



ATHLETIC TRAINING MAJOR
STUDENT HANDBOOK



2019-2020

TABLE OF CONTENTS

Welcome and Overview of Major.....	3
Faculty.....	4
Curriculum, Competitive Nature, Mission Statement, Statement of Purpose	5
Goals and Objectives, Preceptor Retention	6
Student Retention Policy & Transfer Policy.....	7
Health Forms, Transportation/Student Fees.....	8
Athletic Training required courses.....	9
Athletic Training course sequencing.....	10
Application to Major/Entry to Major	11
Senior Comprehensive Evaluation (SCE).....	13
Internship Information	14
Internship Code of Conduct, Becoming a Professional	15
Checklist for Athletic Training Majors.....	16
Program Assessment, Program Personnel	17
ATEP (requirements, technical standards, enrollment/advising).....	18
Clinical Experiences, Clinical Experience Hour Policy, Travel	19
Participation in Athletics.....	20
Student Evaluation, Performance Domains	21
BOC Certification Requirements, Liability Insurance, Supervision Policy.....	22
Professional Behavior	23
Dress Code	24
Blood-borne Pathogen (BBP) Information/policy	25
Communicable Disease Policy for Athletic Training Students.....	26
Appendix 1: Athletic Training Education Overview	27
Appendix 2: Student Evaluation Forms Portfolio Check List,	30
Appendix 3: Clinical Rotation Information	33
Appendix 4: National Athletic Trainers' Association Code of Ethics.....	35
Appendix 5: Continuing Education, Indiana Licensure, State Licensing Board Addresses	38
Appendix 6: Technical Standards for A.T. Education Program	44
Appendix 7: Communicable Disease Policy for Athletic Training Students.....	48
Appendix 8: Application to Major Check off List.....	50
Appendix 9: Journal Periodicals	54
Appendix 10: Funderburg Library Textbook Holdings	59

Welcome to the department of Exercise Science and Athletic Training at Manchester University. We offer four main areas of study; Athletic Training, Exercise Science, Fitness and Recreation and Health and Physical Education. Within these areas, there are opportunities for multiple major and minors to meet your career goals.

This manual was developed to introduce you to Manchester University and the Athletic Training program. In addition to this competitive program in athletic training, students will receive a well rounded education with Manchester's liberal arts program of study. Manchester helps students to become lifelong learners who strive to be the best in their chosen fields. The faculty is invested in helping you succeed and reach your fullest potential. At Manchester you will be challenged to learn and grow as well as being rewarded for your hard work. We believe that our program will allow you to develop the necessary skills and abilities to thrive in the job market or graduate school.

OVERVIEW OF THE MAJOR

The purpose of the Athletic Training Education Program (ATEP) at Manchester University is to prepare qualified entry-level Athletic Trainers for the profession of Athletic Training. Through a nationally accredited professional curriculum which includes both classroom and clinical, "hands-on" education, and which is within the framework of the liberal arts emphasis of Manchester University, the Athletic Training Education Program endeavors to prepare individuals who are educationally well-rounded, critical thinkers, good citizens, and professionally active, as well as competent allied health professionals.

From September, 1984 until October, 2000, the Manchester University Athletic Training Education Program prepared students through the internship route to certification eligibility as defined by the Board of Certification (BOC). In October 2000, the Athletic Training Education Program secured the initial five-year accreditation from CAATE, the Commission on Accreditation for Athletic Training Education. Following a spring, 2011 site visit, the ATEP was re-accredited by CAATE (Commission on Accreditation of Athletic Training Education). The next re-accreditation site visit is scheduled for 2020-2021.

The clinical experiences afford students opportunities to apply the theories, concepts and skills learned in the classroom to "real-life" situations in the Athletic Training settings. Athletic Training majors gain experience working with equipment intensive sports, activities in which the upper or lower extremity is emphasized, and situations in which the students are exposed to general medical conditions. The experience includes working with persons of both genders. Additional experience is incorporated into the required curriculum at sports medicine clinics, physician offices, and area high schools.

FACULTY

Director of Undergraduate Athletic Training Education & Department Chair Exercise Science and Athletic Training

Jeffrey A. Beer MA, LAT, ATC
604 E. University Avenue
North Manchester, IN 46962
Telephone: 260-982-5381
Fax: 260-901-8028
jabeer@manchester.edu

Sports Medicine Director

Erin R. Foreman MS, LAT, ATC
604 E. University Avenue
North Manchester, IN 46962
Telephone: 260-982-5945
Fax: 260-982-5405
erforeman@manchester.edu

Dean College of Pharmacy, Natural and Health Sciences

Dr. Mark W. Huntington PT, LAT, ATC,
604 E. University Avenue
North Manchester, IN 46962
Telephone: 260-982-5033
mwhuntington@manchester.edu

Clinical Education Coordinator

Lucas Dargo DAT, LAT, ATC
604 E. University Avenue
North Manchester, IN 46962
Telephone: 260-982-5994
Fax: 260-982-5405
lddargo@manchester.edu

Athletic Trainer

Kevin Guillion MS, LAT, ATC
604 E. University Avenue
North Manchester, IN 46962
Telephone: 260-982-5125
Fax: 260-982-5405

Athletic Trainer

Josh Slayton
604 E. University Avenue
North Manchester, IN 46962
Telephone: 260-982-5127
Fax: 260-982-5405

Athletic Trainer

RJ Wilson MS, LAT, ATC
604 E. University Avenue
North Manchester, IN 46962
Telephone: 260-982-5109
Fax: 260-982-5405

CURRICULUM

The curriculum leading to the degree in Athletic Training requires a combination of general education /CORE, athletic training required courses, and electives. Please refer to the Manchester University catalog (your specific incoming year) for general education/CORE and graduation requirements. General Education/CORE courses and elective courses should be selected in consultation with your academic advisor.

The goal of the athletic training program is to prepare students for careers in the field of athletic training or graduate study. The program is designed to entail thorough knowledge base in anatomy, physiology, organization, management, rehabilitation and clinical and field experiences.

COMPETITIVE NATURE OF PROGRAM

Manchester University offers a competitive admission process for the athletic training major. A 5:1 student to ratio is observed, thus admittance into the major is necessarily limited by the number of preceptors involved within the program, graduating seniors from the previous year, and student attrition. If the number of qualified applicants exceeds the number of clinical spaces an objective means off making admissions decisions will be employed. Please see the ATEP Program Director for further explanation if needed.

MISSION STATEMENT

The purpose of the Athletic Training Education Program (ATEP) at Manchester University is to prepare qualified entry-level Athletic Trainers for the profession of Athletic Training. Through a nationally accredited professional curriculum which includes both classroom and clinical, "hands-on" education, and which is within the framework of the liberal arts emphasis of Manchester University, the Athletic Training Education Program endeavors to prepare individuals who are educationally well-rounded, critical thinkers, good citizens, and professionally active, as well as competent allied health professionals.

STATEMENT OF PURPOSE

The purpose of the Athletic Training Education Program at Manchester University is to prepare qualified entry-level Athletic Trainers for the profession of Athletic Training.

GOALS & OBJECTIVES

1. To produce quality Athletic Training professionals for potential employment in a variety of health care settings.
2. To prepare students to pass the BOC certification examination through CAATE-accredited educational program
3. To promote professional and ethical conduct at all times in accordance with the National Athletic Trainers' Association Code of Ethics
4. To provide exemplary classroom and clinical learning environments in which students can develop the appropriate cognitive and psychomotor educational competencies and clinical proficiencies for an entry-level Athletic Training professional

PRECEPTOR RETENTION/CONDUCT POLICY

Manchester University Athletic Training Education Program reserves the right to take necessary and appropriate actions to protect the safety, well-being and reputation of its athletic training preceptors, athletic training students and athletic training program (ATEP). The actions and behaviors of Manchester University's preceptors are of the utmost importance. Any breach of the NATA Code of Ethics, inappropriate actions, attitudes, or behaviors by a preceptor may result in disciplinary actions for any violation of athletic training policy and state or federal law, on or off campus, which adversely affects Manchester University's students or educational interests.

Any preceptor that violates an athletic training policy or state or federal law during a clinical education experience may be dismissed from the athletic training program as a preceptor. Specific examples of conduct which may lead to dismissal from the athletic training program include, but are not limited to, the use of drugs, alcohol, or other conduct against school, team or the ATEP policy. It is the ATEP's policy that no preceptor report to any clinical experience with ANY alcohol or drug related symptoms (i.e.: intoxicated or impaired by other substances). It is also the policy of the athletic training program that no inappropriate behavior by a preceptor be present during any clinical education experience (i.e.: harassment of any kind). Dismissal may be necessary when repeated warnings have been given for a particular action which does not result in changed behavior. All disciplinary actions will be carried out by the athletic training program director or clinical education coordinator. The athletic training program director will have final say in any disciplinary action or dismissal from the athletic training program.

**Manchester University Athletic Training
Entry / Retention / Probation Policy**

**No longer accepting undergraduate students due to
voluntary withdraw from the CAATE**

Formatted: Font: 20 pt, No underline, Highlight

Formatted: Centered

Formatted: Font: 20 pt, No underline

Formatted: Font: 20 pt

THERAPEUTIC EQUIPMENT & MODALITY SAFETY POLICY

Affiliated clinical sites are required to calibrate all necessary therapeutic exercise and modality equipment with which a Manchester University Athletic Training student may come in contact or perform on a patient while at a clinical site. All calibrations must be completed annually and documentation kept by both the Manchester University Clinical Education Coordinator and affiliated clinical site. All sites must follow at least the minimum safety protocols and maintenance for each therapeutic modality or piece of equipment associated with each affiliated clinical site. Failure to meet this minimum standard will result in Athletic Training students being withdrawn from that affiliated clinical site. An Athletic Training student will not have a grade decreased if such an action occurs and hours cannot be met per the Manchester University hour's policy. Such a student will be reassigned to another approved affiliated clinical site.

TRANSFER STUDENT POLICY

The Manchester University Athletic Training Program will accept transfer students who have met stated program admission requirements printed in the entry athletic training application that can be found on the athletic training website and student handbook. The level a student is placed in the ATEP depends on competencies and proficiencies completed at the previous institution, the student's ability to demonstrate proficiency in those proficiencies, and credits transferring from previous institution. Please contact the ATEP Director about your particular situation. Transfer students must also meet Manchester University's requirements for admission. All transfer students must have an interview with the athletic training faculty and staff before admittance into the program.

HEALTH FORMS

Athletic training students are required to submit a health physical form to health services before

beginning at Manchester University. . Considering the nature of the position athletic training students physical forms are obtained from health services by the ATEP director and reviewed upon acceptance into the athletic training program. The ATEP director contacts the health services director and requests copies of all physical forms for a specific list of incoming athletic training majors. The director of health services reviews the physicals to confirm the student has signed a statement on the form giving the Director of Health Services permission to share physicals with other necessary personnel on campus. Once this is confirmed the director of health services provides the ATEP director copies of all athletic training students for their clinical files in the ATEP director's office. These physicals are reviewed by the ATEP director to confirm that each student is capable to perform the tasks that are required of an athletic training student. The ATEP director is also reviewing that no medical history is present that will put any athletic training major at risk for injury. These health forms are required to be in the athletic training student clinical folders per the Commission on Accreditation of Athletic Training Education (CAATE).

TRANSPORTATION & FEES

Transportation: All athletic training students at Manchester University will be responsible for their own transportation and expenses with regards to any off site clinical or general medical assignment while at Manchester University. If students do not have transportation or fees, their grades will be subject to change for their clinical, field, or general medical experiences which may affect their GPAs, course grades, or graduation date.

Clothing: All athletic training students will be given minimum athletic training attire (i.e. t-shirt(s), polo's) by the athletic training department but will be required to purchase any extra clothing to meet the programs dress code. All students will also be given the opportunity to purchase additional clothing at discounted prices annually. Discounted prices depend on the number of students who order clothing.

Fees: Additional course fees are charged to students enrolled in the following courses:

- ESS 113: Emergency care requires a \$20.00 max fee for purchasing first aid supplies and resuscitation mask.
- ESS 150/L: Prevention and Injury requires a \$50.00 fee for the purchase of taping and wrapping supplies
- ESS 411: If a student registers for the BOC exam he/she will be required to pay for all fees associated with this process
- ESS 373: Field Experience requires an approximate \$60.00 fee due to drug screening and background check for selected site(s) for liability purposes.

EXERCISE SCIENCE AND ATHLETIC TRAINING
Required Courses
Athletic Training Major

#	Title	S.H.	Semester Offered
BIOL 202	Fundamentals of Human Anatomy	3.0	Spring
BIOL 202L	Fundamentals of Human Anatomy Lab	1.0	Spring
BIOL 204	Fundamentals of Human Physiology	3.0	Fall
BIOL 204L	Fundamentals of Human Phys. Lab	1.0	Fall
ESS 106	Medical Terminology	1.0	Fall
ESS 113	Emergency Care for the Phys. Active	3.0	Spring
ESS 150	Injury & Illness Prevention	3.0	Fall
ESS 150L	Injury & Illness Prevention	1.0	Fall
ESS 200	Basic Principles of Nutrition	3.0	Fall
ESS 231	Medical Diagnostic Imaging	1.0	Fall
ESS 240	Ethics and Psychosocial Aspect of Sport	3.0	Spring
ESS 243	Principles of Fitness	2.0	Spring
ESS 246	Medical Considerations for the Physically Active	3.0	Spring
ESS 247	Pharmacology in Allied Health	1.0	Spring
ESS 251	Musculoskeletal Upper Extremity	3.0	Fall
ESS 253	Musculoskeletal Lower Extremity	3.0	Spring
ESS 265	Research Methods in Athletic Training	2.0	Spring
ESS 270	Clinical Experience in A.T. I	1.0	Fall & Spring
ESS 273	Clinical Experience in A.T. II	1.0	Fall & Spring
ESS 325	Exercise Physiology	3.0	Fall

ESS 325	Exercise Physiology Lab	1.0	Fall
ESS 330	Therapeutic Modalities in A.T	3.0	Fall
ESS 335	Therapeutic Exercise	3.0	Spring
ESS 370	Clinical Experience in A.T. III	1.0	Fall & Spring
ESS 373	Clinical Experience in A.T. IV	1.0	Fall & Spring
ESS 410	Administration of Health and Physical Activity Programs	3.0	Fall
ESS 411	Topics in Athletic Training	2.0	Fall
ESS 470	Clinical Experience in A.T. V	1.0	Fall & Spring
ESS 473	Clinical Experience in A.T. VI	1.0	Fall & Spring
TOTAL REQUIRED HOURS		58	

ACADEMIC PLAN FOR: 2019~~8~~-2020~~9~~ Catalog and beyond
MAJOR: Athletic Training: 57 Hours

Course	SH	Course	SH	Course	SH
ESS 150 - Injury & Illness	3			ESS 113 - Emergency Care	3
ESS 150L - Injury & Illness Lab	1			BIOL 202 - Fund. of Anatomy	3
ESS 106 - Medical Terminology	1			BIOL 202L - Human Anatomy Lab	1
Total SH	14.5	Total SH	3-4	Total SH	13.5-14.5

Course	SH	Course	SH	Course	SH
BIOL 204 - Human Physiology	3			ESS 265- Research Methods in Athletic Training	2
BIOL 204L - Human Phys. Lab	1			ESS 253 - Musculoskeletal Assessment of LE	3
ESS 200 - Principles of Nutrition	3			ESS 335 - Therapeutic Ex.	3
ESS 251 - Musculoskeletal Assessment of UE	3			ESS 273 - Clinical Exp. II	1
ESS 270 - Clinical Exp. I	1			ESS 246 - Medical Considerations for the Physically Active	3
Total SH	14.5	Total SH	3	Total SH	14.5

Course	SH	Course	SH	Course (if not taken)	SH
ESS 325 - Exercise Physiology	3				
ESS 325L - Exercise Physiology Lab	1			ESS 247 - Pharmacology in Allied Health	1

ESS 330 – Therapeutic Modalities	3			ESS 373 – Clinical Exp. IV	1
ESS 370 – Clinical Exp. III	1			ESS 243 – Principles of Fitness	2
ESS 231 – Diagnostic Imaging	1			ESS 240 – Ethics & Psychosocial Aspect of Sport	3
Total SH	15-15.5	Total SH	3	Total SH	13-13.5
Course	SH	Course	SH	Course	SH
ESS 410 – Administration	3			ESS 411 – Topics in AT	2
ESS 470 – Clinical Exp. V	1			ESS 473 – Clinical Exp. VI	1
Total SH	15	Total SH	3	Total SH	14

APPLICATION PROCESS AND CRITERIA

No longer accepting undergraduate students due to voluntary withdraw from the CAATE

The athletic training department has a separate admissions process to enter this program. A student typically declares an interest in becoming an Athletic Training major prior to or during the first year at Manchester University. The student is then assigned as an Athletic Training Observer in the Athletic Training environment, during which the student's aptitude for the profession is assessed by both the student and the athletic training faculty/staff. By either April 1st of the student's first year or December 1st of the student's second year, formal application must be made to the Athletic Training major in order to receive assignment to an preceptor once accepted. The application is reviewed and the applicant interviewed by the Athletic Training Admission Committee (Program Director, Head Athletic Trainer, Assistant Athletic Trainers, Non-ATC faculty member, and ESAT Chair). The successful applicant is then formally admitted to the major, is designated an "Athletic Training Major", and is subsequently assigned a preceptor through enrollment in ESS 270, Clinical Experience in Athletic Training I. Unsuccessful applicants may either select a different field of study or can remain an Athletic Trainer Observer and reapply for admission to the major at the next application date, provided the minimum criteria for admission have been met. Transfer students are welcome to apply but must follow the same criteria for admission as first year students with respect to required coursework, GPA, etc. All transfer students must also go through a formal interview process with the athletic training faculty/staff before admittance is granted into the athletic training program. If coursework is being transferred, it will be determined by the registrar office what overall

credits are able to transfer. All major coursework attempting to be transferred for credit will be determined by the Program Director of the ATEP and the chair of the Exercise Science and Athletic Training Department.

Admission Criteria

No longer accepting undergraduate students due to voluntary withdraw from the CAATE

Admission to Manchester University does not guarantee acceptance to the major in Athletic Training. Application to the Athletic Training major for a typical student will occur during the spring of the student's first year at Manchester. Typical first year students will have an application deadline of April 1st. The athletic training department has an additional application deadline for those students who are considered fast track students with the registrar or transfer students that meet all requirements with respect to the transfer student policy found online and in the athletic training student handbook. To be eligible for admission to the major, the following requirements must be met by the application deadline for all students. All transfer credit will be determined by the Manchester University registrar, chair of Exercise Science and Athletic Training department, and Program Director of the ATEP.

Completion of (or equivalent transfer work) ESS 150, ESS 150L, ESS 106 and ESS 113 with a minimum cumulative GPA of 2.8 and "C" or higher in these courses:

1. Completion of at least 12 semester hours of university credit.
2. Observation at minimum of 4 practices and 2 games across two different sports
3. Successful completion of all clinical skills presented in ESS 150, ESS 150L, ESS 106 and ESS 113
4. Completion of Athletic Training Application
5. Completion of interview with the Athletic Training Admission Committee

The Manchester University Catalog (online) states that there is a separate admissions process to the major. The admittance process is detailed in, and the admission materials are distributed to students through, the Exercise Science & Athletic Training Student Handbook, obtained from the ESAT Department website. Announcements and reminders are posted in the Athletic Training treatment center, and pertinent information is located on the ATEP website.

Due to the competitive nature of the athletic training program, applicants meeting the minimum admission standards will have an interview with the Athletic Training Admission Committee. If

there are insufficient clinical slots for the number of athletic training students (both current and applied students), all applicants, even though meeting the minimum standards, may not be admitted to the major. In these cases, all interviewees are objectively rated according to the criteria listed below, and the order of admission is based on these criteria:

1. Cumulative GPA in required athletic training major courses;
2. Cumulative GPA for all classes taken
3. BIOL 202 (Anatomy) Course Grade
4. BIOL 204 (Physiology) Course Grade

Cumulative GPA _____ Core GPA (ESS 150, ESS 150L, ESS 106 and ESS 113)

3.51-4.00 15 points _____ 3.51-4.00 20 points

3.00-3.50 10 points _____ 3.00-3.50 15 points

2.50-2.99 5 points _____ 2.50-2.99 10 points

<2.50 0 points _____ 2.00-2.49 1 point

TOTAL _____ TOTAL _____

Senior Comprehensive Evaluation

Each academic major at Manchester University includes a Senior Comprehensive Evaluation (SCE) which each student must successfully complete prior to graduation. For the Athletic Training major, completion of a designated set of examinations during ESS 411, Topics in Athletic Training, with at least an 80% score and completion of portfolio constitutes successful completion of the senior comprehensive evaluation. Further information pertaining to the SCE is found in the online Manchester University [Catalog](#).

Internship

No longer accepting undergraduate students due to voluntary withdraw from the CAATE

The internship (ESAT 477) is the culminating experience of the Athletic Training program at Manchester University. You must be of senior standing and/or have permission of the instructor to be allowed to complete this course. To begin the internship process, you should meet with the program coordinator to discuss your career interests and possible internship sites.

Steps for ESAT 477: Internship in Athletic Training:

1. Meet with Athletic Training program director to discuss internship interests
2. Identify possible internship sites
3. Apply/interview for internship at potential site(s)
4. Accept internship
5. Complete Internship Contract with site supervisor and ESS 477 instructor
6. Receive a Permission to Enroll form from ESAT Department Chair
7. Enroll in ESAT 477
8. Begin internship, maintain paperwork written out on contract
9. Complete internship
10. Complete and submit internship paper and supporting documents

Internship Process:

While internship selection is a shared responsibility between you and faculty, the ultimate responsibility for securing the internship rests with you. Procrastination by you could result in failure to secure an internship at the preferred site during the desired semester! Internship position announcements are routinely posted on the PERC bulletin board and made public to students. You can always meet with the program director to discuss possible internship sites and career interests.

You must then fill out an Internship Contract. The contract stipulates all relevant material agreements between the school, student, and internship agency. See the ESAT 477 instructor for a copy of the Internship Contract. No on-site activity can begin without a formal contract, for any reason.

The final step in preparation for the internship (ESAT 477) is filling out an *Internship Approval* form with the instructor. With this form, you can obtain a *Permission to Enroll* form from the ESAT Department Chair. Information about specific internship assessment will be provided through the ESAT 477 Syllabus and supporting documents. Specific items that will be included in the assessment are:

- a. Internship Contract
- b. Internship Objectives List
- c. Internship Daily Journal
- d. Internship Signed Time Log

- e. ~~Internship Summary of Learning Paper~~
- f. ~~Final Evaluation (by site supervisor)~~

Internship Code of Conduct:

~~As an intern you are a representative of Manchester University and the Athletic Training program. It is expected that you will hold yourself to the highest standard of ethical behavior. The following are specific expectations of all interns. Violation of any of these rules or any behavior that is detrimental to Manchester University or the internship site could result in dismissal from the internship.~~

- ~~1. No fraternization or external relationships with employees, athletes, or other members of the internship organization~~
- ~~2. All interns must have 100% attendance and arrive in a timely manner for every scheduled work shift~~
- ~~3. All interns will behave in an ethical manner at all times~~
- ~~4. All interns will dress appropriately for all internship related activities~~
- ~~5. Any activity that is deemed inappropriate or unprofessional by Manchester University or the internship site will result in dismissal from the internship~~

Becoming a Professional in the Athletic Training Field

Your preparation to enter the profession requires that you acquire the skills, attitudes, and values of successful professionals. The following are some guidelines to help you develop the ideals and standards of an effective professional.

Professional Involvement:

Athletic Training majors are expected to become professionally involved in campus organizations such as the Athletic Training Club (ATC) and/or Exercise Science and Athletic Training Club (ESAT Club). You should also plan to participate in numerous volunteer and professional development activities. You are encouraged to join a professional organization such as NATA (National Athletic Trainers Association, GLATA (Great Lakes Athletic Training Association), and/or IATA (Indiana Athletic Trainers Association). Finally, you are encouraged to become involved as a professional through entry-level positions, internships, coaching, and other leadership positions during the school year and summer.

Attire:

You must wear appropriate attire when representing the program and yourself in on-campus and off-campus activities related to the field. Appropriate dress should minimally include a collared or polo shirt, slacks, clean shoes or sneakers. No jeans, sweats, or hats should be worn at any time.

Attendance:

Attendance in your major courses and field experiences is expected. You are expected to behave in a professional manner and reliability and timeliness are imperative to professional practice.

Academic Integrity: While at Manchester University, you are held to a high standard of academic and personal integrity. You may be dismissed from the program for violations of the Academic Policies and Procedures section of your course catalog.

Checklist for Athletic Training Majors:

Below are the suggested activities during your time at Manchester University. This list certainly does not include all activities that will aid you in becoming an effective professional. As you review this list you may want to discuss certain activities with your advisor or the program director. It is vital that you pay attention for deadlines and meeting dates that correspond to the Athletic Training program.

First Year

- _____ Review the Athletic Training Student Manual and program information via A.T website
- _____ Complete ESAT 150, 150L, 106 and 113 with the required 2.8 GPA and “C” or higher)
- _____ If you are playing a sport, meet with your advisor to work out a 4-year plan so that you will be able to compete your senior year.
- _____ Attend (IATA) (**Not Mandatory**)
- _____ Apply for entrance to the major the spring of your first year

Sophomore Year

- _____ Register for ESAT 270, Clinical Experience
- _____ Attend professional conferences if possible (IATA, NATA, GLATA) (**Not Mandatory**)
- _____ Apply for entrance to the major if not completed in first year
- _____ Work with your advisor if you do not meet the continuation GPA requirements
- _____ Do a self-audit to check your progress towards major and Manchester core requirements
- _____ Look to join NATA as a student member

Junior Year

- _____ Meet with your advisor/program director to discuss internship possibilities
- _____ Attend professional conferences if possible (IATA, NATA, GLATA) (**Not Mandatory**)
- _____ Assume leadership roles in MUATC & mentor program
- _____ Renew NATA membership if a member

Senior Year

- _____ Meet with your advisor/program director to discuss graduate school and career
- _____ Attend professional conference if possible (IATA, NATA, GLATA) (**Not Mandatory**)
- _____ Complete Senior Comprehensive Evaluation (ESAT 411)
- _____ Complete the Senior Exit Interview with Athletic Training faculty
- _____ Successfully complete all degree requirements
- _____ Sign up for BOC exam through Topics, ESAT 411

Program Assessment

The Athletic Training program is committed to assessing both individual student and program goals. This assessment will take many forms including statistical analysis of numerous factors involved in recruitment, retention, performance, graduation, and post-graduation activities of students. The faculty reserves the right to use aggregate data on student achievement. Information on individual students will be protected and will not be subject to public dissemination, following federal guidelines for privacy of students. This program assessment will aid in the review, reassessment, and promotion of the Athletic Training program at Manchester University.

PROGRAM PERSONNEL

1. **Faculty/Staff Athletic Trainer** - Certified Athletic Trainer (ATC) who is a member of the faculty or staff at Manchester University.

Program Director (faculty) - Responsibility for ATEP, preceptor, Manchester University Athletic Training Club (MCATC) co-advisor, sport coverage, liaison between Athletics and Office of Student Development, teaching in academic departments, and academic advising.

Head Athletic Trainer (faculty) - Sport coverage, responsible for daily operation of the athletic training room, MCATC co-advisor, Preceptor in ATEP, teaching in academic department, and academic advising.

Assistant Athletic Trainers (faculty & staff) - Sport coverage, Preceptor in ATEP, teaching in academic department.

Adjunct Personnel – Preceptors at affiliated sites, adjunct faculty members at Manchester University teaching assigned classroom courses, and Clinical Experience courses.

2. **Athletic Training Student**- A Manchester University student who is enrolled in Athletic

Training courses and who has either been admitted to the major in Athletic Training or is in the observation phase of the ATEP (see below). All Athletic Training students are placed in one of the two following categories:

Athletic Training Observer - All potential applicants to the Major in Athletic Training are classified in this category.

Athletic Training Major - Those students who have been admitted to the Athletic Training Major and who maintain the required academic and clinical education standards as classified in this category.

ATHLETIC TRAINING EDUCATION PROGRAM

The Athletic Training Education Program is comprised of two parts: 1) the required courses taken by the students, which include 2) the Clinical and Field experiences in Athletic Training (ESAT 270, 273, 370, 373, 470, and 473). See Appendix 1 for an overview of the educational preparation of a Certified Athletic Trainer.

Required Courses

The Athletic Training Education Program is a 57 semester hour major within the Department of Exercise Science and Athletic Training. The program requirements are based upon the NATA Role Delineation Study (5th edition), CAATE 2005 Standards and Guidelines, and the National Athletic Trainers' Association Education Council Athletic Training Educational Competencies (5th edition). These entry-level competencies are attained through the prescribed coursework and include the domains of Athletic Training practice as listed on p. 9 of this handbook. The requirements for the major in Athletic Training are listed in Appendix 2 of this document and in the online Manchester University Catalog. **The only way to become eligible for BOC certification at Manchester University is to successfully complete the major in Athletic Training or Entry Level Masters in Athletic Training at Manchester University.**

Technical Standards

As stated in the online 2015-16 Manchester University Catalog, there are *technical standards* for the ATEP. These standards are found in Appendix 9 of this handbook, distributed to all students who choose to become athletic training observers, and are located on the ATEP website.

Enrollment and Academic Advising

Please consult the "Course sequence sheet" in Appendix 2 for an outline of the suggested sequence for courses required in the Athletic Training major.

Each entering student is assigned a primary academic advisor in the department from which the

student desires a major. In the spring semester of the first year, all students planning to make application to the Athletic Training major will have a faculty/staff Athletic Trainer assigned as an academic advisor. Academic advisors meet with each advisee at least once each semester (or more frequently if needed) to review academic progress, program requirements, and to assist in enrollment in the next semester's courses.

Clinical Experiences

Athletic Training majors, beginning with the first semester after acceptance, are assigned to an preceptor by the Program Director and Head Athletic Trainer through enrollment in ESAT 270, 370, 470 (Clinical Experience in Athletic Training I, II, III respectively). There is a required enrollment in a corresponding level of Field Experience course (ESAT 273, 373, 473) between each level of Clinical Experience course. During enrollment in these clinical and field experience courses, the skills presented and practiced in classroom courses are practiced in a "live" Athletic Training setting under the direct supervision of a preceptor. Once Athletic Training majors are assigned to a preceptor, assigned meeting times are established to which the student must adhere. Students will also be required to attend evaluation and treatment sessions for athletes, physician examinations, and staff case conferences. The specific requirements, grading scale, attendance policy, objectives, etc. for each of these Clinical Experience courses is found in the syllabus for each course. All Athletic Training majors will complete at least one clinical or field experience course for each of the following rotations: 1) upper extremity emphasis; 2) lower extremity emphasis; 3) equipment intensive emphasis; and 4) a general medical emphasis completed in the fall or spring semester of the junior year.

Clinical Experience Hour Policy

Athletic Training students officially accepted into the Athletic Training major will abide by the following hours policy:

Athletic Training students are required to perform a minimum of 200 hours of clinical experience when assigned to an approved preceptor for Manchester University. The hours performed must be approved by the site preceptor before credit will be given for said hours. Athletic Training students may not exceed 400 hours of clinical experience at any one give clinical experience per Manchester University. If a student does not reach the minimum amount of hours of 200 it is up to the discretion of the preceptor to approve this as acceptable. Such an instance may occur when it is impossible to accrue said hours due to the length of the clinical experience schedule. If said hours are not met, the assigned preceptor has the right to decrease a student's grade for the students clinical experience course associated with the current clinical

experience. Such a decrease will occur per the clinical experience syllabus within the 40% clinical experience portion of the student's final grade. The below scale should be used as a reference to determine how a lack of hours will affect a student's final grade. This grading scale will be reflected in the clinical experience course associated with each field experience. Any appeals to this policy must be addressed with the student's specific preceptor and then Director of Athletic Training Education if there is no resolution. This policy DOES NOT give the student the right to stop attending his/her clinical experience if or when the minimum hours are reached. If such an action occurs, the preceptor has the right to decrease a student's clinical experience grade. All athletic training students are required to have at minimum one day off each week during their clinical experience per Manchester University Athletic Training Program and CAATE.

Clinical Experience Grading Scale

Hours below the minimum 200	% grade loss
0-25 hours	- 10%
26-50 hours	- 20%
51-75 hours	- 30%
76+ hours	-40%

CLINICAL HOURS POLICY

Each student is responsible for the accurate and timely reporting of clinical hours on ATrack. Clinical hours should NOT be recorded for travel time (to and from clinical site and to away sports contests).

Students are responsible for reporting their hours to the nearest quarter of an hour, noting the day of the week and the clinical assignment. The students should update their clinical hours record at least once a week in order to ensure accuracy.

There is no mandatory total number of clinical hours required for completion of the athletic training program. There are both minimum and maximum hours established for each clinical assignment. Please review the chart below, *Minimum and Maximum Clinical Hours by Setting*.

Students engaged in clinical rotations must have one day off from clinical education responsibilities in every seven day period.

Minimum and Maximum Clinical Hours by Setting			
Clinical Site	Minimum Hours	Maximum Hours	Preferred Hours

High school Rotation	100	500	250+
General Medical Rotation	30	60	40+
College/University Rotation	100	500	250+
College/University Didactic ONLY Clinical Experience Course (No clinical preceptor)	15	30	20+

Athletic Training Student hours are verified and reviewed weekly by the assigned preceptor and Clinical Education Coordinator. Failure to comply with the appropriate recording of clinical hours will result in deduction of points from the corresponding Clinical Experience course. Fabrication of clinical hours will result in disciplinary action consistent with the program's academic dishonesty policy.

Travel

The ATEP at Manchester University follows all standards set by the CAATE and DO NOT allow any travel of athletic training students without a preceptor for visual and auditory supervision. When supervision by a preceptor is present students will be given the ability to volunteer to travel but will under no circumstances be required to travel to any event while at Manchester University. It is also a policy that no student grades will be diminished if a student does not travel to events while at Manchester University.

Participation in Intercollegiate Athletics Policy

Many prospective athletic training students who express interest in the Manchester University Athletic Training Education Program (ATEP) are also interested in participating in an intercollegiate sport during their university years. Because the ATEP has a significant clinical experience component that requires student commitment throughout the week and on weekends, conflicts between sport demands and clinical experience requirements is a problem. The ATEP faculty and staff are committed to encouraging athletic training students to take advantage of the rich co-curricular opportunities available on campus. They are also dedicated to ensuring that athletic training students graduate on time, fulfill all ATEP requirements, and have enough quality clinical experience to enable them to become skilled health care professionals.

1. Applicants to the ATEP will be provided with a copy of this policy statement early on in the application year. It will be discussed and explained again during the application process. The intention on the part of a prospective athletic training student to participate in intercollegiate athletics shall not factor into the admission decision for the ATEP.
2. Students admitted to the ATEP may participate in intercollegiate athletics
3. Athletic training students shall limit their participation to **ONE** intercollegiate team. Any exceptions to this rule will be determined by the ATEP Director.
4. Athletic training students will be allowed to participate during their team's non-traditional season **ONLY** if participation does not conflict with the student's ATEP clinical experience responsibilities.
5. Athletic training students who participate in intercollegiate athletics must, like all students, fulfill **ALL** the didactic and clinical education program requirements before they can graduate. All student-athletes are strongly encouraged to consult the athletic training education program director early since effective planning is crucial to on-time graduation.
6. All athletic training students in the ATEP, including fall student-athletes, are required to perform at least one "equipment intensive" clinical experience (e.g football). Student-athletes who participate in fall sports conflict with this requirement as a result of their athletic participation. In order to meet this program requirement, athletic training students who are fall athletes, must give up a fall season of their choice during junior or senior year to fulfill this requirement or return for a ninth semester for this rotation prior to graduating from Manchester University and the ATEP.
7. Athletic training students who participate in basketball must also fulfill the equipment intensive requirements of that rotation. This means adjustments will be necessary to both the basketball and athletic training schedules to fulfill the requirements during the athletic training student's time at Manchester University.

This policy will be in effect once a student has been accepted into the ATEP at the beginning of his/her sophomore or transfer year and will be in effect as long as the student remains in the ATEP. Students with questions are encouraged to speak with the ATEP director for clarification.

Evaluation of Students

All Athletic Training majors will be evaluated at the midterm and the end of each clinical/field experience enrollment by their assigned preceptor. The evaluations will be based upon the forms in Appendix 3, and upon the progress through the Clinical Proficiencies for that clinical experience level. The preceptor will meet with each student to discuss the evaluation. These evaluations are detailed in each course syllabus. All Athletic Training students have an opportunity to annually evaluate the faculty/staff Athletic Trainers and the Athletic Training Education Program.

Performance Domains and Content Areas

Through role delineation studies, six domains of practice for Athletic Trainers have been identified. Further, for each domain, the specific knowledge and skills critical to the performance of each task have been identified. These cognitive and psychomotor abilities are the basis for the BOC certification examination and the foundation upon which the Manchester

University Athletic Training Education Program is based.

Major Performance Domains

- I. Prevention
- II. Clinical Evaluation and Diagnosis
- III. Immediate Care
- IV. Treatment, Rehabilitation, and Conditioning
- V. Organization and Administration
- VI. Professional Responsibility

The Certified Athletic Trainer is prepared to provide health care within each of the following content areas:

1. Risk Management and Injury Prevention
2. Pathology of Injuries and Illnesses
3. Clinical Examination and Diagnosis
4. Acute Care of Injury and Illness
5. Pharmacology
6. Therapeutic Modalities
7. Therapeutic and Rehabilitative Exercise
8. General Medical Conditions and Disabilities
9. Nutritional Aspects of Injury and Illness
10. Psychosocial Intervention and Referral
11. Health Care Administration
12. Professional Development and Responsibilities

Copies of the most recent Role Delineation Study (5th edition), Educational Competencies and Clinical Proficiencies (5th ed), and CAATE Standards are in the office of the Program Director.

BOC CERTIFICATION REQUIREMENTS

In order to become a BOC certified Athletic Trainer (ATC), an individual must pass the Board of Certification (BOC) Examination. Exams are administered at computer testing sites across the nation, and consist of written and “hybrid” questions. Further information regarding examination sites, deadlines, and fees is posted on the Athletic Training room bulletin board and can be found on the Board of Certification website, www.bocatc.org.

The only way to become BOC-certification eligible (be eligible to take the certification examination) is to graduate from a CAATE-accredited Athletic Training Education Program (either undergraduate or graduate)

PROFESSIONAL MEMBERSHIPS AND LIABILITY INSURANCE

Student membership in the National Athletic Trainers' Association (NATA) is mandatory since it

is a requirement to be on Atrack. Advantages of membership include receiving the Journal of Athletic Training, NATA News, placement on vendor mailing lists, and price reductions for conference registrations and BOC-certification examination fees. More information on NATA membership can be found at the NATA website, www.nata.org.

In order to comply with program accreditation standards, professional liability insurance is provided to all Athletic Training majors (not including Athletic Training observers) through a blanket policy. This is provided at no cost to the students. Copies of this policy are placed in each student's ATEP file. These files are located in the Program Director's office.

Clinical Supervision Policy

During clinical experiences, athletic training students will be assigned to a preceptor who will provide direct supervision of the athletic training student. Direct supervision at Manchester University is defined as:

Daily personal/verbal contact at the site of supervision between the athletic training student and the preceptor who plans, directs, advises, and evaluates the students' athletic training clinical experience. The preceptor shall be physically present to intervene on behalf of the student-athlete or patient.

A preceptor must be physically present with the athletic training student and have the ability to intervene on behalf of the athletic training student and the student-athlete or patient. No athletic training student will be present at a clinical experience site without being directly supervised by a preceptor. The preceptor will communicate daily with the athletic training student to provide feedback on skills and daily tasks. The preceptor's are charged with the formal evaluation for the athletic training student's integration of clinical proficiencies during clinical experiences. The preceptor will meet twice a semester to review evaluations with each student. The ATEP will provide regular communication with each PRECEPTOR in order to maintain the quality of the student clinical experiences. The number of students assigned to a PRECEPTOR will not exceed a ratio of 8 students per PRECEPTOR in each clinical experience setting.

PROFESSIONAL BEHAVIOR

The professionalism of Athletic Training students will be judged with reference to the following behaviors and attitudes:

1. Dependability, punctuality: showing up at the assigned times for the assigned duties, completion of assigned tasks.

2. Completion and submission of required/assigned paperwork on a timely basis (e.g. Clinical Proficiency Booklet kept up-to-date).
3. Ability to effectively communicate to and relate with supervisors, peers, coaches, and athletes.
4. Maintains appropriate attire (see “Dress Code” below)
5. Use/abuse of any substance which interferes with Athletic Training student academic responsibilities is considered unprofessional conduct.
6. Adherence to the NATA Code of Ethics (See Appendix 5)

The evaluation and documentation of professional behaviors and attitudes comprises a portion of the total evaluation of a student’s clinical and field experiences. The evaluation form for professional behaviors and attitudes is the “Clinical Trait Evaluation Form” (see Appendix 3).

Dress Code

A. When attending Clinical and Field Experience courses:

1. Collared shirt*
2. Shorts or trousers (NO jeans or cut offs) - can be athletic shorts or black wind pants
3. Shoes and socks (no sandals or “flip flops”)
4. Name tag (provided for you)
5. NO hats are to be worn in the Athletic Training room during treatments, etc.
6. Shirt tucked in
7. NO exposed midriffs and NO cleavage showing

*You may wear a Manchester University Athletic Training Staff tee-shirt in place of the collared shirt.

B. For outdoor contests:

1. Manchester University Athletic Training polo (provided for you)
2. Observation Students should wear polo and Khakis
3. Khaki shorts or trousers
4. Shoes and socks
5. Name tag (optional)

C. For indoor contests:

1. As in “B” above or as appropriate for the sport

MANCHESTER UNIVERSITY ATHLETIC TRAINING SERVICES OSHA Regulations for Blood-borne Pathogens

Effective March 6, 1992, the Occupational Safety and Health Administration (OSHA) enacted specific standards designed to protect workers from the risk of blood-borne diseases, including hepatitis B virus and human immunodeficiency virus (HIV). Key provisions of this regulation are:

- *The employer must identify, in writing, tasks, procedures, and job classifications where occupational exposure to blood might occur;
- *Universal precautions must be observed; this means that all blood and body fluids should be treated as if they were infectious;
- *Employers must provide, at no cost, personal protective equipment such as gloves, gowns, and masks;
- *Employers must provide, at no cost to the employee, Hepatitis B vaccinations to those employees who have occupational exposure (does not apply to Athletic Training students)
- *Post-exposure medical evaluation and counseling must be made available to all employees who have had an exposure incident. All laboratory tests and medical evaluations must be provided at no cost to the employee;
- *Annual training must be given to each occupationally exposed employee addressing modes of transmission, preventive measures, and proper use of personal protective equipment.

1. Faculty/Staff Athletic Trainers and Athletic Training students at Manchester University could reasonably anticipate coming into contact with blood or other potentially infectious materials during performance of their jobs. Specific tasks which would involve potential exposure include: **cleaning/dressing/evaluation of wounds (including blisters), treatment of bleeding wounds, and handling of surfaces, linens, and uniforms which have been contaminated by blood or other body fluids.**

2. Universal precautions are conspicuously posted in the Athletic Training room at Manchester University.
3. Gloves will be provided in the athletic training room for occupationally exposed employees and students.
4. Annual (re)training in Universal Precautions and Blood-borne Pathogens is mandatory for all athletic training students, staff, and faculty, and is provided through individually scheduled sessions. Universal precautions and potential sources of exposure will be reviewed, as well as all provisions of the OSHA regulation.
5. In regards to the Hepatitis B Vaccine, all Athletic Training students **MUST** be in compliance with one of the two following provisions:

a) Have documentation on file with the Student Health Service and the Program Director which demonstrates that the student has completed the Hepatitis B vaccine series;

b) Have on file with the Program Director a signed waiver form, indicating that the Athletic Training student has voluntarily declined to receive the Hepatitis B vaccine series;

Failure to be in compliance with #s 4 and 5 above and to be current in CPR/AED certification precludes enrollment in further Clinical or Field Experience courses.

Communicable Disease Policy: Can be found on the ATEP Homepage as a link
<http://www.manchester.edu/academics/departments/ess/athletictraining/Homepage.shtml>

AND

Appendix 8

APPENDIX 1

Athletic Training Education Overview

ATHLETIC TRAINING EDUCATION OVERVIEW

This document provides a brief overview of the education and credentialing process for entry-level athletic trainers. Athletic Training programs typically fall into three categories: a baccalaureate degree in Athletic Training; a baccalaureate degree with a major in athletic training; or graduate-level program with a major in athletic training. Academic programs are accredited by the Commission on Accreditation of Athletic Training Education (CAATE). The minimum entry point into the profession of Athletic Training is at the baccalaureate level; by 2014-2015, all accredited education programs in Athletic Training will lead to a degree in Athletic Training. Upon completion of a CAATE-accredited Athletic Training education program, students become eligible to obtain national certification granted by the NATA Board of Certification, Inc. (BOC).

ENTRY-LEVEL EDUCATION

In both classroom and clinical settings, entry-level athletic training uses an approach based on the competencies required for athletic training education. Using a medical-based education model, Athletic Training students are educated to provide comprehensive preventive services and care in six domains of clinical practice: prevention; clinical evaluation and diagnosis; immediate care; treatment, rehabilitation and reconditioning; organization and administration; and professional responsibility. The educational requirements for CAATE-accredited Athletic Training Education Programs include not only cognitive (knowledge) and psychomotor (skill) content, but also a broad scope of foundational behaviors of professional practice, as well as a comprehensive clinical learning requirement that is embodied in the clinical proficiencies (professional, practice-oriented outcomes) as identified in the *Athletic Training Educational Competencies and Clinical Proficiencies*.

Students must receive formal instruction in the following specific subjects

Basic and Applied Sciences	Professional Content
<p>Human anatomy Human physiology Biology Statistics and research design Rehabilitation Exercise Physiology Kinesiology/Biomechanics Chemistry* Physics*</p> <p><i>*Recommended but not required by some ATEP</i></p>	<p>Risk Management and Injury Prevention Pathology of Injuries and Illnesses Orthopedic Clinical Examination and Diagnosis Medical Conditions and Disabilities Acute Care of Injuries and Illnesses Therapeutic Modalities Conditioning, Rehabilitative Exercise & Pharmacology Psychosocial Intervention and Referral Nutritional Aspects of Injuries & Illnesses Health Care Administration</p>

CLINICAL EDUCATION

Students are required to participate in a minimum of two years of academic clinical education. Through these experiences, students gain clinical experiences associated with a variety of different patient populations defined but not limited to: gender, varying levels of risk, utilization of protective equipment, and general medical conditions (e.g. diabetes, asthma) that address the continuum of care.

Clinical experiences provide students with opportunities to practice, under the direct supervision of qualified Clinical Instructors (i.e., Certified Athletic Trainer [ATC®] or other credentialed health care professionals).

THE ATC® CREDENTIAL

The ATC® credential and the BOC requirements are currently recognized by 46 states for eligibility and/or regulation of the practice of athletic trainers. The credibility of the BOC program and the ATC® credential awards are supported by three pillars: (1) the BOC certification examination; (2) the BOC Standards of Professional Practice, and Disciplinary Guidelines and Procedures; and (3) continuing competence (education) requirements.

BOC certification is recognized by the National Commission for Certifying Agencies and is the only accredited certification program for athletic trainers. To be certified, an individual must demonstrate that he/she is an athletic trainer capable of performing the required duties without threat of harm to the public. The BOC traditionally conducts annual examination development meetings during which certified athletic trainers and recognized experts in the science of athletic training develop, review and validate examination items and problems. The knowledge, skills, and abilities required for competent performance as an entry-level athletic trainer fall into three categories:

1. Understanding, applying, and analyzing;
2. Knowledge and decision-making;
3. Special performance abilities.

BOC certified athletic trainers are educated, trained and evaluated in six major practice domains:

1. Prevention
2. Clinical Evaluation and Diagnosis
3. Immediate Care
4. Treatment, Rehabilitation and Reconditioning
5. Organization and Administration
6. Professional Responsibility

For more information regarding the educational, certification, and licensure requirements for athletic trainers visit:

The National Athletic Trainers' Association – www.nata.org

The National Athletic Trainers' Association Education Council – www.nataec.org

The Board of Certification – www.bocatc.org

The Commission on the Accreditation of Athletic Training Education Programs – www.caate.net

APPENDIX 2

Evaluation of Athletic Training Students*

***Written Evaluations and proficiency evaluations for Athletic Training Students are physically housed on Atrack for all preceptors. Written evaluations are to be completed at both the mid and end semester time frame which the Clinical Coordinator and Program Director have administrative access to review.**

APPENDIX 3

Clinical Experiences in Athletic Training

CLINICAL EXPERIENCES IN ATHLETIC TRAINING

Students are provided with clinical experiences consistent with the goals and objectives of the ATEP. The clinical experience sequence is as follows:

- 1) First Year: Observe Certified Athletic Trainers and Athletic Training Majors in the traditional collegiate setting.
- 2) Sophomore Year (following admittance to major): Assignment to a Clinical Instructor via enrollment in ESAT 270, Clinical Experience in Athletic Training I.
- 3) Junior Year: Assignment to a Clinical Instructor via enrollment in ESAT 370, Clinical Experience in Athletic Training II. Observe and participate in their "General Medical Rotation". Students are required to observe and participate in several rotations in dentistry, optometry, chiropractic, general medical physicians office, etc.
- 4) Senior Year: Assignment to a Clinical Instructor via enrollment in ESAT 470, Clinical Experience in Athletic Training III.

APPENDIX 4

National Athletic Trainers' Association Code of Ethics



Resources For:

- members
- public
- media
- job seekers
- students
- marketers
- legislators

Quick Links

[Click here to meet our sponsors](#)

Code of Ethics

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.

September 28, 2005

REPORTING OF ETHICS VIOLATIONS

Anyone having information regarding allegations of ethical violations, and wishing to supply such information to NATA, shall supply this information, with as much specificity and documentation as possible, to NATA's Executive Director or Chair of the Ethics Committee. Information need not be supplied in writing, and the reporting individual need not identify him or herself. Information, however, that is too vague, cannot be substantiated without the assistance of the reporting person, or information where, in the opinion of the NATA Executive Director or Ethics Chair, there is no need for anonymity for the reporting individual will not be forwarded for action by the committee.

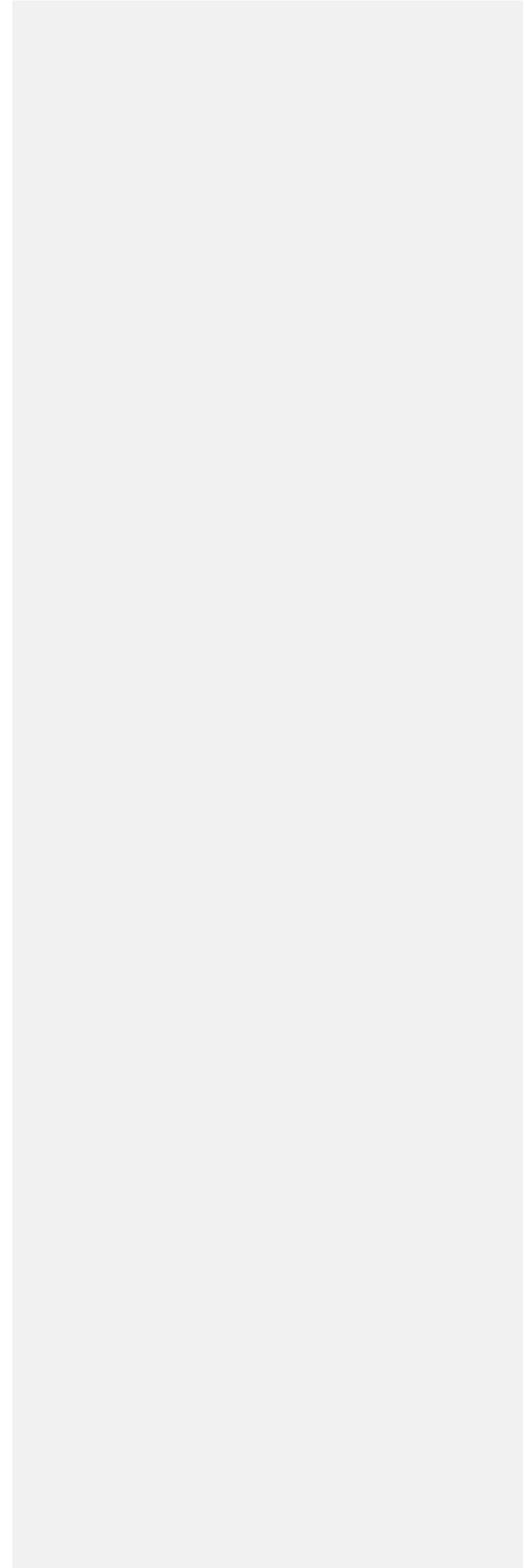
An individual may report information on the condition that the individual's name or certain other facts be kept confidential. NATA may proceed with an investigation subject to such a condition; however, NATA must inform the reporting individual that at some point in the investigation NATA may determine that it cannot proceed further without disclosing some of the confidential information, either to the applicant or member under investigation or to some other party. A reporting individual, upon receiving this information from NATA, may decide whether or not to allow the information to be revealed. If the reporting individual decides that the necessary information must remain confidential, NATA may be required to close the unfinished investigation for lack of necessary information. Individuals are strongly encouraged to provide relevant information, with as much detail as possible, in writing to:

NATA
Ethics Investigations
2952 Stemmons Frwy
Dallas, TX 75247-6196

...or fill out and mail the [Ethics Complaint Form](#), found here.

APPENDIX 5

Continuing Education Requirements for Certified Athletic Trainers



Continuing Education Requirements for BOC Certified Athletic Trainers

Indiana State Licensing Requirements for Athletic Trainers

Board of Certification (BOC) Continuing Education Requirements

Upon attaining BOC certification, individuals must complete 75 hours of approved continuing education in each three year period in order to maintain BOC certification. Fulfilling this requirement can be achieved by such activities as attending meetings and conferences, completing home-study courses, authoring articles, etc. Certified Athletic Trainers maintain a record of continuing education hours online.

Athletic Trainer Licensing in Indiana

In order to call oneself an “athletic trainer” in Indiana, and in order to practice “athletic training”, an individual MUST be licensed by the state. If BOC certification has been achieved, one does NOT have to take a test for Indiana licensing as an athletic trainer. To maintain a state license, an athletic trainer must complete 50 hours of continuing education in each two year period (the same continuing education hours can count for both the BOC and Indiana requirements).

Students should request application materials for state licensing in the spring of the final year at Manchester University. Requests should be sent to:

Indiana Athletic Trainers Licensure Board
Health Professions Bureau
402 W. Washington
Indianapolis, IN 46204
317-232-2960

Athletic Training Regulatory Departments Application Information 5.5.00

ALABAMA

Alabama Board of Athletic Trainers
PO Box 11477
1274 Gregory Ave.
Montgomery, AL 36111
(334) 284-1929
Fax (334) 284-2663
Louise Porter

ARKANSAS

Arkansas Board of Physical Therapy
9 Shackelford Plaza, Suite 1
Little Rock, AR 72211
(501) 228-7100
Fax (501) 228-5535
Jennifer Coleman
Jcole101456@aol.com

COLORADO

Colorado Board of Medicine
1560 Broadway, Suite 1550
Denver, CO 80202
(303) 894-7690
Fax (303) 894-7692
Susan Miller

CONNECTICUT

Department of Public Health
P.O. Box 340308
M.S. #12 MQA
HARTFORD, CT 06134
(860) 509-7603
Fax (860) 509-7607
Debra Tomassone
debra.tomassone@po.state.ct.us

DELAWARE

Examining Board of Physical Therapy
Division of Professional Regulation
Cannon Bldg, Suite 203
861 Silver Lake Blvd.
DOVER, DE 19904
(302) 739-4522
Fax (302) 739-2711
Susan Miccio
smiccio@state.de.us

FLORIDA

Florida State Health Department
Board of Athletic Trainers
2020 Capital Circle SE Bin #C08 Tallahassee, FL
32399-3258
(850) 488-0595 or (850) 487-1129
THERESA SKELTON
THERESA_SKELTON@DOH.STATE.FL.US

GEORGIA

Georgia Board of Athletic Trainers
237 Coliseum Drive
Macon, Georgia 31217-3858
(912) 207-1678
Fax (912) 207-1676
LaSharn Hughes, Executive Director

HAWAII

Ruth Gushiken, Executive Secretary
State of Hawaii Department of Commerce and
Consumer Affairs
Vocational Licensing Division
State Board of Physical Therapy
1010 Richards St.
Honolulu, HI 96813

IDAHO

Idaho State Board of Medicine
PO Box 83720
Boise, ID 83720-0058
(208) 334-2822 x234
Fax (208) 334-2801
Nancy Kerr

ILLINOIS

Dept. of Professional Regulation
Technical Assistance
096 Athletic Training
Illinois Board of Athletic Training
320 W. Washington, 3rd Floor
Springfield, IL 62786
(217) 782-8556
Fax (217) 782-7645
Dan Harden

INDIANA

Health Professions Bureau
402 West Washington Street
Room 041
Indianapolis, IN 46204
(317) 232-2960
Fax (317) 233-4236
Barbara Buck
Bbuck@hpb.state.in.us

IOWA

Iowa Board of Athletic Training
Lucas State Office Bldg, 5th Floor
321 East 12th Street
Des Moines, IA 50319-0075
(515) 281-4401
Roxanne Sparks

KANSAS

Kansas State Board of the Healing Arts
235 S. Topeka Blvd.
Topeka, KS 66603
(785) 296-7413
(785) 296-0852
Charlene Abbott
Cabbott@ink.org

KENTUCKY

Kentucky Board of Medical Licensure
310 Whittington Parkway, Ste. 1B
Louisville, KY 40222
(502) 429-8046
Fax (502) 429-9923
Martha Smith
Martha.smith@mail.state.ky.us

LOUISIANA

State Board of Medical Examiners
630 Camp Street
New Orleans, LA 70130
Mailing Address:
P. O. Box 30250
New Orleans, LA 70190-0250
(504) 524-6763
Fax (504) 568-8893
Carol Duchmann

MAINE

Maine Department of Professional and
Financial Regulation
Office of Licensing & Registration
Board of Athletic Trainers
35 State House Station
Augusta, ME 04333
(207) 624-8624
Fax (207) 624-8637
Marlene McFadden

MASSACHUSETTS

Board of Allied Health Professions
State Office Building
100 Cambridge Street, Rm 1513
Boston, MA 02202
(617) 727-3071
Fax (617) 727-2669
Kimberly Hamel
kimberly.a.hamel@state.ma.us

MINNESOTA

Athletic Trainers' Advisory Council
State Board of Medical Practice
University Park Plaza
2829 University Ave. Ste. 400
Minneapolis, MN 55414-3246
(612) 617-2130
Fax (612) 617-2166
Erika Oberfrank
erikao@bmp.state.mn.us

MISSISSIPPI

Mississippi State Department of Health
Office of Professional Licensure
P. O. Box 1700
Jackson, MS 39215-1700
(601) 987-4153
Fax (601) 987-3784
David Kweller

MISSOURI

Missouri St Board for the Healing Arts
P. O. Box 4
Jefferson City, MO 65102
(573) 751-0098
Fax (573) 751-3166
Karla Laughlin

NEBRASKA

Department of HHS Regulation & Licensure
P. O. Box 94986
Lincoln, NE 68509
(402) 471-0547
Fax (402) 471-3577
Diane Hansmeyer
Doh6151@vmhost.cdp.state.ne.us

NEW HAMPSHIRE

Office of Allied Health Professionals
2 Industrial Park Drive
Concord, NH 03301
(603) 271-8389
Fax (603) 271-6702
Veronique Soucy
Aboldus@nhsa.state.nh.us

NEW JERSEY

The Board of Medical Examiners
ATHLETIC TRAINING ADVISORY COMMITTEE
140 East Front Street, 2nd Floor
PO Box 183
Trenton, NJ 08625-0183
(609) 826-7100
Fax (609) 826-7117
Mary Lou Mattola

NEW MEXICO

Regulation & Licensing Department
Athletic Training Practice Board
P. O. Box 25101
Santa Fe, NM 87504
(505) 476-7100
Fax (505) 476-7094
Becky Armijo-Lahey
AthleticTrainerBoard@state.nm.us

NEW YORK

State Committee for Athletic Trainers
NY State Education Department
Cultural Education Center, Room 3023
Albany, NY 12110
(518) 474-3841
Fax (518) 486-4846
Thomas Monahan
Athlbd@mail.nysed.gov

NORTH CAROLINA

Board of Athletic Training Examiners
PO Box 10769
Raleigh, NC 27605
(919) 821-4980
Fax (919) 833-5743
Jim Scarborough
Scarboro@interpath.com

NORTH DAKOTA

Board of Athletic Trainers
1831 North 21st St.
Bismark, ND 58501
(701)255-7500
Tim McCrory, ATC

OHIO

Executive Secretary
OT, PT, AT Board
77 S. High Street, 16th Floor
Columbus, OH 43266-0317
(614) 466-3774
Fax (614) 644-8112
Carl Gabriel Williams or Rebecca Hammond
SRS_OPT_RB@ohio.gov

OKLAHOMA

Bd of Medical Licensure & Supervision
Athletic Trainers Advisory Committee
P.O. Box 18256
Oklahoma City, OK 73154
(405) 848-6841
Fax (405) 848-8240
Kathy Plant
Osbmils@osbmils.state.ok.us

OREGON

Health Division Licensing Programs
Board of Athletic Trainers
700 SUMMER STREET NE, SUITE 320
Salem, OR 97310-1287
(503) 378-8667
Fax (503) 585-9114
E-mail: hdlp_mail@state.or.us
Web: <http://www.hdlp.hr.state.or.us>
Tricia Allbritton
patricia.c.allbritton@state.or.us

PENNSYLVANIA

Bureau of Professional & Occupational Affairs
P. O. Box 2649
Harrisburg, PA 17105-2649
(717) 783-7134
Fax (717) 787-7769
Robert Kline
Physical@pados.dos.state.pa.us

RHODE ISLAND

Rhode Island Department of Health
Division of Professional Regulations
3 Capital Hill, Room 104
Providence, RI 02908
(401) 277-2827
Fax (401) 277-1272
Paula Morrissey

SOUTH CAROLINA

SC DHEC
Division of EMS
2600 Bull St.
Columbia, SC 29201
(803) 737-7204
Fax (803) 737-7212
Jim Catoe
CatoeJC@Columb54.DHEC.state.us

SOUTH DAKOTA

South Dakota Bd of Medical &
Osteopathic Examiners
1323 S. Minnesota Ave.
Sioux Falls, SD 57105
(605) 334-8343
Fax (605) 336-0270
Mitzi Turley

TENNESSEE

Board of Medical Examiners
State Department of Health
Council on Athletic Training
1st Floor, Cordell Hull Building
425 FIFTH AVE. NORTH
Nashville, TN 37247-1010
(888) 310-4650
(615) 741-3824
Fax (615) 532-5369
Vickie Pentecost

TEXAS

Advisory Board of Athletic Trainers
1100 West 49th Street
Austin, TX 78756-3183
(512) 834-6615
Fax (512) 834-6677
Steven Mills
Stephen.mills@tah.state.tx.us
www.tdh.state.tx.us/hcqs/plc/at.htm

VERMONT

Secretary of State's Office
Office of Professional Regulation
26 Terrace St., Drawer 09
Montpelier, VT 05609-1106
(802) 828-2390
Fax:
Diane Lafaille
dlafaille@sec.state.vt.us

VIRGINIA

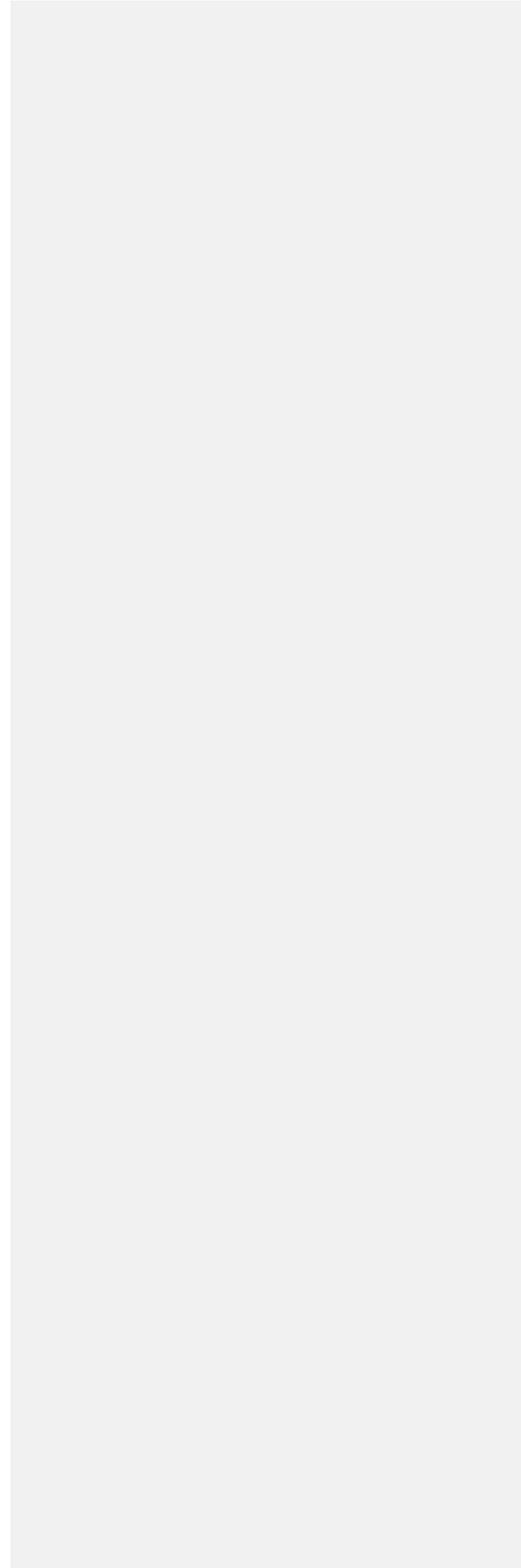
DEPARTMENT OF HEALTH PROFESSIONS
6606 W Broad St., 4th Floor
Richmond, VA 23230-1717
(804) 662-9900
Fax (804) 662-9943
Robert Nebiker

WEST VIRGINIA

West Virginia Department of Education
Building 6, Room 309
1900 Kanawha Boulevard East
Charleston, WV 25305-0330
(304) 558-8830
Fax (304) 558-0048
John Ray, Coordinator

APPENDIX 6

Technical Standards for the Athletic Training Major



Manchester University

Department of Exercise Science and Athletic Training
Athletic Training Educational Program

Technical Standards for Admission

As stated in the Manchester University *Catalog, Exercise Science and Athletic Training Department Student Handbook*, and *Athletic Training Major Handbook*, a separate admissions process is required for formal entry to the athletic training major (the “major”). The Athletic Training Educational Program (“ATEP”) places **specific requirements and demands** on students admitted to the major.

An objective of the major is to prepare graduates to enter a variety of health care employment settings and to render appropriate care to a wide spectrum of individuals engaged in physical activity. The technical standards set forth by the ATEP establish the essential qualities considered necessary for students admitted to this major to achieve the knowledge, skills, and competencies of an entry-level athletic trainer, as well as meet the expectations of the ATEP’s accrediting agency, the Commission on Accreditation of Athletic Training Education (CAATE). In the event a student is unable to fulfill these technical standards, even with reasonable accommodation, the student will not be admitted to the major. Compliance with the ATEP’s technical standards does not guarantee a student’s eligibility for the Board of Certification (BOC) certification examination.

Candidates for admission to the athletic training major at Manchester University must demonstrate:

1. The mental capacity to assimilate, analyze, synthesize, and integrate concepts and to problem solve rapidly in order to formulate clinical judgments, and to be able to distinguish deviations from normal;
2. Sufficient postural and neuromuscular control, sensory function, muscular strength, and coordination to perform appropriate physical examinations using accepted techniques; to accurately, safely, and efficiently use equipment and materials during the assessment and treatment of patients and the prevention of injury and illness in the physically active population;
3. The ability to communicate effectively and sensitively with patients and colleagues, including individuals from different cultural and social backgrounds; this includes, but is not limited to, the ability to establish rapport with patients and communicate judgments and treatment information effectively. Students must be able to understand and speak the English language at a level consistent with competent professional practice;
4. The ability to record the physical examination results and a treatment plan clearly and accurately;
5. The cap preceptor to maintain composure and continue to function well during periods of high stress;
6. The perseverance, diligence, and commitment to complete the ATEP as outlined and sequenced;
7. The ability to adjust to rapidly changing situations and uncertainty in clinical situations;
8. Affective skills (values) and appropriate demeanor and rapport that relate to professional education and quality patient care.
9. Meet class standards for course completion throughout the curriculum

10. Be able to read, write, speak, and understand English at a level consistent with successful course completion, having the ability to communicate with athletes and successfully complete medical records.
11. Complete readings, assignments and other activities outside of class hours
12. Gather decision-making pieces of information during an injury assessment activity in class or in the clinical setting without the use of an intermediary such as a classmate or certified athletic trainer.
13. Perform treatment and rehabilitation activities in class or in the clinical setting by direct performance or by instruction and supervision of intermediaries.
14. Apply critical thinking processes to their work in the classroom and in the clinical setting, and must exercise sound judgment in the class and in the clinical setting and must follow safety procedures established for each class and clinical setting.
15. Maintain personal appearance and hygiene conducive to the classroom and clinical setting.
16. Annually pass a cardiopulmonary resuscitation (CPR) course at the professional rescuer level.
17. Annually complete OSHA-regulated blood borne pathogen exposure training and complete the Hepatitis B vaccine series or have a written denial on file.
18. Typically sit for 2-10 hours daily in the classroom, stand for 1-2 hours daily at a field experience and must be able to ambulate 10 yards at 2 miles per hour indoor or outdoor over rough terrain.
19. Frequently lift less than 10 pounds and occasionally lift between 10-20 pounds overhead.
20. Occasionally carry up to 25 pounds while walking 10-20 feet.
21. Frequently twist, bend, stoop and kneel on the floor up to 15 minutes
22. Frequently move from place to place in position to position and must do so at a speed that permits safe handling of classmates and injured athletes.
23. Frequently stand and walk while providing support to an injured athlete
24. Use auditory, tactile, and visual senses to receive classroom instruction and to evaluate and treat injured athletes
25. Often work within an electrical field
26. Have 20-40 corrected vision to correctly see activities across the field, court or mat.
27. Have basic neurological function to perceive hot, cold, change in contour of surface/body part and to maintain 10 pounds of grip strength for 30 seconds.
28. Frequently need bladder, bowel, and emotional control for 1-2 hours
29. Possess the ability to make and execute quick, appropriate and accurate decisions in a stressful environment

Candidates for admission to the athletic training major at Manchester University are required to verify they understand and meet these technical standards or they believe that, with certain accommodations, they can meet the standards.

The Director of Learning Support Services will evaluate a student who states he/she could meet the ATEP'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, the University will determine whether it agrees that the student can meet the technical standards with reasonable accommodation; this includes a review of whether the requested accommodations 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 experience, and field experience deemed essential for 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 to the athletic training major.

Signature of Applicant

Date

Alternate statement for students requesting accommodation(s)

I certify that I have read and understand the technical standards of selection listed above, and I believe to the best of my knowledge that I can meet each of these standards with certain accommodations. I will contact the Director of Learning Support Services to determine what accommodations may be available. I understand that if I am unable to meet these standards, even with accommodations, I will not be admitted to the athletic training major.

Signature of Applicant

Date

APPENDIX 7

Communicable Disease Policy for Athletic Training Students

Manchester University
Athletic Training Education
Student Illness on Communicable Diseases Policy & Hepatitis B Vaccination

The Manchester University Athletic Training Education Program recognizes the importance of minimizing the exposure of athletes or patients in a clinical setting to communicable diseases. Therefore, it is recommended that athletic training students not report to their clinical site if they have active signs or symptoms of a communicable disease. Active signs or symptoms include, but are not limited to fever, diarrhea, and vomiting. Athletic Training Students are to immediately notify their assigned preceptor of their status. If an athletic training student feels ill enough to miss more than one day of class or clinical experience, that student should be evaluated by the University Health Services or his/her family physician. Upon review by University Health Services or a physician, the student must furnish the ATEP with notification of his/her health status and ability to participate in the required academic and clinical activities of the program.

All students must attend required OSHA / blood-borne pathogen training annually to learn, practice, and be evaluated as successfully performing all skills and tasks that will assist them in limiting their exposure in health care settings. To limit exposure, students are required to use proper hand washing techniques and practice good hygiene at all times. Students are required to use universal precautions at all time when functioning as an athletic training students in a health care setting and /or when working with potential sources of infectious disease

In the event that a preceptor feels that an athletic training student assigned to his/her site missing an inordinate amount of time due to adherence to the communicable disease policy, he/she should contact the Manchester University Athletic Training Education Program Director and/or the Academic Coordinator of ATEP Clinical Education.

All athletic training students are required to have had the Hepatitis B vaccination series or sign a letter of declination before they can participate in the athletic training program. Proof of immunizations is required by the Health Services Department before a student is allowed to participate in observation or clinical work.

Athletic Training Student

Date

Program Director/ATEP Coordinator of Clinical Education

Date

APPENDIX 8
APPLICATION TO THE MAJOR CHECK OFF LIST

APPLICATION REQUIREMENTS AND PROCEDURES

A student must formally be admitted to the Athletic Training Major in the Department of Exercise Science and Athletic Training. This admissions process is separate from that of general admittance to Manchester University. Formal application to the major is normally made during the spring semester of the first year. Students can also elect to apply in the Fall semester of the sophomore year. The following are the minimal criteria for admission to the major; the asterisked items (*) must be included in the application package as hard copies, and the entire package must be submitted in total by a deadline date noted below. The number of admissions to the major is necessarily limited to the number of clinical assignments available; meeting the minimal admission criteria, therefore, does not guarantee admittance to the Athletic Training Major.

REQUIREMENTS FOR ADMISSION/APPLICATION MATERIALS

- _____ * Resume
- _____ * Application to Athletic Training Major form
- _____ * Formal letter of application. The letter should include the reasons for applying to the Athletic Training Major (i.e. career objectives), a self-assessment of strengths and weaknesses, and any unique qualifications which might merit consideration in the admissions process.
- _____ *Two completed recommendation forms (enclosed). One from a Manchester University faculty member outside the Department of Exercise Science and Athletic Training. The second letter must be from someone who can attest to the applicant's ability to work in a related field. The writer need not be a member of the Manchester University faculty or staff. No member of the Athletic Training Admission Committee may write a letter of recommendation for an Athletic Training Major candidate. Each letter should be sealed in an envelope by the respondent, forwarded to the applicant, and included in the application package.
- _____ *Unofficial copy of Manchester University transcript (The Registrar's Office requires at least 24 hours notice to process this request).
- _____ Successful completion of, or current enrollment in, the following courses: ESAT 113, Emergency Care for the Physically Active, ESAT 150, Injury and Illness Prevention for the Physically Active, ESAT 150L and ESAT 106 (Medical Terminology). A cumulative GPA of 2.8 and "C" or higher grade for these four courses is required.
- _____ Completion of observation of at least 4 practices and 2 game competitions with two different sports/preceptors
- _____ Completion of at least 12 semester hours of university credit by the application deadline date.
- _____ Completion of interview with the Athletic Training Admission Committee, consisting of entire athletic training staff, the Chair of Exercise Science and Athletic Training Department.

ANNUAL DEADLINES - There are two application periods each academic year

APRIL 1/DECEMBER 1 - Application package to Program Director, including all asterisked items above. Application packages can be submitted prior to this date. Incomplete packages will be returned!

APRIL/JANUARY SESSION - Admission Committee interviews begin

MAY/JANUARY TERM BREAK - Applicants notified of admissions decision by mail

FALL/SPRING SEMESTER - Successful applicants enroll in ESS 270, Clinical Experience in Athletic Training I

APPLICATION PACKET IS TO BE SUBMITTED TO JEFFREY BEER ATC, PROGRAM DIRECTOR

APPLICATION

**Manchester University Department of Exercise Science and Athletic Training
Athletic Training Major**

Name _____ Student # _____

Address _____ City _____ State _____ Zip _____

Home Phone (____) _____ Campus Box # _____ Campus Phone _____

Total credit hours completed at time of application deadline _____

Total observation hours in training room to date _____

Please indicate your grades for the following courses (please leave blank if currently enrolled in course):

_____ ESAT 106 Medical Terminology

_____ ESAT 113 Emergency Care for the Physically Active

_____ ESAT 150 Injury and Illness Prevention for the Physically Active

_____ ESAT 150L Injury and Illness Prevention for the Physically Active

List any additional major or minor you are pursuing:

Major _____ Minor _____

Are you pursuing teacher certification? ___Yes ___No

If so, please list the teaching area _____

List any additional experiences in athletic training (summer camps, high school student, internships, etc.) _____

Committee Use Only

_____ Letter of application _____ Transcript _____ Recommendation Forms

_____ Date packet received _____ Required Courses CGPA _____ Resume

_____ Observation Hours _____ Accepted/Denied/Hold

**EVALUATION FORM FOR ENTRY INTO ATHLETIC TRAINING MAJOR
MANCHESTER UNIVERSITY
(Duplicate as necessary)**

This evaluation will be kept in confidence from the candidate only if the candidate signs below. There is no obligation on the part of the candidate to sign.

(CANDIDATE should sign below if applicable.) I agree that this evaluation may be kept in confidence and shown only to members of the current Athletic Training Admission Committee at Manchester University. I understand that by entering this agreement I am waiving any right of inspection or review of this evaluation which may have been granted under the terms of the Family Educational Rights and Privacy Act of 1974.

_____ Signature _____ Date _____

EVALUATION

To the writer: Please place an "x" in the appropriate column below. COMPLETED EVALUATIONS ARE TO BE SEALED IN AN ENVELOPE AND RETURNED TO THE APPLICANT.

0 = not observed; 1 = unacceptable; 2 = needs improvement; 3 = satisfactory; 4 = good; 5 = exceptional

	0	1	2	3	4	5
Scholarship						
Spirit of cooperation						
Aptitude for work						
Initiative and enthusiasm						
Leadership						
Creativity						
Maturity						
Sense of responsibility						
Professional behavior						

COMMENTS: (a separate letter with details and specific examples is encouraged)

Length of time known candidate _____ Date _____

Signature _____

Phone# _____

Position _____ Organization _____

APPENDIX 9
JOURNAL PERIODICALS

Journals Available at Manchester University
Athletic Training, Exercise Science, Human Performance, and Sports Medicine

Journal Titles	DA=Database, Abstract Only DF=Database, Fulltext Articles HC=Hardcopy
Adapted Physical Activity Quarterly	DA Academic Search Premier HC 1991 to current
American Journal of Physical Medicine & Rehabilitation	DA Academic Search Premier HC 1991 to current
American Fitness	DA Academic Search Premier DF Academic Search Premier
American Journal of Sports Medicine	DA Academic Search Premier DF Electronic Journals Service HC 1989 to current
American Rehabilitation	DA Academic Search Premier DF Academic Search Premier
Annual Review of Physiology	DA Academic Search Premier DF Academic Search Premier HC 1945 to current
Archives of Physical Medicine and Rehabilitation	DA Medline
Ardell Wellness Report	DA Academic Search Premier DF Academic Search Premier
Age and Aging	DA High Wire Press (Limited) DF High Wire Press (Limited)
Arthroscopy	DA Medline
Athletic Therapy Today	DA Academic Search Premier
Athletic Training	HC 1979 to 1991
British Journal of Sports Medicine	DA Academic Search Premier DF Pub Med Central or Free E-Journals
Clinical Exercise Physiology	DA Academic Search Premier HC 1999 to 2002
Clinical Journal of Sports Medicine	DA Academic Search Premier
Clinical Orthopaedics and Related Research	DF Pub Med Central
Clinical Rehabilitation	DA Academic Search Premier DF Academic Search Premier or Pub Med Central
Clinics in Sports Medicine	DA Medline
Coach and Athletic Director	DA Academic Search Premier DF Academic Search Premier HC 1995-2008
Culture, Sport, Society	DA Academic Search Premier DF Academic Search Premier
European Journal of Sport Science	DA Academic Search Premier
Exercise Science and Athletic Training Reviews	DA Medline

Family Safety and Health	DA Academic Search Premier
Foot & Ankle	DA Medline
Foot & Ankle Clinic	DA Medline
Gait & Posture	DA Medline
Human Movement Science	DA Medline
Injury	DA Academic Search Premier DF Pub Med Central & Highwire Press (Limited), or Free E-Journals
Injury Prevention	DA Academic Search Premier DF Pub Med Central & Highwire Press (Limited), or Free E-Journals
International Journal of Sport Nutrition & Exercise Metabolism	DA Academic Search Premier DF Pub Med Central (Limited)
International Journal of Sports Medicine	DA Medline
International Journal of Therapy & Rehabilitation	DA Academic Search Premier
International Review for the Sociology of Sport	DA Academic Search Premier
Isokinetics and Exercise Science	DA Academic Search Premier
Journal of Applied Physiology	DA Highwire Press (Limited) or Free E-Journals
Journal of Applied Sport Psychology	DA Academic Search Premier
Journal of Athletic Training	DA Academic Search Premier DF Pub Med Central, Electronic Journals Service, DOAJ Directory of Open Access Journals HC 1992- Current
Journal of Back and Musculoskeletal Rehabilitation	DA Academic Search Premier DF Academic Search Premier
Journal of Biomechanics	DF Academic Search Premier
Journal of Bone and Joint Surgery	DF Academic Search Premier, Free E-Journals & Highwire Press (limited)
Journal of Electromyography and Kinesiology	DA Academic Search Premier
Journal of Motor Behavior	DA Academic Search Premier DF Academic Search Premier
Journal of Nutrition	DA High Wire Press (Limited) DF High Wire Press and Free E-Journals (Limited)
Journal of Orthopaedic & Sports Physical Therapy	DF Electronic Journal Services HC 1993-Current
Journal of Physical Education Recreation & Dance (JOPERD)	HC 1981-Current
Journal of Rehabilitation Research and Development	DA Academic Search Premier DF Academic Search Premier, Free E-Journals
Journal of Rehabilitation	DA Academic Search Premier DF Academic Search Premier
Journal of Rehabilitation Medicine	DA Academic Search Premier DF Academic Search Premier, Free E-Journals
Journal of Sport & Exercise Psychology	DA Academic Search Premier
Journal of Sport & Social Issues	DA Academic Search Premier

Journal of Sport Behavior	DA Academic Search Premier DF Academic Search Premier
Journal of Sport Management	DA Academic Search Premier
Journal of Sport Rehabilitation	DA Academic Search Premier DF Electronic Journal Services HC 1996-Current
Journal of Strength and Conditioning Research	DA Academic Search Premier HC 1998-Current
Journal of Teaching in Physical Education	DF Electronic Journal Services HC 1991-2003
Journal of the Philosophy of Sport	DA Academic Search Premier
Journal of Vestibular Research	DF Academic Search Premier
Measurement in Physical Education & Exercise Science	DA Academic Search Premier DF Academic Search Premier
Medicine and Science in Sports and Exercise	DA Academic Search Premier
Men's Health	DA Academic Search Premier DF Academic Search Premier
New England Journal of Medicine	HC 1999-Current
Physical Therapy	DA Academic Search Premier DF Academic Search Premier, Free E-Journals, Highwire Press
Physician and Sports Medicine	DF Academic Search Premier HC 1996-2005
Physiological Reviews	DF Free E-Journals, Highwire Press
Psychology of Sport and Exercise	DA Academic Search Premier
PT: Magazine of Physical Therapy	DA Academic Search Premier DT Academic Search Premier, Free E-Journals
Research in Sports Medicine	DA Academic Search Premier
Research Quarterly for Exercise and Sport	DA Academic Search Premier HC 1980-Current
Scandinavian Journal of Medicine & Science in Sports	DA Academic Search Premier DF Academic Search Premier
Scholastic Coach & Athletic Director	DA Academic Search Premier DF Academic Search Premier HC 1994-1995
Sociology of Sport Journal	DA Academic Search Premier
Spinal Cord	DA Academic Search Premier DF Academic Search Premier, Free E-Journals, Nature Free
Sport	DA Academic Search Premier
Sport Education and Society	DA Academic Search Premier
Sports Engineering	DA Academic Search Premier DF Academic Search Premier
Sport History Review	DA Academic Search Premier
Sport Management Review	DF Business Source Premier
Sport Management Quarterly	DF Business Source Premier

Sport Psychologist	DA Academic Search Premier
Sporting Goods Business	DF Business Source Premier
Sports Marketing	DF Business Source Premier
Sports Medicine	DA Academic Search Premier DF Academic Search Premier
Sports Medicine, Arthroscopy, Rehabilitation, Therapy, and Technology : SMARTT	DA Pub Med Central DF Pub Med Central (Limited)
Sport Sciences for Health	DA Academic Search Premier
Strength and Conditioning Journal	HC 1999-Current
Women's Sports and Fitness	DA Academic Search Premier DF Academic Search Premier

APPENDIX 10
LIBRARY TEXTBOOK HOLDINGS

Athletic Training Books in Funderburg Library

ACSM health & fitness track certification study guide 2000 : ACSM Exercise Leader, ACSM Health/Fitness Instructor, ACSM Health/Fitness Director / prepared by the ACSM Health/Fitness Subcommittee of the Committee on Certification and Education. Baltimore, Md. : Lippincott, Williams & Wilkins, c2000.

ACSM's EXERCISE MANAGEMENT FOR PERSONS WITH CHRONIC DISEASES AND DISABILITIES/Durstine. Human Kinetics, 2009

ACSM's certification review : ACSM certified personal trainer, ACSM health/fitness instructor, ACSM registered clinical exercise specialist / American University of Sports Medicine ; senior editors, Jeffrey L. Roitman, Khalid W. Bibi ; associate editor, Walter R. Thompson. Philadelphia, PA : Lippincott Williams & Wilkins, c2006.

ACSM's exercise management for persons with chronic diseases and disabilities / American University of Sports Medicine. Champaign, Ill. : Human Kinetics, c2003.

ACSM's guidelines for exercise testing and prescription / American University of Sports Medicine ; senior editor, Mitchell H. Whaley ; associate editor--clinical, Peter H. Brubaker, associate editor--fitness, Robert M. Otto ; authors, Lawrence Armstrong ... [et al.] Philadelphia, Pa. : Lippincott Williams & Wilkins, c2006.

ACSM's guidelines for exercise testing and prescription / American University of Sports Medicine ; senior editor, Barry A. Franklin ; associate editor (clinical), Mitchell H. Whaley ; associate editor (fitness), Edward T. Howley ; authors, Gary J. Balady ... [et al.]. Philadelphia : Lippincott Williams & Wilkins, c2000.

ACSM's health-related physical fitness assessment guidelines / editors, Gregory B. Dwyer and Shala E. Davis. Baltimore, Md. : Lippincott Williams & Wilkins, c2005.

ACSM's resource manual for Guidelines for exercise testing and prescription / American University of Sports Medicine ; Leonard A. Kaminsky, senior editor ; Kimberly A. Bonzheim ... [et al.] section editors. Philadelphia : Lippincott Williams & Wilkins, c2006.

ACSM's resource manual for Guidelines for exercise testing and prescription / American University of Sports Medicine ; senior editor, Jeffrey L. Roitman ; section editors, Matt Herridge ... [et al.]. Philadelphia : Lippincott Williams & Wilkins, c2001.

ADMINISTRATIVE TOPICS IN ATHLETIC TRAINING/Harrelson. Slack, 2009

ARNHEIM'S PRINCIPLES OF ATHLETIC TRAINING/Prentice. McGraw-Hill, 2010
Arnheim's principles of athletic training : a competency-based approach / William E. Prentice. Boston : McGraw-Hill, c2006.

Assessment of athletic injuries / Sandra J. Shultz, Peggy A. Houglum, David H. Perrin. Champaign, IL : Human Kinetics, 2000.

ATHLETIC TRAINER'S GUIDE TO PSYCHOLOGICAL INTERVENTION AND REFERRAL/Mensch. Slack, 2008*

Athletic training and physical fitness : physiological principles and practices of the conditioning process / Jack H. Wilmore. Boston : Allyn & Bacon, 1976.

ATHLETIC TRAINING AND SPORTS MEDICINE/Starkey. Jones & Bartlett, 2011

ATHLETIC TRAINING EXAM REVIEW/Ost. Slack. 2006 *

Athletic training management : concepts and applications / James M. Rankin, Christopher D. Ingersoll.
Boston : McGraw-Hill, c2001.

Athletic training. Lafayette, Ind. : National Athletic Trainers Association,

Career opportunities in the sports industry / Shelly Field. New York : Facts on File, c1999.

Careers in physical therapy[electronic resource] : sports medicine. Chicago : Institute for Career Research,
c2007.

Catastrophic injuries in high school and university sports. Frederick O. Mueller. Champaign, Il : Human
Kinetics, 1996

Certified strength and conditioning specialist (CSCS) practice exam / developed by the NSCA Certification
Commission. [Lincoln, NE : NSCA Certification Commission, c1998].

CLINICAL PATHOLOGY FOR ATHLETIC TRAINERS: RECOGNIZING SYSTEMATIC
DISEASE/O'Connor. Slack, 2008

CONCEPTS OF ATHLETIC TRAINING/Pfeiffer. Jones & Bartlett, 2011

Concepts of athletic training[electronic resource] / Ronald P. Pfeiffer, Brent C. Mangus. Sudbury, Mass. :
Jones and Bartlett Publishers, c1998.

Dictionary of the sport and exercise sciences / Mark H. Anshel, editor ; Patty Freedson ... [et al].
Champaign, Ill. : Human Kinetics Books, c1991.

The doctor and the athlete. / Isao Hirata. Philadelphia, Lippincott [1974]

Drugs and the athlete / Gary I. Wadler, Brian Hainline. Philadelphia : F.A. Davis Co., c1989.

ELECTROCARDIOGRAPHY: THE MONITORING AND DIAGNOSTIC

LEADS/Wiederhold. Saunders, 1999 *

EMERGENCY CARE IN ATHLETIC TRAINING/Gorse. Davis, 2010 *

ESSENTIAL CLINICAL ANATOMY/Moore. Lippincott, 2010

Essentials of athletic training./ Daniel D. Arnheim. St. Louis, Mo. : Mosby-Year Book, c1991.

ESSENTIALS OF MEDICAL LANGUAGE/Allan. McGraw-Hill, 2012 *

Exercise medicine : physiological principles and clinical applications / edited by Alfred A. Bove, David T.
Lowenthal. New York : Academic Press, 1983.

EXERCISE PHYSIOLOGY: ENERGY, NUTRITION, AND HUMAN

PERFORMANCE/McArdle. Lippincott, 2010

Exercise testing and prescription lab manual / Edmund O. Acevedo, Michael A. Starks. Champaign, Ill. :
Human Kinetics, 2003

First aid for the family medicine boards[electronic resource] / Tao Le ... [et al.]. New York : McGraw-Hill Medical, c2008.

Fitness and sports medicine : an introduction / David C. Nieman. Palo Alto, Calif. : Bull Pub. Co., c1990.

Foot orthotics in therapy and sport / Skip Hunter, Michael G. Dolan, John M. Davis. Champaign, IL : Human Kinetics, c1995.

General medical conditions in the athlete / Micki Cuppett, Katie M. Walsh. St. Louis, Mo. : Elsevier Mosby, c2005.

Guidelines for graded exercise testing and exercise prescription / American University of Sports Medicine. Philadelphia : Lea & Febiger, 1975.

Heads-up on sports concussions. Gary S. Solomon. Champaign, IL : Human Kinetics, c2006

A history of the National Athletic Trainers Association / [Michael Edward O'Shea] [Greenville, N.C.] : National Athletic Trainers Association, c1980.

HUMAN ANATOMY/Marieb. Cummings, 2010 *

HUMAN PHYSIOLOGY/Fox. McGraw-Hill, 2009 *

Injury prevention and rehabilitation for active older adults / Kevin P. Speer, editor. Champaign, IL : Human Kinetics, c2005.

Introduction to exercise science / editor, Stanley P. Brown. Philadelphia, PA : Lippincott Williams & Wilkins, c2001.

The knee in sports; conditioning, injury prevention, rehabilitation and studies related to the knee. [by] Karl K. Klein [and] FredL. Allman. Austin, Pemberton Press, [c1969]

Lange instant access[electronic resource] : orthopedics and sports medicine / Anil M. Patel. New York : McGraw-Gill Medical, c2008.

Management strategies in athletic training / Richard Ray. Champaign, IL : Human Kinetics, c2000.

Management strategies in athletic training / Richard Ray. Champaign, IL : Human Kinetics Publishers, c1994.

Modern principles of athletic training : the science of sports injury prevention and management / Carl E. Klafs, Daniel D. Arnheim. Saint Louis : Mosby, 1977.

MUSCLE AND SENSORY TESTING/Reese. Saunders, 1999 *

MUSCLE TESTING/Hislop. Saunders, 1995 *

NCAA sports medicine handbook. Mission, Kan. : The Association, 1987.

NSCA'S ESSENTIALS OF STRENGTH TRAINING AND CONDITIONING/Baechle.

Human kinetics, 2008

Nutrition for athletes / Ellington Darden. Winter Park, Fla. : Anna Pub., c1978.

Nutrition for sport success. Reston, Va. : American Alliance for Health, Physical Education, Recreation and Dance, c1984.

Orthopaedic sports medicine : principles and practice / [edited by] Jesse C. DeLee, David Drez, Jr. Philadelphia : W.B. Saunders, c1994.

Overtraining athletes : personal journeys in sport / Sean O. Richardson, Mark B. Andersen, Tony Morris. Champaign, IL : Human Kinetics, c2008.

The Oxford dictionary of sports science and medicine / [compiled by] Michael Kent. Oxford ; New York : Oxford University Press, 1998.

Oxford handbook of sports medicine / editors, Eugene Sherry, Stephen F. Wilson ; assistant editors, Lawrence Trieu, Sameer Viswanathan. Oxford ; New York : Oxford University Press, 1998.

PHYSICAL EXAMINATION OF THE SPINE AND EXTREMITIES/Hoppenfeld. Appleton-Century-Crofts, 1976

PHYSICAL REHABILITATION OF THE INJURED ATHLETE/Andrews. Saunders, 1998 *

PHYSIOLOGY OF SPORT AND EXERCISE/Wilmore. Human Kinetics, 2008 *

Principles of athletic training / Daniel D. Arnheim, William E. Prentice. Boston, Mass. : McGraw-Hill, c2000.

Principles of pharmacology for athletic trainers / Joel E. Houglum, Gary L. Harrelson, Deidre Leaver-Dunn. Thorofare, NJ : SLACK Inc., c2005.

PRINCIPLES OF PHARMACOLOGY FOR ATHLETIC TRAINERS/Houglum. Slack, 2010
Pronouncements : the official position stands and opinion statements of the American University of Sports Medicine. Indianapolis, Ind. : American University of Sports Medicine, 1997.

Psychological bases of sport injuries / David Pargman, editor. Morgantown, WV : Fitness Information Technology, Inc., c1993.

REHABILITATION TECHNIQUES FOR SPORTS MEDICINE AND ATHLETIC TRAINING/Prentice. McGraw Hill, 2010

RESEARCH METHODS IN PHYSICAL ACTIVITY/Thomas. Human Kinetics, 2005 *

Shoulder injuries in sport: evaluation, treatment, and rehabilitation. Jerome V. Ciullo. Champaign, IL : Human Kinetics, 1996

Sports fitness and sports injuries / edited by Thomas Reilly. London ; Boston : Faber and Faber, 1981.

Sports injuries of the knee : surgical approaches / [edited by] Peter T. Simonian, Brian J. Cole, Bernard R. Bach, Jr. New York : Thieme, c2006.

Sports medicine : prevention, evaluation, management, and rehabilitation / Steven Roy, Richard Irvin. Englewood Cliffs, N.J. : Prentice-Hall, c1983.

Sports medicine for trainers [by] Laurence E. Morehouse [and] Philip J. Rasch. Philadelphia, Saunders, 1963.

Sports medicine meets synchronized swimming / National Association for Girls & Women in Sport. Reston, Va. : American Alliance for Health, Physical Education, Recreation and Dance, c1980.

Sports medicine[electronic resource] / Jennifer L. Minigh. Westport, Conn. : Greenwood Press, c2007.

TABER'S CYCLOPEDIA MEDICAL DICTIONARY. Davis, 2009

THERAPEUTIC EXERCISE FOR MUSCULOSKELETAL INJURIES/Houglum. Human Kinetics, 2010

Therapeutic medications in athletic training / written by Michael C. Koester. Champaign, IL : Human Kinetics, c2007.

Therapeutic medications in sports medicine / Malissa Martin, William N. Yates, Jr. Baltimore : Williams & Wilkins, c1998.

THERAPEUTIC MODALITIES FOR SPORTS MEDICINE AND ATHLETIC TRAINING/Prentice. McGraw-Hill, 2003 *

Tips on training / collaborated by the Athletic Training Council Editorial Committee. Reston, Va. : American Alliance for Health, Physical Education, Recreation and Dance, c1983.

Understanding and preventing noncontact ACL injuries / American Orthopaedic Society for Sports Medicine ; editors, Timothy E. Hewett, Sandra J. Shultz and Letha Y. Griffin. Champaign, IL : Human Kinetics, c2007.

The week-end athlete's guide to sports medicine : upper body / James D. Key. Winter Park, Fla. : Anna Pub., c1980.

Workbook: fundamentals of athletic training for women. Text illustrated by Michael "Pete" Engle and David Wright. [Washington, National Association for Girls and Women in Sports, 1974]

WRITING PATIENT/CLIENT NOTES/Kettenback. Davis, 2009