



**NORTH CENTRAL COLLEGE**  
Master of  
Athletic Training

**Athletic Training Program  
Policies and Procedures**

**2024-2025**

Note: This policy manual is reviewed annually and updates may be made that apply to the following academic year.

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## Athletic Training Program Overview (240)

Athletic training is the prevention, evaluation, initial care, treatment, and rehabilitation of injuries to the physically active population. Preparation for certification by the Board of Certification (BOC) as a certified athletic trainer occurs through the didactic (classroom) coursework and clinical education programs. The MAT curriculum is a full-time, continuous, 24-month program delivered in a primarily face-to-face format. Some courses may be online.

The program is accredited by the Commission on Accreditation of Athletic Training Education (CAATE) (2001 K Street NW, 3rd Floor North, Washington, DC 20006.) The program was first accredited in 2002 by the CAAHEP, then, in 2007 by the CAATE when it was granted 10 years of continuing accreditation. Following the program's comprehensive review in 2017-2018, the program was again granted 10 years of continuing accreditation. The next comprehensive review will occur in 2027-2028. Students will be formally notified of any change in accreditation status in writing by the program. The program and curriculum incorporate the most current edition of the CAATE standards ([see Appendix A.](#)).

The program is academically housed in the School of Education and Health Sciences, led by Dean Mary Groll, MD. The program is in the Department of Kinesiology, led by Department Chair Kendall Selsky, DHSc. The program is deeply connected to the institution through our overlapping missions of educating future leaders.

The mission of North Central College declares:

*We are a diverse community of learners dedicated to preparing students to be curious, engaged, ethical, and purposeful citizens and leaders in local, national and global contexts.*

The mission of the School of Education and Health Sciences states that members are:

*a community of learners dedicated to social transformation through an innovative liberal arts lens that centers relationship building and inclusivity by developing ethical, skillful, and intellectually curious professionals and members of society.*

And finally, the Kinesiology Department *prepares students to serve as leaders and scholars who combine scientific evidence with person-centered factors in their professional practice to improve health related quality of life through movement.*

### Athletic Training Program Mission Statement

The Master of Athletic Training program prepares athletic trainers for patient-centered and evidence-based clinical practice in a diverse and rapidly changing healthcare environment.

### Vision for the Program

The North Central College Master of Athletic Training Program will be seen as a destination for those who desire to advance the practice and profession of athletic training. Students and faculty associated with the program will be identified as essential resources for the profession and physically active individuals. Through the pursuit of excellence in educational endeavors, together, we will elevate the profession and serve our patient population.

### Values

The program has identified the following values as essential to our program operations:

**Excellence:** In all that we do, we shall pursue excellence by striving for new knowledge, skill acquisition, and demonstration of competence. It is the process of attempting to be excellent that will lead to personal and professional success.

**Curiosity:** The self-motivated desire to learn and continue to hone one’s craft is essential to success as a professional in an evolving world of healthcare. Being curious about your patient, the problems at hand, and the knowledge before you is an essential skill for success.

**Growth:** Continued growth as a scholar, leader, and clinician is an expectation throughout the program, and as you continue into a career in athletic training. As a graduate of the North Central College athletic training program, you should be committed to lifelong professional growth, through each patient interaction and each professional development course, and through a commitment to evolution throughout your career.

### Program Goals and Objectives

In order to live out our mission, we pursue three main goals, which will be achieved through pursuit of our objectives, and evaluated annually by measurement of our outcomes (available by request).

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**Goal One:** To prepare students for fulfilling professional lives through athletic training by integrating personal and professional development throughout the program.

Objective 1.1: Develop the whole-student by integrating personal and professional development throughout the program.

Objective 1.2: Expose students to the totality of athletic training practice, including a variety of health care providers and settings

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**Goal Two:** To develop competent candidates for the Board of Certification exam through a unified approach to didactic and clinical development.

Objective 2.1: To provide a challenging learning environment that prepares students for the BOC exam

Objective 2.2: To provide diverse and rigorous clinical experiences that connect to the classroom experience and allow for progressive levels of supervised autonomy.

Objective 2.3: Prepare practice-ready professionals by ensuring strong connections throughout the program.

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**Goal Three:** In keeping with the mission of the College, to prepare *graduates to be curious, engaged, ethical, and purposeful citizens and leaders in healthcare.*

Objective 3.1: The program will incorporate opportunities for scientific and disciplinary inquiry within the curriculum.

Objective 3.2: The program will facilitate opportunities for development of leadership skills required of healthcare providers.

## The Power of Reflection as our Framework

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The program is built on a framework grounded by the principle of *reflection*. We believe in building clinicians who are able to reflect deeply on their own values, skills, and needs as learners and professionals. Through living out a growth mindset and strategies, we reinforce that healthy striving sometimes brings failure, and only when we have the ability to reflect on our failures will we see growth. We harness the power of reflection through courses and course assignments as well as clinical rotation assessments. Surveys of stakeholders allow for the actions of the program to be reflected back to program leaders. The faculty engage in reflection of their own through continued professional growth, first identifying needs for learning and evolution and then by strategizing ways to improve. Further, program faculty engage in continual quality improvement of the Master of Athletic Training Program, using Quality Improvement strategies to determine ways to improve the experience for students, faculty, and preceptors. We invite readers to contact the program director for more information about our framework.

## Athletic Training Program Introduction

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The Master of Athletic Training (MAT) Degree is delivered by the Athletic Training Program, which is housed within the Kinesiology department in the School of Education and Health Sciences. The MAT program extends over six consecutive semesters, beginning with a summer semester. Students must complete both the MAT degree coursework requirements and clinical experience requirements to complete the program. MAT students will complete a minimum of 900 hours of clinical experience under the direct supervision of BOC certified athletic trainers and/or physicians. Clinical assignments will align with the first year fall and spring semesters, and the second-year summer, fall, and spring semesters. Clinical assignments will allow for progressively increasing levels of autonomy and decision-making, under the continuous supervision of a program preceptor. The minimum time commitment to complete the clinical experience requirements is two years.

## Program Admission, Matriculation, Retention and Dismissal

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### Admission Prerequisites and Application Criteria (24C, 24P) (applies to the 2024-2025 application cycle)

Candidates for application to the professional Master of Athletic Training program will be considered from two routes:

#### Route 1: Preprofessional (3+2) Program at North Central College

North Central College undergraduate students who declare a B.S. in health science or exercise science are eligible to apply to the preprofessional athletic training program. This direct admit program provides students with a guaranteed seat in the MAT cohort that corresponds with their completion date. Preprofessional athletic training students can choose to complete the 3+2 program on an accelerated 5-year time frame or can defer admission for one year to enter the MAT program after 4 years of undergraduate study at NCC. This program has a limited admission process and requires that the candidate applies, is accepted, and meets retention criteria for the preprofessional program. [Click here](#) for full information about this program.

#### Route 2: External applicants via the ATCAS System

Application to the athletic training program will be made between July and May annually through the Athletic Training Central Application Service (ATCAS).

For both routes, admissions decisions will be communicated applicants on a rolling basis beginning in the fall until a cohort is formed. Program faculty will evaluate applicants based on the following criteria using a scoring rubric based on criteria in table below.

Applicants following both routes must complete the following Prerequisite (PR) coursework with a grade of “C” or better prior to the start of the MAT program:

1. Biology: One 3-4 cr course
2. Chemistry: One 3-4 cr course
3. Physics: One 3-4 cr course
4. Psychology: One 3-4 cr course
5. Human Anatomy
6. Human Physiology:
  - a. 5 and 6 can be met through a two-semester sequence or may be met by one 3-4 credit course in Human anatomy and one 2-4 credit course in Human Physiology

*NOTE: The program does not accept transfer of graduate credit for completion of the MAT program requirements. PR courses must be completed at the post-secondary level (24P)*

<b>Comparison of Admission Criteria between Routes</b>		
	<b>Preprofessional Program</b>	<b>ATCAS Applicant</b>
Timeline	Notification of Intent to enter due 10/1 of academic year before entry	May 1, 2025
Completion of all prerequisite courses with a 2.0 or better	Yes	Yes
Completion of an earned, four-year, bachelor’s degree from a regionally accredited college or university prior to entry	No-108 credits and all academic checkpoints must be met.	Yes
Minimum GPA	3.0	3.0
Verification of completion of a minimum of 25 observation hours under the supervision of one or more certified athletic trainers.	Yes	Yes
Submission of a <i>Notification of Intent</i> for preprofessional program applicants or <i>ATCAS Application</i> for external applicants.	NOI	ATCAS application
Personal Statement	Yes	Yes
Letter(s) of Professional Recommendation (one from a healthcare provider)	Yes	Yes
Admission Visit/Call	No	Yes

### **Conditional Admission**

An applicant who has a minor deficiency on their application may be offered Conditional Admission, upon approval by the Dean of the School of Education and Health Sciences. Minor deficiencies are considered:

- Undergraduate GPA of 2.99-2.75
- Grade of C- on a prerequisite course
- Missing a lab requirement in a course that requires a lab (biology, physics, chemistry)

Students may be granted conditional admission for a maximum of the first semester in the program. During the first semester, conditionally admitted students must obtain a 3.0 GPA and a C or



better in each course taken. Failure to do so will result in dismissal after the semester, without the benefit of a probationary period or remediation process.

### **Competitive Admission Statement**

Admission to the North Central College Athletic Training Program is competitive. Priority admission will be given to North Central College students who are part of the preprofessional admission program and to those who apply from the institutions that articulate with the MAT program. Other candidates will be considered who meet the admission criteria. From the pool of eligible applicants, a cohort of 16 students will be admitted per year. All students admitted to the program must meet the application requirements and complete the matriculation process.

### **Non-discrimination Statement (24M)**

The North Central College Athletic Training Program and North Central College ("College") is committed to maintaining a positive learning, working, social, and residential environment. The College does not discriminate or allow discrimination or harassment on the basis of race, ethnicity, national origin (including ancestry), color, citizenship status, sex, sexual orientation, gender identity, gender expression, pregnancy (and parenting for students), religion, creed, physical or mental disability (including perceived disability), age, marital status, veteran or military status, unfavorable military discharge (except dishonorable discharge), predisposing genetic characteristics, order of protection, or any other protected category under applicable local, state, or federal law, including protections for those opposing discrimination or participating in any resolution process on campus, with the Equal Employment Opportunity Commission, or other human rights agencies in both employment and access to educational opportunities.

Further, we recognize and value all types of diversity in our program members, our preceptors, and our patients. We strive to provide educational experiences and healthcare that is sensitive to the unique needs of all members of our community. Any student who feels that they are being discriminated against or are being harassed should communicate this to program faculty so that they can ensure that you are provided with the support you need to protect the educational experience.

### **Matriculation Process and Requirements (24L)**

The process to enter the program is as follows:



Applicants who are admitted will be required to submit a non-refundable deposit that is applied to tuition in order to hold their seat in the cohort. Once deposited, an applicant becomes a matriculant/student and must complete the matriculation process to be fully admitted. To fully matriculate, students must:

1. Return the signed matriculation agreement.
2. Submit official transcripts from all institutions attended (final transcripts should show degree posted).
3. Submit Signed Technical Standards form requiring physician signature.
4. Submit Proof of compliance with institutional immunization requirements (Hepatitis B, Measles, Mumps, Rubella, Tetanus, and Diphtheria).
5. Submit the Results of a Federal Background Check: Students who refuse to consent to or have findings on the background check that would preclude certification or licensure will be dismissed from the program.
6. Acknowledge the student handbook policies.

Note: Additional requirements for drug screening, immunizations/vaccinations, and background checks may be required by specific clinical sites during the program. Students bear the costs for these requirements when applicable. See below for more information on technical standards, immunizations, and background checks.

Information about academic calendars, grievance policies, financial aid, withdrawal from courses and related tuition refunds can be found in the North Central College student handbook at [the Hub](#)

#### Deferment of Admission:

An applicant who is admitted may request to defer acceptance of that seat no more than one calendar year by submitting the request in writing to the program director. The program director will review the request to defer and communicate approval (pending available seats) and revised due dates in writing to the applicant.

#### Technical Standards (24Q)

Once accepted into the program, students must submit a signed copy of the technical standards, which requires a signature from a physician or advanced practice practitioner. It is the responsibility of the student to schedule the examination and obtain this signature prior to the beginning of their first semester in the program. The “Technical Standards for Admission to the Athletic Training Program” form must be signed by both the applicant and the physician completing the physical examination and submitted to the ATP Director. The student is responsible to inform the Program Director if the ability to meet the Technical Standards changes. A student who requires accommodations that interfere with the essential functions of an athletic trainer may not be able to matriculate into the program. See the [Technical Standards](#) document.

#### Immunization Requirements (24J, 26F)

Students are also expected to obtain all institutionally required immunizations (Hepatitis B, Measles, Mumps, Rubella, Tetanus, and Diphtheria). The immunization record must be signed by the physician conducting the physical examination or a record must be obtained from the health care provider. The cost of any physical examination, follow-up tests, and/or immunizations is the responsibility of the student. Failure to provide proof of immunizations will result in removal of the student from the clinical portion of the program. Students may be required to obtain annual vaccinations or additional titer testing for specific clinical sites, and failure to comply with the vaccination requirements may preclude placement at that site. Vaccination records must be submitted to the Dyson Wellness Center staff via email at [immunizations@noctrl.edu](mailto:immunizations@noctrl.edu) prior to the start of the program.

#### Liability Insurance (27K)

Students may opt to purchase individual professional liability insurance, but are not required to do so. The recommended provider is HPSO and the cost is approximately \$50.00 annually. Information on HPSO can be found [here](#). MAT students are insured under the College professional liability policy at a level of \$1,000,000/\$3,000,000 limits per occurrence/aggregate.

#### Background Checks (24F)

The student will undergo a background check once admitted to the program as part of the matriculation process. Additional background checks may be required by clinical education sites. The student is responsible for the costs associated with the first and future background checks. Students may not begin clinical experiences until the background check is completed and results are obtained. Candidates for the BOC exam must report felony and misdemeanor convictions, which may result in denial of ability to take the BOC exam. Applicants will be provided with information about how to obtain a background check when they are admitted. Positive findings on the background check will be reviewed and may prohibit full matriculation into the program if egregious or likely to preclude the ability to sit for the BOC exam.

## Technical Standards for Admission to the Athletic Training Program

The Athletic Training Program at North Central College 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 Master of Athletic Training Program establish the essential qualities considered necessary for students admitted to this program to achieve the knowledge, skills, and competencies of an entry-level athletic trainer, as well as meet the expectations of the program's accrediting agency, the Commission on Accreditation of Athletic Training Education (CAATE). All students admitted to the Master of Athletic Training Program must meet the following abilities and expectations. In the event a student is unable to fulfill these technical standards, with or without reasonable accommodation, the student will not be able to matriculate into the program. Compliance with the program's technical standards does not guarantee a student's eligibility for the BOC certification exam.

Candidates for selection to the Athletic Training Program must demonstrate:

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

Candidates for selection to the Master of Athletic Training Program will be required to verify they understand and meet these technical standards, with or without reasonable accommodations. The Director of Student Disability Services in the Center for Student Success will evaluate a student who states he/she could meet the program's technical standards with accommodation and confirm that the stated condition qualifies as a disability under applicable laws.

If a student states he/she can meet the technical standards with accommodation, then the College will determine whether it agrees that the student can meet the technical standards with reasonable accommodations, taking into account whether accommodations would jeopardize clinician/patient safety, or the education process of the student or the institution, including all coursework, clinical experiences and internships deemed essential to graduation.

Choose only one statement below that applies to you and sign and obtain a physician signature on the appropriate line:

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

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

Date \_\_\_\_\_

\_\_\_\_\_  
Signature of Physician

\_\_\_\_\_ Date

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

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

Date \_\_\_\_\_

\_\_\_\_\_  
Signature of Physician

\_\_\_\_\_ Date



## Program Retention

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### Retention Policy for Master of Athletic Training Students:

Quality health care requires practitioners who are competent in their clinical reasoning, health care skills, and in their ability to communicate with and work with others. It is a primary responsibility of professional health care program faculty to keep public safety in mind when educating students; a student who is not adequately prepared in all aspects of the position has the potential to be an unsafe health care provider. Additionally, licensure requirements address behavior components that are becoming of a health care provider. For these reasons, academic performance in health care professional programs at North Central College includes competency in knowledge, skills, and professional behaviors.

Admitted MAT students must demonstrate acceptable performance in three areas to be retained in the program:

- 1) **Knowledge/Academic Performance:** Acceptable academic performance is defined as maintaining a 3.0 GPA in MAT courses and completion of all courses with a grade of “C” or better. Students who obtain a C- or below in a course and are retained in the program will be required to retake the course prior to graduation from the program and may not be permitted to progress until the course is passed. A required retake will likely extend the time to graduation for the student. Courses may only be retaken once. A second C- or lower will result in a recommendation for dismissal from the Program to the Graduate Academic Standing Committee (GASC).
- 2) **Skill/Clinical Performance:** Acceptable clinical performance is defined as consistent progress toward the required clinical experience hours, adherence to all aspects of the Clinical Education Contracts, and “Acceptable” or better ratings on clinical experience competencies, which are evaluated by instructors of clinical experience courses and/or preceptors. Failure to demonstrate competence or adequate clinical growth may result in required remediation, probation, or dismissal.
- 3) **Professional Behaviors:** It is expected that the MAT student demonstrate high levels of professional behaviors throughout their time in the program. These professional behaviors include the following areas:
  - Time Management
  - Organizational Skills
  - Engagement/Self-Directed Learning
  - Professional Reasoning/Problem-Solving
  - Written Communication
  - Verbal/Non-Verbal Communication and Observation Skills
  - Participation in the Supervisory Process
  - Professional and Personal Boundaries
  - Professional Attire

Students who do not meet retention criteria may be placed on probation and will be required to enter formal remediation. A student who does not achieve a successful remediation outcome or who has an egregious violation of retention criteria may be dismissed. A student who violates the professional behaviors expectations will be notified in writing with a citation. Multiple citations will require remediation and may result in probation or dismissal. Students will receive feedback from program faculty on their professional behaviors each semester and are encouraged to engage in conversations regarding the feedback (see [Appendix B](#) for Professional Behaviors rubric).

### Exam Performance Policy (24I)

Students enrolled in MAT courses must demonstrate a minimum passing standard of 70% on course exams. A student who earns less than 70% on an exam must retake the exam within 7 days of the original exam, and until a 70% minimum score is obtained. The first exam score will be recorded in the student’s grade calculation. No student can pass a MAT

course without demonstrating the ability to earn 70% on all course examinations. Students enrolled in MAT courses are expected to maintain high levels of ethical conduct and are expected to adhere to the College policy on Plagiarism, found [here](#). Grade disputes are managed by the College Grade Appeal Policy, found in the Student Handbook.

### **Academic Dishonesty Policy (23A)**

The athletic training program adheres to the College policy on Academic Dishonesty which can be found [here](#). Identified plagiarism or dishonesty will be reported to the Dean of the School of Education and Health Sciences and may result in severe grade penalty, course failure, or dismissal.

### **Leave of Absence Policy**

The program follows the standard college policy for graduate student leave of absence. This policy is available in the Graduate Program Catalog.

### **Remediation Policy**

A clinical education, didactic, or professional behaviors remediation plan may be required of the student in the event that the student fails to demonstrate acceptable performance in one or more areas. If required, a remediation plan will be developed by program faculty. Successful completion of a remediation plan will require a significant commitment from the student. If the remediation plan is not completed by the student or the student fails to demonstrate acceptable performance after the remediation plan is completed, the student may be recommended for dismissal from the program to the Graduate Academic Standing Committee.

### **Probation and Remediation**

In the event that retention criteria are not met, a recommendation to place the student on probation will be made by the MAT education committee to the Graduate Academic Standing Committee (GASC). The MAT education committee is comprised of the MAT program core faculty and one additional SEHS faculty member or administrator. The recommendation for probation will include an individually designed remediation plan.

Once on probation and in remediation, the MAT student has one semester to complete the remediation plan and meet retention criteria. Once the remediation plan is successfully completed, the student will be removed from probation. If the student's GPA remains below 3.0 or the student fails to complete the remediation plan upon completion of the subsequent semester, a recommendation for dismissal will be made to the GASC.

The GASC will decide on academic probation cases at the conclusion of each academic semester, applying the program's policies to the case at hand. The committee will adjudicate student appeals of cases. In an appeal, the student must present a petition in writing and has the prerogative of appearing before the committee. The student's advisor may be present. Students who are placed on probation will enter remediation.

Other student grievances are managed through the College Grievance Policy, found in the North Central College Student Handbook **(23B)**.

### **Dismissal from the MAT Program**

In the event of failure to meet retention criteria, failure to complete the remediation requirements, and/or egregious violation of Program policy, the MAT education committee will make a recommendation for dismissal to the Graduate Academic Standing Committee (GASC). The GASC will decide on academic probation and dismissal cases at the conclusion of each academic semester. The committee will adjudicate student appeals of such cases. In an appeal, the student must present a petition in writing and has the prerogative of appearing before the committee. The student's advisor may be present.

## Classroom Policies and Expectations

**Attendance:** It is imperative that students take a professional attitude towards class attendance. Therefore, unless illness or other emergency prevents it, it is expected that students attend every class meeting. If an absence is unavoidable, it is the responsibility of the student to get assignments and notes from the instructor or another student. An excused absence is one that is previously approved by the instructor or aligns with the institutional policy for institutional travel/field trips or illness with a note from a physician excusing attendance to due communicable nature of the illness. Unexcused absences should be kept the absolute minimum. No course points are awarded for attendance, however faculty may deduct points from a student's grade for an unexcused absence. Students may be required to make up competency assessments or other in-class activities that were missed while absent. In the event of Illness/Emergency: Please communicate early via email regarding illness and emergency absences.

In the event that a class is canceled by the College for inclement weather or other unexpected event, the program may require that students meet with faculty for a "make-up" instructional period. This is to ensure that the academic program is delivered in full, in the intended format. While faculty will work to identify mutually available times with students for this, students are expected to make themselves available for this make-up instructional period.

**Punctuality:** Class will begin promptly as scheduled. Please plan to arrive on time so as to be respectful of our classroom environment. Students should be prepared to learn, with appropriate technology logins completed, at the beginning of class time. Continual late arrivals will be discussed with the student. If late arrivals continue, course points may be deducted from the final grade.

**Professionalism and Respect:** There are times that the evidence will be in contrast with the practice you see in your clinical experiences. We will seek to understand the gap between theories and practice in these instances without judgment. A goal of higher education, and this program, is to be able to consider many perspectives and communicate our knowledge and beliefs professionally.

**Pre-Class Preparation:** You are expected to prepare for class by having completed the reading and assignments prior to class. We will strive to use class time to deepen, clarify, and apply your understanding of course material, not to introduce material. Questions about the reading and pre-class work are encouraged and are a sign to the instructor that you are doing the reading as asked. You are responsible for your learning, and faculty are here to support you.

**Participation:** As a member of our learning community, you have the opportunity to share ideas in a safe and supportive environment. You should seek to have your voice heard each day in class. This life skill will help you develop into a professional who has an impact in their chosen employment setting. Students who are not demonstrating the self-regulated ability to share their ideas and thoughts in the classroom will be asked to do so from time to time by faculty.

**Technology:** It is recommended that a student consider the balance between technological support and distraction in the classroom environment. Power points and e-textbooks will support your learning; social media, electronic messaging, and frequent notifications will distract from your learning, and the learning of those around you. You may be asked to work together on a shared document, complete a short quiz, or view a resource on a device; therefore, you should consider bringing a laptop or tablet to class daily. Students who are often distracted by non-academic messaging or technology during learning experiences may not meet the Professional Behaviors retention requirement.

### Technology requirements:

Students will be required to take exams in the classroom and outside of the classroom using ExamSoft/Examplify. The minimum system requirements for this software can be found here: <https://examsoft.com/resources/examplify-minimum-system-requirements/>. Students may also be required to demonstrate use of a free reference manager tool (e.g., Zotero) and other technology tools (e.g., Microsoft Office™) during the program.





**Exams:** No student may leave the classroom (unless for an emergency) once an exam has begun. If you miss an exam due to sudden illness, you must make up the exam within one week (unless medically unable to) or a zero will be given for the exam. If a sudden illness or emergency occurs that precludes your ability to take a scheduled exam, students are expected to communicate this to the faculty member as soon as possible.

**Statement on Professional Behaviors Expected in Lab/Hands-On Courses:**

Given that students in this course will learn by engaging with other students during lab, the following is expected of all students:

We will respect all types of diversity in the classroom, including but not limited to ethnicity, culture, age, gender, disability, social and economic status, sexual orientation, etc., without discrimination, bias or harassment and will recognize the different learning styles and methods that students use to develop competency.

We will reserve the use of touch for learning purposes only, and will respect the rights of those students around us. Understanding that there may be situations that are more sensitive than others are, students are able to refuse to participate in hands-on skills if they feel uncomfortable. This should be communicated to the instructor so that an alternate learning strategy can be used.

We will be respectful of the health of other students, and if a communicable disease or illness is suspected, will refrain from engaging in clinical practice with other students in the classroom. Similarly, an appropriate level of hygiene will be maintained in the classroom to respect the rights of other students.

We will recognize the limits of one's knowledge and abilities and seek help from the instructor whenever appropriate.

**Academic Dishonesty:** Plagiarism is not tolerated in the Athletic Training Program or the College.

- Do not represent someone else's work as your own.
- Do not copy and paste from the internet.
- Do not "write now/cite later".
- Do not re-use your work from one class for another assignment, unless instructed to do so.

Plagiarism, *even if unintentional*, is a serious offense with serious consequences. The College's plagiarism policy can be found here: [Academic Dishonesty](#)

**Accommodations:** We are committed to supporting the learning of all students in the program. Approved accommodations made apparent through the Technical Standards form will be administrated by the Student Disability Services office.

**Other College Policies:** Students are expected to read and abide by the College policies as listed communicated by the School of Graduate and Professional Studies.

**Student Athlete/Athletic Training Student Policy**

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Due to the time commitment required of clinical education requirements, no MAT student may participate in intercollegiate athletics while enrolled in the program. Students who are interested in participating in intercollegiate athletics should complete their eligibility during their four undergraduate years. Written petitions against this policy are considered by the program director.



## Fees and Student Expenses (24D)

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In addition to the cost of [tuition](#), there are additional expenses associated with the MAT Program. These vary between students and occur on varying timelines, listed below:

-  Background check (\$35.00-\$50.00): Required at entry and possibly one additional time
-  Transportation to and from rotation sites: Required. Typically, this is within a 15-mile radius but may vary between students **(24K)**.
-  Drug Screen Test and TB Tests: Required for some sites. (\$0-\$50.00)
-  Clothing/Uniform costs: Optional (\$25.00+)
-  Attendance at conferences and professional memberships: Optional but strongly recommended (\$75.00+)

Information about financial aid and refund policies can be found in the Graduate Catalog at this [link](#) or the Financial Aid office. There is a scholarship available for athletic training and exercise science students, titled the [Mark Crabtree Scholarship](#). This scholarship is not administrated by the athletic training faculty, but athletic training faculty will support your application by reviewing applications if asked **(24D, 24H, 24N)**

## Course Progression and Graduation Requirements

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### Course Progression (24B, 24I)

The MAT curriculum is intended to be completed in a continuous, sequential manner. It must be taken as designed by the program and outlined in the MAT curriculum below. Students in good standing will be enrolled in courses by the registrar staff each semester. Any need for a student to stop-out of the program will extend the time to completion significantly. These scenarios will be managed on an individual bases by the Program Director and School of Graduate and Professional Studies. A student who fails to obtain the minimum grade of “C” in a course must retake the course prior to graduating from the program and potentially prior to progressing to further coursework. Students may follow the catalog for the year in which they started the program, or any subsequent catalog while enrolled in the program. During the course of the clinical experience assignment, the student’s progress and competence will be monitored by the program CEC and PD. The CEC or PD will have regular communication with the preceptors at each site where a student is assigned in order to discuss the student’s progress toward clinical competence in psychomotor and affective skills. The student must demonstrate appropriate levels of clinical competence to progress to the subsequent clinical experience. A student who is not demonstrating clinical competence at the level expected and developed in the Clinical Experience Course will be required to complete a remediation plan prior to enrollment in subsequent clinical experience courses.

MAT students are enrolled in their courses by the Registrar’s office upon request by the Program Director. Students should manage financial and other “holds” in a timely manner so as not to disrupt enrollment in subsequent semesters. Student advising on matters like career planning and employment options occurs through structured meetings with the MAT faculty.

### Academic Calendar and workload (12, 24A)

The academic calendar is a 16-week long semester with an additional week of finals. The athletic training program will follow the undergraduate calendar because it most closely follows the athletic season calendar. The calendar can be found [here](#). Course times are available in Merlin and are closely followed.

Courses vary from 1 credit to 4 credits. In accordance with federal regulations, state guidelines, and Higher Learning Commission standards, North Central College defines a credit hour as the amount of work that approximates one hour of classroom or direct faculty instruction and two hours of out-of-class work per week for a semester, or an equivalent

amount of work for a shorter time period. An example of this workload is listed below for a 16-week semester. Please note: workload will be greater for a 10-week summer course.

Credits per 16 week course	Time in the classroom per week	Time expected outside of the classroom per week	Total workload per week
4	190 minutes or 3.25 hours	380 minutes or 6.25 hours	9.5 hours per week per 4 credit course
2	95 minutes or 1.6 hours	190 minutes or 3.2 hours	~5 hours/week per 2 credit course

Given the above communicated workload, a student who is completing 13 credits per semester should expect to spend approximately 30 hours on didactic work per week. Clinical hours vary per semester, but students should expect to spend an additional 6-12 hours per week in clinic. While we anticipate that most students will have part-time employment during the course of the MAT program, students should consider the time requirements of classes, clinicals, commuting, and work expectations carefully.

**MAT Curriculum (Can also be found in the [Graduate Catalog \(24E\)](#))**

Course Number	Course Title	Credit Hours
<b>Summer Year One</b>		
MATR 515	Foundations of Athletic Training	4
MATR 530	Principles of Musculoskeletal and Medical Assessment	3
	Total Credits	7
<b>Fall Year One</b>		
MATR 500	Clinical Experiences in Athletic Training I	1
MATR 541	Diagnosis and Management for Athletic Trainers I: Upper Extremity, Head, and Neck Injuries and Conditions	4
MATR 550	Medical Aspects of Athletic Training	4
MATR 525	Therapeutic Interventions in Athletic Training I	4
	Total Credits	13
<b>Spring Year One</b>		
MATR 505	Clinical Experiences in Athletic Training II	1
MATR 540	Diagnosis and Management for Athletic Trainers II: Lower Extremity and Spine Injuries and Conditions	4
MATR 535	Therapeutic Interventions in Athletic Training II	4
MATR 551	Administration and Management in Athletic Training	4
	Total Credits	13
<b>Summer Year Two</b>		
MATR 600	Clinical Experiences in Athletic Training III	1
MATR 620	Principles of Nutrition and Strength and Conditioning for Athletic Training	3
	Total Credits	4
<b>Fall Year Two</b>		
MATR 605	Clinical Experiences in Athletic Training IV	2
MATR 625	Psychosocial Aspects of Athletic Training Practice	4
MATR 640	Special Topics in Athletic Training	4
MATR 655	Applied Research Project	2
	Total Credits	12
<b>Spring Year Two</b>		
MATR 610	Clinical Experiences in Athletic Training V: Immersive Experience	4
MATR 650	Decision Making in Athletic Training	2
	Total Credits	6
	Total Program Credits	55

**Degree Completion Requirements (24G)**

Students who are in good standing in the program will be considered to have completed the MAT degree upon:

1. Completion of all MAT course requirements with a "C" or better and a minimum MAT GPA of 3.0.
2. Completion of a minimum of 900 clinical experience hours (Completion noted by C or better in MATR 500, 505, 600, 605, and 610).

## Clinical Education Plan (24K)

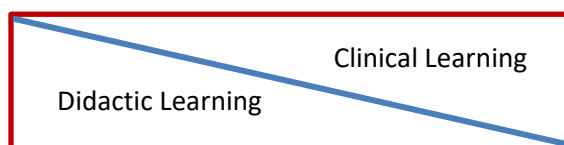
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### Progression of Rotations

Clinical education rotations/assignments are designed to build upon the didactic and laboratory experiences. Clinical education will begin during the second semester of enrollment in the MAT Program. Clinical education is a component of the following five CE courses:

- MATR 500: Clinical Experiences in Athletic Training I (1 credit) Requires 100 CE hours
- MATR 505: Clinical Experiences in Athletic Training II (1 credit) Requires 100 CE hours
- MATR 600: Clinical Experiences in Athletic Training III (1 credit) Requires 100 CE hours
- MATR 605: Clinical Experiences in Athletic Training IV (2 credits) Requires 200 CE hours
- MATR 610: Clinical Experiences in Athletic Training V: Immersive Experience (4 credits) Requires 400 CE hours. No student should be enrolled in courses (or employment) that will interfere with the immersive nature of this experience.

You will gradually see the emphasis of your combined educational experiences shift from didactic to clinical in nature, similar to the following graphic.



### Nature of Clinical Education and Placements (24M)

Clinical experience (CE) is educational in nature. Students may not be considered as a replacement to certified or licensed health care professionals.

Placements are not made in a preferential, prejudicial, or discriminatory manner **(30)**. Per the college non-discrimination policy, North Central College is committed to maintaining a positive learning, working, social and residential environment. The College and MAT program do not discriminate or allow harassment on the basis of race, color, religion, ethnicity, national origin, sex, gender identity, gender expression, age, marital status, citizenship, mental or physical disability status, sexual orientation, pregnancy or parenting, order of protection status, military or veteran status, genetic information, unfavorable military discharge (except dishonorable discharges) or any other characteristic protected by law in admission and access to, and treatment and employment in, its educational programs and activities. In pursuit of this end, the MAT program will not place any student at a clinical site that discriminates on any of the above listed bases. Students who discriminate against others of a protected class may face dismissal. Students who feel they have experienced discrimination in a clinical setting should communicate that to the clinical education coordinator or program director.

Students may discuss their preferences for clinical placements with the Clinical Education Coordinator (CEC) who may consider preferences. However, the primary determinant of clinical placements will be educational opportunities appropriate for the student at the time of placement. Students who have a need to request for accommodations for a clinical site should communicate that request to the clinical coordinator. Examples may include a brief period of musculoskeletal injury or other causes of brief physical limitations. Support from Student Disability Services may be solicited by the CEC as needed or requested by the student.

### Expectations of conduct while at clinical sites

Students should maintain a professional demeanor while at clinical sites. Engagement in learning activities should predominate while at clinical sites. This includes during periods of low patient volume. We encourage the use of the

clinical skills books, Visible Body, UpToDate, and other learning resources when there is a need to remain occupied in the absence of patient or clinical care. Students are discouraged from spending time on their mobile phones and from sitting on clinical tables while at the clinical site. The preceptor may provide additional input into acceptable activities during low patient volume times.

### **Travel to clinical sites**

Efforts will be made to assign clinical rotation sites with considerations of student costs for travel requirements and background checks. Students are expected to arrange reliable transportation to clinical sites, and are responsible for transportation costs to clinical assignments. When inclement weather arises, students are asked to make decisions about safety of travel to clinical sites and to communicate with the preceptors if deemed not safe to travel. No student should place himself or herself at risk during inclement driving weather for the sake of attending a clinical placement. Students may travel with their clinical preceptor to an approved “away” event or competition if they choose, after communication with the clinical education coordinator, however students are not required to travel to “away” events or competitions. Students who pursue and secure clinical placement(s) out of state are responsible for all housing related issues, including identifying, securing, and paying for housing during the clinical placement.

### **Requirements to begin and continue CE**






Students must be fully admitted to the program to begin CE. Students must be certified in and maintain emergency cardiac care certification at all times while enrolled in CE courses (**26B**). No student may complete CE unless enrolled in one of the CE courses. Students will complete blood borne pathogen training before beginning CE and annually thereafter. Students must maintain compliance with program policies at all times while engaged in CE. See additional policies below.

### **Student safety while at clinical education sites (26D)**

Students are expected to remain under the supervision of their preceptor at all times while engaged in patient care at the clinical site. Clinical sites must maintain equipment according to manufacturer guidelines and provide verification of calibration and maintenance to the program which is kept on file. If a student has a concern about the safety of equipment or supervision, the student should contact the clinical education coordinator expediently, and are not expected to place themselves at risk of harm. Safety Data Sheets (SDS) are available in College AT facilities for commonly used chemicals. Students are free to vacate outdoor environments in the event of inclement weather in order to ensure their personal safety. Students who feel at risk of personal violence while at a clinical site have no requirements to remain at the clinical site and are expected to communicate in an urgent manner to the Clinical Education Coordinator.

### **Minimum/Maximum Policy for CE Hours**

MAT Students will complete no less than the minimum and no more than the maximum per CE course.

-  MATR 500: minimum 100 hours per 16 weeks: 6.5 hours per week minimum, 20 hours per week average maximum.
-  MATR 505: minimum 100 hours per 16 weeks: 6.5 hours per week minimum, 20 hours per week average maximum.
-  MATR 600: minimum 100 hours per 10 weeks: 10 hours per week minimum, 20 hours per week average maximum.
-  MATR 605: minimum 200 hours per 16 weeks: 13.5 hours per week minimum, 20 hours per week average maximum.
-  MATR 610: Minimum 400 hours per 16 weeks: 26.6 hours per week minimum. No student may complete this experience in less than 4 weeks, regardless of whether they have completed the minimum total number of clinical hours. Maximum hours are considered flexible based on the site, but students should generally not be exceeding 40 hours/week. A student may not enroll in courses or obtain employment that would interfere with the immersive nature of MATR 610.

### Timing of Clinical Experiences

The continuum of care is best observed with **consistent and regular clinical education experiences**. Students should attend their clinical experiences regularly, rather than sporadically. MAT Students are expected to ensure that they have two days off per week from clinical experience hours during the academic weeks of the year. Students will have at least one day off per week during any pre-season camp period. Students will complete hours during each week that their assigned sport or site is active, unless previous arrangements for an absence are made with the clinical coordinator. Experiences with post-season/championship play are encouraged, and students should discuss this opportunity with their preceptor.

The clinical education coordinator will monitor hours each week to ensure compliance. Each level of clinical experience will have assigned clinical proficiencies, divided across five semesters. The proficiencies will be evaluated in the following manner:

- ✚ Initially, clinical competencies will be introduced and evaluated in the didactic courses. Preceptors may instruct MAT students in clinical competencies prior to didactic instruction if needed for optimal learning.
- ✚ Clinical competencies will be reviewed and evaluated during the clinical experiences courses and clinical experience rotations.
- ✚ Preceptors supervising the students will evaluate their competency in the clinical rotations.

### Variety of Clinical Experiences (16, 17, 18)

Clinical Experiences will ensure clinical practice opportunities with:

- a. a varied client/patient populations. Populations will include clients/patients throughout the lifespan (for example, pediatric, adult, elderly), of different sexes, with different socioeconomic statuses, of varying levels of activity and athletic ability (for example, competitive and recreational)
- b. individual and team activities across upper and lower extremity dominant sports
- c. high- and low-intensity activities
- d. non-sport activities
- e. Students will gain experience with patients with a variety of health conditions commonly seen in athletic training practice, including *patients with emergent, behavioral (mental health), musculoskeletal, neurological, endocrine, dermatological, cardiovascular, respiratory, gastrointestinal, genitourinary, otolaryngological, ophthalmological, dental, and environmental conditions*. Some experiences may be simulated when needed to obtain experiences.
- f. One Immersive clinical experience, spanning no less than four continuous weeks of full-time clinical practice, as defined by the setting and preceptor role.

Additionally, the program will ensure clinical practice opportunities in the following areas:

- a. Upper Extremity: High-risk sport to the upper extremity based on injury statistics. This includes softball, baseball, swimming, volleyball, and wrestling.
- b. Lower Extremity: High-risk sport to the lower extremity based on injury statistics. This includes men's and women's basketball, men's and women's soccer, men's and women's cross country and track, and men's and women's lacrosse.
- c. Equipment Intensive: High-risk sports where all participants are required to wear protective equipment for the head and shoulders. This includes football and men's lacrosse.
- d. General Medical/Non-Sport Related: General medical experiences are associated with conditions other than orthopedic, and include integumentary, cardiorespiratory, endocrine, mental health, and other non-musculoskeletal system pathologies. The student will have exposure to these types of conditions occur in wrestling, men's/women's track, and during the general medical rotation with physicians, physician assistants and nurse practitioners. Additionally, this includes the orthopedic physician and general practice

physician rotations, athletic physicals, and interactions with the team physician while gaining clinical experience athletic events.

### **Progression of Clinical Experiences (15)**

During the course of the clinical experience assignment, the student's progress and competence will be monitored by the program CEC. The CEC will have regular communication with the preceptors at each site where a student is assigned in order to discuss the student's progress, competence, and any concerns. The student must demonstrate appropriate levels of clinical competence to progress to the subsequent clinical experience. A student who is not demonstrating clinical competence at the level expected and communicated in the Clinical Experience Course will be required to complete a successful remediation plan prior to enrollment in subsequent clinical experience courses. Clinical experiences will allow for progression of increasingly complex and autonomous patient-care and client-care experiences as the student advances through the curriculum.

At the midpoint of each semester, the student will complete a self-evaluation form. The student will then go through the self-evaluation with their clinical supervisor, both will sign the form, and it will be turned in to the ATP Director/Clinical Coordinator. At the conclusion of each semester, the student will complete an evaluation of the preceptor and the clinical site. The preceptor will complete an evaluation on each student supervised. These evaluations will be used to determine the student's clinical experience grade. Evaluations may deem a student to be incompetent, which will result in remediation and possibly probation.

### **Orientation to the Athletic Training program**

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Welcome to North Central Athletic Training. We are happy you have decided to join our community! Our goal is to support you as you learn about the College and the program offerings. This manual is provided as a reference for you to make the transition easier. Program faculty, preceptors, and student-peers are also great resources to help you transition to the role of a professional healthcare student, and we encourage you to use all the resources available to you.

Early program philosophy: You've come to this program with a perspective of the athletic training profession. It is our role as educators to expand your knowledge of the athletic training profession early in your progression through the program. This may feel uncomfortable at times as we stretch out the view of athletic training. Working together, we will help you grow into this new and expanded view of athletic training, and someone who is **practice ready** upon graduation.

Below, you'll find information about the onboarding and matriculation process:

#### **All Campus Trainings/Information**

After you've completed the matriculation process, all students are required to complete a few short mandatory online training modules. They can be found at:

<https://hub.northcentralcollege.edu/sites/new-students/SitePageModern/13...>

#### **Password and User ID**

After you pay your deposit, you are issued a temporary password and user ID. The temporary password only allows a limited number of logins, so you should change your password by visiting this [link](#). This user ID is used for many single-sign on features at the college such as Merlin, email, computer log in, and Canvas.

#### **NCC Email**

Your email address is [userID@noctrl.edu](mailto:userID@noctrl.edu). Activate your North Central College e-mail account. Use this [link](#) to assist you with setting up your account. This e-mail account is an official mode of



communication at NCC and you are expected to check your e-mail account each week, at a minimum. Important notifications regarding your class registration, validation of tuition payment, and other time-sensitive announcements and messages will be sent to you via the North Central College e-mail system. Should you have any questions about setting up your email please visit the ITS site at this [link](#).

### **Merlin**

Activate your North Central College [Merlin](#) academic record account with user ID and temporary password emailed to you. Click students and then click Log In. You refer to your Merlin account to obtain your class schedule, building and room numbers of your classes, mid-term grades, final grades, and payments made for your tuition. Use Merlin's "Make a Payment" option to make credit card tuition payments. For more information and help with Merlin, visit our [tutorial page](#).

### **Registration Guide**

For helpful information about course scheduling, registration, preparing for your advising appointment and more refer to our Registration Guide. MAT students will be automatically registered for your courses by the Registrar's office.

### **Canvas**

Canvas is the online learning management system that North Central College utilizes. Activate your North Central College Canvas account in same manner with same user ID and password as email/Merlin.

### **Student ID/Cardinal Card**

Have your student identification picture taken at the [Office of Campus Safety \(429 S Brainard St-New Residence Hall\)](#). The office is open Monday through Friday, 8:00 am until 5:00 pm.

### **Parking Permit**

Parking permits are required for campus parking. Online students have the option of coming to campus to use the library or other resources. Please visit the [Office of Campus Safety \(429 S Brainard St. New Residence Hall\)](#) to obtain an application.

### **Textbooks**

Textbook material will be listed on the new online bookstore [Akademos](#). More information about textbooks for each class can be found on the Merlin page for the course. Some textbooks will be available free of charge through campus library databases. All efforts will be made by faculty to obtain the highest support for learning at the lowest cost to you.

### **Academic Calendar**

Start dates and important timelines can be found on the [Academic Calendar](#). The MAT program follows the undergraduate academic calendar due to our connection to athletics and the graduation timelines of incoming students.

### **School of Graduate and Professional Studies**

We are your one-stop shop for questions and resources. [School of Graduate and Professional Studies \(grad@noctrl.edu\)](#) or 630.637.5555

### **Program Specific Orientation**

### **Facilities and Lab**

You will spend much of your time on the south end of campus as well as in the Wentz Science Center. The Oesterle Library is another space you may find supportive of your learning.

Cardinal Academy Space: Located inside the Res/Rec athletic training facility. There is an educational center located here that you are welcome to use to study, place backpacks/coats (please note-not secure) during clinicals, and other purposes. There may be meetings and/or classes in this space from time to time.



SEHS office suite: This is on the second floor of the stadium on the south end of the building (nearest baseball stadium). This is where the athletic training program faculty offices are located.

Dr. Scott Ellis: STAD 256

Dr. Kendall Selsky: STAD 254

Prof. Taylor Arman: STAD 253

### AT Facilities

Res/Rec AT clinic: south wall of the Res/Rec Building. Here is where the AT clinical staff offices are located.

Matthews AT clinic in Merner Fieldhouse: Southeast corner of Merner Fieldhouse.

Benedetti-Wherli stadium clinic: North end of stadium on the first floor.

### **Food and Dining**

Students are able to purchase a meal plan to allow for “swipes” to be attached to their student ID card. Freshens, Au Bon Pain, the Cage, Kaufman Dining Hall, and the Boilerhouse accept swipes for food purchases. Additional dining locations are nearby in downtown Naperville. Students are able to store perishable food in the mini-fridge in the Res-Rec facility if they will be on campus for an extended period of time or in the lower level kitchenette area in WSC.

### **Program/Institutionally Provided Technology**

ATrack: This is a clinical tracking software program purchased for you. This will be used to:

- collect documents (liability insurance, etc)
- complete forms and evaluations of clinical sites and preceptors
- log your hours
- review your progress/ratings on programmatic competencies

AT U/PhysioU: This is an educational resource purchased for you to have quality video and textual explanations of AT content. It will be required that you access it in your courses.

Exemplify: This is a secure testing program that allows us to track programmatic and student learning.

MS Office 365: You will use this to access email, use ToDo for lists, create OneNote notebooks, and become competent using a range of other business tools. It is required that you use your NCC email for communication.

Box Cloud Storage: Free cloud storage for your academic work. You will have documents shared with you through Box and will need to create an account.

### **Select Library Resources**

Visible Body: This is an anatomy and physiology resource. This will allow you to download free applications for you to use for the lifetime of your device. Other access is web-based.

UpToDate: medical resource used by healthcare professionals for concise, current guidelines on clinical practice (pending licensing)

Bates’ Visual Guide to Assessment: A video resource for instruction of clinical skills across all healthcare professions.

F.A. Davis AT Collection: This is a comprehensive resource for a wide variety of high-quality athletic training textbooks. Most of your textbooks will be available free of charge to you through this resource.

### **Commonly Used (free) Tech Resources:**

Kami and/or Perusall: collaborative reading apps used to make your assigned reading interactive.

FlipGrid: A video discussion board allowing for short video content related to class discussion.

APAstyle.org: A free reference for citing using APA formatting.

Zotero: A free citation manager, storing, organizing, and citing resources for you in APA format.

**Recommended Apps for Purchase:**

Muscle and Motion Strength Training App

## Program Policies and Procedures

### Clinical Education Confidentiality Policy (26G)

Athletic training students are required to protect patient privacy and confidentiality of personal health information by the Board of Certification Standards of Practice, NATA Code of Conduct, the Health Insurance Portability and Accountability Act (HIPAA), the Federal Educational Right to Privacy Act (FERPA), and/or clinical site-specific policies. These policies dictate the duty to protect patient privacy by athletic trainers and/or athletic training students.

Athletic training students will come across Personal Health Information (PHI) during the course of clinical experiences. PHI includes reports by the patient, conversations with a preceptor or AT, the fact that the patient was treated, participatory status, and diagnostic tests and procedures related to the patient. No athletic training student may share PHI in any manner (written, orally, electronically, or other).

Athletic training students assigned to clinical rotations through the North Central College Athletic Training Program are required to sign and abide by this agreement. Students who refuse to sign OR fail to abide by the agreement will be immediately removed from their clinical experiences. Students who violate this policy may be dismissed from the program.

The following agreement will be a part of the athletic training student's file:

***I understand that all PHI I become privy to in my capacity as an athletic training student is subject to patient-physician privilege and must be considered confidential. In my role of an athletic training student, I will preserve the confidentiality of privileged information and maintain confidentiality in accordance with applicable law.***

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Student Name

\_\_\_\_\_  
Program Faculty Signature

\_\_\_\_\_  
Date

## Athletic Training Student Definition

**Policy:** Definition of *Athletic Training Student* for Clinical Experiences and as related to Summer/Non-Academic Athletic Training Related Experiences

**Effective date:** Beginning March 8, 2017 and continuing until revised.

**Applies to:** Admitted athletic training students

**Purpose statement:** To provide athletic training students with information about what types of athletic training related experiences are clinical education experiences. In addition, this policy will clarify the role that students can serve outside of the academic year or assigned clinical rotations/experiences. This policy will assure that students do not inadvertently violate licensure acts or CAATE standards.

### Policy statement:

- ✚ Clinical experiences are those educational experiences for which a student is assigned to a trained program preceptor, and are in connection with MATR 500, 505, 600, 605, and 610.
  - No student may perform clinical experience hours unless enrolled in one of these courses.
  - No student may be financially compensated for any clinical experience hours.
  - Clinical experiences are educational in nature. At no point should the student replace clinical staff.
  - A student may not perform a skill on a patient unless he or she has been previously instructed on that skill in coursework or by a preceptor.
- ✚ A student admitted to the athletic training program is only considered an “athletic training student” for the purposes of patient care experiences when he or she is operating under the supervision of a preceptor recognized by the athletic training program.
- ✚ No student may operate under the title of an athletic training student, or use patient care or evaluation skills learned as an athletic training student, unless he or she under direct supervision of a recognized preceptor.
- ✚ This policy precludes:
  - Students from gaining experience during the summer under a non-NCC recognized preceptor. Examples include: returning to a high school to assist an athletic trainer with a camp, volunteering as an “athletic training student” for race or event coverage without an NCC preceptor.
  - Evaluation of injuries of students or student-athletes while outside of the athletic training facilities and preceptor supervision.
    - This includes friends, roommates, family, etc.
- ✚ This policy does not preclude the following activities:
  - The use of first aid/emergency care skills to any person as part of a first aid certification.
  - *Observation* of health care professionals, including athletic trainers.
  - Summer research projects with or without faculty.
  - Volunteering as a health care student for an event that provides training for the volunteer activity.

All students are encouraged to communicate any upcoming experiences outside of the assigned experiences that to the program faculty to clarify what the scope of practice would be for the experience.

**MAT Learning Lab Policy**

We value the ability for students to gather while on campus in a space that allows for practicing clinical skills and studying course content. Therefore, all admitted students will be provided with Cardinal Card access to the MAT Learning Lab. We encourage you to consider this space as your own and to use it to support your learning and feeling of belonging on campus.

The following expectations are in place when students are in this space without faculty being present:

1. Use of supplies is limited to those previously approved by instructors. Judicious use of program resources should be implemented
2. No student may use any device or instrument that they have not had prior training in.
3. No student may use any electrical or acoustical therapeutic modality without a faculty member present.
4. Students should ensure that the space is left clean and orderly after use.
5. Food should be disposed of outside of the classroom.
6. The lab should be secured upon departure, ensuring the door closes fully.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Student Name

\_\_\_\_\_  
Program Faculty Signature

\_\_\_\_\_  
Date

**Social Networking Policy**

**Purpose of the Policy:** The North Central College Athletic Training Program encourages networking and professional interactions between faculty, preceptors and students. This policy outlines the parameters of these interactions.

**Faculty and Preceptor Policy:**

- ☞ The program prohibits faculty and preceptors from interacting with current athletic training students using social networking media.
- ☞ Faculty and preceptors should not accept nor request any interaction involving social networking media with any student currently enrolled in the NCC ATP, regardless of whether the faculty member/preceptor is currently providing didactic or clinical education to the student. This excludes LinkedIn.
- ☞ This policy applies to graduate assistants/interns employed by the NCC Athletic Department/NCC ATP.
- ☞ This policy excludes former faculty (those no longer employed by NCC), former receptors (those no longer being used in the role of preceptor by the NCC ATP), and former students (alumni or students no longer enrolled in the NCC ATP).
- ☞ Text messaging of a professional nature is acceptable between preceptor and athletic training student. For example, there is a late schedule change that students need to be made aware of.

**Athletic Training Student Policy:**

- ☞ The program prohibits athletic training students from interacting with current patients or student-athletes not associated with North Central College, using social networking media.
- ☞ Athletic training students should not accept nor request any interaction involving social networking media with any current patient or non-NCC student athlete, regardless of whether the athletic training student is directly responsible for the patient’s care.
- ☞ This policy further prohibits social interaction with patients and student-athletes by text messaging and electronic mail.
- ☞ It is unacceptable for athletic training students to interact through social networking media, text message, or electronic mail with patients or student-athletes who are *minors*, regardless of whether they are currently working with the minor or if they are no longer providing healthcare for the minor.
- ☞ Athletic training students are prohibited from sharing any materials including but not limited to, text, images or video, related to patient diagnosis and care through social networking media, text message, or electronic mail. Any such disclosure of information is in violation of HIPAA guidelines and the NCC ATP Confidentiality Policy.
- ☞ Text messaging of a professional nature is acceptable between preceptor and athletic training student. For example, there is a late schedule change that students need to be aware of.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Student Name

\_\_\_\_\_  
Program Faculty Signature

\_\_\_\_\_  
Date

## Athletic Training Uniform and Name Tag Policy (26A)

### Uniform Policy

The standard uniform of the athletic training students at North Central College during clinical experiences (CE) shall be:

- ✚ Outdoor and indoor practices:
  - Bottoms: Black or grey pants or shorts. NCC provided or individually purchased black scrub bottoms. No athletic shorts should be worn. Shorts should be at least mid-thigh length when standing.
  - Tops: NCC AT polo shirt, NCC AT sweatshirt, NCC AT t-shirt or t-shirt with logo or message relating to athletic training, or NCC provided or self-purchased plain black scrub tops.
  - Shoes: Supportive, closed toe shoes. Closed-toe shoes with adequate traction must be worn in all patient care scenarios. Sandals, heels, clogs, and all other non-functional shoes are not acceptable at any time.
  - Students are permitted to wear personal items (non-NCC branded) to remain warm/dry during outdoor events, at the discretion of their preceptors.
- ✚ Outdoor and Indoor Competitions:
  - Bottoms: Black or grey pants.
  - Tops: NCC AT polo shirt; plain red, white, black or grey polo shirt may be worn in lieu of NC AT polo shirt. Business casual dress may be worn for indoor competitions. No t-shirts or sweatshirts are acceptable at competitions. Students should avoid tops that are revealing at the top or the bottom during CE.
  - Shoes: Supportive, closed toe shoes. Closed-toe shoes with adequate traction must be worn in all patient care scenarios. Sandals, heels, clogs, and all other non-functional shoes are not acceptable at any time.
  - Students are permitted to wear personal items (non-NCC branded) to remain warm/dry during outdoor events, at the discretion of their preceptors.
- ✚ Classroom Attire: Students are permitted to wear street clothes in the classroom with the following notes:
  - Bottoms: most days will include physical activity. Pants with stretch, leggings, or shorts of an appropriate length should be worn. Denim is acceptable in the classroom, however, students should consider how this will affect the activity for the day (e.g., palpation labs for lower extremity).
  - Tops: t-shirts are acceptable in the classroom. Students should avoid tops that are revealing at the top or the bottom during classes.
  - Shoes: students are permitted to wear any shoe that is appropriate for the activities of day. On days where sharps will be handled, close toed shoes should be worn.
  - Hats are not permitted to be worn during classes.

### Prohibited/Limited Attire:

- ✚ No denim or jeans may be worn for any clinical experience. You should consult with your preceptor at rotation sites for appropriate professional dress, however, this should not include denim.
- ✚ Attire of a suggestive nature will not be tolerated. At no time will anyone wear clothing supporting alcohol, drugs, smoking, or any other socially/professionally unacceptable message while gaining clinical experience. This includes, but is not limited to, clothing with logos from the above categories which have been altered to feign support of North Central College.
- ✚ Hats may only be worn while gaining clinical experience outside. Hats will not be allowed while gaining clinical experience in the athletic training facility, indoor practices, and events. Any hat worn must be

athletic training related, NCC athletics related or NCAA related. Hats should not be worn in the classroom during athletic training courses.

The preceptor, class instructor, and the Athletic Training Education Program faculty retain the authority to communicate to the student when the appropriateness of the student’s attire, hair style, facial hair, language, mannerisms, or personal hygiene interfere with patient care or educational pursuits. Failure to address concerns that are communicated to you will result in a violation of the Professional Conduct retention standard.

**Name Tag Policy**

In order to differentiate student learners from professional staff, North Central College Athletic Training Student nametags must be worn while completing clinical experiences. If off-campus rotation sites have a policy regarding a student nametag, that policy will take priority over this policy. The student may use discretion when layering at cold weather events if the nametag cannot be visible. It should always be clear to the patient that the ATS is a student and not a certified professional. Additionally, students are encouraged to wear the identifying nametag at professional meetings, including IATA, GLATA, and NATA meetings.

Athletic training students will be provided with a nametag upon admission to the program. Nametags should be left in the athletic training facility where clinical experiences are occurring when not in use. If nametags are lost, the student will be responsible for the replacement cost of the nametag.

I have read and agree to abide by the Athletic Training Program Student Uniform and Name Tag Policy.

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



**Athletic Training Substance Use Policy (26A)**

*Developed: August 2023.*

*Effective: Beginning Fall 2023 semester, and ongoing*

*Applies to: Admitted MAT students*

**Purpose Statement:** To ensure a safe performance and training environment for patients and a safe and effective learning environment for athletic training students by establishing expectations for substance use during clinical and educational experiences.

**Definitions:**

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**Substance Use** means being under the influence of alcohol, marijuana, tobacco, and any other illicit or mind-altering drugs or substances.

**Clinical Experience** means any supervised clinical placement, sanctioned by the Program that relates to any of the MATR 500, 505, 600, 605, or 610 courses and contributes to accrual of the minimum of 900 clinical hours.

**Educational Experience** means any academic course, academic meeting, or event where you are representing the athletic training program, including speakers, IPE events, volunteer events, professional conference, and others.

**Expectations:**

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- Whereas... athletic training students must be able to apply judgement to patient care scenarios, including those that are emergent, during clinical experiences....
- Whereas... athletic training students must be able to think clearly to apply critical thinking to gain new understanding and perform psychomotor tasks in educational experiences....
- Whereas... the ability to make reasonable judgments, think clearly, and perform psychomotor tasks safely may be impaired by substance use....
- It should be known that... no athletic training student should attend any clinical experience or educational experience while under the influence of any of the substances listed above. This includes instances where substances have been used in the recent past and still influence the physical, affective, or psychomotor skills of the individual.

**Process:**

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An instructor or preceptor who suspects that an athletic training student is under the influence of a substance will first remove the student from the learning or clinical environment. They will hold a private conversation with that student to share their concerns, in a way that protects both patient and student safety as well as confidentiality of the MAT student. If concerns of substance use remain after the conversation, the student will be asked to leave the learning or clinical environment and the MAT program director and clinical coordinator will be contacted.

If the MAT program faculty become involved, the student will be required to attend a meeting within 24 hours of the suspected offense. A discussion of the situation will occur, with the goals of (1) understanding the details of the occurrence, (2) understanding the personal factors that led to the occurrence, and (3) supporting the student in seeking services for substance use disorder, if needed. The occurrence will be documented, and the student will be asked to sign a document acknowledging the occurrence.

Additional occurrences of suspected or confirmed substance use during clinical and/or educational opportunities may result in a recommendation for dismissal from the program as it violates the Professional Behaviors retention standard.

**Communicable Disease/Illness Policy**

*Effective date: August 1, 2021 and continuing until revised.*

*Applies to: Admitted athletic training students engaged in clinical rotations.*




**Purpose statement:** To minimize the risk of transmission of a communicable disease or illness to patients, preceptors, and students in clinical settings when an athletic training student becomes ill.

**Policy Statement:**

Prior to engaging in the clinical portion of the Athletic Training Program, all students must have an immunization record on file at the Wellness Center. This record should include Hepatitis B, Measles, Mumps, Rubella, Tetanus, and Diphtheria. Additional requirements may be established by clinical sites, and students must adhere to these additional requirements to be eligible for placement at that clinical site. All immunizations and related costs are the responsibility of the individual student.

Blood borne pathogen training sessions for admitted students are done annually at the start of each fall athletic camp. Records for these training sessions are retained by the program.

An athletic training student suffering from any of the following symptoms should notify their supervising preceptor and clinical education coordinator at their earliest ability and prior to attending any clinical rotations:

-  fever, respiratory illness, flu-like symptoms, nausea, and body aches
-  Rash of unknown origin
-  COVID-like symptoms

The athletic training student should consider obtaining care from their healthcare provider or the Dyson Wellness Center staff. Students must follow the recommendations of their healthcare provider regarding returning to clinical experiences, or must remain away from others until they are asymptomatic. Documentation of health status must be provided to the clinical education coordinator upon request prior to returning to clinical rotations.

If a student has had a fever, the student must be fever free without the support of antipyretic medications for 24 hours before returning to clinical rotations.

A preceptor or clinical education coordinator has the right to remove a student from their clinical rotation site if the preceptor feels that the student is likely ill with a communicable disease or illness.

**I have read and agree to abide by the Athletic Training Program Communicable Disease/Illness Policy.**

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Student Name

\_\_\_\_\_  
Program Faculty Signature

\_\_\_\_\_  
Date

## Blood Borne Pathogen Policy and Procedures

**Policy:** Blood-Borne Pathogen Policy.

**Effective date:** August 1, 2021 and continuing until revised.

**Applies to:** Admitted athletic training students engaged in clinical rotations.

**Purpose statement:** To communicate risks and minimize the risk of transmission of a blood borne pathogen to patients, preceptors, and students in clinical settings.

**Related documents:** CAATE 2020 standards (26, 27E, 29, 66), Blood borne Pathogen/OSHA Compliance Statement, Post-Exposure Plan, Posted BBP Policy in athletic training facilities.

### Policy Statement:

#### Procedures for blood borne pathogen training (26C):

- ☞ Pre-admission observation students are required to view educational information and complete a content knowledge assessment to the athletic training program director before being allowed to perform pre-admission observation hours.
- ☞ Admitted Students will be required to complete the blood borne Pathogen (BBP) training session **prior to** beginning their clinical observation experience. This training will be offered in MATR 525 and annually at the beginning of fall semesters. This training will include information regarding blood borne pathogens, how to protect oneself, and training on how to use North Central College's exposure control plan. Students admitted to the program are provided annual training at the preseason review and will attest to the BBP/OSHA Compliance Statement annually.
- ☞ Students completing on and off-site rotations are required to discuss BBP policies and procedures at the earliest orientation session, and will submit signed documentation of such conversation at the beginning of the clinical rotations.

#### Post-Exposure Plan:

- ☞ The post-exposure plan has been developed and approved by College Administration.
- ☞ The post-exposure plan is provided to students in the athletic training student handbook, and is available on the ATrack™ site, and in each on campus athletic training facility to be completed in the event of an exposure to BBP.
- ☞ Post-exposure will include referral to emergency department for testing of party(ies) follow-up testing and prophylaxis as needed. Records will be preserved in accordance with OSHA guidelines

#### Posted Procedures:

- ☞ Policies for protection from BBP and procedures to minimize risk are posted in each of the on-campus athletic training facilities. Athletic training students are to familiarize themselves with the posted policy in the facility or athletic training medical kit, which is to be with the student at all clinical experiences.
- ☞ Access to barriers, controls, and handwashing facilities: Students are provided with a one-way valve pocket CPR mask, glove canister, gloves, and face and eye shield upon admission to the program prior to beginning clinical rotations. Students have ad libitum access to the above listed equipment in each campus athletic training facility.
- ☞ Handwashing facilities are to be located by the student upon arrival to each facility. In the event that hand washing facilities are remote, an alcohol-based hand-sanitizer should be used until proper hand washing facilities are available. Posted hand washing procedures should be followed.

### Blood Borne Pathogen/OSHA Compliance Statement

I understand that as healthcare students, athletic training students are at risk of exposure to blood borne pathogens including Hepatitis B (HBV) and Human Immunodeficiency Virus (HIV) via exposure to blood and other potentially infected bodily fluids. I understand the Universal Precautions and have been given information regarding: (1) modes of transmission; (2) risk of exposure; (3) ways to minimize or prevent risk of exposure. I will immediately report to my clinical preceptor and the athletic training program director if an exposure occurs. I understand that my risk of exposure can be minimized or prevented by following the principles of Universal Precautions, annual training, obtaining the Hepatitis B vaccine and frequent hand washing.

\_\_\_\_\_ I have received the Hepatitis B vaccination, mandated by my state. I realize that I must still follow the OSHA Guidelines and Universal Precautions in order to protect myself and others from the risk of exposure to blood borne pathogens.

\_\_\_\_\_ I have chosen not to receive the Hepatitis B vaccination series. I understand by declining the vaccine, I continue to be at risk for contracting Hepatitis B. I realize that I must still follow the OSHA Guidelines and Universal Precautions in order to protect myself and others from the risk of exposure to blood borne pathogens.

Potential areas of exposure and disease transmission, as well as techniques of transmission prevention, are documented and outlined in the North Central College Athletic Training blood borne Pathogen Policy. I have read, understand, and will follow the aforementioned policy. In addition, I understand that I must take part in an annual in-service program on OSHA guidelines and Universal Precautions in order to remain in the Athletic Training Program.

I hereby recognize that SDS information is available in clinical facilities and labs on campus and that exposure to hazardous materials should be managed by referencing the appropriate SDS.

**(Signatures/Attestations are maintained by the program for each year in the program- 27E)**

# North Central College Athletic Training Student Bloodborne Pathogen Post Exposure Collection and Plan

In the event of an athletic training student exposure to suspected blood borne pathogens, appropriate on-site disinfection and flushing of the exposed area should occur. After that has occurred, complete this form as soon as possible after that. The athletic training program director should be contacted as well.

Athletic Training Student Name

Source Name

Street Address

Address Line 2

City

State

Zip Code

Phone Number

Social Security Number

Date of Exposure

Date of Medical Evaluation

Location of Exposure

Circumstances Leading to Exposure

Referred for Testing

- Yes  
 No

If yes, where:

If no, reason



Source Information

Blood Test Date

Blood Analysis Result Date

Blood Analysis Result

Exposed Information

Blood Test Date

Blood Analysis Result Date

Blood Analysis Result

Institutional Representative Signature

Exposed Individual Signature

Date

Date

*Sample: This information is to be posted in all clinical sites.  
Please inform the clinical coordinator if you do not see this information in your site (26E).*

Facility Name: \_\_\_\_\_

**Blood Borne Pathogen Procedures:** These procedures will be followed to reduce the risk of exposure and infection from Blood Borne Pathogens.

**Standard Universal Precautions (26I):** All athletic trainers and athletic training students will utilize universal precautions, including utilizing PPE such as gloves, face shields, gowns and CPR masks when appropriate when dealing with suspected blood borne pathogens. Students will wash or sanitize their hands before and after patient encounters.

**Location of Personal Protective Equipment (PPE) in this facility:**

Disposable Gloves are located: \_\_\_\_\_

Barrier/Pocket Masks are located: \_\_\_\_\_

Face and Eye Shields are located: \_\_\_\_\_

Biohazard Containers are located: \_\_\_\_\_

Sharps Disposal Containers are located: \_\_\_\_\_

Hand Washing Facilities are: (check one)

\_\_\_\_\_ In this facility      \_\_\_\_\_ Remotely located at: \_\_\_\_\_

If an exposure to BBP occurs:

- Clean the contaminated area well with soap and water
- Flush exposures to the mouth and nose with water
- Irrigate exposures to the eyes with saline or irrigant for 20 minutes
- Athletic training students are to contact the athletic training program director immediately. A post-exposure evaluation form must be completed and the post-exposure plan will be implemented.










**Hand Washing Procedures:** Staff members and students must wash their hands before and after contact with each patient, even if wearing gloves.

- Wash hands thoroughly with warm water and soap up to your mid-forearm using a frictional rotation motion for 15-30 seconds
- Rinse hands thoroughly without touching sides of sink basin
- Before turning off water, dry hands with a clean paper towel and discard
- Turn off faucet using a clean paper towel rather than direct hand contact

Always wash your hands and other exposed skin immediately upon contact with blood, body fluids, excretions or secretions. Exercise caution and minimize handling when removing soiled gloves or protective gear.

**Clinical Site Orientation Policy (26H, 26J, 26K, 29)**

At the beginning of each new clinical assignment, rotation, or internship, the following procedures are to be reviewed with the preceptor:

-  Goal setting and review of student goals.
-  Determination of schedule of clinical experience hours.
-  Determination of preferred communication modes (text messaging, email, etc).
-  Review of site-specific dress code and nametag policy.
-  Review of site specific Emergency Action Plan (EAP)/Critical Incident Response Plan for each venue and location of EAP for immediate access in the event of an emergency.
-  Review of site-specific Blood Borne Pathogen plan, including location of PPE, sanitation station, and exposure plan and radiation exposure plan (as applicable).
-  Review of site specific Communicable and Infectious Disease Policy.
-  Review of site-specific Confidentiality and Patient Privacy measures.
-  Review of an orientation to documentation practices and expectations.

When the above has been discussed, both parties are to sign below, attesting to the content of the orientation meeting. The signed form is to be returned to the clinical education coordinator on or before the first day of the relevant clinical course.

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

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

**NOTE: This may be completed within ATrack**



**Appendix A. Link to CAATE Standards**

[Link to CAATE Standards](#)

**Appendix B. Professional Behaviors Inventory**

This assessment will be completed on each student, each semester, and the results will be provided to students at the end of the semester. Students may be required to meet with faculty to discuss the results of this inventory.

	<b>Critical Deficiencies:</b> Demonstrates behaviors that are not consistent with development of a healthcare professional. Needs immediate attention.	<b>Level 1:</b> Demonstrates behaviors of an early learner. Some attention is needed in this area would strengthen growth as a healthcare professional.	<b>Level 2:</b> Demonstrates behaviors of a learner who is advancing and demonstrating improvement in performance related to this area.	<b>Level 3 (Ready for Unsupervised Practice):</b> Demonstrates behaviors of an individual who is ready for unsupervised practice. This area is consistent with the behaviors of a certified athletic trainer.
Time Management				
Organizational Skills				
Engagement/Self-Directed Learning				
Professional Reasoning/Problem-Solving				
Written Communication				
Verbal Communication and Non-Verbal Communication				
Observation Skills				
Participation in the Supervisory Process				
Professional and Personal Boundaries				
Professional Attire				
Other:				

Comments: