

Erskine College Athletic Training Education Program



Athletic Training Student Policy and Procedures Manual

2011-2012

ATS Manual Table of Contents

Introduction

Mission Statement.....	4
The Athletic Training Profession.....	4
Program Goals and Outcomes.....	4

Admission Standards

Introduction.....	5
Application Criteria.....	5
Selection Criteria.....	5
Transcripts.....	5
Interview Process.....	5
Conditional Acceptance and Probation.....	6
Technical Standards for Admission.....	6

Application Process

Directed Observer Expectations.....	8
Transfer Candidates.....	8
Non-discrimination Statement.....	8
Application packet.....	8
Accepted students.....	8
Late Applicants.....	8

Academics

Course Descriptions.....	9
Retention and Graduation.....	9
Recommended Course Sequence.....	10
Advising Sheet.....	11
Clinical Education.....	12
Approved Clinical Sites and ATEP Required Costs.....	12
Description of Clinical Education.....	12
Clinical Proficiencies.....	12
Documentation of Hours.....	12
Clinical Supervision.....	13
ATS Expectations.....	13
Course Progression and Incomplete Grades.....	13
Performing Skills On Patients.....	14
Continuing Evaluation and Assessment.....	14
NATA Membership.....	14

ATEP Policies and Procedures

Code of Conduct.....	14
ATS/Patient.....	14
ATS/Coach.....	15
ATS/Medical Personnel.....	15
General Behavior.....	15
HIPAA/Confidentiality.....	15
Attendance and Punctuality.....	16
Scheduling.....	16
Dress Code/Personal Appearance.....	16
Differing Opinions.....	17
ATS Welfare.....	17
ATS Health Policy.....	17

Bloodborne Pathogen Policy.....	17
Continued Training.....	18
Requirements for Field Experience.....	19
Discipline Process.....	19
Academic Misconduct.....	19
Grievance Process.....	19
Liability Insurance.....	19
Policy on Participation in Intercollegiate Athletics.....	20
Post-Graduation Expectations.....	20
Summary of Erskine Athletic Training Policies and Procedures	
Athletic Training Center Rules.....	20
Athletic Training Center Procedures.....	21
Hours of Operation.....	21
Treatment Procedures.....	21
Field Setup.....	21
Treatment Documentation.....	21
Evaluation Documentation.....	22
Cleaning/Maintenance Procedures.....	22
Drug Testing.....	22
Transporting Athletes.....	22
Inclement Weather.....	22
OTC Drug Distribution.....	23
Referral Procedures.....	23
Insurance Procedures.....	23
Privacy and the Health Insurance Portability and Accountability Act (HIPAA).....	23
Universal Precautions.....	23
Exposure Control Procedures.....	24
Important Phone Numbers.....	24
Emergency Procedures	
Introduction.....	25
Scope of Coverage.....	25
Chain of Command.....	25
Procedures.....	25
Emergency Action Steps.....	26
Facility Specific Information.....	27
Appendix A	
NATA Code of Ethics.....	28
Appendix B	
BOC Standards of Professional Practice.....	30
Appendix C	
SC State Practice Act.....	34
Appendix D	
Policy on Participation in Intercollegiate Athletics.....	38
Appendix E	
Communicable Disease Policy.....	39
Appendix F	
Clinical Supervision Policy.....	40
Signature and Agreement	41

INTRODUCTION

Mission Statement

The Erskine College Athletic Training Education Program exists to provide the opportunity for athletic training students to prepare for a career as a certified athletic trainer. This is accomplished through providing an environment that emphasizes quality learning through extensive didactic and clinical experiences, enabling athletic training students to integrate knowledge and moral values in preparation for a life of service to God, society, and the athletic training profession. Through these experiences, the student will be prepared to complete the national certification examination and become competent entry level professionals.

The Athletic Training Profession

An athletic trainer is a qualified allied health care professional educated and experienced in the management of health care problems associated with sports participation. In cooperation with physicians and other allied health care personnel, the athletic trainer functions as an integral member of the athletic care team in secondary schools, colleges and universities, professional sports programs, sports medicine clinics, and other athletic health care settings. The athletic trainer functions in cooperation with medical personnel, athletic administrators, coaches, and parents in the development and coordination of efficient and responsive athletic health care delivery systems. The athletic trainer's professional preparation is directed toward the development of specified competencies in the following domains: prevention, recognition and evaluation, management and treatment disposition, rehabilitation, organization and administration, and education and counseling. Through a combination of formal classroom instruction, clinical education, and field experience, the athletic trainer is prepared to apply a wide variety of specific health care skill and knowledge within each of the domains.

(CAATE Standards and Guidelines - Athletic Trainer)

Program Goals

1. Athletic training students will successfully challenge the BOC exam.
2. Athletic training students will be able to perform athletic training skills at a competent level.
3. Athletic training students will retain knowledge and skills over time.
4. Athletic training students will be highly competent entry level professionals.
5. Athletic training students will obtain employment opportunities and/or entrance into graduate programs of study.

Program Outcomes

1. Students/graduates will achieve a BOC Exam pass rate of at least 75% on the first attempt 100% on the second attempt.
2. Each student will have a minimum mean evaluation score in the Junior year of 3 on a 4 point Likert scale for each survey item on the ACI Evaluation of ATS and a minimum mean evaluation score in the Senior year of 3.5 on a 4 point Likert scale for each survey item on the ACI Evaluation of ATS.
3. Graduates will rate themselves at a 4 on a 5 point Likert scale for all survey items on returned Graduate Surveys and a minimum score of 4 on a 5 point Likert scale for all survey items on each returned Graduate Survey.
4. Employers of graduates will rate graduates at a minimum score of 4 on a 5 point Likert scale for all survey items on each returned Survey of Graduate Employers.
5. Each graduate will obtain entrance to graduate school in a program of his/her choice and/or employment in a setting of his/her choice.

ADMISSION STANDARDS

Introduction

Admission to the ATEP is competitive and requires the following: Completion of PE 216 and PE 226 with a B or higher; a minimum of 60 observation hours under the supervision of the Erskine College Athletic Training Staff; a minimum GPA of 2.5; completed application materials; and an interview. The number of students accepted into the ATEP is limited yearly according to the number of clinical instructors and attrition within the program. The number of students selected may vary year to year due to the caliber and number of applicants and the number of clinical instructors available. Minimum criteria completion will not always guarantee admission. For BOC certification, the ATEP requirements and BOC examination must be successfully completed. The Erskine College ATEP follows the nondiscrimination policy of Erskine College and Seminary, which can be viewed at <http://www.erskine.edu/faculty-staff/jobsHR.html>

Application Criteria

Admission to the ATEP is competitive and requires the following:

1. Completion of PE 216 and PE 226 with a B or higher
2. a minimum of 60 hours under the supervision of the Erskine College Athletic Training Staff
3. a minimum GPA of 2.5
4. completed application materials
5. ATEP recommendation forms
6. signed copy of technical standards
7. an interview with ATEP staff and students

Transfer students may apply to the ATEP in the fall or spring semester if the admission criteria are met. The number of students accepted is limited according to the number of clinical instructors and attrition within the major. Standards for admission may vary year to year due to the caliber and number of applicants. Therefore, meeting the minimum criteria does not guarantee admission. Credit for previous coursework is evaluated by the college Registrar and the ATEP Director.

Selection Criteria

1. Students will be accepted into the ATEP based on the following:
2. Grade point average in pre-requisite courses
3. Overall grade point average
4. Interview
5. Athletic Training Center observation
6. Essay
7. Recommendations
8. Application packet presentation
9. Signed copy of the Technical Standards
10. Final transcript
11. Copy of Professional Rescuer CPR/AED Certificate

Transcripts

Candidates for application must submit transcripts at the conclusion of the semester of application.

Interview Process

All candidates will participate in a professional interview process with the Erskine College ATEP Faculty and Staff, as well as Senior athletic training students.

Conditional Acceptance and Probation

A candidate who meets all admission criteria but the 2.5 GPA may be accepted conditionally. The ATS will then be required to maintain a cumulative GPA of 2.25 and an ATEP GPA of 2.5. If the ATS fails to meet these requirements, s/he will be placed on probation (see the section on Retention, page 11).

Technical Standards for Admission

History and Rational

The landmark Americans with Disabilities Act of 1990, P.L. 101-336 ("ADA" or "the Act"), enacted on July 26, 1990, provides comprehensive civil rights protections to qualified individuals with disabilities. The ADA was modeled after Section 504 of the Rehabilitation Act of 1973, which marked the beginning of equal opportunity for persons with disabilities. As amended, Section 504 "prohibits all programs or activities receiving federal financial assistance from discrimination against individuals with disabilities who are 'otherwise qualified' to participate in those programs." With respect to post-secondary educational services, an "otherwise qualified" individual is a person with a disability "who meets the academic and technical standards requisite to admission or participation in the recipient's education program or activity."

Under the Americans with Disabilities Act, Title II and Title III are applicable to students with disabilities and their requests for accommodations. Title II covers state colleges and universities. Title III pertains to private educational institutions; it prohibits discrimination based on disability in places of "public accommodation," including undergraduate and postgraduate schools.

Given the intent of Section 504 and the ADA, the development of standards of practice for a profession, and the establishment of essential requirements to the student's program of study, or directly related to licensing requirements, is allowable under these laws. In applying Section 504 regulations, which require individuals to meet the "academic and technical standards for admission," the Supreme Court has stated that physical qualifications could lawfully be considered "technical standard(s) for admission."

Institutions may not, however, exclude an "otherwise qualified" applicant or student merely because of a disability, if the institution can reasonably modify its program or facilities to accommodate the applicant or student with a disability. However, an institution need not provide accommodations or modify its program of study or facilities such that (a) would "fundamentally alter" and/or (b) place an "undue burden on" the educational program or academic requirements and technical standards which are essential to the program of study.

The Athletic Training Education Program at Erskine 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 Athletic Training Education Program establish the essential qualities considered necessary for students admitted to this program to achieve the knowledge, skills, and competencies of an entry-level athletic trainer, as well as meet the expectations of the program's accrediting agency (Commission on Accreditation of Athletic Training Education (CAATE)). The following abilities and expectations must be met by all students admitted to the Athletic Training Education Program. In the event a student is unable to fulfill these technical standards, with or without reasonable accommodation, the student will not be admitted into the program.

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

Candidates for selection to the Athletic Training Education Program must demonstrate:

- the mental capacity to assimilate, analyze, synthesize, integrate concepts and problem solve to formulate assessment and therapeutic judgments and to be able to distinguish deviations from the norm;
- 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;
- the ability to communicate effectively and sensitively with patients and colleagues, including individuals from different cultural and social backgrounds; this includes, but is not limited to, the ability to establish rapport with patients and communicate judgements and treatment information effectively. Students must be able to understand and speak the English language at a level consistent with competent professional practice;
- the ability to record the physical examination results and a treatment plan clearly and accurately;
- the capacity to maintain composure and continue to function well during periods of high stress;
- the perseverance, diligence and commitment to complete the athletic training education program as outlined and sequenced;
- flexibility and the ability to adjust to changing situations and uncertainty in clinical situations;
- affective skills and appropriate demeanor and rapport that relate to professional education and quality patient care.

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

The Erskine College ADA Compliance Officer 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 University will determine whether it agrees that the student can meet the technical standards with reasonable accommodation; this includes a review a whether the accommodations requested are reasonable, taking into account whether accommodation would jeopardize clinician/patient safety, or the educational process of the student or the institution, including all coursework, clinical experiences and internships deemed essential to graduation.

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

Signature of Applicant _____ Date _____

Alternative statement – students should sign below only if requesting accommodations.

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 Academic Office in Belk Hall 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 _____

APPLICATION PROCESS

Directed Observer Expectations

All candidates applying for admission to the ATEP must complete 60 hours of directed observation per the ATEP admission standards. Each candidate will be expected to follow all policies and procedures as stated in this manual, including the code of conduct. Observation students may not perform any skills on patients, but are expected to actively observe the athletic training staff and students as they fulfill their various responsibilities.

Transfer Candidates

Transfer students may apply to the ATEP in the fall or spring semester if the admission criteria are met. Credit for previous general education coursework is evaluated by the college registrar and the ATEP Director. Clinical courses are not transferable.

Non-discrimination Policy

In compliance with the EOE/Title IX/Section 504/ADA Statement (Non-Discriminatory Statement), Erskine College does not discriminate on the basis of race, sex, color, religion, national origin, age, disability, or veteran status in provision of education opportunities or employment opportunities and benefits. Erskine College does not discriminate on the basis of sex or disability in the education programs and activities which it operates, pursuant to the requirements of Title VI of the Civil Rights Act of 1964, as codified in 42 U.S.C. 2000D; Title IX of the Education Amendments of 1972, Pub. L. 92-318; the Americans with Disabilities Act of 1990, Pub. L. 101-336; and the Age discrimination in Employment Act. This policy extends to employment by and admission to the college and admission to the ATEP. If an ATS believes s/he is the victim of discrimination, s/he should consult The Pilot (p. 46, available at www.erskine.edu) to determine appropriate actions to take.

Application Packet

Each candidate wishing to apply for admission to the ATEP must complete and submit an ATEP Application Packet for consideration. This may be obtained, upon request, from the ATEP Director. All materials must be completed and submitted to the ATEP Director by the posted date each spring. Any questions regarding the application process should be directed to the ATEP Director.

Accepted Students

Once a student has been accepted into the ATEP, s/he must submit documentation of a physical examination and up to date immunization record prior to taking sophomore level ATEP courses. Copies of these documents may be obtained from the Erskine College Infirmary.

Late Applicants

A freshman who decides late that s/he will apply to the ATEP (too late to register for PE 216 and PE 226 during the freshman year) must complete the following criteria in order to be considered for admission:

- Enroll in PE 216 and 226 as directed studies over the summer, and complete them with a grade of B or better.
- Submit a spring transcript with minimum 2.5 gpa in at least 24 hrs.
- Complete 30 observation hours by the first day of the fall semester.
- Submit 2 rec forms (one from a professor)

- Complete CPR/AED for the Prof. Rescuer and First Aid cert by the time he/she reports to campus to begin observation hours
- Complete the 216 and 226 manuals and the remaining 30 hours by Oct. 30.
- Participate in an interview in September (date/time TBD).
- Submit all application materials by Oct. 1, including documentation of all these requirements.

ACADEMICS

Course Descriptions

Descriptions of all required and elective courses may be found in the Erskine College Academic Catalog, online at <http://www.erskine.edu/academics/Catalog10-11.pdf>. The ATS must be familiar with all course syllabi and frequently refer to them for course information. In addition, the ATS should take an active role in planning his/her academic schedule with the ATEP Director.

Retention and Graduation

Should an athletic training student's GPA fall below the minimum 2.5 ATEP GPA or a 2.25 cumulative GPA, the athletic training student will be placed on ATEP probation for one semester. If the athletic training student does not make appropriate progress toward improving the GPA to the minimum 2.5, the athletic training student will be reevaluated for dismissal from the ATEP. The ATS will be removed from academic probation once his/her GPA rises above the required level. If the athletic training student does not make acceptable progress toward improving the GPA toward the minimum standard, the athletic training student will be reevaluated for dismissal from the ATEP. Acceptable progress is a minimum semester ATEP GPA of 2.5 for a student with a GPA of 2.4 to 2.49, or a minimum semester ATEP GPA of 2.7 for a student with a GPA below 2.4. Appeals may be made to the Health and Human Performance Department (chaired by Dr. Gid Alston). The decision of the HHP Dept. can be appealed to the College Committee on Discipline and Appeals. If the student disagrees with the outcome of this appeal, a final appeal may be made to the Presidential Appeals Committee. For more information on the appeals process, see The Pilot (student handbook). Students must graduate with a minimum ATEP GPA of 2.5 and a minimum cumulative GPA of 2.25 in order to earn the endorsement of the ATEP Director, which is necessary to sit for the BOC Exam. For BOC certification, the ATEP requirements and BOC Exam must be successfully completed.

Recommended Course Sequence

Freshman Fall

BG 101	Biology	4
ES 101	Erskine Seminar	3
CC010	Computer Fluency	0
MA 107	Math	3
GE/FR/SP	Modern Language	3 ¹
Physical Activity Class		1
<i>Total</i>		<i>14</i>

Freshman J-Term

PE 201	School & Com. Health	3
--------	----------------------	---

Freshman Spring

BG 211	Anat & Phys II	4
PE 216	Emergency Response	2
PE 226	Intro to AT	2
EN 102	Composition	3
GE/FR/SP	Modern Language	3
<i>Total</i>		<i>14</i>
<i>Freshman Total</i>		<i>31</i>

Sophomore Fall

PE 229	Orthopedic Assessment I	3
PE 231	Clinical 1 (ER)	1
PE 240	Modalities	2
PE 241	Modalities Lab	1
BG 210	Anat & Phys I	4
PY 201 ²	General Psychology	3
<i>Total</i>		<i>14</i>

Sophomore J Term

Winter Term Course	3
--------------------	---

Sophomore Spring

PE 230	Orthopedic Assessment II	3
PE 232	Clinical 2 (UE)	1
PE 242	Therapeutic Exercise	2
PE 243	Ther Ex Lab	1
	Elective or Minor	3
EN	Literature	3
<i>Total</i>		<i>13</i>
<i>Sophomore Total</i>		<i>31</i>

Junior Fall

PE 340 ²	Medical Aspects	4
PE 317	Nutrition	3
PE 365	Clinical 3 (LE)	2
PH 110 or CH 101		4
BR 125	Old Testament	3
<i>Total</i>		<i>16</i>

Junior J Term

Winter Term Course	3
--------------------	---

Junior Spring

PE 342	Organ. & Admin.	2
PE 366	Clinical 4 (GM)	2
PE 402	Kinesiology	3
HS 102 or 103	World Civ	3
BR 126	New Testament	3
	Elective	3
<i>Total</i>		<i>16</i>
<i>Junior Total</i>		<i>35</i>

Senior Fall

PE 403	Exercise Physiology	3
PE 423	Field Experience	2
	Elective	3
HS 101	World Civ	3
MA 205	Elementary Stats	3 ³
<i>Total</i>		<i>14</i>

Senior J Term

J 30	Field Experience	1
------	------------------	---

Senior Spring

PE 417	Ex & Wt Control	3
PE 425	Senior Seminar	1
PE 426	Advanced AT	1
SO 101	General Sociology	3
	Art, Music, Drama	3
	Elective	3
<i>Total</i>		<i>14</i>
<i>Senior Total</i>		<i>29</i>

<i>4 Year Total</i>		<i>124</i>
---------------------	--	------------

¹A minimum of 3 hrs is required through the 102 level

²PY 201 is a prerequisite for PE 340 (Fall, Junior year)

³MA 205 is recommended, not required

Advising Sheet

Name: _____

Minor: _____

Graduation Date: _____

Career Plans: _____

Liberal Arts Core (12 hours)

ES 101 (3) _____

EN 102/103 (3) _____

EN 200/300 level (3)¹ _____

AR 200/MU203 (3) _____

¹ EN 201, 202, 205, 206, 215, 216, 302, 303, 306, 317, 318 all meet this requirement

Civilization and Diversity (18 hours)

BR 125 (3) _____

BR 126 (3) _____

HS 101 (3) _____

Hs 102/103 (3) _____

Modern Language (3) _____

through 102 _____

Mathematical Tools (3 hours)

MA 107/141 (3) _____

Individual/Social Awareness (10 hrs)

PE 201 (3) _____ Major Course

PY 201 (3)² _____

SO 101 (3)³ _____

²PY 201 is a prerequisite for PE 340 (fall Junior year)

³(BA 221/222 or PO 101 can be substituted)

Physical Activity (1) _____

Winter Term Courses (9-12 hours)⁴

⁴Two must be unique to Winter Term

Natural World (8 hours)

BG 210⁵ (4) _____

BG 211⁵ (4) _____

Additional Lab Course

(4 hours) _____

Electives or Minor Classes (13-16 hours)

- CH 101 and PH 110 recommended – 8 hours

- Biology minor requires 20 BG hours

Major Classes (48 hours)

PE 201 (3) _____

PE 216 (2) _____

PE 226 (2) _____

PE 229 (3) _____

PE 230 (3) _____

PE 231 (1) _____

PE 232 (1) _____

PE 240 (2) _____

PE 241 (1) _____

PE 242 (2) _____

PE 243 (1) _____

PE 340 (4)² _____

PE 342 (2) _____

PE 365 (2) _____

PE 366 (2) _____

PE 317 (3) _____

PE 402 (3) _____

PE 403 (3) _____

PE 417 (3) _____

PE 423 (2) _____

PE 425 (1) _____

PE 426 (1) _____

J-30 (1) _____

124 Hours Required for Graduation

Total After:

Freshmen Year _____

Sophomore Year _____

Junior Year _____

Senior Year _____

Total Hours _____

Clinical Education

Approved Clinical Sites and ATEP Required Costs

Athletic training students may be assigned to one of several approved clinical sites, and to an approved clinical instructor. *All athletic training students are required to fund their transportation to off-campus clinical sites.* Special considerations for meal replacement may be discussed with the ATEP Director and/or the Director of Dining Services. ATs will have regular interaction with the Medical Director, Mark Leski, MD during clinical rotations with Erskine Athletics. ATs are expected to behave professionally and respectfully toward Dr. Leski, and to view him as a faculty member and an expert resource.

The athletic training student's field experience will include a combination of the following:

1. Erskine College athletics and Athletic Training Center
2. High school athletics
3. Sports medicine clinics / rehabilitation centers
4. Family physician offices
5. Orthopedic offices
6. Other Allied Health Care facilities
7. Local colleges and universities

Description of Clinical Education

AT Students complete Clinical I and II (PE 231 and 232) during the sophomore year. These courses include rotations with three on-campus ACI's, and require a minimum of 90 clinical hours for one semester hour credit. PE 231 has an emergency care focus, and PE 232 has an upper extremity focus. AT students complete Clinical III and IV (PE 365 and 366) during the junior year. Each of these courses includes assignment to one ACI during a full season of athletic team coverage, and requires a minimum of 180 clinical hours for two semester hour credits. PE 365 has a lower extremity focus and PE 366 has a general medical focus, and thus includes a General Medical Clinical Rotation at Due West Family Medicine requiring a minimum of 30 hours.

AT students complete Clinical V and VI (PE 423 and 426) during the senior year. PE 423 is equipment intensive, and is performed under an ACI covering tackle football and/or men's lacrosse at a high school or college. PE 426 focuses on O&A/professional development topics, and involves daily athletic training room coverage under the supervision of Erskine College ACI's.

Clinical Proficiencies

Each clinical course has certain Clinical Proficiencies (CP) assigned to it. These CPs involve the integration of knowledge, skills, and decision making into specific tasks the competent athletic trainer must perform. The information required to successfully perform CPs is taught in courses prior to the demonstration of the CP by the student. Clinical Manuals are used to document that the student successfully demonstrates each clinical proficiency. Each clinical course syllabus provides dates by which clinical proficiencies must be successfully demonstrated. All clinical proficiencies must be successfully demonstrated for the student to progress to the next group of courses in the course progression. In general, the course instructor will provide time during class meetings, or will schedule time outside of class meetings, for the student to demonstrate clinical proficiency. CPs may not be demonstrated in the ATR during times when patient care is being provided, unless an exception is made by the ACI.

Documentation of Hours

All athletic training students will be required to complete and document at least 900 hours of approved clinical experience, supervised by an approved clinical instructor in order to qualify for graduation. These hours are broken down as follows: Sophomore - 180 hours, Junior - 360 hours,

Senior - 360 hours. The ATS is not required to complete more than 20 hours during any given week, but may choose to do so. All hours must be documented on forms provided by the Clinical Coordinator, and signed on a daily basis by the supervising ACI. Completed forms must be re-submitted to the Clinical Coordinator no later than the 5th day of the following month. Failure to submit by the deadline will be considered a clinical violation. An ATS may not receive credit for clinical hours if s/he does not actively participate during those hours or if s/he does not request the ACI's signature in a timely manner. An ACI, upon his or her discretion, may refuse to sign hours documentation with due cause.

Clinical Supervision

ATSs must be supervised at all times during clinical experiences, particularly during any kind of patient contact. This includes during athletic training room hours, and all other on- and off-campus clinical experiences. ATS's must read and sign the Clinical Supervision Policy (Appendix F), and submit it to the Program Director prior to participating in clinical hours.

ATS Expectations

ATSs are expected to participate fully in all clinical experience activities, and to complete with enthusiasm, the tasks and duties assigned by the ACI. This includes being present, on time, and prepared for clinical hours as scheduled with the ACI. ATSs must communicate with ACIs in a timely fashion in the event that the ATS must be late or absent from clinical responsibilities. ATSs must take responsibility for asking questions and gaining clarification about concepts that may be difficult or not easily understood. **It is essential for students to take initiative to complete tasks without being assigned and with a positive attitude.** This includes tasks that the student may do independently, such as washing and folding laundry, preparing coolers/water bottles for practices, restocking taping supplies, cleaning, and putting away the golf cart. In addition, documenting treatment and rehabilitation in SimTrak injury tracking software is a collaborative effort among athletic training staff and ATSs, and is also a Clinical Proficiency students must demonstrate. ATSs should take initiative to assist the ACI in recording daily patient notes in SimTrak.

ATSs are also expected to mentor and instruct students at lower levels in the program. This interaction is viewed as essential to proper growth and development of each ATS. ATSs are expected to be present for all scheduled clinical hours, which in general entail all practices and games covered by the ACI. There may be scheduled exceptions to this, and ATSs are permitted to ask to be excused from clinical hours occasionally to study for tests, attend family functions, etc. ACIs are encouraged to be flexible in granting the ATS time off to study for tests, attend family functions, etc., provided that the ATS has been meeting clinical course expectations as defined in the course syllabus and in this manual. ATSs are expected to be engaged during all clinical experiences, whether on- or off-campus. This means that the student should be observing the ACI, and should be ready to participate when instructed to do so. Part of the rationale for the 900 clinical hours required is for students to be present to experience valuable clinical scenarios that cannot be planned.

Course Progression and Incomplete Grades

The ATEP Course Progression (page 10) must be followed in order to maintain compliance with CAATE Accreditation Standards. As such, the AT Student must pass every course in a given semester in order to progress to the set of courses for the following semester. *If an AT Student fails an athletic training course, s/he will not be permitted to take the next group of courses until s/he completes the course satisfactorily.* This may be done via directed study in the summer, when faculty are available to supervise the course during the summer term. Grades of "incomplete" will only be given in extenuating circumstances, with documentation. Failure to complete required clinical hours for a clinical course will result in failure of the course. A grade of incomplete will not

be given unless documentation of extenuating circumstances, such as a family or medical emergency, is provided.

Performing Skills on Patients

At no point in time shall any ATS perform duties or activities in which s/he has not demonstrated competency (which must be documented), and ***at no time shall these duties or activities be performed without the supervision of an approved clinical instructor***. ATS's cannot "cover" an athletic practice or event without an ACI. If an ATS does find him/herself unsupervised, s/he will act only as First Responders, providing emergency first aid and basic life support as outlined by the American Red Cross, provided that the ATS is certified through the American Red Cross. If the ATS finds him/herself consistently in this position, s/he should immediately notify the Clinical Coordinator or ATEP Director. Students not enrolled in the ATEP (including freshmen observation students planning to major in athletic training) ***may not*** perform skills on patient at any time.

Continuing Evaluation and Assessment

Every semester, the ATS is evaluated by one or more ACIs. The ACI completes a written, standard evaluation form, and reviews the evaluation with the ATS. Both ATS and ACI sign the evaluation form, which is submitted to the ATEP Director or Clinical Coordinator in a timely fashion. These evaluations are intended as constructive criticism, and will be held to the highest standards of confidentiality. ATSs are expected to consider input from these evaluations and seek to improve their performance under the direction of ACIs.

At the completion of each clinical course, the ATS completes an evaluation of the approved clinical instructor and the clinical site. These evaluations are used to improve the clinical education components of the ATEP, as detailed in the ATEP Master Assessment Plan.

NATA Membership

Athletic training students are strongly encouraged to become members of the NATA during their second (Jr.) year in the ATEP. Iota Tau Alpha (ITA) pays NATA dues for students (\$73 for the year, prorated dues can be viewed at <http://www.nata.org/membership/dues.htm>). Benefits of becoming an NATA member include SCATA membership, NATA News, online access to the Journal of Athletic Training and NATA Career Center, eligibility for scholarships, among others. The list of benefits can be viewed at <http://www.nata.org/membership/benefits.htm>.

ATEP POLICIES AND PROCEDURES

Code of Conduct

Athletic Training Students are expected to conduct themselves in a professional manner at all times. They must also remember that they are representatives of Erskine College and the ATEP at all times, whether on-or off-campus. They are expected to abide by the NATA Code of Ethics, available online at http://www.nata.org/codeofethics/code_of_ethics.pdf (see Appendix A).

ATS/Patient

Athletic training students must conduct themselves in a professional manner at all times, and abide by the NATA Code of Ethics (See Appendix A). At no time should they engage in conduct that would undermine patients' confidence or cause a conflict of interest in patient care. This includes questionable social interaction with patients during or outside of the clinical assignment. Inappropriate comments, whether made to the patient or to a peer about a patient, will not be tolerated and will result in disciplinary action. When in doubt, the student should ask "will my actions strengthen or weaken the patient's professional opinion of me?" The answer should guide student conduct.

While it is discouraged, it is foreseeable that students may have significant social/romantic relationships with student-athletes. It would be a clear conflict of interest for an ATS to serve in a clinical rotation providing care to a student-athlete with whom s/he has such a relationship. Therefore, athletic training students should notify the Clinical Coordinator in the event of such a situation. Romantic relationships with athletes in the clinical setting are strongly discouraged and may warrant disciplinary action and possible removal from your clinical site. Disciplinary action ***will be taken*** in the event that an ATS's decisions regarding relationships with student-athletes result in complaints to ACIs, coaches, or other athletics personnel. ACIs reserve the right to send an ATS from the clinical site and to refuse to sign clinical hours if s/he feels an ATS is exhibiting inappropriate behavior with or toward a student-athlete.

ATS/Coach

It is important that athletic training students develop professional relationships with the coaches of teams with which they work. Romantic involvement with a coach is prohibited and will result in disciplinary action, including, but not limited to, removal from the clinical site.

Generally, the ACI is responsible for communicating with the coaches, although athletic training students may be required to do so on occasion. The ATS should discuss how to handle coaches' questions with his/her ACI. Generally, athletic training students' interaction with coaches should increase with their clinical experience. Occasionally such interactions can present difficulties. If an ATS has difficulty with a coach or athlete, s/he should make this known to the clinical supervisor immediately. Most problems can be resolved if approached early and appropriately.

ATS/Medical Personnel

ATSs must behave professionally when interacting with physicians and other medical professionals. Students are encouraged to ask questions when appropriate and to use appropriate medical and athletic training terminology.

General Behavior

The athletic training student should behave in an appropriate manner at all times and view his/her clinical time as a part of his/her education. Clinical time should be utilized as effectively as possible, and students should plan to be active, rather than idle. The ATS should be involved at all times, maintain a positive attitude, and take initiative in the care of the patients. Some general guidelines include but are not limited to:

1. Treatment and taping tables as well as rehabilitative equipment are for student-athlete use only. The ATS should not use these areas for personal use, including sitting or lying on tables.
2. No electronic devices (laptops, cell phones, iPods, etc.) may be used in the Athletic Training Room without the ACI's approval.
3. Upperclassmen are expected to delegate to underclassmen, and underclassmen are expected to take respectful and appropriate direction from upperclassmen.
4. All daily chores (laundry, water bottles/cooler clean-up, golf cart locked up, etc.) must be completed before leaving for the day.

Approved clinical instructors reserve the right to send an ATS from the clinical site and to refuse to sign clinical hours if s/he feels an ATS is exhibiting inappropriate behavior.

HIPAA/FERPA Confidentiality

There are strict regulations regarding confidentiality in an academic and medical setting. These regulations are set forth by the Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPAA). All ATSs will be required to sign a Clinical Confidentiality Agreement upon initiating observation or clinical hours.

Attendance and Punctuality

Athletic training students are expected to attend every class meeting for all courses, within and outside the department. Regular attendance is vital for success in the ATEP Curriculum. Absences due to Erskine College-sponsored activities, medical emergency, death in the family, etc will be given special consideration with proper notification. Students are responsible for timely communication with the instructor in the event that class attendance is not possible.

Erskine College ATEP Attendance Policy: *Each unexcused absence will result in a half letter grade deduction in the final grade. Two tardies equals one unexcused absence, and will result in a half letter grade deduction in the final grade. Six absences of any kind will result in failure of the course.*

Scheduling

Athletic training students should avoid scheduling courses if possible from 1:00 PM- 6:00 PM. If a course is only offered during this time slot, please discuss this with the ATEP Director prior to registration.

Dress Code/Personal Appearance

All ATs are expected to conduct themselves in a professional manner at all times. Personal conduct and appearance are considered to be an important aspect of preparing for a professional career in athletic training. All ATs are to follow the dress code policies below, unless otherwise specified by the approved clinical instructor.

All ATs must practice good hygiene and be concerned with personal appearance. The following rules are to be followed:

- a. Hair should be kept neat, at a sensible length and/or style, and out of the face/eyes.
- b. ATs are expected to use discretion to avoid being socially offensive with hairstyle, make-up, and jewelry. Heavy use of or strongly scented lotions, colognes, and perfumes are not to be worn in the ATR.
- c. Appropriate attire for the ATR or affiliated site is Erskine athletic training T-shirts, polos, sweatshirts, and khaki pants or shorts. Athletic Training shirts provided by affiliate sites may also be appropriate at those sites. All clothing must also be in good repair and free of holes, ripped/worn seams, stains, and excessive wrinkles. Furthermore, all clothing must be of an appropriate and professional fit.
 1. Jeans and gym clothes are not acceptable.
 2. All shorts must have at least a 5" inseam.
- d. All shirts must be tucked into the pants or shorts at all times. If polo shirts are not of a length to allow them to be tucked, then the ATs must wear a shirt underneath the polo that is to be tucked into the pants or shorts. Under no circumstances should the midriff be seen while the while performing ATR duties.
- e. Body piercing, other than in the lower earlobes, is not acceptable. This includes tongue rings, eye rings, and any other type of visible body piercing. Choice of earrings worn in the ATR and at events should be subtle in nature. Male and female jewelry appropriateness is at the discretion of the ACI.
- f. Closed-toe shoes must be worn at all times, unless specified. No sandals, flip flops, or slippers.
- g. All male ATs must be clean-shaven or keep facial hair neatly groomed.
- h. Game/event dress code will be at the discretion of the ACI.
- i. Hats/caps/other fashion headgear are not appropriate for the ATR but may be worn outdoors at the discretion of the ACI.

Differing Opinions

It is foreseeable that athletic training students will have differences of opinion with other students or an ACI/CI regarding patient/athlete care. In such cases, ATSs are encouraged to discuss the difference privately with the involved party. ATSs should never argue in the presence of the patient because this will only serve to undermine the patient's confidence in the athletic training staff and students.

ATS Welfare

The welfare of every ATS is of paramount concern to ATEP Faculty. If an ATS finds him/herself in a situation in which s/he is uncomfortable, s/he should contact the Clinical Coordinator (CC) or Program Director (PD) immediately. Whether the situation involves a conflict with an ACI/CI, ATS, coach, or patient, or whether the ATS believes his/her physical or mental well being are in jeopardy, the CC and PD will work to resolve the situation to ensure that the welfare of the ATS is protected.

ATS Health Policy

Each ATS is required to read the ATEP Communicable Disease Policy (Appendix E) prior to participating in clinical hours. The purpose of the Erskine College Communicable Disease Policy is to protect the safety of all parties, and to ensure the welfare of the students enrolled in the ATEP as well as all patients they may come in contact with during clinical courses. The Erskine College ATEP does not discriminate against any persons who have or is suspected of having a communicable disease. All medical information is maintained in accordance with the HIPAA and FERPA. The ATS must remember to remove him/herself from situations in which s/he could be in danger or could endanger patients.

It is strongly suggested that each ATS receive the HBV vaccination (a series of 3 injections). Without this vaccination, students will not be permitted to observe surgeries at orthopedic clinical sites. The HBV vaccination is administered free of charge at the Abbeville County Health department (1-866-450-2024) for any ATS under the age of 19. Any ATS who is over 19 will be billed \$56 per injection (3 injections) for the vaccine. An ATS who has not been vaccinated will be required to sign a waiver indicating that the potential risks for contracting HBV are understood while working as an ATS (see next section). Documentation of HBV vaccination or refusal must be submitted to the ATEP Director upon acceptance into the ATEP.

Bloodborne Pathogen (BBP) Training is completed annually by every ATS and ATEP Faculty member. All ATSs must complete BBP Training prior to participating in clinical courses OR observation hours. For this reason, this training is provided for all ATSs and for freshmen observation students annually in September. If an ATS or observation student did not participate in the September, s/he must contact the Clinical Coordinator to complete the training.

Bloodborne Pathogen Policy

The Erskine College ATEP is committed to providing a safe and healthful work environment for staff and ATSs. In pursuit of this goal, the following exposure control plan (ECP) is provided to eliminate or minimize occupational exposure to bloodborne pathogens in accordance with OSHA standard 29 *CFR* 1910.1030, "Occupational Exposure to Bloodborne Pathogens." See the Communicable Disease Policy for more information (Appendix E).

The Erskine ATEP provides and maintains all necessary personal protective equipment (PPE), engineering controls (e.g., sharps containers), labels, and red biohazard bags as required by OSHA standards. The ATEP ensures that adequate supplies of the aforementioned equipment are available in the appropriate sizes. The Program Director and Head Athletic Trainer are responsible for ensuring that all medical actions are in accordance with OSHA standards. The ATEP is responsible for annual bloodborne pathogen training of all athletic training students. In the event of a possible

exposure, the athletic training student is to refer to the Communicable Disease Policy (see Appendix E). All staff and ATs are required to utilize universal precautions. Personal Protective Equipment (PPE) is provided to staff and ATs at no cost to them. PPE is located in the drawers under the taping table closest to the hallway and to the right of the sink, on the side of the cabinet, and in all athletic training kits. Additional PPE is stored under the sink in the AT Room. All staff and ATs must follow the following procedures:

- Wash hands immediately or as soon as feasible after removing gloves or other PPE.
- Remove PPE after it becomes contaminated and before leaving the work area.
- Used PPE may be disposed of in trash cans unless soiled, in which case they must be sealed in biohazard bags, and placed in a red biohazard container.
- Wear appropriate gloves when it is reasonably anticipated that there may be hand
 - contact with blood or other potentially infectious materials (OPIM), and when handling or touching contaminated items or surfaces; replace gloves if torn, punctured or contaminated, or if their ability to function as a barrier is compromised.
- Never wash or decontaminate disposable gloves for reuse.
- Wear appropriate face and eye protection when splashes, sprays, spatters, or droplets of blood or OPIM pose a hazard to the eye, nose, or mouth.
- Remove immediately or as soon as feasible any garment contaminated by blood or OPIM, in such a way as to avoid contact with the outer surface.

The ATEP Director reviews the BBP policy and Communicable Disease Policy with the Medical Director annually to determine if changes are necessary. All clinical sites are required to utilize appropriate BBP Procedures, including the provision of easy access to appropriate PPE and properly labeled and located storage of biohazardous materials. If an ATs believes at any point that the BBP procedures of the clinical site are lacking, or creating an unsafe environment, s/he should alert the Program Director or Clinical Coordinator immediately.

Hepatitis B Vaccination

Most ATs have already been vaccinated for HBV upon enrollment at Erskine College. Those who have not are strongly encouraged to begin the three-injection series as soon as possible (see previous section: ATs Health Policy – for information on where to obtain the vaccine and associated cost). In the event that an ATs elects NOT to be vaccinated against HBV, s/he must sign the statement below.

Hepatitis B Vaccine Declination

I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been encouraged to obtain a hepatitis B vaccination, but I decline it at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease. I also understand that I may not be permitted to participate in certain clinical activities, such as surgery observation, without the HBV vaccination. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with hepatitis B vaccine, I will contact the ATEP Director for information on where to receive the vaccination.

ATs Name: _____ Signed: _____ Date: _____

Continued Training

ATs must maintain current and up-to-date Emergency Cardiac Care Certification, at the Professional Rescuer level, through the American Red Cross. Initial certification is provided through PE 216 Emergency Response, and re-certification is done at the beginning of each school year.

ATs annually attend a mandatory Blood Borne Pathogens Training course, which is taught at the beginning of the fall semester. If an ATS misses this course, s/he must contact the Clinical Coordinator immediately to schedule a time to complete the BBP Training course.

Requirements for the Athletic Training Field Experience

Prior to participation in a field experience at any high school or college, ATs are required to submit documentation of a recent (within two months) negative tuberculosis test and clear criminal background check to the ATEP Director and the ACI.

Discipline Process

Policy violations, personal misconduct, and/or discipline problems are taken very seriously by the ATEP faculty and staff. Should an ATS be found in violation of a policy, including, but not limited to, attire, hygiene, and conduct, and/or have a disciplinary problem, it will be documented on an incident report form, which will be stored in the ATS portfolio, and the following will occur:

- 1st Offense: The ATS meets with the ACI and receives a verbal warning.
- 2nd Offense: The ATS has a formal meeting with the ATEP Director, and may be suspended from the clinical setting for up to one week.
- 3rd Offense: The ATS has a formal meeting with the ATEP Director and a letter grade deduction in the course for which the clinical hours are being recorded. The ATS may be suspended from the clinical setting for up to two weeks.
- 4th Offense: The ATS is removed from the ATEP.

The ACI and ATEP Director will determine if any offense requires that the ATS be removed from the clinical assignment until a formal meeting can be held. Offenses will be cumulative over the academic career of the ATS. The beginning date of any suspension will be at the discretion of the ACI and the ATEP Director. Such a decision may be appealed according to the appeal process outlined in The Pilot (Erskine College student handbook).

Academic Misconduct

All ATs are expected to follow the Erskine College Honor Code. Academic misconduct of any kind, including cheating, lying, stealing, and plagiarism, will not be tolerated, and will be reported to the Erskine College Judicial Council for disciplinary action. The Judicial Council's standard recommendation for a student found guilty of academic misconduct includes failure of the course. The Erskine College Honor Code and more information on the Judicial Council can be found in The Pilot. ATs must also maintain favorable evaluations from ATEP faculty and staff, as well as approved clinical instructors. Any evaluation which identifies violation of ATEP policies and/or procedures is grounds for discipline. Violations will follow the processes outlined in this manual.

Grievance Process

As is the case with academic grievances (Retention, page 11), any ATS may appeal decisions made through the above discipline process to the College Committee on Discipline and Appeals. A subsequent appeal may be made to the Presidential Appeals Committee according to The Pilot (Erskine College student handbook, page 48).

Liability Insurance

Erskine College provides and maintains personal liability insurance coverage for each ATS in the ATEP, at no cost to the ATS, as follows:

- *Individual Limit: \$1,000,000
- *Individual Deductible: \$0

Coverage Limits: “any student enrolled in a training program in connection with the Named Insured Professional Services solely when acting within the scope of his/her duties as such and at the Named Insured’s direction.” “Athletic Training Students” are specifically named in the policy. This means that ATs are protected only for professional services being performed as part of official ATEP activities, i.e., a clinical course.

Policy on Participation in Intercollegiate Athletics

Athletic training students who wish to participate in NCAA Intercollegiate Athletics at Erskine College must review and sign the *Policy on Participation in Intercollegiate Athletics* document which may be found in the appendix of this manual. The sport’s head coach must also sign the form, and submit it to the ATEP Director upon ATS acceptance to the ATEP.

Post-Graduation Expectations

Each ATS is expected to represent the Athletic Training Education Program by presenting him/herself as a qualified healthcare professional. The ATS should keep the ATEP informed of employment status, available employment openings, and current personal contact information. Any recruiting information for potential athletic training students should be passed along to the ATEP Director.

SUMMARY OF ERSKINE ATHLETIC TRAINING POLICIES AND PROCEDURES

(From the Erskine College Athletic Training Policies and Procedures Manual, which can be found in its entirety in the athletic training room)

Athletic Training Center Rules – more information can be found in the Erskine College Athletic Training Policies and Procedures Manual

1. Athletes must shower before receiving treatment.
2. There will be no loitering in the athletic training center before or after practice. Space is limited and should be reserved for those who need treated.
3. The use of profanity will NOT be tolerated.
4. Cell phone use is not permitted in the athletic training center, including texts.
5. If you need something, please ask when you arrive, otherwise you may go unnoticed, especially during busy hours.
6. Appropriate clothing is required at all times for treatments and rehabilitation. Shorts and t-shirts are preferred. (No sport’s bras, etc.)
7. Please take outdoor shoes (cleats) off in the hallway outside the athletic training center before entering so as to avoid tracking dirt/mud into the facility.
8. Please leave bags and other personal items on the shelves inside the entrance to the athletic training center.
9. No food or drink will be permitted in the athletic training center.
10. Smoking and the use of tobacco products (dip, chew, etc.) will not be permitted under any circumstances.
11. Please do not remove any equipment or supplies from the athletic training center unless permission is granted from an athletic training staff member. This includes towels, ace wraps, taping supplies, sharks/scissors, sundry items, and rehab equipment.
12. Over the counter medications are available upon request from a staff athletic trainer. Athletic training students are not permitted to distribute OTC’s.
13. Athletes are not permitted to use the computer in the athletic training center due to confidentiality issues.

14. Please do not play with or use equipment unless it is directly related to your treatment or rehabilitation program.
15. Family members and friends are asked to wait outside the athletic training center unless permission is granted by a staff athletic trainer.
16. Athletic training students may only use the computer for athletic training purposes – SimTrak, etc. The one exception is that ATS may use the computer for research purposes only when there are NO PATIENTS in the athletic training room. The computer is not to be used for ANY OTHER PURPOSE during open hours, pre-practice or pre-game preparation, etc.

Athletic Training Center Procedures

Hours of Operation

1. During pre-season the athletic training center will open for taping and treatments 1 hour before the start of practice. Athletes will report at least 45 minutes prior for treatments, and 30 minutes prior for taping.
2. During the regular season the athletic training center will be open from 1 PM-6 PM in the fall, and 12:30 PM-6:00 PM in the spring. Morning hours will be by special appointment only.
3. No treatments will start later than 30 minutes after the end of practice. Please shower and report as soon as possible after practice ends.

Treatment Procedures

1. Athletes will be treated in the order in which they arrive, unless the indicated modality is not available at that time, or space does not allow.
2. Shoes are not to be worn or to come in contact with treatment table surfaces. All shoes and personal items shall be placed on the shelves inside the door.
3. If something doesn't feel right or becomes painful, the athlete should notify a staff athletic trainer immediately.

Field Setup

1. Fields will be set up prior to the start of practice, and torn down at the conclusion of the session.
2. Practice setup includes:
 - a. Water cooler
 - b. Water bottles
 - c. Athletic Training Kit
 - d. UHF Radio (attached to cooler)
3. Game setup includes:
 - a. Water coolers (home and visitors)
 - b. Water bottles (home)
 - c. Cups (visitors)
 - d. Ice Chests (home and visitors)
 - e. AED, Oxygen, Vacuum Splints (home)
 - f. Biohazard Containers (home and visitors)
 - g. Athletic Training Medical Kit (home)
 - h. First Aid Box (visitors)
 - i. UHF Radio (staff member)

Treatment Documentation

1. All treatment and rehabilitation is to be documented on the treatment log located on the counter.
2. All treatment and rehabilitation, with the exclusion of ice, heat, and tape is to be entered into SimTrak by the conclusion of the day.

3. Injury reports will be entered by the supervising ATC or ATS. Any treatment done on an athlete with no injury report should be entered but not linked to an injury.

Evaluation Documentation

1. All injury evaluations performed by ATC and ATS staff will be documented in SimTrak.
2. Athletic training students who perform evaluations must fill out a paper report stating the findings of their evaluation, or print an injury summary from SimTrak. These forms are to be turned in to their approved clinical instructor.

Cleaning/Maintenance Procedures

1. All tables and contact surfaces will be cleansed with alcohol and wiped down after each treatment. Tables will be cleaned with Sanizide at the end of each day.
2. Floors will be vacuumed daily.
3. Taping/treatment tables and supply counters will be re-stocked daily.
4. Whirlpools will be drained and cleaned daily.
5. All coolers will be put away in the cooler room, and cleaned with a diluted alcohol/water solution.
6. All kits and splint bags will be placed in appropriate storage and re-stocked after each use.
7. Start or progress laundry as needed throughout the day.
8. All equipment will be inspected for damage or unsafe conditions. Unsafe equipment will be removed immediately.
9. AED's will be inspected before each session to ensure proper battery life.
10. Hydrocollator units will be cleaned on a bi-weekly schedule.
11. Electrical stimulation pads will be replaced at the start of each week.
12. All modalities will be calibrated and certified on a yearly basis.
13. Tile floors will be waxed on a weekly basis by Facilities Maintenance.

Drug Testing

Random institutional drug testing will be performed on a weekly basis, testing five athletes per week for the duration of the semester. Athletes will be notified via email and campus mail 24 hours prior to the test, and will have a four to five hour window to report for testing. Procedures for positive results and coinciding punishments may be found in the Erskine College Athletic Department manual.

The NCAA may perform random drug testing at any point during the season. Athletes whom are selected by the NCAA will be notified 24 hours prior to testing. Procedures for positive results and coinciding punishments may be found in the NCAA Division II Manual.

Transporting Athletes

Only staff athletic trainers are permitted to drive vehicles rented or purchased by Erskine College, whether transporting athletes or not. Athletic training students who provide transportation for athletes, in personal vehicles, will be reimbursed based on the approved rate by the Erskine College Business Office. Drivers will obey traffic laws and posted speed limits at all times, and will promote safe operation at all times.

Inclement Weather

In the event of inclement weather, a staff athletic trainer will make a decision regarding the postponement or cancellation of activities. Inclement weather which occurs during an NCAA event will be at the discretion of the referee's or officials in cooperation with the staff athletic trainer covering the event. Policies will be followed as stated in the "Position Statement on Inclement Weather" as released by the National Athletic Trainer's Association. This policy is available in the athletic training center upon request.

If an athletic trainer is not present, coaches will be responsible for making decisions related to inclement weather. All decisions made by the athletic training staff or officials will be final and indisputable. In the event of inclement weather, all athletes and event staff will be moved to the nearest approved shelter until conditions are determined to be safe.

OTC Drug Distribution

The Erskine College Athletic Training Staff do not store or distribute any over-the-counter or prescription medications to student-athletes.

Referral Procedures

Any athletes requiring further evaluation or treatment by physicians or other healthcare professionals must be referred by a certified athletic training staff member. Neither Erskine College nor its insurance provider will be held financially responsible for any costs incurred as a result of services rendered which are not approved by an Erskine College certified athletic trainer. All athletes must see an Erskine College Team Physician before seeking a second opinion.

Insurance Procedures

All athletes are required to have primary healthcare insurance which covers injuries and illnesses sustained as a result from participation in intercollegiate athletics. Athletes without primary insurance may purchase primary insurance, which only covers athletically related injuries, and excludes all illnesses and injuries sustained outside of Erskine College sponsored activities. All charges incurred from healthcare providers must first be filed with the athlete's primary insurance company. Any remaining charges will be billed by the medical provider to Erskine's secondary insurance policy. The secondary insurance does not cover prescriptions, deductibles, or co-pays which are billed to the athlete or the athlete's parents as a result of medical treatment. All bills and questions concerning billing procedures should be submitted to:

Adam Weyer, M.Ed., ATC	864-379-8890 Office
Head Athletic Trainer	864-379-2197 Fax
PO Box 338	weyer@erskine.edu
Due West, SC 29639	

Privacy and the Health Insurance Portability and Accountability Act (HIPAA) of 1996

All personal health information will be kept confidential, and only shared with those directly involved with the healthcare related to the athlete's condition. Information may be shared with other athletic training staff members, athletic training students, athletic department personnel, and coaches. Information will not be released to recruiters, media, parents (unless athlete is a minor), or other persons not mentioned above unless a release form is signed by the athlete in advance. (See privacy statement.)

Universal Precautions

All bodily substances and fluids are to be treated as infectious substances. Persons who have the potential to come in contact with bodily substances and fluids shall take proper body substance isolation (BSI) precautions prior to handling these substances. These precautions include but are not limited to the use of gloves and CPR masks. All materials and supplies which contact bodily substances and fluids are to be disposed of in an approved red biohazard container, or cleaned and sanitized with alcohol before re-use. Needles and sharps should be disposed of in the designated containers. Used scalpels and needles should never be re-capped before disposal. All contaminated laundry will be placed in a red biohazard bag and will be washed separate from other items for proper sanitation.

All providers will wash hands thoroughly after finishing treatment of an athlete.

All athletic training staff members and athletic training students will attend a yearly OSHA Blood Borne Pathogens Course as mandatory continuing education. No person shall provide services to any athlete or patient without first attending this course. The Erskine College Sports Medicine Team will make every effort to comply with the set OSHA Rules and Regulations.

Exposure Control Procedures

Any person providing care to an athlete or other injured/sick patient who is exposed to bodily fluids through an open wound or mucous membrane should report immediately to a member of the athletic training staff. Proper authorities will be notified and patients will be tested for any transmittable disease immediately, as well as the exposed provider.

Important Phone Numbers

Dr. Mark Leski (The Montgomery Center for Family Medicine)

Team Physician, General Medicine

803-422-6403 (cell)

864-941-6280 (Sports Med) (ask for Lori)

Dr. Todd Swathwood (Blue Ridge Orthopedics)

Team Orthopedist

Office: (864) 260-9910

Cell: (864) 314-2315

Pager: (864) 262-1081

Primary Contact: Lori Harmon

Office: (864) 328-2404

Cell: (864) 593-7932

E-mail: lharmon@broa.com

Dr. James Burch, Team Dentist

864-229-1199 (Nurse-Nancy)

Abbeville Area Medical Center

864-366-5011

Self Regional Hospital

864-227-4111

Express Medical Care (Urgent Care- Greenwood)

864-227-5020 (9:30-8 M-Sat, 1:30-6 Sun)

Reba Stille, RN (Erskine College Infirmary)

864-379-8823 Office

Adam Weyer, M.Ed., ATC (Head Athletic Trainer, Asst. Athletic Director)

864-379-8890 Office

864-378-9456 Cell

Scott DeCiantis, MS, ATC (Athletic Training Education Program Director)

864-479-8899 Office

803-439-1677 Cell

Sabrina Fordham, MS, ATC (Assistant Athletic Trainer)

864-379-6614 Office

478-697-3022 Cell

Athletic Training Center

864-379-6603

Mark Peeler (Director of Athletics, Men's Basketball)

864-379-8850 Office

Bart Walker (Assistant Athletic Director for Operations)

864-379-8859

Randy Estep (Chief of Public Safety)

864-379-8869 Office

864-378-1650 Cell

Matthew Busby (Public Safety- Patrolman)
864-379-8869 Office 864-378-1650 Cell

Jason Allen (Golf)
864-379-8706 Office

Chad Amidon (Associate Head Baseball)
864-379-6518 Office

Vardon Cox (Men's Tennis)
864-379-8846 Office

Alleen Hawkins (Softball)
864-379-6685 Office

Thomas Holland (Asst. Baseball)
864-979-7515 Cell

Kevin Nichols (Baseball)
864-379-8777 Office 864-940-0868 Cell

Calhoun Parr (Women's Tennis)
864-379-8767 Office 803-924-0040 Cell

_____ **(Lacrosse)**
864-379-6646 Office

Russell Gregg (Women's Basketball)
864-379-6645 Office

Rick Wilson (Cross Country)
864-379-6689 Office

Warren Turner (Men's Soccer)
864-379-8895 Office

Heather Vahjen (Volleyball)
864-379-6688 Office

Drew Wallace (Asst. Men's Basketball)
864-379-6663 Office

Gary Winchester (Women's Soccer)
864-379-8706 Office

EMERGENCY PROCEDURES

Introduction

Even with the best pre-season preparation, utilization of the most up-to-date coaching methods, and the most effective protective equipment available, athletic injuries and illnesses may still occur. These emergency care procedures have been developed to outline a plan of action to be followed by the Erskine College Sports Medicine Team and the Erskine College Athletic Department Personnel.

It is expected that all team physicians, certified athletic trainers, athletic administrators, and coaches be familiar with these procedures and be able to implement them in the event of an emergency. These procedures will be reviewed and practiced annually.

Scope of Coverage

The Erskine Sports Medicine Team's primary responsibility during athletic events is to the athletes participating in that event. In the event of injury to officials, support staff, fans, etc., the Sports Medicine Team will assist in providing first aid care, acquiring EMS transport, and emergency department care if indicated.

Chain of Command

The Erskine Sports Medicine Team is composed of the following individuals, listed in descending authority: Team Physician, Head Athletic Trainer, ATEP Program Director, Assistant Athletic Trainer, Coaches and Support Staff. In the event of an emergency, the member present with the most authority will be responsible for implementing emergency procedures with the assistance of the other members and/or the athletes present.

In the event that a physician who is not associated with Erskine College is present and offers assistance, the physician must validate that he or she is a licensed professional and state their name, location of practice, and area of specialty before they will be allowed to assist with the emergency.

Once an ambulance is called and Emergency Medical Technicians arrive, the EMT's assume all authority for the appropriate care of the patient, with the Erskine College Sports Medicine Team providing any available assistance.

Procedures

Emergency care procedures have been designed for all Erskine College athletic fields, courts, auxiliary gym, and weight room. The procedures for each location include the location of phones to be used in an emergency and directions to each site and how to enter the facility. Emergency phone numbers, information to be given over the phone, and directions to all fields and courts are also posted by each emergency phone. For sports that practice off-campus, such as cross-country, the coach is responsible for knowing the location of the nearest telephone and the address he or she is calling from in the event of an emergency.

These procedures have been designed with the assumption that a certified athletic trainer will be present when an emergency occurs. If the certified athletic trainer is not present, the first step should be to determine the seriousness of the emergency. If the athlete is unconscious, the first step would be to call 911. American Red Cross CPR should be initiated if the patient is not breathing and/or has no pulse.

If the injury/illness is in no way life-threatening, and it occurs during normal athletic training center hours, the certified athletic trainer may be reached via a UHF Radio that is attached to the water cooler. If for some reason the UHF Radio is not able to transmit, or is not available, please call the Athletic Training Center by dialing **379-6603**. In the absence of a certified athletic trainer, the person most qualified in emergency care present should assist the injured athlete. This means that coaches and athletes are substituted during implementation of the plan.

When a team travels to another school for a competition, it is the responsibility of the athletic trainer or the head coach, in the absence of the athletic trainer, to become familiar with the host's emergency care procedures so that injuries can also be handled appropriately away from home.

All athletes must receive a pre-participation physical, and be cleared by the Head Athletic Trainer prior to involvement in any activity or team event. Coaches should always ensure that insurance forms be kept close by when traveling for competition. Athletes requiring physician care beyond the emergency department must be referred by the Athletic Training Staff in order for expenses to be eligible for payment by Erskine College. All information is to be kept confidential, and shared only with those directly involved in athlete care (HIPAA, 1996). Limitations prescribed by your staff athletic trainer regarding your athletes are not debatable and are to be strictly adhered to.

Emergency Action Steps

1. Check the scene.
 - a. Check level of consciousness by talking to them.
 - b. If no response, check airway and breathing.
 - c. If not breathing is absent or gasping, begin CPR.

- d. Send someone to get the AED.
2. Call EMS for help.
 - a. From a campus phone, dial **9-911**. Cellular and other phones dial **911** only.
 - b. Let the dispatcher ask the questions, and be prepared to provide the following information:
 - c. Location of the emergency
 - d. How many people are hurt
 - e. What happened
 - f. The condition of the victims
 - g. The care being provided
 - h. The training of those providing care
 - i. Your name
 - j. Your telephone number
 - k. Directions to the scene
 - l. Do not hang up until the dispatcher does.
 - m. Report back to the scene and state that the ambulance is on the way.
 - n. Go to the designated meeting area and wait for the ambulance.
 - o. Upon arrival, direct the ambulance to the injured athlete.
3. Care for the victims.
 - a. Hook up the AED as soon as possible.
 - b. Continue CPR until EMT's take over, the athlete begins breathing on their own, you become physically exhausted, or the scene becomes unsafe.
 - c. If the injury is orthopedic in nature (bone, joint, etc.) the request should be made with EMS for the athlete to be transported to Self Regional in Greenwood.
4. Follow Up
 - a. Notify your athletic trainer as soon as possible with the following details:
 - i. What happened.
 - ii. What care was provided.
 - iii. What condition the athlete is in.
 - iv. Where the athlete was transported.
 - v. Who accompanied the athlete to the hospital.

Facility Specific Information

Emergency Action Plan information as well as directions to specific fields and facilities are available in the Athletic Training Center and are posted at each facility, respectively.

APPENDIX A

September 28, 2005

PREAMBLE

The National Athletic Trainers' Association Code of Ethics states the principles of ethical behavior that should be followed in the practice of athletic training. It is intended to establish and maintain high standards and professionalism for the athletic training profession.

The principles do not cover every situation encountered by the practicing athletic trainer, but are representative of the spirit with which athletic trainers should make decisions. The principles are written generally; the circumstances of a situation will determine the interpretation and application of a given principle and of the Code as a whole. When a conflict exists between the Code and the law, the law prevails.

PRINCIPLE 1:

Members shall respect the rights, welfare and dignity of all.

- 1.1 Members shall not discriminate against any legally protected class.
- 1.2 Members shall be committed to providing competent care.
- 1.3 Members shall preserve the confidentiality of privileged information and shall not release such information to a third party not involved in the patient's care without a release unless required by law.

PRINCIPLE 2:

Members shall comply with the laws and regulations governing the practice of athletic training.

- 2.1 Members shall comply with applicable local, state, and federal laws and institutional guidelines.
- 2.2 Members shall be familiar with and abide by all National Athletic Trainers' Association standards, rules and regulations.
- 2.3 Members shall report illegal or unethical practices related to athletic training to the appropriate person or authority.
- 2.4 Members shall avoid substance abuse and, when necessary, seek rehabilitation for chemical dependency.

PRINCIPLE 3:

Members shall maintain and promote high standards in their provision of services.

- 3.1 Members shall not misrepresent, either directly or indirectly, their skills, training, professional credentials, identity or services.
- 3.2 Members shall provide only those services for which they are qualified through education or experience and which are allowed by their practice acts and other pertinent regulation.
- 3.3 Members shall provide services, make referrals, and seek compensation only for those services that are necessary.
- 3.4 Members shall recognize the need for continuing education and participate in educational activities that enhance their skills and knowledge.
- 3.5 Members shall educate those whom they supervise in the practice of athletic training about the Code of Ethics and stress the importance of adherence.
- 3.6 Members who are researchers or educators should maintain and promote

ethical conduct in research and educational activities.

PRINCIPLE 4:

Members shall not engage in conduct that could be construed as a conflict of interest or that reflects negatively on the profession.

4.1 Members should conduct themselves personally and professionally in a manner that does not compromise their professional responsibilities or the practice of athletic training.

4.2 National Athletic Trainers' Association current or past volunteer leaders shall not use the NATA logo in the endorsement of products or services or exploit their affiliation with the NATA in a manner that reflects badly upon the profession.

4.3 Members shall not place financial gain above the patient's welfare and shall not participate in any arrangement that exploits the patient.

4.4 Members shall not, through direct or indirect means, use information obtained in the course of the practice of athletic training to try to influence the score or outcome of an athletic event, or attempt to induce financial gain through gambling.

APPENDIX B

BOC Standards of Professional Practice

Implemented January 1, 2006

Introduction

The mission of the National Athletic Trainers' Association Board of Certification Inc. (BOC) is to certify athletic trainers and to identify for the public, quality healthcare professionals through a system of certification, adjudication, standards of practice and continuing competency programs. The BOC has been responsible for the certification of athletic trainers since 1969. Upon its inception, the BOC was a division of the professional membership organization the National Athletic Trainers' Association.

However, in 1989, the BOC became an independent non-profit corporation.

Accordingly the BOC provides a certification program for the entry-level athletic trainer that confers the ATC® credential and establishes requirements for maintaining status as a certified athletic trainer, ATC® (to be known as “athletic trainer” from this point forward). A nine member Board of Directors governs the BOC. There are six Athletic Trainer Directors, one Physician Director, one Public Director and one Corporate/Educational Director. The BOC is the only accredited certification program for athletic trainers in the United States. Every five years the BOC must undergo review and re-accreditation by the National Commission for Certifying agencies (NCCA). The NCCA is the accreditation body of the National Organization for Competency Assurance.

The BOC Standards of Professional Practice consists of two sections:

- I. Practice Standards
- II. Code of Professional Responsibility

I. Practice Standards

Preamble

The Practice Standards (Standards) establish essential practice expectations for all athletic trainers. Compliance with the Standards is mandatory. The Standards are intended to:

- assist the public in understanding what to expect from an athletic trainer
- assist the athletic trainer in evaluating the quality of patient care
- assist the athletic trainer in understanding the duties and obligations imposed by virtue of holding the ATC® credential

The Standards are NOT intended to:

- prescribe services
- provide step-by-step procedures
- ensure specific patient outcomes

The BOC does not express an opinion on the competence or warrant job performance of credential holders; however, every athletic trainer and applicant must agree to comply with the Standards at all times.

Standard 1: Direction

The athletic trainer renders service or treatment under the direction of a physician.

Standard 2: Prevention

The athletic trainer understands and uses preventive measures to ensure the highest quality of care for every patient.

Standard 3: Immediate Care

The athletic trainer provides standard immediate care procedures used in emergency situations, independent of setting.

Standard 4: Clinical Evaluation and Diagnosis

Prior to treatment, the athletic trainer assesses the patient's level of function. The patient's input is considered an integral part of the initial assessment. The athletic trainer follows standardized clinical practice in the area of diagnostic reasoning and medical decision making.

Standard 5: Treatment, Rehabilitation and Reconditioning

In development of a treatment program, the athletic trainer determines appropriate treatment, rehabilitation and/or reconditioning strategies. Treatment program objectives include long and short-term goals and an appraisal of those which the patient can realistically be expected to achieve from the program. Assessment measures to determine effectiveness of the program are incorporated into the program.

Standard 6: Program Discontinuation

The athletic trainer, with collaboration of the physician, recommends discontinuation of the athletic training service when the patient has received optimal benefit of the program. The athletic trainer, at the time of discontinuation, notes the final assessment of the patient's status.

Standard 7: Organization & Administration

All services are documented in writing by the athletic trainer and are part of the patient's permanent records. The athletic trainer accepts responsibility for recording details of the patient's health status.

II. Code of Professional Responsibility

Preamble

The Code of Professional Responsibility (Code) mandates that BOC credential holders and applicants act in a professionally responsible manner in all athletic training services and activities. The BOC requires all athletic trainers and applicants to comply with the Code. The BOC may discipline, revoke or take other action with regard to the application or certification of an individual that does not adhere to the Code. The *Professional Practice and Discipline Guidelines & Procedures* may be accessed via the BOC website, www.bocate.org.

Code 1: Patient Responsibility

The BOC certified athletic trainer or applicant:

- 1.1 Renders quality patient care regardless of the patient's race, religion, age, sex, nationality, disability, social, economic status, or any other characteristic protected by law.
- 1.2 Protects the patient from harm, acts always in the patient's best interests, and is an advocate for the patient's welfare.

- 1.3 Takes appropriate action to protect patients from athletic trainers, other healthcare providers or athletic training students who are incompetent, impaired, or engaged in illegal or unethical practice.
- 1.4 Maintains the confidentiality of patient information in accordance with applicable law.
- 1.5 Communicates clearly and truthfully with patients and other persons involved in the patient's program, including, but not limited to, appropriate discussion of assessment results, program plans and progress.
- 1.6 Respects and safeguards his or her relationship of trust and confidence with the patient and does not exploit his or her relationship with the patient for personal or financial gain.
- 1.7 Exercises reasonable care, skill and judgment in all professional work.

Code 2: Competency

The BOC certified athletic trainer or applicant:

- 2.1 Engages in lifelong, professional and continuing educational activities.
- 2.2 Participates in continuous quality improvement activities.
- 2.3 Complies with the most current BOC recertification policies and requirements.

Code 3: Professional Responsibility

The BOC certified athletic trainer or applicant:

- 3.1 Practices in accordance with the most current BOC Practice Standards.
- 3.2 Knows and complies with applicable local, state and/or federal rules, requirements, regulations and/or laws related to the practice of athletic training.
- 3.3 Collaborates and cooperates with other healthcare providers involved in a patient's care.
- 3.4 Respects the expertise and responsibility of all healthcare providers involved in a patient's care.
- 3.5 Reports any suspected or known violation of a rule, requirement, regulation or law by him/herself and/or by another athletic trainer that is related to the practice of athletic training, public health, patient care or education.
- 3.6 Reports any criminal convictions (with the exception of misdemeanor traffic offenses or traffic ordinance violations that do not involve the use of alcohol or drugs) and/or professional suspension, discipline or sanction received by him/herself or by another athletic trainer that is related to athletic training, public health, patient care or education.
- 3.7 Complies with all BOC exam eligibility requirements and ensures that any information provided to the BOC in connection with any certification application is accurate and truthful.
- 3.8 Does not, without proper authority, possess, use, copy, access, distribute, or discuss certification examinations, score reports, answer sheets, certificates, certificant or applicant files, documents or other materials.
- 3.9 Is candid, responsible and truthful in making any statement to the BOC, and in making any statement in connection with athletic training to the public.
- 3.10 Complies with all confidentiality and disclosure requirements of the BOC.
- 3.11 Does not participate in activities that lead, or may lead, to the conviction, plea of guilty or plea of nolo contendere (no contest) to any felony, or to a misdemeanor related to public health, patient care, athletics or education. This includes, but is not limited to: rape; sexual abuse of a child or patient; actual or threatened use of a weapon of violence; the prohibited sale or distribution of controlled substance, or its possession with the intent

to distribute; or the use of the position of an athletic trainer to improperly influence the outcome or score of

an athletic contest or event or in connection with any gambling activity.

3.12 Cooperates with BOC investigations into alleged illegal or unethical activities. This includes but is not limited to, providing factual and non-misleading information and responding to requests for information in a timely fashion.

3.13 Does not endorse or advertise products or services with the use of, or by reference to, the BOC name without proper authorization.

Code 4: Research

The BOC certified athletic trainer or applicant who engages in research:

4.1 Conducts research according to accepted ethical research and reporting standards established by public law, institutional procedures and/or the health professions.

4.2 Protects the rights and well being of research subjects.

4.3 Conducts research activities with the goal of improving practice, education and public policy relative to the health needs of diverse populations, the health workforce, the organization and administration of health systems, and healthcare delivery.

Code 5: Social Responsibility

The BOC certified athletic trainer or applicant:

5.1 Uses professional skills and knowledge to positively impact the community.

Code 6: Business Practices

The BOC certified athletic trainer or applicant:

6.1 Refrains from deceptive or fraudulent business practices.

6.2 Maintains adequate and customary professional liability insurance.

APPENDIX C

South Carolina Code of Laws
(Unannotated)
Current through the end of the 2006 Regular Session

DISCLAIMER

The South Carolina Legislative Council is offering access to the unannotated South Carolina Code of Laws on the Internet as a service to the public. The unannotated South Carolina Code on the General Assembly's website is now current through the 2006 regular session. The unannotated South Carolina Code, consisting only of Code text and numbering, may be copied from this website at the reader's expense and effort without need for permission.

The Legislative Council is unable to assist users of this service with legal questions. Also, legislative staff cannot respond to requests for legal advice or the application of the law to specific facts. Therefore, to understand and protect your legal rights, you should consult your own private lawyer regarding all legal questions.

While every effort was made to ensure the accuracy and completeness of the unannotated South Carolina Code available on the South Carolina General Assembly's website, the unannotated South Carolina Code is not official, and the state agencies preparing this website and the General Assembly are not responsible for any errors or omissions which may occur in these files. Only the current published volumes of the South Carolina Code of Laws Annotated and any pertinent acts and joint resolutions contain the official version.

Please note that the Legislative Council is not able to respond to individual inquiries regarding research or the features, format, or use of this website. However, you may notify Legislative Printing, Information and Technology Systems at LPITS@scstatehouse.net regarding any apparent errors or omissions in content of Code sections on this website, in which case LPITS will relay the information to appropriate staff members of the South Carolina Legislative Council for investigation.

Title 44 - Health CHAPTER 75.

ATHLETIC TRAINERS' ACT OF SOUTH CAROLINA

SECTION 44-75-10. Short title.

This chapter may be cited as "The Athletic Trainers' Act of South Carolina".

SECTION 44-75-20. Definitions.

As used in this chapter:

(a) "Athletic trainer" means a person with specific qualifications as set forth in Section 44-75-50 who, upon the advice and consent of a licensed physician, carries out the practice of care, prevention, and physical rehabilitation of athletic injuries, and who, in carrying out these

functions, may use physical modalities, including, but not limited to, heat, light, sound, cold, electricity, or mechanical devices related to rehabilitation and treatment.

(b) "Certificate" means official acknowledgment by the department that an individual has successfully completed educational and other requirements referred to in this act which entitle that individual to perform the functions and duties of an athletic trainer.

(c) "Department" means the Department of Health and Environmental Control.

(d) "Board" means the Board of Health and Environmental Control.

SECTION 44-75-30. Promulgation of regulations; establishment of Athletic Trainers' Advisory Committee.

(a) The department, with the advice of the Athletic Trainers' Advisory Committee, must develop standards and prescribe regulations for the improvement of athletic training services in the State. All administrative responsibility for this program is vested in the department.

(b) An Athletic Trainers' Advisory Committee is created consisting of nine members appointed by the board. Two members must be from the department, one must be from the State Board of Medical Examiners, four must be certified athletic trainers, and two must be from the general public who are not certified or licensed in any health care field and are not connected in any way with athletic trainers.

Membership on the committee is by appointment by the board. The terms of the members are for four years or until successors are appointed except that of those first appointed four are appointed to a term of two years.

The committee must meet at least once each year to review the standards and regulations for improving athletic training services and make recommendations to the department.

SECTION 44-75-40. Necessity of certification; application; administrative procedures.

(a) No person may hold himself out as an athletic trainer or perform, for compensation, any activities of an athletic trainer as defined in Section 44-75-20 without obtaining certification.

(b) Any person desiring certification as an athletic trainer must apply to the department. The department must make a determination of the applicant's qualifications and issue the appropriate certificate to the applicant.

(c) A certificate so issued is valid for a period not to exceed two years from the date of issuance and may be renewed subject to any requirements of this chapter.

(d) The department must suspend or revoke a certificate so issued at any time it is determined that the holder no longer meets the prescribed qualifications set forth by the department or has failed to provide athletic training services of a quality acceptable by the department.

(e) Any person whose application is denied, suspended, or revoked is entitled to a hearing before the board if he submits a written request to the board. Proceedings for denial, revocation, or

suspension of a certificate must be conducted consistent with Act 176 of 1977 (Administrative Procedures Act).

SECTION 44-75-50. Requirements for certification.

An applicant for an athletic trainer certification must pass the National Athletic Trainers' Association Board of Certification, Inc., (BOC) examination and have met the athletic training curriculum requirements of a college or university and give proof by means of a certified transcript.

SECTION 44-75-60. Reciprocity with other states.

A certificate may be issued to any qualified athletic trainer holding certification in any other state if such other state recognizes the certificate of this State in the same manner.

SECTION 44-75-70. Fees.

The department may levy fees in an amount sufficient to administer the requirements of this chapter.

SECTION 44-75-80. Exemption from certification.

Nothing in this chapter prevents:

- (a) Licensed, registered, or certified professionals such as physicians, nurses, physical therapists, and chiropractors from practicing their professions if they do not hold themselves out to the public by any title or description as being athletic trainers.
- (b) A person from rendering services that are the same as or similar to those within the scope of practice provided for in this chapter so long as he is otherwise now employed or employed in the future as a faculty or staff member at the school in question and does not represent himself to be an athletic trainer.
- (c) The continued employment of persons employed on the effective date of this chapter by the State Department of Education, local boards of education, or private secondary or elementary schools for the treatment of injuries received by students participating in school sports activities.
- (d) Any person from serving as a student-trainer or in any similar position if service is carried out under the supervision of a physician or certified athletic trainer.

SECTION 44-75-90. Grandfather provision.

Any person actively engaged as an athletic trainer on the effective date of this chapter must be issued a certificate if he submits proof of two years' experience as an athletic trainer within the preceding five-year period, is approved by the department, and pays any required fee.

SECTION 44-75-100. Applicability to employee of athletic organization.

For purposes of this chapter, a person is engaged as an athletic trainer if the person is employed on a salary or contractual basis by an educational institution, a hospital, rehabilitation clinic, professional athletic organization, or other bona fide athletic organization and performs the duties of athletic trainer as a major responsibility of this employment.

SECTION 44-75-110. Hiring of certified athletic trainers by school districts.

Nothing in this chapter may be construed to require school districts to hire certified athletic trainers.

SECTION 44-75-120. Penalties.

Any person violating the provisions of this chapter is guilty of a misdemeanor and upon conviction must be punished by a fine of not less than twenty-five nor more than two hundred dollars.

APPENDIX D

POLICY ON ATHLETIC TRAINING STUDENT PARTICIPATION IN INTERCOLLEGIATE ATHLETICS

Athletic Training Student (ATS): _____ Sport: _____

Student athletes are eligible to apply for admittance into the Athletic Training Education Program (ATEP), however, it will not be possible to complete the program requirements without the full cooperation from the coaching staff. Since the ATEP has a significant clinical component which often requires ATS commitment during afternoons, evenings, and on weekends, time conflicts between sport demands and clinical requirements can occur. The ATEP faculty is committed to making sure that the ATS can graduate on time, fulfill all of the requirements for the ATEP, and have quality clinical experiences to prepare them for successful careers as certified athletic trainers. The following guidelines are designed to ensure that the ATS/student athlete is given the opportunity to complete the ATEP and participate in intercollegiate athletics:

- 1) Applicants to the ATEP will be provided with a copy of this policy statement. The intention on the part of a prospective student to participate in intercollegiate athletics shall not factor into the admissions decision for the ATEP.
- 2) The ATS will limit their participation to one intercollegiate team.
- 3) An ATS who is a member of an intercollegiate team will participate fully during their team's traditional season ONLY. The ATS will not be permitted to participate in non-traditional season activities (games or practice) which conflict with his or her responsibilities to the ATEP.
- 4) An ATS who participates in intercollegiate athletics must fulfill all the didactic and clinical program requirements before they may graduate. All such ATS are strongly encouraged to consult the ATEP Director early in their program since effective planning is crucial to on-time graduation.
- 5) The ATS is required to have an "equipment intensive" clinical experience (football) in the fall semester during their third year in the program. An ATS who participates in a fall sport will be required to return for a ninth semester to complete the "equipment intensive" clinical experience.
- 6) No exceptions will be made to the course sequencing for student athletes who are admitted to the program.
- 7) Persons with questions regarding this policy are encouraged to speak with the ATEP Director for clarification of their concerns.

I have read and agree to these terms concerning my participation as an ATS in intercollegiate athletics.

ATS Signature: _____ Date: _____

I have read and agree to these terms concerning this student-athlete's participation in the Athletic Training Education Program.

Head Coach Signature: _____ Date: _____

Appendix E

Erskine College Athletic Training Education Program (ATEP) Communicable Disease Policy

Purpose:

The purpose of the Erskine College Communicable Disease Policy is to protect the safety of all parties, and to ensure the welfare of the students enrolled in the ATEP as well as all patients they may come in contact with during clinical courses. The Erskine College ATEP does not discriminate against any persons who have or is suspected of having a communicable disease. All medical information maintains in accordance with the HIPAA.

Definition:

A communicable disease can be transmitted from one person to another through one or more of the following means; direct physical contact, particles in the air, a vehicle (ingested or injected), and a vector (via animals or insects).

Communicable diseases include, but are not limited to:

- | | | |
|-------------------------------|-----------------------------------|------------------------------------|
| 1. Bloodborne pathogens | 8. Herpes simplex | 15. Scabies |
| 2. Conjunctivitis | 9. Human Immunodeficiency Virus | 16. Streptococcal infection |
| 3. Cytomegalovirus infections | 10. Measles Rubella | 17. Tuberculosis |
| 4. Diarrheal Diseases | 11. Meningococcal infections | 18. Varicella |
| 5. Diphtheria | 12. Mumps Streptococcal infection | 19. Viral respiratory infections |
| 6. Enteroviral infections | 13. Pertussis | 20. Zoster |
| 7. Hepatitis viruses | 14. Rubella | 21. Any other communicable disease |

Prevention Measures Taken by the ATEP

1. ATS' must successfully complete annual Bloodborne pathogens training prior to participating in clinical courses.
2. ATS' are required to use proper hand washing techniques and practice good hygiene at all times.
2. All Erskine College ACI's use and ensure ATS use of universal precautions at all times.
4. An ATS with symptoms of a communicable disease should excuse him/herself from clinical settings.

Additional Guidelines:

1. An ATS should not report to his/her clinical site if s/he has signs or symptoms of one or more of the above communicable diseases. An ATS must immediately notify the ATEP Director and the assigned ACI/CI of his/her status, including an estimate of how long s/he will need to be absent from the clinical rotation. The ATS should be prepared to provide written documentation from a physician or nurse prior to being permitted to return to clinical sites.
2. An ATS who has signs/symptoms of a communicable disease can either visit the Erskine College Infirmary at 8:00 a.m. M-F, may ask the ATEP Director to schedule an appointment for him/her with the ATEP Medical Director, Mark Leski, MD, or may decide to schedule an appointment with a physician of his/her choice.
3. In the event that an ACI/CI believes the ATS assigned to his/her site would be missing an inordinate amount of time due to adherence to the communicable disease policy, s/he should contact the Erskine College ATEP Director.
4. Any ATS who has been exposed to a potential infection before, during, or after a clinical experience should report that exposure to the ATEP Director and his/her ACI/CI immediately. The ATEP Director will assist the ATS in getting the appropriate diagnostic testing and treatment.

**I certify that I have read and understand the ATEP Communicable Diseases Policy described above.
I further agree to abide by the Communicable Diseases Policy described above.**

Student Name

Student Signature

Date

Faculty Witness Signature

Date

Appendix F

Erskine College Athletic Training Education Program

Athletic Training Student Clinical Supervision Policy

Appropriate levels of supervision of Athletic Training Student (ATS) on campus and off campus by approved clinical instructors (ACI) and clinical instructors (CI) must be strictly adhered to, in order to meet accreditation standards. Students are assigned to an ACI or CI for all clinical courses, and the standards applying to appropriate supervision are thus:

- J1.1** ACI or CI must be physically present and have the ability to intervene on behalf of the athletic training student to provide on-going and consistent education.
- J1.2** The ACI or CI must consistently and physically interact with the athletic training student at the site of the clinical experience.

In addition to adhering to these standards, the ACI must provide on-going and consistent education and feedback, and for this to happen, s/he must be present with the ATS constantly. ATS's, ACI's, coaches, and the athletic director must understand that it is unacceptable for an ATS to perform athletic training skills unless properly supervised by the ACI.

ATS's must master clinical competencies and progress properly through the Athletic Training Education Program in order to perform athletic training skills under the supervision of An ACI. ATS's may not utilize clinical skills or techniques until they have demonstrated competence in performing them. It is the ACI/CI's responsibility to help students seize opportunities to practice skills in real life situations, but only those skills in which they have demonstrated proficiency.

At no time during the clinical education component shall students be used as replacements for regular clinical staff. Under no circumstance should an ATS travel with a team unless an ACI, who is a certified athletic trainer, is also traveling.

By signing my name below, I am stating that I have read and will comply with the policies outlined in the ACI manual and the Erskine College athletic training student supervision policy:

ATS Name

Signature

Date

ATHLETIC TRAINING STUDENT SIGNATURE AND AGREEMENT

I, _____, an athletic training student or directed observer at Erskine College, have received and read this entire manual. I also state that I agree to abide by the rules, regulations, standards, and expectations of the Erskine College Athletic Training Education Program. I also agree that any violation of these rules, regulations, standards, and expectations may result in dismissal from the ATEP according to the procedures discussed herein.

Student Signature

Date

ATEP Director Signature

Date