Athletic Training Program
Student Handbook

2015-2016

Crean College of Health and
Behavioral Sciences
Crean Hall
One University Drive
Orange, California 92866

Jason Bennett, DA, ATC
Program Director
714-997-6567
jbennett@chapman.edu

Michelle Cleary, PhD, ATC
Associate Professor
714-628-2797
cleary@chapman.edu

Sara Nottingham, EdD, ATC
Assistant Professor
714-744-7963
nottingh@chapman.edu
# Athletic Training Program
## Graduate Student Handbook

## Table of Contents

I. Chapman University Athletic Training Program
   A. Mission, Goals, and Objectives ................................................................. 3
   B. Overview ......................................................................................................... 3

II. Program Admission
   A. Admission Requirements ............................................................................ 5
   B. Selection Criteria for Admission ................................................................. 6
   C. When to Apply ............................................................................................... 6

III. Academic Program
   A. Academic Requirements ............................................................................ 7
   B. Curriculum & Plan of Study ......................................................................... 8
   C. Academic Probation .................................................................................... 10
   D. Appeals ......................................................................................................... 10
   E. Graduation Requirements ........................................................................... 11

IV. Clinical Education
   A. Clinical Experience Courses ...................................................................... 12
   B. Clinical Education Experiences .................................................................. 12
   C. Clinical Education Rotation Objectives ..................................................... 13
   D. Clinical Experience Hours Requirements .................................................. 13
   E. Preceptors ..................................................................................................... 13
   F. Supervision of Athletic Training Students ................................................ 13

V. Code of Conduct
   A. Confidentiality ............................................................................................ 15
   B. Relationships ............................................................................................... 15
   C. Conduct ......................................................................................................... 15
   D. Discrimination and Harassment .................................................................. 16
   E. Dress Code .................................................................................................... 17
   F. Violation of Code of Conduct ....................................................................... 19

VI. Health & Safety Standards
   A. OSHA/BBP Compliance ............................................................................. 20
   B. Blood and Body Fluid Exposure Control Plan .......................................... 20
   C. Communicable Disease Policy ..................................................................... 20
   D. Physical Examination / HBV Vaccinations ............................................... 20
   E. Emergency Cardiac Care (ECC) Certification ........................................... 20
   F. Certificate of Clearance .............................................................................. 21

VII. Athletic Training Program Faculty & Staff
   A. Faculty .......................................................................................................... 22
   B. Athletics Staff .............................................................................................. 22
   C. Administrative Staff .................................................................................... 23
   D. Physicians .................................................................................................... 23

VIII. BOC Certification Examination Requirements ..................................... 24
I. Chapman University Graduate Athletic Training Program (ATP)

A. Mission, Goals, and Program Outcomes

Mission
The mission of the ATP is to provide a distinctive comprehensive health care education that focuses on the care of physically active individuals and prepares students to become ethical, scholarly certified athletic trainers who are leaders in the profession.

Goals
1. Produce high quality, ethical and professional certified athletic trainers for employment in diverse allied health settings
2. Prepare students to successfully complete the Board of Certification (BOC) national certification exam
3. Foster the development of critical thinking and problem solving skills using an evidence-based approach

Program Outcomes
1. Meet national accreditation standards set by the Commission on Accreditation of Athletic Training Education (CAATE)
2. Pass the Board of Certification (BOC) national certification exam at a minimum of 90% for first-time test takers
3. Critically appraise evidence on various patient interventions and determine the appropriateness for further use
4. Present capstone research project at a local, regional or national athletic training conference
5. Apply clinical skills during patient care and be assessed as minimally competent by either a lab instructor or preceptor, or both.
6. Value the diverse skills and attributes of a certified athletic trainer by completing a minimum of 1,200 clinical hours under the supervision of assigned preceptors.

B. Overview
Athletic training is practiced by athletic trainers, 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.

Chapman University's graduate ATP is currently seeking accreditation by the Commission on Accreditation of Athletic Training Education (CAATE) and employs a competency-based, medical education model. This model includes both didactic and clinical courses that prepare our students to pass the Board of Certification examination and pursue careers in athletic training.

The ATP’s didactic courses introduce principles, theory, and applications of athletic training and sports medicine. The clinical education portion of the ATP provides
opportunities for students to engage in “hands-on” experiences in laboratory settings and at various clinical sites where they apply their athletic training skills. These sites include the university’s own athletic training facility, as well as community colleges, high schools, performance training centers, local professional teams, physical rehabilitation/sports medicine clinics, hospitals, and medical offices.
II. Program Admission

A. Admission Requirements

To ensure high quality clinical instruction for each student at affiliated sites, prospective students wishing to pursue a Master of Science in Athletic Training must be officially accepted into the Athletic Training Program. Athletic training students must meet complete the pre-requisite courses below and meet competitive program admission requirements. A program admission selection committee consisting of, at a minimum, two academic faculty will review all applicants and determine final admission status. An applicant may reapply in subsequent years if denied initial admission.

There are two routes of admission into the AT program, these are:

1. A student who has obtained a bachelor’s degree and prerequisites from a regionally accredited college or university. Applicants will apply through the CAATE’s Athletic Training Centralized Application Service (ATCAS).
2. The 3+2 accelerated program in coordination with the Bachelor of Science in Kinesiology and prerequisites at Chapman University. Advising for this route of admission is critical and applicants will apply directly through ATCAS with MS in Athletic Training faculty support during the fall semester of their junior year.

**It is highly recommended to submit a completed admission application by December 15.**

ATP Admissions Requirements

Completion of all of the following pre-requisites is mandatory:

1. Human Anatomy + Lab
2. Human Physiology + Lab
3. Human Nutrition
4. Personal Health
5. Kinesiology or Biomechanics
6. Exercise Physiology + Lab
7. General Psychology

Completion of the following courses is recommended:

1. Care and Prevention of Athletic Injuries
2. General Physics
3. General Chemistry + Lab

To be considered for admission, applicants must submit the following:

1. Application to MS in Athletic Training program through the ATCAS
2. Cover letter and resume
3. Official transcripts from all colleges/universities attended
4. Cumulative GPA of 3.0 or higher in last 60 undergraduate credits
5. Prerequisite course GPA of 3.0 or higher with no course grade below a "C" and all prerequisites taken in the previous seven years
6. Official GRE Scores
7. Hours verification form (200 hours volunteering under the direct supervision of a certified athletic trainer)
8. 3 Letters of Recommendation which describe academic and clinical abilities
   (1 must be from a certified athletic trainer)
9. (International Students Only) - applicants who have completed their undergraduate degree outside of the United States are required to achieve an acceptable score on the Test of English as a Foreign Language (TOEFL), minimum 550 (paper-based), or 80 (internet-based).

After admission into the MS in Athletic Training program, the following documentation must be submitted to the AT program director prior to beginning any coursework:
1. CPR Certification. Emergency Cardiac Care or CPR/AED for the Professional Rescuer (note: online CPR courses and Lay Responder Certification are not accepted)
2. NATA Student Membership
3. Immunizations record (e.g., hepatitis B, TB-test within the past 2 months, etc.)
4. Federal background check (can be completed upon arrival on campus)

B. Selection Criteria for Admission
To maximize objectivity and equitable consideration of all program applicants, the ATP Admission Selection Committee uses a rubric to objectively assess and rank the qualifications of each prospective athletic training student.

C. When to Apply
Each prospective athletic training student must assume responsibility for completing and submitting all program application. Only completed applications will be considered.

It is highly recommend to submit a completed admission application by December 15.

Please note that space in the Athletic Training Program is limited
III. Academic Program

A. Academic Requirements

The AT program requires all athletic training students to maintain a 3.00 graduate GPA. Failure to meet the 3.00 GPA requirements automatically places the student on academic probation (Probation I status). If the student fails to re-establish a graduate GPA of 3.00 after one semester, or has a semester GPA below a 2.7, he/she will be placed on Probation II status and removed from their clinical rotation. Consequently, the student’s graduation from Chapman University may be delayed by at least 1 year. Students who do not improve their major and overall GPA to a 3.00 or students who are repeatedly placed on Probation I or II status are considered “at risk.” At risk students may not be eligible to receive program endorsement for the Board of Certification examination and may be dismissed from the Athletic Training Program.

The minimum passing grade for any athletic training graduate course is a B-. If a student does not meet this minimum passing grade, the student will be required to re-take the course. Since the AT program follows a cohort model of education where courses are offered yearly, retaking a course will require the student to re-take the course the following year. In that case, there is no guarantee that the re-take course will fit into the planned schedule of courses for the student. There is a strong possibility that re-taking a course will delay the student’s graduation date and the ability to take the national certification exam.

In addition to academic performance, professional responsibilities and behaviors are also critical to the success of the student. It is imperative that graduates from the Chapman University Athletic Training Program have the academic ability to succeed, as well as the professional demeanor and interpersonal skills necessary to be successful in a health-care environment. Professional behavior may include, but is not limited to:

- Adhering to program and clinical site dress code
- Arriving promptly to class and/or clinical sites
- Appropriate behavior with patients, clients, faculty, or staff that is free of any form of harassment or discrimination
- Ability to maintain confidentiality of medical records
- Maintaining appropriate attitude and/or communications
- Checking Chapman University email account daily for academic, clinical, and program communications and updates

See the Athletic Training Student Code of Conduct for additional details.
B. Curriculum & Plan of Study

<table>
<thead>
<tr>
<th>Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Evidence-based Practice</strong></td>
<td></td>
</tr>
<tr>
<td>AT 501 Seminar in Evidence-Based Practice I: Foundations of EBP</td>
<td>2</td>
</tr>
<tr>
<td>AT 502 Seminar in Evidence-Based Practice II: Research Methods &amp; Statistics</td>
<td>3</td>
</tr>
<tr>
<td>AT 601 Seminar in Evidence-Based Practice III: Research Design</td>
<td>3</td>
</tr>
<tr>
<td>AT 602 Seminar in Evidence-Based Practice IV: Capstone Project</td>
<td>1</td>
</tr>
<tr>
<td><strong>Clinical Examination and Diagnosis</strong></td>
<td></td>
</tr>
<tr>
<td>AT 510 Emergency Management and Standards of Care in Athletic Training</td>
<td>2</td>
</tr>
<tr>
<td>AT 530 Clinical Examination and Diagnosis I: Lower Extremity</td>
<td>3</td>
</tr>
<tr>
<td>AT 530L Clinical Examination and Diagnosis I: Lower Extremity Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>AT 540 Clinical Examination and Diagnosis II: Upper Extremity</td>
<td>3</td>
</tr>
<tr>
<td>AT 540L Clinical Examination and Diagnosis II: Upper Extremity Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>AT 670 Clinical Examination and Diagnosis III: Head, Neck, and Spine</td>
<td>3</td>
</tr>
<tr>
<td>AT 670L Clinical Examination and Diagnosis III: Head, Neck, and Spine Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>AT 640 Clinical Examination and Diagnosis IV: General Medical Conditions</td>
<td>3</td>
</tr>
<tr>
<td>AT 640L Clinical Examination and Diagnosis IV: General Medical Conditions Laboratory</td>
<td>1</td>
</tr>
<tr>
<td><strong>Therapeutic Interventions</strong></td>
<td></td>
</tr>
<tr>
<td>AT 520 Therapeutic Interventions I: Modalities / Lab</td>
<td>3</td>
</tr>
<tr>
<td>AT 520L Therapeutic Interventions I: Modalities Lab</td>
<td>1</td>
</tr>
<tr>
<td>AT 560 Therapeutic Interventions II: Manual Therapy Techniques Lab</td>
<td>1</td>
</tr>
<tr>
<td>AT 610 Therapeutic Interventions III: Rehabilitative Exercise</td>
<td>3</td>
</tr>
<tr>
<td>AT 610L Therapeutic Interventions III: Rehabilitative Exercise Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>AT 620 Therapeutic Interventions IV: Orthopedic Casting and Bracing</td>
<td>1</td>
</tr>
<tr>
<td><strong>Professional Development</strong></td>
<td></td>
</tr>
<tr>
<td>AT 565 Health &amp; Psychosocial Strategies</td>
<td>3</td>
</tr>
<tr>
<td>AT 680 Leadership, Administration &amp; Ethics in Athletic Training</td>
<td>3</td>
</tr>
<tr>
<td>AT 698 Capstone Seminar in Athletic Training</td>
<td>3</td>
</tr>
<tr>
<td><strong>Clinical Experiences</strong></td>
<td></td>
</tr>
<tr>
<td>AT 515 Introduction to Patient Care and Clinical Skills</td>
<td>1</td>
</tr>
<tr>
<td>AT 550 Athletic Training Clinical Experience I</td>
<td>3</td>
</tr>
<tr>
<td>AT 551 Athletic Training Clinical Experience II</td>
<td>3</td>
</tr>
<tr>
<td>AT 650 Athletic Training Clinical Experience III</td>
<td>1</td>
</tr>
<tr>
<td>AT 651 Athletic Training Clinical Experience IV</td>
<td>3</td>
</tr>
<tr>
<td>AT 652 Athletic Training Clinical Experience V</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>60</td>
</tr>
<tr>
<td>Year 1: Summer Trimester</td>
<td>Course</td>
</tr>
<tr>
<td>-------------------------</td>
<td>--------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td>AT 501 Seminar in Evidence-Based Practice I: Foundations of EBP</td>
</tr>
<tr>
<td></td>
<td>AT 510 Emergency Management and Standards of Care in Athletic Training</td>
</tr>
<tr>
<td></td>
<td>AT 515 Introduction to Patient Care and Clinical Skills</td>
</tr>
<tr>
<td></td>
<td>AT 530 Clinical Examination and Diagnosis I: Lower Extremity</td>
</tr>
<tr>
<td></td>
<td>AT 530L Clinical Examination and Diagnosis I: Lower Extremity Laboratory</td>
</tr>
<tr>
<td></td>
<td>AT 520 Therapeutic Interventions I: Modalities / Lab</td>
</tr>
<tr>
<td></td>
<td>AT 520L Therapeutic Interventions I: Modalities Lab</td>
</tr>
<tr>
<td></td>
<td><strong>Sub-total</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year 1: Fall Trimester</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>AT 502 Seminar in Evidence-Based Practice II: Research Methods &amp; Statistics</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>AT 550 Athletic Training Clinical Experience I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>AT 540 Clinical Examination and Diagnosis II: Upper Extremity</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>AT 540L Clinical Examination and Diagnosis II: Upper Extremity Laboratory</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>AT 560 Therapeutic Interventions II: Manual Therapy Techniques Lab</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td><strong>Sub-total</strong></td>
<td><strong>11</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year 1: Spring Trimester</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>AT 601 Seminar in Evidence-Based Practice III: Research Design</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>AT 670 Clinical Examination and Diagnosis III: Head, Neck, and Spine</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>AT 670L Clinical Examination and Diagnosis III: Head, Neck, and Spine Laboratory</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>AT 551 Athletic Training Clinical Experience II</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>AT 610 Therapeutic Interventions III: Rehabilitative Exercise</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>AT 610L Therapeutic Interventions III: Rehabilitative Exercise Laboratory</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td><strong>Sub-total</strong></td>
<td><strong>14</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year 2: Summer Trimester</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>AT 640 Clinical Examination and Diagnosis IV: General Medical Conditions</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>AT 640L Clinical Examination and Diagnosis IV: General Medical Conditions Laboratory</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>AT 620 Therapeutic Interventions IV: Orthopedic Casting and Bracing</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>AT 650 Athletic Training Clinical Experience III</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td><strong>Sub-total</strong></td>
<td><strong>6</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year 2: Fall Trimester</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>AT 565 Health &amp; Psychosocial Strategies</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>AT 602 Seminar in Evidence-Based Practice IV: Capstone Project</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>AT 651 Athletic Training Clinical Experience IV</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>AT 680 Leadership, Administration &amp; Ethics in Athletic Training</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Sub-total</strong></td>
<td><strong>10</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year 2: Spring Trimester</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>AT 698 Capstone Seminar in Athletic Training</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>AT 652 Athletic Training Clinical Experience V</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Sub-total</strong></td>
<td><strong>6</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>60</strong></td>
</tr>
</tbody>
</table>
C. Academic Probation
The following ATP academic probation rules have been established:

Probation I:
Criteria:
! Single semester graduate GPA below 3.00, and/or
! One course grade below a B-. 
! Inappropriate behavior by the student at an affiliated site that requires repeated intervention by the Preceptor other staff

Consequences:
! Student is encouraged to find a tutor from the AT program and/or to meet with the Program Director or Clinical Education Coordinator to ensure academic/behavioral progress. Student must bring major and overall GPA up to 3.00 required minimum by the end of the subsequent semester.
! Student must re-take any course that is less than a B-. 

Probation II:
Criteria:
! Single semester major and overall GPA below 2.7 or subsequent/repeat semester GPA below 3.00
! Two (2) or more courses with a B- or lower in a single semester
• Failure to complete required yearly OSHA training
• Failure to maintain valid ECC certification during clinical rotations
• Repeated behavioral issues either in the classroom or at clinical experience sites

Consequences:
! Removal from the program

Note: Students who do not meet the minimum proficiency in clinical skills as evaluated in the clinical education courses (regardless of grade) may jeopardize program endorsement for the BOC certification examination and have their graduation delayed by at least one (1) year.

C. Appeals
Each case brought to the Athletic Training Program committee will be handled on an individual basis, and a recommendation will be made regarding probation or termination from the program. The student may appeal the committee’s decision per university procedures. The ATP committee consists of at least two of the following:

! Athletic Training Program Director
! Athletic Training Clinical Education Coordinator
! Athletic Training Full-time Faculty
! Preceptor
! Dean, Associate Dean, or Assistant Dean of the College of Educational Studies (if necessary)
D. Graduation Requirements

Each student must be in good standing with Chapman University and the Athletic Training Program to graduate. The following are the graduation requirements:

- Completion of all academic courses with a minimum of 3.0 GPA
- All courses in the program must be taken for a letter grade
- Student must not be on academic probation at time of graduation
- Each student must satisfactorily complete all assigned competencies and clinical proficiencies
- Each student must complete all five semesters of clinical rotations
IV. Clinical Education

The purpose of clinical education is to allow the opportunity for students to develop and practice their clinical skills with patients while working with credentialed health-care providers.

A. Clinical Experience Courses

Students receive academic credit for their clinical education courses through Clinical Experience Courses. Students will be required to complete clinical experience courses I-V in order to be eligible to sit for the Board of Certification Exam. Each clinical experience course includes clinical education rotation objectives, hours verification by preceptor, evaluations, and additional assignments to assess student application of clinical skills, clinical reasoning, and professionalism.

During clinical experiences, the athletic training student (ATS) applies skills to patients at an affiliated clinical site under the supervision of an assigned preceptor. Clinical experiences provide students with opportunities to practice and integrate the cognitive learning their didactic and psychomotor knowledge with the associated psychomotor skills requirements of the profession, to develop entry-level clinical proficiency and professional behavior as an athletic trainer as defined by the National Athletic Trainers’ Association (NATA) Educational Competencies. A credentialed health-care provider supervises each athletic training student and is defined as a Preceptor for the ATP. Athletic training students have numerous clinical sites to practice their patient-care skills including Chapman University athletics, various local high schools, community colleges, rehabilitation clinics, medical clinics, and professional sport teams.

B. Clinical Education Experiences

All Athletic Training Students will complete a variety of clinical education experiences before graduation in order to meet CAATE requirements. This includes, but is not limited to, a variety of settings (high school, college/university, rehabilitation clinic, medical clinic), activity exposures (upper extremity, lower extremity, equipment intensive), and populations (female, male, general). These experiences address the continuum of care and prepare a student to function in a variety of settings and meet the domains of practice delineated for an entry-level certified athletic trainer.

Students may only complete clinical education experiences at Affiliated Clinical Sites. All affiliated clinical sites have completed an “affiliation agreement” that outlines the legal (liability) and supervisory requirements of the Preceptor, Student, and Chapman University. The affiliation agreement requires all students to be current in CPR for the Professional Rescuer certification and OSHA Blood Borne Pathogen (BBP) training. The ATP provides annual training in BBP and OSHA requirements. Any student who is not current in BBP and OSHA training will be removed from his/her clinical site until fulfilling these requirements. In addition, within the student’s first week at an affiliated site, the student is required to review with their assigned Preceptor the affiliated site’s emergency action plan (EAP),
blood-borne pathogens policy, communicable disease policy, security/confidentiality policy, and modalities/equipment policy.

C. Clinical Education Rotation Objectives
A major component of each clinical fieldwork course is Clinical Education Rotation Objectives (CEROs). Each student will complete a certain type and number of CEROs during each clinical experience that is determined by their setting, activity exposure, and patient population. Students must complete all CEROs by the end of the semester in order to pass the course. If all CEROs are not completed by the end-of-semester due date, a grade of an “F” (failing) will be received for the course. Additional details are provided in each Clinical Fieldwork Syllabus.

D. Clinical Experience Hours Requirements
Students enrolled in clinical fieldwork courses are required to accumulate a minimum of 200 clinical education hours. In addition, the maximum number of hours that a student may work at their clinical site is 400 hours per semester. The only exception to this rule is during times when school is not in session for the athletic training student (e.g., football in August).

If a student anticipates any difficulty with achieving the required minimum number of hours (e.g., physician-documented illness, injury, medical leave of absence, scheduling conflict with a required course, etc.), he/she must notify the Clinical Education Coordinator as soon as possible. Failure to complete the required minimum number of clinical rotation hours by the end of the semester will result in a course grade of Fail (F).

E. Preceptors
Preceptors play an integral and essential role within the Chapman University Athletic Training Program. A Preceptor is a BOC Certified Athletic Trainer who has been trained by the Chapman University Athletic Training Program. Only individuals who have completed a recent Chapman University Preceptor Workshop are eligible to supervise and evaluate students in the clinical setting.

A Preceptor may also be a credentialed health care professional as defined by the American Medical Association and the American Osteopathic Association, and be appropriately credentialed for a minimum of one year. Preceptors utilized by the AT program include athletic trainers (ATC), physicians (MD and DO), nurses (RN), and physical therapists (PT).

F. Supervision of Athletic Training Students
During students’ clinical experiences, they are supervised by an assigned Preceptor. ‘Supervision’ of students by the Preceptor is defined as "constant visual and auditory interaction between the student and the Preceptor". The Preceptor must be physically present and have the ability to intervene on behalf of the athletic training student to provide ongoing and consistent education. The daily supervision of
students by the Preceptor includes multiple opportunities for evaluation and feedback between the student and Preceptor.

It is the policy of the ATP that students will always be supervised during their clinical experiences. The professional liability insurance that is purchased by Chapman University does NOT cover students that wish to volunteer their time to work in an unsupervised situation. In addition, any fieldwork hours worked in an unsupervised situation will not be accepted.
V. Code of Conduct

A. Confidentiality

Chapman University’s Athletic Training Program students are bound to maintain strict security (i.e., physical access), privacy, and confidentiality of all information concerning patients and clients of the university’s own athletic teams, as well as those of its affiliated clinical sites. This expectation extends to any and all data considered Personal Health Information (PHI), whether in written, computerized, or verbal form. The ATP follows all federal and state regulations related to the protection of PHI (e.g., HIPAA).

Students shall not, at any time, intentionally or unintentionally provide or divulge PHI to any third party who is not an authorized member of the medical team without the patient/client’s written consent. PHI will be released only when authorization has been signed by the patient/client or his/her legal representative (e.g., parent, guardian), or by court order. Medical information is released only to physicians, hospitals, attorneys, medically affiliated regulatory agencies, or to the patient/client’s medical insurance company and their authorized agents. A “Release of Information” document should be signed by the patient/client to authorize such releases to the aforementioned persons/entities.

In regards to communications among authorized medical team members, it is essential for staff and students to be cautious to prevent inadvertent/unintentional release of PHI during conversations that can be overhead by others not directly involved with the care of the patient/client. Additionally, written medical records must not be left in the open, unattended where others can read them. Computerized medical information must also be properly safeguarded.

B. Relationships

Athletic training students have the unique opportunity to interact with diverse populations. ATP athletic training students have a responsibility to Chapman University and the Athletic Training profession to conduct themselves in a professional manner at all times, including all interactions with patients, clients, faculty, and staff. Preceptors will evaluate student conduct in this regard. Inappropriate and unprofessional behavior will be managed in accordance with the Chapman University Student Code of Conduct, and violations could result in ATP probation.

C. Conduct

Athletic training students are expected to conduct themselves professionally by adhering to and enforcing the Chapman University athletic training room rules or comparable procedures at the affiliated clinical sites. It is expected that these rules will be explained to students prior to their first day at the affiliated site. If this is not the case, students should ask their Preceptor for their site rules to prevent miscommunication.
D. Discrimination and Harassment

Chapman University is committed to providing an environment which is free of any form of harassment and discrimination based upon an individual's race, color, religion, ancestry, national origin, gender, marital status, sexual orientation, age, disability, veteran status, or any other classification protected by law, so that all members of the community are treated at all times with dignity and respect. The ATP enforces the University's policy and prohibits all forms of such harassment or discrimination among faculty, students, staff, and administration.

The term "discrimination" refers to conduct that subjects an individual to disparate treatment on the basis of race, color, religion, ancestry, national origin, gender, marital status, sexual orientation, age, disability, veteran status, or any other classification protected by law. This would include within its scope alleged conduct that deprives an individual of academic, employment, or other opportunities offered by the University on the basis of such protected characteristics. Examples of types of discriminatory conduct prohibited by this policy include:

1. Depriving an individual of opportunities on the basis of a protected characteristic such as:
2. Subjecting a student to different performance standards or reviews because of a protected characteristic, other than in conjunction with a reasonable accommodation offered to a qualified individual with a disability
3. Depriving an individual of academic opportunities on the basis of a protected characteristic

The term "harassment" refers to conduct that is considered "unwelcome" (unsolicited or regarded by the recipient as undesirable or offensive) or directed or related to an individual's race, color, religion, ancestry, national origin, gender, marital status, sexual orientation, age, disability, veteran status or any other classification protected by law.

Harassment may occur when either of the following conditions exists:

1) It is implicitly or explicitly suggested that submission to or rejection of the conduct will be a factor in academic or employment decisions, evaluations, or permission to participate in a University activity; or
2) The conduct would be offensive to a reasonable person under the circumstances in question and, if not corrected, could interfere with an individual's academic or work performance or create or substantially contribute to an intimidating or hostile work, academic, or student living environment.

In determining whether the alleged conduct constitutes discrimination or harassment under this policy, consideration of the incident will include but not limited to the totality of the circumstances, the context in which the alleged incident(s) occurred, the relationship of the parties, whether the alleged offending
party was asked to cease the offending conduct and principles of academic freedom.

Examples of types of harassment prohibited by this policy include:

a. Verbal harassment, such as harassing phone calls, jokes, slurs, epithets, anecdotes, or other derogatory statements directed to an individual or group of individuals’ race, color, religion, ancestry, national origin, gender, marital status, sexual orientation, age, disability, veteran status or any other classification protected by law other than in an appropriate academic study of such activity; or

b. Visual, through the use of writings, graffiti, e-mail, posters, objects, or symbols that ridicule or demean an individual or group of individuals’ race, color, religion, ancestry, national origin, gender, marital status, sexual orientation, age, disability, veteran status or any other classification protected by law other than in an appropriate academic study of such material; or

c. Physical, such as unwanted touching, stalking, or impeding an individual's free movement on the basis of a protected characteristic.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when submission to or rejection of this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work/academic performance or creates an intimidating, hostile or offensive work/educational environment.

If a student feels like he/she is being discriminated or harassed it is critical that the student notify their Preceptor, the Clinical Coordinator, and/or the Program Director. The Athletic Training Program does not tolerate unlawful discrimination or harassment, and the victim’s rights are paramount. Any student who feels that the course of action taken by the Preceptor, Clinical Coordinator, and/or Program Director is not sufficient is encouraged to file a complaint with the University Equal Opportunity Officer ("EOO"), whose offices are located in the Administration Building.

E. Dress Code

During clinical rotation assignments, athletic training students are required to adhere to the ATP dress code and to wear their name badge at all times. Students, faculty, and Preceptors provide high quality health care services to athletes and patients; therefore, it is unacceptable to compromise integrity or trust by wearing unprofessional attire. The ATP’s dress code is delineated on the following page– these specific requirements are the minimum dress standards. Students must adhere to the ATP dress code regardless of whether or not their Preceptor wears/permits what the program considers unacceptable (e.g., t-shirts, denim). Students must also consult with their Preceptors to determine if their site requires standards that exceed the ATP’s (e.g., business attire vs. polo shirt and chinos).
The following are ACCEPTABLE DRESS CODE STANDARDS

For team practices and ATP in-services:

! Chapman Athletic Training polo shirt (must be tucked in)
! Khaki or other single color chino style pants
! Khaki or other single color shorts of appropriate length (no short-shorts/“Daisy Dukes”)
! Closed-toe, closed-heel athletic shoes; socks must also be worn
! Durable watch with ability to count seconds

For games/events:

**Outdoors**

! Chapman University Athletic Training polo shirt (color determined collectively by staff/students before competition)
! Khaki pants or shorts of appropriate length
! Matching warm-ups in inclement weather

**Indoors**

! Professional dress (e.g., slacks, button down shirts, etc.)
! Shirt and pants must meet in the middle to cover all skin regardless of activity or positioning
! Closed-toe dress shoes. Low heels are permissible if a student can run, tape, carry water, etc. in them without jeopardizing health and safety, or damaging facility surfaces.

The following are UNACCEPTABLE AT ALL TIMES WHILE PRESENT AT CLINICAL ROTATION SITES

! T-shirts or tank tops of any kind
! Jeans or denim of any kind
! Sandals, open-toed or open-heeled shoes
! Cotton, fleece, or jersey knit sweatpants
! Greek-wear of any kind
! Skirts or skorts
! Clothing with reference to drugs, alcohol, gangs, or violence
! Clothes that obviously haven’t been washed or cared for appropriately
! High heels, dress shoes, sandals, open-toe or open-heel shoes (unless required by clinical site)
! Exposed cleavage, midriff, or buttocks

**Remember…**

! If a student is unsure about the acceptability of their dress, he/she should consult his/her Preceptor before wearing the item to the clinical site
! Failure to follow the above standards will result in the student being sent home to change
! Excessive body art is an inappropriate distraction. Certain visible body piercings (e.g., nose, eyebrow, tongue, lip) and tattoos can divert attention from the student’s professional purpose. Body jewelry should be removed.
Students should consult their assigned Preceptor if they have any questions. It is not the ATP’s intention to limit student’s individual expression, but rather to decrease the chances that a distraction could hinder their communication or relationship with an athlete, coach, staff member, or health care professionals.

**F. Violation of Code of Conduct**

Any violation of the professional behavior code of conduct outlined above could be grounds for dismissal from the clinical site and/or the Chapman University Athletic Training Program. Preceptors reserve the right to dismiss any athletic training student from his/her clinical assignment for any violation of clinical site rules and regulations. The typical sequence of disciplinary actions follows:

**1st Offense**
Written reprimand will be placed in student’s file.

**2nd Offense**
Mandatory meeting with ATP committee and possible dismissal from clinical experience and/or Athletic Training Program. The ATP committee consists of at least two of the following who will handle each case on an individual basis:

- Athletic Training Program Director
- Athletic Training Clinical Education Coordinator
- Athletic Training Full-time Faculty
- Preceptor
- Dean, Associate Dean, or Assistant Dean of the College of Educational Studies (if necessary)
VI. Health & Safety Standards

A. OSHA/BBP Compliance
Students enrolled in the Athletic Training Program must attend an OSHA Bloodborne Pathogen lecture annually. The lecture will cover current information and regulations concerning HBV/HIV infection control. In addition, students must sign the Blood and Body Fluid Exposure Control Plan Policy form as part of the application process.

B. Blood and Body Fluid Exposure Control Plan
The purpose of the Athletic Training Program’s blood and body fluid exposure plan is to establish roles, responsibilities, and consistent procedures for reporting, treating, and follow-up care for Chapman University’s Athletic Training Students accidentally exposed to the blood or other body fluids while performing patient care duties at their clinical rotations. This plan complies with guidelines established by the Occupational Safety & Health Administration (OSHA) and the Centers for Disease Control (CDC).

C. Communicable Disease Policy
Athletic Training Students encounter potential modes of communicable disease transmission daily during their clinical rotations. Due to the nature of athletic activities, health care personnel including athletic training students are at increased risk for the spread of communicable and infectious diseases; therefore, Chapman University’s Athletic Training Program (ATP) has instituted the communicable disease policy and procedures to prevent the transmission of communicable and infectious diseases.

D. Physical Examination / HBV Vaccinations
A physical examination by a MD/DO/NP/PA must verify that the student is able to meet the physical and mental requirements - with or without reasonable accommodation - of an athletic trainer. This examination must include:

- a medical history
- an immunization review

Students applying to the Athletic Training Program must submit proof of initiation of the HBV vaccination series. Students enrolled in the Athletic Training Program must submit proof of completion of the HBV vaccination series or an immunization waiver prior to beginning their clinical rotations. Vaccinations may be obtained through the Health Center or the student’s primary care physician.

E. Emergency Cardiac Care (ECC) Certification
Emergency cardiac care (ECC) certification that includes the following: 1) Adult and pediatric CPR, 2) AED, 3) 2nd rescuer CPR, 4) Airway obstruction, and 5) Barrier devices (e.g., pocket mask, bag valve mask)
Acceptable ECC providers are those adhering to the most current International Guidelines for Cardiopulmonary Resuscitation and Emergency Cardiac Care. The two most common courses that meet these requirements are: CPR/AED for the Professional Rescuer through the American Red Cross and BLS Healthcare Provider through the American Heart Association. Please note that other courses offered by the American Red Cross and the American Heart Association might not meet all of the above requirements. The original certificate (front and back, including instructor’s signature) must be presented with your application. A copy will be made and maintained by the ATP.

CPR re-certification courses are usually offered at least once per year through the Chapman University Athletic Training Program. Additional opportunities are available through the local Red Cross or American Heart Association. Cost of the course must be covered by the student.

F. Certificate of Clearance
ATP students may be required to obtain a Certificate of Clearance, at their own expense, prior to commencing any fieldwork activities. The Certificate of Clearance must include fingerprints with the Department of Justice (DOJ) and a background check completed by the Federal Bureau of Investigation (FBI). The Clinical Education Coordinator will notify students when a clinical rotation site requires a Certificate of Clearance.
VII. Athletic Training Program Faculty and Staff

A. Full-Time Faculty

**Jason Bennett, DA, ATC - Program Director**
DA - Middle Tennessee State University  
MA - California State University, Chico  
BA - California State University, Chico  
Phone: (714) 997-6567  
Email: jbennett@chapman.edu

**Michelle Cleary, PhD, ATC, CSCS – Associate Professor**
PhD – Temple University  
MEd – Temple University  
BS – University of New Mexico  
Phone: (714) 628-2797  
Email: cleary@chapman.edu

**Sara Nottingham, EdD, ATC, CSCS – Assistant Professor**
EdD - University of North Carolina, Greensboro  
MS - University of Oregon  
BA - Chapman University  
Phone: (714) 744-7963  
Email: nottingh@chapman.edu

B. Athletics Staff

**Pamela Gibbons, MA, ATC - Head Athletic Trainer**
MA - Chapman University  
BS – California State University, Fullerton  
Phone: (714) 997-6640  
Email: gibbons@chapman.edu

**Katy Cohen, MS, ATC – Assistant Athletic Trainer**
MA – Kansas State University  
BS – Chapman University  
Phone: (714) 628-7279  
Email: cohen@chapman.edu

**Ashley Raciak, MA, ATC - Assistant Athletic Trainer**
MA – University of Redlands  
BS – Chapman University  
Phone: (714) 628-7279  
Email: raciak@chapman.edu
Jon Sung, MS, ATC, CSCS - Assistant Athletic Trainer
MS – University of Florida
BS – Chapman University
Phone: (714) 628-7279
Email: jsung@chapman.edu

C. Administrative Staff
Jennifer Bennett – Administrative Assistant
BA – Saint Mary’s College of California
Phone: (714) 997-6639
Email: bennett@chapman.edu

D. Physicians
Chapman University Athletics Team Physicians
Orthopaedic Specialty Institute
230 South Main Street, Suite 200
Orange, CA 92868
Phone (714) 634-4567

ATP Medical Director
Dr. Miguel Prietto, MD – Orthopedic Surgeon

The ATP utilizes various physician guest speakers in many of the didactic and clinical courses throughout the academic year.
VIII. BOC Certification Examination

Each Chapman ATP graduate is expected to attempt and ultimately pass the BOC certification examination. In order to qualify as a candidate for the BOC certification examination, an individual must meet the following requirements:

1. Endorsement of the examination application by the CAATE Accredited Program Director
   a. A student must be graduating in good academic standing (i.e., not on academic probation, etc.) in order to be endorsed by the Program Director.
   b. **Completion of all ATP coursework for the MS in Athletic Training and clinical rotation hours, objectives, and proficiencies does not guarantee endorsement by the program director.** The program director has a legal responsibility to protect the public if he concludes that the graduating student may be a potential danger to a patient’s health and welfare under the care of the graduating student.

2. Proof of current certification in ECC. **Certification must be current at the time of initial application and any subsequent exam retake registration.**

3. Students who have begun their last semester or quarter of college are permitted to apply to take the certification exam prior to graduation, provided that all academic and clinical requirements of the CAATE Accredited Curriculum have been satisfied or will be satisfied in their last semester or quarter of college.

More specific information about the certification examination can be downloaded at http://www.bocatc.org/candidates.