

Kean University B.S. Athletic Training



Student Handbook



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Table of Contents

Introduction.....	3
Vision Statement.....	3
Mission Statement.....	3
Program Goals.....	3
Description of Terms.....	4
Program Phases.....	5
Admission Process into a Declared Athletic Training Major.....	6
Graduation Requirements.....	7
Advisement.....	7
Policies and Procedures	
Sports Participation.....	8
Transfer Policy.....	8
Technical Standards Policy.....	8
BBP Exposure Prevention and Post-Exposure Procedure Policy.....	8
Communicable Disease Policy.....	10
HIPAA and FERPA Policy.....	10
Athletic Training Student Internship Policy.....	10
Therapeutic Modalities Policy.....	10
Social Media Policy.....	11
Email Policy.....	11
Technology Policy.....	11
Clinical Hour and Field Experience Documentation.....	12
Affiliated Clinical Sites.....	13
Additional Costs to the Program.....	14
Scholarship Availability.....	14
Roles and Responsibilities	
Faculty/Staff.....	15
Students.....	16
Probation and Suspension Policies.....	17
Adherence to University Policies.....	18
Contact Information.....	19
Additional Resources.....	19
Appendix A	
Guide Sheet.....	20
Course Sequence.....	21
Appendix B	
Technical Standards.....	22
Appendix C	
Communicable Disease Policy.....	23
Appendix D	
HIPAA and FERPA Policy.....	25

Introduction

Welcome to Kean University. The Kean University School of Physical Education, Health, and Recreation 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 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

1. Prepare the student to qualify and sit for the Board of Certification Exam (BOC).
2. Provide the student with the knowledge and experience to work cooperatively in a professional setting.
3. Prepare the student to analyze health related medical situations, and to draw logical conclusions and resolutions to those situations.
4. Prepare the student to be diverse in his/her approach to the management of medical situations.

Description of Terms

Athletic Training:

“Athletic training encompasses the prevention, examination, diagnosis, treatment and rehabilitation of emergent, acute or chronic injuries and medical conditions. Athletic training is recognized by the American Medical Association (AMA), Health Resources Services Administration (HRSA) and the Department of Health and Human Services (HHS) as an allied health care profession.” (NATA)

Certified Athletic Trainer:

“Athletic trainers (ATs) are highly qualified, multi-skilled health care professionals who collaborate with physicians to provide preventative services, emergency care, clinical diagnosis, therapeutic intervention and rehabilitation of injuries and medical conditions. Athletic trainers work under the direction of a physician as prescribed by state licensure statutes.” (NATA)

To become a certified athletic trainer, a student must graduate with a minimum of a bachelor’s degree from an accredited athletic training education program and pass a comprehensive test administered by the Board of Certification (BOC).

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).” (NATA)

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 (PED 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 (PED 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

- 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 Trainer's Association (NATA) membership

NOTE:

1. Above 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

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

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.
 - a. Forms available on Kean University Athletic Training Website
7. Review and sign Technical Standards.
 - a. See Appendix B
8. Completion of the following courses:
 - a. AT 2520: Introduction to Athletic Training; AT 2510: Introduction to Athletic Training Lab I; PED 1020: Personal Fitness; AT 2521: Introduction to Evaluation and Management of Athletic Injuries; AT 2511: Introduction to Evaluation Lab II; PED 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.
10. Up-to-date C.P.R. card.
11. Successful completion according to program standards of both written and practical exam given at the end of the Candidacy Phase.

In order for the student to be accepted into and to graduate from the Program the student must complete the required courses with an overall GPA of 3.0 and complete all clinical education and institutional requirements during the respective semesters, and earn an 80% in all specific athletic training required courses. Failure to do so will result in the student not being accepted, or placed on academic probation/suspension from the program. (See probation/suspension policies.)

Graduation Requirements

The Diploma 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

Sports Participation:

Due to the complexity of the major, students participating in sports might need a minimum of five years to complete program requirements. This will be discussed with each individual upon committing to the Program.

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 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. If the exam is not passed, a retake of the exam is at the discretion of the Program Director.
4. Any transfer student 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.
5. 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.
6. 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 and Post-Exposure Procedure Policy:

The Athletic Training Program follows the Kean University Bloodborne Pathogens Exposure Control Plan. The Exposure Control Plan is designed to eliminate or minimize occupational exposure to bloodborne pathogens in accordance with the Public Employees Occupational Safety and Health (PEOSH) Bloodborne Pathogens Standard, Title 29 Code of Federal Regulations 1910.1030 (see: https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=10051)

Training:

The Athletic Training Program, students 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.

The Athletic Training faculty, staff and students are expected 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 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 9
 - 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 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.
4. 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.
5. The Athletic Training Student involved in an internship or volunteer opportunity must not receive monetary compensation for their participation.
6. Student Workers employed by the Kean University Rehabilitation Center must adhere to the roles and responsibilities as stated on pg. 13.

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 9 direct supervision of a Certified Athletic Trainer as stated in the NJ state practice acts. 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 “KUathletictraining” 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:

To avoid endless phone calls, 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 “netiquette” 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 4pm 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.

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

Clinical Hour and Field Experience Documentation

Freshman and Sophomores:

All 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 not required to commit more than an average of 40 hours maximum per week including class contact time and 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 notify the professor in advance. 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.

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:

All students must report to all clinical rotations (rehab, athletic rotations, off campus sites, etc.) dressed in a professional manner to represent the Athletic Training program. This includes khaki pants/shorts, athletic training t-shirts for freshman and sophomores, athletic training polos for juniors and seniors, closed-toed shoes, and no hats. All clothing should be of the appropriate fit and size. Any deviation from this must be at the direct request from the preceptor. Appropriate outerwear is permitted for

outdoor athletics. Jewelry must be kept at a minimum and hair should be maintained as to not inhibit care of student athletes.

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.

http://www.kean.edu/sites/default/files/u9/NJ_DiscriminationPolicy_Revised8_07_0.pdf.

Affiliated Clinical Sites

Colleges:

Kean University
New Jersey City University
Drew University

High Schools:

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

Clinics:

JAG, Union, NJ
Raritan Physical Therapy

Physician Offices

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 not limited to the following:

NATA Membership:

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 access to ATrack. 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: www.nata.org

Background Check:

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

Lab Fees:

The following courses have associated lab fees:

AT 2510 – Intro to AT Lab I

AT 2511 – Intro to AT Lab II

Transportation Costs:

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:

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

BOC Exam:

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.

Scholarship Availability

The NATA, EATA, and ATSNJ provide undergraduate and post-graduate 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:

The Program Director is the chief liaison between the Commission on Accreditation for Athletic Training Education (CAATE) and Kean University. It is the Program Director's responsibility to ensure that all standards guidelines are followed, and that students are effectively fulfilling requirements set forth by the CAATE. He/she is responsible for determining admissions, establishing and maintaining the formal education of all Program students, as well as, providing the opportunity for adequate clinical experience as determined by the CAATE. Final decisions regarding Program requirements and disciplinary action is the responsibility of the Program Director in conjunction with the Clinical Education Coordinator, and Executive Director.

The Program Director is also responsible for monitoring all Program candidates and for providing observational and learning experiences that will lead to fulfilling acceptance and program completion requirements. The Program Director is responsible for providing advisement for and monitoring of all candidates and Program students.

Clinical Education Coordinator:

The clinical coordinator has the full responsibility of the organization and implementation of the clinical education of all students in the Program and candidates. This includes the scheduling of clinical observations for all levels, and coordinating the college hour workshops for freshman. The clinical coordinator will also be responsible for making clinical experience and proficiency assessments of students at all levels. Responsibilities also include assisting the Program Director in the implementation of the program.

Medical Director:

Will serve as an advisor to the Program Director regarding Program requirements and implementation as identified in the contract.

Preceptors:

A Preceptor is a BOC Certified Athletic Trainer with a minimum of one year of work experience as an athletic trainer, and who has completed Preceptor training. The Preceptor must adhere to these two supervisory rules:

1. Students must be directly supervised by the Preceptor during the delivery of athletic training services.
2. The Preceptor must be physically present and have the ability to intervene on behalf of the athletic training student and the patient.

Students must notify the Program Director/Clinical Education Coordinator of any violation of this policy.

Preceptors 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.

Adjuncts:

As an adjunct instructor, he/she is a member of the School of Physical Education, Recreation, and Health 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. Further information can be found in the Adjunct Handbook found at:

<http://www.kean.edu/sites/default/files/hr/Adjunct%20Handbook%202017.pdf>

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 underclassman in the program. 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. The student will not replace professional athletic training staff or medical personnel.

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, assist underclassman, and take an active role in their national, district, and state organizations. The student will not replace professional athletic training staff or medical personnel.

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 maintaining cleanliness of the athletic training areas. The freshman candidate is encouraged to participate in active learning, including observing and engaging upperclassman students. Freshman are required to attend freshman workshop 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 be automatically 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 the assigned one 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 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:

<http://www.kean.edu/admin/uploads/pdf/AcademicIntegrityPolicy.pdf>

Affirmative Action Policy: The University Equal Opportunity and Affirmative Action Statement is

located at: <http://www.kean.edu/offices/affirmative-action>.

Sexual Harassment Policy: The University Sexual Misconduct Policy is located at:

<http://www.kean.edu/policies/sexual-misconduct-policy>

Policy on Harassment, Intimidation and Bullying: The University Policy is located at:

<http://www.kean.edu/policies/policy-on-harassment-intimidation-and-bullying>

American with Disabilities Act (ADA): The University Office of disability Services implements the provisions of the Americans with Disabilities Act at Kean University:

<http://www.kean.edu/policies/americans-disabilities-act>

Student Code of Conduct: The University' Student code of Conduct is located at:

<http://www.kean.edu/policies/code-of-conduct>

Nondiscrimination Policy: The New Jersey State Policy Prohibiting Discrimination in the Workplace is

located at: http://www.kean.edu/sites/default/files/u9/NJ_DiscriminationPolicy_Revised8_07_0.pdf

Free speech and Dissent: The University policy on Free Speech and Dissent is located at:

<http://www.kean.edu/offices/miron-student-center-operations-event-management/forms-policies-and-procedures/policy>

Contact Information

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Additional Resources:

<http://www.kean.edu/academics/college-education/physical-education/athletic-training>

www.nata.org

www.caate.org

www.bocatec.org

Appendix A - Guide Sheet and Course Sequence
KEAN UNIVERSITY – COLLEGE OF EDUCATION
(25400) B.S. in Athletic Training: 120 Semester Hours (S.H.)
(3.0 GPA Required for Admission and Graduation)

EFFECTIVE DATE: Spring 2018

START TERM:

NAME		TRANSFER INSTITUTIONS (X)	
STUDENT ID#		Credits:	
		In Progress	
GENERAL EDUCATION:	46 S.H.	ACADEMIC MAJOR	74 S.H.
Foundation Requirements:	13 S.H.	Required:	59 S.H.
GE 1000/3000 Transition to Kean/Transfer Transitions ¹		1 PED 1011 Strength Fitness **	1
ENG 1030 College Composition **		3 PED 1020 Personal Fitness **	1
MATH 1000, 1010, 1016, 1054 Foundations of Math**		3 PED 2500 Introduction to Biomechanics**	3
COMM 1402 Speech Communication**		3 AT 2520 Introduction to Athletic Training ***	3
GE 2022 Research & Technology**		3 AT 2510 Introduction to Athletic Training Lab ***	1
		AT 2521 Introduction to Evaluation and Management of Physically Active ***	3
DISCIPLINARY & INTERDISCIPLINARY DISTRIBUTION REQUIREMENTS:		AT 2511 Introduction to Evaluation and Management of Physically Active Lab***	1
		HED 3232 Emergency Medical Responder***	3
Humanities:	6 S.H.	AT 3501 Risk Management and General Medical Conditions for the Physically Active***	3
ENG 2403 World Literature*		3 AT 3512 Risk Management and General Medicine Lab ***	1
		3502 Upper Extremity Injury Evaluation in Athletic Training	3
Select ONE course from the GE Hum Dist. Course List		3 AT 3513 Upper Extremity Evaluation in Athletic Training Lab***	1
Fine Arts/Arts History		3 AT 3503 Lower Extremity Injury Evaluation in Athletic Training***	3
Philosophy/Religion		3 AT 3514 Lower Extremity Evaluation in Athletic Training Lab***	1
Foreign Languages		3 AT 3504 Therapeutic Modalities***	3
Music or Theatre		3 AT 3510 Therapeutic Modalities Lab***	1
Interdisciplinary		3 PED 3505 Kinesiology**	3
Social Sciences:	6 S.H.	EXSC 3510 Physiology of Exercise**	3
HIST 1062 Worlds of History		3 EXSC 3511 Physiology of Exercise Lab**	1
PSY 1000 General Psychology 3		3 AT 3525 Rehabilitation of Musculoskeletal Injuries in Athletic Training***	3
		AT 3511 Rehabilitation of Musculoskeletal Injuries Lab***	1
Science and Mathematics:	7 S.H.	HED 3600 Nutrition**	3
CPS 1032, 1231		3 AT 4520 Principles of Organization and Administration of Athletic Training***	3
BIOL 1000 Principles of Biology**		4 AT 4801 Pharmacology and Sport***	3
		AT 4802 Instruments in Athletic Training Injury Diagnosis ***	3
Additional Required Courses:	14 S.H.	AT 4810 Instruments in the physically Active Injury Diagnosis Lab***	1
ID 1225 Issues in Contemporary Health**			
PSY 2110 or 3110**			
BIO 2402 Anatomy and Physiology**			
BIO 3405 Gross Anatomy**			
Capstone Course	3 S.H.		
AT 4521 Professional Development in Athletic Training***		3 Professional Education	15 S.H.
		AT 2512 Sophomore Field Experience in Athletic Training***	3
<i>Special Notes:</i>		AT 3693 Junior Clinical Field Experience I***	3
¹ 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).		AT 3694 Junior Clinical Field Experience II***	3
		AT 4692 Senior Clinical Field Experience I***	3
		AT 4693 Senior Clinical Field Experience II***	3
² BIO 1000 is a prerequisite for BIO 2402			
³ PSY 1000 is a prerequisite for PSY 2110 and PSY 3110			
⁴ BIO 2402 is a prerequisite for BIO 3405			
*G.E. required courses			
** Requires a C or better			
*** All Athletic Training Courses require a B- (80%) or better			
**** foreign language courses such as the 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 indutory or intermediate level.			
		TOTAL CREDITS:	
		Advisor:	
		Evaluator's Signature:	

**(25400) B.S. in Athletic Training
120 Semester Hours (S.H.)
Spring 2018**

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	PED 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
PED 2500	Biomechanics	3	CPS	1032 or 1231	3
PED 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.	PED 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.

PERH Department
D'Angola Hall, Room 210
Department Phone #: (908) 737-0651
Department Fax #: (908) 737-0655
Advisor Email: _____@kean.edu

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 judgements 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.

The **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 Physical Education, Recreation, and Health 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.

Appendix D – HIPAA and FERPA Policy

HIPAA and FERPA Policy
Athletic Training Program
School of Physical Education, Health, and Recreation
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 Physical Education, Recreation and Health 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.