

Kean University

B.S. Athletic Training



Student Handbook



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Introduction

Welcome to Kean University. The Kean University School of Health and Human Performance offers a BS degree in Athletic Training that is accredited by the Commission on Accreditation of Athletic Training Education (CAATE). Graduating students from the program qualify to take the Board of Certification Examination (BOC). Under the governance of the New Jersey State Board of Medical Examiners, those students who pass the BOC Exam can qualify to be licensed and work as an athletic trainer in New Jersey.

The BS Degree in Athletic Training Program (Program) is a comprehensive educational experience consisting of a strong academic schedule with an intense clinical education. The handbook was developed to provide you with comprehensive guidelines that are applicable during your educational experience at Kean University so you are able to receive the optimal experience in all the phases of the Program.

Vision Statement

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

Mission Statement

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

Program Goals

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

1. Demonstrate an understanding of evidence-based practice concepts and their application is essential to sound clinical decision-making and the critical examination of athletic training practice.
2. Implement strategies and programs to prevent the incidence and/or severity of injuries and illnesses and optimize their clients'/patients' overall health and quality of life.
3. Reconstruct clinical examination skills in order to accurately diagnose and effectively treat their patients.
4. Apply knowledge and skills in the evaluation and immediate management of acute injuries and illnesses.
5. Assess clinician and patient outcomes, along with consideration of the stages of healing and goals, to design a therapeutic intervention to maximize the patient's participation and health-related quality of life.
6. Recognize clients/patients exhibiting abnormal social, emotional, and mental behaviors and make appropriate referral.
7. Formulate an understanding of risk management, healthcare delivery mechanisms, insurance, reimbursement, documentation, patient privacy, and facility management.
8. Demonstrate current competence in the constantly changing world of healthcare, practice within the limits of state and national regulation using moral and ethical judgment, and work collaboratively with other healthcare providers and refer clients/patients when such referral is warranted.

Description of Terms

Athletic Training:

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

Certified Athletic Trainer:

To become a certified athletic trainer, a student must graduate with bachelors or master's degree from an accredited professional athletic training education program and pass a comprehensive test administered by the Board of Certification (BOC). Once certified, he or she must meet ongoing continuing education requirements in order to remain certified. Athletic trainers must also work in collaboration with a physician and within their state practice act.

Eligibility for the BOC exam is contingent upon completion of a program accredited by the Commission on Accreditation of Athletic Training Education (CAATE) that must instruct the Competencies within the curriculum. Passage of the certifying examination is a requirement for licensure in most states.

Athletic Training Education:

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

Commission on Accreditation of Athletic Training Education (CAATE):

Non-profit organization currently incorporated in the State of Texas. Filings of incorporation are available through the Texas Secretary of State. The CAATE is recognized by the Council for Higher Education (CHEA).

“Accreditation” is review of the quality of higher education institutions and programs. In the United States, accreditation is a major way that students, families, government officials, and the press know that an institution and/or program provides a quality education.

<https://caate.net/>

National Athletic Trainers Association (NATA):

The National Athletic Trainers' Association (NATA) is the professional membership association for certified athletic trainers and others who support the athletic training profession. Founded in 1950, the NATA has grown to more than 45,000 members worldwide today. The majority of certified athletic trainers choose to be members of NATA to support their profession and to receive a broad array of membership benefits. By joining forces as a group, NATA members can accomplish more for the athletic training profession than they can individually. The NATA national office currently has more than 40 full-time staff members who work to support NATA's mission. <https://www.nata.org>

Program Phases

The Program is set up in four phases. These are:

PHASE 1 - Observation Phase - First year

PHASE 2 - Pre - admit Phase - First semester sophomore year

PHASE 3 - Candidacy Phase - Second semester sophomore year

PHASE 4 - Professional Phase - Junior & Senior year

PHASE 1 - Observation Phase - freshman year

- a. Weekly workshops (Monday 3:30 - 4:20)
- b. Introduction to Athletic Training (AT 2510)
- c. Athletic Training Lab I (AT 2511): includes weekly site and rehab rotations.
- d. Personal Fitness (EXSC 1020)

PHASE 2 - Pre-admit Phase - first semester sophomore year

- a. Students make formal application by the end of the semester.
- b. Introduction to Injury and Management Evaluation (AT 2520).
- c. Athletic Training Lab II (AT 2521): includes weekly site and rehab rotations
- d. Emergency Medical Responder (HED 3232)
- e. Strength Fitness (EXSC 1011)

PHASE 3 - Candidacy Phase - Second semester sophomore year

- a. Interview with Athletic Training Faculty and Staff. Only those who successfully completed Phases 1 and 2 will be invited for an interview.
- b. Therapeutic Modalities (AT 3504)
- c. Therapeutic Modalities Lab (AT 3510)
- d. Sophomore Field (AT 2512): includes weekly site rotations and rehab rotations
- e. Pass entrance exam at the end of the spring term

PHASE 4 - Professional Phase - Junior and senior year (Only those who successfully completed Phase 3 will progress to Phase 4 and be admitted into the Athletic Training major. See page 6.)

- a. Two seasonal clinical rotations per year
- b. One high school rotation
- c. Two pre-season rotations
- d. General Medical Rotation
- e. Core Athletic Training Curriculum course (see Appendix A for Guide Sheet and Course Sequence)
- f. National Athletic Trainers' Association (NATA) membership

NOTE:

1. Above Professional Phase rotations are inclusive of CAATE required rotations
 - a. Individual and team sports
 - b. Sports requiring protective equipment
 - c. Patients of different sexes
 - d. Non sport patient populations
 - e. Variety of conditions other than orthopedics
2. All AT courses are in line with the Athletic Training Educational Competencies: 5th ed. (<https://caate.net/wp-content/uploads/2014/06/5th-Edition-Competencies.pdf>) Specific competencies can be found on the AT course syllabi.

Admission Process into a Declared Athletic Training Major

Some application material must be forwarded to the Program Director for review one week prior to the last day of the fall semester year. All requirements and application material must be completed no later than the end of the last semester of the sophomore year. Upon satisfactory completion of all criteria, the student will be eligible for an interview and to sit for the entrance exam at the end of the spring semester sophomore year. Final acceptance into the Program is made at the end of the sophomore year. Admission to the major is based on successful completion of the following criteria:

1. Written application.
 - a. Application available on Kean University Athletic Training website.
2. Completion and verification of required clinical rotations and rehabilitation observation hours.
3. Updated transcript
4. Two letters of recommendation and one Preceptor Evaluation.
5. Attend scheduled Freshman Workshops (Monday 3:30 - 4:20 pm)
6. Completed Physical, Health History, and Bloodwork (includes a comprehensive immunization record and provide proof of health insurance).
 - a. Forms are available on Kean University Athletic Training Website
7. Review and sign Technical Standards.
 - a. See Appendix B
8. Successful completion of the following courses:
 - a. AT 2520: Introduction to Athletic Training; AT 2510: Introduction to Athletic Training Lab I; EXSC 1020: Personal Fitness; AT 2521: Introduction to Evaluation and Management of Athletic Injuries; AT 2511: Introduction to Evaluation Lab II; EXSC 1011 Strength Fitness; HED 3232 Emergency Medical Responder; AT 3504: Therapeutic Modalities In Athletic Training; AT 3510: Therapeutic Modalities Lab; AT 2512: Sophomore Field (Minimum Grade B-/80% in all courses).
 - b. ENG 1030: College Composition; COMM 1402: Speech Communication; BIO 2402: Human Anatomy and Physiology (Minimum Grade C in all courses)
 - c. CPS 1032 or 1231.
 - d. For Guide Sheet and Course Sequence see Appendix A.
9. Interview given during the candidate's Candidacy Phase. (Candidates must score a 70 or higher)
10. Up-to-date C.P.R. card.
11. Entrance Exam - Successful completion according to program standards of both written and practical exam given at the end of the Candidacy Phase. Candidates must score within the 80% or higher range. (This is a one-time only exam, candidates may not retake the exam)

Failure to complete any of the above criteria will result in the student not being accepted into the Program.

Graduation Requirements

The Bachelor of Science degree in Athletic Training is awarded to candidates who have successfully completed the following requirements of the Program and approval by the Program Director:

- 120 undergraduate credits of coursework as designated in the course sequence
- An overall GPA of 3.0 or higher
- A minimum of 80% in all athletic training required courses
- Successful completion of assigned clinical rotations and rehabilitation hours

Advisement

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

Student advising responsibilities are as follows:

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

Course Overloads:

A full time load is considered 12-18 credits. Those students registered for more than 18 credits in a semester must receive permission from the AT Program Director. The AT Course Overload Policy will comply with University guidelines for students taking course overloads.

Students must obtain a "Registration Petition Form" from either the Registrar Homepage or from the Office of the Registrar. After receipt of this form, students must go to the Academic Dean's Office. Students must see his or her Dean/Assistant to the Dean in order to get approval (amount of credits said student is allowed to register for and Dean/Assistant to the Dean's signature on the form). After the signature is obtained, students must bring the form (along with photo identification) to either the Office of the Registrar or CAS One Stop for processing.

Course Petitions:

All Athletic Training courses require a petition to register. A petition will be granted once the student has met with their academic advisor and/or has met the requirements of the program. The academic department of said course will enter the petition in the computer system (which will allow the student to register on KeanWISE).

Policies and Procedures

Sexual Harassment Policy:

Sexual harassment in any form is not tolerated in the Program and at Kean University. Sexual harassment violates the dignity and rights of individuals and the moral conscience of the University community. In addition, it is a form of sexual discrimination prohibited by the New Jersey Law against Discrimination, N.J.S.A. 10:5-1 et seq, Title IX of the Education

Amendment of 1972 and Title VII of the Civil Rights Act of 1964 (as amended in 1991). All AT students are entitled to a working and learning environment free from discrimination, including sexual harassment. The University prohibits sexual harassment in accordance with campus policies and state and federal law. If at any time the athletic training student feels unsafe or in the event of an incident, the student should immediately report the incident to the Program Director and the University's Office of Affirmative Action.

Assumption of Risk:

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

Participation in the laboratory and clinical experiences expose AT students to potential risks from the skills being practiced or when working in the athletic environment. Specifically, students are at risk for exposure to human blood or other potentially infectious materials. Students understand and acknowledge that the inherent risk of injury and illness is assumed by the student when they decide to enroll in the Program Athletic training students must be aware of the potential harmful situations to minimize injury
Students who sustain an injury must report the injury within 24 hours to the course instructor/preceptor and the Program Director.

Sports Participation:

- ❖ Athletic training students are allowed to participate in most varsity sports with the understanding that the academic program and clinical requirements take precedence over athletics responsibilities.
- ❖ It will take most varsity athletes an additional academic year to complete the requirements for the program if participating as a student-athlete. Please plan for 5 years.
- ❖ No exceptions will be made to the course sequencing.
- ❖ No exceptions will be made for meeting the required clinical education rotations associated with academic coursework.
- ❖ During the off-season, the student-athlete will not be permitted to participate in his/her respective sport if it conflicts with the clinical assignment.
- ❖ Athletic training students must meet with the Clinical Coordinator and the Program Director of the Athletic Training Program before making plans to participate in varsity sports or excessive involvement in student/campus organizations.
- ❖ Athletic training students will not be excused from clinical assignments to participate in intramural or club practices or games.

Transfer Policy:

1. All transfer students must meet with the Program Director to determine their placement status. Transfer students wishing to transfer courses intended to fulfill specific Athletic Training course requirements must have those courses evaluated by the Program Director. Course outlines, syllabi, and class notes will be reviewed. Any such course must assess all the same competencies in the course offered by Kean University.
2. All transfers from another CAATE approved Program will be required to take the entrance exam given by the Program administration to all candidates. Successful completion according to program standards of both written and practical exam given at the end of the Candidacy Phase.
3. Any transfer student from another CAATE approved Program challenging acceptance at the junior level must provide a document from the former Program Director addressing the reason for the transfer. This is essential to verify quality of character, aptitude, and predicted success in an accredited athletic training program.
4. Clinical experiences will also be reviewed by the Program Director. All clinical experiences submitted for review must be documented and must have been under the direct supervision of a BOC Certified Athletic Trainer. These must be comparable to those required for the respective levels at Kean University.
5. As stated in the undergraduate catalog, a minimum of 32 degree credits of the major requirements, must be earned at Kean including, one-half of the General Education

Technical Standards Policy:

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

Bloodborne Pathogen Exposure Prevention (BPEP) and Post-Exposure Procedure Policy:

The Athletic Training Program follows the guidance detailed in the Kean University Bloodborne Pathogens Exposure Control Plan. The Exposure Control Plan is designed to eliminate or minimize occupational exposure to bloodborne pathogens in keeping with the requirements of OSHA 29 CFR 1910.1030 Bloodborne Pathogens Standard, 1030 which is adopted by reference under New Jersey Public Employees Occupational Safety and Health (PEOSH) (see:

https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=10051).

Students in the Athletic Training Program, are required to complete a self-study module on Bloodborne Pathogens. Additional training and review of the Exposure Control Plan will be provided as part of HED 3232 and prior to entering the clinical year. Clinical training sites may require additional on-site training as part of their specific orientation process.

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

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

The Office of Environmental Health and Safety (EHS) will provide the Athletic Training Program with sharps containers, red bags and medical waste containers.

Post Exposure:

If the student experiences a needlestick or other sharps injury, or is exposed to the blood or other potentially infectious body fluid, they should follow these steps as indicated:

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

Incident Report:

- Students must submit a BBP Exposure Incident Report within 24 hours to the Program Director of the Athletic Training Program in the event of any BBP exposure.
- The Athletic Training Program and EHS will review all BBP Exposure Incident Reports to review the circumstances of the exposure incident to determine if procedures, protocols and/or training need to be revised.
- The student may obtain post-exposure medical care from the provider of their choice. The information regarding the student's medical care will be kept confidential and will not be shared with the Athletic Training Program.

Communicable Disease Policy:

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

HIPAA and FERPA Policy:

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

Athletic Training Student Internship Policy:

1. For those Athletic Training Students seeking an internship or volunteer opportunity within the field of Athletic Training, the Athletic Training Student must work under the supervision of a BOC Certified Athletic Trainer at all times. At no time may an Athletic Training Student be substituted for a Certified Athletic Trainer.
2. For those Athletic Training Students seeking an internship or volunteer opportunity within the field of Athletic Training, the time of employment may not be utilized as time devoted towards accumulation of required clinical hours needed for the completion of the Program.
3. An internship or volunteer service may not interfere with academic or clinical responsibilities required by the Program.

The Athletic Training Student participating in an internship or volunteer opportunity within the field of Athletic Training must notify the Program Director and/or Clinical Education Coordinator. The Program Director and/or Clinical Education Coordinator must approve of said internship. The supervising Athletic Trainer must complete preceptor training as directed by the Program.

4. The Athletic Training Student involved in an internship or volunteer opportunity must not receive monetary compensation for their participation.
5. Student Workers employed by the Kean University Rehabilitation Center must adhere to the roles and responsibilities as stated on pg. 19.

Therapeutic Modality Policy:

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

Social Media Policy:

Faculty, preceptors, and athletic training students must maintain a professional relationship at all times. It is strongly discouraged that current students interact with faculty, preceptors, high-school student athletes, etc. on social media via personal accounts. Sponsored forum interaction, for example "KU athletic training" through the AT Club, is encouraged. All

individuals must remember they are a representative of the Kean University Athletic Training Program and should not post anything that may reflect poorly on themselves or the Program.

Email Policy:

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

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

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

Technology Policy:

Students are expected to turn off all cell phones during class and clinical experience. Computer use in class is for note taking and research only! Social networking will not be tolerated. Students who use their electronic devices during class time for activities not directly related to the class/topic may be asked to leave the classroom and/or have points deducted from their overall course grade.

Conflict Resolution:

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

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

Clinical Hour and Field Experience Documentation

Clinical Experience Protocols:

Prerequisites Prior to Receiving Clinical Experiences

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

Freshman and Sophomores:

All observation hours must be documented on tracking sheets. Students are also required to sign in and sign out of Kean University's Rehab center. All hours must be tabulated and signed by a preceptor, then submitted to the Clinical Education Coordinator, Program Director, or appropriate faculty member. The minimum hours required each semester will be determined at the beginning of the term.

Juniors and Seniors:

All hours must be documented on ATrack and verified by the Preceptor. The Clinical Education Coordinator/Field Experience Instructor will routinely monitor the hour submission and verification. Students are required to spend a minimum of 15 hours per week and a maximum of 25 hours per week at their clinical rotation. Students are required to have a minimum of one day off per week. Hours are dependent on the rotation. The students are not required to commit to more than an average of 40 hours maximum per week including class contact time and/or clinical assignment. Travel time to and from the site should not be documented as part of the clinical hours. No hours are required to be completed past the maximum of 25 hours for the week.

In order for proper documentation to occur, the student must be enrolled with ATrack before beginning their clinical experience. The student will not receive their clinical assignments for the year until this has been completed and verified by the Clinical Education Coordinator.

Leave Requests:

All requests for missing field experiences must be approved by the Clinical Education Coordinator and supervising preceptor.

Travel:

Traveling with athletic teams are encouraged when possible. Students travelling with athletic teams that may require class absence must have ATS Travel form signed by all professors and handed into clinical education coordinator by day prior to travel (See Appendix E). Student will be responsible for any missed work. Travel time should not be documented as part of the clinical hours.

Clinical Transition:

Students that are scheduled to have back-to-back clinical rotations must allow one week to rest and regroup between clinical experience. The student may attend an orientation with the preceptor but should not last more than 4 hours. Students are encouraged to use this time to catch up on personal and academic responsibilities and engage in activities outside of athletic training. Post-season play is not a mandatory part of the students clinical experience. The student has the choice on whether to stay on or end their rotation. If the student chooses to continue with their rotation they must first seek approval from the attending preceptor, clinical coordinator, and program director. If the student is to transition to another clinical site then they must also seek approval from that site.

Background Check:

A background check is required for Junior and Senior Athletic Training Students to attend and complete clinical rotations assigned by the Program. Before the start of preseason of Junior year and the preseason of Senior year the student must obtain an updated background check through the company assigned by the Clinical Education Coordinator. The student will not receive their clinical assignments for the year until this has been completed and verified by the Clinical Education Coordinator.

Dress Code:

Professional dress and appearance are critical in today's society. Judgments are made about you from your appearance. When your appearance distracts others from the work you are doing, you cannot be effective in that work. Neatness and cleanliness should be the trademark of an athletic trainer.

In order to establish a professional appearance consistent with allied health care professionals and Kean University (KU), all athletic training students must abide by the athletic training professional appearance policy listed below. The professional appearance policy is in effect at all times when representing the University, day or night, in the athletic training room or at practice.

Approved Kean University sports medicine t-shirts, collared shirts, and/or long sleeves must be worn at all times.

Students may wear either Khaki or Navy colored slacks or shorts.

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

All shoes must be closed-toed, professional and functional

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

Hats

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

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

- No visible body or facial piercings. Any pre-existing piercing must be taken out at your clinical assignment.
- If you wear any unacceptable clothing, you will be sent home to change.
- Athletic training students must maintain good personal grooming including clean shaven, hair tied back, clean hands and appropriate length fingernails.

Games and Doctor's visits

- Some sports (ex: Men's Basketball, Women's Basketball) will require the student to wear a shirt and tie, blouse, & dress slacks to games.
- The dress requirement for these sports will be up to the discretion of the staff athletic trainer/preceptor.
- When representing Kean University Athletic Training Program at a hospital or doctor's office a Kean University collared shirt or nice dress shirt must be worn

***Mesh shorts are not acceptable. ***Acceptable dress policy will be to the discretion of the athletic training staff.

Assignments:

All Professional Phase students will receive clinical assignments to encompass the following CAATE requirements: protective equipment, clinical experience at a high school and college or university setting, clinical experience with individual and team sports as well as patients of different sexes, population other than orthopedic and non-sport patient population. Clinical education assignments will not discriminate based on sex, ethnicity, religious affiliation, or sexual orientation as per the Kean University non-discrimination policy.

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

Affiliated Clinical Sites

University Affiliations

Drew University
 Kean University
 New Jersey City University
 Ocean County Community College
 Rutgers University

High School Affiliations

Carteret High School
 Hillside High School
 Linden High School
 Millburn High School
 Roselle Park High School
 Union High School
 Westfield High School

Clinic Affiliations

JAG-One
 NJ Spine and Wellness Center
 RWJH Bridgewater Sports Physical therapy & Performance Center

Physician Offices Affiliations

RWJPE Bridgewater Medical Group

EMS Affiliations

Union County

Professional Affiliations

NY Giants
 NY Jets

Additional Costs in the Program

Due to the nature of the Program, students will incur additional costs outside of the normal college fees (tuition, room and board, meal plan, textbooks, etc.). These include but are not limited to the following:

NATA Membership: \$70.00-\$90.00

The National Athletic Trainers' Association (NATA) is the professional membership association for athletic trainers. Membership to the NATA is not only required for professional development, but also provides discounts to conferences and is required for submitting case reports. <http://www.nata.org>

ATrack subscription: \$45.00 - 1 year, \$90.00 - lifetime

ATrack is the computerized system used to document clinical hours and evaluations. This is a requirement for those admitted in the Program. More information and registration can be found at: <http://www.atrackonline.com>

Background Check: \$51.00

A background check is required to attend and complete clinical experiences assigned by the Program. Background check must be repeated annually and completed before the start of the preseason.

Lab Fees: \$30.00 per course

The following courses have associated lab fees:

AT 2510 – Intro to AT Lab I

AT 2511 – Intro to AT Lab II

Transportation Costs: Dependent on clinical assignment

Students are to provide their own transportation to approved clinical sites. Students will not be reimbursed for travel expenses, including but not limited to tolls, gas, parking, traffic violations, etc.

Clothing Costs: Starting at \$40.00

Kean University Athletic Training clothing will need to be purchased as appropriate attire for clinical observations and clinical rotations.

BOC Exam: \$330.00

Upon graduating from the Kean University athletic training program, the student will be eligible to sit for the athletic training Board of Certification exam. Cost and further information regarding the exam is available on the Board of Certification website. <http://www.bocatc.org>

All prices are subject to change at any time.

Scholarship Availability

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

Roles and Responsibilities

Program Director:

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

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

Coordinator of Clinical Education:

Responsible for oversight of the clinical education portion of the program. This includes the following responsibilities:

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

Medical Director:

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

Preceptors:

Function to supervise, instruct, and mentor students during clinical education in accordance with the program's policies and procedures. Preceptors who are athletic trainers or physicians assess students' abilities to meet the curricular content standards

Health care providers whose experience and qualifications include the following:

- Licensure as a healthcare provider, credentialed by the state in which they practice (where regulated)
- BOC certification in good standing and state credential (in states with regulation) for preceptors who are solely credentialed as athletic trainers
- Planned and ongoing education for their role as a preceptor
- Contemporary expertise (*per CAATE Standards*)

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

Adjuncts:

As an adjunct instructor, he/she is a member of the School of Health and Human Performance within the College of Education. Therefore, adherence to Departmental and College policies is required. Adjunct Instructors for specific program courses must adhere to the teaching content as reflected in the competencies and proficiencies provided to each instructor for each course he/she is teaching.

Student Roles and Responsibilities

Senior Athletic Training Student:

A senior is primarily responsible for assisting in administering in all the areas of athletic training including injury evaluation, record keeping, taping, first aid techniques, and rehabilitation of the physically active person. They will be placed in a position of responsibility as indicated by their status and skill level. It is the goal of the athletic training program to provide the senior student with the opportunity to act as a clinician under the direct supervision of a preceptor during their senior year. Additionally, they are to assist, educate, and serve as a mentor to the underclassmen in the program. Mentoring of underclassman students should include modeling professionalism and leadership and fostering communication, respect, patience and empathy. Peer assisted learning is accomplished best by being knowledgeable, approachable, encouraging and by challenging the underclassman to use their critical thinking skills.”

Remember, teaching is the highest form of understanding.” – *Aristotle* They are also to complete all the educational requirements for their degree and are encouraged to take an active role in their national, district, and state organizations.

Junior Athletic Training Student:

The junior students will be given the opportunity to learn the skills necessary to assume responsibility of a physically active person. Every attempt will be made on the part of the preceptor to assign the junior as much guided responsibility as possible. During this year of supervision, the junior will be exposed to several athletic training opportunities in order to prepare them for their senior assignments. Additionally they are to continuously improve their skills in all areas of athletic training and assist underclassman. Mentoring underclassman students should include modeling professionalism and leadership and fostering communication, respect, patience and empathy. They should also take an active role in their national, district, and state organizations.

Sophomore Candidate:

The sophomore candidate is continuing to pass through the application process and should be prepared to take an active part in the clinical portion of the major. Primary objectives of the sophomore candidate is to expand their knowledge base while maintaining satisfactory GPA, improve their athletic training skills, and gain self-confidence. They are also to develop a working knowledge in the areas of record keeping, emergency care, injury evaluation, and therapy application. The sophomore candidate will be exposed to many different experiences to broaden their responsibilities.

Freshman Candidate:

The first year at Kean University will serve as the beginning of the candidate's application process. The freshman candidate must maintain a satisfactory GPA and will assume duties such as maintaining cleanliness of the athletic training areas. The freshman candidate is encouraged to participate in active learning, including observing and engaging upperclassman students. Freshmen are required to attend freshman workshops for additional professional development.

Student Workers:

The Kean University Athletics Department reserves the right to hire student workers for the rehabilitation center. These student workers are not permitted to have patient contact as this directly violates CAATE standards. As such, no hours completed as a student worker can be applied to the clinical hours required by the Program.

Probation and Suspension Procedures

The University Integrity Policy will be adhered to regarding behavior and academics. This can be found in the University Integrity Policy Handbook. In addition, behaviors considered inappropriate are those but not exclusive of those cited in the NATA code of conduct. In the event of Program conduct policy violations, students will be assessed according to the following:

1. The student will be privately notified by the instructor or preceptor of the violation. Written notice of this notification will be placed in the student's file in the Program Director's Office. In the event the changes are not adequate after two weeks, then:
2. The student will meet with the Program Director, the Clinical Education Coordinator, and the instructor or preceptor in order to discuss the violation. If corrections are not acceptable after a two week period week, then:
3. The student will receive a letter from the Program Director indicating to the students that he/she is being placed on probation.
4. The Program Director, Clinical Education Coordinator, and the Executive Director will then determine the next action which will be one reflected in academic probation consequences cited below.

Academic Probation:

1. Students falling below the 3.0 will automatically be placed on a one semester probationary period. At the end of that semester, the GPA must be at the 3.0 level. If not, the student will not be allowed to take additional athletic training courses until such time that the GPA is a 3.0 or higher.
2. Students receiving less than a B- or C in an assigned Athletic Training course during any one semester, as dictated by the course sequence, will be immediately placed on academic probation. The student will be allowed to continue taking courses (only in the professional phase) with the understanding that they must repeat the course the following time it is offered. If said student receives another grade below the minimum in another course, then that student will not be allowed to take any additional athletic training courses until both courses have been taken and the student has earned the required minimum grade in both courses. If the minimal grade is not obtained the second time in the repeated course, then the student will be dismissed from the program.

NOTE: Rare exceptions to this policy will be taken under consideration by the Program Director, Clinical Education Coordinator, and the Executive Director.

Adherence to University Policies

The Athletic Training program adheres to the following university policies:

Academic Integrity Policy: The University policy on Academic integrity is located at:
<https://www.kean.edu/academic-integrity>

Affirmative Action Policy: The University Equal Opportunity and Affirmative Action Statement is located at: <https://www.kean.edu/offices/affirmative-action>

Sexual Harassment Policy: The University Sexual Misconduct Policy is located at:
<https://www.kean.edu/offices/affirmative-action>

Policy on Harassment, Intimidation and Bullying: The University Policy is located at:
<https://www.kean.edu/offices/affirmative-action>

American with Disabilities Act (ADA): The University Office of disability Services implements the provisions of the Americans with Disabilities Act at Kean University:
<https://www.kean.edu/offices/affirmative-action>

Student Code of Conduct: The University' Student code of Conduct is located at:
<https://www.kean.edu/offices/community-standards-and-student-conduct/student-code-conduct>

Nondiscrimination Policy: The New Jersey State Policy Prohibiting Discrimination in the Workplace is located at: <https://www.kean.edu/offices/affirmative-action>

Free speech and Dissent: The University policy on Free Speech and Dissent is located at:
<https://www.kean.edu/offices/miron-student-center/free-speech-and-dissent-policy>

***All University policies and academic requirements of the Program are subject to change without notice as indicated in the Kean University Undergraduate Catalog.**

Contact Information

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Additional Resources:

<https://www.kean.edu/academics/programs/athletic-training>

www.nata.org

www.caate.org

www.bocatc.org

Kean University - College of Education

**(25400) B.S. in Athletic Training: 120 Semester Hours (S.H.)
Minimum GPA Required for Declaration; Major and Graduation: 3.0**

EFFECTIVE DATE: Fall 2019

START TERM: _____

| GENERAL EDUCATION: | | 46 S.H. | ACADEMIC MAJOR | | 74 S.H. |
|--|---|----------------|--|----------------|----------------|
| Foundation Requirements: | | 13 S.H. | Required: | | 56 S.H. |
| GE 1000/3000 Transition to Kean/Transfer Transition ¹ | 1 | | EXSC 1011 Strength Fitness ** | | 1 |
| ENG 1030 College Composition ² | 3 | | EXSC 1020 Personal Fitness** or AT 1996 Optional Research** | | 1 |
| MATH 1010, 1010, 1016, 1030, 1054 Foundations of Math ² | 3 | | EXSC 2500 Introduction to Biomechanics | | 3 |
| COMM 1402 Speech Communication | 3 | | AT 2520 Introduction to Athletic Training *** | | 3 |
| GE 2022 Research & Technology | 3 | | AT 2521 Introduction to Athletic Training Lab *** | | 1 |
| | | | AT 2511 Introduction to Evaluation and Management of Physically Active *** | | 3 |
| DISCIPLINARY & INTERDISCIPLINARY DISTRIBUTION REQUIREMENTS: | | | AT 2521 Introduction to Evaluation and Management of Physically Active Lab *** | | 1 |
| Humanities: | | 6 S.H. | HED 3232 Emergency Medical Responder*** | | 3 |
| ENG 2403 World Literature | 3 | | AT 3501 Risk Management and General Medical Conditions for the Physically Active *** | | 3 |
| Take one "GE Approved" course from GE Hum. Dist. Course List | | | AT 3512 Risk Management and General Medical Lab *** | | 1 |
| Fine Arts / Arts History | 3 | | AT 3502 Upper Extremity Injury Evaluation in Athletic Training*** | | 3 |
| Philosophy or Religion | 3 | | AT 3513 Upper Extremity Evaluation in AT Lab*** | | 1 |
| Foreign Languages (Must take I and II for credit) | 3 | | AT 3504 Therapeutic Modalities*** | | 3 |
| Music or Theatre | 3 | | AT 3510 Therapeutic Modalities Lab*** | | 1 |
| Interdisciplinary | 3 | | EXSC 3505 Kinesiology*** | | 3 |
| | | | EXSC 3510 Physiology of Exercise*** | | 3 |
| | | | EXSC 3511 Physiology of Exercise Lab*** | | 1 |
| Social Sciences: | | 6 S.H. | AT 3525 Rehabilitation of Musculoskeletal Injuries in AT*** | | 3 |
| HIST 1062 Worlds of History | 3 | | AT 3511 Rehabilitation of Musculoskeletal Injuries Lab*** | | 1 |
| PSY 1000 General Psychology** | 3 | | HED 3600 Nutrition** | | 3 |
| Science and Mathematics: | | 7 S.H. | AT 4520 Principles of Org. and Admin. Of Athletic Training*** | | 3 |
| CPS 1032, 1231 | 3 | | AT 4801 Pharmacology and Sport *** | | 3 |
| BIO 1000 Principles of Biology** | 4 | | AT 4802 Instruments in Athletic Training Injury Diagnosis*** | | 3 |
| Additional Required Courses: | | 14 S.H. | AT 4810 Instruments in Athletic Training Injury Diagnosis Lab*** | | 1 |
| ID1225 Issues in Contemporary Health** | 3 | | Professional Education | 15 S.H. | |
| PSY 2110 or 3110** | 3 | | AT 2512 Sophomore Field Experience in Athletic Training*** | | 3 |
| BIO 2402 Anatomy and Physiology** | 4 | | AT 3693 Junior Clinical Field Experience I*** | | 3 |
| BIO 3405 Gross Anatomy** | 4 | | AT 3694 Junior Clinical Field Experience II*** | | 3 |
| | | | AT 4692 Senior Clinical Field Experience I*** | | 3 |
| | | | AT 4693 Senior Clinical Field Experience II*** | | 3 |
| | | | Capstone | 3 S.H. | |
| | | | AT 4521 Professional Development in Athletic Training*** | | 3 |

Special Notes:

¹ See prerequisites and equivalencies (on page 2)

² All undergraduate students must satisfy this University Requirement for Graduation by successfully completing one of the following courses at Kean University: GE 1000 Transition to Kean (all freshmen and transfers entering with 0-29 credits), or GE 3000 Transfer Transitions (transfers entering with 30 credits or more)"

³ BIO 1000 is a prerequisite for BIO 2402

⁴ PSY 1000 is a prerequisite for PSY 2110 and PSY 3110

⁵ A BIO 2402 is a prerequisite for BIO 3405

*GE Required course

** Requires a C or better

*** ALL Athletic Training Courses require a B- (80%) or better

****Foreign language courses such as 3 credits for foreign language that may satisfy the GE Distribution requirement is awarded only upon successful completion of two semesters of study at the introduction or intermediate level

GENERAL EDUCATION INFORMATION AND REQUIREMENTS

Testing and Placement

Incoming freshmen and transfer students may be placed in specific GE Foundations, Developmental or ESL courses as a result of testing prior to registration. Students may be exempt from testing due to SAT scores or prior college work.

Prerequisites and Equivalencies for GE Foundations Courses

GE 1000

Required of all freshmen & transfers entering with 0-29 credits

Prereq: None Equiv: ID 1001

GE 3000

Required of transfers entering with 30 credits or more

Prereq: 30 credits and ENG 1030

ENG 1030

Prereq: Placement testing or exemption from placement testing

Equiv: ENG 1031/1032, ENG 1033/1034, ENG 1430, ENG 1620, ENG 1020, ENG 1400

MATH 1000 or 1010 or 1016 or 1030

Prereq: MATH 0901 if required by placement testing

Equiv of MATH 1000: MATH 1001/1002, MATH 1003/1004, MATH 1051

MATH 1044 or 1054

Prereq: MATH 0901 if required by placement testing and MATH 1000

COMM 1402

Prereq: CS 0412 if required by placement testing

ENG 1031/1032 or ENG 1033/1034 if required by placement testing May be taken concurrently with ENG 1030

Equiv: COMM 1400

GE 2021- 2026 Research and

Technology is offered as college-based course

GE 2021 College of BPM GE 2022 College of EDU GE 2023 College of CLA GE 2024 College of NAHS & NJCSTM & NWGC

GE 2025 SVPA & Michael Graves College

GE 2026 Undecided Majors and other special populations

Prereqs: CS 0412 if required by placement testing ENG 1030 or equivalent

COMM 1402

Equiv: GE 2020

GE Distribution Courses

Approved GE

Distribution Courses

All courses taken under the General Education Disciplinary/Interdisciplinary Distribution requirements must be selected from the Approved General Education Distribution Course List.

These courses are designated as GEHU, GESS, and GESM.

| | | | |
|------|-------------|-------------|-----------------|
| GEHU | Humanities | GESS | Social Sciences |
| GESM | Mathematics | Science and | |

Required GE Distribution Courses

ENG 2403 is a required Humanities Distribution course with an emphasis on diversity.

Prereq: CS 0412 if required by placement testing; ENG 1030 or equivalent

Equiv: ENG*2203

HIST 1062 is a required Social Sciences Distribution course. Prereq: None

Foreign Language Credit

The three credits for a foreign language that may satisfy the GE Disciplinary/Interdisciplinary Distribution Requirement are awarded only upon successful completion of the second of two semesters of study at the introductory or intermediate level.

Credit for the first semester may be used as elective credit.

UNIVERSITY REQUIREMENTS

GE 1000/3000 Requirement

All undergraduate students must satisfy this University Requirement for Graduation by successfully completing one of the following courses at Kean University: GE 1000 Transition to Kean (all freshmen and transfers entering with 0-29 credits) or GE 3000 Transfer Transitions (transfers entering with 30 credits or more).

Writing-Emphasis Requirement

All students are required to complete one "Writing-Emphasis" course. The "W-E" course must be within the major portion of your program. Consult your major program advisor for specific information.

(25400) B.S. in Athletic Training

120 Semester Hours (S.H.)

Fall 2019

Freshman Year

| | | | | | |
|-----------|------------------------------|----------------|-----------|------------------------|---------------|
| ENG 1030 | College Composition | 3** | COMM 1402 | Speech Comm. | 3** |
| MATH 1000 | Algebra for College Students | 3 | BIO 1000 | Principles of Biology | 4 |
| PSY 1000 | General Psychology | 3 | HIST 1062 | Worlds of History | 3 |
| ID 1225 | Iss. In Contemporary Health | 3 | AT 2520 | Intro to Ath. Training | 3* |
| HUM Elec. | | 3 | AT 2510 | Intro to AT Lab I | 1* |
| GE 1000 | Transition to Kean | 1 | EXSC 1020 | Personal Fitness | 1* |
| | | 16 s.h. | | | 15 s.h |

Sophomore Year

| | | | | | |
|-----------|--|----------------|----------|------------------------|----------------|
| HED 3232 | Emergency Medical Responder | 3* | Eng 2403 | World Literature | 3 |
| BIO 2402 | Human Ana. & Phys. | 4** | GE 2022 | Research and Tech. | 3 |
| EXSC 2500 | Biomechanics | 3 | CPS | 1032 or 1231 | 3 |
| EXSC 1011 | Strength Fitness | 1* | AT 3504 | Therapeutic Mod. | 3* |
| AT 2521 | Intro to Eval & Mgmt of Physically Active | 3* | AT 3510 | Therapeutic Mod. Lab | 1* |
| AT 2511 | Intro to Eval. & Mgmt. of Physically Active Lab II | 1* | AT 2512 | Soph. Field Exp. In AT | 3* |
| | | 15 s.h. | | | 16 s.h. |

Junior Year

| | | | | | |
|----------|-----------------------------------|----------------|-----------|-------------------------|----------------|
| BIO 3405 | Gross Anatomy | 4* | PSY | 2110 or 3110 | 3 |
| AT 3502 | Upper Extremity Eval. | 3* | AT 3501 | Risk Man. & Gen Med | 3* |
| AT 3513 | Upper Extremity Lab | 1* | AT 3512 | Risk Man. Lab | 1* |
| AT 3525 | Rehab of Musculoskeletal Injuries | 3* | AT 3503 | Lower Extremity Eval | 3* |
| AT 3511 | Rehab. Lab | 1* | AT 3514 | Lower Extremity Lab | 1* |
| AT 3693 | Jr. Field Experience I | 3* | AT 3694 | Jr. Field Experience II | 3* |
| | | 15 s.h. | EXSC 3505 | Kinesiology | 3 |
| | | | | | 17 s.h. |

Senior Year

| | | | | | |
|-----------|--------------------------------|----------------|----------|-------------------------|----------------|
| AT 4520 | Org. and Adm. of AT | 3* | AT 4521 | Professional Dev. | 3* |
| EXSC 3510 | Phys of Exercise | 3 | AT 4693 | Sr. Field Experience II | 3* |
| EXSC 3511 | Phys. Of Exercise Lab | 1 | AT 4801 | Pharm. in Sports | 3* |
| AT 4692 | Sr. Field Experience I | 3* | HED 3600 | Nutrition | 3 |
| AT 4802 | Instruments in Ath. Inj. Diag. | 3* | | | 12 s.h. |
| AT 4810 | Instruments Lab | 1* | | | |
| | | 14 s.h. | | | |

YOU MUST BRING THIS EVALUATION AND YOUR KEAN UNIVERSITY TRANSCRIPT TO ALL

ADVISING/REGISTRATION SESSIONS.

School of Health and Human Performance

D'Angola Hall, Room 210

Department Phone #: (908) 737-0651

Department Fax #: (908) 737-0655

Advisor Email: _____@kean.edu

Courses with* must be taken in order

Courses with ** must be taken by the end of sophomore year

Appendix B – Technical Standards Kean University

BS Degree Program in Athletic Training

TECHNICAL STANDARDS

The BS Degree Program in Athletic Training (**Program**) at **Kean University** is a rigorous and intense program that places specific requirements and demands on the students enrolled in the Program. An objective of this Program is to prepare graduates to enter a variety of employment settings and to render care to a wide spectrum of individuals engaged in physical activity. The technical standards set forth by the Athletic Training Education Program establish the essential qualities considered necessary for students admitted to this Program to achieve the knowledge, skills, and competencies of an entry-level athletic trainer, as well as meet the expectations of the Program's accrediting agency the Commission on Accreditation of Athletic Training Education (**CAATE**). The following abilities and expectations must be met by all students admitted to the Program. In the event a student is unable to fulfill these technical standards, with or without reasonable accommodation, the student will not be admitted into the Program.

Compliance with the Programs technical standards does not guarantee a student's eligibility for the **BOC** certification exam.

Candidates for selection to the **Program** must demonstrate:

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

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

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

In cases where a student states he/she can meet the Technical Standards with accommodation, the University will determine whether it agrees that the student can meet the technical standards with reasonable accommodation; this will include, but is not limited to a review of whether the accommodations requested are reasonable, taking into account whether accommodation would jeopardize clinician/patient safety, or the educational process of the student or the institution, including all coursework, clinical experiences and internships deemed essential to graduation.

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

Applicant Name Printed _____

Signature of Applicant _____ Date _____

NOTE: Adopted from the NATA Educational Council Sample for Technical Standards

Appendix C – Communicable Disease Policy
COMMUNICABLE DISEASE POLICY
 Athletic Training Program
 Kean University

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

What are Communicable Diseases?

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

Communicable Diseases Cited by the CDC:

| | | |
|----------------------|--------------------------|------------------------------------|
| Bloodborne Pathogens | Conjunctivitis | Cytomegalovirus infections |
| Diarrheal diseases | Diphtheria | Enterovirus infections |
| Hepatitis viruses | Herpes simplex | Human immunodeficiency virus (HIV) |
| Measles | Meningococcal infections | Mumps |
| Pediculosis | Pertussis | Rubella |
| Scabies | Streptococcal infection | Tuberculosis |
| Varicella | Zoster | Viral respiratory infections |

Guidelines for Prevention of Exposure and Infection

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

Guidelines for Managing Potential Infection

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

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

Name: _____

Date: _____

Appendix D – HIPAA and FERPA Policy

HIPAA and FERPA Policy
Athletic Training Program
School of Health and Human Performance
Kean University

Information on HIPAA

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

Overview of the Privacy Rule

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

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

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

Information on FERPA

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

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

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide

copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

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

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

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

ATS Travel Form

MEMORANDUM

To: Professors, Associate Professors, Assistant Professors, Lecturers and Adjunct Faculty Members
From: Gwen Cleaves, MA, LAT, ATC
Clinical Education Coordinator
BS in Athletic Training Program

Re: Missed Class

I, _____ am an athletic training student for _____ . The team has an intercollegiate game on _____ at _____. The team will depart Kean University at _____ and will return _____. I will be traveling with the team as part of my Bachelor of Science in Athletic Training Clinical Experience course.

This letter is for informational purposes only and to let you know that the athletic training student is missing your class

All athletic training students are aware that they are responsible for all work missed in your class during this time. Any tests or work due on this date are to be taken/turned into you by the athletic training student as you decide, even if this is before their departure date.

If you have any questions or concerns, please do not hesitate to contact me at extension 70658 or via email gcleaves@kean.edu.

Thank you very much.

Faculty name: _____

Faculty Signature: _____ Date _____

Gwen Cleaves _____ Date _____

Clinical Education Coordinator

Note: Once this form has been signed by your instructor/professor, it should be given to Gwen Cleaves (D209) for signature and final approval.