

SOUTHERN UTAH UNIVERSITY  
MASTER OF ATHLETIC TRAINING

STUDENT HANDBOOK  
2023 – 2024





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## **Mission, Goals, and Outcomes**

**Mission:** The mission of the Southern Utah University Master of Athletic Training Program (SUU MAT) is to provide Athletic Training Students with a personalized learning environment that fosters meaningful development through traditional course instruction and experiential education opportunities. With a focus involving the Head, Hands, and Heart (knowledge, skills, and disposition), Athletic Training Students will become competent and effective healthcare professionals who positively impact their patients' health-related quality of life and contribute to the professional field of Athletic Training.

### **Goals:**

- Provide Athletic Training Students with a personalized learning environment that fosters meaningful development through traditional course instruction and experiential education opportunities.
- Prepare Athletic Training Students to become competent and effective healthcare professionals through the effective use of prophylactic taping and bracing, clinical evaluation and diagnosis, injury treatment and management, and physical rehabilitation.
- Engage Athletic Training Students in the use of health information technology to drive evidence-based practice, patient-centered care, interdisciplinary collaboration, professionalism, and quality improvement.
- Prepare Athletic Training Students to positively impact the Athletic Training profession through the modeling of behaviors and dispositions of a healthcare professional.
- Develop Athletic Training Student's ability to contribute to the athletic training profession and patient's health related quality of life through scholarly research and advancement.

### **Student Learning Outcomes:**

- Upon completion of the SUU MAT Athletic Training Students will be able to utilize evidence-based principles to execute the following:
- Properly apply prophylactic taping and bracing to active individuals for the purpose of injury prevention and facilitation of physical activity.
- Employ techniques for clinical evaluation and diagnosis of athletic injuries and illness.
- Explain and demonstrate appropriate emergency procedures and immediate care of life-threatening conditions common to physical activity.
- Explain and apply theoretical and practical application of therapeutic modalities and other physical rehabilitation concepts for the benefit of restoring patients' health related quality of life.

- Demonstrate behaviors and dispositions consistent with the ethics and values of a healthcare professional
- Understand and demonstrate concepts associated with athletic training administration including effectively communicating with patients, coaches, administrators and other healthcare professionals
- Evaluate and incorporate current research evidence to guide clinical decision making.

**Program Learning Outcomes:**

- Provide Athletic Training Students with personalized and competent course instruction and clinical education.
- Provide Athletic Training Students with professional and academic advancement guidance and networking opportunities.
- Prepare Athletic Training Students to successfully pass the Board of Certification Exam.

## **Policies and Procedures**

### ***Academic Requirements***

The academic expectations and requirements for the SUU MAT are out of necessity rigorous. The SUU MAT program educates and prepares future healthcare professionals who are expected to be competent in an array of knowledge, skills, and abilities. Thus, the academic expectations and requirements for the SUU MAT are out of necessity rigorous. It is a generally accepted standard in higher education that for every hour in class, the student can expect to spend a minimum of two hours each week outside of class mastering course content. It is the student's responsibility to schedule their time wisely and efficiently to be successful in their development.

To remain enrolled in the SUU MAT all Athletic Training Students must maintain a minimum GPA of 3.0. If an Athletic Training Student's GPA drops below the 3.0 minimum standard (on a semester or cumulative basis), they may be placed on *probation*. Probation is a condition where an Athletic Training Student's status in the SUU MAT is tentative with their further continuation in the program being dependent on their performance during a probationary period. Probation is maintained for the duration of one semester. After one semester, if the GPA does not exceed the minimum of 3.0, the Athletic Training Student may be dismissed from the SUU MAT. If the Athletic Training Student is not dismissed but their GPA remains below the minimum threshold they will continue on probation until their GPA exceeds 3.0 or they are dismissed from the Program.

The SUU MAT utilizes several Pass/Fail courses as a part of its curriculum. Generally, these courses are related to clinical/lab courses and Applied Research Project (ARP) courses. The content and the timely submission of course assignments is critical to student progression and maintaining programmatic accreditation. If an Athletic Training Student does not submit the required document(s)/assignment(s) by the stated deadline they may be subject to receiving a failing grade for the course and will be required to retake the course the following semester via individual study. Additionally, if an Athletic Training Student receives a failing grade, they will be required to meet with the SUU MAT Program Director to discuss the terms academic probation. If a second failing grade is received, the Athletic Training Student will again meet with the SUU MAT Program Director and may be removed from the SUU MAT program.

### ***The Clinical Portion of the SUU MAT***

The SUU MAT involves an academic and clinical education component in a cooperative, interdepartmental setting. The Department of Kinesiology and Outdoor Recreation houses the academic component with the majority of the clinical experiences component being housed within the Athletics Department. Being accepted into the SUU MAT requires significant responsibility on the part of the Athletic Training Student. The following are guidelines to which the Athletic Training Student must adhere to remain active in the SUU MAT.

The SUU MAT has been designed with the intent to maximize the clinical education experience of the Athletic Training Student and expose them to a greater breadth and understanding of life as an Athletic Trainer. Thus, every semester that the Athletic Training Student is enrolled in the

program the semester will be divided into two halves. One half will be dedicated to didactic classroom instruction, and the other will be dedicated to *immersive* clinical education without the requirement of classroom attendance and instruction. The clinical education component will give each Athletic Training Student a full immersive experience in the Athletic Training environment for 7 consecutive weeks during fall and spring semesters. Hours and the number of weeks for the summer semester will vary and will be determined by the associated clinical course. Clinical experiences are direct client/patient care guided by a preceptor who is an athletic trainer or physician with whom the program has regular and ongoing communication; which is defined as a minimum of 1-2x/year. Athletic Training clinical experiences are used to verify the Athletic Training Student's abilities to meet the curricular content standards. Clinical experiences will consist of spending a requisite number of hours (pre-determined by the associated clinical course) in an Athletic Training facility on the Southern Utah University campus, pre-arranged physician's office, hospital, pre-arranged high school, or other clinical sites as arranged by the program. ***It is the responsibility of the Athletic Training Student to arrange transportation to and from the clinical experience sites.***

The SUU MAT utilizes Qualtrics for the reporting and tracking of clinical hours and clinical education experiences. It is expected that Athletic Training Students submit clinical hours and clinical educational experiences (patient encounters) through Qualtrics on a ***daily basis***. Timely input of clinical hours and patient encounters may be subject to program corrective action procedures. Athletic Training Students not meeting the required number of hours as outlined in the associated course syllabus policy will receive a grade of "F" for the course and will be required to retake the course the following semester via "Individual Study." This includes, but is not limited to, failure to meet assigned due dates and/or input completed hours prior to assigned due dates.

Occasionally there are clinical experience opportunities outside of the assigned clinical education rotation. The Athletic Training Student may arrange such opportunities with the supervising preceptor with the understanding that the experience is voluntary and does not exceed the established maximum number of students at a given location (See Appendix G for established maximums). Hours and experiences should still be reported to the Clinical Education Coordinator (CEC) similar to those reported for the assigned rotation. Athletic Training Students should not engage in clinical experience opportunities outside of their assigned rotations unless all available experiences with their assigned preceptor have been or will be utilized. If there is a time conflict, the assigned preceptor/site takes priority.

If the student demonstrates unacceptable clinical behavior (not meeting clinical time requirement, etc.) they may be dismissed from the SUU MAT at any time.

### ***Student Contract and Program Violations***

Each Athletic Training Student is to have on file a signed program contract outlining the university's expectations of them in the SUU MAT. Breaches of this contract may be considered a program violation. A program violation is an action, on the student's behalf, that is NOT in accordance with the *SUU MAT Contract* or with the current *SUU MAT Policies and Procedures*.



Supervising preceptors at Southern Utah University or affiliated sites who observe a program violation may submit a program violation form (see Appendix H). Ramifications of committing program violations are as follows:

Violation #1: The student is dismissed from their clinical experience or class for the remainder of that day (or longer) and is required to obtain program violation form signatures by meeting with their Preceptor/Faculty and/or the Program Director/Clinical Coordinator.

Violation #2: Same as for violation #1 **AND** a group meeting is to be called with the student, Preceptor, CEC and the Program Director to discuss corrective action and possible removal from the SUU MAT.

Violation #3: Same as for violation #2 **WITH** likely program dismissal.

### ***Clinical Assignments, Schedules, and Hours Spent in the Athletic Training Facilities***

The SUU MAT program has been designed with the intent to maximize the clinical education experience of the Athletic Training Student and expose them to a greater breadth and understanding of life as an athletic trainer. The clinical education component will give each Athletic Training Student a full immersive experience in the athletic training environment for 7 consecutive weeks during fall and spring semesters, and at least 4 weeks for the summer semesters.

Throughout the duration of the Athletic Training Student's involvement in the SUU MAT, the Athletic Training Student will be involved in a variety of clinical practice opportunities with varied client/patient populations. The Athletic Training Student will be assigned by the CEC to a "preceptor" prior to each clinical rotation. These assignments are based upon each student's need to fulfill the requirements outlined by the Commission on Accreditation of Athletic Training Education (CAATE) prior to graduation (logical progression, varied client/patient populations, varied health conditions, etc.). The CEC may also take an individual Athletic Training Student's professional goals into consideration, as well as input from Program stakeholders (faculty, preceptors, etc.), provided the final decision aligns with CAATE requirements as described above. All decisions are made without any consideration of prejudicial or discriminatory factors, which include, but are not limited to, age, gender identity, race, language, physical ability, sexual orientation and religion.

Upon receiving each clinical assignment, the Athletic Training Student is required to complete an "initial student & preceptor meeting" prior to engaging in any client/patient care. In general, the Athletic Training Student is encouraged to schedule a meeting with their assigned preceptor the week prior to beginning their rotation. Regardless of when the meeting takes place, the *Athletic Training Students cannot engage in patient care prior to the meeting occurring.* After the Athletic Training Student schedules their initial meeting, they must email/communicate with the CEC about when the meeting is scheduled. The CEC then emails a link which directs

preceptors to the “student & preceptor initial meeting survey” to be completed during the meeting.

The Athletic Training Student must be aware that clinical education experiences are considered immersive and many of their assigned hours will be on weekends and on weeknights, depending on their assignment. The Athletic Training Student should realize that this is the nature of the field of Athletic Training and thus must be flexible and willing to participate during these times. If a conflict arises in the Athletic Training Student’s schedule, it is the Athletic Training Student’s responsibility to contact the supervising preceptor to discuss this issue.

Due to the SUU MAT’s geographical location, several Intermountain Healthcare facilities are utilized to accomplish clinical education requirements set forth by the CAATE (e.g., local high schools [pediatric patients], hospital/clinics [general medical and/or non-sport patients]). As outlined by Intermountain Policy, the Athletic Training Student involved in clinical education at an Intermountain Healthcare facility, must complete an online application via the IHC Student Portal. To ensure all Athletic Training Students are able to attend Intermountain sites throughout the academic year, the CEC will send the required login information for application submission to all Athletic Training Students each June. All Athletic Training Students must complete the online application by the due date specified by the CEC.

### ***Requesting Days Off***

Athletic Trainers often work on weekends and holidays. If an Athletic Training Student is in need of a day off, this needs to be communicated with their assigned preceptor before the time that the student is expected to be at the clinical rotation.

### ***Dress Code***

The Athletic Training Student is to follow the SUU MAT Dress Code as outlined in the Athletic Training Student Code of Professional Conduct. An Athletic Training Student not abiding by the set standard may be subject to the SUU MAT program violation policy and/or asked to leave class/clinical assignment.

### ***Social Media***

The Athletic Training Student is to follow the SUU MAT Social Media guidelines as outlined in the Athletic Training Student Code of Professional Conduct. An Athletic Training Student not abiding by the set standard may be subject to the SUU MAT program violation policy.

## ***Discussion of Injuries of Patients***

The Athletic Training Student will often be aware of the patient's previous medical history and current medical condition. The Athletic Training Student must realize that this is privileged information, and at no time may they discuss the patient's condition to members of the press, other patients, or non-sport-related individuals. If a question arises, the Athletic Training Student must direct all inquiries to the supervising preceptor.

## ***Evaluations***

Once each semester, Athletic Training Students and preceptors will complete an evaluation process. The Athletic Training Student should seek feedback and is expected to respond to constructive criticism by appropriate modification of their behavior. ***Submission of semester evaluations should be submitted in a timely manner as outlined in the associated course syllabus. An Athletic Training Student who fails to submit evaluations by the stated deadline will receive a grade of "F" for the course and will be required to retake the course the following semester as an "individual study" course.***

## ***CPR/AED Certification***

**All Athletic Training Students must hold a current professional-level CPR/AED card (i.e. American Red Cross BLS, Professional Rescuer, or American Heart Association BLS).** CPR/AED certification is typically good for two years. Emergency Cardiac Care certification status will be reviewed each year prior to beginning the year's clinical rotations.

## ***Travel***

SUU MAT Athletic Training Students may be given the opportunity to travel with intercollegiate athletic teams or other organizations as opportunities arise. The selection of who may travel and/or when an Athletic Training Student may travel is that of the supervising Athletic Trainer. Not every Athletic Training Student may get the opportunity to travel each year. When traveling with a preceptor, the Athletic Training Student is to adhere to the same standards, policies and procedures as if they are at a home event. In addition, the Athletic Training Student is to adhere to any other team-related policies specific to that travel.

## ***Referral Policy***

All medical referrals to outside medical facilities (Cedar City Hospital, etc.) must be cleared by the preceptor. **Medical conditions requiring immediate referral (a life-threatening condition) can be initiated by an Athletic Training Student in the event that a preceptor is**

**not immediately present.** This emergency referral must be followed by notification to the preceptor.

### ***Blood Borne Pathogens***

The Athletic Training Student is to conduct themselves at all times in compliance with the Occupational Safety and Health Administration (OSHA) standards, while utilizing Universal Precautions. Athletic Training Students are required to obtain pre-exposure hepatitis-B immunizations at a medical facility of their choice. Payment for these immunizations is the responsibility of the Athletic Training Student. The Athletic Training Student is required to attend blood borne pathogen training every year. Refer to Appendix C for Blood Borne Pathogen exposure risk procedure and forms.

### ***Waste Disposal (contaminated)***

During daily operation, the athletic training facility generates potentially infectious waste. This waste is to be disposed of in a biohazard waste container. Waste generated on the athletic field/court is to be placed in one of the biohazard waste bags located in the medical kit and taken to the athletic training facility for proper disposal.

### ***Non-Prescription and Prescription Medications***

The athletic training facilities all contain a limited supply of non-prescription medication. If a patient requests some type of medication, it is the Athletic Training Student's responsibility to inquire why the patient is requesting this medication, check to see if the patient is allergic to this medication, and be sure that the preceptor is aware that the patient has requested this medication. The Athletic Training Student must request permission from the preceptor before removing any non-prescription medication from the locked medicine cabinet. **A signature must be obtained from each patient to whom any medication is dispensed and only a single dose is to be dispensed at any one time.**

A limited amount of prescription medications are kept in the athletic training facilities for the convenience of the attending team physicians. The storage and dispensing of this medication is conducted in accordance with state and federal laws as well as NCAA guidelines. At no time will the Athletic Training Student be allowed to dispense or carry this medication. It is a federal violation for anyone other than a physician or pharmacist to dispense prescription medication. **Never dispense any type of medication to a patient who has just suffered a head injury.**

## ***Equipment Calibration and Maintenance***

All equipment associated with the SUU MAT, both didactic and clinical, is to have regular safety and calibration checks according to manufacturer recommendations. Equipment located at clinical sites will be checked for appropriate maintenance and calibration during annual clinical site evaluations.

## ***Cell Phone Policy***

Private cell phone use while on duty in the athletic training facility, at practice or games needs to be kept to a minimum. Your duties as an Athletic Training Student require your full attention at all times.

## ***Professional Affiliations***

It is strongly recommended that Athletic Training Students apply for student membership in the National Athletic Trainers' Association (NATA). This also includes membership in the Rocky Mountain Athletic Trainers' Association/NATA District 7 and the Utah Athletic Trainers' Association. Membership also facilitates taking the national certification exam and attending national and district conferences for a significantly reduced fee. Athletic Training Students can join online under "membership" at NATA.org.

## ***Scholarships***

Scholarships are available from both the NATA and RMATA. Complete application forms can be found on the internet under scholarship at NATA.org and RMATA.org.

## ***Program Costs***

The SUU MAT strives to keep associated costs to a minimum to lessen the financial responsibility of the Athletic Training Student. In addition to tuition and fees of the university, additional fees are the responsibility of the student. The following is a list of items that are the responsibility of the Athletic Training Student:

- Acquiring appropriate immunizations (MMR, Hepatitis B series, Tdap, Tb series, Varicella, Influenza, COVID-19, etc.)
- Passing a drug test (\$30)\*
- Completing a background check (\$77)\*
- Clothing Package (approximately \$200)

- Clothing items necessary to meet the dress standards outlined in the Professional Code of Conduct
- National Athletic Trainers' Association (NATA) Student Dues: (\$127.00)
- Travel to and from clinical education sites
- Emergency Cardiac Care certification
- Books, Supplies, and Equipment
- Costs associated with travel to and from professional conferences and symposia.
- BOC/AT Licensing Application (NATA Member \$75, Non-NATA Member \$100)
- BOC/AT Exam Registration (\$375)

\*The cost of immunizations, background check, drug test, etc. will vary based on the location of services rendered.

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Student Signature

Date

## **Athletic Training Student Code of Professional Conduct**

Athletic Training is a healthcare profession that requires personal interactions between the Athletic Trainer and a variety of patients in many different settings. It is essential to the success of all Athletic Training Students, the SUU MAT, and the Athletic Training profession that certain personal qualities be met. In order to gain respect and confidence from patients, coaches, family members, and colleagues, Athletic Training Students should conduct themselves in a mature and responsible fashion. Soft skills and characteristics such as honesty, integrity, dependability, emotional stability, adaptability, assertiveness, and desire will contribute to the success and professionalism of the SUU MAT and the individuals personally. Each Athletic Training Student is expected to maintain the highest standards of professional conduct in all venues and interactions associated with the SUU MAT program.

Each Athletic Training Student will:

- Develop habits to remain competent and current with knowledge, skills, and abilities associated with athletic training.
- Attain personal mastery of medical knowledge and athletic training skills through honest effort.
- Relate to peers and preceptors in a spirit of collaboration and mutual respect.
- Recognize and honor privileged information from patients, peers, and preceptors
- Relate to patients and their families with compassion, truthfulness, and respect for their experience and dignity
- Conduct themselves in accordance with the SUU MAT Handbook.

### ***Athletic Training Student Accountability***

The Athletic Training Student is often in the eyes of the public. It is the intention of this policy to make sure that the Athletic Training Student is aware that their actions are often witnessed. At no time should the Athletic Training Student bring undue attention with their actions or dress that poorly represents themselves, the SUU MAT, the Department of Kinesiology and Outdoor Recreation, the athletic department, or the institution. This encompasses but is not limited to situations of campus violations (academic dishonesty, substance abuse, etc.) and situations of misconduct off campus that involve legal authorities. Any of the aforementioned instances will be handled according to the SUU MAT policies and procedures including possible removal from the SUU MAT and/or University and Governmental policies and laws.

Situations of misconduct and/or violation of team rules (an individual team the Athletic Training Student is assigned to) may mean the loss of sport responsibility privileges. Each case will be handled on an individual basis with the collaboration of all involved parties.

### ***Confidentiality/Honesty***

The patient's right to the confidentiality of their medical records is a fundamental tenet of medical care. The discussion of problems or diagnoses of a patient by professional staff/students in public violates patient confidentiality and is unethical. Under no circumstances will any medical records be removed from the university or clinical rotation, nor is picture taking of the record permitted. For presentations, the Athletic Training Student is permitted to extract information but not copy wholesale parts of the charts. Written permission must be obtained from the preceptor and the patient.

It is the Athletic Training Student's responsibility to familiarize themselves with the confidentiality policy at each clinical rotation and abide by those policies (see Appendices A and B).

The Athletic Training Student is expected to demonstrate honesty and integrity in all aspects of their education and in their interactions with patients, peers, staff, and faculty. They may not cheat, plagiarize, or assist others in the commission of these acts. The Athletic Training Student must assure the accuracy and completeness of their part of the medical progress reports, record keeping, treatment logging, and other related tasks and make a good-faith effort to provide the best possible patient care. The Athletic Training Student must be willing to admit errors and not knowingly mislead others or promote themselves at the patients' or fellow Athletic Training Students' expense. The Athletic Training Student is bound to know, understand, and preserve professional ethics and has a duty to report any breach of ethics by other Athletic Training Students to preceptors.

### ***Dress Code***

Athletic Training is an allied health profession and requires athletic trainers to be able to work with patients in a variety of settings and situations. Dressing professionally and appropriately for the particular setting and situations an athletic trainer may encounter allows the athletic trainer, patient, and others to maintain focus on the situation at hand with respect and without distraction. Additionally, Athletic Training Students directly reflect the image of SUU and the SUU MAT. In addition to wearing the provided name tag at all times during their clinical education (required by state law), the Athletic Training Student should wear SUU Athletic Training branded clothing as much as possible, especially at clinical sites. To help facilitate this, the Athletic Training Student will be required to purchase a clothing package when beginning the program and is also recommended at the beginning of the 2<sup>nd</sup> year to replace worn-out clothing. The following guidelines which apply to clinical and classroom environments (unless otherwise instructed by the faculty member) will help provide guidance for appropriate clothing in the event the Athletic



Training Student is unable to wear SUU Athletic Training branded clothing and is a *minimum standard* as some sites/preceptors may require a *more formal dress code* as discussed at the initial student-preceptor meeting :

- Tops (shirts, sweatshirts, etc.) should be:
  - Collared “polo” or crew neck
  - Long enough to cover the abdomen, not excessively baggy and be tucked in
  - Void of vulgar, profane, crude, or other inappropriate depictions
  - Made of a fabric that is not see-through
  - Void of exposing undergarments
  
- Bottoms (pants, shorts, etc.):
  - Should be a solid conservative color, neat and void of rips or tears
  - Should be long enough to clearly pass the fingertips
  - High enough on the waist to not expose undergarments even when bending or squatting
  - Jeans, leggings, sweatpants, joggers, gym shorts, or any pants or shorts that are excessively tight or stretchy (typically made of spandex, lycra, nylon, etc.) or excessively baggy will *not* be allowed
  
- Other
  - Shoes should be closed-toe and laces must be tied
  - Shoes should not have spikes or have heels over 2”

- Socks must be worn
- No body piercing to areas other than the ear lobe. Ear gauges must be small and neutral in color.
- Hats may be permissible at outdoor events upon approval of the Preceptor and must have an SUU logo, or no logo.

### ***Dress Code Violation***

An Athletic Training Student who is in violation of the dress code will be asked to leave their clinical assignment or class, change into appropriate clothing, and return to the assignment or class immediately. The preceptor or instructor may ask the Athletic Training Student not to return that day if dressed inappropriately. Preceptors and instructors also have the option to meet with the Athletic Training Student and complete a corrective action form to be kept in the student's file and therefore be subject to the consequences outlined in the SUU MAT program violation policy.

### ***Professional Demeanor***

The Athletic Training Student should be thoughtful and professional when interacting with patients and their families. Inappropriate behavior includes the use of offensive language, gestures, or remarks with sexual overtones. Under the pressure of fatigue, professional stress, or personal problems, the Athletic Training Student should strive to maintain composure. The Athletic Training Student should seek support from their preceptor when appropriate. The Athletic Training Student should accurately represent themselves to patients and others encountered and should never misrepresent their position, knowledge, or authority.

### ***Nondiscrimination***

It is unethical for the Athletic Training Student to refuse to participate in the care of a person based on race, religion, ethnicity, socioeconomic status, gender, age, or sexual preference.

### ***Romantic Relationships with Patients***

Relationships between an Athletic Training Student and patients are unprofessional and unethical. The Athletic Training Student should not engage in any romantic, sexual, or other

nonprofessional relationships with a patient, coach, or staff member, even at the apparent request of a patient, coach, or staff member, which interferes with the functioning of the athletic training facility and established policies and procedures. All Athletic Training Students must IMMEDIATELY report any consensual romantic relationship they may have with a patient to the CEC and/or Program Director. If knowledge of a relationship between an Athletic Training Student and a patient is brought to the attention of the Preceptor and/or MAT administrator, the Athletic Training Student may be subject to a reassignment of their clinical rotation and/or the consequences outlined in the program violation policy. The Athletic Training Student is not expected to tolerate inappropriate sexual behavior on the part of any of these individuals (see Sexual Harassment Policy, Appendix D).

### ***Impairment***

The Athletic Training Student should not use alcohol, drugs, or any NCAA-banned substance while on duty. An Athletic Training Student is obligated to report fellow Athletic Training Students whose behavior exhibits impairment or lack of professional conduct or competence, or who engage in fraud or deception.

### ***Social Media***

The Athletic Training Student is required to abide by the following guidelines while enrolled in the SUU MAT. These guidelines apply whether individuals are posting to their own sites or commenting on other sites:

- Follow all applicable SUU and SUU MAT policies. For example, the Athletic Training Student maintains patient privacy. Among the policies most pertinent to this discussion are those concerning patient confidentiality, university affairs, mutual respect, photography, and video, and the release of patient information to media.
- Write in the first person. Where connection to SUU and SUU MAT is apparent, the Athletic Training Student should make it clear that they are speaking for themselves and not on behalf of SUU or the SUU MAT. In those circumstances, the Athletic Training Student should include this disclaimer: “The views expressed on this [blog; website] are my own and do not reflect the views of SUU or SUU MAT.” The Athletic Training Student should consider adding this language in an “About me” section of their blog or social media profile.
- If the Athletic Training Student identifies their affiliation to SUU or SUU MAT, their social media activities should be consistent with SUU and SUU MAT high standards of professional conduct.

- If the Athletic Training Student communicates on the public internet about SUU or SUU MAT Program-related matters, they must disclose their connection with SUU or SUU MAT Program and their role at SUU or SUU MAT.
- Be professional, use good judgment, and be accurate and honest in communications; errors, omissions, or unprofessional language or behavior reflect poorly on SUU or SUU MAT and may result in liability for the Athletic Training Student, SUU, or SUU MAT. Be respectful and professional to fellow students, faculty, staff, clinical affiliations, business partners, competitors, and patients.
- The Athletic Training Student should ensure that social media activity does not interfere with their SUU or SUU MAT commitments.
- The SUU MAT strongly discourages “friending” or communicating with patients on social media websites, whereas any “friending” or communicating with patients in high school outside of regular onsite professional communication is *strictly prohibited*. Athletic Training Student engaged in patient care roles generally should not initiate or accept friend requests except in unusual circumstances such as the situation where an in-person friendship pre-dates the treatment relationship. Unsolicited communication from patients, staff or preceptors should be reported to the Preceptor and or CEC/Program Director.
- The SUU MAT discourages Clinical Preceptors from initiating “friend” requests with Athletic Training Students they supervise.

### ***Communication***

Open and honest communication contributes to the proper functioning of any work environment. The Athletic Training Student is expected to engage in appropriate communication with preceptors, SUU MAT Faculty, other Athletic Training Students, coaches, and administrative personnel. Examples of situations that demand appropriate communication include but are not limited to, patient injury status (new, old, ongoing), rehabilitation status, and matters of scheduling. The Athletic Training Student is encouraged to discuss changes in injury treatment and rehabilitation protocol, but under no circumstances should they alter any protocol without first communicating with the preceptor.

### ***Criticism of Colleagues***

It is unethical and harmful for an Athletic Training Student to disparage the professional competence, knowledge, qualification, or services of a peer or preceptor to a fellow student, staff, or patient. It is also unethical to imply by word, gesture, or deed that a patient has been poorly managed or mistreated by a colleague without tangible evidence.

Professional relations among all members of the medical community should be marked with civility. Thus, scholarly contributions and awards should be acknowledged. Slanderous comments and acts should be avoided, and each person should recognize and facilitate the contributions of others to the community.

The Athletic Training Student will work with classmates, preceptors, faculty, and all other professional staff and peer members of the SUU MAT in a cooperative and considerate manner.

***I fully understand my responsibilities and professional code of conduct.***

If I am found not complying with the above, I understand I will be subject to the program violation policy as outlined in the student handbook.

---

Signature

Date

## **Appendix A: Family Educational Rights and Privacy Act (FERPA)**

[Family Policy Compliance Office \(FPCO\) Home](#)

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

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

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, “directory” information such as a student’s name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the [Federal Relay Service](#).

Or you may contact us at the following address:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-8520

# Appendix B: Health Insurance Portability and Accountability Act

## *Introduction*

The *Standards for Privacy of Individually Identifiable Health Information* (“Privacy Rule”) establishes, for the first time, a set of national standards for the protection of certain health information. The U.S. Department of Health and Human Services (“HHS”) issued the Privacy Rule to implement the requirement of the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”).<sup>1</sup> The Privacy Rule standards address the use and disclosure of individuals’ health information—called “protected health information” by organizations subject to the Privacy Rule — called “covered entities,” as well as standards for individuals’ privacy rights to understand and control how their health information is used. Within HHS, the Office for Civil Rights (“OCR”) has responsibility for implementing and enforcing the Privacy Rule with respect to voluntary compliance activities and civil money penalties.

A major goal of the Privacy Rule is to assure that individuals’ health information is properly protected while allowing the flow of health information needed to provide and promote high quality health care and to protect the public’s health and well being. The Rule strikes a balance that permits important uses of information, while protecting the privacy of people who seek care and healing. Given that the health care marketplace is diverse, the Rule is designed to be flexible and comprehensive to cover the variety of uses and disclosures that need to be addressed.

The Privacy Rule, as well as all the Administrative Simplification rules, apply to health plans, health care clearinghouses, and to any health care provider who transmits health information in electronic form in connection with transactions for which the Secretary of HHS has adopted standards under HIPAA (the “covered entities”).

## *What Information is Protected*

**Protected Health Information.** The Privacy Rule protects all “*individually identifiable health information*” held or transmitted by a covered entity or its business associate, in any form or media, whether electronic, paper, or oral. The Privacy Rule calls this information “protected health information (PHI).”

“Individually identifiable health information” is information, including demographic data, that relates to:

- the individual’s past, present or future physical or mental health or condition,
- the provision of health care to the individual, or
- the past, present, or future payment for the provision of health care to the individual, and that identifies the individual or for which there is a reasonable basis to believe it can be used to



identify the individual. Individually identifiable health information includes many common identifiers (e.g., name, address, birth date, Social Security Number).

The Privacy Rule excludes from protected health information employment records that a covered entity maintains in its capacity as an employer and education and certain other records subject to, or defined in, the Family Educational Rights and Privacy Act, 20 U.S.C. §1232g.

**De-Identified Health Information.** There are no restrictions on the use or disclosure of de-identified health information. De-identified health information neither identifies nor provides a reasonable basis to identify an individual.

### ***General Principle for Uses and Disclosures***

**Basic Principle.** A major purpose of the Privacy Rule is to define and limit the circumstances in which an individual's protected health information may be used or disclosed by covered entities. A covered entity may not use or disclose protected health information, except either: (1) as the Privacy Rule permits or requires; or (2) as the individual who is the subject of the information (or the individual's personal representative) authorizes in writing.

**Required Disclosures.** A covered entity must disclose protected health information in only two situations: (a) to individuals (or their personal representatives) specifically when they request access to, or an accounting of disclosures of, their protected health information; and (b) to HHS when it is undertaking a compliance investigation or review or enforcement action.

### ***Permitted Uses and Disclosures***

**Permitted Uses and Disclosures.** A covered entity is permitted, but not required, to use and disclose protected health information, without an individual's authorization, for the following purposes or situations: (1) To the Individual (unless required for access or accounting of disclosures); (2) Treatment, Payment, and Health Care Operations; (3) Opportunity to Agree or Object; (4) Incident to an otherwise permitted use and disclosure; (5) Public Interest and Benefit Activities; and (6) Limited Data Set for the purposes of research, public health or health care operations. Covered entities may rely on professional ethics and best judgments in deciding which of these permissive uses and disclosures to make.

**(1) To the Individual.** A covered entity may disclose protected health information to the individual who is the subject of the information.

**(2) Treatment, Payment, Health Care Operations.** A covered entity may use and disclose protected health information for its own treatment, payment, and health care operations activities. A covered entity also may disclose protected health information for the treatment activities of any health care provider, the payment activities of another covered entity and of any health care provider, or the health care operations of another covered entity involving either quality or competency assurance activities or fraud and abuse detection and compliance activities, if both covered entities have or had a relationship with the individual and the protected health information pertains to the relationship.

## ***Limiting Uses and Disclosures to the Minimum Necessary***

**Minimum Necessary.** A central aspect of the Privacy Rule is the principle of “minimum necessary” use and disclosure. A covered entity must make reasonable efforts to use, disclose, and request only the minimum amount of protected health information needed to accomplish the intended purpose of the use, disclosure, or request. A covered entity must develop and implement policies and procedures to reasonably limit uses and disclosures to the minimum necessary. When the minimum necessary standard applies to a use or disclosure, a covered entity may not use, disclose, or request the entire medical record for a particular purpose, unless it can specifically justify the whole record as the amount reasonably needed for the purpose. See additional guidance on [Minimum Necessary](#).

The minimum necessary requirement is not imposed in any of the following circumstances: (a) disclosure to or a request by a health care provider for treatment; (b) disclosure to an individual who is the subject of the information, or the individual’s personal representative; (c) use or disclosure made pursuant to an authorization; (d) disclosure to HHS for complaint investigation, compliance review or enforcement; (e) use or disclosure that is required by law; or (f) use or disclosure required for compliance with the HIPAA Transactions Rule or other HIPAA Administrative Simplification Rules.

**Access and Uses.** For internal uses, a covered entity must develop and implement policies and procedures that restrict access and uses of protected health information based on the specific roles of the members of their workforce. These policies and procedures must identify the persons, or classes of persons, in the workforce who need access to protected health information to carry out their duties, the categories of protected health information to which access is needed, and any conditions under which they need the information to do their jobs.

**Disclosures and Requests for Disclosures.** Covered entities must establish and implement policies and procedures (which may be standard protocols) for *routine, recurring disclosures, or requests for disclosures*, that limits the protected health information disclosed to that which is the minimum amount reasonably necessary to achieve the purpose of the disclosure. Individual review of each disclosure is not required. For non-routine, non-recurring disclosures, or requests for disclosures that it makes, covered entities must develop criteria designed to limit disclosures to the information reasonably necessary to accomplish the purpose of the disclosure and review each of these requests individually in accordance with the established criteria.

**Reasonable Reliance.** If another covered entity makes a request for protected health information, a covered entity may rely, if reasonable under the circumstances, on the request as complying with this minimum necessary standard. Similarly, a covered entity may rely upon requests as being the minimum necessary protected health information from: (a) a public official, (b) a professional (such as an attorney or accountant) who is the covered entity’s business associate, seeking the information to provide services to or for the covered entity; or (c) a researcher who provides the documentation or representation required by the Privacy Rule for research.

**Privacy Practices Notice.** Each covered entity, with certain exceptions, must provide a notice of its privacy practices. The Privacy Rule requires that the notice contain certain elements. The notice must describe the ways in which the covered entity may use and disclose protected health information. The notice must state the covered entity's duties to protect privacy, provide a notice of privacy practices, and abide by the terms of the current notice. The notice must describe individuals' rights, including the right to complain to HHS and to the covered entity if they believe their privacy rights have been violated. The notice must include a point of contact for further information and for making complaints to the covered entity. Covered entities must act in accordance with their notices. The Rule also contains specific distribution requirements for direct treatment providers, all other health care providers, and health plans.

### ***Administrative Requirements***

HHS recognizes that covered entities range from the smallest provider to the largest, multi-state health plan. Therefore the flexibility and scalability of the Rule are intended to allow covered entities to analyze their own needs and implement solutions appropriate for their own environment. What is appropriate for a particular covered entity will depend on the nature of the covered entity's business, as well as the covered entity's size and resources.

**Privacy Policies and Procedures.** A covered entity must develop and implement written privacy policies and procedures that are consistent with the Privacy Rule.

**Privacy Personnel.** A covered entity must designate a privacy official responsible for developing and implementing its privacy policies and procedures, and a contact person or contact office responsible for receiving complaints and providing individuals with information on the covered entity's privacy practices.

**Workforce Training and Management.** Workforce members include employees, volunteers, trainees, and may also include other persons whose conduct is under the direct control of the entity (whether or not they are paid by the entity). A covered entity must train all workforce members on its privacy policies and procedures, as necessary and appropriate for them to carry out their functions. A covered entity must have and apply appropriate sanctions against workforce members who violate its privacy policies and procedures or the Privacy Rule.

**Mitigation.** A covered entity must mitigate, to the extent practicable, any harmful effect it learns was caused by use or disclosure of protected health information by its workforce or its business associates in violation of its privacy policies and procedures or the Privacy Rule.

**Data Safeguards.** A covered entity must maintain reasonable and appropriate administrative, technical, and physical safeguards to prevent intentional or unintentional use or disclosure of protected health information in violation of the Privacy Rule and to limit its incidental use and disclosure pursuant to otherwise permitted or required use or disclosure. For example, such safeguards might include shredding documents containing protected health information before discarding them, securing medical records with lock and key or pass code, and limiting access to keys or pass codes. See additional guidance on [Incidental Uses and Disclosures](#).

**Complaints.** A covered entity must have procedures for individuals to complain about its compliance with its privacy policies and procedures and the Privacy Rule. The covered entity must explain those procedures in its privacy practices notice.

Among other things, the covered entity must identify to whom individuals can submit complaints to at the covered entity and advise that complaints also can be submitted to the Secretary of HHS.

**Retaliation and Waiver.** A covered entity may not retaliate against a person for exercising rights provided by the Privacy Rule, for assisting in an investigation by HHS or another appropriate authority, or for opposing an act or practice that the person believes in good faith violates the Privacy Rule. A covered entity may not require an individual to waive any right under the Privacy Rule as a condition for obtaining treatment, payment, and enrollment or benefits eligibility.

**Documentation and Record Retention.** A covered entity must maintain, until six years after the later of the date of their creation or last effective date, its privacy policies and procedures, its privacy practices notices, disposition of complaints, and other actions, activities, and designations that the Privacy Rule requires to be documented.

**Fully-Insured Group Health Plan Exception.** The only administrative obligations with which a fully-insured group health plan that has no more than enrollment data and summary health information is required to comply are the (1) ban on retaliatory acts and waiver of individual rights, and (2) documentation requirements with respect to plan documents if such documents are amended to provide for the disclosure of protected health information to the plan sponsor by a health insurance issuer or HMO that services the group health plan.

## **APPENDIX C: Blood Borne Pathogen Exposure Risk Procedure & Forms**

### **SUU Master of Athletic Training Program Blood Borne Pathogen Exposure Risk Procedure & Forms Student – Unusual Occurrence/Exposure Risk**

In the event of an unusual occurrence or possible exposure to blood or body fluids the student shall notify the supervising Preceptor immediately.

The supervising Preceptor shall immediately, in person, discuss the incident with the involved student(s) to review the incident. If there is a risk of exposure to blood borne pathogens the student will be advised to first, assure that the exposure has been cleansed with soap and water (for a needle stick), or flush eyes, nose or mouth with copious amounts of tap water (for 20 minutes). The preceptor will then facilitate completion of appropriate forms and a medical evaluation. Any injury sustained by the Athletic Training Student while participating in SUU MAT activities and subsequent medical treatment, with all costs associated with care will be the Athletic Training Student's responsibility. Preceptors will encourage a medical evaluation with appropriate testing and follow-up including at least the following elements:

- (1) Documentation of the unusual occurrence and/or routes of exposure, and the circumstances of the unusual occurrence/exposure.
- (2) Identification and completion of forms and procedures required by the facility where the incident occurred.
- (3) Completion of SUU MAT Program forms.
  - a. Unusual Occurrence/Exposure form
  - b. Post-Exposure follow-up form (if an exposure)
- (4) In the case of exposure, identification of the source individual, unless unfeasible or prohibited by law.
  - a. Seek to determine the source individual's HBV and HIV status.
  - b. Results of the source individual's testing shall be made available to the exposed student with information about confidentiality and identity protection laws.
- (5) Assist the Athletic Training Student to see their private care provider, an Instacare facility, or ER, A.S.A.P. with instructions to get tests for exposure to blood borne pathogens.
- (6) Inform SUU MAT Program Director of incident and follow up A.S.A.P. Submit SUU MAT forms to Program Director within 24 hours of incident.

SUU Master of Athletic Training Program  
**Blood Borne Pathogen Exposure Risk Procedure & Forms**  
Student Post Potential Exposure Follow-up Form

**To be completed by the supervising Preceptor with the involved student(s) at time of incident. Place check mark as each step is completed.**

1. Discuss exposure, how it occurred, and how it could be prevented in the future.
2. Discuss risk for blood borne pathogen exposure and recommend immediate follow up with a private care provider or Instacare provider. Individuals who have been exposed to blood or body fluids are at risk for an infectious disease such as HIV, HCV and/or HBV infection. To assess risk, provide timely evaluation of current status, and a baseline for future evaluation and potential interventions it is recommended an exposed individual seeks immediate medical attention. An appointment with a private care provider if immediately available or an Instacare provider is strongly recommended. Any injury sustained by the Athletic Training Student while participating in SUU MAT activities and subsequent medical treatment with all costs associated with care will be the student's responsibility.

3. Facilitate Athletic Training Student appointment for immediate follow-up.

4. Complete the following with the Athletic Training Student:

Exposed individual's name \_\_\_\_\_

Type of exposure \_\_\_\_\_

Date and time of exposure \_\_\_\_\_

I have been fully trained in the SUU MAT exposure control plan and I understand I may have contracted an infectious disease such as HIV, HCV or HBV. I also understand the implications of contracting these diseases. I have been encouraged to seek immediate follow-up care by my Preceptor to determine whether or not I have contracted an infectious disease.

I will visit \_\_\_\_\_ provider.

Date and time of visit \_\_\_\_\_

Student Signature \_\_\_\_\_

Preceptor Signature \_\_\_\_\_

Or

- I have been fully trained in the SUU MAT exposure control plan and I understand I may have contracted an infectious disease such as HIV, HCV or HBV. I also understand the implications of contracting these diseases. I have been encouraged to seek immediate follow-up

care by my Preceptor to determine whether or not I have contracted an infectious disease. Despite all the information I have received, for personal reasons, I freely decline to seek a post-exposure evaluation and follow up.

Student signature \_\_\_\_\_ Date \_\_\_\_\_

Preceptor signature \_\_\_\_\_ Date \_\_\_\_\_

SUU Master of Athletic Training Program  
**Blood Borne Pathogen Exposure Risk Procedure & Forms**  
Unusual Occurrence/Exposure Report Form

Student Name \_\_\_\_\_ Date \_\_\_\_\_

Date of incident/accident \_\_\_\_\_ Time incident occurred \_\_\_\_\_

Incident location \_\_\_\_\_

Describe the incident fully (route of exposure, circumstances; describe type of controls in a place at time of incident including personal protective equipment worn, identify unsafe conditions and/or actions; relevant police reports) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe student's (patient's) injury (body part/type of injury) \_\_\_\_\_

\_\_\_\_\_

SUU Preceptor contacted about incident \_\_\_\_\_ Time of contact \_\_\_\_\_

Tell how this type of exposure can be prevented:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Follow up provided or scheduled \_\_\_\_\_

\_\_\_\_\_



## **APPENDIX D: Sexual Harassment Policy**

### SOUTHERN UTAH UNIVERSITY MASTER OF ATHLETIC TRAINING PROGRAM SEXUAL HARASSMENT POLICY

The athletic training environment is one in which physical contact, competition, and pressure for opportunities are intense and where failure often has quick consequences. The potential for sexual harassment is high in environments such as these.

#### **What is Sexual Harassment?**

Sexual Harassment is any form of unwelcome conduct based on a victim's gender. The form that we are most familiar with is *quid pro quo*, in which the victim is promised some kind of benefit, is threatened, or fears some kind of harm in exchange for sexual favors. Sexual favors include request for dates and social events as well as request for any kind of sexual touching.

Another form of sexual harassment, *hostile environmental harassment*, is more commonly alleged and does not require any threat or promise of benefit: sexual harassment occurs if a harasser by her/his conduct or failure to act *creates or allows* a hostile, offensive, or intimidating environment. An environment may be hostile even if no touching occurs; jokes, pictures, innuendo, comments about a person's body or appearance, sexual remarks about others, gestures and looks, and ever more subtle actions or comments may create one. Even flirting can make another person angry, uncomfortable or confused.

#### **What are some of the results of sexual harassment?**

As a result of sexual harassment an individual can have feelings of confusion, fearfulness, powerlessness, guilt, or shame. The classroom or work environment may become hostile, intimidating, or offensive to the victim of sexual harassment and to other students.

#### **If you feel you have been a victim of sexual harassment:**

Keep a record of what happened. Were other individuals around who witnessed inappropriate behavior?

Discuss the situation with the SUU MAT Program Director, CEC, preceptor, or the Director of Affirmative Action. It is important to sort out your feelings and these individuals can help you decide what to do.

Notify the "harasser" of your feelings. If this is difficult to do in person, you can write a letter stating the type of behavior found to be offensive and clear any misinterpretations on both

sides. The SUU MAT Director, CEC, preceptor, or the Director of Affirmative Action can help you in preparing the letter.

If the above steps are not effective, you may want to pursue more formal procedures. This is the last and most serious option. Take filing a formal complaint seriously. Understand your strengths and know your sources of support and encouragement. File a written complaint with the Director of Affirmative Action, who will investigate.

Southern Utah University is a collegial academic community whose mission requires an open learning and working environment. An open learning and working environment values and protects individual dignity and the integrity of human relationships. The educational process is based upon mutual trust, freedom of expression and the absence of intimidation and exploitation.

Sexual harassment can occur anywhere. Sometimes it is difficult to determine what behaviors can be defined as sexual harassment. However, it is important to have an idea of what you would do if confronted with sexual harassment – whether it makes you uncomfortable and angry or forces you to make a decision affecting your course of study, your current position, or career. It is important to remember that you do not have to remain in an uncomfortable situation. You have options to consider.

The privacy of all individuals involved is of utmost importance and will be respected at all times.

The relationships with peers, patients and coaches should remain outside of the athletic training facility/setting (see Code of Conduct).

## **APPENDIX E: Documentation Requirements and Communicable Disease Policy**

Students applying for acceptance into the SUU MAT must complete the following as part of the application packet.

### **Athletic Training Technical Standards**

- Applicant must read and sign the release page of the “Technical Standards” document
- Applicant must provide a copy of their current professional level Emergency Cardiac Care certification (e.g., ARC Professional Rescuer, ARC/AHA BLS).

Compliance with these policies helps to ensure the well-being of both the Athletic Training Student as well as the patients they may come in contact with. Costs associated with obtaining the following are the responsibility of the Athletic Training Student.

### ***Health Immunization Record***

- A copy of the Athletic Training Student’s immunization record is submitted to the SUU MAT Program Director to be placed in the student’s file. Records must include the items listed following the signature page.

### ***Drug Test***

- SAM-5 drug test – testing a urine sample for the presence of substances that include the following:
  - Marijuana metabolite
  - Opiates
  - Amphetamines
  - Cocaine metabolites
  - Phencyclidine (PCP)

### ***Criminal Background Check***

Background checks are obtained through Verified Credentials. Students need to go to the following website <https://www.verifiedcredentials.com/> at the top of the page is a place for you to enter a student/applicant code. Enter the following code: MPFVJ-73849, complete all personal information fields and pay \$77 to order their background check. Results of the background check will be emailed to the Athletic Training Student who will then need to forward the results of the check to the SUU MAT Program Director.

***Communicable Disease***

- In the event an Athletic Training Student contracts a communicable disease, they must inform their preceptor and the Program Director.
- The Athletic Training Student will then be referred to the SUU Team Physician, their Family Physician, or a Health Care Provider of their choice for care. They cannot continue their clinical experience until released by the Health Care Provider.

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Student Signature

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Date

## ***Immunization Requirements***

Due to the SUU MAT's geographical location, a number of Intermountain Healthcare facilities are utilized to accomplish clinical education requirements set forth by the CAATE (e.g., local high schools [pediatric patients], hospital/clinics [general medical and/or non-sport patients]). As outlined by Intermountain Policy, students "involved in training at an Intermountain Healthcare facility, must...complete specified immunizations." These include the following immunization requirements:

1. Tuberculosis screening requirements. One of the following is required:
  - a. 2-step TST (two separate Tuberculin Skin Tests, aka PPD tests) is placed no sooner than seven (7) days apart and no longer than twelve (12) months apart. The last TST should be completed at the time the student begins their training at an Intermountain Healthcare Facility.  
*Note: if this option is chosen, students will be required to receive the first PPD test during the first week of summer courses and the second PPD test during the second or third week of summer courses during their first year in the program. This will be required irrespective of previous PPD tests.*

- b. One (1) QuantiFERON Gold blood test with negative result.

- c. One (1) T-SPOT blood test with negative result.

If previously positive to any TB test, student must complete a symptom questionnaire and have a chest x-ray read by a radiologist with a normal result. Chest x-ray must have been taken within the previous 6 months. If chest x-ray is abnormal, the student needs to be cleared by their physician or local health department before beginning their training at an Intermountain Healthcare Facility.

2. Measles (Rubeola), Mumps and Rubella requirement. One of the following is required:

- a. Proof of two (2) MMR vaccinations.

- b. Proof of immunity to Measles (Rubeola), Mumps, Rubella through a blood test prior to immunization.

3. Tdap requirement:

- a. Proof of one (1) Tdap vaccination after age ten.

4. Varicella (Chicken Pox) requirement. One of the following is required:

- a. Proof of two (2) Varicella vaccinations.

- b. Proof of immunity to Varicella through a blood test prior to immunization.

5. Flu Vaccination requirement:

- a. Proof of current, annual influenza vaccination.

6. COVID-19 Vaccination requirement. One of the following is required:

- a. If vaccine requires: proof of two (2) COVID-19 vaccinations.

- b. If vaccine requires: proof of one (1) COVID-19 vaccination.

7. Hepatitis B. The Hepatitis B series should be offered to anyone who is at risk for an occupational exposure, which is defined as someone with a reasonably anticipated skin, eye,

mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of their duties. One of the following should be performed:

- a. Documentation of three (3) Recombivax HB or Engerix-B Hepatitis B vaccinations (dose 2 given at least one month after dose 1, and dose 3 given at least five months after dose 2) and HBsAb blood test with “Positive” or “Reactive” result.
- b. Documentation of three (3) Recombivax HB or Engerix-B Hepatitis B vaccinations (dose 2 given at least one month after dose 1, and dose 3 given at least five months after dose 2) given more than 8 weeks prior to start date with no documented blood test results (no blood test is required, but a baseline titer should be run immediately if the person has a significant exposure to blood or body fluids).
- c. HBsAb blood test with “Positive” or “Reactive” result.
- d. Documentation of six (6) Hepatitis B Vaccinations with HBsAb blood test result of “Negative” or “Not Reactive” (this person is considered a “Non-Responder”).
- e. Documentation of two (2) Heplisav B vaccinations given at least 4 weeks apart and HBsAb blood test with “Positive” or “Reactive” result. Documentation of two (2) Heplisav B vaccinations given at least 4 weeks apart with no documented blood test results (no blood test is required, but a baseline titer should be run immediately if the person has a significant exposure to blood or body fluids).

Note: As outlined by Intermountain Healthcare: These immunization requirements may be revised as mandated by the Centers for Disease Control and Prevention (“CDC”) or Intermountain Healthcare. Such revised requirements shall become binding upon and adhered to by the parties on and after the effective date as designated by the CDC or Intermountain Healthcare.

## ***APPENDIX F: Technical Standards for Admission***

### **SOUTHERN UTAH UNIVERSITY MASTER OF ATHLETIC TRAINING PROGRAM TECHNICAL STANDARDS FOR ADMISSION**

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

**Compliance with the program's technical standards does not guarantee a student's acceptance into the SUU MAT or eligibility for the BOC certification exam.**

Candidates for selection to the SUU MAT must demonstrate:

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

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

The Southern Utah University Services for Students with Disabilities will evaluate an Athletic Training Student who states they could meet the program's technical standards with accommodation and confirm that the stated condition qualifies as a disability under applicable laws.

If an Athletic Training Student states they can meet the technical standards with accommodation, then the University will determine whether it agrees that the Athletic Training Student can meet the technical standards with reasonable accommodation; this includes a review as to whether the accommodations requested are reasonable, taking into account whether accommodation would jeopardize clinician/patient safety, or the educational process of the student or the institution, including all coursework, clinical experiences and internships deemed essential to graduation.

I certify that I have read and understand the technical standards for selection listed above, and I believe to the best of my knowledge that I meet each of these standards without accommodation. I understand that if I am unable to meet these standards I will not be admitted into the program.

---

Signature of Applicant

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Date

---

Print Name

***Alternative statement for students requesting accommodations***

I certify that I have read and understand the technical standards of selection listed above and I believe to the best of my knowledge that I can meet each of these standards with certain accommodations. I will contact the Southern Utah University Services for Students with Disabilities to determine what accommodations may be available. I understand that if I am unable to meet these standards with or without accommodations, I will not be admitted into the program.

---

Signature of Applicant

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Date



## **APPENDIX G: Clinical Supervision Policy**

### SOUTHERN UTAH UNIVERSITY MASTER OF ATHLETIC TRAINING PROGRAM CLINICAL SUPERVISION POLICY

*Athletic Training clinical experiences are supervised by a preceptor who is an athletic trainer or a physician. Supervision 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. Preceptors must be on-site and have the ability to intervene on behalf of the athletic training student and the patient. Supervision must also occur in compliance with the state practice act of the state in which the student is engaging in client/patient care.*

- CAATE 2020 Professional Standards

**The SUU MAT does not support unsupervised clinical experiences nor are they considered part of the Athletic Training Student's clinical educational experience.** Athletic Training Students may not represent themselves as an athletic trainer or perform athletic training activities outside of their clinical experience. However, there may be unplanned times that an Athletic Training Student is briefly unsupervised. During these uncommon times, Athletic Training Students will not engage in athletic training activities. **If at any time should an Athletic Training Student finds themselves in an unsupervised situation they understand that they have the opportunity to act as a voluntary first aid provider, and can only provide first aid services, which will be viewed as non-compulsory. This voluntary opportunity may be refused by the Athletic Training Student at any time. This voluntary opportunity will not count in the hour requirement for the Athletic Training Student.** This refusal will have no detrimental effect on the Athletic Training Student's clinical education. At the beginning of each school year, all Athletic Training Students will read, understand and sign the clinical education /practice agreement prior to being allowed to perform athletic training clinical experiences.

### ***Clinical Experience Supervision***

Although one of the major goals of a clinical experience is for Athletic Training Students to become autonomous in their skills & decision making, Athletic Training Students should never confuse autonomy with unsupervised practice. Athletic Training Students will **ALWAYS** practice Athletic Training under the supervision of an SUU MAT approved preceptor. Autonomy in

practice by an Athletic Training Student refers to the Athletic Training Student becoming proficient to the extent that they collaborate in making and implementing decisions regarding the care of their patients. The Athletic Training Student should work to become competent and comfortable in decision-making, but all care related decisions made by an Athletic Training Student must be reviewed with their preceptor prior to implementation. **Clinical experiences will frequently involve Athletic Training Student autonomy in activity and collaboration in decision-making, but Athletic Training Students are never the primary care provider for a patient or team. To this end, it is wholly incorrect for an Athletic Training Student to see themselves as “the Athletic Trainer” for a team or to look at their time in clinical experience as “covering” a practice or a game.** Instead, clinical experiences must be seen from an educational perspective and the Athletic Training Students must see themselves as being there to learn and to increase in skill and to develop an understanding for and appreciation of all aspects of the profession. SUU MAT clinical athletic training education is a vital part of the Athletic Training Student’s complete learning goals. Clinical education integrates the didactic knowledge from the classroom with the practical application of athletic training skill and critical decision making, under direct supervision, to develop the confidence and real-world experience while adhering to the standards of supervision of clinical education set forth by CAATE. **At no time should Athletic Training Students work independently of their assigned preceptor, or make decisions without the collaboration of their preceptor, nor should supervision of an Athletic Training Student be transferred to any person other than the assigned preceptor without the express written approval of the SUU MAT Program Director or CEC. At no time will the Athletic Training Student be viewed as a replacement of a certified Athletic Trainer.**

The following is a list of the maximum number of Athletic Training Students that may be at a clinical site at any one time:

SUU Athletics:

Football	
(practices).....	4
Football (games – consult with supervising AT)	
Basketball.....	2
Gymnastics.....	2
Track	
(practices).....	2
Track (meets – consult with supervising AT)	
Softball.....	2
Soccer.....	2
Volleyball.....	2

High Schools:

View.....	Canyon	1
Cedar.....		2
Hills.....	Desert	2
Parowan.....		2
Hurricane.....		2

# APPENDIX H: Violation Corrective Action Form

## SOUTHERN UTAH UNIVERSITY MASTER OF ATHLETIC TRAINING PROGRAM VIOLATION CORRECTIVE ACTION FORM

I, \_\_\_\_\_, recognize that I have violated SUU MAT Academic or Clinical Behavior Policies and Procedures. This is my \_\_\_\_\_ violation and I agree to abide by the following ramification and corrective actions.

Corrective Action:

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Ramification of non-compliance to corrective action:

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\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Preceptor

\_\_\_\_\_  
Date

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Program Director Signature

Date

## **APPENDIX I: Program Violation Form**

### **SOUTHERN UTAH UNIVERSITY MASTER OF ATHLETIC TRAINING PROGRAM PROGRAM VIOLATION FORM**

\_\_\_\_\_ is in violation of the following SUU MAT Academic  
or Clinical Behavior Policies and Procedures:

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Signature of Preceptor

Date

Return this Form to:

Nathan Slaughter

Director, Master of Athletic Training

Southern Utah University  
351 W. University Blvd  
Cedar City, Utah 84720

## **APPENDIX J: Athletic Training Student Clinical Experience Contract**

### SOUTHERN UTAH UNIVERSITY MASTER OF ATHLETIC TRAINING PROGRAM ATHLETIC TRAINING STUDENT – CLINICAL EXPERIENCE CONTRACT

The purpose of this contract is to clearly define the roles and responsibilities of the SUU MAT Athletic Training Student during **supervised** clinical experiences.

1. Direct Supervision: the preceptor must be physically present and have the ability to intervene on behalf of the Athletic Training Student to provide on-going and consistent education.

2. The SUU MAT places a high priority on hands-on experiential learning. The clinical experience is where this learning takes place. Clinical experience hour requirements will be outlined in each associated clinical course. Should there be clinical experience opportunities beyond the outlined hours the student can arrange such opportunities with the supervising preceptor on a volunteer basis as according to SUU MAT policy. Clinical experience opportunities outside of the academic calendar are arranged with the supervising preceptors. All Athletic Training Students are REQUIRED to report to campus on the first day of the summer second session of the SUU academic calendar (generally around the 1<sup>st</sup> of July) of each year for the start of clinical rotations. Those Athletic Training Students who do not follow the above policy may be subject to penalties outlined in the syllabus of the associated clinical course. The SUU MAT utilizes the Qualtrics software program for the reporting and tracking of clinical hours and educational experiences. It is expected that students submit clinical hours through Qualtrics in a timely manner. Reports not submitted according to course policy will be subject to consequences as outlined in the course syllabus and program policy.

#### **Clinical Experience Assignment and Evaluation**

Each Athletic Training Student will be assigned to a specific preceptor for their clinical experience and evaluation each semester. Each student may also be assigned to a specific team(s) to work with over the course of the semester and will be expected to work assigned team competitions. It is expected that the majority of the supervision of the Athletic Training Student be done by the assigned preceptor, although there may be times when another approved preceptor provides the required supervision.

I understand that I will be evaluated each semester on my performance in my field experience working in the athletic training facilities and on the fields/courts with the athletic teams that I am assigned to. I understand that I am assigned to a specific preceptor, who will do the evaluation of my performance.

---

Athletic Training Student

Date

\_\_\_\_\_  
Program Director

\_\_\_\_\_  
Date