so candidates are selected by the Sports Medicine Department's Scholarship Committee and Program Director. Information on EATA scholarships and the application process can be found at: https://goeata.org/scholarships_home.htm. The application deadline is usually October 15th.

Pennsylvania Athletic Trainers' Association (PATS)

PATS awards annual scholarships in the amounts of \$2,000 to athletic training students. Each program can only nominate two candidates each year, so candidates are selected by the Sports Medicine Department's Scholarship Committee and Program Director. See <https://www.gopats.org/scholarships> for more information. *Note: You must be a PATS member to be eligible for PATS scholarships.*

Sturzebecker Scholarship

Annual scholarships are awarded to students attending West Chester University in the College of Health Sciences, and to recognize individuals associated with West Chester University for distinguished achievement in their chosen professions, extraordinary accomplishments, and magnificent service to West Chester University. Student award amount is \$1,000 to \$2,000. Graduate students must have completed 12 graduate credits at WCU. Minimum GPA of 3.25. Selection criteria based on GPA (75%) and financial need (25%).

Swope Foundation Scholarship

Award criteria based upon GPA, essay, and letters of recommendation. Graduate students who are a graduate of West Chester University and are enrolled full time (9 credits) in a graduate degree program are eligible to apply. The minimum GPA is 3.5. Application and letters of reference required. Applicants must be U.S. citizens and have permanent residence in the U.S. Selected applicants can use the scholarship funds to pay for tuition, housing (on or off campus), food, books, and/or study abroad trips approved by WCU.

WCU Sports Medicine Scholarships

Pat Croce Scholarship

Pat Croce is an athletic trainer, physical therapist, entrepreneur, and former West Chester University athletic training student. The Croce Scholarship is awarded to an outstanding student in the professional athletic training program (MSAT program), and to outstanding students in the undergraduate BS in sports medicine studies program.

Brad Taylor Scholarship

Brad Taylor was a faculty member in the West Chester University Department of Sports Medicine from 1973 until his retirement in 2004. During his 31-year tenure at WCU, Mr. Taylor was known as an enthusiastic and inspirational teacher, an enlightened clinician, and a strong team player. During his years of service to the athletic training profession and his dedication to athletic training education, Mr. Taylor left an indelible mark on many students and student-athletes at WCU. The Brad Taylor Scholarship was established in his honor to mark the 40th anniversary of the WCU Athletic Training Program, and is awarded annually to a student who demonstrates great leadership potential, clinical competence, and commitment and service to the profession of athletic training and to the WCU student Athletic Training Club. Preference will be given to candidates who demonstrate significant leadership skills and professional involvement.

Doug Weiss Scholarship

Douglas M. Weiss was a member of the Swarthmore College faculty since the fall of 1968. He served as Professor of Physical Education as well as Head Athletic Trainer. In 1979, he began his affiliation with then West Chester State College in providing a clinical site for West Chester students to hone their skills and gain hands-on experience in athletic training. In his 34 years, he provided generations of Swarthmore student athletes with his trademark “thoughtful, thorough, and compassionate care,” all the while spreading this philosophy to the numerous athletic training students who have had the opportunity to work with him and learn from him. Despite health problems and adversity, Doug never lost sight of his commitment and responsibility to Swarthmore College, the student-athletes, and the athletic training students of West Chester University. Doug died in the fall of 2006, but his legacy continues. The Weiss scholarship is awarded annually to an AT student who reflect Doug’s extraordinary combination of professional expertise, personal values, and interpersonal skills.

Phil Donley Outstanding AT Student Scholarship

Mr. Donley founded the West Chester University Athletic Training Education program in 1970, making it the 5th nationally approved athletic training program, and the 1st co-ed athletic training program. Throughout the rich history of the WCU Athletic Training Education Program, many students have been inspired by Mr. Donley during his tenure as an athletic trainer and professor, from 1965 to 1991. In addition to a long list of athletic training service awards, Mr. Donley is also a member of the NATA Hall of Fame, the West Virginia University Physical Education Hall of Fame, the Pennsylvania Athletic Training Hall of Fame, and the West Chester University Sturzebecker Foundation Hall of Fame.

The Phillip B. Donley endowed sports medicine scholarship is given annually to a WCU athletic training student who exemplifies service, work ethic, and a passion for the profession of athletic training. Selection criteria for the scholarship are based on academic achievement, clinical competence, and service to WCU, the College of Health Sciences, the Department of Sports Medicine, and the student Athletic Training Club.

Graduation Application Timeline

Each candidate for a master's degree must apply to graduate on myWCU. An automatic fee of \$89 (subject to change) will be added to their account. The following are deadline dates for applying to graduate:

- May graduation - February 1
- August graduation - June 1
- December graduation - October 1

AT students should apply by February 1 of second year. Every student must file an application for admission to degree candidacy with the vice provost and dean of graduate studies. Forms are available on the Office of Graduate Studies website.

Appendices

A. BOC Exam Information

All athletic training students should read the entire BOC Exam Candidate Handbook prior to registering for the exam (<https://bocatc.org/candidates/steps-to-become-certified/determine-eligibility/determine-exam-eligibility>).

B. NATA Code of Ethics (Revised 2018)

All students enrolled in the M.S. in Athletic Training program at WCU are expected to engage in ethical behavior and abide by the NATA code of ethics, which is provided in this section.

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, well-being, and dignity of others

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

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

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

2. Members shall comply with the laws and regulations governing the practice of athletic training, National Athletic Trainers' Association (NATA) membership standards, and the NATA code of ethics

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

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

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

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

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

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

3. Members shall maintain and promote high standards in their provision of services

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

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

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

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

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

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

4. Members shall not engage in conduct that could be construed as a conflict of interest, reflects negatively on the athletic training profession, or jeopardizes a patient's health and well-being.

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

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

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

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

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

September 2005, Revised 2018

C. Foundational Behaviors of Professional Practice

From the: Athletic Training Education Competencies, 5th Edition (for complete document see http://www.nata.org/sites/default/files/competencies_5th_edition.pdf)

“These basic behaviors permeate professional practice and should be incorporated into instruction and assessed throughout the educational program.

Primacy of the Patient

- Recognize sources of conflict of interest that can impact the client’s/patient’s health.
- Know and apply the commonly accepted standards for patient confidentiality.
- Provide the best healthcare available for the client/patient.
- Advocate for the needs of the client/patient.

Team Approach to Practice

- Recognize the unique skills and abilities of other healthcare professionals.
- Understand the scope of practice of other healthcare professionals.
- Execute duties within the identified scope of practice for athletic trainers.
- Include the patient (and family, where appropriate) in the decision-making process.
- Work with others in effecting positive patient outcomes.

Legal Practice

- Practice athletic training in a legally competent manner.
- Identify and conform to the laws that govern athletic training.
- Understand the consequences of violating the laws that govern athletic training.

Ethical Practice

- Comply with the NATA’s Code of Ethics and the BOC’s Standards of Professional Practice.
- Understand the consequences of violating the NATA’s Code of Ethics and BOC’s Standards of Professional Practice.
- Comply with other codes of ethics, as applicable.

Advancing Knowledge

- Critically examine the body of knowledge in athletic training and related fields.
- Use evidence-based practice as a foundation for the delivery of care.
- Appreciate the connection between continuing education and the improvement of athletic training practice.
- Promote the value of research and scholarship in athletic training.
- Disseminate new knowledge in athletic training to fellow athletic trainers, clients/patients, other healthcare professionals, and others as necessary.

Cultural Competence

- Demonstrate awareness of the impact that clients’/patients’ cultural differences have on their attitudes and behaviors toward healthcare.
- Demonstrate knowledge, attitudes, behaviors, and skills necessary to achieve optimal health outcomes for diverse patient populations.
- Work respectfully and effectively with diverse populations and in a diverse work environment.

Professionalism

- Advocate for the profession.
- Demonstrate honesty and integrity.
- Exhibit compassion and empathy.
- Demonstrate effective interpersonal communication skills.”

D. BOC Standards of Professional Practice

Version 3.3 – published November 2020, implemented January 2021:

<https://bocatc.org/public-protection/standards-discipline/standards-discipline/standards-of-professional-practice>

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 and identifies, for the public, quality health care professionals through a system of certification, adjudication, standards of practice and continuing competency programs. Athletic Trainers are health care professionals who collaborate with physicians to optimize activity and participation of patients and clients. Athletic training encompasses the prevention, diagnosis and intervention of emergency, acute and chronic medical conditions involving impairment, functional limitations and disabilities.

The BOC is the only accredited certification program for Athletic Trainers 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

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.



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.



Prevention

The Athletic Trainer implements measures to prevent and/or mitigate injury, illness and long term disability.



Immediate Care

The Athletic Trainer provides care procedures used in acute and/or emergency situations, independent of setting.



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.



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.



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.



Organization and Administration

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

II. 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, BOCATC.org.

Code

1

Patient Care Responsibilities

The Athletic Trainer or applicant:

- 1.1 Renders quality patient care regardless of the patient's age, gender, race, religion, disability, sexual orientation, gender identity, or any other characteristic protected by law
- 1.2 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 health care providers or athletic training students who are, impaired or engaged in illegal or unethical practice
- 1.3 Demonstrates sound clinical judgment that is based upon current knowledge, evidence-based guidelines and the thoughtful and safe application of resources, treatments and therapies
- 1.4 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
- 1.5 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
- 1.6 Does not engage in intimate or sexual activity with a patient and/or the parent/guardian of a minor patient
- 1.7 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

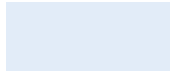
Code

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



- 3.1 Ensures that any information provided to the BOC in connection with exam eligibility, certification recertification or reinstatement including but not limited to, exam applications, reinstatement applications or continuing education forms, is accurate and truthful
- 3.2 Does not possess, use, copy, access, distribute or discuss certification exams, self-assessment and practice exams, score reports, answer sheets, certificates, certificant or applicant files, documents or other materials without proper authorization
- 3.3 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
- 3.4 Reports any suspected or known violation of applicable local, state and/or federal rules, requirements, regulations and/or laws by themselves and/or by another Athletic Trainer that is related to the practice of athletic training
- 3.5 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 themselves or by another Athletic Trainer that is related to athletic training
- 3.6 Complies with applicable local, state and/or federal rules, requirements, regulations and/or laws related to mandatory reporting when identified as a "mandatory reporter" or "responsible employee"
- 3.7 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
- 3.8 Complies with all confidentiality and disclosure requirements of the BOC and existing law
- 3.9 Does not endorse or advertise products or services with the use of, or by reference to, the BOC name without proper authorization
- 3.10 Complies with all conditions and requirements arising from certification restrictions or disciplinary actions taken by the BOC, including, but not limited to, conditions and requirements contained in decision letters and consent agreements entered into pursuant to Section 4 of the "BOC Professional Practice and Discipline Guidelines and Procedures"
- 3.11 Fulfills financial obligations for all BOC billable goods and services provided

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 health care delivery

Code
5

Social Responsibility

The Athletic Trainer or applicant:

- 5.1 Strives to serve the profession and the community in a manner that benefits society at large
- 5.2 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 Seeks remuneration only for those services rendered or supervised by an AT; does not charge for services not rendered
 - 6.2.1 Provides documentation to support recorded charges
 - 6.2.2 Ensures all fees are commensurate with services rendered
- 6.3 Maintains adequate and customary professional liability insurance

Policy & Procedure Manual Signature Page

West Chester University Athletic Training Program

Name of student: _____

Date: _____

By initialing and signing below, I attest to the following:

- I have read and understand the "[Statement on Athletic Training Student Supervision.](#)" Initials _____
- I have read and understand the "[Communicable Disease Policy.](#)" Initials _____
- I have read and understand the "[Clinical Education Confidentiality Agreement.](#)" Initials _____
- I have read and understand the "[Employment opportunities](#)" information. Initials _____
- I acknowledge that in the event that I am arrested or convicted of an offense enumerated under subsection 111(e) or (f.1) of the Pennsylvania Public School Code of 1949, as amended (24 P.S. 1-111), or if I am the subject of a founded or indicated report of child abuse under the Child Protective Services Law (23 Pa. C.S. Ch. 23), that I am required to immediately notify the Clinical Education Coordinator for West Chester University's athletic training program. Initials _____

Overall Acceptance of Policy and Procedure Manual

I, _____ (print name) have read and understand the policies, procedures and information included in this policy and procedure manual. I understand that I must abide by all of the requirements, academically and clinically, as well as policies and procedures for the Athletic Training Program at West Chester University.

By signing my name below, I confirm that I have received and read a copy of the manual thoroughly and have been given an opportunity to ask any questions that I have regarding the Policy and Procedure Manual.

Athletic Training Student Signature

Date _____

The provisions of this document are not regarded as an irrevocable contract between the student and the program or University. West Chester University's athletic training education program reserves the right to change any provisions or requirements at any time. Updates to this manual will be made in late in the spring each year and will be posted directly to the program's web site: www.wcupa.edu/sportsmed.