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Welcome to Harding University

On behalf of the athletic training staff and its Preceptors, it is my pleasure to welcome you to the Athletic Training Education Program at Harding University. The Athletic Training major is a professional program which leads to a Bachelor of Science in Athletic Training. The curriculum is designed to provide the necessary education and clinical experiences for both a professional licensure and a successful career as an athletic trainer.

The Athletic Training Program is accredited by the Commission on Accreditation of Athletic Training Education (CAATE).

In addition to didactic coursework, athletic training students are required to complete a minimum number of clinical education hours. These clinical rotations allow students to acquire hands-on experiences not always accessible within the classroom. Many of these rotations include, but are not limited to, HU athletic teams, HU Health Services, local high schools, and local clinics associated with family practice, orthopedic, physical therapy, and chiropractic services.

Although the athletic training curriculum is based on evidence-based practice, promotes professional and personal development, prepares students to integrate applicable research, and overseen by a national accrediting agency, it is grounded in Christianity, ethics, and Biblical principles. The ultimate goal of the Harding University Athletic Training Program is to provide Christian professionals to serve in the field of athletic training.

For specific information regarding the Athletic Training Education Program, please refer to the following Student Handbook. If questions arise or clarification is necessary, feel free to contact me or anyone within the Athletic Training Department.

Sincerely,

Brian Cox  
Director, Athletic Training
INTRODUCTION

This handbook was created for the benefit of the student applicant, athletic training student, Preceptor, and staff of the Harding University Athletic Training Program. The purpose of this manual is to inform the above individuals of the policies, procedures, and expectations within the Athletic Training Education Program. This handbook will also give direction and provide guidelines for proper decision making at suitable times.
ATHLETIC TRAINING
WHAT IS AN ATHLETIC TRAINER?

Athletic Trainers (ATs) are highly qualified, multi-skilled health care professionals who collaborate with physicians to provide preventative services, emergency management, clinical diagnosis, therapeutic intervention, and rehabilitation of musculoskeletal injuries and medical conditions. ATs work to optimize patient participation in athletics, work, and life’s daily activities.

ATs are listed under the allied health professions category as defined by the Health Resources Service Administration (HRSA) and Department of Health and Human Services (HHS). The Athletic Trainer is listed in the Bureau of Labor Statistics in the “professional and related occupations” section and is considered a mid-level health care professional.

(National Athletic Trainers’ Association)

ATs earn a degree from an accredited athletic training curriculum and are required to pass a Board of Certification (BOC) Exam. To practice as an AT, individuals must not only be credentialed nationally, but by their respective state as well.

PROFESSIONAL SETTINGS

Athletic Trainers may work in a variety of settings, including high schools, colleges, universities, professional sports teams, hospitals, rehabilitation clinics, physician offices, corporate and industrial institutions, the military, and the performing arts.

OVERSEEING ENTITIES

National Athletic Trainers’ Association (NATA)

The National Athletic Trainers’ Association was founded in 1950 and serves as the professional membership association for certified athletic trainers and others who support the athletic training profession. The NATA’s mission is to enhance the quality of health care provided by certified athletic trainers and to advance the athletic training profession.
Arkansas Athletic Trainers’ Association (AATA)
In addition to a national association, each state has a governing body that regulates the profession within its borders. The Arkansas Athletic Trainers’ Association was created to advance, encourage, and improve the athletic training profession in Arkansas.

Board of Certification (BOC)
The Board of Certification was incorporated in 1989 to provide a certification program for entry-level Athletic Trainers. The BOC establishes and regularly reviews both the standards for practice of athletic training and the continuing education requirements for BOC Certified ATs. The BOC has the only accredited certification program for ATs in the United States. The mission of the BOC is to provide exceptional credentialing programs for healthcare professionals to assure protection of the public.

Commission on Accreditation of Athletic Training Education (CAATE)
The Commission on Accreditation of Athletic Training Education is a non-profit organization recognized as an accrediting agency by the Council of Higher Education (CHEA). The CAATE oversees college and university athletic training education programs; ensuring each institution provides appropriate curriculum and clinical experiences. The mission of the CAATE is to define, measure, and continually improve AT education.
STANDARDS OF ETHICAL CONDUCT

The National Athletic Trainers’ Association Code of Ethics provides the principles of ethical behavior that should be followed during the practice of athletic training. It is intended to establish and maintain high standards and professionalism.

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 should prevail.

It is the responsibility of the ATS to abide by the NATA Code of Ethics. In addition, the ATS must also follow the Harding University Code of Conduct and Ethics. When a conflict exists between the NATA Code of Ethics and the Harding University Code of Conduct and Ethics, the ATS must choose the most conservative path.

The NATA Code of Ethics may be found at the following location:
http://www.nata.org/codeofethics

The Harding University Code of Conduct and Ethics may be found at the following location: http://harding.catalog.acalog.com/content.php?catoid=31&navoid=2081

ESSENTIAL FUNCTIONS OF ATHLETIC TRAINING

Arkansas State Board of Athletic Training
The Arkansas State Board of Athletic Training is composed of five members appointed by the Governor for terms of three years. The board was created to oversee the licensing of athletic training professionals and to uphold the standards prescribed by the statute to protect the health of the Arkansas public.

State Practice Act
The Arkansas State Board of Athletic Training, in conjunction with the Arkansas Athletic Trainers’ Association, developed standards for all aspects of the athletic training profession within the state of Arkansas. This State Practice Act sets guidelines that must be followed by all Arkansas ATs. This information may be found at: http://www.aratb.org/pdfs/at_practice_act.pdf
HARDING UNIVERSITY
ATHLETIC TRAINING EDUCATION PROGRAM
History of Harding University Athletic Training

Coaches and students served as the medical front-runners for Harding athletics during the early years. Each sport recruited its own student athletic trainers and provided them with a small stipend, as well as hands-on experience in athletic training.

Harding University’s first athletic training room was built in 1976 when the Ganus Athletic Center was added to campus. This facility allowed the athletic training students to provide a coordinated effort in providing care to the student-athlete. It was at this time that Dr. Jim Citty began serving as the team physician.

It was in 1992 that Martin Knee and Sports Medicine Clinic in Little Rock provided a full-time athletic trainer for the Bison athletic department. With a certified athletic trainer on campus, this allowed the University to offer an internship program for students interested in pursuing athletic training as a career. Unfortunately, this relationship with Martin Knee and Sports Medicine Clinic lasted only a year.

Ronnie Harlow, a Harding graduate, was hired in 1997 by the University to serve as its first full-time athletic trainer. Harlow’s role was to oversee the renewed internship program and provide medical coverage for the University’s athletic program. In 2000, Dr. Randy Lambeth was added to the athletic training staff and the process soon began to transition into a clinically based education program.

The Harding University Athletic Training Education Program received formal accreditation from the Commission on Accreditation of Athletic Training Education (CAATE) in 2005.

The current facility, known as the “Jim Citty Football and Athletic Training Complex”, was completed in the fall of 2011. This 16,000 square foot facility is attached to the Ganus Athletic Center and houses the new 3,500 square foot athletic training education clinic. It includes a classroom, evaluation/treatment areas, taping stations, hydrotherapy room with cold and hot plunge pools, wet room for ice and water prep, and storeroom/laundry room.

The Department of Athletic Training now employs eight (8) full-time athletic trainers, including one physical therapist.
**ACCREDITATION**

The Harding University Athletic Training Education Program is accredited by the Commission on Accreditation of Athletic Training Education (CAATE).

**MISSION STATEMENT**

To enable students to acquire essential knowledge, skills, and dispositions for successful careers, advanced study, and servant leadership in the field of athletic training.

**PROGRAM OBJECTIVES / STUDENT OUTCOMES**

1. Provide Christian professionals to serve in the field of athletic training
   1.1 Christian values and Biblical principles will be integrated into curriculum
   1.2 Encourage students to display a Christ like attitude and servant heart
   1.3 Students will conduct themselves ethically; along with honor and integrity at all times

2. Provide a CAATE accredited entry-level curriculum that educates students through didactic, laboratory, and practical experiences
   2.1 Curriculum will be presented in an organized, sequential and cumulative manner such that the students will learn, develop, and refine knowledge and clinical skills throughout the program
   2.2 Didactic courses and laboratory experiences will be defined by the educational proficiencies and competencies designed by the Board of Certification and included in the Commission on Accreditation of Athletic Training Education guidelines
   2.3 Supervised clinical experiences will occur each semester and directly relate to corresponding coursework
   2.4 The curriculum will prepare students to sit for the Board of Certification Exam

3. Provide a diverse number of practical clinical experiences
   3.1 Clinical rotations include experiences with both genders through a variety of age groups, clinical settings, sports, and equipment intensive activities
   3.2 Students will gain appreciation for diversity among certified athletic trainers by being assigned to different Preceptors during each semester
3.3 Didactic and clinical experiences will include interaction with a variety of health care providers

4 Promote personal and professional development; as well as scholarship and community involvement
   4.1 Membership into professional organizations will be encouraged
   4.2 Professionally relevant topics and current issues will be presented by a variety of professionals
   4.3 Attendance at seminars, workshops, and conferences will be encouraged
   4.4 Graduates will be prepared for the athletic training profession and/or professional schools

5 Provide a faculty and staff of the quality and quantity that will aid students in their preparation for careers in the athletic training field
   5.1 Feedback from graduates and employers will be positive in all areas of student education and experience

Student Learning Outcomes for Athletic Training

1 Students will demonstrate proficiency in the eight content areas of athletic training:
   1.1 Acute Care of Injury and Illness
   1.2 Clinical Examination and Diagnosis
   1.3 Evidence-Based Practice
   1.4 Health Care Administration
   1.5 Prevention and Health Promotion
   1.6 Professional Development and Responsibility
   1.7 Psychosocial Strategies and Referral
   1.8 Therapeutic Interventions

2 Students will integrate research into academic and clinical practice through acquisition, use, and application of evidence-based medicine

3 Students will demonstrate logical progression during clinical education; to include, but not be limited to, athletic training knowledge, skills, clinical decision making, professional behavior, and an increased amount of clinical responsibility
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Searcy Medical Center

PRECEPTORS

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<thead>
<tr>
<th>Name</th>
<th>Affiliation</th>
</tr>
</thead>
<tbody>
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<td>Director, HU Student Health Services <a href="mailto:rmdavis@harding.edu">rmdavis@harding.edu</a></td>
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</tbody>
</table>

ACADEMIC COMMITTEE

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Affiliation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Chair, Exercise and Sport Sciences</td>
<td>Ken Turley, Ph.D., F.A.C.S.M., C.C.E.S.</td>
<td></td>
</tr>
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<tr>
<td>Director, Athletic Training</td>
<td>Brian Cox, M.S., M.S.E., A.T.C., L.A.T.</td>
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<tr>
<td>Assistant Athletic Trainer</td>
<td>Garrett Perry, B.S., A.T.C., L.A.T.</td>
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ADMISSION PROCESS

The Athletic Training Education Program at Harding University is both selective and competitive. For the typical student, the application process begins during the freshman year. The academic committee will conduct candidate interviews and review all application material prior to making its final decision. Applicants will be notified of the committee’s decision via email prior to the spring semester’s advising period. Those accepted will begin the program during the fall semester of their sophomore year.

All applicants must have a minimum collegiate GPA of 2.50.

Application Process
1. Must be accepted as a student by the Harding University Admissions Office.

2. Complete an application for the Athletic Training Education Program.

3. Submit three (3) Letters of Recommendation. Preferably, these will be from athletic trainers, coaches, team physicians, or other supervisory personnel who can attest to your work in the field of athletic training. However, letters from teachers, ministers, and former employers that can verify suitability for the major are acceptable.

4. Prepare a Letter of Intent. This letter/essay will explain your interest in the field of athletic training, career goals, any previous experience as an athletic training student, and extracurricular activities previously or currently involved with during your academic career.

5. All application materials should be submitted to:
   Brian Cox
   Director, Athletic Training
   Harding University; Box 12281
   Searcy, AR 72149

Upon timely receipt of all application materials by the Director, the student will be eligible for the selection process.
**Preliminary Selection:**
Applicants will be evaluated based on the following criteria:

- Non-weighted, cumulative high school GPA / 4.0 scale
- ACT / SAT score
- Previous experience in athletic training
- Letters of Recommendations
- Letter of Intent / Essay
- Extracurricular activities / Leadership experience

**Final Selection**
Top applicants from the Preliminary Process will be evaluated by the academic committee based on the following criteria:

- All criteria listed above
- Academic performance (cumulative college/university GPA, etc.)
- Personal interview

*Applicants not selected to enter the Athletic Training Education Program may re-apply the following year. All students re-applying must meet necessary requirements and criteria at time of application. [It is expected that the last cohort to receive an undergraduate degree in Athletic Training at Harding University will enter the Program during the 2017-2018 academic year. Therefore, the above re-application process may no longer be applicable.]*

**Retention**
Student retention will be based on the following criteria:

- Cumulative GPA of 2.5 or higher
- GPA of 2.5 or higher in all course work within the major
- Semester (fall and spring) GPA of 2.5 or higher
- Compliance with all policies defined within the Student Handbook
- Compliance with all policies and procedures set forth by each clinical site
- Compliance with all rules and regulations of Harding University

Failure to meet any one of these criteria will result in probationary status for the student. If the student fails to meet the criteria for two consecutive semesters, the student will be dropped from the Athletic Training Education Program.
ATHLETIC TRAINING EDUCATION PROGRAM
APPLICATION

Last Name  First Name  M.I.  Male/Female  Date of Birth

Home Address  City  State  Zip

Local Address  City  State  Zip

Email Address  Cell Phone  Home Phone

H Number  High School GPA  ACT/SAT Score  Current GPA

What are your plans for this degree? (Mark all that apply)

Athletic Trainer

Professional/Graduate School

What are your plans for this degree? (Mark all that apply)

High School

Physical Therapy

Clinic/Hospital

Physician Assistant

College/University

Medical School

Professional Sports

Education

Military

Other (explain)

Other (explain)

Prepare a Letter of Intent (essay) that explains your interest in the field of athletic training, career goals, any previous experience as an athletic training student, and extracurricular activities previously or currently involved with during your academic career.

All application materials should be submitted to:
Brian Cox
Director, Athletic Training
Harding University; Box 12281
Searcy, AR 72149
Transfer Students
Students wishing to transfer from another institution will follow the same application procedure as current Harding University students. If the student wishing to transfer is currently enrolled in an accredited Athletic Training Education Program, his/her athletic training coursework will be accepted on a case-by-case basis. The Harding University Athletic Training Program will work with the Harding University Registrar to determine if previous coursework meets the necessary and required criteria.

Tuition / Tuition Refund
Harding University, a private institution without benefit of tax support, must meet its operating costs by income from student tuition and fees, government grants, auxiliary enterprises, gifts and endowment earnings.

Information regarding tuition and fees, as well as the University refund policy may be found within the Harding University Student Catalog. The catalog may be located at the following internet address:
http://harding.catalog.acalog.com/content.php?catoid=31&navoid=2099

Program Fees
Students admitted into the Athletic Training Program will be responsible for annual fees totaling $250.

These fees include the following:

1. **($75)** Student membership to the National Athletic Trainers’ Association. This affiliation will also include access to ATrackonline.com. Here, the ATS will record clinical hours and assess curriculum proficiencies required by the Commission on Accreditation for Athletic Training Education (CAATE). The student will pay this annual $75 fee directly to the NATA.

2. **($175)** Student registration for the Arkansas Athletic Trainers’ Association (AATA) annual convention, sports medicine apparel, and/or any other items deemed necessary by the AT Program. The ATS will submit this $175 fee to the Athletic Training Program when reporting for the fall semester. The Harding University Athletic Training Program strongly encourages professionalism, which can be demonstrated through behavior, appearance, and professional development.
These fees will be associated with the athletic training program only. Additional student fees related to coursework and applied to the student’s tuition total may be found within the Harding University Student Catalog.

Financial Assistance
All students are encouraged to apply for financial aid through the Harding University Financial Aid Office. Scholarships specific to athletic training majors are available through professional organizations; such as the National Athletic Trainers’ Association (NATA), Southwest Athletic Trainers’ Association (SWATA), and the Arkansas Athletic Trainers’ Association (AATA).

Athletic training students may also apply for the Bob Corbin scholarship, which is available to any Exercise Science and Athletic Training major. Students are assessed and chosen by a committee, which basis its decision on the student’s application, essay, GPA, and community involvement.

The Athletic Training Program will provide all eligible students with financial aid. Requirements include completion of at least two clinical practicums at Harding University and declared ‘in good standing’ with both the University and Athletic Training Program. Allotment will be evenly distributed based on number of students and how many clinical practicums have been completed. Athletic Training Students ineligible for this assistance include intercollegiate athletes and others receiving a full scholarship.
TECHNICAL STANDARDS

Athletic Training Education Program
Department of Exercise & Sport Sciences

- Candidates must be able to actively learn from observations, demonstrations, and experiments in the basic sciences.
- Candidates must be able to learn to analyze, synthesize, solve problems and reach assessment and therapeutic judgment distinguished from the norm.
- Candidates must have sufficient sensory function and coordination to perform appropriate physical examination using acceptable techniques.
- Candidates must be able to relate effectively to athletes and the physically active and to establish sensitive, professional relationships with them.
- Candidates are expected to be able to communicate the results of the assessment to the injured or ill exerciser, to responsible officials, to parents or guardians and to colleagues with accuracy, clarity and efficiency.
- Candidates are expected to learn and perform routine prevention, assessment, emergency care and therapeutic procedures.
- Candidates are expected to be able to display good judgment in the assessment and treatment of injured or ill athletes and physically active individuals.
- Candidates must be able to learn to respond with precise, quick and appropriate action in emergency situations.
- Candidates are expected to be able to accept criticism and respond by appropriate modification of behavior.
- Candidates are expected to possess the perseverance, diligence and consistency to complete the athletic training curriculum, to attempt BOC certification within the year of program completion and enter the practice of athletic training.
Athletic Training Education Program - Technical Standards

Candidates for selection to the Athletic Training Program will be required to verify they understand and can meet these Technical Standards or that they believe they can meet these standards with reasonable accommodations, if a disability exists.

Students with disabilities must self-identify in Harding University’s Disability Services Office and provide documentation for the disability. The documentation will be reviewed by the Disabilities Director, and confirmed that the condition qualifies as a disability under applicable laws. At that time, reasonable accommodations will be discussed for the Athletic Training Program's Technical Standards.

If the student with the disability states that he/she can meet the Technical Standards with reasonable accommodations, then the University will review the accommodations requested and take into account whether accommodations would jeopardize clinician/patient safety, or the educational process of the student or the institution, including all coursework, clinical experiences and internships deemed essential to graduation before approval.

Statement for Students without accommodations

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

________________________________  ____________
Signature of Applicant    Date

Alternative statement for students requesting accommodations

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

________________________________  ____________
Signature of Applicant    Date
HEALTH AND SAFETY

Infectious / Communicable Disease Policy

This policy was designed in coordination with the Carr School of Nursing and Harding University’s Legal Team; the following policy will be followed

*The NATA Code of Ethics states: “Members shall respect the rights, welfare, and dignity of all individuals”*

1. Students are expected to provide care for clients with infectious /communicable diseases including, but not limited to, HIV, HBV, and Tuberculosis. If a student is at risk for harm, such as a student who is immunocompromised, the student may be temporarily reassigned.

2. Students must comply with agency specific policies related to care of clients with infectious/communicable diseases.

3. Guidelines for communicable disease prevention recommended by the U.S. Centers for Disease Control will serve as Harding University's guidelines for client care. Athletic Training care for clients will be planned and implemented using Standard Precautions and critical thinking.

4. HIV testing is not required for admission to the Athletic Training Education Program. Qualified students are not denied admission to the program based on HIV status. Reasonable accommodations are made by the Athletic Training Education Program to assist the student in the completion of education.

5. Any athletic training student who believes him/herself to be at risk for exposure to a communicable disease including, but not limited to HIV, HBV, and Tuberculosis has an ethical obligation to know his/her status and be tested. The Director of the Athletic Training Education Program should be notified immediately if a positive test result occurs.

6. Students who test positive for a communicable disease including, but not limited to HIV, HBV, and Tuberculosis, will be counseled through the Director’s office regarding how their health status may impact their performance as a AT student, including appropriate safeguards and expected behaviors. Reasonable accommodations will be assessed through the Director’s office. However, essential degree requirements and/or core performance standards must be met to progress in the program. (See Technical Standards).
7. With some conditions the clinical agency/affiliated clinic may require self-reporting and may not allow the student to participate in clinical experiences in their facility. The clinical agency has the right to determine whether the student may participate in/continue learning experiences in their agency.

8. As in the case of any policy and procedure guidelines, Harding University and the Athletic Training Education Program reserves the right to revise the policy. Students will be notified of any substantial changes. Questions or interpretations regarding the policy should be directed to the Director of the Athletic Training Education Program.

I have read and understand the above policy.

Name _____________________________________________Date ______________________

Accident Reporting Procedure
If an accidental stick or contact with a blood-borne pathogen should occur, the ATS is to follow the procedure instructed during blood-borne pathogen training. This procedure, or Blood-Borne Pathogen Exposure Plan, will be readily available at all clinical locations. Both the Preceptor and Director of Athletic Training should be contacted immediately. An incident report will be filled out and the ATS will have the right to seek medical treatment.
**CURRICULUM**

The Athletic Training Education Program is a Bachelor of Science degree requiring 128 credit hours. It is possible to declare a double major and/or complete prerequisite coursework for a professional graduate school, but it may require the ATS to take summer courses or remain enrolled in the University for at least an additional semester.

**Course Listing**

Academic requirements associated with the athletic training major:

- # EXSS 252 Care & Prevention of Athletic Injuries 3 hours
- # EXSS 253 Clinical Practicum I (General Medical) 1 hour
- # EXSS 254 Assessment of Human Performance 3 hours
- # EXSS 255 Medical Conditions & Disabilities 3 hours
- # EXSS 260 Training & Conditioning Athletes 2 hours
- # KINS 261 Theory & Psychology of Coaching 2 hours
- # EXSS 301 Biomechanics 3 hours
- # EXSS 314 Exercise Pharmacology 3 hours
- # EXSS 351 Assessment of Lower Extremities 3 hours
- EXSS 352 Clinical Practicum II 1 hour
- # EXSS 353 Assessment of Upper Extremities 3 hours
- # EXSS 354 Clinical Practicum III 1 hour
- # EXSS 408 Administration 3 hours
- # EXSS 409 Exercise Effects & Prescription for Various Populations 3 hours
- EXSS 411 Physiology of Exercise 3 hours
- # EXSS 417 Therapeutic Modalities 3 hours
- # EXSS 418 Clinical Practicum IV 1 hour
- # EXSS 419 Therapeutic Exercise 3 hours
- EXSS 420 Clinical Practicum V 1 hour
- # EXSS 421 Clinical Practicum VI - Senior Experience 2 hour

*From Other Departments*

- # KINS 101 Wellness 2 hours
- # KINS 214 Lifeguard Training (CPR/AED) 1 hour
- # PSYC 201 General Psychology 3 hours
- CHEM 114 General Chemistry 4 hours
- CHEM 215 Bio & Organic Chemistry 3 hours
- # BIOL 249 Anatomy & Physiology I 4 hours
- BIOL 253 Anatomy & Physiology II 4 hours
- # FCS 331 Nutrition 3 hours
- FCS 330 Medical Terminology 1 hour

# Denotes courses that contain athletic training knowledge, skills, and abilities
### Sample Schedule

<table>
<thead>
<tr>
<th>Freshman Semester I</th>
<th>Freshman Semester II</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 114  College Chemistry</td>
<td>CHEM 215  Bio &amp; Organic Chemistry</td>
</tr>
<tr>
<td>KINS 101  Wellness</td>
<td>EXSS 255  Medical Conditions &amp; Disabilities</td>
</tr>
<tr>
<td>PSYC 201  General Psychology</td>
<td>EXSS 254  Assessment of Human Performance</td>
</tr>
<tr>
<td>KINS 214  Lifeguard Training (CPR/AED)</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Sophomore Semester I</th>
<th>Sophomore Semester II</th>
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<tbody>
<tr>
<td>EXSS 252  Care &amp; Prevention of Athletic Injuries</td>
<td>EXSS 353  Assessment of Upper Extremities</td>
</tr>
<tr>
<td>EXSS 253  Clinical Practicum I</td>
<td>EXSS 354  Clinical Practicum III</td>
</tr>
<tr>
<td>EXSS 260  Training &amp; Conditioning of Athletes</td>
<td>BIOL 253  Anatomy &amp; Physiology II</td>
</tr>
<tr>
<td>EXSS 261  Theory &amp; Psychology of Coaching</td>
<td>FCS 331  Nutrition</td>
</tr>
<tr>
<td>BIOL 249  Anatomy &amp; Physiology I</td>
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<thead>
<tr>
<th>Junior Semester I</th>
<th>Junior Semester II</th>
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<tbody>
<tr>
<td>EXSS 351  Assessment of Lower Extremities</td>
<td>EXSS 417  Therapeutic Modalities</td>
</tr>
<tr>
<td>EXSS 352  Clinical Practicum II</td>
<td>EXSS 418  Clinical Practicum IV</td>
</tr>
<tr>
<td>EXSS 301  Biomechanics</td>
<td>EXSS 411  Physiology of Exercise</td>
</tr>
<tr>
<td>FCS 330  Medical Terminology</td>
<td>EXSS 314  Exercise Pharmacology</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Senior Semester I</th>
<th>Senior Semester II</th>
</tr>
</thead>
<tbody>
<tr>
<td>EXSS 419  Therapeutic Rehabilitation</td>
<td>EXSS 421  Clinical Practicum VI</td>
</tr>
<tr>
<td>EXSS 420  Clinical Practicum V</td>
<td>EXSS 409  Exercise Effects and Prescription</td>
</tr>
<tr>
<td></td>
<td>EXSS 408  Administration</td>
</tr>
</tbody>
</table>

The schedule above represents only the required courses for the athletic training major. Please refer to the *Harding University Student Catalog* for a complete list of General Education and Bible requirements. The catalog may be located at [http://harding.catalog.acalog.com/preview_program.php?catoid=31&poid=2180&returnto=2213](http://harding.catalog.acalog.com/preview_program.php?catoid=31&poid=2180&returnto=2213)

### Course Descriptions

To view a description for each of the above courses, please refer to the *Harding University Student Catalog*. The catalog can be located at [http://harding.catalog.acalog.com/preview_program.php?catoid=31&poid=2180&returnto=2213](http://harding.catalog.acalog.com/preview_program.php?catoid=31&poid=2180&returnto=2213)
CLINICAL PRACTICUMS

During each semester, the ATS will be enrolled in a clinical practicum. These provide opportunities for the ATS to apply knowledge and skills, learned within the classroom, to actual patient care under the direct supervision of a Preceptor. The Preceptor can be defined as an appropriately certified/licensed professional who teaches and evaluates students in a clinical setting using actual patients.

In addition to each Harding University athletic team, the Athletic Training Education Program has clinical affiliations with off-campus institutions. Local high schools, Searcy Physical Therapy, Searcy Medical Center, and Harding University Health Services each serve as clinical sites and provide a Preceptor to both educate and supervise ATS.

Clinical Assignments / Clinical Hours
Each semester, the ATS will receive a clinical assignment. All attempts will be made to provide ATS with similar experiences and opportunities. Ideally, each ATS will rotate through a high school, rehabilitation clinic, men’s collegiate sport, women’s collegiate sport, and Harding University Health Services. All assignments will originate with the Director of Athletic Training and eventually be approved by the athletic training staff.

Clinical practicums include a minimum 100 hours (EXSS 253, EXSS 421) or 200 hours (EXSS 352, EXSS 354, EXSS 418, EXSS 420) of hands-on experience. The clinical assignment is scheduled in conjunction with a Preceptor and sport season. The ATS is expected to be active through the entirety of the semester. However, the ATS must be allowed at least one (1) day off from his/her clinical assignment every seven (7) days. In an effort to provide adequate time for academic success, social interaction, and spiritual growth, students should arrange their schedule as to not exceed 400 hours.

The ATS must remember that he/she is representing both Harding University and the Athletic Training Education Program while working at an off-campus clinical site. In regards to appearance (clothing, hair, facial hair, tattoos, piercings, etc.), the ATS will abide by the Policies and Procedures set forth by the respective clinical site.

It is the responsibility of the ATS to join the National Athletic Trainers’ Association and gain access to ATrackonline.com. The ATS will document his/her clinical hours on a daily or weekly basis. It is also the responsibility of the student to notify his/her immediate supervisor once completing and/or becoming proficient in one or more competencies required by both the CAATE and education curriculum.
**Supervised vs. Unsupervised**

Standard 63, set by the Commission on Accreditation of Athletic Training Education, states that “The program must include provision for supervised clinical education with a Preceptor. Students must be directly supervised by a Preceptor during the delivery of athletic training services. The Preceptor must be physically present and have the ability to intervene on behalf of the athletic training student and the patient.”

If the ATS is left alone for an extended period of time, he/she should notify the Director of Athletic Training. The student is not to perform any athletic training skill within a clinical rotation while unsupervised.

**Transportation**

The ATS is responsible for his/her transportation to and from clinical assignments. If no means of transportation is available, inform the Director of Athletic Training. An alternate clinical site may be arranged.

**Outside Employment**

Outside employment by the ATS is neither prohibited nor encouraged. The Athletic Training Education Program recognizes that some students must work in order to attend college. For the employed student, reasonable accommodations may be made with direct input from both the Preceptor and Director of Athletic Training. However, employment should not interfere with the student’s education and clinical experiences. It is the student’s responsibility to complete the minimum hours required for each clinical assignment; as well as continue to be involved throughout the semester.

**Intercollegiate Athletics / Other Extra-curricular Activities**

If an ATS is also a student-athlete or involved in other school related activities, it is his/her responsibility to complete the minimum hours required for clinical assignments and continue to be involved throughout the semester. Reasonable accommodations may be made, but it is imperative these students receive the same education and training as all other students enrolled in the Athletic Training Education Program. If extra-curricular activities begin to prevent the fulfillment of academic requirements, the student may be requested to choose one over the other.
STUDENT ORIENTATION

All ATS are encouraged to attend an orientation period held approximately 12-14 days prior to the fall semester beginning. At this time, ATS will be allowed to move into their residence and will be provided daily meals or receive a daily per diem.

In order for the ATS to travel with athletic teams, the following information will be provided to the Athletic Insurance Coordinator:

- New and/or updated personal insurance information
- Personal and emergency contact information

CPR/AED
Certification, renewal, and/or review will be provided to the ATS during pre-season orientation. If an ATS is unable to attend pre-season orientation, arrangements should be made by the student to obtain the necessary certification/renewal.

Blood-borne Pathogens
Blood-borne pathogens, an annual training required by OSHA, will be provided during pre-season orientation. This training will be conducted by the Harding University Department of Safety and Security. If the ATS is unable to attend orientation, a time to make-up the BBP training will be provided.

Pre-participation Physicals
The ATS will assist team physicians with musculoskeletal evaluations, height, weight, blood pressure, and neurological baselines during annual PPEs required for all University student-athletes.

PROGRAM RETENTION

Students that fail to follow the guidelines set forth by Harding University will be subject to disciplinary actions outlined in the University Student Handbook. All discipline, as well as the appeals process will be handled by the Student Services Office.
The University Student Handbook may be located at:

Students that fail to meet the guidelines set forth by the Athletic Training Education Program will be subject to disciplinary actions. Appropriate disciplinary actions will be determined by the academic committee. The Director of Athletic Training or his/her designee will serve as the appeals officer for the program.

Retention will be based on the following criteria:

- Cumulative GPA of 2.5 or higher
- GPA of 2.5 or higher in all course work within the major
- Semester (fall and spring) GPA of 2.5 or higher
- Compliance with all policies defined in the Student Handbook
- Compliance with all policies and procedures set forth by each clinical site
- Compliance with all rules and regulations of Harding University

Probationary / Disciplinary Status
Failure to meet any one of the above criteria will result in probationary status for the ATS. In addition, this probationary status will also serve as a forfeiture of any financial aid provided by the Program. If the student fails to meet the applicable criteria for two consecutive semesters, the student will be dropped from the Athletic Training Education Program. The Athletic Training Education Program reserves the right to permanently dismiss the ATS for any criteria listed above.

Appeals Process
All appeals regarding disciplinary action may be brought to the Director of Athletic Training. The Director will present all pertinent information to the academic committee. The ATS will be allowed to address the committee if he/she desires.

If the academic committee does not remove/amend the disciplinary action, the ATS has the option of appealing the issue further. The process for academic disciplinary appeals may be found in the Harding University Student Catalog. The process for Code of Conduct disciplinary appeals may be found in the Harding University Student Handbook.

The University Student Catalog may be located at http://harding.catalog.acalog.com/content.php?catoid=31&navoid=2081.

The University Student Handbook may be located at http://www.harding.edu/assets/stulife/pdf/student_handbook.pdf.
**Student Grievances**

If the ATS believes that he/she has reason to question the decision of a faculty member with regard to the final grade received in a course or the unreasonable denial of academic progression, a procedure has been established to resolve the grievance. Please note that the academic grievance policies and procedures *do not* include matters of academic misconduct. These matters are covered in the section titled “Academic Integrity Policy.”

The process for campus-wide academic grievances, as well as the Academic Integrity Policy may be found in the *Harding University Student Catalog*. The catalog may be located at [http://harding.catalog.acalog.com/content.php?catoid=31&navoid=2081](http://harding.catalog.acalog.com/content.php?catoid=31&navoid=2081)

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**Withdraw from Program**

Students may permanently withdraw from the program voluntarily. This process may occur at any point and requires the student to:

- Meet with the Director of Athletic Training and return all school related material
- Complete a change of major form in the Provost Office

Students may temporarily withdraw from the program and be eligible to return under the following circumstances:

- Participating in Harding University’s “over-seas” program
- Family or personal situations

Temporarily withdrawing from the program may require additional semesters to complete the degree. This would be due to course arrangement, clinical site availability, cohort size, etc.

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**Readmission to the Program**

Students that withdraw from the program and wish to return must apply to the academic committee and meet all admittance requirements. As a result of course arrangement, clinical site availability, cohort size, etc., additional semesters may be required to complete the degree. These issues may affect the student’s original graduation date.
Drugs / Alcohol / Tobacco Policy
The Athletic Training Education Program will adhere to the policies and procedures set forth by Harding University as they relate to alcohol, drugs, and tobacco. As a Christian University, Harding will attempt to take an approach to problems with alcohol or drug use characterized by compassion and encouragement, without prejudice on the one hand, and with directness, consistency, and firmness on the other. The consumption, possession, or storage of alcoholic beverages of any kind is prohibited. This prohibition includes both on- or off-campus locations.

In addition, Harding University forbids the use, possession, distribution, or sale of drugs or drug-related paraphernalia. The use of tobacco in any form is also prohibited.

Additional information, including drug testing and disciplinary procedures, can be found within the Harding University Student Handbook. The Student Handbook may be located at http://www.harding.edu/assets/stulife/pdf/student_handbook.pdf.

Student Liability Insurance
All clinical practicums require a “student fee”. These fees go towards the purchase of student liability insurance. These policies are obtained for clinical education students due to the nature of the required training. Although all practicums will be supervised, it will be essential for students to work one-on-one with a patient population in order to receive the proper experience.

All student fees may be found within the Harding University Student Catalog. The catalog may be located at http://harding.catalog.acalog.com/content.php?catoid=31&navoid=2081.

PROFESSIONAL ACCOUNTABILITY

The ATS will be expected to keep a higher standard of professionalism than many other students on the Harding University campus. Because the athletic training major results in a professional degree and the ATS is allowed to work side-by-side with professional healthcare providers on a daily basis, it is imperative the ATS presents himself/herself in a professional manner. In representing the University at many off-site locations for clinical assignments and/or athletic events, the ATS must be conscious of both behavior and appearance.
Dress Code
The Athletic Training Education Program itself does not mandate a certain dress code separate and apart from the policies set by Harding University. It is the responsibility of the ATS to locate and adhere to the policies and procedures of each clinical location which he/she is assigned; this is to include dress code and other appearance requirements. If the assigned clinical site does not have a policy regarding dress code and appearance, the policy within the Harding University Student Handbook will be followed. A sample of this policy is listed below. Please refer to the Student Handbook for more detailed information regarding this policy. The handbook may be found at http://www.harding.edu/assets/stulife/pdf/student_handbook.pdf.

Appearance
All members of the Harding community are expected to maintain standards of modesty and decency in dress appropriate to the Christian lifestyle and consistent with professional employment expectations. For these reasons, students are expected to adhere to an established dress code.

Men and Women
1. All aspects of the student’s appearance should be professional.
2. Clothing should be neat, clean, and relatively free of the tattered and worn look. Shoes are required to be worn at all times inside the athletic training facility and at all athletic events. Open toed shoes and flip flops are not permitted while accruing clinical hours.
3. Garments designed as underwear or sleepwear should not be worn as outerwear. Undergarments should not be visible.
4. Shorts should be mid-thigh or longer in length.
5. Clothing that is unusual or displays material inconsistent with the mission of the University is prohibited.
6. The ATS should make all efforts to wear clothing displaying either the Harding University logo, Athletic Training Education logo, or the logo associated with their respective clinical assignment.
7. Unusual hairstyles or unnatural hair colors are not permitted.
8. Caps and/or hats must be worn appropriately.

Women
1. Tops must have at least 2-inch shoulder straps. Clothing must not be low-cut and may not reveal cleavage or the midriff. Halter tops are not permitted.
2. Piercing is limited to the wearing of earrings and a small nose stud.
Men
1. Shirts must be worn at all times. Tank tops and body shirts are not permitted inside the athletic training facility or at any athletic contest or practice.
2. Hair should be neatly trimmed off the collar and free of extreme styles such as Mohawks or ponytails. Beards are to be neatly trimmed.
3. Piercing is limited to the earlobes and the wearing of small earrings or studs.

Patient Privacy – HIPAA and FERPA
The ATS must abide by the professional guidelines set forth by both HIPAA and FERPA. The ATS will be held accountable for all his/her communication. This will include, but not be limited to, verbal speech, email, text messaging, and all social media postings. The Athletic Training Program will provide HIPAA training for students during their initial semester within the Program. In addition, coursework throughout the curriculum will provide HIPAA information relevant to the profession of athletic training. It is the responsibility of the ATS to identify any supplemental material necessary for the understanding of HIPAA and FERPA guidelines.

Relationships with Athletes
Romantic relationships between ATS and athletes are not prohibited, but both parties are expected to use extreme caution within all athletic environments. The relationship should not be obvious nor take precedent over any academic or clinical requirement. If the professionalism of the ATS is compromised, he/she may be moved to a different clinical site and/or forced to repeat the clinical practicum.

STUDENT CONDUCT

The ATS is not only expected to present himself/herself in a professional manner, but to uphold the honesty and integrity policy set by Harding University. This policy includes, but is not limited to, sexual harassment, threats of any kind, humiliation and bullying, hazing, profanity, cheating, and lying.

The Harding University Student Handbook states that students are expected to maintain the highest standards of morality, integrity, orderliness and personal honor. A responsibility of those in the University community is to follow established rules and guidelines in order for the community to function more effectively. Harding University views each person as an individual with certain responsibilities to the University community and reserves the right to refuse admittance or dismiss any student whose lifestyle is not consistent with the Christian principles that Harding represents.

Additional information on student conduct, as well as related disciplinary action, may be found at http://www.harding.edu/assets/stulife/pdf/student_handbook.pdf
ATHLETIC TRAINING PROGRAM

THERAPEUTIC EQUIPMENT SAFETY AND MAINTENANCE POLICY

This policy is to safeguard the health of both patients and students through necessary inspection, calibration, and maintenance of all applicable therapeutic equipment. In addition, this policy is to ensure that athletic training students are properly oriented and/or trained in the use of modalities.

I. Inspection / Maintenance / Calibration
   a. Both athletic training staff and students are responsible for proper use of therapeutic equipment located within any Harding University Athletic Training facility or one of its affiliates
   b. An outside company will inspect and calibrate all applicable therapeutic equipment associated with Harding University Athletic Training. This will occur on an annual basis and/or in accordance with the manufacturer’s recommendations, or federal, state, or local ordinances
   c. Documentation of inspection and calibration will be maintained on file by the Director of Athletic Training. This will also include documentation of inspection and calibration of all therapeutic equipment used at off-campus clinical sites.
   d. All clinical sites overseen by the Joint Commission are exempt from this policy

II. Competence of Athletic Training Student
   a. Athletic training students may not initiate application of a therapeutic modality on a patient without proper knowledge and clinical competence
   b. Students will participate in an orientation prior to the beginning of the fall semester. At this time, introduction to modality use will be presented to the new cohort class and it will serve as a review for upper level students
   c. New cohorts will enter the program by enrolling in EXSS 252 and EXSS 253. An additional review of modality use, as well as hands-on experience will occur during these courses. Upper level students will enroll in EXSS 417 and EXSS 418, which will focus solely on modality use; including indications and contraindications
   d. Preceptors ultimately accept responsibility for supervising student use of modalities and ensuring their proper use during clinical rotations

Updated: 02/10/2015