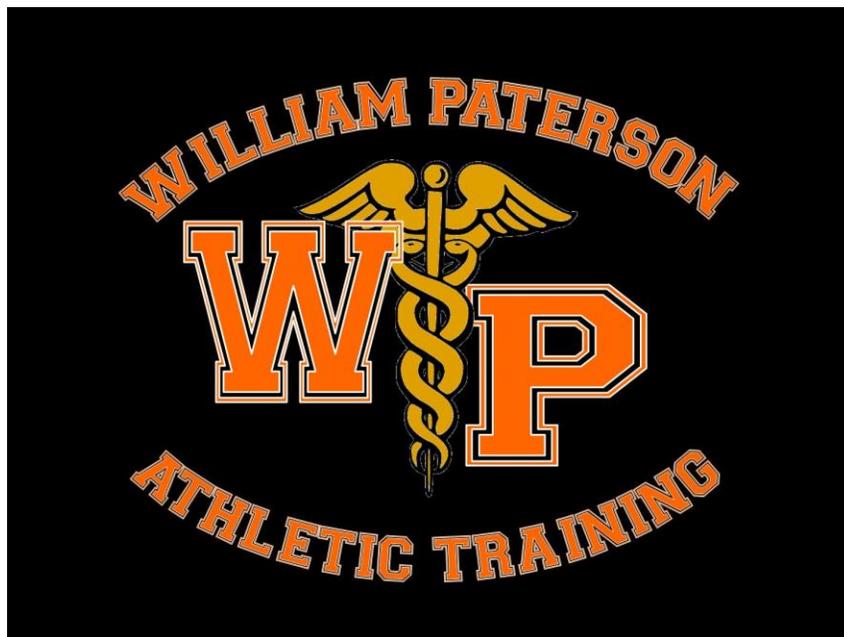


**WILLIAM PATERSON UNIVERSITY**

**ATHLETIC TRAINING  
EDUCATION PROGRAM**

**BACHELOR OF SCIENCE IN ATHLETIC TRAINING  
(BS IN AT)**

**HANDBOOK  
2018 - 2019**



**William Paterson University**

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# **William Paterson University Athletic Training Education Program**

## **Mission Statement**

The mission of the Athletic Training Education Program at William Paterson University is to promote student success, educational excellence, and lifelong learning. The University's Athletic Training Education Program is accredited by the Commission on Accreditation of Athletic Training Education (CAATE) and provides students with a comprehensive, progressive education. The faculty and staff are committed to provide quality professional education and high academic standards for a diverse student population, while facilitating the integration of didactic and clinical education experiences.

The Athletic Training Education Program is a rigorous, challenging educational experience which presents knowledge and skills necessary for the students' professional preparation. Upon completion of the program, the students will be well prepared to take the Board of Certification (BOC) examination. Ultimately, the goal of the Athletic Training Education Program at William Paterson University is to prepare students for a successful future in the athletic training profession.

Revised Summer 2013

## **ATEP Objectives and Outcomes**

The Athletic Training Education Program (ATEP) maintains various objectives which promote programmatic, curricular, and student outcomes. The program aims to:

- Provide athletic training students with knowledge and skills to have a productive undergraduate academic career, to pass the Board of Certification exam on the first attempt, and to become competent and successful future certified athletic trainers.
- Prepare athletic training students to pursue graduate education in athletic training, allied health, or related fields.
- Assist athletic training students with the development of lifelong learning skills.
- Develop athletic training students' written and verbal communication skills.
- Promote athletic training students' critical thinking.
- Endorse athletic training students' use of technology in the classroom and clinical experiences.
- Offer athletic training students a variety of clinical experiences whereas the students will gain a professional work ethic and sensitivity to diversity.
- Encourage athletic training students to take active roles in the community and athletic training professional organizations.
- Maintain a positive, working environment among the athletic training students, ATEP faculty and staff, and preceptors.

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## **William Paterson University Athletic Training Education Program**

The Athletic Training Education Program (ATEP) at William Paterson University (WPUNJ) is housed in the Department of Kinesiology which is in the College of Science and Health. The program is a professional preparation program which is accredited by the Commission on Accreditation of Athletic Training Education (CAATE) located at 6850 Austin Center Blvd., Suite 100, Austin, TX 78731-3184. The program will have its next comprehensive review during the 2026-2027 academic year.

Students complete a course of study in athletic training and kinesiology, which leads to a Bachelor of Science degree in Athletic Training. Upon successful completion of the program, students are eligible to take the Board of Certification (BOC) examination.

After acceptance into the program's Professional Preparation Phase, students must successfully complete the program requirements in order to graduate with a degree in athletic training. The program consists of two components which are integral to the students' professional education. The program components include didactic (classroom) education and clinical education experiences. These components are described in the section titled "Program Student Requirements, Responsibilities, and Policies."

### **Professional Preparation Phase Admission Requirements and Policies**

Students may apply only once per year for admission to the ATEP Professional Preparation Phase. Students in their sophomore year, transfer students, and second degree students can apply in November for spring admission. All students must meet the admission criteria below by the end of the fall semester in which they are applying in order to be considered as a candidate for acceptance to the Professional Preparation Phase. The deadline for application will be announced in ATEP 2400 Prevention and Care of Illness and Injury in Athletic Training class and noted on the website application. The application is reviewed by the ATEP Admissions and Retention Committee. Details regarding the application procedure and application forms (application, standard physical examination, and technical standards) are available from the Program Director and can be downloaded from the ATEP website: ([www.wpunj.edu/atep](http://www.wpunj.edu/atep)).

In order to be a candidate for admission to the ATEP Professional Preparation Phase, students must meet the following criteria:

- (1) submit the completed application by the deadline to the Program Director,
- (2) successfully complete a minimum of 24 semester hours of coursework,
- (3) earn a minimum overall grade point average (GPA) of 2.5 at WPUNJ,
- (4) complete a minimum of 100 hours of observation in the ATEP in WPUNJ's athletic training rooms and athletic venues,
- (5) earn a C- or better in BIO 1120 (1180) Anatomy and Physiology I,
- (6) earn a C- or better in BIO 1130 (1190) Anatomy and Physiology II,

- (7) earn a C- or better in ATEP 1500 Introduction to Athletic Training,
- (8) successfully complete ATEP 2000 Sports Emergency Care,
- (9) successfully complete ATEP 2400 Prevention and Care of Injury and Illness in Athletic Training taken at WPUNJ in the fall semester of application,
- (10) submit a copy of current Professional Rescuer CPR with AED certification,
- (11) submit a copy of and Advanced First Aid or equivalent certification,
- (12) meet the required technical standards,
- (13) successfully pass the ATEP standard physical examination,
- (14) submit a completed Student-Athlete/Athletic Training Student Policy form (if applicable)
- (15) submit the NATA student membership number to the Program Director before the first day of spring semester classes.

Effective Fall 2015, all new students (first-year and transfer) in the ATEP program will need to meet the following requirement:

**To be accepted into or be retained in the Professional Preparation Phase students must earn no more than 3 grades of C or below (including a combination of C, C-, D+, D, and F grades) or 2 grades below C- (including a combination of D+, D, and F grades) in BIO 1120 (1180), BIO 1130 (1190) and ATEP alpha courses.**

Included in this policy are the following:

- Transferred grades of courses equivalent to BIO 1120 (1180), BIO 1130 (1190), and ATEP alpha courses.
- The original course grade of a course that the student has retaken (C- or below).
- Grades of C or below in BIO 1120 (1180), BIO 1130 (1190), and ATEP 1500, even though the minimum requirement for admission to the Professional Preparation Phase is a C-in these courses.

If a student applying for admission to the Professional Preparation Phase does not meet this requirement, he/she will not be accepted to the Professional Preparation Phase and will be dismissed from the athletic training major.

If a Professional Preparation Phase student does not meet this requirement, he/she will be dismissed from the Professional Preparation Phase and the athletic training major.

Students who started at WPU prior to fall 2015 (including transfer students) will not be held accountable to these new requirements. University practice states that students are held accountable to the policies and standards that are in place at the time they first begin at the university, and any changes to those policies and standards that take place during a student's time at the university will not be applied retroactively.

Current students should be aware that the new requirements were put in place after reviewing student performance on the BOC exam. Students who do not perform at the minimum level of these new requirements are less likely to be able to pass the BOC exam; therefore, current students should strive to meet the new requirements. Failure to meet these new requirements is

an indicator that a student is likely to encounter significant difficulty in passing the BOC exam. Consequently, such students are advised to consider alternate educational programs.

All students applying for admission to the ATEP Professional Preparation Phase must demonstrate evidence of clinical observation at WPUNJ before being considered for admission. This clinical observation consists of 100 hours of observation through the WPUNJ ATEP. The observation hours must include observation in the athletic training rooms and at athletic practices and competitions. Prior to beginning the observation hours, the student must complete a Bloodborne Pathogen Orientation in ATEP 2400 Prevention and Care of Injury and Illness in Athletic Training. In order to complete the observation requirement, the observation hours should begin no later than the second week of the fall semester in the candidate's sophomore year. Clinical observation hours do not count toward the 1000 hour ATEP clinical education experience requirement. Clinical observation hours from other institutions or organizations will not be accepted. Students must submit a copy of current Professional Rescuer CPR with AED certification and a copy of and Advanced First Aid or equivalent certification with the application, unless they are currently enrolled in ATEP 2000 Sports Emergency Care. Students who do not submit these documents with their application will not be considered for acceptance to the Professional Preparation Phase.

Candidates who meet the entrance requirements will be accepted into the ATEP Professional Preparation Phase as program space allows. All candidates must meet the same criteria for admission. Admission to the ATEP will be limited to those eligible candidates possessing the highest GPA and greatest potential to succeed as athletic trainers as determined by the ATEP Admissions and Retention Committee after the committee reviews each candidate's application and clinical observation experience. In the event that there are more applicants than program space allows, the candidates may be interviewed by the ATEP Admissions and Retention Committee. Candidates not accepted into the Professional Preparation Phase are encouraged to reapply the following year.

After acceptance to the Professional Preparation Phase, the students must become NATA student members and provide their membership numbers to the Program Director prior to the first day of classes in the spring semester. Students must be NATA student members in order to begin their ATEP 2500 Clinical Experience in Athletic Training I course.

## **Student-Athlete/Athletic Training Student Policies**

Student-athletes who are interested pursuing an athletic training education will most likely ask "Can I play a sport and be an athletic training student at the same time?"

Although very difficult and time consuming, it is possible for student-athletes to be an athletic training student (ATS); however, the following Athletic Training Education Program (ATEP) policies exist:

- 1) Once admitted to the ATEP Professional Preparation Phase, it is recommended that the ATS/student-athlete does not take Clinical Experience in Athletic Training III and Clinical Experience in Athletic Training IV classes while in season. The ATS/student-athlete should

take these courses when he/she is no longer participating in their sport. Course sequencing will not be changed to accommodate the ATS/student-athlete due to the course content progression requirements. Consequently, the ATS/student-athlete must expect to stay at the University to complete the Athletic Training Education Program a minimum of one additional year, possibly longer depending on the sport played and the course sequence.

2) If the student chooses to participate in their sport while taking Clinical Experience in Athletic Training III and/or Clinical Experience in Athletic Training IV, the ATEP faculty will work with the ATS/student-athlete as much as possible to assist the student to graduate on time. However, ultimately the ATS/student-athlete must take responsibility for meeting all ATEP academic requirements. ATEP program requirements are always a priority over the student's sport activities when conflicts arise.

3) During the non-traditional season, the ATS/student-athlete must continue to make the ATEP program requirements a priority over his/her sport activities when conflicts arise.

4) The ATS/student-athlete will not be assigned his/her sport for any of his/her Clinical Experience in Athletic Training classes. Likewise, the ATS/student-athlete cannot take on the role of an ATS for their teammates at any time.

5) Student-athletes are bound by the same ATEP academic and clinical policies and procedures as their non-student-athlete classmates.

Student-athletes with questions or concerns regarding this policy are encouraged to speak with the ATEP Director.

## **Course Requirements**

All students at WPUNJ must complete university core curriculum (UCC) requirements and requirements for an academic major as outlined in the WPUNJ Undergraduate Catalog and the Department of Kinesiology Student Handbook. In addition to the University Core Curriculum requirements, athletic training students must complete the following courses:

- BIO 1120 Anatomy and Physiology I (4 credits)
- BIO 1130 Anatomy and Physiology II (4 credits)
- CHEM 1310 College Chemistry (4 credits)
- EXSC 3100 Essentials of Strength and Conditioning (3 credits)
- KNES 2300 Tests & Measurements (3 credits)
- KNES 3300 Biomechanics (3 credits)
- KNES 3500 Exercise Physiology (3 credits)
- KNES 3700 Psychology of Sport (3 credits)
- PBHL 2210 Nutrition (3 credits)
- PHYS 1100 Introduction to Physics (4 credits)

The following are Core Requirements for the BS in AT:

- ATEP 1500 Introduction to Athletic Training (3 credits)

ATEP 2000 Sports Emergency Care (3 credits)  
ATEP 2400 Prevention and Care of Illness and Injury in Athletic Training (4 credits)  
ATEP 2500 Clinical Experience in Athletic Training I (2 credits)  
ATEP 2600 Assessment of the Extremities (3 credits)  
ATEP 2700 Athletic Training Modalities (3 credits)  
ATEP 3500 Clinical Experience in Athletic Training II (2 credits)  
ATEP 3600 Assessment of the Core Body (3 credits)  
ATEP 3700 Therapeutic Exercise (3 credits)  
ATEP 3750 Clinical Experience in Athletic Training III (2 credits)  
ATEP 3800 Organization and Administration in Athletic Training (3 credits)  
ATEP 4500 Clinical Experience in Athletic Training IV (2 credits)  
ATEP 4600 General Medicine and Pharmacology in Athletic Training (1 credit)  
ATEP 4750 Clinical Experience in Athletic Training V (2 credits)

In addition, three credits of ATEP Major Electives, preferably from the Kinesiology and Public Health Departments, are required.

Students are encouraged to pursue an additional major or minor to increase their marketability to potential employers or graduate schools.

## **ATEP Course Sequence**

The course sequence for the BS in AT is below. These courses must be taken in the year and semester listed and in the order presented. Please peruse the WPUNJ and ATEP websites for further information regarding University Core Curriculum and major course sequence requirements.

### **Freshman Year**

#### Fall Semester

BIO 1120 Anatomy & Physiology I (4 cr.)  
ATEP 1500 Introduction to Athletic Training (3 cr.)

#### Spring Semester

BIO 1130 Anatomy & Physiology II (4 cr.)

### **Sophomore Year**

#### Fall Semester

ATEP 2000 Sports Emergency Care (3 cr.)  
ATEP 2400 Prevention and Care of Illness and Injury in Athletic Training (4 cr.)  
(In the Fall semester sophomore year, students will complete 100 observation hours and apply for admission to the Professional Preparation Phase in November--see [Admission Requirements](#) and the [Application for Admission](#) for additional information)

#### Spring Semester—Beginning of the ATEP Professional Preparation Phase

ATEP 2500 Clinical Experience in Athletic Training I (2 cr.)  
ATEP 2600 Assessment of the Extremities (3 cr.)  
ATEP 2700 Athletic Training Modalities (3 cr.)

## **Junior Year**

### Fall Semester

ATEP 3500 Clinical Experience in Athletic Training II (2 cr.)

ATEP 3600 Assessment of the Core Body (3 cr.)

ATEP 3700 Therapeutic Exercise (3 cr.)

(Students need a 2.75 overall GPA at the end of Fall semester Junior year to continue in the Professional Preparation Phase)

### Spring Semester

ATEP 3750 Clinical Experience in Athletic Training III (2 cr.)

ATEP 3800 Organization and Administration in Athletic Training (3 cr.)

## **Senior Year**

### Fall Semester

ATEP 4500 Clinical Experience in Athletic Training IV (2 cr.)

ATEP 4600 General Medicine and Pharmacology in Athletic Training (1 cr.)

### Spring Semester

ATEP 4750 Clinical Experience in Athletic Training V (2 cr.)

(Students need a 2.75 overall GPA at the end of Spring semester Senior year to graduate with a BS in Athletic Training)

## **Clinical Education Experience Requirements**

The clinical portion of the ATEP at WPUNJ is built around competency-based education and hands-on exposure. All students in the program must abide by the policies and procedures governing the program's clinical education experiences and complete all requirements in order to be eligible to take the BOC examination and to graduate from WPUNJ with a Bachelor of Science in Athletic Training.

In order to comprehend clinical education experience requirements, common terms utilized by CAATE for clinical education are described (accessed from the CAATE website [www.caate.net](http://www.caate.net), June 25, 2014):

A Preceptor is “a certified/licensed professional who teaches and evaluates students in a clinical setting using an actual patient base.”

Clinical Education is “the application of athletic training knowledge, skills, and clinical abilities on an actual patient base that is evaluated and feedback provided by a preceptor.”

Also, as per the NATA website ([www.nata.org](http://www.nata.org) accessed June 25, 2014), direct supervision is “supervision of the athletic training student during clinical experience.” The preceptor “must be physically present and have the ability to intervene on behalf of the athletic training student and the patient.”

The ATEP clinical education experience requirement includes the following:

- (1) direct supervision of the athletic training student by a preceptor.
- (2) National Athletic Trainers' Association (NATA) athletic training competencies and clinical integration proficiencies;

- (3) oral/practical examinations;
- (4) computer-based practice exams;
- (5) proficiency workshops;
- (6) inservices and meetings;
- (7) preceptor and student evaluations;
- (8) WPUNJ athletic training room clinical education experiences;
- (9) WPUNJ intercollegiate athletics clinical education experiences;
- (10) affiliated site clinical education experiences.

### **Preceptor Assignment**

Each semester, each student will be assigned a preceptor. During the semester, the preceptor assigned will be the student's primary source of information in regard to gaining clinical education, and will assist the student with completing course clinical integration proficiencies for the semester.

### **Competencies and Clinical Integration Proficiencies (CIPs)**

The *NATA Athletic Training Educational Competencies, 5<sup>th</sup> Edition* contain competencies that the students must learn and clinical integration proficiencies (skills) that the students must successfully demonstrate. These competencies and CIPs are for the students' benefit as this knowledge and skills are critical to their professional preparation to take the BOC examination and become competent certified athletic trainers.

Each semester, the students must work on successfully completing the proficiencies with a preceptor. The proficiencies will be part of the student's Clinical Experience in Athletic Training course grade. The proficiencies must be completed during the CIP blocks noted on the CIP sheets. It is the student's responsibility to make sure their CIPs have been satisfactorily completed and evaluated by a preceptor by the CIP block deadlines. For each CIP block that is not completed by the deadline, the student's grade for his/her Clinical Experience in Athletic Training course will be reduced as per the instructors' discretion. Students cannot perform simulated CIPs nor have them formally evaluated and signed in the next CIP block until the previous block has been completed. The exception to this policy is if the CIP is completed in a simulated manner or during a real-time situation in class, lab, or during athletic training room, sport, or affiliate site rotations, then the CIP can be formally evaluated and signed. Preceptors reserve the right to limit the number of CIPs that they evaluate per day. It is the student's responsibility to instruct the preceptor to sign and not initial each CIP that has been completed. If a CIP is initialed, the course instructor may not accept the CIP sheets when turned in and CIP points will be deducted as if the CIPs were not completed. Students will also have their CIPs evaluated in course laboratories and during their Clinical Experience in Athletic Training courses (i.e. during class meetings, on the field, during practices and games, in the athletic training rooms, during oral/practical exams).

As outlined in the respective course syllabi, CIPs are worth a certain percentage of the student's Clinical Experience in Athletic Training course grade. If the student fails to successfully perform all of their courses' CIPs and/or does not have them evaluated by an

preceptor, the student's Clinical Experience in Athletic Training course grade will be substantially reduced whereas the student may fail the course. If a student fails a Clinical Experience in Athletic Training course, they must repeat the course in the following year. The student will not be allowed to enroll in the following Clinical Experience in Athletic Training course until a passing grade in the failed Clinical Experience in Athletic Training course is obtained.

Students must successfully complete all of their CIPs for their respective Clinical Experience in Athletic Training course prior to beginning the new CIPs for the subsequent Clinical Experience in Athletic Training course. Likewise, students must successfully complete all of their CIPs for their Clinical Experience in Athletic Training V course in order to successfully complete the ATEP, to be eligible to sit for the BOC exam, and to graduate with a Bachelor of Science in Athletic Training.

### **Proficiency Workshops**

As part of the student's Clinical Experience in Athletic Training course requirement, the student must attend a minimum of six (6) Proficiency Workshops held on campus with an ATEP faculty preceptor. The ATEP faculty preceptor will inform the students of the workshops' dates and times in advance. The student can attend any of the workshops throughout the course of the semester as he/she chooses. The student must bring his/her CIP sheet with him/her to the workshop, and actively participate in the workshop activities in order to have his/her attendance verified on the CIP sheet. If the student does not attend 6 workshops per semester, the student's Clinical Experience in Athletic Training grade will be reduced by one letter grade for every workshop that the student missed.

### **Oral/Practical Examinations**

Along with completing CIPs, each student must take an oral/practical examination as a requirement within the Clinical Experience in Athletic Training I, II, III, and IV classes. The oral/practical exams will be part of the student's Clinical Experience in Athletic Training course grade. The oral/practical exams test the students' athletic training knowledge and skills in a formal testing atmosphere and are designed to facilitate the learning over time process.

As outlined in the respective course syllabus, oral/practical examinations are worth a certain percentage of the student's Clinical Experience in Athletic Training course grade. If the student fails to take all of their courses' oral/practical examinations during the scheduled time (this includes being late to the examination), the student's Clinical Experience in Athletic Training course grade will be substantially reduced whereas the student may fail the course. If a student fails a Clinical Experience in Athletic Training course, they must repeat the course in the following year. The student will not be allowed to enroll in the next Clinical Experience in Athletic Training course until a passing grade in the failed Clinical Experience in Athletic Training course is obtained.

Students must earn a minimum total average of 75% for the four Oral/Practical exams. This average score must be achieved by the end of the first semester senior year, in order to pass the ATEP 4500 Clinical Experience in Athletic Training V course and enroll in the ATEP 4750 Clinical Experience in Athletic Training V course. For each Oral/Practical Exam for which the student does not have a minimum total average of 75%, the student must devise a corrective action plan to maximize the chances for success, which must be approved by the Program

Director. If a student has completed all Oral/Practical exams and has not earned a minimum total average of 75%, then he/she must devise a corrective action plan and petition the Program Director to be given an additional Oral/Practical exam (a fifth Oral/Practical exam). If the student does not earn the minimum total average of 75% after taking the fifth Oral/Practical exam, then he/she can petition, in writing, the Program Director, Department Chair, and Dean of the College of Science and Health to take a sixth and final Oral/Practical exam. The student's petition must include another corrective action plan to maximize the chances for success, which must be approved by the Program Director, Department Chair, and Dean. If the petition is approved, the student can take the sixth and final Oral/Practical exam. If there is not sufficient time remaining in the semester to implement and complete the corrective action plan, and/or if the student does not earn the minimum total average of 75% after taking the sixth and final Oral/Practical exam, the student will not pass the ATEP 4500 class. The student will be required to retake ATEP 4500 the following fall semester. The student will not be permitted to enroll in ATEP 4750 Clinical Experience in Athletic Training V (the next course in the clinical sequence) until successfully completing all requirements for ATEP 4500.

### **Computer-Based Practice Examinations**

In Clinical Experience in Athletic Training courses III and IV, the students will take a computer-based practice examination which simulates the BOC examination. These examinations are not a part of the student's Clinical Experience in Athletic Training course grade, but must be taken in order to complete the course.

Senior students will take a Computer-based Practice Exam as a requirement of the ATEP 4500 Clinical Experience in Athletic Training IV class. The students will take the exam in a formal testing manner, in a computer laboratory, with an ATEP faculty proctor. The students must obtain a minimum score on this Computer-based Practice Exam as commensurate with the current BOC examination passing score. If the students do not meet this benchmark, then he/she must devise a corrective action plan to maximize the chances for success, which must be approved by the Program Director. Upon approval, the student will be given a second practice exam. If the student does not earn a score commensurate with the current BOC examination passing score on the second practice exam, the student can petition, in writing, the Program Director, Department Chair, and Dean of the College of Science and Health in writing to take a third and final practice examination. The student's petition must include another corrective action plan to maximize the chances for success, which must be approved by the Program Director, Department Chair, and Dean. If the petition is approved, the student can take a third and final practice exam. If there is not sufficient time remaining in the semester to implement and complete the corrective action plan, and/or if the student does not earn a score commensurate with the current BOC examination passing score score after taking the third and final practice exam, the student will not pass the ATEP 4500 class. The student will be required to retake ATEP 4500 the following fall semester. The student will not be permitted to enroll in ATEP 4750 Clinical Experience in Athletic Training V (the next course in the clinical sequence) until successfully completing all requirements for ATEP 4500.

The junior students will take a Computer-based Practice Exam in the spring semester as a requirement for the ATEP 3750 Clinical Experience in Athletic Training III course. This exam does not have any bearing on their continuation in the ATEP; however, it gives the students a

way to gauge their content knowledge to date, as well as to prepare them for the BOC exam format.

### **ATEP Inservices and Meetings**

Students are required to attend mandatory ATEP inservices and meetings as part of their Clinical Experience in Athletic Training courses. The inservices and meetings are educational opportunities for the students and will assist in expanding the student's knowledge. Most inservices are a part of the students' general medical experience. These inservices consist of formal class lectures by medical and allied health care personnel, including but not limited to physicians, nurse practitioners, physical therapists, emergency medical technicians, etc. Meetings consist of ATEP student-instructor discussion regarding programmatic topics, including but not limited to bloodborne pathogen training, surface anatomy reviews, ATEP policy changes, etc. If a student has a legitimate excuse for not attending these inservices and meetings, they must inform the course instructor at least 48 hours prior to the inservice or meeting, otherwise grade deduction will result for the student's Clinical Experience in Athletic Training grade. Decisions on whether the student is excused from the inservice or meeting will be made on a case-by-case basis and discussed with the student. To make up for missing the inservice or meeting, the student must perform a substitute assignment, as assigned by the course instructor, regardless if the absence was excused or not excused.

### **Preceptor Evaluations**

Students will evaluate their preceptor on their leadership, mentorship, professionalism and other characteristics. Each student will evaluate his/her preceptor a minimum of one time per semester. These evaluations must be completed and turned into the student's Clinical Experience course instructor electronically. These evaluations are assignments and will be part of the student's Clinical Experience in Athletic Training course grade.

### **Student Self Evaluations**

Each semester, students must complete self evaluations as part of their current Clinical Experience in Athletic Training course. The purpose of these evaluations is for the students to reflect upon their professional and personal growth and performance as an athletic training student. These evaluations will take various forms, such as journal writing and questionnaires, as per the Clinical Experience in Athletic Training course instructors' preference. As outlined in the respective course syllabi, self evaluations are worth a certain percentage of the student's Clinical Experience in Athletic Training course grade.

### **Athletic Training Room Assignment**

Each semester, each student will have a Wightman Gymnasium athletic training room assignment. The student is required to submit his/her schedule of classes and regularly scheduled weekly obligations to the staff athletic trainers during the first week of classes each semester. The student will be assigned to perform their duties no more than 6 hours in the athletic training room each week. Students are encouraged to spend more than the minimum time in the athletic training room to enhance their learning experience.

During this time, the students, under the direct supervision of a preceptor, are to assist with prevention, treatment, assessment, rehabilitation and reconditioning of injuries. The students are also required to assist with administrative responsibilities relating to care of patients,

such as medical record keeping, insurance paperwork and related administrative tasks. Likewise, students are encouraged to work on their course CIPs with a preceptor during their athletic training room assignment.

Students are required to be in the athletic training room during assigned days and times. During the athletic training room assignments, students are not to leave the facility for such things as to have lunch or to take care of personal obligations. If the student is unable to be in the facility during his/her assigned time, then the student is obligated to find another student to substitute for him/her, who is not already performing their athletic training room assignment at that time. Once a substitute has been found, the student is required to personally notify the athletic training staff immediately of the substitution. Failure to comply with these policies will result in discipline as outlined in the disciplinary procedures section of this manual.

### **Rotations**

Students will be assigned various clinical education experience rotations during their progression in the ATEP. Each student will gain clinical education experience with each of the following: an upper extremity sport, a lower extremity sport, and an equipment intensive sport. The students will also have a general medical experience.

#### **On Campus:**

During semesters 1, 2, and 5 in the program, students will enroll in ATEP 2500 Clinical Experience in Athletic Training I, ATEP 3500 Clinical Experience in Athletic Training II, and ATEP 4750 Clinical Experience in Athletic Training V, respectively. During these semesters, each student is assigned a rotation with a WPUNJ intercollegiate athletic team(s). Each rotation is designed to provide the student with on-campus athletic training clinical education experiences which will focus on gaining athletic training knowledge and skills with upper and lower extremity sports. During the rotation, the student is responsible to provide athletic training services, under the direct supervision of a preceptor, for all practices and competitions for that athletic team. Likewise, the student will be exposed to as many of the aspects of athletic training practice as possible under the supervision of a preceptor.

Students assigned to rotations are required to provide for the preparation of patients requiring athletic training services for practices and competition. This includes, but is not limited to, taping and strapping, pre-practice injury care, duties related to athlete hydration and necessary communication with the athletic training and coaching staffs. Students will also assist the preceptors with injury evaluation and care during practices and competitions. Immediately following practices and competitions, students are responsible for returning, cleaning, restoring, etc. the coolers, athletic training medical kits and other equipment and materials to the athletic training rooms.

Students must discuss with their preceptor well in advance when they must arrive at practices and games for athletic events. Also, students must consult with their supervising preceptor prior to beginning the rotation in order to learn more specifics on requirements for the athletic teams. If a student needs a substitute, the students must follow the substitute procedures as per the athletic training room assignment substitute policy.

### **Affiliated Sites:**

During semesters 3 and 4, the students will be enrolled in ATEP 3750 Clinical Experience in Athletic Training III and ATEP 4500 Clinical Experience in Athletic Training IV,

respectively. During these semesters, the students' rotation will be at their assigned affiliated high school. ATEP 3750 Clinical Experience in Athletic Training III will include both upper and lower extremity rotations, while ATEP 4500 Clinical Experience in Athletic Training IV will focus on the students' equipment intensive rotation. The students will be under the direct supervision of an affiliate preceptor. While working with the preceptor and athletic teams at the assigned affiliated sites, the students will gain valuable clinical education experience. (Note: Under certain circumstances, students in semesters 3 and 4 may be assigned WPUNJ athletic teams along with their affiliate sites.)

During semester 5, the students will participate in their primary general medical experience along with their on-campus rotation. The students will enroll in ATEP 4750 Clinical Experience in Athletic Training V, in which they will complete observations and gain general medical knowledge under the supervision of affiliate medical physicians and other allied health professionals.

### **Required Hours for Clinical Education Experiences**

Students in the program must complete a minimum of 1000 hours and a maximum of 1500 hours of clinical education experience during their five semester progression in the program in order to meet program requirements and graduate with a Bachelor of Science in Athletic Training. This hours requirement equates to 200 minimum and 300 maximum hours per Clinical Experience in Athletic Training class. These clinical education experience hours can only be completed at WPUNJ or WPUNJ affiliated settings under the direct supervision of a preceptor. Hours not completed under the direct supervision of a preceptor cannot be counted towards their program requirements.

Clinical education experience hours will be accrued during the students' athletic training room assignments and on-campus and affiliate site rotations during the students' Clinical Experience in Athletic Training courses. The Clinical Experience in Athletic Training instructors will designate in their course syllabi the minimum and maximum number of clinical education experience hours that students must attain for each type of rotation (i.e. general medical, affiliate site, etc.) but the 200 minimum and 300 maximum hours per Clinical Experience in Athletic Training course is standard for each course. Hours can only be accrued during practices, competitions, athletic training room assignments, and other clinical rotations. Hours cannot be accrued during travel to and from competitions, hotel stays, breaks from events, inservices, etc.

Students must record their hours daily via the WPU Clinical Experience Hours sheets. The hours must be verified by their supervising preceptor under which they completed the hours. The hours must be recorded within seven days from completion, or the hours cannot be recorded nor counted. Students must be careful not to make any mistakes in recording their hours or they may be negated.

At the end of each semester students must submit a hard copy of a Semester Hours Form stapled on top of the WPU Clinical Experience Hours sheets to their Clinical Experience in Athletic Training course instructor. Students must make a copy of their Semester Hours Form, in order to have a record of how many hours they have accrued. For each semester, the 200 minimum clinical experience hours must be completed by the deadline. Failure to complete the minimum number of hours as per course requirements, have them approved in a timely manner, or failure to hand in the Semester Hours Form and WPU Clinical Experience Hours sheets by the deadline will result in failure of their Clinical Experience in Athletic Training course in which they are currently enrolled. No incomplete grades will be given to the student by the instructor

due to incomplete hours. If a student fails a Clinical Experience in Athletic Training course, they must repeat the course in the following year. The student will not be allowed to enroll in the next Clinical Experience in Athletic course until a passing grade in the failed Clinical Experience in Athletic Training course is obtained. Likewise, a student will not be able to graduate with a Bachelor of Science in Athletic Training and be eligible to sit for the BOC examination until a passing grade is obtained in Clinical Experience in Athletic Training V.

### **Preseason Camp**

Students in ATEP 3500 Clinical Experience in Athletic Training II will be asked by the Head Athletic Trainer to voluntarily participate in preseason summer camp at WPUNJ under the athletic training staff supervision. Likewise, ATEP 4500 Clinical Experience in Athletic Training IV students will be required as per the course syllabus to begin the course for preseason summer camp at their affiliate site under the supervision of their affiliate site preceptor. The students must record their hours during preseason, and have them approved by the supervising preceptor as done during the regular semesters. These hours will count toward the students' 200 semester hour requirement.

### **Student First Aider/First Responder Statement By ATEP Faculty and Staff**

The ATEP faculty and staff do not condone students working as first aiders or first responders, even on the students' own time. The ATEP faculty and staff take no responsibility for students who decide to take on this role, and will not take responsibility for the students' actions. Students are forbidden to wear any WPUNJ ATEP attire, or to project themselves as working as a part of or representing the WPUNJ ATEP if they choose to work as a first aider/first responder on their own time.

### **Student Travel Policy**

Students will only travel to away events under the supervision of a WPUNJ or affiliate site preceptor. Clinical education experience hours can only be recorded for set-up, the practice or game, clean-up, and treatment. Students cannot record hours for travel, dinners, or any similar activity while traveling. If a student decides to travel and meet his or her WPUNJ or affiliate site preceptor at the event, the student's personal car insurance prevails if he or she has the misfortune to be involved in a car accident. Likewise, this policy is the case for students traveling to their affiliate sites. WPUNJ does not cover students for automobile accident insurance in these situations.

### **Student Evaluations By Preceptors**

Students will be evaluated on their overall clinical performance a minimum of two times per semester by their preceptor. Each preceptor will discuss the evaluations with the student and give feedback to the student on how to improve their field experience clinical performance. The preceptor will return the evaluations to the Clinical Experience in Athletic Training instructor. The evaluations will be part of the student's Clinical Experience in Athletic Training course grade.

### **Additional Student Costs**

In order to partake in and complete the ATEP curriculum, additional programmatic costs, other than tuition, University fees, and lab fees, exist for athletic training students. Not all

additional student costs can be accurately determined; however, an estimate of additional student costs include, but are not limited to, the following: round trip travel costs to affiliate sites (approximate maximum \$7.20 round trip), uniform purchase (minimum \$25), enrollment in athletic training and related professional organizations (approximately \$90 per year), background check and fingerprinting (approximately \$65), Professional Rescuer CPR and Advanced First Aid certifications (included in ATEP 2000, approximately \$35 to renew at WPU), and required equipment purchase (i.e. fanny packs, CPR masks) (minimum \$30, CPR masks included in ATEP 2000). Adequate notice will be given to the students in regard to when the additional costs will be necessary.

## **Retention and Graduation Requirements**

### **Academic Retention**

In order to be admitted to the ATEP Professional Preparation Phase, students must have a 2.5 overall grade point average (GPA) (see section on admission standards). Prior to entering ATEP 3750 Clinical Experience in Athletic Training III, and to continue in the ATEP Professional Preparation Phase, students must have a 2.75 overall GPA. If the student falls below the required GPA, he/she may be placed on probation for one semester. At the end of the probationary semester the student's progress will be reviewed by the ATEP Admission and Retention Committee. If the student is meeting academic program requirements at that time (including GPA requirements per semester in the program), then he/she will be reinstated to the ATEP Professional Preparation Phase. If the student has not met academic program requirements at that time, then the student will be dismissed from the ATEP.

Students who do not pass prerequisite ATEP courses are dismissed from the ATEP Professional Preparation Phase. They may not take any further courses in the ATEP Professional Preparation Phase until the prerequisites are passed and reacceptance to the ATEP Professional Preparation Phase has occurred. Students who are dismissed may reapply to the ATEP Professional Preparation Phase in the subsequent fall semester. Once reaccepted, the student is able to continue in the ATEP Professional Preparation Phase from the point of dismissal. Students must see the Program Director for detailed information on resuming the academic coursework.

Effective Fall 2015, all new students (first-year and transfer) in the ATEP program will need to meet the following requirement:

**To be accepted into or be retained in the Professional Preparation Phase students must earn no more than 3 grades of C or below (including a combination of C, C-, D+, D, and F grades) or 2 grades below C- (including a combination of D+, D, and F grades) in BIO 1120 (1180), BIO 1130 (1190) and ATEP alpha courses.**

Included in this policy are the following:

- Transferred grades of courses equivalent to BIO 1120 (1180), BIO 1130 (1190), and ATEP alpha courses.
- The original course grade of a course that the student has retaken (C- or below).

- Grades of C or below in BIO 1120 (1180), BIO 1130 (1190), and ATEP 1500, even though the minimum requirement for admission to the Professional Preparation Phase is a C-in these courses.

If a student applying for admission to the Professional Preparation Phase does not meet this requirement, he/she will not be accepted to the Professional Preparation Phase and will be dismissed from the athletic training major.

If a Professional Preparation Phase student does not meet this requirement, he/she will be dismissed from the Professional Preparation Phase and the athletic training major.

Students who started at WPU prior to fall 2015 (including transfer students) will not be held accountable to these new requirements. University practice states that students are held accountable to the policies and standards that are in place at the time they first begin at the university, and any changes to those policies and standards that take place during a student's time at the university will not be applied retroactively.

Current students should be aware that the new requirements were put in place after reviewing student performance on the BOC exam. Students who do not perform at the minimum level of these new requirements are less likely to be able to pass the BOC exam; therefore, current students should strive to meet the new requirements. Failure to meet these new requirements is an indicator that a student is likely to encounter significant difficulty in passing the BOC exam. Consequently, such students are advised to consider alternate educational programs.

### **Clinical Education Experiences**

Students will be assessed on their completion of their clinical education experience requirements each semester within their Clinical Experience in Athletic Training courses. The requirements for successful progression are outlined in the section describing the clinical education experiences. Students not meeting the minimum standards for successful progression in the program will be penalized as per the policies noted in this handbook (see "Disciplinary Policies").

### **Graduation**

Graduation is contingent upon the following:

- the student has successfully completed the university requirements
- the student has successfully completed all major coursework requirements
- the student has successfully completed all ATEP academic and clinical education experience requirements
- the student has earned a minimum overall GPA of 2.75 when he/she has completed all academic coursework
- the student has successfully completed a minimum of 1000 hours and maximum of 1500 hours of approved athletic training clinical education experience

### **BOC Exam Endorsement**

A student's BOC exam endorsement by the Program Director is contingent upon completion of all ATEP requirements (see "Graduation" above).

### **Leave of Absence/Withdrawal**

Students requesting a Leave of Absence or Withdrawal from the ATEP must make their request in writing to the Program Director. The student should meet with the Program Director and Head Athletic Trainer to explore the student's options and discuss plans for the student's return to the ATEP.

## **Additional Information**

### **Student Work Study Program**

In addition to federal financial aid, the University has a non-federal Work Study Program, which is managed by the Financial Aid Office. This program is offered to eligible students in financial need. Work study is offered in various areas for the students. Students should contact the Financial Aid Office for additional information on Work Study.

### **Student Scholarship, Award, New York Giants Internship Opportunities**

ATEP students have the opportunity to be nominated by the ATEP faculty, staff, and athletic training students for various scholarships and awards throughout their academic career. These scholarships and awards include, but are not limited to, NATA, EATA, and ATSNJ Scholarships, NATA Membership Drive Complimentary Annual Conference Registration, WPU Alumni Association Outstanding WPU Senior Award, and the ATEP Honor Award. Also, one junior student will be chosen by the ATEP faculty and staff to participate in the New York Giants Athletic Training Student Internship for their first semester of their senior year. In general, students are nominated for these scholarships, awards, and the New York Giants Athletic Training Student Internship, based on their grade point averages (overall and ATEP), athletic training and health care profession conferences, in particular the past conferences from which the scholarship is offered, participation on an athletic training student advisory board, etc.), service to the community (i.e. athletic training and related volunteer activities), active participation in athletic training and health care related organizations, clubs, activities, etc. (i.e. AT Club executive board, fundraising, etc.), and personal characteristics such as motivation, reliability, organization skills, ability and willingness to learn, communication skills, professionalism, maturity, responsibility, athletic training knowledge and skills, etc.

### **Student Grievance Procedure**

In regard to student grievances, the ATEP abides by the "Procedures for Investigating Complaints About Grades or Student Academic Performance", which is located in the WPUNJ Undergraduate Catalog. Therefore, if a student has a grievance, he/she must abide by these procedures.

### **Curriculum changes**

Please be advised that changes in the curriculum and/or clinical education experience requirements may be made at any time during the students' course of study. Such changes would be designed to enhance the learning experiences for all students, and students would be required

to abide by such changes at the time they are implemented. The students will be informed of any curriculum changes in a timely manner.

## **Student Job Description, Guidelines, and Responsibilities**

The following guidelines and job description refers to the duties of an athletic training student enrolled in the ATEP at William Paterson University. Please contact the ATEP faculty and staff for additional responsibilities each academic year.

### **Student Job Description and Guidelines**

The role of the athletic training student is to gain athletic training knowledge and skills by assisting the preceptors in providing care for patients' injuries during the student's rotations and athletic training room assignments as a part of their clinical education experience in athletic training.

### **Direct Supervision:**

During the students' athletic training room assignments and rotations, the student functions under the direct supervision of an Athletic Trainer (AT) preceptor. Students may also function under the direct supervision of a physician or another allied health care professional who also is a preceptor. Direct supervision involves daily personal/verbal contact between the student and the preceptor, who plans, directs, advises and evaluates the student's athletic training experience. The preceptor must be physically present in order to intervene on behalf of the patient being treated.

Some situations where students are **not** being directly supervised include:

- when a student is at a practice or competition venue without a preceptor physically present with the student at the venue;
- when a student is traveling with a team (i.e. in a hotel, restaurant, mode of transportation, practice or competition venue) and without a preceptor physically present to intervene on behalf of the patient being treated;
- when a student is outside at a practice or competition venue and the preceptor is inside a building or facility and not physically present to intervene on behalf of the patient being treated;
- when a student and preceptor are able to converse via walkie-talkie or cell phone with the preceptor not physically present to intervene on behalf of the patient being treated.

If the student is **not** being directly supervised, then the student is not in the role of an athletic training student. In this situation, the student cannot perform any athletic training skills and must leave the venue until a WPUNJ or affiliate site AT is at the venue, directly supervising the student.

Students are only allowed to travel with athletic teams if a WPUNJ or affiliate site ATs are present and directly supervising the student.

(Note: WPUNJ and affiliate site ATs are those persons employed at WPUNJ and affiliate sites to partake in athletic training duties and supervision of ATEP students. Therefore, coaches, graduate assistants, and other personnel who may be an AT but employed on campus or at the affiliate site for another function other than supervising ATEP students do not qualify as WPUNJ or affiliate site ATs, and cannot directly supervise athletic training students.)

If at any time, for some unusual circumstance, a student is present in the athletic training room or at an athletic venue and is not directly supervised by an AT and a person requires emergency care, the student should summon campus police (or EMS as per affiliate site policy) and give the appropriate emergency care as allowed by the student's Professional Rescuer CPR with AED and Advanced First Aid certifications.

### **Student skills guidelines:**

A student is not allowed to perform any skills (i.e. therapeutic modalities, therapeutic exercise) before receiving formal instruction and formal evaluation demonstrating that they are proficient in those skills. If the student is dealing with an patient that needs assistance beyond the material of which the student has been instructed and evaluated, then the student must refer the patient to a student who has been instructed in and evaluated on the material (and is being directly supervised by a preceptor). For example, if a patient needs an ultrasound treatment and the student caring for that patient has not been formally taught and evaluated on the use of ultrasound, then the student can NOT perform ultrasound on that patient.

If a student acts outside the scope of his or her responsibilities (i.e. functions as an athletic training student while unsupervised) or a student performs skills (i.e. therapeutic modalities) before having received formal instruction and shown proficiency in those skills through formal evaluation, the student may be sanctioned and may be legally responsible for any harm suffered by the person being treated. At no time will athletic training students take the place of qualified staff ATs.

### **Student Responsibility Policies and Procedures**

Failure of a student abiding by the "Student Responsibility Policies and Procedures" below may be sanctioned as appropriate.

When a patient enters the athletic training room for injury care, the student should do the following:

- assess the patient to determine the nature and extent of the problem.
- determine the appropriate course of care that the student can give which is within the student's level of education and proficiency
- administer care consistent with approval of a preceptor, under his/her direct supervision
- complete necessary medical reporting and administrative duties which include, but is not limited to, progress (SOAP) notes, treatment records and insurance forms.

Students must care for patients as they enter the athletic training room or as needed at athletic venues. No preferential treatment of patients (i.e. treating only certain patients, waiting for a certain patient to enter the athletic training room and not treating others) is allowed. All students must share in the treatment and care of all patients.

Students must not treat coaches, faculty, or other people in the athletic training room or at athletic venues without the prior approval of the supervising AT, unless an emergency situation exists which requires emergency care.

Decisions regarding referrals, treatments and course of care are to be made by the certified athletic training staff and medical physician who are ultimately providing care to the patient.

No patients are to administer self treatment or to tape themselves. All services are to be provided by the athletic training staff and athletic training students under the supervision of an AT.

Medical information and communications in the athletic training setting are privileged. Anything students hear or see in the athletic training room regarding patients' conditions, illnesses, or injuries is confidential and is not to be repeated to anyone. Students are not to discuss a patient's condition, illness, or injury with other patients, peers, coaches, parents, etc. Any time anyone other than the patient involved wants any information regarding the patient's condition, illness, or injury, the student must refer them to the head or assistant athletic trainer. Violation of this policy will result in immediate suspension from the ATEP.

Students are to report all problems involving coaches and/or patients to the supervising preceptor and also the head and assistant athletic trainers immediately after the problem arises. Students are to avoid confrontations with coaches and patients.

Students must attend a bloodborne pathogens and environmental hazards workshop annually to be eligible to provide athletic training services. Students not attending a bloodborne pathogens and environmental hazards workshop may not partake in clinical education experiences until the workshop has been attended.

Students must be continually certified in Professional Rescuer CPR with AED and Advanced First Aid or equivalents by one of the following organizations: American Red Cross, American Heart Association, National Safety Council, or the Emergency Care and Safety Institute. No lapse in certification is allowed.

Students must have personal protective equipment necessary to provide care for injuries involving blood or other bodily fluid and follow all OSHA guidelines. Likewise, students are obligated to inform patients, coaches, etc. to follow all OSHA guidelines while in the athletic training room facilities.

Students must follow the emergency action plan procedures that are posted in the athletic training rooms and in this handbook.

Students must wear a fanny pack containing, at minimum, first aid and personal protective equipment including a pocket mask, gloves and gauze, tape, scissors, and bandages at all times during their clinical education experiences (in the athletic training rooms and at athletic venues). Spot checks made by the ATEP faculty and staff will be made to see if students have their fanny packs, and the above mentioned items, with them during their clinical education experiences.

Students must be in the athletic training room during assigned times. Students are expected to be on time and not to leave early.

Under no circumstances are students allowed to drive the WPUNJ Athletics or affiliate site vehicles (van, bus, etc.)

When driving to and from the Clinical Experience in Athletic Training WPUNJ and affiliate sites, WPUNJ does not cover auto insurance for students; therefore, students must have their own personal auto insurance.

All students are responsible for the daily organizational and clean up duties in the athletic training room. Failure to comply with this responsibility will result in sanction.

All personal items, including backpacks, coats, books, etc. are to be neatly placed in the athletic training room storage area. Likewise, students are obligated to inform patients, coaches, etc. to store their belongings in the designated area.

During slow times in the athletic training room, students are expected to work on material directly related to their athletic training education. Examples of acceptable projects include: working on CIPs, studying course material related to athletic training education, and practicing procedures and skills required in athletic training. Working on projects for other courses are not to be done in the athletic training room. This work should be done at another time in the library or appropriate study area.

The computer in the athletic training room is for athletic training record keeping, operation of equipment in the facility, and study related to athletic training. Students are not allowed to work on assignments which are not related to athletic training education on the computer in the athletic training room. The network connection on the computer in the athletic training room is for research and projects relating to athletic training. Work for other areas should be done in general access computer laboratories on campus. Students are not allowed to access or utilize personal e-mail accounts on the athletic training room computer. In order to use the computer, the students must get permission from the supervising AT. There must be no patients in the athletic training room that need assistance or other athletic training room duties to be performed at the time in order for students to utilize the computer. Students must scan all flash drives or CDs for viruses before opening them on the computer. Students cannot save any information on the computer's hard drive. Anyone violating this policy will lose computer privileges in the athletic training room.

Students must check their WPUNJ student email account on a daily basis, since this is a primary means for the ATEP faculty and staff to communicate with students. If a student neglects to check their WPUNJ student email account on a daily basis and is not aware of the communications, instructions, duties, etc. noted in the email by the ATEP faculty and staff, then the student may be penalized within their ATEP courses for failure to follow email instructions, complete duties, etc.

Professional conduct is expected in the athletic training rooms and at the athletic venues at all times. The athletic training room is not a lounge; therefore, horseplay, profanity and lounging around on tables will not be tolerated. If a student engages in inappropriate or unprofessional behavior in the athletic training rooms and athletic venues, the student will be asked to leave immediately.

Students are prohibited from utilizing cell phones for personal communication (including phone calls, text messages, and email) while working as an athletic training student. Cell phones must be turned off when the students are in these areas during clinical education experiences in the athletic training room, sports venues, and physician offices. Students' cell phones may only be utilized in an emergency situation (i.e. when Campus Police must be summoned), or with the permission of the supervising certified athletic trainer (i.e. to call or receive a call from a coach or another certified athletic trainer at another venue). Cell phones must be turned off during ATEP classes. Instructors will have individualized cell phone policies in their syllabi.

Students are prohibited from smoking or chewing tobacco during their athletic training room assignments and rotations. Likewise, if a student is at any venue "visiting" their peers, athletic training staff, athletes, etc. the student is prohibited from smoking. Smoking or chewing tobacco is also prohibited while wearing any ATEP labeled clothing (i.e. program shirts, jackets, pants, etc.) Smoking, chewing tobacco, etc. in indoor and outdoor athletic venues is an OSHA

and NCAA violation possibly resulting in fines for the student. Any student who appears intoxicated or has an alcohol odor on their breath during their athletic training room assignment or rotation will be immediately removed from the assignment or rotation. Further disciplinary action will then result, as this will not be tolerated.

## **Disciplinary Policies**

Students are required to comply with the policies and procedures of the ATEP. Failure of the student to comply with the ATEP academic and/or clinical education experience policies will result in disciplinary sanctions.

The following information outlines the guidelines by which disciplinary decisions are made and the sanctions for various potential situations. It is impossible to foresee all possible circumstances which will require disciplinary action. In the event a situation arises which requires unusual disciplinary actions, the ATEP Admissions and Retention Committee will meet to review the situation and administer necessary disciplinary or corrective measures.

### **Academic**

For admission to the ATEP Professional Preparation Phase, students are required to have a 2.5 overall GPA; however, prior to entering ATEP 3750 Clinical Experience in Athletic Training III, and to continue in the ATEP Professional Preparation Phase, students must have a 2.75 overall GPA. Students must pass all classes in the major.

When a student's GPA falls below the requirement (either the 2.5 or 2.75 GPA) the procedure below will be followed:

- When a student's GPA falls below the minimum requirement, the student will be placed on academic probation for the following semester. The student will be notified in writing by the Program Director of his/her probationary status and the reason for being placed on probation. The probationary period is for one semester only.
- At the end of the probationary semester the student's GPA will be reviewed by the ATEP Admissions and Retention Committee. If the student's GPA is above the minimum requirement at the end of the probationary semester and he/she is meeting all academic requirements, then he/she will be removed from probation and return to good standing.
- If after the probationary semester the student still does not meet the minimum GPA for the program, the student will be dismissed from the ATEP Professional Preparation Phase. The student cannot take any courses in the ATEP Professional Preparation Phase nor perform any athletic training clinical education experiences. At such time as the student meets the academic standards, then he/she may apply for readmission to the ATEP Professional Preparation Phase. Admission will be granted based on the admission criteria listed in this handbook.

When a student fails a course in the ATEP, the procedure below will be followed:

- The student will be dismissed from the ATEP Professional Preparation Phase. The student cannot take any other ATEP courses until the student has passed the failed course the following year.
- The student must reapply for readmission to the ATEP in the following fall semester and be readmitted to the ATEP.
- Since each student's situation is different, the student must see the Program Director to discuss the details of the student's reapplication, readmission, and continuation in the ATEP.

### **Clinical Education Experiences**

Students must complete the clinical education experience part of the ATEP as part of their professional education. The requirements are listed in this handbook. Athletic training room assignments and rotations are requirements for the Clinical Experience in Athletic Training courses. Therefore, failure to comply with course requirements will result in a low or failing grade for the course. The following is a guideline for situations in which students are not in compliance with their clinical education experience obligations.

#### **Athletic Training Room Assignments**

An athletic training room assignment is a requirement of the program. The athletic training room assignment schedule is posted at the beginning of the semester. This schedule is built around the students' schedules. Failure to comply with policies in regard to athletic training room assignments include, but are not limited to, the following and may result in sanction

- failure to be present or on time for assignment
- failure to notify the athletic training staff when not able to be present for assignment
- failure to arrange for a substitute when not able to be present for assignment
- leaving the athletic training room during assigned times without a substitute and/or without notifying and obtaining consent from the supervising athletic trainer
- not completing opening or closing duties required during the assignment
- failure to provide appropriate care to patients as allowed
- direct insubordination
- performing athletic training skills (treatment, evaluations, rehabilitation, etc.) for which the student has not been formally taught and evaluated
- performing athletic training skills (treatment, evaluations, rehabilitation, etc.) without being under the direct supervision of a preceptor
- any activity or action which places the health or safety of a patient or another person at risk.
- dress code violation

#### **Rotations**

Student obligations as part of their clinical education experiences include rotations with the WPUNJ patients in the intercollegiate athletic program and at affiliate sites. Failure to comply with policies in regard to rotations include, but are not limited to the following and may result in sanction:

- failure to be on time as instructed by the athletic training staff for practice and competition related assignments. This includes being on time for departure of traveling team.
- not being present for practices or games as instructed by the athletic training staff
- failure to provide appropriate care to patients as allowed by the student's skills
- not providing appropriate preparation for practice and/or competition. This includes, but is not limited to, patient preparation, preparations relating to patient hydration and safety and preparation of equipment needed by the athletic training and coaching staffs
- direct insubordination
- performing athletic training skills for which the student has not been formally taught and evaluated
- performing athletic training skills without being under the direct supervision of a preceptor
- any activity or action which places the health or safety of an athlete or another person at risk.
- dress code violation

Due to the fact that the health and safety of the patients served is the primary concern, situations may arise which require immediate disciplinary action of the preceptor. In such situations, the preceptor will take the disciplinary action which he or she feels is appropriate to the severity and urgency of the situation. At such a time as this occurs, the preceptor will notify the Program Director and the ATEP Admissions and Retention Committee of the situation and any action taken.

Students will have a portfolio of their ATEP materials in the Program Director's office. The students are welcome to review their personal portfolios with the Program Director upon request.

All acceptance, denial, probationary, and disciplinary letters sent to the students by the Program Director will be kept in both the students' ATEP and Kinesiology files. These letters will be copied to the Kinesiology Department Chair.

The ATEP Admissions and Retention Committee reserves the right to amend these policies and procedures at any time.

## APPENDIX A

### BS IN AT CURRICULUM CONTROL SHEET FOR FALL 2011 THROUGH SPRING 2017 INCOMING STUDENTS



## KINESIOLOGY

College of Science and Health

Bachelor of Science; ATHLETIC TRAINING

Incoming students Fall 2011 through Spring 2017 (UCC)

Total 109 credits (students need 120 credits to graduate)

### UCC REQUIREMENTS [40-41 credits]

#### AREA 1: PERSONAL WELLBEING [3]

PBHL 2210 Nutrition No credit dup.

#### AREA 2: EXPRESSION [9]

a. Arts/Communication  
\_\_\_\_\_ 3 cred.

b. Writing  
ENG 1100 College Writing<sup>W</sup> 3 cred.

c. Literature  
\_\_\_\_\_ 3 cred.

#### AREA 3: WAYS OF KNOWING [19-20]

a. Philosophical Perspectives  
\_\_\_\_\_ 3 cred.

b. Historical Perspectives  
\_\_\_\_\_ 3 cred.

c. Social/Behavioral Science (2 different disciplines)  
PSY 1100 General Psychology 3 cred.  
SOC 1010 Introduction to Sociology 3 cred.

d. Scientific Perspectives  
BIO 118 Anatomy and Physiology I 4 cred.

e. Quantitative Thinking  
MATH 1300 Elementary Statistics I\* 3 cred.

#### AREA 4: DIVERSITY & JUSTICE [3]

▪ *Must complete 18 credits in UCC prior to taking Area 4*  
\_\_\_\_\_ 3 cred.

#### AREA 5: CIVIC & COMMUNITY ENGAGEMENT [3]

▪ *MUST COMPLETE Area 4 before taking Areas 5&6*  
ATEP 4750 Clinical Experience in AT V No credit dup.

#### AREA 6: GLOBAL AWARENESS [3]

▪ *MUST COMPLETE Area 4 before taking Areas 5&6*  
\_\_\_\_\_ 3 cred.

#### FIRST YEAR SEMINAR [1.5]

▪ *Required for 1<sup>st</sup> year students & transfers with less than 12 credits*  
\_\_\_\_\_ 1.5 cred.

### INTENSIVE REQUIREMENTS

These courses can be double counted within the UCC, the major, or as free electives. If you are a transfer with an AA/AS degree you must take one WI course and zero TI courses.

#### WRITING INTENSIVE (WI)<sup>W</sup>

▪ *The first WI course must be Area 2 College Writing*  
▪ *At least one course must be at the 300 or above level*  
ENG 1100 College Writing  
ATEP 2500 Clinical Experience in AT I  
ATEP 4500 Clinical Experience in AT IV

#### TECHNOLOGY INTENSIVE (TI)<sup>T</sup>

KNES 2300 Tests and Measurements  
KNES 3300 Biomechanics

### UNIVERSITY REQUIREMENTS

#### FOREIGN LANGUAGE [6]

\_\_\_\_\_ 3 cred.  
\_\_\_\_\_ 3 cred.

**ATHLETIC TRAINING:** A grade point average of 2.75 must be earned in this major to graduate.

### CORE COURSES [28 cred.]

- ATEP 1500 Introduction to Athletic Training
- ATEP 2000 Sports Emergency Care
- ATEP 2400 Prevention and Care of Injury and Illness in Athletic Training
- KNES 2300 Tests & Measurements\*<sup>T</sup>
- KNES 3300 Biomechanics<sup>T</sup>
- KNES 3500 Physiology of Exercise
- KNES 3700 Psychology of Sport\*\*
- EXSC 3100 Essentials of Strength & Conditioning
- PBHL 2210 Nutrition

### ATHLETIC TRAINING SEQUENCE [26 cred.]

- ATEP 2500 Clinical Experience in Athletic Training I<sup>W</sup>
- ATEP 2600 Assessment of the Extremities
- ATEP 2700 Athletic Training Modalities
- ATEP 3500 Clinical Experience in Athletic Training II
- ATEP 3600 Assessment of the Core Body
- ATEP 3700 Therapeutic Exercise
- ATEP 3750 Clinical Experience in Athletic Training III

- ATEP 3800 Organization and Administration in Athletic Training
- ATEP 4500 Clinical Experience in Athletic Training IV<sup>W</sup>
- ATEP 4600 General Medicine and Pharmacology in Athletic Training
- ATEP 4750 Clinical Experience in Athletic Training V

### CO-REQUISITES [12 cred.]

- BIO 1190 Anatomy and Physiology II
- CHEM 1310 College Chemistry
- PHYS 1100 Introduction to Physics

### ATEP MAJOR ELECTIVES [3 cred.]

- Choose 1 course pending approval by the Department Chair; KNES and PBHL department courses preferred

\*MATH 1300 and KNES 2300 may be substituted with CSH 1300 and CSH 2300\*

\*\* KNES 3700 may be substituted with KNES 4500 (with additional prerequisite of KNES 3530) \*\*

## Suggested Course Sequence

<b>1<sup>st</sup> semester</b>		Credits	<b>2<sup>nd</sup> semester</b>		Credits
BIO 1180	Anatomy & Physiology I <i>(meets Area 3d)</i>	4	BIO 1190	Anatomy & Physiology II	4
ENG 1100	College Writing <i>(meets Area 2b)</i>	3	MATH 1300	Elementary Statistics <i>(meets Area 3e)</i>	3
ATEP 1500	Intro to Athletic Training	3	SOC 1010	Principles of Sociology <i>(meets Area 3c)</i>	3
PSY 1100	General Psychology <i>(meets Area 3c)</i>	3	-----	Area 2 or 3 course	3
WPU 1010	First-Year Seminar	1.5	-----	Area 2 or 3 course	3
Credits		14.5	Credits		16
<b>3<sup>rd</sup> semester</b>			<b>4<sup>th</sup> semester</b>		
ATEP 2000	Sports Emergency Care	3	CHEM 1310	College Chemistry	4
ATEP 2400	Prevention and Care of Injury and Illness in AT	4	ATEP 2500	Clinical Experience in Athletic Training I <i>(meets WI req.)</i>	2
KNES 2300	Tests & Measurements <i>(meets TI req.)</i>	3	ATEP 2600	Assessment of the Extremities	3
PBHL 2210	Nutrition <i>(meets Area 1)</i>	3	ATEP 2700	Athletic Training Modalities	3
-----	Area 2 or 3 course	3	-----	Area 2 or 3 course	3
Credits		16	Credits		15
<b>5<sup>th</sup> semester (Junior year)</b>			<b>6<sup>th</sup> semester (Junior year)</b>		
ATEP 3500	Clinical Experience in Athletic Training II	2	ATEP 3750	Clinical Experience in Athletic Training III	2
ATEP 3600	Assessment of the Core Body	3	ATEP 3800	Organization & Admin. In Athletic Training	3
ATEP 3700	Therapeutic Exercise	3	KNES 3300	Biomechanics <i>(meets TI req.)</i>	3
PHYS 1100	Introduction to Physics	4	KNES 3500	Physiology of Exercise	3
LANG	Foreign Language I	3	LANG	Foreign Language II	3
Credits		15	Credits		14
<b>7<sup>th</sup> semester (Senior year)</b>			<b>8<sup>th</sup> semester (Senior year)</b>		
ATEP 4500	Clinical Experience in Athletic Training IV <i>(meets WI req.)</i>	2	ATEP 4750	Clinical Experience in Athletic Training V	2
ATEP 4600	General Medicine & Pharmacology in Athletic Training	1	EXSC 3100	Essentials of Strength & Conditioning	3
ATEP	MAJOR ELECTIVE	3	KNES 3700	Psychology of Sport	3
-----	Area 4 course	3	-----	Area 6 course	3
-----	Free Elective or WI course	3	-----	Free Elective or WI course	3
-----	Free Elective or WI course	3	-----	Free Elective or WI course	3
Credits		15	Credits		17

## APPENDIX B

BS IN AT CURRICULUM CONTROL SHEET  
FOR FALL 2017 TO PRESENT INCOMING STUDENTS

## KINESIOLOGY

College of Science and Health

Bachelor of Science; ATHLETIC TRAINING

*Incoming students Fall 2017 to present (UCC)*

Total 109 credits (students need 120 credits to graduate)

### UCC REQUIREMENTS [40-41 credits]

#### **AREA 1: PERSONAL WELLBEING [3]**

PBHL 2210 Nutrition No credit dup.

#### **AREA 2: EXPRESSION [9]**

a. Arts/Communication  
\_\_\_\_\_ 3 cred.

b. Writing  
ENG 1100 College Writing<sup>W</sup> 3 cred.

c. Literature  
\_\_\_\_\_ 3 cred.

#### **AREA 3: WAYS OF KNOWING [19-20]**

a. Philosophical Perspectives  
\_\_\_\_\_ 3 cred.

b. Historical Perspectives  
\_\_\_\_\_ 3 cred.

c. Social/Behavioral Science (2 different disciplines)  
PSY 1100 General Psychology 3 cred.  
SOC 1010 Introduction to Sociology 3 cred.

d. Scientific Perspectives  
BIO 1120 Anatomy and Physiology I 4 cred.

e. Quantitative Thinking  
MATH 1300 Elementary Statistics I\* 3 cred.

#### **AREA 4: DIVERSITY & JUSTICE [3]**

- *Must complete 18 credits in UCC prior to taking Area 4*  
\_\_\_\_\_ 3 cred.

#### **AREA 5: CIVIC & COMMUNITY ENGAGEMENT [3]**

- *MUST COMPLETE Area 4 before taking Areas 5&6*  
ATEP 4750 Clinical Experience in AT V No credit dup.

#### **AREA 6: GLOBAL AWARENESS [3]**

- *MUST COMPLETE Area 4 before taking Areas 5&6*  
\_\_\_\_\_ 3cred.

#### **FIRST YEAR SEMINAR [1.5]**

- *Required for 1<sup>st</sup> year students & transfers with less than 12 credits*  
\_\_\_\_\_ 1.5 cred.

### INTENSIVE REQUIREMENTS

These courses can be double counted within the UCC, the major, or as free electives. If you are a transfer with an AA/AS degree you must take one WI course and zero TI courses.

#### **WRITING INTENSIVE (WI)<sup>W</sup>**

- *The first WI course must be Area 2 College Writing*
- *At least one course must be at the 300 or above level*

ENG 1100 College Writing

ATEP 2500 Clinical Experience in AT I

ATEP 4500 Clinical Experience in AT IV

#### **TECHNOLOGY INTENSIVE (TI)<sup>T</sup>**

KNES 2300 Tests and Measurements

KNES 3300 Biomechanics

### UNIVERSITY REQUIREMENTS

#### **FOREIGN LANGUAGE [6]**

\_\_\_\_\_ 3 cred.  
\_\_\_\_\_ 3 cred.

**ATHLETIC TRAINING: A grade point average of 2.75 must be earned in this major to graduate.**

### CORE COURSES [28 cred.]

- ATEP 1500 Introduction to Athletic Training
- ATEP 2000 Sports Emergency Care
- ATEP 2400 Prevention and Care of Injury and Illness in Athletic Training
- KNES 2300 Tests & Measurements\*<sup>T</sup>
- KNES 3300 Biomechanics<sup>T</sup>
- KNES 3500 Physiology of Exercise
- KNES 3700 Psychology of Sport\*\*
- EXSC 3100 Essentials of Strength & Conditioning
- PBHL 2210 Nutrition

### ATHLETIC TRAINING SEQUENCE [26 cred.]

- ATEP 2500 Clinical Experience in Athletic Training I<sup>W</sup>
- ATEP 2600 Assessment of the Extremities
- ATEP 2700 Athletic Training Modalities
- ATEP 3500 Clinical Experience in Athletic Training II
- ATEP 3600 Assessment of the Core Body
- ATEP 3700 Therapeutic Exercise
- ATEP 3750 Clinical Experience in Athletic Training III

- ATEP 3800 Organization and Administration in Athletic Training
- ATEP 4500 Clinical Experience in Athletic Training IV<sup>W</sup>
- ATEP 4600 General Medicine and Pharmacology in Athletic Training
- ATEP 4750 Clinical Experience in Athletic Training V

### CO-REQUISITES [12 cred.]

- BIO 1130 Anatomy and Physiology II
- CHEM 1310 College Chemistry
- PHYS 1100 Introduction to Physics

### ATEP MAJOR ELECTIVES [3 cred.]

- Choose 1 course pending approval by the Department Chair; KNES and PBHL department courses preferred

\*MATH 1300 and KNES 2300 may be substituted with CSH 1300 and CSH 2300\*

\*\* KNES 3700 may be substituted with KNES 4500 (with additional prerequisite of KNES 3530) \*\*

## Suggested Course Sequence

<b>1<sup>st</sup> semester</b>		<b>Credits</b>	<b>2<sup>nd</sup> semester</b>		<b>Credits</b>
BIO 1120	Anatomy & Physiology I <i>(meets Area 3d)</i>	4	BIO 1130	Anatomy & Physiology II	4
ENG 1100	College Writing <i>(meets Area 2b)</i>	3	MATH 1300	Elementary Statistics <i>(meets Area 3e)</i>	3
ATEP 1500	Intro to Athletic Training	3	SOC 1010	Principles of Sociology <i>(meets Area 3c)</i>	3
PSY 1100	General Psychology <i>(meets Area 3c)</i>	3	-----	Area 2 or 3 course	3
WPU 1010	First-Year Seminar	1.5	-----	Area 2 or 3 course	3
Credits		14.5	Credits		16
<b>3<sup>rd</sup> semester</b>			<b>4<sup>th</sup> semester</b>		
ATEP 2000	Sports Emergency Care	3	CHEM 1310	College Chemistry	4
ATEP 2400	Prevention and Care of Injury and Illness in AT	4	ATEP 2500	Clinical Experience in Athletic Training I <i>(meets WI req.)</i>	2
KNES 2300	Tests & Measurements <i>(meets TI req.)</i>	3	ATEP 2600	Assessment of the Extremities	3
PBHL 2210	Nutrition <i>(meets Area 1)</i>	3	ATEP 2700	Athletic Training Modalities	3
-----	Area 2 or 3 course	3	-----	Area 2 or 3 course	3
Credits		16	Credits		15
<b>5<sup>th</sup> semester (Junior year)</b>			<b>6<sup>th</sup> semester (Junior year)</b>		
ATEP 3500	Clinical Experience in Athletic Training II	2	ATEP 3750	Clinical Experience in Athletic Training III	2
ATEP 3600	Assessment of the Core Body	3	ATEP 3800	Organization & Admin. In Athletic Training	3
ATEP 3700	Therapeutic Exercise	3	KNES 3300	Biomechanics <i>(meets TI req.)</i>	3
PHYS 1100	Introduction to Physics	4	KNES 3500	Physiology of Exercise	3
LANG	Foreign Language I	3	LANG	Foreign Language II	3
Credits		15	Credits		14
<b>7<sup>th</sup> semester (Senior year)</b>			<b>8<sup>th</sup> semester (Senior year)</b>		
ATEP 4500	Clinical Experience in Athletic Training IV <i>(meets WI req.)</i>	2	ATEP 4750	Clinical Experience in Athletic Training V	2
ATEP 4600	General Medicine & Pharmacology in Athletic Training	1	EXSC 3100	Essentials of Strength & Conditioning	3
ATEP	MAJOR ELECTIVE	3	KNES 3700	Psychology of Sport	3
-----	Area 4 course	3	-----	Area 6 course	3
-----	Free Elective or WI course	3	-----	Free Elective or WI course	3
-----	Free Elective or WI course	3	-----	Free Elective or WI course	3
Credits		15	Credits		17

## APPENDIX C

### APPLICATION FOR ADMISSION TO THE PROFESSIONAL PREPARATION PHASE

**WILLIAM PATERSON UNIVERSITY**  
**ATHLETIC TRAINING EDUCATION PROGRAM APPLICATION FOR ADMISSION**  
**TO THE PROFESSIONAL PREPARATION PHASE**

***INSTRUCTIONS***

Each candidate must complete this application and include documentation supporting the application. An outline of prerequisites are on the back of this form. Students must also complete and hand Technical Standards for Admission and Standard Physical Exam forms with the application. Student –Athletes must include a completed Student-Athlete/Athletic Training Student Policy form.

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Banner ID# \_\_\_\_\_

Home Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ WPUNJ Email address: \_\_\_\_\_

School Address (if live on campus): \_\_\_\_\_

Cell Phone: \_\_\_\_\_

**WPUNJ INFORMATION (to be completed by all applicants):**

Number of credits earned: \_\_\_\_\_ Number of credits currently enrolled: \_\_\_\_\_

GPA overall: \_\_\_\_\_ (2.5 overall GPA required for admission)

BIO 1120 Anatomy and Physiology I course grade: \_\_\_\_\_ (C- or better required)

BIO 1130 Anatomy and Physiology II course grade: \_\_\_\_\_ (C- or better required; if currently taking the course, please note)

ATEP 1500 Intro to AT course grade: \_\_\_\_\_ (C- or better required; if currently taking the course, please note)

ATEP 2000 Sport Emergency Care course grade: \_\_\_\_\_ (if currently taking the course, please note)

Number of WPUNJ observation hours as of application date: \_\_\_\_\_

Document current certification in Professional Rescuer CPR with AED (certification expiration date) \_\_\_\_\_ (Attach copy of card)

Document current certification in Advanced First Aid (certification expiration date) \_\_\_\_\_ (Attach copy of card)

Will you be participating on a WPUNJ athletic team(s)? YES or NO If yes, what team(s)? \_\_\_\_\_  
(Student-athletes must complete a Student-Athlete/Athletic Training Student Policy Form)

**TRANSFER STUDENTS ONLY:**

Institutions(s) previously attended: \_\_\_\_\_

Credit hours earned at other institution(s): \_\_\_\_\_

Overall GPA for each institution: \_\_\_\_\_

BIO 1120 Anatomy and Physiology I course grade: \_\_\_\_\_ Taken at (institution): \_\_\_\_\_

BIO 1130 Anatomy and Physiology II course grade: \_\_\_\_\_ Taken at (institution): \_\_\_\_\_

Describe your athletic training student experience to date \_\_\_\_\_

**ALL STUDENTS:**

Write a short (100-150) word essay on why you want to be admitted into the ATEP Professional Preparation Phase. Describe your personal characteristics that would make you succeed in this major, and discuss your career goals. Attach the essay to this application. The essay must be typed and presented in normally acceptable collegiate fashion. Students who are reapplying for admission should use this essay to explain resolution of matters which affected your original application.

The information on this application is true to the best of my knowledge. Any willful falsification will result in cancellation of my application and/or possible removal from the Athletic Training Education Program.

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

\_\_\_\_\_  
Date

**ATHLETIC TRAINING EDUCATION PROGRAM PROFESSIONAL PREPARATION PHASE  
APPLICATION PROCEDURES**

1. Applications are due Wednesday, November 7, 2018 by 11:00 am for spring semester admission to the Professional Preparation Phase.

2. Applications are to be submitted to:

Linda Gazzillo Diaz, Ed.D., ATC  
Athletic Training Education Program Director  
William Paterson University  
Department of Kinesiology  
Wightman Gymnasium, Room 131  
300 Pompton Road  
Wayne, NJ 07470

3. This application is to be completed by all students who wish to be admitted to the ATEP Professional Preparation Phase. Admission to the Professional Preparation Phase cannot be gained without applying for admission and completing all admission requirements.

4. Prerequisites for ATEP Professional Preparation Phase admission (Program Director check off only):

- \_\_\_\_\_ Completed Athletic Training Education Program Application turned in to the Program Director by the posted deadline
- \_\_\_\_\_ 24 credit hours completed for admission
- \_\_\_\_\_ Overall 2.5 grade point average at WPUNJ
- \_\_\_\_\_ 100 observation hours at WPUNJ recorded by the applicant and signed by the faculty/staff athletic trainers
- \_\_\_\_\_ Grade of C- or better in BIO 1120 Anatomy and Physiology I
- \_\_\_\_\_ Grade of C- or better in BIO 1130 Anatomy and Physiology II
- \_\_\_\_\_ Grade of C- or better in ATEP 1500 Introduction to Athletic Training
- \_\_\_\_\_ Successful completion of ATEP 2000 Sports Emergency Care
- \_\_\_\_\_ Successful completion of ATEP 2400 Prevention and Care of Injury and Illness in Athletic Training taken at WPUNJ in the fall semester of application
- \_\_\_\_\_ Current certification in Professional Rescuer CPR with AED
- \_\_\_\_\_ Current certification in Advanced First Aid or equivalent
- \_\_\_\_\_ Successful completion of Athletic Training Education Program Standard Physical Exam
- \_\_\_\_\_ Completed Technical Standards for Admission form turned in with the application and required materials
- \_\_\_\_\_ Completed Student-Athlete/Athletic Training Student Policy form (if applicable)
- \_\_\_\_\_ NATA student membership number to the Program Director before the first day of spring semester classes

Students will be informed in writing of admission decisions after the fall semester grades are available.

Candidates who meet the entrance requirements will be accepted into the Professional Preparation Phase as program space allows. All candidates must meet the same criteria for admission. Admission to the Professional Preparation Phase will be limited to those eligible candidates possessing the highest GPA and greatest potential to succeed as athletic trainers as determined by the Athletic Training Education Program Admissions and Retention Committee after the committee reviews each candidate's application and clinical observation experience. In the event that there are more applicants than program space allows, the candidates may be interviewed by the Athletic Training Education Program Admissions and Retention Committee. Candidates not accepted into the Professional Preparation Phase are encouraged to reapply the following year.

Consult the Department of Kinesiology Handbook, Athletic Training Education Program Handbook, the Athletic Training Education Program website [www.wpunj.edu/atep](http://www.wpunj.edu/atep) or the Program Director, Linda Gazzillo Diaz, Ed.D., ATC at (973) 720-2364 or [gazzillol@wpunj.edu](mailto:gazzillol@wpunj.edu) for further information on admissions, retention, academic and clinical education requirements.

APPENDIX D  
TECHNICAL STANDARDS

***William Paterson University  
Athletic Training Education Program  
Technical Standards for Admission***

The William Paterson University Athletic Training Education Program 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 into this program to achieve the knowledge, skills, and competencies of an entry-level athletic trainer. Students must also 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 into the Athletic Training Education Program. These expectations are an integral and necessary component of this profession. In the event that a student is unable to fulfill these technical standards, with or without reasonable accommodation, the student will not be admitted into the program.

Compliance with the program's technical standards does not guarantee a student's eligibility for the Board of Certification (BOC) exam. Candidates for selection to the Athletic Training Education Program must demonstrate the following:

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

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

The William Paterson University Accessibility Resource Center will determine eligibility for accommodation and confirm that the stated condition qualifies as a disability under applicable laws. This includes a review of whether the accommodation requested is reasonable, taking into account whether the 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 can meet each of these standards with or without reasonable accommodation. I understand that I must continue to meet these standards throughout the duration of the program and be otherwise qualified with or without reasonable accommodation. If I believe I need accommodation, I will contact the Accessibility Resource Center to establish eligibility for accommodation. Eligibility of services will be determined on an individual basis. I understand that if I am unable to meet these standards with or without accommodation, I will not be admitted into the program. I understand that if I cannot meet these standards once admitted, then I could be dismissed from the program.

---

Signature of Applicant

---

Date

Created by: D. E. Wujciak, MS, ATC and E. D. Feisner MA, ATC, CSCS (March 2001).

Approved by Janet DeSenzo, Director, Accessibility Resource Center, (March 2001).

Revised by: Linda Gazzillo Diaz, Ed.D., ATC with recommendations from Jacqueline Safont, JD, Director, Accessibility Resource Center and Glenn R. Jones, Esq., General Counsel to the University and the Board of Trustees (May 2016).

Approved by: Glenn R. Jones, Esq., General Counsel to the University and the Board of Trustees (May 2016)

APPENDIX E  
STANDARD PHYSICAL EXAMINATION

William Paterson University Athletic Training Education Program  
Applicant Standard Physical Examination

Name: \_\_\_\_\_ BANNER# \_\_\_\_\_ Date of Birth \_\_\_\_\_ Date \_\_\_\_\_

Please note that this physical examination information will be confidential. Only the Athletic Training Education Program faculty and staff will have access to this information. This document will remain in the applicant's files in the Program Director's office.

**Medical History** (Please fill out the following information. Do not leave items blank. If an item does not pertain to you, write "N/A" or "None.")

**Please note any allergies that you may have:**

Insect stings \_\_\_\_\_ Bleach \_\_\_\_\_ Iodine \_\_\_\_\_ Alcohol \_\_\_\_\_ Tape \_\_\_\_\_ Prewrap \_\_\_\_\_ Tape Adherent \_\_\_\_\_ Latex \_\_\_\_\_

Medications (list) \_\_\_\_\_

Food (list) \_\_\_\_\_

Other (list) \_\_\_\_\_

Do you require glasses or contact lenses for vision correction? \_\_\_\_\_ If yes, which do you wear? \_\_\_\_\_

Do you have a history of asthma? \_\_\_\_\_ If yes, do you use an inhaler? \_\_\_\_\_

Do you have a history of diabetes? \_\_\_\_\_ If yes, are you insulin dependent? \_\_\_\_\_

Record of illness: Arthritis \_\_\_\_\_ Bronchitis \_\_\_\_\_ Epilepsy \_\_\_\_\_ Hepatitis \_\_\_\_\_ Hernia \_\_\_\_\_ Heat Illness \_\_\_\_\_

Other (please list) \_\_\_\_\_

Are you currently taking any medications? \_\_\_\_\_

If yes, list the medications and note for what condition each medication is taken \_\_\_\_\_

Please list all musculoskeletal/orthopedic injuries/conditions which you have had, including date of injury, surgical procedures, and/or rehabilitation for each injury/condition.

Please comment on any other physical conditions that you have that you should disclose.

**Vaccinations:**

MMR Vaccine (date) \_\_\_\_\_ Tetanus Vaccine (date) \_\_\_\_\_ Diphtheria (date) \_\_\_\_\_

Mantoux (TB) Test (date) \_\_\_\_\_ Meningitis \_\_\_\_\_ (required if live on campus)

Hepatitis B series (Dose #1 date) \_\_\_\_\_ (Dose #2 date) \_\_\_\_\_ (Dose #3 date) \_\_\_\_\_

Hepatitis B Vaccine Declination: (fill out only if you have not begun nor completed your Hepatitis B series doses)

I (student name) \_\_\_\_\_, understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been advised by William Paterson University to be vaccinated with hepatitis B vaccine. However, I decline hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease. If in the future, I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with hepatitis B vaccine, I should arrange to receive the vaccination series.

Signature of Student \_\_\_\_\_ Name of Student (print) \_\_\_\_\_ Date \_\_\_\_\_

I declare the above information to be true to the best of my knowledge.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**Physical Examination** (To be completed by a physician MD/DO.)

Pulse: \_\_\_\_\_ Blood Pressure: \_\_\_\_\_

EENT Evaluation:

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

Thorax Evaluation:

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

Abdominal Evaluation:

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

Orthopedic Evaluation:

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

Vaccination Review: \_\_\_\_\_ Initial by MD/DO

Comments:

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

This individual is [ ] Cleared [ ] not Cleared [ ] Cleared pending \_\_\_\_\_  
to perform the duties of an Athletic Training Student.

\_\_\_\_\_  
Physician (MD/DO) Signature

\_\_\_\_\_  
Date

**Practical Testing** (To be completed by a WPU ATEP licensed athletic trainer.)

- 1) Applicant is able to lift an 60 lb. cooler 3 feet high and set it on a stand/table/cart demonstrating object control \_\_\_\_\_
- 2) Applicant is able to lift an 60 lb. cooler off of a table/stand/cart and lower it to the ground demonstrating object control \_\_\_\_\_
- 3) Applicant is able to run with a fully stocked medical kit four times the length of a basketball court and perform 2 minutes of CPR on a manikin \_\_\_\_\_
- 4) Applicant is able to roll an adult from a prone to supine position, unassisted, while maintaining spinal alignment \_\_\_\_\_

Comments:

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

This individual is [ ] Cleared [ ] not Cleared [ ] Cleared pending \_\_\_\_\_  
to perform the duties of an Athletic Training Student.

\_\_\_\_\_  
WPU ATEP Licensed Athletic Trainer Signature

\_\_\_\_\_  
Date

APPENDIX F

STUDENT-ATHLETE/ATHLETIC TRAINING STUDENT  
POLICY FORM

**WILLIAM PATERSON UNIVERSITY  
ATHLETIC TRAINING EDUCATION PROGRAM**

**STUDENT-ATHLETE POLICY FOR PARTICIPATION IN INTERCOLLEGIATE ATHLETICS**

Athletic Training Student (ATS):\_\_\_\_\_ Sport:\_\_\_\_\_

Student athletes are eligible to apply for admittance into the Athletic Training Education Program (ATEP) Professional Preparation Phase; however, the student-athlete will not be successful in completing the program requirements without exceptional schedule and time management, and the full cooperation from his/her coaching staff. The ATEP has clinical experience requirements which often conflict with student-athlete practices and games. Full cooperation among the student-athlete, his/her coaching staff, and ATEP faculty and staff is necessary to assist the student in successfully fulfilling the ATEP requirements and graduating in a timely manner. This policy is imperative to facilitate the progression of the student-athlete's academic progress in the ATEP while participating in intercollegiate athletics. The policy is as follows:

- 1) Once admitted to the ATEP Professional Preparation Phase, it is recommended that the ATS/student-athlete does not take Clinical Experience in Athletic Training III and Clinical Experience in Athletic Training IV classes while in season. The ATS/student-athlete should take these courses when he/she is no longer participating in their sport. Course sequencing will not be changed to accommodate the ATS/student-athlete due to the course content progression requirements. Consequently, the ATS/student-athlete must expect to stay at the University to complete the Athletic Training Education Program a minimum of one additional year, possibly longer depending on the sport played and the course sequence.
- 2) If the student chooses to participate in their sport while taking Clinical Experience in Athletic Training III and/or Clinical Experience in Athletic Training IV, the ATEP faculty will work with the ATS/student-athlete as much as possible to assist the student to graduate on time. However, ultimately the ATS/student-athlete must take responsibility for meeting all ATEP academic requirements. ATEP program requirements are always a priority over the student's sport activities when conflicts arise.
- 3) During the non-traditional season, the ATS/student-athlete must continue to make the ATEP program requirements a priority over his/her sport activities when conflicts arise.
- 4) The ATS/student-athlete will not be assigned his/her sport for any of his/her Clinical Experience in Athletic Training classes. Likewise, the ATS/student-athlete cannot take on the role of an ATS for their teammates at any time.
- 5) Student-athletes are bound by the same ATEP academic and clinical policies and procedures as their non-student-athlete classmates.

Student-athletes with questions or concerns regarding this policy are encouraged to speak with the ATEP Director.

**I have read, understand, and agree to abide by these terms concerning my participation as an ATS in intercollegiate athletics.**

ATS/student-athlete Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Sport \_\_\_\_\_

**I have read, understand, and agree to assist my student-athlete abide by these terms concerning his/her participation in the Athletic Training Education Program.**

Head Coach Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Sport \_\_\_\_\_

Revised effective Fall 2016

## APPENDIX G

### BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN (OSHA)

# WILLIAM PATERSON UNIVERSITY

## ATHLETIC TRAINING EDUCATION PROGRAM

### **Introduction:**

The Exposure Control Plan set forth below has been written in accordance with Occupational Safety and Health Administration's (OSHA) Occupational Exposure to Blood borne Pathogens rule, 29, CFR part 1910.1030. It was created by the William Paterson University of New Jersey (WPUNJ) Advanced Athletic Training class and is intended to be put into effect within the WPUNJ athletic training rooms and all affiliated clinical education sites. All members associated with the program will be required to follow its protocol. The purpose of this plan is to protect the student athletic trainers, athletes, and staff from the transmission of any blood borne pathogens such as HBV or HIV. Violations of the OSHA rule can result in substantial fines. It is recognized that our profession involves many risks when dealing with patients who present with blood or other potentially infectious materials, so it is imperative that this plan is thoroughly read and followed at all times. This document is subject to change in order to comply with current OSHA guidelines.

This plan contains the following information:

1. Definitions of all terms used in the plan.
2. What to do when you come in contact with an athlete that is bleeding.
3. Proper use and disposal of personal protective equipment (PPE).
4. Proper techniques used to sterilize and disinfect equipment after exposure has taken place.
5. Areas within the athletic training room where exposure should be limited.
6. Proper techniques of disposing infectious materials using sharps boxes.
7. Proper labeling of infectious disposables.
8. What to do if you are exposed.

### **Definitions:**

*Assistant Secretary-* The Assistant Secretary of Labor for the OSHA, or designated representative.

*Blood-*Includes human blood, human blood components, and products made from human blood

*Blood borne Pathogens-* Includes pathogenic micro-organisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to hepatitis B virus (HBV), and human immuno-deficiency virus (HIV).

*Contaminated-* The presence of or reasonably anticipated presence of blood or potentially infectious materials on an item or surface.

*Contaminated sharps-* Any contaminated object that can pierce the skin, including, but not limited to, needles, scalpels, and broken glass.

*Decontamination-* Use of physical or chemical means to remove, inactivate or destroy blood borne pathogens on a surface or item to a point where they are no longer capable of transmitting infectious particles, and the surface of the item is rendered safe for handling, use, or disposal.

*Director-* Director of the National Institute for OSHA, U.S. Department of Health and Human Services, or designated representative.

*Engineering Controls*- Controls (sharps and disposal containers) that isolate, or remove the blood borne pathogens hazard from the workplace.

*Exposure Incident*- A specific eye, mouth, other mucus membrane, non-intact skin, or parenteral contact with blood or infectious material that results from the performance of an employee's duties.

*Occupational Exposure*- Reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties.

*Other Potentially Infectious Materials*- Any bodily fluid that is visibly contaminated with blood and all body fluids in situations where it is difficult or impossible to differentiate between body fluids.

*Parenteral*- Piercing mucous membranes or the skin barrier through such events as needle sticks, human bites, cuts and abrasions.

*Personal Protective Equipment (PPE)*- Specialized clothing or equipment worn by an employee for protection against a hazard.

*Regulated Waste*- Liquid or semi-liquid blood or other potentially infectious material.

*Source Individual*- Any individual, living or dead, whose blood or other potentially infectious materials may be a source of occupational exposure to the employee.

*Sterilize*- Use of a physical or chemical procedure to destroy all microbial life, including highly resistant bacterial endospores.

*Universal Precautions*- An approach to infection control. According to the concept of universal precautions, all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV, and other blood borne pathogens.

*Work Practice Controls*- Controls that reduce the likelihood of exposure by altering the manner in which a task is performed.

### **Employees with Occupational Exposure:**

Physicians, athletic trainers, equipment managers, coaches, and any other employee who performs tasks similar to those performed by employees listed above must comply with the Expose Control Plan.

The previously mentioned staff members are to have been trained in the following:

1. Basic First Aid Skills
2. CPR and Rescue Breathing

In addition to those requirements, the athletic training staff shall be responsible for the following:

1. Primary care of sub-acute open wounds.
2. Attend to postoperative scars and lesions.
3. Evaluation and care of athletic injuries.

### **Compliance Methods:**

1. Universal precautions shall be observed to prevent contact with blood or other potentially infectious materials. Under circumstances in which differentiation between body fluid types is difficult or impossible, all body fluids shall be considered potentially infectious materials.
2. WPUNJ Athletics shall provide hand washing facilities which are readily accessible to employees and visiting teams.
3. When hand washing facilities are not available, WPUNJ Athletics shall provide an appropriate antiseptic hand cleanser in conjunction with clean cloth/paper towels or antiseptic towelettes. Hands shall be washed with soap and water as soon as possible.
4. Employees shall wash their hands immediately or as soon as possible after removal of protective equipment.
5. Employees shall wash any other skin with soap and water immediately or as soon as possible following contact of such body areas with blood or other potentially infectious materials.
6. Eating, drinking, chewing gum, smoking, applying cosmetics or lip balm, and handling contact lenses are prohibited in any areas where medical procedures are performed.
7. Food and drink shall not be kept in refrigerators, freezers, shelves, cabinets or on countertops or bench tops in any area where medical procedures are performed.
8. All procedures involving blood or other potentially infectious materials shall be performed in such a manner as to minimize splashing, spraying, spattering and generation of droplets of these substances.
9. Specimens of blood or other potentially infectious materials shall be placed in a container which prevents leakage during collection or handling.
10. Specimens of blood or other potentially infectious materials shall be placed in a container bearing a bio-hazard symbol; which should prevent leakage during collection and handling. Materials shall be decontaminated as necessary prior to shipping to be serviced.

### **Personal Protective Equipment:**

1. The WPUNJ Athletic Association shall provide protective equipment such as latex rubber or nitrile examination gloves, and protective pocket masks with mouthpiece at no cost to the employee.
2. Employees shall use appropriate personal protective equipment when caring for open wounds.
3. WPUNJ Athletic Association shall ensure that appropriate personal protective equipment in the appropriate sizes is issued to employees or readily accessible in its locker rooms, athletic training rooms, practice facilities, and at game sites (including sidelines).
4. Cleaning and disposal of personal protective equipment will be done at no cost to the employee.

5. WPUNJ Athletic Association shall repair or replace protective equipment as need to maintain its effectiveness, at no cost to the employee.
6. If a garment is penetrated by blood or other infectious material, the garment shall be removed immediately or as soon as possible.
7. All personal protective equipment shall be removed prior to leaving work area.
8. When personal protective equipment is removed it shall be placed in an appropriately designated area or container for storage, washing, decontamination or disposal.
9. Medical examination gloves shall be worn when it can be reasonably anticipated that the employee may have hand contact with blood, other potentially infectious materials, mucous membranes, non-intact skin; when handling vascular access procedures, and when handling or touching contaminated items or surfaces. Disposable gloves, such as surgical or examination gloves shall be replaced as soon as practical when contaminated or as soon as possible if torn, punctured or when their ability to function as a barrier is compromised.

**Housekeeping:**

1. Employers shall ensure that the worksite is maintained in a clean and sanitary condition. The employer shall determine and implement an appropriate written schedule for cleaning and method of decontamination.
2. All equipment and environmental and working surfaces shall be cleaned and decontaminated after contact with blood or other potentially infectious materials.
3. Contaminated work surfaces shall be decontaminated with a 10:1 bleach solution or other approved disinfectant after completion of procedures; immediately after or as soon as feasible when surfaces are overtly contaminated or after any spill of blood or other potentially infectious materials; and at the end of the work shift if the surface has been contaminated since the last cleaning.
4. Protective coverings, such as plastic wrap, aluminum foil, or imperviously-backed absorbent paper used to cover equipment and environmental surfaces, shall be removed and replaced as soon as feasible when contamination occurs.
5. All bins, pails, cans, and similar receptacles intended for reuse which have a reasonable likelihood for becoming contaminated with blood or other potentially infectious materials shall be inspected and decontaminated on a regular basis.
6. Broken glassware which may be contaminated shall not be picked up directly with the hand. It shall be cleaned up using mechanical means, such as a brush and dust pan, tongs, or forceps.
7. Reusable sharps that are contaminated with blood or other potentially infectious materials shall not be stored or processed in a manner that the training staff must reach by hand into the containers where these sharps have been placed.

### **Regulated Waste:**

Contaminated sharps and discarding and containment. Contaminated sharps shall be discarded immediately or as soon as feasible in containers that are:

- a. Closable
- b. Puncture resistant
- c. Leak proof on sides and bottom
- d. Labeled or color coded

1. During use, containers for contaminated sharps shall be:
  - a. Easily accessible to personnel and located as close as is feasible to the immediate area where sharps are used or can be reasonably anticipated to be found.
  - b. Maintained upright throughout use.
  - c. Replaced routinely and not be allowed to overfill.
2. When moving containers of contaminated sharps from the area of use, the containers shall be:
  - a. Closed immediately prior to removal or replacement to prevent spillage or protrusion of contents during handling and storage.
  - b. Placed in a secondary container if leakage is possible. The secondary container shall be closable, labeled or color coded, and constructed to contain all contents and prevent leakage during handling.
3. Reusable containers shall not be opened, emptied, or cleaned manually or in any other manner.

### **Other Regulated Waste:**

Regulated waste shall be placed in containers which are:

- a. Closable.
  - b. Constructed to contain all contents and prevent leakage of fluids during handling, and storage.
  - c. Labeled or color coded.
  - d. Closed prior to removal to prevent spillage or protrusion of contents.
1. If outside contamination of the regulated waste container occurs, it shall be placed in a second container which is:
    - a. Closable
    - b. Constructed to contain all contents and prevent leakage of fluids during handling, and storage.
    - c. Labeled or color coded.
    - d. Closed prior to removal to prevent spillage or protrusion of contents.
  2. Disposal of all regulated waste shall be in accordance with applicable regulations of the U.S., states and territories, and political subdivisions of states and territories.

### **Post-exposure Evaluation and Follow-up:**

**Any employee who experiences a reportable exposure must report to the University Health Center for evaluation as soon as possible after the exposure. Athletic training students must also notify the Athletic Training Education Program director as soon as possible.**

Following a report of an exposure incident the employer shall make immediately available to the exposed employee a confidential medical evaluation and follow-up, including at least the following elements:

- a. Documentation of the routes of the exposure, and circumstances under which exposure incident occurred.
  - b. Identification and documentation of the source, unless the employer can establish that identification is infeasible or prohibited by law.
1. This source's blood should be tested as soon as feasible and after consent is obtained in order to determine HBV and HIV infectivity. If consent is not obtained, the employer shall establish that legally required consent cannot be obtained. When the source's consent is not required by law, the source's blood, if available, shall be tested and the results documented.
  2. When the source is already known to be infected with HBV or HIV, testing for the source individual's known HBV or HIV status need not be repeated.
  3. Results of the source individual testing shall be made available to the exposed employee, and the employee shall be informed of applicable laws and regulations concerning disclosure of the identity of the infectious status of the source.
  4. Collection and testing of blood for HBV and HIV serological status:
    - a. The exposed employee's blood shall be collected as soon as feasible and tested after consent is obtained.
    - b. If the employee consents to baseline blood collection, but does not give consent at the time for HIV serologic testing, the sample shall be preserved for at least 90 days. If within 90 days of exposure incident, the employee elects to have the baseline sample tested, such testing shall be done as soon as feasible.
  5. Post-exposure prophylactics, when medically indicated, as recommended by the U.S. Public Health Service.
  6. Counseling
  7. Evaluation of reported illnesses.

**Information Provided to Healthcare Professional:**

The employer shall ensure that the healthcare professional evaluating a person from the training staff after an exposure incident is provided with the following information:

1. A copy of this plan.
2. A description of the exposed individual's duties as they relate to the exposure incident.
3. Documentation of the route(s) of exposure and circumstances under which exposure occurred.
4. Results of the source's blood testing, if available.
5. All medical records relevant to the appropriate treatment of the individual including vaccination status which are the responsibility of the employer to maintain.

**Healthcare Professional's Written Opinion:**

The healthcare professional's written opinion for post-exposure, evaluation and follow-up shall be limited to:

1. The employee has been informed of the results of the evaluation.
2. Employee has told about any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment.

3. All other findings or diagnoses shall remain confidential and shall not be included in the written report.
4. Medical Records shall be maintained according to same way other record keeping is handled.

### **Communication of Hazards to Training Staff:**

The following procedures for communicating hazards to employees shall be implemented:

1. Warning labels shall be affixed to containers of regulated waste, contaminated equipment, refrigerators and freezers containing blood or other potentially infectious materials, and other containers used to store, transport or ship blood or other potentially infectious materials.

Specifications:

- a. Warning labels shall include the appropriate legend.
  - b. Warning labels shall be fluorescent orange or orange-red or predominantly so, with lettering or symbols in a contrasting color.
  - c. Warning labels shall be affixed as close as feasible to the container by string, wire, adhesive, or other method that prevents their loss or unintentional removal.
  - d. Red bags or red containers may be substituted for labels.
  - e. Containers of blood, blood components, or blood products that are labeled as to their contents and have been released for transfusion or other clinical use are exempted for the labeling requirement.
  - f. Individual containers of blood or other potentially infectious materials that are placed in a labeled container during storage, transport, shipment, or disposal are exempted from the labeling requirement.
  - g. Warning labels required for contaminated equipment shall also state which portions of the equipment remain contaminated.
  - h. Regulated waste that has been decontaminated need not be labeled or color-coded.
2. The employer shall ensure that all of the athletic training staff participate in a training program of occupational exposure which complies with the training requirement of 29 CFR 1910.1030, which shall be provided at no cost to the employee during working hours.

Training Program Elements:

- a. An accessible copy of the regulatory text of OSHA's Occupational Exposure to Blood borne Pathogens Rule, 29CFR 1910.1030, and an explanation of its contents.
- b. A general explanation of the epidemiology and symptoms of bloodborne diseases.
- c. An explanation of the modes of transmission of bloodborne pathogens.
- d. An explanation of the Exposure Control Plan and the means by which the employee can obtain a copy of the written plan.
- e. An explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials.
- f. An explanation of the limitations of methods that will prevent or reduce exposure including appropriate engineering controls, work practices, and personal protective equipment.
- g. Information on the types, proper use, location, removal, handling, decontamination, and disposal of personal protective equipment.
- h. An explanation of the basis for selection of personal protective equipment.
- i. Information on the hepatitis B vaccine, including information on its efficacy, safety, method of administration, and the benefits of being vaccinated.
- j. Information on the appropriate actions to take and persons to contact in an

- emergency involving blood or other potentially infectious materials.
  - k. Information on the post exposure evaluation and follow-up that the employer is required to provide for the training staff following an exposure incident.
  - l. An explanation of the signs and labels and/or color coding required by this plan.
  - m. An opportunity for interactive questions and answers with persons conducting the training session.
- 3. Training shall be provided as follows:
  - a. At the time of initial assignment to tasks where occupational exposure may take place.
  - b. At least annually thereafter.
- 4. Annual training for all the athletic training staff shall be provided within one year of their previous training.
- 5. The employer shall provide additional training when changes such as modification of tasks or procedures or institution of new tasks or procedures affecting the athletic training staffs occupational exposure. The additional training may be limited to addressing the new exposures created.
- 6. Material appropriate in content and vocabulary to educational level, literacy, and language of athletic training staff shall be used.
- 7. The person(s) conducting the training shall be knowledgeable in the subject matter required to be covered by the training program as it relates to intercollegiate sports and the athletic training room facilities.

**Medical Records:**

WPUNJ shall establish and maintain an accurate record for each athletic trainer with occupational exposure.

- 1. This record shall include:
  - a. The name and social security number of all athletic trainers.
  - b. A copy of all athletic trainer HBV vaccination status including the dates of all the HBV vaccinations and any medical records relative to the athletic trainer’s ability to receive vaccination.
  - c. A copy of all results of examinations, medical testing, and follow-up procedures.
  - d. The university's copy of the healthcare professional's written opinion.
  - e. A copy of the information provided to the healthcare professional.
- 2. The university shall ensure that medical records required are:
  - a. Kept confidential.
  - b. Are not disclosed or reported without the trainer's express written consent to any person within or outside the workplace except as required by law.
- 3. The university shall maintain the records required until the time of graduation plus 30 years.

**Training Records:**

Training records shall include the following information:

- a. The dates of the training sessions.
- b. The contents, or a summary of the training sessions.
- c. The names and qualifications of persons conducting the training.
- d. The names and job titles of all persons attending the training sessions.

1. Training records shall be maintained for 30 years from the date on which the training occurred.
2. The university shall ensure that all records maintained by this section shall be provided upon request.
3. An athletic training staff member's own medical records, such as those required by this paragraph, shall be provided upon written request.
4. The employer shall comply with the requirements involving transfer of records set forth in 29 CFR 1910.20.

**Compiled By:**

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APPENDIX H  
COMMUNICABLE DISEASE POLICY

**William Paterson University  
Athletic Training Education Program**

**COMMUNICABLE DISEASE POLICY**

Objective & Purpose:

The purpose of this policy is to establish a uniform course of action should an outbreak of a communicable disease occur at William Paterson University.

Definition:

A communicable disease is an infectious disease that is spread from person-to-person through casual contact or respiratory droplet. Almost any transmissible infection may occur in the community at large or within health care organizations and can affect both personnel and patients. According to the Centers for Disease Control and Prevention, infectious diseases that occur frequently in the health care setting include:

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

Policy:

All Athletic Training Education Program (ATEP) students will be advised of medical care available from the University’s Counseling, Health & Wellness Center.

The Counseling, Health & Wellness Center shall be notified of suspected cases of any of the above diseases involving athletic training education program students or student athletes. Other potentially less serious infectious diseases, such as chicken pox, influenza, and pneumonia, will be handled on a case-by-case basis.

Refer to the WPU Exposure Control Plan regarding information on minimizing exposure to hepatitis and HIV.

Procedure:

**Athletic Training Education Program Students:** If an athletic training education program student becomes ill, they are to report to the Counseling, Health & Wellness Center or their private medical practitioner for medical evaluation. The student should avoid contact with others if advised to do so by the physician.

If the student is diagnosed with a communicable disease, he or she shall notify their Preceptor and the ATEP Program Director immediately. The Program Director may request medical documentation for extended absence from their clinical experience. Students who are diagnosed with a communicable disease will require a physician’s clearance before they may return to their clinical rotation.

**Patients:** If the athletic training staff suspects that a patient has contracted a communicable disease, the patient will be immediately referred to the Counseling, Health & Wellness Center for medical evaluation. Athletic training staff will follow up with the Health Center staff via telephone.

If the patient is diagnosed with a communicable disease will require a physician’s clearance before they may return to their respective sport.

Reference:

Bolyard, E.; Tablan, O.; Williams, W., et al. (1998) *Centers for Disease Control and Prevention guideline for infection control in health care personnel, 1998. American Journal of Infection Control, 26(3), 289–354.*

R. Rehberg (05/2006)

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I, \_\_\_\_\_ (print name) understand and will comply by the ATEP Communicable Disease Policy.

ATS Signature \_\_\_\_\_

Date \_\_\_\_\_

APPENDIX I  
EMERGENCY ACTION PLAN

# WILLIAM PATERSON UNIVERSITY ATHLETIC TRAINING EDUCATION PROGRAM EMERGENCY ACTION PLAN

In the event of an emergency the procedures below must be followed:

1. The first person who arrives at the emergency scene/victim is the First Responder. A primary survey must be taken first to assess the victim's condition. The victim's level of consciousness, airway, breathing and circulation must be assessed. If necessary, rescue breathing cardiopulmonary resuscitation (CPR), and/or the automated external defibrillator (AED) will be utilized (see item 5 below). Any severe bleeding must be controlled, following the bloodborne pathogens (OSHA) guidelines and standard first aid measures. If the victim exhibits any life threatening conditions or serious injuries, such as unconsciousness, compromised airway, abnormal or no breathing, diminished or no circulation, severe bleeding, shock, chest pain or pressure, fractures or dislocations, then the First Responder must instruct one bystander to call for an ambulance immediately, following the procedures below (items 3 and 4). If the First Responder is the only person on the scene, then he/she must place the victim(s) in the recovery position and call for an ambulance himself/herself. After calling for an ambulance, the First Responder must then return to the victim to provide any necessary care.
2. If the primary survey has been completed and the victim does not have any life threatening conditions or serious injuries then a secondary survey will be performed. At this time, the extent of the injury should be determined. If the secondary survey reveals that the victim necessitates further immediate evaluation, then an ambulance should be summoned following the procedures below (items 3 and 4).
3. To call an ambulance, Campus Police must be notified by dialing extension 2301 from a campus phone or (973) 720-2301 from a cell phone. The following information should be given to the dispatcher:
  - Caller's name
  - What happened
  - How many victims involved
  - Extent of injuries/conditions
  - Why an ambulance is warranted
  - Victims' location
  - Where someone will meet and guide the Police Officer/Ambulance Crew

In **Wightman Gym**, Campus Police can be called from the campus phones in the secretary's and faculty offices, the athletic training room, the locker rooms, and outside the weight room. A blue emergency phone is outside to the left of Wightman Gym on the Student Center side.

In the **Recreation Center** there is a phone at the Control Desk and a campus phone in the hall near the women's locker room.

In the **Fieldhouse**, there is a phone in the athletic training room, the equipment staff office, the men's and women's locker rooms, and the coaches' offices.

On the **athletic fields**, there are three blue emergency phones. Phones are located in between the softball field and field hockey/soccer fields, attached to the concession stand near the baseball and football fields, and across from the practice field at the end of the bleachers.

4. When Campus Police has been called, the First Responder must send one bystander to go to the facility's entrance to guide the Police Officer/ambulance crew to the scene. The First Responder must stay with the victim and give care if necessary and as appropriate.
  
5. AED utilization is necessary if a victim does not have a pulse. AEDs must only be utilized by those persons trained to utilize the equipment. The AED is in the alarmed cabinet by the faculty lavatory in the secretary's office in Wightman Gym. When using the AED, keep the alarmed cabinet door open. The alarm will sound, alerting bystanders to the scene for assistance. Latex gloves, pocket masks, two batteries, and two sets of electrodes are located in the cabinet with the AED for the First Responder's use. Utilize the data card in the AED, and give the data card to the ambulance crew once utilization of the AED has been completed

APPENDIX J  
DRESS CODE POLICY

# **William Paterson University**

## **Athletic Training Education Program**

### **Dress Code**

Athletic training is an allied health profession which requires athletic trainers and athletic training students to maintain an appropriate professional decorum while providing services to patients. Therefore, it is necessary for students to present themselves in a manner consistent with the demands of an allied health profession.

The following guidelines must be followed by students who are participating in their athletic training field experiences (including all clinical rotations and athletic training room assignments):

1. Student must wear clothing which is appropriate in the athletic training setting.
2. Clothes must be clean and neat, and may not have any tears, rips or holes.
3. Students may not wear clothing which has graphics or advertisements which support alcohol, tobacco, and substance abuse of any kind, logos or graphics which may be misinterpreted, nor any other material which would be considered unprofessional or inappropriate for allied health professions.
4. Athletic training students are required to purchase and wear a WPU ATEP collared shirt during all athletic training room assignments and clinical rotations (unless otherwise noted below for basketball competitions). These shirts and other ATEP logo clothing is purchased through the ATEP online clothing distributor. Students will be notified the clothing purchase process during various times throughout the semester when the clothing store is open online.
5. WPU ATEP logo t-shirts may not be worn during athletic training room assignments and clinical rotations.
6. Students must wear appropriate footwear during their athletic training room assignments and rotations. Generally, sneakers or athletic footwear are appropriate. No open toed shoes or sandals are allowed. For events requiring students to wear dress shoes, the shoes must have closed toes, low heels, and allow the student to safely and effectively carry out the duties required.
7. Students are allowed to wear khaki pants or athletic pants during all athletic training room assignment and clinical rotations. Suggested colors are black or tan. Jeans are not acceptable. During the warmer months, and with preceptor approval, khaki shorts may be worn provided they are mid-thigh in length or longer, and appear professional.
8. Students may not wear "see through" or mesh clothing. Shirts must cover the midriff, and all shirts must be tucked in. Tight or revealing clothing is not acceptable. Low waist pants or shorts are not appropriate unless the shirt worn clearly covers the student's waist and hips when bending down and over.
9. It is important to remember to dress appropriately for practice situations. Students are likely to get dirty in the process of performing their duties. Please do not over dress for practice coverage.
10. For outdoor athletic competition events, students are expected to dress professionally. WPU ATEP shirts must be worn as stated in #4, and additional outerwear (i.e. an ATEP jacket or fleece preferred) as appropriate for the environmental conditions. In the event of inclement weather, students must wear appropriate outer clothing (i.e. jackets, hats, gloves, rain gear, etc.) and footwear to provide protection

from the weather. WPU ATEP outerwear clothing (such as jackets, wind shirts, pullovers, etc.) is not required, but may be purchased if desired.

11. Jackets, hats, or other clothing with logos or names of other schools or sports teams may not be worn.
12. For indoor athletic competition events, students must wear a WPU ATEP logo collared shirt, neat pants (khaki or tan) and appropriate shoes. A sweater, sport coat, tie, dress pants, etc. are also appropriate for some events such as basketball and wrestling. Students must not wear skirts or dresses during any of their clinical experiences.
13. When traveling with athletic teams, students must abide by the ATEP dress code. If athletic team coaches specifically require certain professional dress for their athletes (i.e. jacket, tie, dress pants), then the students must abide by the coaches' requests. However, the students must not violate the ATEP dress code policy. If the team does not have a dress code, then the ATEP dress code policy prevails.
14. For affiliated site dress, students must abide by the ATEP dress code policy. If preceptors specifically require certain professional dress for their athletic training students (i.e. jacket, tie, dress pants, affiliate school shirt), then the students must abide by the preceptors' requests, however, students must not violate the ATEP dress code policy. If the affiliate site does not have a dress code, then the ATEP dress code policy prevails.
15. Students are required to wear a wristwatch which displays seconds.
16. Face jewelry and other jewelry will be deemed acceptable on a case by case basis (i.e. Is it safe? Does it appear professional?) Jewelry must not interfere with students' athletic training duties. Students must look professional.
17. Students must be properly equipped at all times during field experiences, and must carry or wear a kit (i.e. fanny pack, belt pack or sling pack) containing, at minimum, first aid and personal protective equipment including a pocket mask, gloves and gauze, tape, scissors, and bandages at all times during their field experiences.
18. Hair, including facial hair, must be well groomed as to appear professional, and not interfere with students' athletic training duties.
19. No head wear of any kind can be worn in the athletic training room or other indoor athletic venues. Appropriate head wear may be worn at outdoor athletic venues with the approval of the supervising preceptor.

Ultimately, what is considered appropriate attire is to be determined by the athletic training faculty and staff on a case-by-case basis. In the event a student is in violation of the dress code, the violation will be immediately discussed with the student and he/she will be asked to immediately remedy the violation and/or leave the athletic training room or athletic venue. Violations of the dress code policy, will be subject to sanctions, which may include a reduction in clinical experience grade.

July 2005 (Revised) L. Gazzillo Diaz  
May 2011 (Revised) R. Rehberg

## APPENDIX K

### STANDARDS FOR PROFESSIONAL PRACTICE

## Standards for Professional Practice

The guidelines for the professional practice of students in the ATEP at WPUNJ are outlined in the following documents:

*Athletic Training Licensure Act*, N.J.S.A. 45:9-37.

Available: [http://www.atsnj.org/documents/pdf/2009\\_ATC\\_Laws.pdf](http://www.atsnj.org/documents/pdf/2009_ATC_Laws.pdf)

*New Jersey Department of Law and Safety, Division of Consumer Affairs, State Board of Medical Examiners Statutes and Regulations* (2014). N.J.A.C. 13:35-10.

Available:

<http://www.njconsumeraffairs.gov/chapters/Chapter%2035%20Subchapter%2010%20Athletic%20Trainers.pdf>

*Standards of Professional Practice*, Board of Certification, Inc., Omaha, NE, Current Year.

Available: [http://www.bocatc.org/images/stories/resources/boc\\_standards\\_of\\_professional\\_practice\\_1401bf.pdf](http://www.bocatc.org/images/stories/resources/boc_standards_of_professional_practice_1401bf.pdf)

*2012 Standards for the Accreditation of Professional Athletic Training Programs*, Commission on Accreditation of Athletic Training Education, Austin, TX 78731-3193 Available at:

<http://caate.net/wp-content/uploads/2014/06/2012-Professional-Standards2.pdf>