



Florida Gulf Coast University

College of Health Professions and Social Work

***Department of Physical Therapy & Human Performance
Athletic Training Education Program***

***Clinical Education Handbook
Class of 2012-2014***

Introduction

Clinical education is an important part of the Athletic Training curriculum. It is the time for students to apply and expand the knowledge and skills they have learned in class. Clinical education represents the athletic training students' formal acquisition, practice, and Preceptor evaluation of the Entry-level Athletic Training Clinical Proficiencies. Formal evaluation of the application and integration of clinical proficiencies are completed by a Preceptor and may be in conjunction with additional clinical instructors. Related to clinical education is field experience, in which students have the opportunity to practice clinical proficiencies under the supervision of a clinical instructor. Clinical education occurs in a minimum period of two academic years (5 semesters) and is associated with course credit.

During clinical education, all Florida Gulf Coast University (FGCU) and Department of Physical Therapy and Human Performance Policies are applicable. Refer to the FGCU and Athletic Training Guidebooks.

The Clinical Education Handbook contains policies, procedures, and information relevant to the FGCU Athletic Training Education Program clinical education program. It is utilized by students, core faculty, and clinical faculty and serves as a reference and guide in matters related to clinic. It is updated annually as needed.

Prior to the first clinical rotation, students must sign that they have reviewed the policies and agree to follow them.

Rotations

Students are required to fulfill a clinical experience in each of the four areas listed. There shall be exposure to upper extremity, lower extremity, equipment intensive and general medical experiences of both genders.

- **Equipment Intensive rotation** involves a high-risk sport where all participants are required to wear protective equipment for the head and the shoulders. Traditionally this would include football, ice hockey, and men's lacrosse.
- **Upper extremity rotation** involves athletes of high-risk sports who have sustained an injury to the upper extremity. Traditionally this would include throwing sports, swimming, gymnastics, etc. that require extensive stresses of the upper extremity of both genders.
- **Lower extremity rotation** involves athletes of high-risk sports who have sustained an injury to the lower extremity based upon injury statistics. Traditionally this would include soccer, cross-country running, track, basketball, etc. that require extensive stresses of the lower extremity of both genders.
- **General medical rotation** involves experiences that include both genders and associated with physicians, physician assistants, and/or nurse practitioners.

***Each Athletic Training Student (ATS) is assigned to a Preceptor, not to facilities or to a specific sport.**

Each ATS must complete the required clinical rotations/assignments.

- Clinical Practice I Equipment Intensive
- Clinical Practice II Additional Rotation
- Clinical Practice III General Medical
- Clinical Practice IV: Lower Extremity
- Clinical Practice V: Upper Extremity

Clinical Sites

The Athletic Training Education Program (ATEP) has a variety of Clinical Education Sites for the ATS to complete his or her clinical education. FGCU has affiliations with intercollegiate athletics, local high schools, professional sports,

outpatient rehabilitation settings, and with other college athletic programs. All students will work closely with the Clinical Education Coordinator (CEC) in meeting all clinical education requirements.

Additional Clinical Experience Opportunities:

ATs are required to schedule (as part of CP II) additional exposure and experience in the field through an additional clinical rotation. This rotation does not have a rotation designation as the CP I, III, IV and V but allows the ATS to experience an area of practice he/she may be interested in pursuing and occurs during the first spring semester of the program.

Method for Determining Athletic Training Students Clinical Rotation Assignment.

Students are assigned to a variety of facilities in order to assure experiences with a variety of individuals who are physically active. The students in the Athletic Training Education Program must have a clinical rotation involving equipment intensive, general medical, upper extremity and lower extremity evaluation. Management concepts must be a part of the student's learning experience.

Student assignments are made at least one month prior to the beginning of the assignment. After assignments are made, the CEC notifies the facilities, including those not receiving assignments.

The clinical placement of students is determined by the Clinical Education Coordinator in collaboration with the Athletic Training Education Program Director and Clinical Site Preceptors. It is the responsibility of the faculty to ensure that each student will receive the necessary experience to meet the clinical education requirements. In some instances, students will be able to request their clinical sites. The Clinical Education Coordinator will take that request into consideration in determining the clinical site assignment. If there are multiple requests for a particular site all equally qualified students, will be determined through a lottery system.

The CEC has the final responsibility for making assignments to ensure proper student clinical progression. Students are not guaranteed placement in their top choices and may be assigned to facilities outside the geographical areas in which they live.

Clinical Evaluation Plan

A student's performance during their clinical education assignment is evaluated in several ways:

1. Clinical proficiency evaluation;
2. Clinical Assessment Tool (CAT)
3. Professional Behaviors

The clinical proficiency evaluation plan for the ATEP includes the formal instruction and evaluation of clinical proficiencies in the classroom/laboratory setting. The proficiency matrix reveals the clinical proficiencies that will be taught and evaluated in each individual course. The psychomotor skills are evaluated in the Introduction to Athletic Training and Athletic Training Practice series courses and during Clinical Practice I. The clinical integration proficiencies are evaluated in Clinical Practice II, III, IV, and V during the two years of clinical rotations. This requires the Preceptor to be in constant audio and visual contact with the student at all times during the rotation.

At the beginning of a clinical rotation, the Preceptor will receive a copy of the Athletic Training course syllabus that their student is currently enrolled. This will further explain clinical rotation and level of the student, (I-V). Psychomotor skills and/or clinical integration proficiencies are posted on the FGCU Learning Management System (LMS), and also provided to the student in the form of spiral bounded course packets. Course faculty, students, Preceptors have access to the LMS to review the psychomotor skills and clinical integration proficiencies assigned to a particular didactic or clinical course. Students must adhere to the timeline displayed on the course syllabus for psychomotor skill assessment and/or clinical integrated proficiency assessment. These must be completed by no later than the end of the clinical rotation for the ATS to continue in his/her academic progression. The ATS will not be able to complete the clinical integration proficiencies in their next clinical assignment or ATP course. If the clinical integration proficiencies are not successfully completed (score of 3 or better on each) by the end of the rotation, they will receive a failing grade (F) for the rotation and will be unable to continue in the ATEP. The student will have to reenroll in the clinical practice course in which they did not successfully complete the requirements the next time the course is offered.

The overall performance of the student will be assessed utilizing the Clinical Assessment Tool (CAT). The Preceptor will complete the Clinical Assessment Tool on the ATS two times utilizing a Likert scale format as well as written commentary that documents progression through the rotation. The assessment will occur at the midpoint of the rotation and the end of the rotation and be provided to the student in conjunction with a formal meeting with the Preceptor. The student will be issued a letter grade for the Clinical Practice course in which they are enrolled. ATS must achieve a passing grade of C in the Clinical Practice courses to progress in the ATEP. Furthermore, all other program retention and progression guidelines are enforced.

Supervision Requirements

The Preceptor will be given the current course syllabus stating which clinical rotation the ATS is currently enrolled. (I.e. General medical) The ATS must never be required to perform a skill that has not been formally introduced

didactically and in which the student has not been found proficient through formal evaluation by a Preceptor

The FGCU ATEP does not allow the ATS to serve as First Responders or to perform any athletic training skills unsupervised. The ATS is not allowed to take the place of, or the responsibility of, staff during the clinical rotation. The ATS works under the direct supervision of the Preceptor at the affiliated clinical site. Direct supervision is defined as constant visual and auditory interaction. If these conditions are not satisfied the ATS is considered unsupervised. The ATEP or affiliated clinical sites are not allowed to request/require the ATS to fill the role of a first responder during any of his/her clinical rotations. If/when an ATS is asked to perform as first responder, the policy is as follows:

The student must:

- Decline the request to fill the role of a first responder
- Contact the Preceptor and Clinical Education Coordinator immediately, If contacting the immediate Preceptor and Clinical Education Coordinator is not possible, contact
- The ATEP Program Director for the

The Athletic Training Education Program (ATEP) at Florida Gulf Coast University does not allow the athletic training student (ATS) to perform a clinical rotation without direct supervision of a Preceptor. Direct supervision constitutes visual and auditory contact at all times while directly assessing or treating an athlete or client.

If/when a student is presented with a situation that they are not supervised, they are to:

1. Immediately discontinue the assessment and treatment session, securing the safety of the athlete/client.
2. Contact the Preceptor and Clinical Education Coordinator for the ATEP or
3. If either are not available, Contact the ATEP Program Director for

The ATEP requires that the ATS and Preceptor read and adhere to the First Responder policy and the Unsupervised Athletic Training Student Policy. These two forms must have the signature of the Preceptor, ATS, and CEC or PD prior to starting the rotation. These two forms are found in the clinical education handbook and on LMS for each class.

The Preceptors are expected to:

- Instruct and evaluate all athletic training clinical integration proficiencies correctly;
- Allow the ATS time to practice and perfect the clinical integration proficiencies;

- Provide constructive and positive feedback to ATS while they practice and learn;
- Utilize a variety of instructional strategies and methods while instructing and evaluating clinical integration proficiencies.
- Encourage critical thinking, creativity, and problem solving in ATS; and
- Correctly assess ATS students on all related clinical integration proficiencies.
 - Any deviation from the expectations, responsibilities, and procedures of a Preceptor within the FGCU ATEP may result in the ATS being removed from/not being assigned with the Preceptor. It is the responsibility of the student to immediately notify the ATEP of any deviations from these expectations.

The FGCU ATEP only utilizes individuals as outlined by the CAATE standard to serve as Preceptors of clinical education. The practice of the FGCU ATEP is the utilization of Preceptor who have participated in ongoing training from the ATEP as regulated by CAATE accreditation standards.

Communication & Problem Resolution

If a student has a problem during their clinical education rotation, he/she should first seek resolution with the clinical instructor. If the issue remains unresolved, the student should discuss the situation with the CEC. If still unresolved, the student may contact the ATEP Program Director for additional assistance. In rare instances, students may contact the CEC without speaking with their Preceptor. The CEC may be instrumental in helping the student find ways of appropriately communicating with the clinical instructor. As early in the rotation as possible, the Preceptor should notify the CEC by phone if a student is having persistent difficulty and/or is at risk to fail the clinical education rotation. The CEC will assist with seeking a solution including counseling with the student and/or Preceptor or making a site visit. A student who places patients, staff, or self in an unsafe situation can be immediately withdrawn from the facility by the Preceptor and the CEC will be notified. See Affiliation Agreement. The CEC will initiate further discussion/action regarding the situation, in compliance with Department, College, and University policy.

Clinical Education Levels

Level Indicator: Level 1

The athletic training student that is just been accepted into the Athletic Training Major and has participated in a limited amount of didactic coursework. The ATS is concurrently enrolled in Movement Science I, Introduction to Athletic Training,

Pharmacology and Ergogenic Aids, and Clinical Practice I. The ATS is being presented with equipment fitting, taping, bracing, emergency situations, legal responsibilities, general nutrition, strength and conditioning principles, basic treatment options, and basic assessment methodologies in Intro to Athletic Training. In the clinical rotation, these students are to be integrated into the normal routine of the operations of the Athletic Training facility in a slow and controlled manner. The ATS is to concentrate on the equipment intensive application during this clinical rotation (ie. Helmet fitting, taping, bracing, wrapping, first aid). If the Preceptor currently has a level 3 or 4 student, the Preceptor should allow for peer mentoring to occur to practice proficiency skills that are currently being instructed.

This rotation as part of Clinical Practice is considered an equipment intensive rotation and occurs concurrently with the didactic portion of the Introduction to Athletic Training course. ATS are allowed to perform skills as they are found proficient by a Preceptor during the didactic instruction in the Intro to Athletic Training Course.

Level 2:

The ATS is concurrently enrolled in ATP I, Athletic Healthcare Administration, and Clinical Practice II, and Movement Science II. The student is practicing special tests related to the lower extremity and progressing through the human body regionally. They are learning the evaluation of the lower extremity; foot, ankle, lower leg, knee, hip/pelvis as well as therapeutic modalities. They are also reviewing documentation and general flexibility exercises as well as resistance exercise programming. Furthermore, they are acquiring total body manual muscle testing and goniometry skills. This rotation occurs concurrently with the didactic portion of ATP I.

This rotation as part of Clinical Practice II is considered an additional rotation. ATS are allowed to perform skills in which they have been determined to be proficient in to date by a Preceptor.

Level 3:

The ATS is enrolled in ATP II, Clinical Practice III, and Applied Exercise Physiology. The ATS is learning the upper extremity evaluation techniques and the competencies and proficiencies in General Medical. .

This rotation as part of Clinical Practice III is considered the general medicine rotation. ATS are allowed to perform skills in which they have been determined to be proficient in to date by an Preceptor

Level 4:

The level 4 ATS is in the student's 4th full semester in the program. They have completed an additional clinical rotation general medical rotation and equipment intensive rotation. They have completed the didactic instruction and proficiency

assessment by a Preceptor and are allowed to engage in upper and lower extremity assessment, therapeutic modalities, general medical, therapeutic exercise, principles in strength and conditioning, taping, bracing, and wrapping techniques for the upper and lower extremity, pharmacology, documentation, and equipment fitting. The ATS is classified in the lower extremity rotation of the clinical education plan. This clinical rotation, as part of Clinical Practice IV, is a full time assignment with a Preceptor in order to allow the student to understand the role of the Certified Athletic Trainer and understand the typical demands of a workday. This full time assignment also allows the student to integrate their knowledge and understanding throughout the workday under the direct supervision of a Preceptor Certified Athletic Trainer. This rotation occurs prior to the didactic content (ATP III).

Level 5:

Students are in their final semester in the program. They have completed clinical rotations in lower extremity assessment, general medical and equipment intensive. They have completed didactic instruction and proficiency assessment in upper and lower extremity assessment, therapeutic modalities, therapeutic exercise, psychosocial aspects, nutrition, management principles, and risk management principles, management, and professional development. Students will be presented with case studies that enable them to think through an entire situation from initial assessment to return to participation. The ATS is classified in the upper extremity rotation of the clinical education plan. This clinical rotation, as part of Clinical Practice V is a full time assignment with a Preceptor in order to allow the student to understand the role of the Certified Athletic Trainer and understand the typical demands of a workday. This full time assignment also allows the student to integrate their knowledge and understanding throughout the workday under the direct supervision of a Preceptor Certified Athletic Trainer. This rotation occurs after the didactic content (ATP IV) has concluded.

Securing New Clinic Sites

Any party (faculty, clinician, or student) may identify potential clinical sites. The CEC has the following responsibilities:

- Contact the appropriate party at the site.
- Visit the site
- Determine suitability of the site based on the criteria and needs of the program
- Initiate the procurement of the Affiliation Agreements, abbreviated vitae, floor plans, equipment lists, and clinic policies and procedures.

In normal circumstances a site visit is made prior to establishing an agreement and assigning students. In the rare instance when a student is assigned to a facility prior to a site visit, the CEC or designee will visit during the first student's assignment.

Clinical Affiliation Agreements

The affiliation agreement process is coordinated through the Office of the Dean in the College of Health Professions and Social Work. A signed affiliation agreement must be on file in the department clinical education files prior to the beginning of any student clinical rotation. Students are notified of any requirements of a clinical site through the Clinical Rotation Opportunities document.

Expenses

All expenses including, but not limited to, travel, housing, ATEP clothing, and meals are the responsibility of the student. Students are also responsible for the expenses related to liability insurance, criminal background checks, fingerprinting, and immunization tracking. As outlined by the CAATE standards, Students will not receive any monetary remuneration during this education experience, excluding scholarships. There will be occasions when students will have the opportunity to attend professional conferences. Expenses for these events are the responsibility of the student. Please contact the ATEP faculty if questions should arise.

Communication

The CEC is the liaison between Florida Gulf Coast University, the facility, and the students. Communication is maintained by mail, e-mail, telephone, group meetings, and individual meetings. Students and facility faculty are encouraged to initiate communication with the CEC during the rotations when any student is having significant difficulty with performance or behavior. Students should communicate with the CEC if there are issues that have not been resolved after the student has spoken with the Preceptor.

Students are required to contact the CEC prior to missing any Clinical Activities!

The CEC, with assistance of the ATEP core faculty, is responsible for communicating levels of performance and material covered with the Preceptor of the facility. This is done through verbal and written means, prior to the beginning of each clinical education assignment. Each Preceptor receives a copy of the Clinical Education Handbook and appropriate course syllabus for the rotation.

Students must communicate with the clinic no later than two weeks prior to the beginning of the rotation.

Progression to Clinic

Students must be in good standing in the Athletic Training Education Program and meeting all overall progression standards (Student Guidebook).

Schedule/Attendance

Students are expected to attend all scheduled clinical education experiences and record the time spent with the Preceptor utilizing the proper documentation form. The clinical instructor determines specific schedules, with the student expected to follow a schedule that is similar to their instructor at that facility. This might include some evenings, weekends, or holidays. Some facilities may have varied hours. Students are expected to adapt to their clinical instructor's schedule. Students who miss their scheduled time are required to make up the time in a manner that is acceptable to the clinical instructor and FGCU ATEP.

Campus wide breaks and/or holidays. Some sports practice or have games over semester breaks and holidays. Athletic training students assigned to Preceptors working with those sports may be asked to remain on campus or travel with the Preceptor and the team during those times. Students involved with those sports will be informed of the potential schedule well in advance in order to make possible arrangements. Although it is the intention to provide the student with the best opportunity to gain every clinical experience the FGCU ATEP can allow, every consideration will be given to the student who has family or other obligations which make it necessary to leave campus during these times, and the student will not be penalized as long as the student has successfully completed all other clinical requirements as outlined per course.

Except for emergencies, the CEC, ATEP PD, and Preceptors must be notified in writing **at least 48 hours** in advance of an ATS being potentially absent from a scheduled activity/event. This potential absence must be approved by all parties, and it is the student's responsibility to initiate a plan for making up clinic time. Students who are habitually absent or late will be asked to sign and follow a learning contract that addresses the problem. Failure to meet the terms of the contract will result in a Failing Grade (F) in the course.

In the rare instance where illness or other catastrophic event prohibits attendance at or completion of a clinical practice experience, the following process **must** be followed:

- Personal contact by telephone to CEC (**NO E-mail**)

AND

- B. Personal telephone call to and the Preceptor /or clinical site.

Each athletic training student should be at least 15 minutes early to all of their field experience activities unless otherwise stated by their Preceptors. The ATS must correctly record clinical hours on the Hour Log recoding form. These must be added and signed by the supervising Preceptor and submitted to the ATEP (CEC) following the rotation. At the beginning of the rotation, each student and his or her Preceptor will sign a contract outlining the minimum hours per week and the minimum hours expected for the rotation. These minimums need to be consistent with the ATEP expected minimum's for each clinical rotation. During the rotation, the students must submit two week schedules. These schedules will cover the upcoming two week assigned schedule and also the previous two week schedule to document that the hours scheduled were covered. The completed end of the rotation hour logs are maintained in the ATS permanent clinical education file. Time spent traveling to and from competitions and practice shall not be counted toward completion of the student's clinical experience requirement. Any student who is found to be falsifying his/her clinical hours will be immediately cited for disciplinary action, reported to the ATEP PD/CEC, and possibly reported to the Office of Judicial Affairs.

MINIMUM/MAXIMUM CLINICAL HOURS

The FGCU ATEP has delineated the minimum and maximum number of hours for each of the 5 clinical rotations through extensive data analysis. It is essential that the ATS meet the minimum semester hour total. The scheduling of clinical rotation hours MUST be distributed throughout the entire semester. The ATS in conjunction with his or her Preceptor will determine a schedule to ensure that the minimum semester total will be achieved and the student will be continuously involved in the clinical education rotation throughout the entire semester. Failure to meet the minimum number of clinical hours, or failure to continue the rotation throughout the entire semester will require the student to continue a clinical rotation prior to beginning the next scheduled rotation. Furthermore, failure to achieve the minimum number of clinical hours in any clinical rotation could result in a failing (F) for that clinical course and will limit the ATS from progressing in the ATEP.

The minimum/maximum hours for each clinical rotation are as follows:

Clinical Rotation	Course Number	Minimum Semester Hours	Maximum Semester Hours
Clinical Practice I	ATR 3812	185	225
Clinical Practice II	ATR 3822	195	235
Clinical Practice III	ATR 4832	75	110
Clinical Practice IV	ATR 4843	500	800
Clinical Practice V	ATR 4852	375	500

If a student elects to exceed the maximum number of hours allowed by the clinical practice course, he or she may request in writing to the ATEP PD or CEC prior to exceeding the maximum amount.

The Clinical Education Schedule must provide the ATS with relief. As outlined in the CAATE standard, the ATS must have a minimum of one day off in every seven-day period. The schedule is to be determined by the Preceptor and ATS to ensure optimal learning times. If needed the Athletic Training Education program Faculty can assist with scheduling. Any excessive hours need to be reported to the FGCU ATEP.

INCLEMENT WEATHER POLICY

The FGCU ATEP urges caution to its' ATS, and Preceptors in the event of inclement weather. These conditions include but are not limited to lightning, tornadic activity, hurricane, hail, and rising/moving flood waters. In the event such unsafe conditions present themselves, seek appropriate shelter immediately.

In the event inclement weather forces the closure of the University, athletic training students are not required to report to clinical rotations until such time as the University officially re-opens. Furthermore, ATS and Preceptors should exercise caution and engage in proper preparations for pending severe weather and any clinical education experience time postponed due to preparing for severe weather can be rescheduled following the inclement weather.

Guidelines for Travel

Traveling to away competitions is considered to be a privilege for athletic training students. It is expected that all athletic training students will represent all aspects of Florida Gulf Coast University in a positive manner when traveling. Proper attire is a must, and timeliness is expected on all occasions. Tardiness will NOT be tolerated. At no times will an athletic training student exemplify a behavior that puts at risk a student-athlete or deters a student-athlete from his or her athletic performance.

Travelling with sports teams will be allowed when invited by the Preceptor and on a voluntary basis. **Students may not travel alone or without the direct supervision of a Preceptor.** The Program Director and Clinical Education Coordinator of the ATEP may withhold a student from travelling if they are not in good academic standing. Furthermore, any travel that conflicts with classroom instruction must be approved by the faculty of the course(s) affected.

Orientation

Each affiliate must provide an orientation to the facility at the beginning of the experience. The orientation must include a review of all site policies and procedures. Orientation to EAPS, OSHA, and other policies specific to that clinical site are included.

Emergency Action Plans

All clinical education sites for the ATEP have Emergency Action Plans (EAPs) that are kept in their policy and procedure manuals. When a student is assigned to a clinical education site, he/she receives an orientation from the Preceptor that describes the policies and procedures for that site. Students receive instruction on the EAPs during that orientation. The EAPs are also available through the Learning Management System for the clinical education courses (CP I –V).

Patient Care Responsibilities

The ultimate responsibility for patient/client remains with the assigned Preceptor. Students are expected to discuss with their Preceptor the mechanism by which patients/clients agree to treatment/instruction by the student. Students must always inform the patient/client of their student status and never lead anyone to believe otherwise. Students must inform their Preceptor if they are asked to perform assessments and treatments for which the students have inadequate knowledge or have not had formal instruction/evaluation on the proficiency. Students must not be used in lieu of professional or non-professional staff.

Ethical/Legal Responsibility

Students are required to practice in accordance with the NATA Code of Ethics for Athletic Trainers and the Department of Physical Therapy and Human Performance Professional Behaviors Plan, and the FGCU Clinical Affiliation Agreement.

Confidentiality

All patient/client information, patient records, and affiliate information are confidential. Students must make every effort to respect the confidential nature of this information. Students in doubt whether or not an item of information is confidential should consult with their clinical instructors. Students must comply with all HIPPA and FERPA policies and procedures, as implemented by the affiliate.

Social Networking and Communication Resources

Posting of personal information or material of a sensitive or potentially damaging nature on any social networking site (i.e. Facebook, MySpace, Twitter, YouTube, etc.) is strongly discouraged. In addition, any misrepresentation of the Athletic Training Education Program, the Department of Physical Therapy and Human Performance or Florida Gulf Coast University in text, photo or video format is strictly prohibited. Failure to meet the terms of these guidelines will result in a Failing Grade (F) in the course, potential professional behaviors probation or dismissal from the program.

Accommodation for Disability

All reasonable efforts will be made to accommodate students with special needs, following FGCU policy. Students must notify the CEC of the need at the time site choices are made. The CEC will work with the Preceptor to ensure that the accommodation is appropriate.

Computer Usage in the Athletic Training Clinic

The computers located in the athletic training clinic are to be used for professional matters only. The use of the computer includes but is not limited to: use of Sports Ware for record keeping, utilizing software for the written and written simulation portion of the BOC examination, and retrieving or producing documents as directed by a staff athletic trainer. Under no circumstances are Athletic Training students permitted to check E-mail, “surf” the Internet, or play games at any time. Athletic Training students may utilize the Internet for educational purposes only under authorization from a staff athletic trainer/clinical instructor. It is strictly prohibited for Athletic Training students to use the computer for any personal purpose during the clinical experience.

Personal Cell Phones

Personal cell phones are permitted when an ATS is at practices and events. However, the ATS should not make or receive personal calls or texts when “on duty”. The cell phone should only be used in case of emergency or to communicate with other Athletic Training Staff members, or emergency Personnel for AT business. Furthermore, ATS should never text student athletes. Failure to meet the terms of these guidelines will result in a Failing Grade (F) in the course, potential professional behaviors probation or dismissal from the program

Personal Health

Students retain responsibility for their personal health and well-being. Students must follow universal precaution guidelines and policies of their facilities. Preceptors must provide the emergency action plan and Blood Borne Pathogen Exposure plan to the ATS prior to the beginning of their clinical rotations.

During clinical experience assignments, an ATS may be exposed in situations of inherent injury, blood and body fluid exposure. There are standard operating procedures, definitions of accident and exposure, and incident reports that an ATS and Preceptor are expected to follow if such an accident occurs.

BLOOD AND OTHER BODILY FLUIDS

1. Universal Blood and Body Fluid Precautions as set forth by the Centers for Disease Control are to be adhered to in all clinical courses.

2. Students are required to have the Hepatitis B vaccine series or have signed the Hepatitis B Declination Form prior to entering clinical courses.
3. If a student is exposed to blood or other bodily fluids through a needle stick, cut, and splash to the eyes or mouth or has a cutaneous exposure involving large amounts of blood or prolonged contact with blood, the following actions are to be taken:
 - a. The student immediately informs the clinical instructor.
 - b. The clinical instructor informs the pertinent agency staff, the FGCU ATEP PD or CEC
 - c. The student is medically evaluated within 48 hours by a physician in the facility or within a designated agency if the evaluation cannot be done within the original clinical facility, by a physician of the student's choice, or through University Health Services.
 - d. An incident report is filed with the facility, if required.
 - e. An FGCU incident report is completed and sent to the Dean.
 - f. Centers for Disease Control Guidelines for Prevention of Transmission of Human Immunodeficiency Virus and Hepatitis B Virus should be followed

Please refer to FGCU OSHA Exposure Control at <http://www.fgcu.edu/EHS/BloodbornePathogens.html>

Students must provide documentation of measles and rubella immunizations (or exemption), Varicella titer test or immunization, current Tetanus booster, Mantoux TB test within one year of application and yearly thereafter, and Hepatitis B Vaccine series and positive titer or a student signed waiver.

Some affiliates may have additional health requirements. These requirements are indicated in material provided prior to the site selection process. A student choosing a facility is also agreeing to the health stipulations. Students are strongly recommended to carry health insurance throughout the program.

POLICY RELATED TO STUDENT INJURY WHILE IN THE CLINICAL SETTING

The student is responsible for the cost of emergency and other health care during clinical experiences. Affiliates are responsible for assisting students to procure treatment as needed. Some facilities may require proof of health care insurance. The clinical affiliate has the right to require injured or ill students to leave the clinic if they place themselves or others at risk.

1. Seek testing, evaluation, and treatment as appropriate

2. Contact Shawn Felton, Clinical Education Coordinator, at (239) 590-7529 Office, (239) 218-1443 (cell)
3. Fill out an incident report
4. Through appropriate department, provide copy of incident report to the Dean's office

Communicable Disease Policy

Students with illnesses are required to see a physician or nurse practitioner to determine if the illness is actively communicable. Students with active communicable disease (e.g. influenza) are not permitted to participate in any clinical experience until cleared by a physician or nurse practitioner. Documentation must be submitted to the CEC and Preceptor outlining diagnosis and illness treatment plan. In the event that the student is not able to perform his or her clinical duties due to this illness, the student's clinical rotation may be extended to ensure all requirements of that clinical rotation are met.

Criminal Background Checks

The FGCU ATEP requires students to undergo a criminal background check. At times, some facilities may require additional criminal background checks and fingerprinting. Students, at their own expense, are responsible for providing the appropriate documentation. See Criminal Background Checks, Processes and Procedures of the AT Student Guidebook.

Personal appearance

Students must dress conservatively and in good taste in order to protect themselves and their patients and to model professionalism. Athletic Training students must wear their Athletic Training apparel determined by the ATEP faculty and/or dictated by the clinical instructor to every assigned facility. The Preceptor will determine if long pants/ shorts and type of footwear are acceptable for that facility. It is the student's responsibility to follow each facility's personal appearance policy. A student arriving to their clinical setting not abiding to this policy will be sent home and the clinical time missed will need to be re-scheduled. Chronic disregard to this policy will result in a Failing (F) grade for the clinical course.

1. When clinical experiences occur during a game day, Athletic Training students are to wear khaki pants/shorts with the appropriate game shirt or attire approved by the FGCU ATEP or Preceptor.
2. Dress during practice or athletic training clinic assignments includes a FGCU Athletic Training shirt and appropriate pants or shorts. Jeans may never be worn at any clinical experience including injury clinic nights.
3. At no time should clothing containing logos or pictures that are inappropriate and/or unprofessional be worn, (i.e. alcohol, beer, tobacco, etc.)
4. Shirts must always be worn tucked in with a belt around the waist (if applicable).
5. All excessive facial jewelry must be removed. (Excessive as determined by the professional staff)
6. In addition, gentlemen shall be clean-shaven or must keep facial hair neat and trimmed.
7. The length of shorts should be at an acceptable level. (not too long, not too short, NO short-shorts)
8. Footwear that is open at the toes (sandals, flip-flops, etc.) is not to be worn at any time during a clinical experience.
9. Athletic Training clothing is for use during athletic training assignments/events only. It is not to be used as workout clothes or in any other inappropriate manner.
10. If, at any time, the supervising Preceptor or FGCU Educational Staff deems an ATS's appearance to be less than professional, the ATS will be asked to leave and return when he/she meets all requirements.
11. Dress for Physician Clinics/Outpatient Rehabilitation Centers should be extremely professional and the minimum that is required is neatly pressed khaki pants and appropriate golf type shirt tucked in.

Name Badges

Students will be issued name badges during the first week of the fall semester. The name badges are worn at all times when the student is in the clinical education setting. The name badges clearly indicate student status. Some facilities require an additional identification badge supplied by the facility.

CPR Certification

Students must be certified in health care provider adult and infant CPR, First Aid, and AED upon entering the ATEP and maintain certification at all times while in the program. Students will provide proof of certifications to the Department of Physical Therapy and Human Performance executive secretary. See Immunization requirements for process.

Universal Precautions/OSHA Requirements

Students must meet facility requirements regarding Universal Precautions and OSHA regulations. Students are required to update the OSHA standard every year in the program. This is scheduled in MS I and ATP III.

Sexual Misconduct

Students must follow FGCU and clinical facility guidelines regarding sexual misconduct.

Liability Insurance

Students must maintain professional liability insurance in the minimum amount of \$1,000,000 per occurrence and \$3,000,000 per aggregate. Students not submitting documentation of this current insurance are NOT allowed to participate in any clinical experience. Students will provide proof of Liability Insurance to the Department of Physical Therapy and Human Performance Secretary. See Immunization requirements for process. Please review the ATEP student guidebook for more information.

Alcohol/Illegal drugs

The Affiliate has the right to immediately remove a student from the facility if the student is suspected of being under the influence of alcohol or illegal drugs. The clinical education faculty notifies the CEC who seeks resolution on an individual basis, utilizing Human Performance program, College of Health Professions and Florida Gulf Coast University student policy as a guide. A student who attends their assignment under the influence of alcohol or illegal drugs can be expelled from the program and the University. See [FGCU Student Guidebook](#) for further details.

Forms to Be Completed (These forms are completed during *EACH* clinical rotation)

- *Clinic Assessment Form (CAT)*: Two assessments by Preceptor. One at midterm and one at completion of rotation. Needs to be signed and dated by Preceptor and student
- *Clinical Site Evaluation Form (completed by student)*: ATS is to complete this form at the end of the clinical rotation and return form to ATEP. Needs to be signed and dated by the student.

- *Student Assessment of Clinical Experience Form (completed by student):* ATS is to complete this form at the end of clinical rotation and return to ATEP. Needs to be signed and dated by the student.
- *Faculty Visit During Clinical Rotation (completed by CEC):* complete by clinical coordinator during each rotation
- *Preceptor Survey (complete by Preceptor):* this form is mailed to the Preceptor at the end of the clinical rotation.
- *First Responder and Unsupervised Athletic training student policy:* these forms are to be completed at the beginning of every clinical rotation at each individual site and each Preceptor

*These forms must be submitted to the CEC at the end of the clinical rotation/semester in order to receive a grade for the course. Course grades will be withheld until ALL forms are completed and submitted to the CEC.

**Florida Gulf Coast University
Department of Physical Therapy & Human Performance**

Major: Athletic Training

Signature Page

I acknowledge receipt of the following and understand that it is my responsibility to review the document and follow the guidelines.

Department of Physical Therapy and Human Performance Athletic Training
Clinical Policies

I understand that if I have any questions related to information contained in this document, it is my responsibility to seek clarification from the CEC.

Student Name (printed)

Student Signature

Date

Clinical Education Definitions: Abbreviations

ATS: Athletic Training Student

Ability to Intervene	The Preceptor is within the immediate physical vicinity and interact with the ATS on a regular and consistent basis in order to provide direction and correct inappropriate actions. The same as being “physically present.”
Academic Catalog/Bulletin	The official publication of the institution that describes the academic programs offered by the institution. This may be published electronically and/or in paper format.
Academic Plan	The plan that encompasses all aspects of the student’s academic classroom and clinical experiences.
Adequate	Allows for the delivery of student education that does not negatively impact the quality or quantity of the education. Same as sufficient.
Administrative Support Staff	Professional clerical and administrative personnel provided by the sponsoring institution. Professional clerical personnel may be supplemented, but not replaced, by student assistants.
Affiliate (Affiliated Setting)	Institutions, clinics, or other health settings not under the authority of the sponsoring institution but that are used by the ATEP for clinical experiences.
Affiliation Agreement	A formal, written document signed by administrative personnel, who have the authority to act on behalf of the institution or affiliate, from the sponsoring institution and affiliated site. Same as the memorandum of understanding.
Allied Health Care Personnel	Physician Assistants, physical therapists, registered nurses, doctors of dental surgery, and other health care professionals, recognized by the AMA/AOA as allied health professionals, who are involved in direct patient care and are used in the classroom and clinical education portions of the ATEP. These individuals may or may not hold formal appointments to the instructional faculty. Same as other health care professionals.

Preceptor	An appropriately credentialed professional identified and trained by the program CIE to provide instruction and evaluation of the Athletic Training Educational Competencies and/or Clinical Proficiencies. The Preceptor may not be a current student within the ATEP.
ATEP	Athletic Training Education Program.
ATEP Faculty	BOC Certified Athletic Trainers and other faculty who are responsible for classroom or sponsoring institution clinical instruction in the athletic training major.

Athletic Training Facility/Clinic	The facility designated as the primary site for the preparation, treatment, and rehabilitation of athletes and those involved in physical activity.
Athletic Training Student (ATS)	A student enrolled in the athletic training major or graduate major equivalent.
Clinical Coordinator/ Clinical Education Coordinator	The individual a program may designate as having the primary responsibilities for the coordination of the clinical experience activities associated with the ATEP. The clinical coordinator position is currently recommended, but not required by the Standards.
Clinical Education	The application of knowledge and skills, learned in classroom and laboratory settings, to actual practice on patients under the supervision of an ACI/CI.
Clinical Experiences	Those clinical education experiences for the Athletic Training Student that involve patient care and the application of athletic training skills under the supervision of a qualified instructor.
Clinical Instruction Site	The location in which an ACI or CI interacts with the ATS for clinical experiences. If the site is not in geographical proximity to the ATEP, then there must be annual review and documentation that the remote clinical site meets all educational requirements.

Clinical Instructor Educator (CIE)	The BOC Certified Athletic Trainer recognized by the institution as the individual responsible for Preceptor training. If more than one individual is recognized as a CIE for an ATEP, then at least one of those individuals must be a BOC Certified Athletic Trainer.
Clinical Plan	The plan that encompasses all aspects of the clinical education and clinical experiences.
Communicable Disease Policy	A policy, developed by the ATEP, consistent with the recommendations developed for other allied health professionals, that delineates the access and delimitations of students infected with communicable diseases. Policy guidelines are available through the CDC

Contemporary Instructional Aid	Instructional aids used by faculty and students including, but not limited to, computer software, AED trainers, and Epi-Pen trainers.
Contemporary Information Formats	Information formats used by faculty and students including electronic databases, electronic journals, digital audio/video, and computer software.
Didactic Instruction	See: Formal classroom and laboratory instruction.
Direct Patient Care	The application of professional knowledge and skills in the provision of health care.
Direct Supervision	Supervision of the athletic training student during clinical experience. The ACI and or CI must be physically present and have the ability to intervene on behalf of the athletic training student and the patient.
Directed Observation Athletic Training Student	A student who may be present in an athletic training facility, but not necessarily enrolled in the athletic training major, who is required to observe the practices of a Certified Athletic Trainer. This student may not provide direct patient care.

Distance Education	Classroom and laboratory instruction accomplished with electronic media with the primary instructor at one institution and students at that institution and additional locations. Instruction may be via the internet, telecommunication, video link, or other electronic media. Distance education does not include clinical education or the participation in clinical experiences. Same as remote education.
Equitable	Not exact but can be documented as comparable with other similar situations or resources.
Expanded Subject Area	Subject matter that should constitute the academic “core” of the curriculum. It must include, but not be limited to the following areas: assessment of injury/illness, exercise physiology, first aid and emergency care, general medical conditions and disabilities, health care administration, human anatomy, human physiology, kinesiology/biomechanics, medial ethics and legal issues, nutrition, pathology of injury/illness, pharmacology, professional development and responsibilities, psychosocial intervention and referral, risk management and injury/illness prevention, strength training and reconditioning, statistics and research design, therapeutic exercise and rehabilitative techniques, therapeutic modalities, weight management and body composition.
Formal Instruction	Teaching of required competencies and proficiencies with instructional emphasis in structured classroom and

	laboratory environment(s). Same as didactic instruction.
Full-time Faculty	Recognized by the sponsoring institution as a full-time member of the faculty with all responsibilities and voting privileges as other designated full-time faculty and documented in institutional faculty delineations.

Funding Opportunities	Opportunities for which students may participate for reimbursement, but that do not require the students to utilize athletic training skills, to replace qualified staff, and are not required of the academic program.
General Medical Experience	Clinical experience that involves observation and interaction with physicians, nurse practitioners, and/or physician assistants where the majority of the experience involves general medical topics as those defined by the Athletic Training Educational Competencies.
Geographic Proximity	Within a vicinity to allow for annual inspection, review, and documentation of meeting all academic requirements by the ATEP faculty/staff.
Learning Over Time (Mastery of Skills)	The process by which professional knowledge and skills are learned and evaluated. This process involves the initial formal instruction and evaluation of that knowledge and skill, followed by a time of sufficient length to allow for practice and internalization of the information/skill, and then a subsequent re-evaluation of that information/skill in a clinical (actual or simulated) setting.
Major	In documents of the institution (catalogue, web pages, etc.) where majors are listed, athletic training must be listed as a major. The designation as a major must be consistent with institutional and system wide requirements.
Master Plan	The plan of the ATEP that encompasses all aspects of student education and learning in both the clinical and didactic settings.
Medical Director	The physician (MD or DO) who serves as a resource for the programs director and ATEP faculty regarding the medical content of the curriculum. The Medical Director may also be the team physician; however, there is no requirement for the Medical Director to participate in clinical education.
Memorandum of Understanding	See: Affiliation agreement.
Other Health Care Personnel	See: Allied health care personnel.

Outcome Assessment Instruments	The instruments used for program evaluations that are designed to collect data and feedback in regard to outcomes that relate to the ATEP mission, goals, and objectives of the program. Instruments also must be designed to collect data and feedback in regard to the effectiveness of program instruction relative to the Athletic Training Educational Competencies.
Outcomes	The effect that the ATEP has on the preparation of students as entry-level athletic trainers and the effectiveness of the program to meet its mission, goals, and objectives.
Physical Examination	An examination performed by an appropriate health care provider (MD,DO, PA, NP) to verify that the student is able to meet the physical and mental requirements (i.e., technical standards) with or without reasonable accommodation as defined by the ADA.
Physically Interact	See: Ability to intervene and physically present.
Physically Present	See: Ability to intervene.
Physician	A Medical Doctor (MD) as defined by the American Medical Association or a Doctor of Osteopathic Medicine (DO) as defined by the American Osteopathic Association.
Pre-Professional Student	A student who has not yet been admitted formally into the ATEP. May be required to participate in non-patient activities as described by the term Directed Observation Athletic Training Student.
Professional Development	Continuing education opportunities and professional enhancement, typically is offered through the participation in symposia, conferences, and in-services, that allow for the continuation of eligibility for professional credentials.
Program Director	The full-time faculty member of the host institution and a BOC Certified Athletic Trainer responsible for the administration and implementation of the ATEP.

Remote Education	See Distance education.
Service Work	Volunteer activities outside of the required clinical experiences (e.g., Special Olympics, State Games). If athletic training skills are part of this service work, then they must be supervised in those activities.
Sponsoring Institution	The college or university that awards the degree associated with the ATEP and offers the academic program in Athletic Training.

Sufficient	See: Adequate.
Team Physician	The physician (MD or DO) responsible for the provision of health care services for the student athlete. S/he may also be the medical director; however, this is not required by the Standards.
Technical Standards	The physical and mental skills and abilities of a student needed to fulfill the academic and clinical requirements of the ATEP. The standards promote compliance with the Americans with Disabilities Act (ADA) and must be reviewed by institutional legal counsel.

The clinical education definitions can be found at
<http://www.nataec.org/AcademicPrograms/ProfessionalEducationentrylevel/ClinicalEducationResources/tabid/106/ctl/Details/mid/413/ItemID/12/Default.aspx>