The University of Texas at Arlington

ATHLETIC TRAINING PROGRAM (ATP)

POLICIES & PROCEDURES HANDBOOK FOR THE MASTER OF SCIENCE IN ATHLETIC TRAINING

2016-2017 (Revised August 2016)
# The University of Texas at Arlington

## Athletic Training Program

## Policies and Procedures Handbook

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INTRODUCTION

This document contains the policies and procedures related to the University of Texas at Arlington (UTA) Athletic Training Program (ATP). It is intended to be a reference for applicants, current graduate athletic training students (ATS), athletic training faculty and staff, clinical preceptors (CPs), and administrators. All persons involved in any aspect of the UT Arlington ATP should read and be familiar with all parts of this handbook.

The UT Arlington ATP and MSAT degree, are designed to prepare students to be successful entry-level athletic trainers. The student who envisions a career in the allied health profession of athletic training must accept certain responsibilities beyond those associated with successful academic performance and clinical proficiency. Students within the UT Arlington ATP are expected to possess and demonstrate appropriate professional behaviors throughout all phases of the education program, and to uphold the ethical standards outlined by the ATP contained in this manual, the affiliated sites, the National Athletic Trainers’ Association Code of Professional Ethics (http://www.nata.org), and the BOC’s Standards of Professional Practice (http://www.bocatc.org/resources/standards-of-professional-practice). Failure to uphold these ethical standards can result in probation, suspension or dismissal from the UT Arlington ATP.

PROGRAM SUMMARY

The curricular sequence of the MSAT program is divided up into two years. AT Students enter as a “Year 1” Athletic Training Student (ATS) and progress to a Year 2. The program incorporates didactic (classroom), laboratory, and clinical education components structured around the 5th edition of the Athletic Training Educational Competencies published by the National Athletic Trainers’ Association Education Council (NATA-EC) and the Role Delineation Study conducted and published by the Board of Certification (BOC). Completion of the ATP prepares students to sit for the Texas Advisory Board of Athletic Trainers’ (TABAT) State Licensure Exam for Athletic Trainers and the BOC Certification Exam.
MASTER OF SCIENCE IN ATHLETIC TRAINING OVERVIEW

Job Market Need

Based on data from the National Athletic Trainers’ Association (NATA), approximately 70 percent of athletic trainers possess at least a master's degree. Some athletic training work settings (e.g., colleges and universities) specifically require a master's degree for employment.

Traditionally, athletic trainers have been predominately employed in high schools, universities and professional sports settings. More recently, athletic trainers have expanded their work settings to include sports medicine clinics, hospitals, physician’s offices, industrial and occupational settings, military, performing arts, and public safety.

Employment opportunities for athletic trainers are projected to increase 37 percent from 2008 to 2018. This projected growth exceeds the average for all other occupations, and is based on the athletic trainers’ role in preventing injuries and reducing healthcare costs. As athletic trainers continue to expand their services, more employers are expected to hire athletic trainers to reduce overall healthcare costs through the prevention of work-related injuries. (Bureau of Labor Statistics: http://www.bls.gov/oes/current/oes299091.htm)

College of Nursing and Health Innovation

Dean:  Dr. Ann Bavier, RN

Department of Kinesiology

Associate Dean and Chair:  Dr. David Keller

Admins:  Cindy Crissey, Cindy Stringer, Cynthia Ontiveros

Information Technology:  Edward Gonzales

Athletic Training Program (ATP)

Program Director/Graduate Advisor/Associate Clinical Professor: Dr. Paul Krawietz, ATC, LAT

Clinical Education Coordinator/Assistant Clinical Professor/Assistant Athletic Trainer:  Meredith Decker, MS, ATC, LAT

ATP Faculty:  Dr. Cindy Trowbridge, ATC, LAT, Associate Professor/Director Therapeutic Interventions Lab

ATP Faculty:  Fall- Dr. Luzita Vela, ATC, LAT, Associate Clinical Professor and Director of the Standardized Patient Lab and Athletic Training IPE

ATP Admin: Cynthia Ontiveros

UT Arlington Athletics- Athletic Training

Roy Rudewick, MS, ATC, LAT, Associate Athletic Director for Sports Medicine/Head Athletic Trainer

Gina Giammanco, MS, ATC, LAT, Associate Athletic Trainer

Jed Stratton, MHA, ATC, LAT, PES, CES, Assistant Athletic Trainer

Alex Dean, ATC, LAT, Intern Athletic Trainer

Boa Duong, ATC, LAT, Graduate Assistant Athletic Trainer

Johné Booty, ATC, LAT Graduate Assistant Athletic Trainer
HISTORICAL OVERVIEW: THE UT ARLINGTON ATP

During the spring semester of 2000, The University of Texas at Arlington gained approval for a new undergraduate major in athletic training. This major became the third undergraduate program to be offered through the Department of Kinesiology, which was housed in the School of Education (now the College of Education and Health Professions- COEHP). The other two programs include physical education teacher education (PETE) pedagogy and exercise science (EXSS). Dr. Lou Fincher was hired in August 2000 to become the Director for the newly created undergraduate Athletic Training Program.

The program received JRC-AT Candidacy status in September of 2000 and CAAHEP Accreditation in October of 2003. Since receiving initial accreditation, the UT Arlington ATP has grown and evolved into a well-respected program with a reputation for producing quality entry-level professionals. During this time, the program has benefited greatly from the addition of two new faculty members. Dr. Cindy Trowbridge was hired in September of 2004 when the Clinical Education Coordinator position was transitioned from a clinical faculty line to a tenure-track appointment. With a doctorate degree in physical medicine and rehabilitation from Brigham Young University, and ten years of athletic training clinical practice in the collegiate setting, Dr. Trowbridge has played a vital role in the program’s continued growth and development. In addition to teaching, Associate Professor Trowbridge also directs the UT Arlington Therapeutic Interventions Laboratory. Dr. Paul Krawietz joined the Department of Kinesiology faculty in January of 2006, having previously served as the Clinical Education Coordinator of the California State University, Long Beach ATP.

During the early 2000’s, there were several changes in the athletic training staff employed by the Department of Intercollegiate Athletics. In August of 2007, the university hired Roy Rudewick, a UT Arlington alumnus, to serve as the Head Athletic Trainer. Prior to taking this position, Roy had been the Co-Head Athletic Trainer at Arlington Bowie High School, where he had served as a clinical instructor for the ATP for many years. Roy has brought great leadership to the UT Arlington Athletic Training Services department and a renewed enthusiasm in clinical education. Roy and his staff provide the UT Arlington athletic training students with quality clinical experiences and mentorship. Currently, Roy’s staff includes the following individuals: Gina Giammanco, Assistant Athletic Trainer; Jed Stratton, Assistant Athletic Trainer; Alex Dean, Assistant Athletic Trainer; Bao Duong, Graduate Assistant Athletic Trainer and Johné Booty, Graduate Assistant Athletic Trainer.
In 2008, the UT Arlington ATP underwent a self-study and site visit. The program maintained its accreditation and it was renewed for 10 years.

In 2009, Dr. Lou Fincher was promoted to the chair’s position of the Department of Kinesiology. Further, Dr. Krawietz became Program Director beginning in September 2009. In addition, to further meet the needs of Athletic Training Students, Dr. Jacob (Jake) Resch was hired in 2010. Dr. Resch earned his bachelor’s and master’s degree from South Dakota State University, and his doctorate from the University of Georgia while serving as a graduate research and teaching assistant in the UG ATP. He is an assistant professor and director of the UT Arlington Brain Injury Laboratory.

In the spring 2013, the ATP gained CAATE approval for a substantive change to offer the Master of Science in Athletic Training (MSAT) degree.

In the spring of 2014 Dr. Lou Fincher left UT Arlington to become the Dean of the College of Health Sciences at Emory and Henry University.

Also in the spring of 2014 Meredith Decker, MS, ATC, LAT was hired as a Clinical Assistant Professor. Ms. Decker earned her Bachelor of Science in Athletic Training degree from California University of Pennsylvania and her Master’s in Exercise Physiology with a Concentration in Athletic Training from Kent State University. Meredith was named Clinical Education Coordinator in the fall of 2014.

The Department of Kinesiology and the Athletic Training Program transitioned into the UT Arlington College of Nursing on September 1, 2014. The new college adopted the name of the College of Health Innovation. The department and program hired Cynthia Ontiveros, as a Senior Office Assistant in August 2015. In addition, Dr. Luzita Vela was hired in September 2015 as an Associate Clinical Professor. In addition to teaching courses, Dr. Vela oversees the ATP’s Standardized Patient Lab and Inter-Professional Education (IPE).

The last undergraduate cohort graduated in May 2016.
The University of Texas at Arlington - Mission

The University of Texas at Arlington is a comprehensive research, teaching, and public service institution whose mission is the advancement of knowledge and the pursuit of excellence. The University is committed to the promotion of lifelong learning through its academic and continuing education programs and to the formation of good citizenship through its community service learning programs. The diverse student body shares a wide range of cultural values and the University community fosters unity of purpose and cultivates mutual respect.

UTA College of nursing and health innovation - Vision

We provide innovative, exceptional education, research and practice opportunities to those committed to advancing health and the human condition.

UTA College of nursing and health innovation - Mission

Our mission is to advance health and the human condition by working across disciplinary boundaries to prepare diverse populations of students to engage in critical inquiry and high quality practice.

UTA Athletic training Program (ATP) - Mission

The Athletic Training Program at the University of Texas at Arlington is committed to providing quality education programs that focus on scientific theory, skill acquisition, application of skills, and professional behaviors via pertinent classroom, laboratory and clinical fieldwork settings. Through faculty and clinical preceptor mentoring, graduates of the Athletic Training Education program are prepared to be competent, creative, caring clinicians who enhance best-practice patient healthcare, exercise sound judgment, and value lifelong learning.
UTA ATHLETIC TRAINING PROGRAM (ATP) - OUTCOMES

Outcome #1

Prepare students to have knowledge, skills, and clinical aptitude to successfully work as an entry-level Athletic Trainer.

Objectives:

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<th>Objective</th>
<th>Assessment Method</th>
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<tbody>
<tr>
<td>1.1</td>
<td>Demonstrate best practice comprehensive care of patients with injuries and illnesses (Clinical Education)</td>
<td>Self-assessment 1.1</td>
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<tr>
<td></td>
<td></td>
<td>Clinical Proficiency evaluation</td>
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<td></td>
<td></td>
<td>Capstone 1.1</td>
</tr>
<tr>
<td>1.2</td>
<td>Successfully complete required assignments, examinations, and standardized patient sessions aligned with educational competencies (Classroom)</td>
<td>Class/lab assigned work 1.2</td>
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<td>Final exams for courses 1.2</td>
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<td>SP evaluations 1.2</td>
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<td></td>
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<td>In-class presentation 1.2</td>
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<tr>
<td>1.3</td>
<td>Successfully pass program capstone and national BOC exams; and TABAT licensure exam as applicable (Classroom and Clinical Education; Program)</td>
<td>BOC 1.3</td>
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<td></td>
<td></td>
<td>TABAT 1.3</td>
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<td></td>
<td></td>
<td>Capstone 1.3</td>
</tr>
<tr>
<td>1.4</td>
<td>Demonstrate readiness to implement safe and effective clinical practices by completing clinical education requirements (e.g. clinical proficiencies and hours, professionalism assessment, and other items included in clinical practicum courses) (Clinical Education)</td>
<td>SP evaluations1.4</td>
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<td>Clinical Proficiency evaluation</td>
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<td></td>
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<td>Capstone1.4</td>
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<td></td>
<td>Senior survey 1.4 (readiness question about BOC, TABAT, and practice?)</td>
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<td>Alumni Survey 1.4</td>
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Outcome #2

Prepare students to use knowledge and application of evidence based medicine to guide clinical practice, and foster active life-long learning in order to advance the profession.

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<th>Assessment Method</th>
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<tbody>
<tr>
<td>2.1</td>
<td>Successfully access and critically analyze a variety of healthcare related research data. (Classroom)</td>
<td>In-class presentations 2.1</td>
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<td></td>
<td>CAT/CAP paper(s) 2.1</td>
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<tr>
<td></td>
<td></td>
<td>Self-assessment 2.1</td>
</tr>
<tr>
<td>2.2</td>
<td>Apply evidence based medicine techniques best suited for patient-centered care in the clinical workplace. (Clinical Education)</td>
<td>In-class presentations 2.2</td>
</tr>
<tr>
<td>2.3</td>
<td>Implement patient-oriented outcome measures to assist with comprehensive patient care. (Clinical Education)</td>
<td>In class project</td>
</tr>
<tr>
<td>2.4</td>
<td>Participate in continuing education and professional activities in conjunction with career interests and leadership positions. (Classroom)</td>
<td>SEU attendance 2.4</td>
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<td>SEU plan development/future added qualifications 2.4</td>
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Outcome #3
Prepare students to demonstrate professional, legal and ethical behaviors that comply with established standards for allied health care providers.

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<th>Objective #</th>
<th>Objective</th>
<th>Assessment Method</th>
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<tr>
<td>3.1</td>
<td>Successfully interpret and practice NATA Code of Ethics, BOC Standards of Professional Practice and other applicable documents throughout classroom experiences (Classroom)</td>
<td>Professional development presentations 3.1 Exams in KINE 5333/KINE 5334 3.1 Capstone exam 3.1</td>
</tr>
<tr>
<td>3.2</td>
<td>Successfully implement NATA Code of Ethics and BOC Standards of Professional Practice and other applicable documents throughout clinical experiences (Clinical Education)</td>
<td>ATS Professional Evaluation 3.2 SP evaluation 3.2 Employer Survey 3.2</td>
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<td>3.3</td>
<td>Demonstrate patient-centered care geared to individual patient situations and desired outcomes in accordance with best practices (Clinical Education)</td>
<td>ATS Professional Evaluation 3.3</td>
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**Outcome #4**

Prepare students to value mutual respect and cultural differences associated with varied exposures and clinical job settings.

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<th>Assessment Method</th>
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<tr>
<td>4.1</td>
<td>Implement patient-centered care that considers the relevant socioeconomic, cultural and religious characteristics that are pertinent to a patient’s circumstances (Clinical Education)</td>
<td>ATS Professional Evaluation 4.1 Cultural presentation 4.1</td>
</tr>
<tr>
<td>4.2</td>
<td>Demonstrate effective and respectful communication with individuals, groups, professionals, and society (Classroom and Clinical Education)</td>
<td>ATS Professional Evaluation 4.2</td>
</tr>
<tr>
<td>4.3</td>
<td>Demonstrate effective and respectful behaviors with individuals, groups, professionals, and society (Classroom and Clinical Education)</td>
<td>ATS Professional Evaluation 4.3</td>
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MSAT ADMISSIONS PROCESS

Master of Science in Athletic Training (MSAT) Program
Pre-Admission Procedures

The University of Texas at Arlington Master of Science in Athletic Training (MSAT) Program Pre-
application process involves three major steps:

1. Pre-Application Materials
2. Interview: In person/Skype
3. Post Interview Materials

SEE APPENDIX A FOR DETAILS

Unconditional Admission

Applicants who meet all criteria for admission are admitted on an “unconditional” basis.

Probationary Admission

Applicants failing to meet the unconditional admission criteria may be considered for probationary
admission, in which case the following additional criteria will also be considered by the MSAT
Admissions Committee:

• Professionally relevant experience may be reviewed
• A sample of technical writing may be requested
• Maintain a 3.0 GPA in the first two semesters of enrollment in the graduate program

Retention Criteria

MSAT students’ academic and clinical progress will be closely monitored each semester by the MSAT
Program Director and the MSAT Clinical Education Coordinator. In order to remain in the MSAT
program, students must:

1. Maintain a cumulative GPA of 3.0 or higher.
2. Maintain a 3.0 GPA or higher in athletic training core courses.
3. Adhere to the NATA Code of Ethics, to the MSAT Policies and Procedure Manual, and to
   policies/regulations established at each assigned clinical site.
Students who fail to meet the retention criteria will be placed on probation in the MSAT program for one semester. If standards are not met by the end of the probationary period, the student will be dismissed from the program.

Students who earn a grade of C or lower in any required course must repeat that course and earn a grade of B or higher in order to remain in the program. Failure to repeat the course, or earn a grade of B or better, will result in dismissal from the program.

**Drug Testing**

MSAT students should act responsibly at all times including in the classroom and at each affiliated site in regards to patients and patient care. MSAT students should not engage in drug or alcohol use or be under the influence of such during clinical education/field experience hours. Therefore, randomized drug testing will be conducted in the MSAT program. **SEE APPENDIX D FOR MORE INFORMATION**

**MSAT ADDITIONAL ATS COSTS**

MSAT students will incur the following costs associated with the pre-admission, and post admission portion of the program. **Note, some costs below are variable.**

**Preadmission Costs**

**Physical Exam**

-- Varies* ($25 at UT Arlington Health Center for students/varies). This figure reflects the costs of a physical exam at the UT Arlington Student Health Center. Students may also complete their physical exam with their family physician or off-campus medical facility.

**Hepatitis B Immunization (series of 3 shots)**

-- $50/shot* (varies)

This figure reflects the costs of immunizations at the UT Arlington Student Health Center. Students may also complete their immunizations with their family physician or off-campus medical facility.
CPR with AED certifications (Healthcare Provider or equivalent required)
-- $55†

†This figure reflects the certification completed through Dunn CPR in Arlington, TX. Students may obtain this certification through any American Heart Association or American Red Cross training center.

**Post Admission Costs**

Khaki pants and shorts (suggest optional wind suit and cold/rainy weather gear)
-- variable

Tennis shoes- clean shoes covering toes with no holes
-- variable

Transportation costs to off-campus clinical sites (Note: ATS are responsible for transportation to and from their clinical sites whether it be on campus or off campus. Carpooling is encouraged when several ATS are assigned to the same site).
-- variable

Student Liability Insurance- all MSAT students must purchase UT System liability insurance in conjunction with their clinical practicum course. ATS will go to MAC 147 to purchase this by credit card, money order, cashiers check or debit card. You may not pay by cash.
-- $5 per semester as part of clinical practicum course (KINE: 5120, 5130, 5140, 5150, 5160)

**NATA Student Membership/A-Track**

-- Price varies based on time of membership ($35 Sept. 1 - Dec. 31) and ($75 annual renewal) [these figures are subject to change]. ATS are required to use A-Track for management of their clinical education requirements (hour log, proficiencies, surveys, etc.). By accessing A-Track, students also become student members of the National Athletic Trainers’ Association (NATA) and the Southwest Athletic Trainers’ Association (SWATA) which results in many perks such as the NATA News, access to the NATA’s Career Center, and eligibility for scholarships.
TB Blood Test (required for some off-campus clinical sites)  
-- $69*

Textbooks and course packs  
--variable

**EQUAL OPPORTUNITY/NON DISCRIMINATION POLICY**


It is the policy of The University of Texas at Arlington that to the extent provided by these applicable laws no person shall, on the basis of race, color, national origin, religion, age, sex, disabilities or veteran status, be denied employment or admission, be excluded from participation in, be denied the benefits of or subject to discrimination under, any program or activity that it sponsors or conducts. It is also the University’s policy to maintain an environment free from discrimination on the basis of sexual orientation.

Inquiries concerning the application of this policy and complaints of discrimination should be directed to the Office of Equal Opportunity Services, 710 S. Davis Drive, Suite 105, Box 19569, Phone: 817-272-2106. E-mail: eoaa@uta.edu. Web site: [http://www.uta.edu/hr/eos/index.php](http://www.uta.edu/hr/eos/index.php).

**ACADEMIC ADVISING**

All MSAT students will receive academic advising from Dr. Paul Krawietz, ATP Director and Graduate Advisor. Advising sessions will be conducted once each semester. All students will have an “Academic Advising” service indicator (hold) placed on their MyMAV account before registration. Students must attend an advising session for the service indicator to be removed. Athletic Training Students are allowed to register on the first day of open registration each semester.

**GRADUATION REQUIREMENTS**
To complete the Master of Science in Athletic Training degree, the student must meet the below criteria:

1. Grade "B-" or better in all MSAT courses (including clinical courses KINE 5120, 5130, 5140, 5150, 5160).
2. Adhere to all Athletic Training Policies and Procedures and ethical codes identified in this document.
3. Complete all clinical rotations, including the General Med rotation.
4. Successfully complete all proficiencies and earn 1240 clinical hours (MSAT students entering June 2016) and 1100 clinical hours (MSAT students entering June 2015).

NOTE: the student is responsible for completing courses in MSAT and for fulfilling all requirements for graduation.

**ATTENDANCE REQUIREMENTS**

**Class**

Each ATS is expected to perform to the best of his/her ability in the classroom. The theoretical concepts and clinical skills learned in class provide the foundation for growth and development as an athletic trainer. All athletic training students are expected to attend class regularly, turn in assignments, and take exams on schedule. Points may be deducted from your athletic training class grades for unexcused absences (see various course syllabi). If an ATS anticipates missing class due to an athletic training clinical assignment or other reason, notify your instructor in advance. It is the student’s responsibility to contact each course instructor. Remember, you have chosen Athletic Training as your profession and your career. Strive for excellence! Everything you learn will improve the care you are able to give your athletes and patients.

**UT Arlington MSAT Sport Lecture Series in Sports Medicine**

Each semester, several presentations will be scheduled on various topics related to the subject matter areas of athletic training. These programs will be presented by athletic trainers, physicians, or other allied health professionals who are local, regional, or nationally recognized experts in their particular area of specialty. The schedule of lectures will be posted early each semester. All students within the ATP/MSAT are expected to attend a minimum of 5 hours of Supplemental Education Units (SEUs). The hours are documented on the SEU Cover page, signed by the student, and validated with an attendance certificate.
Capstone Exam Requirement

The Capstone exam is a program requirement, as well as a course requirement in KINE 5150. Students who do not score 75% or greater on the capstone, must undergo remediation with a faculty member and sit for the exam upon approval of that faculty member (see procedures below). If the student does not pass the capstone he/she may retake the exam a second time. If the score is higher than the first attempt (but not at 75%) the student may retake one third and final time. Upon passing the capstone exam, students must apply to take the BOC exam within 6 months. If the student fails to take the exam during this time period, the ATP program may require the student to repeat a capstone exam before granting permission to sit for the BOC exam, during the time in the program. All students who did not pass the capstone exam in KINE 5150 will need to take Capstone Exam B during the spring semester, as part of a requirement for KINE 5160. Failure to retake the capstone exam during the spring of Year 2 will result in a grade of an “I” or “Incomplete” in KINE 5160.

Capstone Retake Procedures

1. Meet with Meredith Decker for domain diagnostic evaluation
2. Develop remediation plan for all domains less than 75%
   a. Complete Plan of Action Form and study calendar
3. Meet with faculty member who teaches domain content; faculty member must approve plan of action and study calendar
4. Student is instructed on the procedures to complete each domain
5. Student must pass each domain specific assessment (quiz, exam, etc.); Pass 75% or above
6. Schedule capstone exam retake with Meredith Decker

Standardized Patient Requirement

All ATS will be required to participate in one SP sessions each semester.
1. SP session is schedule by SP Coordinator and ATS
2. ATS arrives at appointed time to PEB 203 (SP Lab)
3. ATS and SP will be filmed
4. Shortly after the completion of session, ATS will be able to access the video of session. The ATS will complete the self-evaluation form
5. SP Coordinator and ATS will establish follow up appointment date
6. The SP Coordinator also completes the SP Assessment Form
7. ATS meets with SP Coordinator to go review recorded session together for feedback

“STUDY HALL” POLICY- PROBATIONARY STATUS OR AT - RISK

Athletic training students who are currently on probation or are at risk of being on probation will be required to attend mandatory study hall sessions arranged through the Program Director. The number of study hall hours required each week will be assigned on a case-by-case basis, although the average assignment usually requires six hours per week. In addition, the CEC may limit the number of clinical hours the ATS is earning at their site in an effort to promote additional study time. A student’s unwillingness to follow this study hall policy will result in suspension from the ATP/MSAT program until such time that they either agree to abide by the policy or are no longer considered an at risk student.

Closely regulate clinical hours and come to PEB to study.

COURSE SEQUENCE

Master of Science in Athletic Training (MSAT)
52 Semester Credit Hours (SCH)

The MSAT at University of Texas at Arlington is an intensive, 52 semester credit hour (SCH) program. A list of courses and sequencing can be found in: SEE APPENDIX B FOR COURSE SEQUENCE.

STUDENT GRIEVANCE POLICIES

The UT Arlington student grievance policies are utilized for any grievances involving grades, students or faculty.

A. Grievances Related to Grades

It is the student’s obligation to attempt to resolve the matter with the individual with whom the grievance originated. Individual course instructors retain primary responsibility for assigning grades. The instructor’s judgment is final unless compelling evidence shows discrimination, preferential treatment or procedural irregularities. If an athletic training student wishes to appeal, their request must be submitted at:

https://www.uta.edu/coed/_downloads/educleadership/forms/Grade%20Grievance%20Form.pdf
The student has one calendar year from the date the grade is assigned to initiate the grievance. The normal academic channels are program director, department chair, academic dean, and the provost. However, before considering a grievance, the department chair or dean will refer the issue to a departmental or school committee of faculty. If the committee cannot reach a decision that is acceptable to all parties involved, the matter will follow the remaining academic channels. The decision of the provost is final.

**B. Grievances Other Than Grades**

It is the student’s obligation to attempt to resolve the matter with the individual with whom the grievance originated. Grievances involving clinical education matters other than grades are appealed to the clinical education coordinator, program director, the department chair, the academic dean if appropriate, then to:

https://www.uta.edu/conduct/students/grievance-policy.php

If the individual is not satisfied with the resolution, an appeal may be made in writing to the Vice President for Student Affairs. Any further action will be determined by the Vice President of Student Affairs (UTA Catalog).

**CLINICAL EDUCATION POLICIES**

**CLINICAL PLACEMENT PREREQUISITES**

Documentation of the following prerequisites is required before a student can be placed in the clinical setting for directed clinical experience:

1. Current certification (Healthcare Provider or Professional Rescuer or similar) in CPR/AED and First Aid (may be done through American Red Cross, American Heart Association, etc.)
2. Completion of blood-borne pathogen training
3. Proof of immunization against measles, rubella, diphtheria, tetanus, and hepatitis B
4. Policies & Procedures Acknowledgement Form
5. Signed confidentiality form and Media release form

6. Membership in NATA (Student Member status) - which will allow access to A-Track (an online clinical education management system) (the ATS may start at a clinical site, and the deadline may be extended based on NATA discounts)

7. A criminal background check (CBC) will be conducted by the ATP. Also, a CBC may be required through a local independent school district once your clinical assignment has been made (once the assignment has been made by Ms. Decker, she will provide more details concerning this requirement).

**CLINICAL EDUCATION REQUIREMENTS:**

**GUIDELINES AND STANDARDS**

The clinical education portion of the UT Arlington ATP consists of four long semesters of clinical education coursework and clinical experience rotations (see Table 1 below).

Students **must be enrolled in a clinical education course** in order to be assigned to a clinical experience rotation. This also means that **students must be enrolled in a clinical education course to earn clinical education hours** (see Clinical Hour Policy).

The completion requirements for each clinical education course are outlined within each of the clinical course syllabi. The first five clinical courses (KINE 5120, 5130, 5140, 5150, 5160) involve the formal instruction and evaluation of specific clinical skills (psychomotor competencies). Once students have demonstrated competency (80%) with a specific skill, they may begin using that skill in their clinical education rotation(s).

**Clinical proficiencies** represent the integration of both **knowledge** and **clinical skills** into the students’ daily clinical practice in such a way as to include **clinical decision-making**. With the exception of KINE 5120, all clinical courses involve the formal evaluation of specific clinical proficiencies.

The UT Arlington ATP follows the **learning over time** model which requires students to progress from **skill acquisition** (psychomotor skills) to **skill application** to **skill integration**
(proficiencies). Following this model, students’ clinical proficiencies are always evaluated the semester after the associated psychomotor skills are evaluated.

Example:

**Year I fall semester:** students learn, and are evaluated on, knee special tests (i.e. Lachman, Apley’s compression, etc.) in KINE 5130 Clinical Athletic Training II

**Year I spring semester:** students are evaluated on their ability to perform a thorough knee evaluation in their clinical education rotation through KINE 5140 Clinical Athletic Training III

Ideally, the clinical proficiencies are best evaluated in “live”, “real-world” injury situations. Since it is not likely that you will encounter every possible injury or illness during the course of your clinical rotations at UT Arlington, your Clinical Preceptor may choose to evaluate certain clinical proficiencies using “mock” patient scenarios. It is your responsibility to capitalize on opportunities to demonstrate your proficiencies in real patient encounters.
# TABLE 1. Clinical Education Coursework and Rotations

<table>
<thead>
<tr>
<th>Level</th>
<th>Semester</th>
<th>Clinical Course</th>
<th>Clinical Hours</th>
<th>Clinical Experience Rotation</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Summer</td>
<td>KINE 5120</td>
<td>50 (All)</td>
<td>Three rotations will occur throughout the first year and will include a variety of the following settings:</td>
</tr>
<tr>
<td></td>
<td>Fall</td>
<td>KINE 5130</td>
<td>275 (2016 entry)</td>
<td>300**</td>
</tr>
<tr>
<td></td>
<td>Spring</td>
<td>KINE 5140</td>
<td>275 (2016 entry)</td>
<td>250**                                                                                              General Medical hours (20) will occur throughout the second summer in conjunction with KINE 5432 at a specified general medical clinic.</td>
</tr>
<tr>
<td>II</td>
<td>Fall (Summer hours encouraged)</td>
<td>KINE 5150</td>
<td>275 (2016 entry)</td>
<td>300**                                                                                              Rotations may be on or off campus and will satisfy the needs to meet CAATE requirements. Career specific assignments are ideal at this time if all CAATE requirements are met.</td>
</tr>
<tr>
<td></td>
<td>Spring</td>
<td>KINE 5160</td>
<td>365 (2016 entry)</td>
<td>250**                                                                                              Rotations may be on or off campus and will satisfy the needs to meet CAATE requirements. Career specific assignments are ideal at this time if all CAATE requirements are met. A 5-week full-time clinical immersion period will take place during this semester at the student’s assigned clinical site.</td>
</tr>
</tbody>
</table>

**RED HOURS INDICATE SEMESTER TOTALS FOR STUDENTS ENTERING THE PROGRAM BEFORE JUNE 2016**

## CLINICAL EDUCATION ATTENDANCE REQUIREMENTS

The hours you spend in the UT Arlington athletic training facilities or other clinical settings are just as important as those spent in the classroom. While completing clinical
education rotations in the UT Arlington athletic training facilities, students are expected to follow the policies and procedures established by the UT Arlington Department of Athletics Athletic Training Program. While completing off-campus clinical education rotations students are expected to follow the policies and procedures established by that particular clinical facility (i.e., dress, assignment schedule, etc.).

You are expected to arrive on time wearing the designated clinical uniform and behave in a professional manner as described by this manual, your CP, the NATA Code of Ethics and the BOC Standards of Professional Practice. If you know you will be absent or late to your clinical assignment, you are expected to contact your clinical preceptor immediately. Remember, your clinical experience gives you the opportunity to apply what you have learned in the classroom toward the actual care of patients and athletes, while also developing clinical decision-making skills. Take advantage of every opportunity for learning. Be proactive in your quest for knowledge. Don’t be afraid to ask questions.

Other Scheduled Clinical Education Experiences

Occasionally, you will be given the opportunity to volunteer for additional clinical assignments (important dates or special events) within the UT Arlington athletic training facilities or other clinical settings. These experiences are designed to give you additional opportunities for experiential learning and will provide a great opportunity to earn additional hours toward the clinical hour requirement. Based on the number of events hosted by UT Arlington each year, the CEC will determine and announce how many events are required each semester. This requirement constitutes a portion of the student’s grade for each clinical practicum.

Other Involvement Outside of Your Assigned Site

A student’s assigned clinical site will always take precedence over other clinical education experiences. A student is not limited from attending another clinical education site and gaining experience and hours, however this needs to be approved by both the current CP and CEC. Once the CP confirms that attendance at the other clinical site does not interfere with their current site, the student will then need to reach out to the CEC and obtain permission to attend the site. When reaching out to the CEC, the student should
provide a rough weekly schedule of how often they are going to attend the site (include days and estimated hours). The CEC will be the one to approve the hours on Atrack. If the CEC is unaware of the attendance or did not approve the involvement at the other site(s) and finds out through the hour log on Atrack, the CEC reserves the right to delete those hours.

**CLINICAL HOUR POLICY**

AT students must earn a minimum total of 1240 (MSAT starting June 2016) or 1100 (MSAT starting June 2015) clinical education hours in order to meet the program completion and graduation requirements of the UT Arlington ATP. These 1240/1100 hours are spread across 5 clinical education courses (KINE 5120, 5130, 5140, 5150, and 5160).

**Minimum - Maximum hours:**

<table>
<thead>
<tr>
<th>MSAT starting June 2016</th>
<th>MSAT starting June 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Year IA Summer:</strong> (Minimum = 50; Maximum = 80)</td>
<td><strong>Year IA Fall:</strong> (Minimum = 300; Maximum = 475)</td>
</tr>
<tr>
<td><strong>Year IA Fall:</strong> (Minimum = 275; Maximum = 475)</td>
<td><strong>Year IB Spring:</strong> (Minimum = 250; Maximum = 475)</td>
</tr>
<tr>
<td><strong>Year IB Spring:</strong> (Minimum = 275; Maximum = 475)</td>
<td><strong>Year IIA Fall:</strong> (Minimum = 275; Maximum = 475)</td>
</tr>
<tr>
<td><strong>Year IIA Fall:</strong> (Minimum = 275; Maximum = 475)</td>
<td><strong>Year IIB Spring:</strong> (Minimum = 365; Maximum = 500)</td>
</tr>
<tr>
<td><strong>Year IIB Spring:</strong> (Minimum = 365; Maximum = 500)</td>
<td><strong>Year IIB Spring:</strong> (Minimum = 250; Maximum = 500)</td>
</tr>
</tbody>
</table>

Students are strongly encouraged to start their clinical assignments when their associated placements begin. Attendance at pre-season practices and trainings are encouraged (but not required of Year 2’s), even if these begin prior to the start of the semester, either in August or January. Students assigned to a clinical rotation that exceeds the end of the semester (i.e. basketball during winter break, baseball post-season playoffs, etc.) will be strongly encouraged (but not required) to continue with that clinical assignment. Any conflicts with these assignments must be addressed with the Clinical Education Coordinator (CEC).
Athletic training students may access a summary of their clinical hours at any point during the long semester while enrolled in the program. If students fall behind in their clinical hours’ accumulation, they will be notified and a plan will be established to get the student back on track for completion of 1100/1240 hours prior to graduation. If it is determined that the athletic training student is in danger of logging an excess of hours with a clinical rotation, the Clinical Education Coordinator will contact the Clinical Preceptor (CP) for that clinical rotation and develop a plan so the student can maintain a balance between clinical hours and academics.

Any AT student that does not meet the semester hour requirements will receive an “I” in that particular Clinical Practicum and will not be eligible to enroll in the upcoming practicum course; therefore it is highly recommended that students complete the remainder of these hours prior to the start of the semester. Further, financial aid could be impacted if students are unable to enroll in a required number of credit hours, due to an incomplete grade. The grade change and access to the subsequent practicum course will occur once the student has completed the required hours. Note: this process may take several weeks. A grade penalty will also be enforced for the associated clinical practicum course.

**Clinical Compliance Policy**

In order to comply with CAATE standards, students are required to complete clinical education forms and tasks by the applicable deadlines set forth by the Clinical Education Coordinator. Students that do not meet the deadlines are subject to the following disciplinary actions:

1<sup>st</sup> offense: 50% reduction in grade associated with the missed form; form will still need to be completed

2<sup>nd</sup> offense: no credit will be given for the associated missed form; form will still need to be completed

3<sup>rd</sup> offense: one-week suspension from clinical site and disposition report
Each offense is carried over into the following semesters and will accumulate throughout the full two years. Suspension and return to clinical sites will be communicated with the appropriate Clinical Preceptor(s). Further offenses will result in possible probation and/or suspension from the program as determined by the Clinical Education Coordinator and Program Director.

**Student/CP Clinical Contracts**

At the beginning of each rotation, students are required to meet with their CP and create a rotation long schedule to follow each week. The schedule will consist of specific days and times that the student is expected to attend the clinical site. The schedule will be part of a grade in Clinical Practicum and failure to comply with the designated schedule will result in a reduction in grade for Clinical Practicum. More than one offense will result in a disposition report with the CEC. The program understands that in some circumstances, the schedule will vary week to week. The schedule is merely a guideline and minimum hours in the contract should be met each week. Schedule changes are at the discretion and approval of the CP and CEC. Violations will occur if a student does not have an excused absence approved by the CEC and CP.

**Logging of Clinical Hours**

Each clinical practicum course requires the completion of clinical education experience hours under the supervision of a Clinical Preceptor (CP). It is the student’s responsibility to complete the documentation of clinical education experience hours each week in ATRACK. The weekly clinical education experience hours must be approved online by your CP. Once students’ hours have been entered, CPs will access the weekly hour submissions to approve them. Students are recommended to print and keep a copy of each weekly hour report after it has been approved. It is the student’s responsibility to maintain up to date clinical hour records. Students must input clinical hours each week by Sunday at 11:59 PM of that week. Hours not logged for that particular week by this date and time will not be able to be logged and will not count towards the global 1100/1240 hours. The CEC will not make any exceptions for anyone who has failed to log their hours on time.
-Hours that can be logged:
  - Anything involving your assigned site for that semester
  - Events at other affiliated sites – identified and approved by the CEC
  - Events at UT-Arlington
  - General medical hours at affiliated sites
  - SP lab – only those ATS that attend training and volunteer as a model

-Hours that cannot be logged:

(It is highly recommended that ATS keep a personal log for their records and/or resume)

  - Events at non-affiliated sites, with the absence of your CP
  - Volunteer events (i.e. 3-day breast cancer walk, kid’s triathlon, etc.)
  - Surgical observations
  - Injury clinics (i.e. Fall Saturday AM clinics)
  - CEU’s
  - Research hours
  - Internships arranged outside of affiliated sites
  - If uncertain about an event, contact the CEC for clarification

Outside Employment Policy

The UT Arlington ATP understands that some students must obtain a part-time job to fulfill financial responsibilities, but students must also meet the requirements of the clinical courses. Therefore, the athletic training student’s clinical education experience takes precedence over any outside employment. Students are allowed to hold part-time jobs provided they do not interfere with the clinical aspect of the program. Clinical experiences may take place at any point during a given day, weekends included. Students are required to be at their clinical sites on designated clinical immersion days and on Fridays. Exceptions to this must be approved by both the Clinical Preceptor and Clinical
Clinical Relief Policy

Every athletic training student should be scheduled for at least one day off per 7-day period (Relief Day) from his/her clinical education rotation. At the beginning of a clinical rotation, the CP and the athletic training student will meet and discuss their schedule for the duration of the clinical rotation. Schedules may vary depending on the site and sport each week. The student and CP will agree to a day off for each week prior to the week starting.

The athletic training student also has the opportunity to ask for time off when they have an exam, group project, or large assignment due. The student MUST ask for the time off from their CP two to three days in advance so other athletic training students can be rescheduled. Remember, there are many times when more than one day off may be available when clinical experience opportunities are light. However, this does not mean that you should not be practicing and refining your clinical skills. The Athletic Training Education Laboratory remains open until 5 pm or later (depending on faculty schedules) and can be used for student learning.

Clinical Placement Eligibility

To remain eligible for placement in a clinical education or field experience rotation, athletic training students must meet the following criteria:

- Maintain current certification in CPR/AED
- have documentation for the completion of all three Hepatitis B vaccinations
- Complete annual blood-borne pathogen (BBP) training, confidentiality training, and FERPA/HIPAA training
- Complete annual ATP in-service programs
- Be in good standing with all program retention requirements
- Pay insurance fee at the beginning of each semester
- Note: In the event an ATS receives an incomplete (I) grade in a clinical practicum, all hours and course requirements must be completed before
progressing in the program further including enrolling in the subsequent semester courses

**CLINICAL EDUCATION DRESS POLICY**

When completing clinical education rotations in an assigned clinical setting, athletic training students are expected to wear the appropriate practicum uniform. Athletic Training Students are expected to display the type of personal appearance and attire reflective of a professional. Your attire must reflect consideration of image, safety, and infection control.

When assigned to the UT Arlington Athletic Training Facilities, the UT Arlington Athletic Training Program’s dress policy is to be followed. When assigned to an off-campus clinical setting, students will follow the dress policy of that particular facility. If the facility does not have a dress policy, athletic training students will follow the UT Arlington ATP’s policy (see below)

**Clothing**
- Should fit appropriately, be clean, wrinkle-free and without holes or frayed areas. Clothing which is too revealing, suggestive, or tight fitting is not acceptable.
- Nametags: Athletic Training Students are expected to wear their nametags. If a nametag is lost, it is the student’s responsibility to replace it (Accent Awards)

**Footwear**
- Shoes should be kept clean, in good repair, and appropriate for professional attire. No open-toed shoes.

**Grooming**
- Personal cleanliness/hygiene reflects professional standards (clean and neat).
- Hair is to be clean, neatly arranged and should not interfere with clinical practicum functions. Hair should not be extreme in color or styling.
- Face should be shaved or mustache/beards/sideburns, etc., if worn, are to be neatly trimmed, clean, and appropriate for business appearance.
Jewelry

- Selection of jewelry for the clinical practicum should reflect a concern for professionalism, safety and infection control precautions. Women should limit earrings to one/two per ear and men should remove all earrings. Tattoos or non-ear piercings should be kept out of sight during the clinical practicum work hours.

Nails

- Men and women fingernails should be short and clean (no longer than about ¼” beyond the fingertip) (in hospital settings OSHA policies do not allow for acrylic nails- for the purpose of infection control).

UT Arlington ATP/MSAT Dress Policy

- Khaki pants or shorts
- Wind pants (when allowed)
- UT Arlington athletic training t-shirt or polo (shirt must be worn tucked in)
- UT Arlington ATP name badge
- Tennis shoes- clean and in good shape
- UTA hats or visors only

Off-Campus MSAT Dress Policy

- Khaki pants or shorts
- Wind pants (as approved by your CP)
- UT Arlington athletic training t-shirt or polo (or shirt provided by the clinical site)
- UT Arlington ATP name badge
- Tennis shoes- clean and in good shape
- UTA hats or visors (or those provided by the clinical site)
Clinical Supervision Policy

While earning clinical education hours within an assigned clinical education rotation, Athletic Training Students are directly supervised by a Clinical Preceptor (CP). During training for CP’s, the Clinical Education Coordinator (CEC) emphasizes the importance of direct supervision and explains that this policy must be implemented at each clinical site for the UT Arlington to remain in compliance with the CAATE Standards and Guidelines. Specifically, the CEC reviews the policies, which state:

- The CP will be physically present and have the ability to intervene on behalf of the athletic training student to provide on-going and consistent clinical education
- The CP will consistently interact with the athletic training student at the site of the clinical experience
- There will be regular planned communication between the Athletic Training Program and the CP
- The number of students assigned to CP in the clinical experience component will be maintained at a ratio that will ensure effective education and will not exceed a ratio of eight students per clinical preceptor in any clinical setting.

In addition, CPs are instructed that clinical supervision provides a safe environment for students to apply their clinical skills and develop the necessary clinical decision-making and confidence required for success in the athletic training profession.

As AT students progress in their level of knowledge and clinical skills, the level of clinical supervision provided by the CP adjusts accordingly. The level of supervision is based on each student’s developmental level (MSAT Year 1A Summer, 1A Fall, 1B Spring; Year 2A Summer, 2A Fall, and 2B Spring) and each student’s performance in their clinical education rotations. Following this model of clinical supervision, student’s progress from a position of close supervision to one of “guided autonomy”. This
progression of clinical supervision requires that students actively engage in their clinical education rotation, and this is emphasized to each student each semester.

Students are expected and instructed to be proactive in integrating their knowledge and skills learned in class/lab into day-to-day athletic training operations.

**CLINICAL EDUCATION ROTATIONS**

While working under the supervision of their CP, students will gain experience working with athletes and patients within several different clinical settings. A special emphasis will be placed on ensuring that every student’s clinical education experiences include each the following:

- Team sports
- Individual sports
- Equipment intensive
- Male sports
- Female sports
- Non-sport patients
- Non-orthopedic patients
When possible, additional clinical field experiences will be provided based on the career interests of the individual student (sports medicine clinic, professional team, additional collegiate experience, athletic trainer in a physician clinic, etc.) Clinical site experiences will not be duplicated for any one student. Clinical rotations will only carry over from one semester to another in Year 1. No “year long” rotations with one particular site/Preceptor will take place, unless the sport assignment at one site varies (for example an ATS may stay at UT Arlington for a full year, but will have two different CP’s and sport assignments).

APPLICATION FOR THE TEXAS LICENSURE EXAM FOR ATHLETIC TRAINERS

UT Arlington students will follow Method D – CAATE-Accredited Program when applying for the Texas exam to become a Licensed Athletic Trainer.

The law states that ATS “who are within two semesters of being awarded, a baccalaureate or post-baccalaureate degree in athletic training from a college or university which holds accreditation from a nationally recognized accrediting organization that is approved by the board (Commission on Accreditation of Athletic Training Education). The college or university held/ will hold accreditation during your matriculation and at the time your degree was/is conferred. NOTE: If you have taken and passed the BOC certification exam after January 1, 2004, you may be eligible to apply under Method B.”

Note: Texas Licensure may be obtained by following Method B:

Method B – BOC and/or Out-Of-State Licensee

“You hold a baccalaureate or post-baccalaureate degree and (a) current license, certification, or registration to practice athletic training issued by another state; and/or (b) current certification by the Board of Certification. NOTE: If you have taken and passed the BOC certification exam after January 1, 2004, you may be eligible for licensure without taking the state licensure exam. See the board rule at 22 Texas Administrative Code §871.9(m) for details.”
**STUDENT HEALTHCARE/COMMUNICABLE DISEASE POLICY**

The following policies are designed to protect both the athletic training student and the student-athlete or patient from the spread of communicable diseases.

1. Athletic training students with contagious or potentially contagious illnesses should avoid direct patient contact, regardless of the clinical setting.
   a. Students suffering from a cold, sore throat, respiratory illness, intestinal illness, or other condition with an oral temperature of 101° or greater should report to the student health center.
   b. If a student must miss a class or clinical assignment due to illness, they should contact their instructor prior to their absence. If unable to contact their instructor prior to class, students should contact him/her as soon as possible after the conclusion of their class.
   c. Upon returning to their class or clinical assignment, students should submit a note from the student health center documenting their illness.

2. Athletic training students should always practice sound prevention techniques when working in the healthcare environment (i.e., regular hand washing, secretion and cough management, wearing of gloves when appropriate, etc.).

3. Athletic training students should always cover all open wounds or cuts before treating a student-athlete or patient.

4. If an athletic training student suspects that he/she has a medical condition that may impact the safety of the student or patient, the student must inform the clinical instructor and the Clinical Education Coordinator as soon as possible.

**Blood Borne Pathogen Training and Exposure Control Policy**

MSAT students’ will undergo Blood-borne Pathogen (BBP) training annually, and review the exposure control plan. The UT Arlington ATP follows those the safety policies developed by the UTA Office of Environmental Safety. Specifically:

The UT Arlington: [University’s BBP Exposure Control Plan](https://www.uta.edu/policy/procedure/8-10).

University’s Biological Safety Procedure ([https://www.uta.edu/policy/procedure/8-10](https://www.uta.edu/policy/procedure/8-10)).

Other biosafety information that we have on our website ([http://www.uta.edu/campus-ops/ehs/biological/index.php](http://www.uta.edu/campus-ops/ehs/biological/index.php)).

SEE APPENDIX C FOR MORE INFORMATION.

**JOB DESCRIPTION POLICY**

As stated within the CAATE Standards and Guidelines, athletic training students should not perform skills in the athletic training setting prior to receiving formal instruction in those skills. This standard is required for the protection of the patient and the athletic training student.

The UT Arlington ATP is designed to progress students through four developmental levels of clinical competency and proficiency. These developmental levels are described below:

**Year I – (Summer)**

Students are introduced to the profession of athletic training.

Students receive formal instruction in the basic skills related to prevention, immediate care of sport-related injuries, and taping and wrapping.

**Year I (Fall and Spring)**

Students receive formal instruction in the areas of upper and lower extremity evaluation as well as the evaluation of general medical conditions.

Students refine and integrate the Year I skills into their daily clinical practice.

Students receive formal instruction in the areas of rehabilitation and therapeutic modalities.
Students refine and integrate the Year I skills.

Students continue to use and further refine the Year I skills.

**Year II (Fall and Spring)**

Students receive formal instruction in the areas of organization and administration, professional development, and psychosocial intervention.

Students continue to use and further refine the Year I skills.

Students prepare for the Texas Advisory Board of Athletic Trainers (TABAT) State Licensure Exam and the BOC Certification Exam.

These developmental levels have been further delineated into specific job descriptions for athletic training students to follow when completing clinical education rotations. These job descriptions have been provided in **APPENDIX E.**
STUDENT CONDUCT:
PROFESSIONAL CONDUCT & CONFIDENTIALITY POLICY

As an UT Arlington Athletic Training Student (ATS), you will be expected to conduct yourself professionally at all times. This includes your appearance, timeliness, and overall actions and behaviors. In addition, at your clinical sites, you are expected to conduct yourself professionally and politely by addressing everyone, including: athletes, parents, athletic trainers, physicians, administrators, other healthcare providers, and others with respect. By being a member of the UT Arlington ATP you assume the responsibility of acting as a health care professional and agree to abide by the following including but not limited to:

- All policies listed in this policy/procedure document
- Applicable policies for students enforced by the University of Texas at Arlington, including the UT Arlington Honor Code
- The NATA Code of Ethics, and the BOC Standards of Professional Practice
- Applicable policies of the Texas Athletic Trainers Athletic Trainers Licensing Act
- Policies listed on your course syllabus
- Policies identified at each specific affiliated site and clinical preceptor

In addition, UT Arlington Athletic Training Students are expected to:

- Document clinical hours regularly by using ATRACK, and complete all clinical proficiencies before the identified deadline each semester. The clinical preceptor and CEC must approve both hours and proficiencies.

- Realize that the clinical preceptor will complete a performance evaluation at midterm and at the conclusion of the rotation; Problematic areas related to professionalism identified by the clinical preceptor are subject to remediation, probation, and/or permanent suspension.

- Commit to a schedule of attendance at the clinical site and to be accountable (i.e. “I will be there when I say I will be there”).
• Be on time. If an emergency causes one to be late, it is the student’s responsibility to contact the clinical preceptor and make him/her aware of the situation. Find out how your CP wants you to contact them (phone call, text, email, etc.)

• Be proactive at the clinical site (i.e. learn what can be done without being told or reminded).

• Refrain from giving unsolicited advice to physicians, coaches, staff athletic trainers, or others who have more training. Students are expected to participate in meaningful conversations with the sports medicine staff pertinent to athletic training (e.g. discuss management, rehab, taping, etc. of injuries that occur)

• Refrain from using vulgar and obscene language or offensive social colloquialisms (e.g. cussing, inappropriate slang).

• Follow the UT Arlington Dress Code, to be groomed, and to dress professionally (clean and appropriate garments) at clinical sites, when attending continuing education programs, or representing the UT Arlington ATP.

• Romantic relationships with high school students are prohibited and will result in termination from the program.

• Avoid gossip and refrain from sharing one’s personal life with any high school students (including on Facebook and other forms of social media); Do not “friend” high school students on Facebook or other forms of social media;

• Romantic relationships between ATS and athletes/patients are highly discouraged in any setting due to the potential conflict of interest. However, if an athletic training student does begin a relationship (with a college age or older) patient or athlete, the MSAT student shall notify the Clinical Education Coordinator clinical reassignment and be proactive in the prevention of a conflict of interest

• Always practice ethical behavior including confidentiality (federal law prohibits students from discussing medical issues with anyone other than appropriate medical personnel). If in doubt ask the clinical preceptor or a UTA ATP Faculty member. ATS must sign the “Confidentiality Statement for ATS” SEE APPENDIX F.
• Recognize that the ATP educational facilities and other associated labs are professional health care and teaching venues. ATS are responsible for keeping it clean and are to avoid bringing food or lid-less drinks into the facility. Food may not be eaten in PEB 200 or PEB 202.

• ATS have the privilege of a student lounge is in PEB 308 for food. Likewise, the lounge should be kept clean. If the room is not kept clean, access to the lounge will be terminated. If you open the door using your swipe card, and it is outside of normal hours, then close the door and ensure that it is locked before exiting the building.

• Athletic Training Students represent the UT Arlington ATP. Any violation of the:

  o UTA ATP Policy and Procedure Manual;
  o Applicable policies for students enforced by the University of Texas at Arlington, including the UT Arlington Honor Code;
  o The NATA Code of Ethics, and the BOC Standards of Professional Practice;
  o Applicable policies of the Texas Athletic Trainers Athletic Trainers Licensing Act;
  o Policies listed on your course syllabus;
  o Policies identified at each specific affiliated site and clinical preceptor;
  o Professional Conduct and Confidentially Policy;

May result in a warning (disposition form), suspension, or dismissal from the program.
APPENDIX A: PRE-ADMISSIONS PROCEDURES

The University of Texas at Arlington
College of Nursing & Health Innovation
Department of Kinesiology

MASTER OF SCIENCE IN ATHLETIC TRAINING (MSAT) PROGRAM
Pre-Admission Procedures

Please note that our pre-application process involves three major steps which are outlined below. The pre-application materials allow the MSAT Admissions Committee an opportunity to review your qualifications and determine whether you should formally apply to the graduate school. Note that applicants are not encouraged to apply for graduation admission until Step 3.

**Step 1:** Pre-Application Materials. Submit the items below directly to the MSAT Program (See address at the end of this form).

| 1. | Complete and submit the UT Arlington MSAT Application & Essays |
| 2. | Complete 50 hours of observation with a certified athletic trainer (ATC and/or LAT) and submit the UT Arlington Athletic Training Observation Verification Form (Note: Observe during busy clinic times so you see many of the duties of an AT--Injury prevention, assessment, treatment, rehab, etc.) |
| 3. | Submit a Professional Resume, including education and relevant experience |
| 4. | Submit three UT Arlington MSAT Reference forms |
| | a. First Form: Must be completed by the ATC who supervised your 50 observation hours. |
| | b. Second Form: Must be from a previous instructor or professor who can attest to your academic performance. |
| | c. Third Form: A letter of recommendation from a physician, allied health care provider, instructor, or previous employer. |
| 5. | Submit GRE issued to student score report to the MSAT program, showing Verbal, Quantitative Reasoning & Analytical Writing Scores (A scanned copy is acceptable) |
| | a. Preferred scores are: Verbal = 150 (450) and Math 141 (450). |
| | **Please Note:** UT Arlington graduates who have an undergraduate GPA of 3.0 (or higher) in the last 60 hours as calculated by Graduate Admissions, a 3.0 cumulative GPA, and a 3.0 in all upper division work are eligible for a GRE waiver (only applies to UT Arlington graduates). |
| 6. | Submit one copy of all undergraduate transcripts. **Make sure transcripts are easily readable.** For Int’l students: please submit front and back copies of transcripts. |
| 7. | Successful completion of the following courses |
| | (Note: must complete with a grade of “C” or better and be completed within the last 10 years) |
Step 2: Interview with MSAT Faculty and Student Admissions Committee

11. Upon submission and review of the pre-application materials, applicants will be notified via email and informed whether or not they have been selected for an interview with the MSAT Admissions Committee. The interview may be conducted in person or via Skype.

Step 3: Post Interview Instructions. Candidates who are extended an invitation to join the UT Arlington MSAT program, would then be advised to formally apply for graduate admission which includes the items below.

12. Complete and submit the UT Arlington graduate application before April 1st (US students) February 1st (US Permanent Residents/International students). Click here to access: [http://www.uta.edu/admissions/graduate/apply/index.php](http://www.uta.edu/admissions/graduate/apply/index.php)

13. Submit official GRE scores and official transcripts to the UT Arlington Graduate Admissions Office. For information about the GRE go to: [http://www.ets.org/gre](http://www.ets.org/gre) (The GRE is waived for UT Arlington graduates only who are in good standing and have an undergraduate GPA of 3.0 (or higher) in their last 60 hours as calculated by Graduate Admissions, a 3.0 cumulative GPA, and a 3.0 in all upper division work are eligible for a GRE waiver.)

14. Complete and submit the UT Arlington MSAT Report of Medical History Form SIGNED BY STUDENT and Physical Exam (Report of Health Evaluation) SIGNED BY PHYSICIAN OR DESIGNEE.


16. Submit UT Arlington MSAT Immunization Record (including Hepatitis B) (attached).

17. Submit current copy of CPR Healthcare Provider or Professional Rescuer (Note: this is not basic CPR). The American Red Cross or American Heart Association offers this course. Be sure and sign card and copy both the front and back. Note: you must be current at least through the first year of the program through the month of July.

18. Complete Criminal Background Check (CBC) Note: A form will be sent via email from UT Arlington with further instructions.

Failure to follow these steps may result in your application and/or acceptance status being denied.
**Early Admission Option:** The UT Arlington MSAT program offers an early admission option for those applicants who submit all pre-application materials before October 1st. Materials must be received via email or postmarked by October 1st. Interviews are conducted in late October.

**Regular Admission Deadline:** The final deadline for regular admission is February 1st. Application materials must be received via email or postmarked by February 1st.

**Cohort Start Date:** Each new cohort begins the MSAT program in the 11-week summer session (Typically beginning in June). In addition, New Student MSAT In-service is the Sunday **before** the first class day of the summer term. International students may need to arrive earlier for an orientation session with the Office of International Education (for more information: [http://www.uta.edu/oie/](http://www.uta.edu/oie/))

All applications materials should be mailed or emailed to:

Cynthia Ontiveros  
The University of Texas at Arlington  
Department of Kinesiology  
Box 19259  
Arlington, TX 76019-0259  
Email: cynthia.ontiveros@uta.edu

For further information about the UT Arlington MSAT program contact:

Paul Krawietz, EdD, ATC, LAT, MSAT Program Director  
Email: pkrawietz@uta.edu  
Phone: 817-272-7290
I certify that I have performed a physical examination of the above named student and found the following to be true:

_____ he/she is in good health and appears to meet the attached minimum technical standards (i.e., he/she does not have any physical limitations that might prevent him/her from working as an athletic health care provider).

_____ he/she has one or more physical limitations that might prevent him/her from working as an athletic health care provider.

Signature of Physician

_________________________________________  _________________________

Date
The Athletic Training Program at The University of Texas at Arlington is a rigorous and intense program that places specific requirements and demands on the students enrolled in the program. An objective of this program is to prepare graduates to enter a variety of employment settings and to render care to a wide spectrum of individuals engaged in physical activity. The technical standards set forth by the Athletic Training Program establish the essential qualities considered necessary for students admitted to this program to achieve the knowledge, skills, and competencies of an entry-level athletic trainer, as well as meet the expectations of the program’s accrediting agency (Commission on Accreditation of Athletic Training Programs [CAATE]). All students admitted to the Athletic Training Program must meet the abilities and expectations outlined below. In the event a student is unable to fulfill these technical standards, with or without reasonable accommodation, the student will not be admitted into the program (Note: changes in student health status requires an updated technical standards form and signature).

Candidates for selection to The University of Texas at Arlington Athletic Training Program must demonstrate:

**SENSORY CAPACITY**
1. sufficient visual ability to observe events occurring in the classroom, laboratory, and clinical settings;
2. sufficient hearing ability and tactile sensation to perform appropriate patient assessments;

**INTELECTUAL CAPACITY**
1. the mental ability to acquire and retain knowledge;
2. the ability to analyze concepts and theoretical principles and integrate them into clinical practice;
3. the ability to develop problem-solving and decision-making skills to formulate assessment and therapeutic judgments and to be able to distinguish deviations from the norm;

**POSTURAL AND NEUROMUSCULAR CONTROL**
1. sufficient motor coordination to perform appropriate patient assessments using standard evaluation techniques;
2. sufficient motor coordination to safely, accurately, and efficiently use equipment and materials required during the assessment and treatment of patients;
3. sufficient motor coordination to maneuver within and between classroom, laboratory, and clinical settings.
4. sufficient motor coordination and endurance to withstand extended periods of sitting or standing;
5. sufficient motor coordination and strength to carry appropriate medical or hydration equipment and perform patient transfers, which might require the lifting of a patient;

**COMMUNICATION**
1. the ability to communicate effectively and sensitively with patients and colleagues, including individuals from different cultural and social backgrounds;
2. the ability to establish a rapport with patients, peers, and clinical instructors in order to communicate judgments and treatment information effectively;
3. the ability to understand, speak, and write the English language at a level consistent with competent professional practice;
4. the ability to record the physical examination results and treatment plans clearly and accurately;

**SOCIAL/AFFECTIVE**
1. the capacity to maintain composure and continue to function well during periods of high stress;
2. the perseverance, diligence and commitment to complete the Athletic Training Program as outlined and sequenced.
3. the ability to adjust to changing situations and the uncertainty of a dynamic clinical setting;
4. the affective skills and appropriate demeanor and rapport that relate to professional education and quality patient care.
The Athletic Training Program at The University of Texas at Arlington is a rigorous and intense program that places specific requirements and demands on the students enrolled in the program. An objective of this program is to prepare graduates to enter a variety of employment settings and to render care to a wide spectrum of individuals engaged in physical activity. The technical standards set forth by the Athletic Training Program establish the essential qualities considered necessary for students admitted to this program to achieve the knowledge, skills, and competencies of an entry-level athletic trainer, as well as meet the expectations of the program's accrediting agency (Commission on Accreditation of Athletic Training Programs [CAATE]). All students admitted to the Athletic Training Program must meet the abilities and expectations outlined below. In the event a student is unable to fulfill these technical standards, with or without reasonable accommodation, the student will not be admitted into the program (Note: changes in student health status requires an updated technical standards form and signature).

Candidates for selection to The University of Texas at Arlington Athletic Training Program must demonstrate:

**SENSORY CAPACITY**
1. sufficient visual ability to observe events occurring in the classroom, laboratory, and clinical settings;
2. sufficient hearing ability and tactile sensation to perform appropriate patient assessments;

**INTELECTUAL CAPACITY**
1. the mental ability to acquire and retain knowledge;
2. the ability to analyze concepts and theoretical principles and integrate them into clinical practice;
3. the ability to develop problem-solving and decision-making skills to formulate assessment and therapeutic judgments and to be able to distinguish deviations from the norm;

**POSTURAL AND NEUROMUSCULAR CONTROL**
1. sufficient motor coordination to perform appropriate patient assessments using standard evaluation techniques;
2. sufficient motor coordination to safely, accurately, and efficiently use equipment and materials required during the assessment and treatment of patients;
3. sufficient motor coordination to maneuver within and between classroom, laboratory, and clinical settings.
4. sufficient motor coordination and endurance to withstand extended periods of sitting or standing;
5. sufficient motor coordination and strength to carry appropriate medical or hydration equipment and perform patient transfers, which might require the lifting of a patient;

COMMUNICATION
1. the ability to communicate effectively and sensitively with patients and colleagues, including individuals from different cultural and social backgrounds;
2. the ability to establish a rapport with patients, peers, and clinical instructors in order to communicate judgments and treatment information effectively;
2. the ability to understand, speak, and write the English language at a level consistent with competent professional practice;
3. the ability to record the physical examination results and treatment plans clearly and accurately;

SOCIAL/AFFECTIVE
1. the capacity to maintain composure and continue to function well during periods of high stress;
2. the perseverance, diligence and commitment to complete the Athletic Training Program as outlined and sequenced.
3. the ability to adjust to changing situations and the uncertainty of a dynamic clinical setting;
4. the affective skills and appropriate demeanor and rapport that relate to professional education and quality patient care.

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

The Office for Students with Disabilities will evaluate a student who states he/she could meet the program’s technical standards with accommodation and confirm that the stated condition qualifies as a disability under applicable laws.

If a student states he/she can meet the technical standards with accommodation, then the University will determine whether it agrees that the student can meet the technical standards with reasonable accommodation; this includes a review as to whether the accommodations requested are reasonable, taking into account whether accommodation would jeopardize clinician/patient safety, or the educational process of the student or the institution, including all coursework, clinical experiences and internships deemed essential to graduation.
INSTRUCTIONS: After reading the technical standards presented on page 1 of this document, please sign the ONE statement below that corresponds to your ability to meet the technical standards.

I certify that I have read and understand the technical standards for selection listed on the previous page, 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

-or-

I certify that I have read and understand the technical standards of selection listed on the previous page and I believe to the best of my knowledge that I can meet each of these standards with certain accommodations. I will contact the Office for Students with Disabilities 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
# Master of Science in Athletic Training (MSAT) Program

## Program Pre-Admission Observation Log

**Name:** ______________________________  **Semester/Year:** ______________

**Site Name:** ____________________________________________________________

**Week:** ____/____/____ - ____/____/____

<table>
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<tr>
<th>DAY / DATE</th>
<th>Description of Experience (sport, event, etc.)</th>
<th>In / Out</th>
<th>Daily Total/Weekly Total</th>
<th>ATS’ Initials</th>
</tr>
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<tbody>
<tr>
<td>Monday</td>
<td></td>
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<tr>
<td>Tuesday</td>
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<td>Wednesday</td>
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<tr>
<td>Sunday</td>
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</tbody>
</table>

I certify that the above record of hours is correct and accurate.

_________________________________________  ________________________
Athletic Training Student’s Signature       Date

_________________________________________
Athletic Trainer Signature                  

50
# APPENDIX B: COURSE SEQUENCE

## COURSE SEQUENCE

### MASTER OF SCIENCE IN ATHLETIC TRAINING (MSAT)

52 SEMESTER CREDIT HOURS (SCH)

### First Year

<table>
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<th>Semester</th>
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<th>To Be Earned</th>
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</thead>
<tbody>
<tr>
<td>Summer Session</td>
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<tr>
<td>(11 week session)</td>
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<tr>
<td>(7 credit hours)</td>
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<td></td>
</tr>
<tr>
<td>Earned</td>
<td></td>
<td></td>
</tr>
<tr>
<td>KINE 5420 Concepts in Athletic Training</td>
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</tr>
<tr>
<td>KINE 5220 Preventative and Acute Care Techniques in Athletic Training</td>
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<tr>
<td>KINE 5120 Clinical Athletic Training I</td>
<td></td>
<td></td>
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<tr>
<td>Fall Semester</td>
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<tr>
<td>(9 credit hours)</td>
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<tr>
<td>Earned</td>
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<tr>
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<tr>
<td>KINE 5433 Therapeutic Interventions I</td>
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<td>KINE 5130 Clinical Athletic Training II</td>
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<tr>
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### Second Year

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<td>KINE 5392 Special Topics: Advanced Functional Assessment and Corrective Ex (Second Summer session- 5 week)</td>
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<td>KINE 5150 Clinical Athletic Training IV</td>
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<td>KINE 5160 Clinical Athletic Training V</td>
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APPENDIX C: BBP AND EXPOSURE CONTROL PLAN

THE UNIVERSITY OF TEXAS AT ARLINGTON
ATHLETIC TRAINING PROGRAM
BLOOD-BORNE PATHOGENS EXPOSURE CONTROL PLAN

Purpose

The purpose of the Blood-Borne Pathogens Exposure Control Plan is to:

- Eliminate or minimize occupational exposure to blood or certain other body fluids.

This policy is subject to updates as new knowledge is acquired.

Definitions

Reference: http://www.osha.gov/

Blood-Borne Pathogens means pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

Contaminated means the presence or the reasonably anticipated presence of blood or other potentially infectious materials on an item or surface.

Personal Protective Equipment (PPE) is specialized clothing or equipment worn by an employee for protection against a hazard (e.g., gloves, CPR barrier).

Universal Precautions is an approach to infection control. According to the concept of Universal Precautions, all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV, and other blood-borne pathogens. Potentially infectious body fluids include: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, saliva in dental procedures, any body fluid visibly contaminated with blood, all body fluids in situations where it is difficult or impossible to differentiate between body fluids.
Personal Protection

A. Universal Precaution Procedures:

Athletic trainers and athletic training students will perform their duties with the understanding that body fluids and medical waste may be infectious. Please adhere to the following Universal Precaution procedures:

1. Treat all situations involving potential contact with blood, body fluids or medical waste with caution. Use Personal Protective Equipment (PPE) including gloves and micro-shields for CPR.
   a. Gloves should be carried at all practice and game situations and are readily available in the Stadium Athletic Training Room, Texas Hall Athletic Training Room, and the Athletic Training Education Laboratory.
      i. The gloves must be replaced if torn, punctured, contaminated, or if their ability to function as a barrier is compromised.
   b. Pocket masks or micro-shields are located in each athletic training kit and in the Stadium Athletic Training Room, Texas Hall Athletic Training Room, and the Athletic Training Education Laboratory. They are also located along with portable AED units.

2. Wash hands after contact with any bodily substance or articles contaminated with a bodily substance. Use liquid soap from a dispenser, not bar soap. Athletic trainers and athletic training students must have immediate access to cleaning supplies and must not be required to wait for appropriate washing.

3. When unanticipated exposure occurs, remove contaminated substances by avoiding contact with the outer surface and washing hands and other skin surfaces immediately and thoroughly. If splashed in eyes, nose or mouth, flush with water immediately.

B. Disposal:

1. A sharps box will be located in each athletic training facility for disposal of all blades, needles and glass products used for treatment of injuries of laboratory experiments. Following use, all needles will be placed in a sharps container without recapping or removing from the syringe. Scalpel
blades will be removed with tweezers and discarded in a sharps box. The
tweezers and scalpel handle will then be disinfected by procedure. Following injections by physicians, glass ampules will be discarded in a sharps box.

2. Blood contaminated soft goods (i.e. bandages, Band-Aids, cotton tip applicators, gauze, towels, etc.) will be placed in biohazard bags/bins located in each athletic training facility. Bags are red and will be in an enclosed container marked with a Biohazard sticker. All used gloves should be placed in these containers.

3. When sharps boxes or biohazard bags are full it will be the responsibility of the athletic trainer in charge of the facility to contact the UT Arlington Environmental Safety Office (PH: (817) 272-2185 FX: (817) 272-2144 EMAIL: ehsafety@uta.edu) for removal and disposal.

C. Disinfection

1. Tables and work areas will be disinfected with medical grade cleaning solution rated to eliminate blood-borne pathogens (i.e., Iso-Quin or Cavicide) at the end of each treatment session and at the end of the working day. Use PPE while cleaning.
   i. For specific spills of bloody fluids, the medical grade solution will be placed on the area and allowed to sit for 10 minutes. The fluid will then be absorbed using paper towels. The person performing this duty will wear gloves. The gloves and towel(s) will then be placed in the Biohazard container.

2. Instruments will be disinfected by the following procedures. Following use instrument will be placed in the designated disinfection tray. At the end of the day all used instruments will be soaked thoroughly, rinsed and the instruments then placed back into the original instrument tray.

D. Vaccination

1. All athletic training students need to obtain or provide proof of previous vaccination for the hepatitis B virus (HBV). Staff athletic trainers will be offered a vaccination for the hepatitis B virus (HBV) as per OSHA rules.
2. However, if an athletic training student declines vaccination, the student must sign a waiver form (Attachment B).

E. Training
   1. Training will be conducted at the beginning of each academic year in August at the Athletic Training Program In-service. The program will be conducted by the Program Director, Clinical Coordinator, and Staff Athletic trainers and will consist of demonstration of the above procedures and review of UT Arlington policies.

F. Post Exposure Evaluation and Follow-up
   1. Should an exposure incident occur follow the UTA Exposure Control Policy. Also, contact your Clinical Preceptor and Meredith Decker, Clinical Education Coordinator to make them aware of the incident.
The University of Texas at Arlington
College of Nursing & Health Innovation
Department of Kinesiology

MASTER OF SCIENCE IN ATHLETIC TRAINING (MSAT) PROGRAM
EXPOSURE INCIDENT REPORT

Please Print

Employee's Name ___________________________________________ Date ___/___/____
Date of Birth ___/___/____
Telephone (Home) _____________________ (Work) _____________________
Job Title ______________________________________________________
Date of Exposure ___/___/______ Time of Exposure _________
AM ___ PM ___
Hepatitis B Vaccination Status ___________________________________
Location of Incident _____________________________________________
Describe what job duties you were performing when the exposure incident occurred:
__________________________________________________________________
__________________________________________________________________
Describe the circumstances under which the exposure incident occurred:
__________________________________________________________________
__________________________________________________________________
Name the body fluids, if any, that you were exposed to:
__________________________________________________________________
__________________________________________________________________
Describe the route of exposure (mucosal contact, contact with non-intact skin, percutaneous):
__________________________________________________________________
__________________________________________________________________
Describe any personal protective equipment (PPE) in use at time of exposure incident:
Did PPE fail? ____________  If yes, how? ________________________________________________
Identification of source individual(s) name(s):

__________________________________________________________

Other pertinent information:

__________________________________________________________

Complete this form and return to Meredith Decker, ATC, LAT, Clinical Education Coordinator Athletic Training Program in PEB 112F (817-272-3134). This record is to be kept for the duration of the individual’s term at UT Arlington plus 7 years.
Hepatitis B Vaccine Declination Form
I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring hepatitis B virus (HBV) infection. However, I decline hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B.

____________________________  ______________________________
Athletic Training Student Signature  Witness Signature

____________________________  ______________________________
Name (Printed)  Name (Printed)

____________________________  ______________________________
Date  Date
APPENDIX D: DRUG EDUCATION AND TESTING PROGRAM

DRUG EDUCATION AND TESTING PROGRAM

The University of Texas at Arlington
Athletic Training Program

MSAT students should act responsibly at all times in regards patients and patient care. MSAT students should not engage in drug or alcohol use or be under the influence of such during clinical education/field experience hours. Randomized drug testing will be conducted in the MSAT program.

PURPOSE OF DRUG TESTING

As an extension of the drug education programs, and for the mutual best interests of the University and all students participating in the ATP, a program of drug testing will be in operation in all our intercollegiate sports programs during the current academic year. The purposes of the program are to prevent illicit drug usage, to alert students who could have possible drug problems to the serious physical, mental and emotional harm caused by drug abuse, and to maintain an athletics environment free of drug abuse consistent with the high standards of the a University and with the overall development and education of its Athletic Training Students. However, drug abuse (whether disclosed through drug testing or otherwise) obviously is inconsistent with participation in intercollegiate athletics, and procedures for dealing with such a problem are described in the following drug testing program.

AIM OF THE UTA DRUG TESTING PROGRAM

The UTA drug testing program is primarily aimed at detecting the presence in the body of “street drug” residues, such as amphetamines, cannabinoids, (substances contained in marijuana), heroin, cocaine, and other controlled substances, but also may include procedures to detect anabolic steroids and other so called “performance enhancing drugs.”
PARTICIPANTS IN THE DRUG TESTING PROGRAM

The drug-testing program is intended for all student athletes and – randomized Athletic Training Student participating in any of the NCAA affiliated men and women’s intercollegiate sports at The University of Texas at Arlington or at an affiliated site. Athletic Training Student may be selected for participation regardless of whether or not they are receiving any athletic-related financial aid (scholarship).

Selection of Athletic Training Students for drug testing may be made on the basis of suspicion of use or athletic department-determined random choice.

PROGRAM ADMINISTRATORS

The team physicians, acting in a physician/patient relationship with each student, the Head Athletic Trainer, and the Assistant Athletic Trainer designated as the Drug Testing Coordinator, both of whom act under the Team Physician’s supervision, will administer the drug education and testing program along with the ATP Program Director and Clinical Education Coordinator.

NOTIFICATION

Before any aspect of the drug testing program begins, each student will receive a written copy of the University’s “Drug Education and Testing Program” and a form on which the student, by his or her signature, acknowledges receipt, indicates understanding of the program and provides voluntary consent to the urinalyses involved and to the release of the testing results to a limited and predetermined number of individuals. Signing of the consent form by each student is a pre-condition of participation in the UTA Athletic Training Program.

METHOD OF TESTING

Athletic Training Student will participate in drug screening urinalyses to permit testing for any or all of the substances, which appear on the NCAA’s list of banned drugs (see attached NCAA drug testing regulations).
Except when prescribed by a qualified physician to treat an individual’s medical condition, use of the following “street drug” substances by a student in the UTA Athletic Training Program is expressly prohibited and shall be considered in significant violation of program rules and regulations:

- Amphetamines (speed)
- Barbiturates
- Benzodiazepines
- Cocaine metabolites
- Methadone
- Opiates – morphine, Meperidine (Demerol), codeine, dilaudid, heroin
- Phencyclidine-PCP (Angel Dust), Lysergic Acid Diethylamide (LSD)
- Propoxyphene (Darvon)
- Tetrahydrocanna-binal (THC or marijuana)

The collection of urine samples from the Athletic Training Student shall be made under the supervision of the representatives of the drug testing company contracted by the institution to perform the institution's student-athlete drug test. Upon being collected by the representatives, the specimens will be handled appropriately, strictly adhering to all chain of custody procedures. The results will be returned within 48 hours to the drug testing coordinator or the team physician who will review the results to determine which, if any, are positive (i.e. result indicating the presence in the urine of one or more banned substances at a detectable level).

Any unexcused absences from the testing procedure will be treated as the equivalent of a positive test.

When a positive test is received, the drug testing coordinator will arrange for that result to be confirmed by a repeat analysis of a retained portion of the original urine specimen by preferably another sophisticated computer analysis procedure – gas chromatography/mass spectrometry (GC/MS).
Every possible step will be taken to insure the integrity of the testing procedures and to assume and maintain the accuracy and confidentiality of the test results, including the maintenance of a documented chain of custody for each specimen.

**Reaction to a Positive Test**

1. Following confirmation of a first positive test result, the Team Physician will privately inform the student of the test results, and discuss the medical implications of the findings with that student.

The Team Physician(s) will inform the Head Athletic Trainer and Program Director of the student’s identity, the test results and their consultation with the student. The Team Physician(s) and the Head Athletic Trainer and Program Director will have discretionary authority under the consent form to privately advise the Director of Athletics. The Team Physician or Head Athletic Trainer or Program Director will also inform the parents of the student regarding the positive drug test results provided the student has given permission for this contact in the signed consent form.

The Program Director reserves the right to penalize the athlete in a matter that is consistent with other first time positive test violations for that sport.

The student shall be required to undergo subsequent regular testing until such time as the screenings, in the opinion of the Team Physician, are no longer necessary. Follow-up tests will be administered after an interval of time sufficient for the previously found substance to be eliminated from the body if no intervening drug use has occurred. After a first positive test result for banned substances, the sanctions shall include participation in a drug education program and subsequent regular testing under the supervision of the Team Physician.

Failure to submit to subsequent required testing or participate in the prescribed drug education programs will be considered another positive test.
For a first occurrence, the physician, the Director of Athletics, the Head Athletic Trainer or the Program Director may not disclose the matter of a student’s testing results to any other person without the student-athlete’s written consent.

2. After a second positive test result for a banned substance, the Team Physician will immediately discuss that student’s test results with the student, the Head Athletic Trainer, and the Director of Athletics and Program Director. The Head Athletic Trainer or the Director of Athletics or Program Director will immediately inform the student’s parent(s), guardian(s), or spouse of the nature of the substances discovered by the tests. The student will be required to undergo further drug education and/or counseling and will be suspended from all clinical activity (games, practices, team meetings, functions, etc.) for a period of two weeks. This suspension must take place during the student’s period of participation. The Program Director will have discretionary authority to levy further sanctions after a second positive test, including permanent suspension from the program.

For a second positive test result, the student shall be required to complete an educational program on illicit drug use and abuse, the content and duration of which shall be determined by the Team Physician. Outside sources for such a program may be recommended to the student. The University cannot assume responsibility for continuing treatment and rehabilitation of students with drug usage or dependency problems. The University will encourage and be supportive of a student’s participation in appropriate drug treatment and rehabilitation programs, but cannot assume any responsibility for such programs or for any physical, mental or emotional damage or disability suffered by any student related to alcohol or illegal drug usage.
3. After a third positive test the student will immediately be removed from the program and will have a non-renewal of his/her position. After one calendar year the student may apply for reinstatement to the team through the Program Director.

**APPEALS**

After the finding of any positive result of a test, the student shall be given the opportunity for a hearing before a four member appeals committee to challenge the accuracy of the test result and otherwise present his or her defense. This committee shall consist of the Team Physician, the Head Athletic Trainer, the Clinical Education Coordinator and Program Director. If the appeals committee rules in favor of the student, then all records of the challenged test results shall be destroyed and no future action of the University will be based upon it.

**CONFIDENTIALITY**

Except as discussed in this “Drug Education and Testing Program” and authorized by the student in the “Consent Agreement” signed before testing begins, the disclosure of test results to any persons within or outside the University is prohibited.
APPENDIX E: PROGRAM JOB DESCRIPTIONS

PROGRAM JOB DESCRIPTIONS

Job descriptions are provided for each level within the MSAT Program. SEE APPENDIX E FOR FURTHER DETAILS.

First Responder

Using the knowledge and skills gained through CPR and First Aid Certification, the First Responder Student is able to perform the following tasks:

1. Determine level of care needed – ambulance vs. basic first aid (RICE)
2. Wound care
3. Practice and game set up
4. Emergency splinting
5. CPR
6. Prophylactic bracing, taping, wrapping and padding
7. Athlete stretching and warm

THE UNIVERSITY OF TEXAS AT ARLINGTON
ATHLETIC TRAINING PROGRAM

JOB DESCRIPTION

LEVEL IA Master Science Athletic Training Student

Level IA Entry Level Masters (ELM) athletic training students will have completed the following coursework:

KINE 5420 Concepts of Athletic Training
KINE 5220 Preventative and Acute Care Techniques in Athletic Training
KINE 5120 Clinical Athletic Training I
This coursework, coupled with the previous clinical practicum experiences, have prepared the ELM Level IA students to perform the following tasks and responsibilities under the supervision of their clinical preceptor:

1. Practice and game set up
2. Wound care/Universal precautions
3. Paperwork (filing, treatment logs, record rehabilitations, review medical history)
4. General taping and wrapping of upper and lower extremity
5. CPR & emergency first aid
6. Bracing and protective equipment fitting
7. Athlete stretching and warm up
8. Splinting and crutch-fitting
9. Monitor student athlete rehabilitation programs
10. Nutrition and hydration techniques for athletes before, during, and after practices and games
11. Assessment of environment and awareness of precautions or actions necessary for safe participation
12. Set-up and application of superficial cooling and heating modalities (cryotherapy, hydrocollator, paraffin bath, whirlpool, skin preparations (Biofreeze))

During this academic semester, ELM Level IA students will be taking the following courses:

KINE 5430 Orthopedic Assessment I
KINE 5433 Therapeutic Interventions I
KINE 5130 Clinical Athletic Training II

As the students progress through these courses and demonstrate mastery of the required knowledge and skills, they will begin practicing the following tasks within their clinical assignments under the supervision of their approved clinical instructor:

13. Evaluation and management of lower extremity injuries
14. Set-up and application of manual therapy techniques including massage, joint mobilizations, and muscle energy

15. Evidence based research of best practices in athletic training related to superficial cooling and heating modalities (cryotherapy, hydrocollator, paraffin bath, whirlpool, skin preparations (Biofreeze)) and lower extremity special tests.

THE UNIVERSITY OF TEXAS AT ARLINGTON
ATHLETIC TRAINING PROGRAM

JOB DESCRIPTION

LEVEL IB Master Science Athletic Training Student

Level IB Entry Level Masters (ELM) athletic training students will have completed the following coursework:

- KINE 5420 Concepts of Athletic Training
- KINE 5220 Preventative and Acute Care Techniques in Athletic Training
- KINE 5120 Clinical Athletic Training I
- KINE 5430 Orthopedic Assessment I
- KINE 5433 Therapeutic Interventions I
- KINE 5130 Clinical Athletic Training II

This coursework, coupled with the previous clinical practicum experiences, have prepared the ELM Level IB students to perform the following tasks and responsibilities under the supervision of their clinical preceptor:

1. Practice and game set up
2. Wound care/Universal precautions
3. Paperwork (filing, treatment logs, record rehabilitations, review medical history)
4. General taping and wrapping of upper and lower extremity
5. CPR & emergency first aid
6. Bracing and protective equipment fitting
7. Athlete stretching and warm up
8. Splinting and crutch-fitting
9. Monitor student athlete rehabilitation programs
10. Nutrition and hydration techniques for athletes before, during, and after practices and games
11. Assessment of environment and awareness of precautions or actions necessary for safe participation
12. Set-up and application of superficial cooling and heating modalities (cryotherapy, hydrocollator, paraffin bath, whirlpool, skin preparations (Biofreeze))
13. Evaluation and management of lower extremity injuries
14. Set-up and application of manual therapy techniques including massage, joint mobilizations, and muscle energy
15. Evidence based research of best practices in athletic training related to superficial cooling and heating modalities (cryotherapy, hydrocollator, paraffin bath, whirlpool, skin preparations (Biofreeze)) and lower extremity special tests.

During this academic semester, ELM Level IB students will be taking the following courses:

   KINE 5431 Orthopedic Assessment II
   KINE 5434 Therapeutic Interventions II
   KINE 5432 Pathophysiology and Pharmacology
   KINE 5140 Clinical Athletic Training III

As the students progress through these courses and demonstrate mastery of the required knowledge and skills, they will begin practicing the following tasks within their clinical assignments under the supervision of their approved clinical instructor:

16. Evaluation and management of upper extremity, low back, head, facial, and thoracic spine injuries
17. Evaluation and management of general medical conditions and illnesses
18. Set-up and application of electrotherapy, ultrasound therapy, diathermy, and laser/light modalities
19. Evidence based research of best practices in athletic training related to electrical modalities and upper extremity, head injuries, and low back special tests.
LEVEL IIA Master Science Athletic Training Student

Level IIA Entry Level Masters (ELM) athletic training students will have completed the following coursework:

- KINE 5420 Concepts of Athletic Training
- KINE 5220 Preventative and Acute Care Techniques in Athletic Training
- KINE 5120 Clinical Athletic Training I
- KINE 5430 Orthopedic Assessment I
- KINE 5431 Orthopedic Assessment II
- KINE 5433 Therapeutic Interventions I
- KINE 5434 Therapeutic Interventions II
- KINE 5130 Clinical Athletic Training II
- KINE 5140 Clinical Athletic Training III
- KINE 5432 Pathophysiology and Pharmacology

This coursework, coupled with the previous clinical practicum experiences, have prepared the ELM Level IB students to perform the following tasks and responsibilities under the supervision of their clinical preceptor:

1. Practice and game set up
2. Wound care/Universal precautions
3. Paperwork (filing, treatment logs, record rehabilitations, review medical history)
4. General taping and wrapping of upper and lower extremity
5. CPR & emergency first aid
6. Bracing and protective equipment fitting
7. Athlete stretching and warm up
8. Splinting and crutch-fitting
9. Monitor student athlete rehabilitation programs
10. Nutrition and hydration techniques for athletes before, during, and after practices and games
11. Assessment of environment and awareness of precautions or actions necessary for safe participation
12. Set-up and application of superficial cooling and heating modalities (cryotherapy, hydrocollator, paraffin bath, whirlpool, skin preparations (Biofreeze))
13. Evaluation and management of lower extremity injuries, upper extremity, head, facial, low back, and thoracic spine injuries
14. Evaluation and management of general medical conditions and illnesses
15. Set-up, select and apply all therapeutic modalities
16. Evidence based research of best practices in athletic training related to the domains of athletic training

During this academic semester, ELM Level IIA students will be taking the following courses:

   KINE 5300 Research Methods in Kinesiology
   KINE 5305 Applied Statistical Principles in Kinesiology
   KINE 5333 Health Care Administration
   KINE 5150 Clinical Athletic Training IV

As the students progress through these courses and demonstrate mastery of the required knowledge and skills, they will begin practicing the following tasks within their clinical assignments under the supervision of their approved clinical instructor:

17. Assist supervising athletic trainers with insurance filing and associated paperwork

18. Demonstrates appropriate communication skills to effectively communicate and work with physicians, EMTs, allied health care professionals, and family members

19. Demonstrates the ability to use ethnic and cultural sensitivity in communicating with diverse community populations
20. Demonstrates an understanding of facility design concepts

21. Demonstrates an understanding of administrative plans

22. Develops and implements psychosocial techniques for athletes and others involved in physical activity in regards to injury management, stress reduction, disordered eating, and substance abuse intervention

THE UNIVERSITY OF TEXAS AT ARLINGTON
ATHLETIC TRAINING PROGRAM

JOB DESCRIPTION

LEVEL IIB Master Science Athletic Training Student

Level IIB Entry Level Masters (ELM) athletic training students will have completed the following coursework:

- KINE 5420 Concepts of Athletic Training
- KINE 5220 Preventative and Acute Care Techniques in Athletic Training
- KINE 5120 Clinical Athletic Training I
- KINE 5430 Orthopedic Assessment I
- KINE 5431 Orthopedic Assessment II
- KINE 5433 Therapeutic Interventions I
- KINE 5434 Therapeutic Interventions II
- KINE 5130 Clinical Athletic Training II
- KINE 5140 Clinical Athletic Training III
- KINE 5432 Pathophysiology and Pharmacology
- KINE 5300 Research Methods in Kinesiology
- KINE 5305 Applied Statistical Principles in Kinesiology
- KINE 5333 Health Care Administration
- KINE 5150 Clinical Athletic Training IV
This coursework, coupled with the previous clinical practicum experiences, have prepared the ELM Level IB students to perform the following tasks and responsibilities under the supervision of their clinical preceptor:

1. Practice and game set up
2. Wound care/Universal precautions
3. Paperwork (filing, treatment logs, record rehabilitations, review medical history)
4. General taping and wrapping of upper and lower extremity
5. CPR & emergency first aid
6. Bracing and protective equipment fitting
7. Athlete stretching and warm up
8. Splinting and crutch-fitting
9. Monitor student athlete rehabilitation programs
10. Nutrition and hydration techniques for athletes before, during, and after practices and games
11. Assessment of environment and awareness of precautions or actions necessary for safe participation
12. Set-up and application of superficial cooling and heating modalities (cryotherapy, hydrocollator, paraffin bath, whirlpool, skin preparations (Biofreeze))
13. Evaluation and management of lower extremity injuries, upper extremity, head, facial, low back, and thoracic spine injuries
14. Evaluation and management of general medical conditions and illnesses
15. Set-up, select and apply all therapeutic modalities
16. Evidence based research of best practices in athletic training related to the domains of athletic training
17. Assist supervising athletic trainers with insurance filing and associated paperwork
18. Demonstrates appropriate communication skills to effectively communicate and work with physicians, EMTs, allied health care professionals, and family members
19. Demonstrates the ability to use ethnic and cultural sensitivity in communicating with diverse community populations
20. Demonstrates an understanding of facility design concepts
21. Demonstrates an understanding of administrative plans
22. Develops and implements psychosocial techniques for athletes and others involved in physical activity in regards to injury management, stress reduction, disordered eating, and substance abuse intervention

**During this academic semester, ELM Level IIB students will be taking the following courses:**

- KINE 5334 Seminar in Athletic Training
- KINE 5160 Clinical Athletic Training V

As the students progress through these courses and demonstrate mastery of the required knowledge and skills, they will begin practicing the following tasks within their clinical assignments under the supervision of their approved clinical instructor:

23. Case study preparation and presentation

24. Resume preparation and job interviewing skills

25. Professionalism through the attendance at continuing education units and conferences (national and regional)
APPENDIX F: CODE OF ETHICS

NATA CODE OF ETHICS

Last updated September 28, 2005

PREAMBLE

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

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

PRINCIPLE 1:
Members shall respect the rights, welfare and dignity of all.
1.1 Members shall not discriminate against any legally protected class.
1.2 Members shall be committed to providing competent care.
1.3 Members shall preserve the confidentiality of privileged information and shall not release such information to a third party not involved in the patient’s care without a release unless required by law.

PRINCIPLE 2:
Members shall comply with the laws and regulations governing the practice of athletic training.
2.1 Members shall comply with applicable local, state, and federal laws and institutional guidelines.
2.2 Members shall be familiar with and abide by all National Athletic Trainers’ Association standards, rules and regulations.
2.3 Members shall report illegal or unethical practices related to athletic training to the appropriate person or authority.
2.4 Members shall avoid substance abuse and, when necessary, seek rehabilitation for chemical dependency.

PRINCIPLE 3:
Members shall maintain and promote high standards in their provision of services.
3.1 Members shall not misrepresent, either directly or indirectly, their skills, training, professional credentials, identity or services.
3.2 Members shall provide only those services for which they are qualified through education or experience and which are allowed by their practice acts and other pertinent regulation.
3.3 Members shall provide services, make referrals, and seek compensation only for those services that are necessary.
3.4 Members shall recognize the need for continuing education and participate in educational activities that enhance their skills and knowledge.
3.5 Members shall educate those whom they supervise in the practice of athletic training about the Code of Ethics and stress the importance of adherence.
3.6 Members who are researchers or educators should maintain and promote ethical conduct in research and educational activities.

PRINCIPLE 4:
Members shall not engage in conduct that could be construed as a conflict of interest or that reflects negatively on the profession.
4.1 Members should conduct themselves personally and professionally in a manner that does not compromise their professional responsibilities or the practice of athletic training.
4.2 National Athletic Trainers’ Association current or past volunteer leaders shall not use the NATA logo in the endorsement of products or services or exploit their affiliation with the NATA in a manner that reflects badly upon the profession.
4.3 Members shall not place financial gain above the patient’s welfare and shall not participate in any arrangement that exploits the patient.
4.4 Members shall not, through direct or indirect means, use information obtained in the course of the practice of athletic training to try to influence the score or outcome of an athletic event, or attempt to induce financial gain through gambling.

BOC STANDARDS FOR PROFESSIONAL PRACTICE

BOC Standards of Professional Practice:

The University of Texas at Arlington
College of Nursing & Health Innovation
Department of Kinesiology

MASTER OF SCIENCE IN ATHLETIC TRAINING (MSAT) PROGRAM
CONFIDENTIALITY ACKNOWLEDGEMENT FORM

I, ________________________________ , understand that information in the offices of the UTA Athletic Training Room and other approved clinical sites is confidential and may not be divulged to anyone except the person who owns the information, those faculty, staff, or administrators who have need to know and those individuals or agencies who fulfill the requirements under the Federal Educational Rights and Privacy Act of 1974, as amended (FERPA) and the Health Insurance Portability and Accountability Act (HIPAA). If I release confidential information or discuss confidential information outside of the office, I understand that I will be immediately discharged from the Athletic Training Program. I have read the above statement and agree to maintain the confidentiality of all information that I have access to through this program.

Athletic Training Student Signature ____________________________ Date _____________

Witness Signature ____________________________ Date _____________

Witness Printed Name ____________________________
The University of Texas at Arlington
College of Nursing & Health Innovation
Department of Kinesiology

MASTER OF SCIENCE IN ATHLETIC TRAINING (MSAT) PROGRAM
POLICIES AND PROCEDURES ACKNOWLEDGEMENT (Program Copy)

I, _________________________________ (printed name), hereby acknowledge that I have reviewed and understand the policies and procedures contained within the 2016-2017 ATP Policies & Procedures Handbook. I understand that these policies and procedures govern all aspects of the academic and clinical components of the UT Arlington ATP.

I further understand that failure to abide by these written policies and procedures may result in my dismissal, probation, or suspension from the UT Arlington ATP and the academic degree. Further, I realize that students may be removed from the program for academic and/or professionalism violations.

_______________________________________
AT Student Signature

_______________________________________
Date

_______________________________________
Witness Printed Name

_______________________________________
Witness Signature

_______________________________________
Date Witnessed

_______________________________________
AT Faculty Signature

_______________________________________
Date
The University of Texas at Arlington
College of Nursing & Health Innovation
Department of Kinesiology

MASTER OF SCIENCE IN ATHLETIC TRAINING (MSAT) PROGRAM
POLICIES AND PROCEDURES ACKNOWLEDGEMENT
(Athletic Training Student Copy)

I, _________________________________ (printed name), hereby acknowledge that I have read and understand all of the policies and procedures contained within the 2016-2017 ATP Policies & Procedures Handbook. I understand that these policies and procedures govern all aspects of the academic and clinical components of the UT Arlington ATP.

I further understand that failure to abide by these written policies and procedures may result in my dismissal from the UT Arlington ATP and the academic degree.

_______________________________________
Athletic Training Student Signature

____________________
Date

_______________________________________
Witness Signature

____________________
Date