

Masters of Science in

Athletic Training
Program Handbook

(Policies and Procedures Manual)



— **CSU PUEBLO** —

Revised August 16, 2024

ATHLETIC TRAINING

This manual provides valuable information regarding the Colorado State University Pueblo Athletic Training Program. You are encouraged to refer to this manual throughout your time in the Colorado State University Pueblo Athletic Training Program, as it addresses several questions that you may have regarding the didactic (classroom) and/or clinical experiences of the program. The materials in this manual are not intended to supersede any undergraduate/graduate policies or to duplicate material already in print, but rather to provide clarification of policies and procedures specific to Colorado State University Pueblo Athletic Training Program. This manual addresses the issues most frequently asked by athletic training students.

The CSU Pueblo Athletic Training Program reserves the right to update this manual with new policies, changed policies or information about the program. Students will be notified about any changes and directed to the program website where this manual is maintained.

Additional information regarding student life and university policies can be found in the University Catalog. <https://www.csupueblo.edu/catalog/index.html> and the university AT Program website. <https://www.csupueblo.edu/athletic-training-ms/index.html> The program website will have the most up to date information regarding the AT Program.

Welcome to the Colorado State University Pueblo Athletic Training Program!

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Accreditation

The MS in Athletic Training Program at CSU Pueblo obtained Commission on Accreditation of Athletic Training Education (CAATE) accreditation on March 2, 2022 and will complete the self-study/on-site visit for reaccreditation during the 2026-2027 academic year.



Athletic Training Program Directory

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Colorado State University Pueblo

History

Founded in 1933 as Southern Colorado Junior College, the campus has adapted its name and academic programs to meet the needs of a changing student demographic. It became Colorado State University Pueblo in July of 2003 to more closely align the institution with its governing body, the Colorado State University System.

Vision Statement

To establish Colorado State University Pueblo as the people's university of the Southwest United States by 2028.

Mission Statement

CSU Pueblo's success will be measured by the resilience, agility, and problem-solving abilities of our diverse student population and the ways in which our diverse student-population and the ways in which our graduates are able to navigate work in a rapidly changing world.

Guiding Principles

Develop People

CSU Pueblo develops people who have meaningful lives and make significant to their families, communities, and world.

Transforming Learning

CSU Pueblo creates new opportunities by reimagining academic experiences.

Live Sustainably

CSU Pueblo dedicates resources and focus toward program and policies that support sustainable living,

Cultivate Entrepreneurship

CSU Pueblo creates educational, economic, cultural, and global innovators.

Engage Place

CSU Pueblo embraces our regional histories, diverse cultures, socioeconomic realities, and physical location.

Build Knowledge

CSU Pueblo advances research and scholarship that serves the public good.

Empower Students

CSU Pueblo empowers whole-student success in and out of the classroom

Impact Society

CSU Pueblo elevates the region through our commitment to the health and well-being of our people and our communities.

College of Health, and Education

Vision Statement

To be the peoples' choice for health and education through the delivery of innovative instruction to establish diverse professionals.

Mission Statement

Developing professionals through immersion in compassionate exploration and engaging complex real-life experiences.

Core Values

- Teaching with integrity
- Student-centered, culturally-responsive instruction
- Maintaining personal dignity
- Respecting diversity
- Advancing social justice
- Building empathy and resiliency
- Reflective evaluation
- Evidence-based instruction
- Advocating for community

School of Health Sciences and Human Movement

Mission Statement

The School of Health Science and Human Movement's mission is to provide broad theory-based foundations which incorporate laboratory and field-based learning opportunities resulting in real-world experience, training, interprofessional education, and mentoring. Our diverse students develop skills that promote healthy lifestyles and fitness. Students graduate ready to seek employment or pursue advanced education in fields of health sciences, human movement, or related professions. Graduates are ethical and productive contributors to the health and well-being of their communities

Program Goals: (goals that align with and help us achieve the mission and SLO's):

- a. Provide coursework that prepares students to effectively work in careers with diverse populations and cultures, and that adequately prepares students for advanced education in a dynamically changing health science and human movement community.
- b. Use relevant and best practice pedagogy, activities and assessments which connect students to the workforce/community.
- c. Engage in the use of current technologies in preparing students for the health and human movement-related needs of the future.
- d. Expose students to contemporary ethics and cultural issues they will encounter in the health science and human movement work force.

MS in Athletic Training Program

Mission Statement

The mission of the Colorado State University Pueblo Athletic Training Program is to serve a culturally and ethnically diverse graduate student population in providing an affordable, comprehensive educational experience and a transformative clinical foundation preparing the graduate student to enter the health care profession of athletic training.

Program Goals and Objectives

Goal One: Demonstrate competency and proficiency of the KSA's within the domains of athletic training.

Objectives:

- 1.1 Provide students comprehensive course work to meet current and future educational competencies aligned with the Athletic Training Professional Standards.
- 1.2 Integrate comprehensive clinical experiences into the curriculum that develop student autonomy and professional readiness.

Goal Two: Demonstrate cultural competence and inter-professional collaboration within the health care community.

Objectives:

- 2.1 Students will have effective clinical exposure, of at least 25 hrs. with at least 4 different medical professional fields and/or medical providers.
- 2.2 Students will have the opportunity to demonstrate interprofessional collaboration through design and evaluation of interprofessional projects.
- 2.3 Students will have exposure to at least 3 culturally different populations that reflect the ethnic and cultural heritage of the region and demonstrate cultural competence.

Goal Three: Demonstrate evidence-based clinical practice.

Objectives:

- 3.1 Students will be able to conduct research, review evidence, and formulate plans for positive patient outcomes.
- 3.2 Students will use EBP practice in the conduct of clinical patient care.

Goal Four: Engage in the athletic training profession.

Objectives:

- 4.1 Students will attend at least 1 state/regional/national professional conference during the course of their education.
- 4.2 Students will seek continued professional growth in the athletic training profession.

Goal Five: Provide comprehensive educational experiences that are effective in preparing the graduate to enter the athletic training profession.

Objectives:

- 5.1 Students meet national employment criteria for the profession.
- 5.2 Program provides a high quality and rigorous curriculum.
- 5.3 Employers find graduates prepared for the profession.
- 5.4 Clinical Preceptors and Clinical Settings provide students with appropriate clinical practice, mentoring, and professional assimilation.

Program Admission

The two-year MS in Athletic Training Program consists of two years of academic and clinical integration courses. The 3+2 Plan gives qualified, advanced-level undergraduate students the opportunity to simultaneously pursue both the Health Science (Pre-Athletic Training Emphasis) baccalaureate and the Masters of Science in Athletic Training degrees. During the third year of undergraduate emphasis, students may apply to the MS in Athletic Training (AT) program. Upon acceptance, students begin the MS in AT the following summer. This plan enables qualified students to complete the MS in AT in five years. Students would need to complete the MS in AT in order to also receive the BS in Health Science (Pre-Athletic Training) Emphasis.

The CSU Pueblo Athletic Training Program accepts a cohort of 20 qualified students each year. Complete applications must be submitted on the university website: <https://connect.csupueblo.edu/apply/> by January 15th. A final decision on a student's application status is made after acceptance into the University Graduate Studies Program and all program requirements have been met.

The student will receive a letter from the Program Director informing them of their acceptance or denial into the Master of Science in Athletic Training Program. All decisions regarding acceptance are final.

Athletic Participation Policy

The MS in AT Program will permit student-athletes to apply into the 3+2 program with the understanding that they will only be allowed to participate in their sport for one semester during their first year in the graduate portion of the program (4th year of 3+2 program). Red-shirt years of eligibility that would extent participation with athletics into a fifth year will not be considered. Otherwise, student-athletes wishing to apply to the MS in AT Program are encouraged to complete the Health Science (Pre-Athletic Training Emphasis) allowing them to complete their athletic eligibility. Student-athletes with red-shirt eligibility would not be allowed to apply until athletic eligibility is exhausted. The student-athlete could then apply to the MS in AT Program in the spring semester of the academic year in which they graduate and complete their athletic participation.

Program Application Criteria and Procedures

The following criteria must be met in order to be considered for admission into the MS in Athletic Training Program.

- Applicants must have completed the following courses with a grade of C or better.
 - Anatomy & Physiology I & II with labs
 - General Biology with Lab
 - Chemistry with Lab
 - Physics with Lab
 - Psychology
 - Exercise Physiology with Lab
 - Kinesiology or Biomechanics
 - Statistics (Math or Applied Statistics)
 - Athletic injury care (including taping/wrapping techniques)

- Undergraduate GPA = 3.0 (at end of Jr year 3+2) or (at graduation of bachelor's degree)
- 2 letters of recommendation: a BOC Certified Athletic Trainer and an academic instructor
- 50 observation hours with a certified and state credentialed Athletic Trainer
- Completion of on-line application for graduate studies at CSU Pueblo.

MS in AT Program Requirements:

<https://catalog.csupueblo.edu/college-of-health-education-and-nursing/school-of-health-sciences-and-human-movement/athletic-training-ms/#admissionstext> (Active link on website-doesn't work)

MS in AT Program (3+2) Requirements:

<https://catalog.csupueblo.edu/college-of-health-education-and-nursing/school-of-health-sciences-and-human-movement/athletic-training-3-2-plan-bs-ms/#curriculumtext> (doesn't work)

MS in AT Program (3+2) Planning Sheet:

<https://catalog.csupueblo.edu/college-of-health-education-and-nursing/school-of-health-sciences-and-human-movement/athletic-training-3-2-plan-bs-ms/#coursescheduletext> (doesn't work)

Program Admission Provisions:

Full Admission-Student has met all the above-noted criteria and have completed a Baccalaureate degree. Students applying in the Junior or final year of undergraduate education with courses in progress will receive notification of full admission with the understanding that the above-noted criteria will be met upon completion of the Junior year or undergraduate education.

Conditional Admission-Student has a GPA between 2.75-2.99 will complete all prerequisite courses with a grade of C or better and meet other application criteria. Students that receive Conditional Admission will be required to earn a GPA of 3.0 in the first MS AT summer session of the program. Student not meeting this standard will automatically be dismissed from the program.

Application Deadline:

Application deadline falls on or nearest the Monday after January 15th, of any given year. First acceptance of applicants meeting this deadline will be prioritized. Applications received after this deadline will be considered but not guaranteed admission. Application decisions will be made on or about March 5th each year or the Friday nearest to this date.

After admission notification has been received, the following documents must be provided to the program by **April 1st**.

- Physical exam
- Submission of required immunization records
 - COVID vaccine
 - Flu vaccine by Nov 1st
- TB test and completed TB form
- Proof of current CPR for Professional Rescuer and First Aid Certification (or equivalent) and must remain valid through May of the following year.
- Completed technical standards form
- Copy of medical insurance card

** Upon acceptance into the Colorado State University Pueblo Masters of Science in Athletic Training Program, the student must have reliable transportation to off-campus clinical sites.

Athletic Training Program Associated Fees and Costs

1. TB testing - this is a yearly cost once accepted into the program
 - a. Student Health Center - \$10 (\$20 total)
2. Physical Examination
 - a. Student Health Center – \$30
3. Required Immunizations
 - a. Flu Vaccine – must annually provide documentation of a flu vaccine by Nov. 1 of the current flu season, regardless of when the previous vaccine was administered
 - i. CSU Pueblo Health Fair (in October) - \$10
 - ii. Student Health Center - \$15
 - b. Hepatitis B vaccination (proof of vaccinations)
 - i. If not previously documented with immunization records, Student Health Center (\$10/shot; \$30 total for 3 shot series)
 - c. Tdap (provide documentation of Tdap booster within the past 10 years)
 - i. Student Health Center - \$40
 - d. Measles, Mumps, Rubella (MMR) (proof of vaccinations)
 - i. If not previously documented with immunization records, Student Health Center – (\$65/shot; \$130 total for 2 shot series)
 - e. Varicella (proof of vaccinations)
 - i. Not available at Student Health Center; cost dependent on personal insurance
4. Strongly recommended immunizations:
 - a. Meningitis, Hepatitis A
 - i. Not available at Student Health Center; cost dependent on personal insurance
5. CPR/FA Recertification (ARC Professional Rescuer or equivalent)
 - a. American Red Cross - \$27 at present through AT Program
6. Off Campus Clinical Assignment Travel Expenses
 - a. Gas to and from site is provided by student (furthest site is \$720-\$945/semester averaging 25 mpg ranging from \$3.00-\$3.50/gallon). This is an estimate for a student going to their clinical site 5 times per week. Gas prices are subject to change and this is to provide an estimated cost of expense.
7. Tuition <https://www.csupueblo.edu/business-financial-services/tuition-and-fees.html>
 - a. 3+2 students pay undergraduate tuition
 - b. 3+2/2 year Masters in AT students pay differential tuition of \$171.90 per credit hour per semester. \$171.90 x 60 credits = \$10,314.00

**MS in Athletic Training Program
Year Planning Sheet
Starting with 2024 Summer Cohort**

Fourth Year (3+2 MS in AT)		Fifth Year (3+2 MS in AT)	
First Year (two-year MS in AT)		Second Year (two-year MS in AT)	
Summer Semester		Summer Semester	
AT 501: Foundations of Athletic Training	3	AT 503: Fundamentals of Public Health (8weeks)	1
AT 502: Functional Anatomy of Injury	3	AT 530: Clinical Integration III	2
AT 504: Concepts of Therapeutic Intervention	3	AT 514: Research Design	2
TOTAL SEMESTER HOURS	9	TOTAL SEMESTER HOURS	5
Fall Semester		Fall Semester	
AT 510: Clinical Integration I	2	AT 531: Assessment & Management III	3
AT 511: Assessment and Management I	4	AT 540: Clinical Integration IV	4
AT 513: Professionalism and Ethics in AT	1	AT 542: Administration in AT	3
AT 522: General Medical Conditions	5	AT 545: Evidence-Based Practice & Research	3
TOTAL SEMESTER HOURS	12	TOTAL SEMESTER HOURS	13
Spring Semester		Spring Semester	
AT 520: Clinical Integration II	3	AT 550: Clinical Integration V	5
AT 521: Assessment and Management II	4	AT 551: BOC Test Prep	1
AT 535: Pharmacology in Athletic Training	1	AT 592: Research	3
AT 534: Rehabilitation in Athletic Training	4		
TOTAL SEMESTER HOURS	12	TOTAL SEMESTER HOURS	9
		TOTAL CURRICULUM HOURS	60

Immunizations

All University students must have a copy of their immunization records on file with the Pack Wellness Center. (<https://www.csupueblo.edu/student-health-services/immunization-and-screening.html>)

The Athletic Training Program requires a copy of student's immunizations be submitted with required physical upon acceptance into the program.

The following immunization requirements are:

Measles, Mumps, Rubella (MMR)

Must provide documentation of one of the following:

- 2 immunization dates
- Positive titer results for all three components showing immunity with either the lab results or verification by a physician

Tdap

Must provide documentation of a Tdap booster within the past 10 years.

Hepatitis B Vaccine (series of three)

Must provide documentation of one of the following:

- 3 immunization dates
- Positive titer results showing immunity with either the lab results or verification by a physician.

Varicella

Must provide documentation of one of the following:

- 2 immunization dates
- Positive titer results showing immunity with either the lab results or verification by a physician
 - History of the disease will *not* be accepted.

Flu Vaccine

Must annually provide documentation of a flu vaccine by November 1 of the current flu season, regardless of when the previous vaccine was administered

COVID-19 Vaccine (see policy on next page)

University Coronavirus Website

<https://www.csupueblo.edu/coronavirus/index.html>

Strongly recommended: Meningitis; Hepatitis A

COVID-19 Vaccine Policy

The MS in Athletic Training Program recognizes and respects personal beliefs in regards to vaccination. For on-campus activities, we will follow the guidance of the CSU Pueblo administration. The state of Colorado has enacted emergency orders as of 8/30/2021 for almost all health care entities. These entities include the sites we utilize for the clinical experiences in the program. As well, CSU Pueblo Athletics policy indicates that no unvaccinated athletic training students will not be allowed to complete clinical experiences involving their teams. If we cannot place you in a clinical site it could interfere with your projected graduation date or ability to graduate. There is no guarantee of alternative placement if you do not meet agency requirements. Some sites may allow medical or religious exemptions, but very few students can be placed. No personal exemptions are being accepted. All exemptions will require signature from a licensed provider (physician, nurse practitioner, or physician assistant).

The MS in AT Program at CSU Pueblo will attempt to accommodate students with exemptions. Individual organizations determine their own requirements for exemptions. We cannot guarantee clinical placement will be possible or that unvaccinated students will be able to complete the requirements to graduate. Students should clearly understand that graduation may be prevented or delayed due to the inability to have timely, if any, clinical placement. In order to minimize placement issues, we request students who are not fully vaccinated to voluntarily contact Colleen Conroy, Coordinator of Clinical Education at colleen.conroy@csupueblo.edu concerning their vaccine status to attempt clinical placement. Fully vaccinated will need to bring in their vaccine card to the Athletic Training Office (cheryl.mincic@csupueblo.edu) to be copied and placed in file. Remember it takes 4 to 6 weeks to be considered fully vaccinated. So, to ensure timely clinical site placement for program completion, you will need to have proof of vaccination.

To help protect yourselves, and the patients we care for, we ask that you please get vaccinated ASAP.

Background Checks and Drug Testing

The requirements for background checks and drug testing are clinical site dependent. Students will be informed on the specific requirements of their assigned clinical site, as each site has their own individual procedures and requirements. The associated costs are being covered by the program.

Technical Standards for Admission

The MS in Athletic Training Program at Colorado State University Pueblo 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 Education [CAATE]). The following abilities and expectations must be met by all students admitted to the Athletic Training Program. In the event a student is unable to fulfill these technical standards, with or without reasonable accommodation, the student will not be admitted into the program.

Compliance with the program's technical standards does not guarantee a student's eligibility for the Board of Certification (BOC) certification exam.

Candidates for selection to the MS is Athletic Training Program must demonstrate:

1. The mental capacity to assimilate, analyze, synthesize, integrate concepts and problem solve to formulate assessment and therapeutic judgments and to be able to distinguish deviations from the norm.
2. Sufficient postural and neuromuscular control, sensory function, and coordination to perform appropriate physical examinations using accepted techniques; and accurately, safely and efficiently use equipment and materials during the assessment and treatment of patients.
3. The ability to communicate effectively and sensitively with patients and colleagues, including individuals from different cultural and social backgrounds; this includes, but is not limited to, the ability to establish rapport with patients and communicate judgments and treatment information effectively. Students must be able to understand and speak the English language at a level consistent with competent professional practice.
4. The ability to record the physical examination results and a treatment plan clearly and accurately.
5. The capacity to maintain composure and continue to function well during periods of high stress.
6. The perseverance, diligence and commitment to complete the athletic training education program as outlined and sequenced.
7. Adaptability and the ability to adjust to changing situations and uncertainty in clinical situations.

8. Affective skills and appropriate demeanor and rapport that relate to professional education and quality patient care.

Candidates for selection to the athletic training educational program will be required to verify they understand and meet these technical standards or that they believe that, with certain accommodations, they can meet the standards.

The Disability Resource & Support Center 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. <https://www.csupueblo.edu/disability-resource-and-support-center/index.html>

I certify that I have read and understand the technical standards of selection listed above and I believe to the best of my knowledge that I can meet each of these standards with or without reasonable accommodations. If I require accommodations because of a disability, I will contact the Disability Resource and Support Center per the University's process. I understand that if I am unable to meet these standards with or without accommodations, I will not be admitted into the program

**Student's signature required after acceptance to program*

Obtaining Residency

The criteria and procedure for obtaining Colorado State residency can be found in the University Catalog 2020-2021. <https://catalog.csupueblo.edu/residency/> or University website: <https://www.csupueblo.edu/admissions/residency/index.html>

Retention Criteria

In order to remain academically eligible in the Athletic Training Program the student must:

- Maintain a 3.0 or higher overall GPA
- A student earning two "C" or lower grades in graduate level courses is placed on probation
- Maintain Red Cross First Aid and CPR/AED Professional Rescuer Certifications or equivalent
- Maintain a clear student conduct record related to academic performance in all classes
- Update tuberculosis skin testing annually in the Fall

- Receive flu vaccine annually in the Fall

In order to remain clinically eligible in the Athletic Training Program the student must:

- Successfully pass in sequence AT 510, 520, 530, 540 and 550 with no less than a B. Each Clinical Integration is a prerequisite for the following course and therefore must be passed in sequence.
- Have no *semester Development Plan level* clinical concerns, nor *cumulative Warning or Meeting level* clinical concerns that *warrant a Development Plan*.
- Maintain expected to maintain the professional standards of conduct applicable to athletic trainers <https://www.nata.org/sites/default/files/nata-code-of-ethics.pdf>
- Furthermore, students are still expected to comport themselves with the University's Code of Student Conduct <https://www.csupueblo.edu/student-conduct/index.html> and Policy on Discrimination, Protected Class Harassment, Sexual Misconduct, Intimate Partner Violence, Stalking, & Retaliation <http://csu-pueblo-policies.colostate.edu/policyprint.aspx?id=141>

Probation Policy

Academic Probation:

A student whose GPA drops below a 3.0 and/or earns two “C” or lower grades in graduate level courses is placed on probation. If a third “C” or lower grade is earned, the student is automatically dismissed from the program. The MS in AT degree will be conferred upon students who successfully complete a minimum of 60 hours of approved course work with a minimum GPA of 3.000.

An athletic training student will be put on program probation if their GPA drops below the GPA criteria or any of the other academic criteria is not maintained. They will receive written notification from the Program Director indicating that they have been placed on program probation. The athletic training student will be given one semester of program probation status in order to meet the GPA retention criteria and not have any academic student conduct issues during the probation semester. The student will receive written notification from the Program Director of their dismissal from the program.

Students not maintaining CPR/AED certification, Tuberculosis skin testing, flu vaccine or COVID-19 vaccine will be withheld from clinical integration courses until certification, test results, and vaccine verification have been received, with no extension on course work due dates for AT 510, 520, 530, 540 and 550 courses. The athletic training student will be dismissed from the program if they have not met the GPA retention criteria by the end of the probation semester..

Clinical Probation:

During clinical experience students are expected to follow Program Clinical Expectations (refer to page 26). Should students not meet and/or follow Program Clinical Expectations the following process will be followed to address clinical expectation violations.

Violations of related to Clinical Expectations and clinical experience:

The nature of clinical concerns by a preceptor should be communicated on an on-going basis between the preceptor and the student. When violations of Clinical Expectations are observed by the preceptor the following process should be initiated:

- Preceptor should always provide documentation to the AT Program using the program forms provided.
- *Warning:* For an initial violation, oral communication feedback should be provided to the student to include corrective action. Completion of documentation should accompany this action to the AT Program.
- *Meeting:* For a second violation within a semester, oral communication with the student should take place identifying clinical concern. In addition, documentation of a second violation with request for a program meeting with the student should be provided by the preceptor.
- *Development Plan:* For a third violation within a semester, oral communication with the student should take place notifying them of clinical concern. Identification of a third violation from the preceptor will put in process a meeting with the coordinator of clinical education, program director, and the student. From this meeting a Development Plan for the Student will be put in place. Not meeting the criteria of the Development Plan may lead to a non-passing grade for the Clinical Integration Course and non-advancement in the AT Program, or potential dismissal from the program.

Cumulative Violations of Clinical Expectations and clinical experience:

- Violations will be monitored across all clinical experiences.
- Three *Warning* level violations across semesters will result in the *Development Plan* process being put in place. Not meeting the criteria of the Development Plan may lead to a non-passing grade for the Clinical Fieldwork Course and non-advancement in the AT Program, or potential dismissal from the program.
- Two *Meeting* level violations will result in the *Development Plan* process being put in place. Not meeting the criteria of the Development Plan may lead to a non-passing grade for the Clinical Integration Course and non-advancement in the AT Program, or potential dismissal from the program.

Violations related to non-clinically associated incidents:

Students who engage in conduct prohibited by these University policies while participating in a clinical integration course may be subject to discipline by the University, as well as removal from their clinical integration course.

The University is committed to assisting students with finding external sites for their field experience work. However, students whose conduct has been found to have violated the University's Code of Student Conduct, the Policy on Discrimination, Protected Class Harassment, Sexual Misconduct, Intimate Partner Violence, Stalking, & Retaliation, or the generally applicable criminal laws may be limited in the field sites available to them for placement. Conduct prohibited by these policies or criminal laws may also contravene our professional standards and may result in your removal from the program because of an inability to meet the professional standards required to successfully complete the program. Issues of prior misconduct will be considered on a case-by-case basis.

Clinical Education Policies and Procedures

Program Clinical Expectations

Students are expected to:

- be timely and punctual to clinical assignments as arranged with preceptor;
- maintain appropriate dress relative to clinical assignment;
- maintain appropriate ethical and moral behavior as per the NATA Code of Ethics; <https://www.nata.org/sites/default/files/nata-code-of-ethics.pdf>
- conduct themselves in accordance with the University Student Code of Conduct; <https://www.csupueblo.edu/student-conduct/index.html>
- maintain professional communication with preceptor and/or clinical site assignment;
- maintain cleanliness and hygiene in accordance with societal norms and as appropriate to clinical site;
- demonstrate adequate knowledge/skills/abilities for the clinical setting that represent the student level in the professional athletic training program.

Professional Attire

Since athletic training is an allied healthcare profession, students are expected to dress in a professional manner. Clothing should fit so that cleavage, underwear, and mid drifts (e.g., back and belly) are not exposed during normal activities performed in the clinical or lab setting. The following expectations should be adhered to while at the clinical site:

- Wear CSU Pueblo AT Program (or related clinical site) shirts
- Pants – “Dockers/Cargo” style (navy, black, khaki, or gray) or “professional” sweatpants/wind pants (NO cotton jersey-type sweatpants).
- Shorts – Cotton style (navy, black, khaki, or gray) “professional” appearing shorts. Baggy shorts and athletic shorts are NOT acceptable

- Jewelry – Should be limited to simple items that do not pose a risk to the patient or the athletic training student, and is professional in appearance.
- Shoes – Only close-toed shoes (no boots) should be worn in the athletic training room or on the athletic fields/courts.
- Hats – CSU Pueblo hats are appropriate for outdoor sports, but should be removed when Students are in the athletic training room or covering an indoor sport
- Name tag – Name tag provided by program will be worn and visible at all times while student is at their assigned clinical sites.
- Hair should be arranged neatly and securely so that it will stay under control and away from the face in order to protect student and patient safety.
- Beards and mustaches are to be neatly trimmed and under control and away from the face in order to protect student and patient safety.
- Fingernails should be kept clean and less than ¼ inch from the tip of the finger.

Students whose attire is found to be inappropriate by the preceptor will be asked to leave the clinical site for that day and the occurrence will be documented.

Professionalism

Faculty, staff, and students are expected to act professionally in the classroom, laboratory, and clinical settings, and in accordance with the professional ethics and standards of practice established by the National Athletic Trainer's Association <https://www.nata.org/sites/default/files/nata-code-of-ethics.pdf> , Board of Certification Standards of Professional Practice <https://bocatc.org/athletic-trainers/maintain-certification/standards-of-professional-practice/standards-of-professional-practice> and the Colorado AT Practice Act. <https://dpo.colorado.gov/AthleticTrainer/Laws> This includes appropriate and consistent action with regard to all settings and policy enforcement, dress, and conduct. Athletic training students are viewed as an extension and/or a representative of the University, therefore the highest professional standards are expected.

Specific to personal relationships:

*BOC Standards of Professional Practice, II. Code of Professional Responsibility, Code 1: Patient Care Responsibilities

1.6 Does not engage in intimate or sexual activity with a patient and/or the parent/guardian of a minor patient.

*Colorado Athletic Training Practice Act, 12-205-111. Grounds for discipline – disciplinary proceeding – definitions

(2) The director may take disciplinary or other action in accordance with section 12-20-404 or issue a cease-and-desist order in accordance with section 12-205-112 upon reasonable grounds that the licensee:

(a) Has engaged in a sexual act with a person receiving services while a therapeutic relationship existed or within six months immediately following termination of the therapeutic relationship. For the purposes of this subsection (2)(a):

(I) “Sexual act” means sexual contact, sexual intrusion, or sexual penetration as defined in section 18-3-401.

(II) “Therapeutic relationship” means the period beginning with the initial evaluation and ending upon the written termination of treatment. When an individual receiving services is an athlete participating on a sports team operated under the auspices of a bona fide amateur sports organization or an accredited educational institution that employs the licensee, the therapeutic relationship exists from the time the athlete becomes affiliated with the team until the affiliation ends or the athletic trainer terminates the provision of athletic training services to the team, whichever occurs first.

***Failure of the athletic training student to follow the above policies is potential grounds for removal from the MS in AT program. All disciplinary actions will be written up and a meet with take place with student(s) involved, administrative staff, and preceptor, if necessary. This will be kept in the students’ records. See Appendix (a) for disciplinary form.

Colorado State University Pueblo
Human Health Science and Human Movement
Masters of Science in Athletic Training

AT 510, AT 520, AT 530, AT 540 & AT 550 Clinical Education Supervision Policy

The CSU Pueblo Athletic Training Program (AT-Program) will not use the athletic training students as “First Responders;” it exposes those involved to liability risk and conflicts with the mission of the educational program. Therefore, you **cannot be used as replacement for Certified Athletic Trainers**. You should never be scheduled to be at an unsupervised event, practice, or facility as part of your clinical experience. In the case of an emergency situation in which your Preceptor/supervising athletic trainer must leave the site, you should accompany him/her.

In emergency situations in which you **voluntarily** choose not to leave with your Preceptor/supervising athletic trainer, and in which you are left alone for short periods of time, you are required to function in the role of a **CPR/First Aid certified individual only**. This time

period is not a requirement of your clinical education and cannot be considered in the accumulation of clinical experience hours and must only be used in emergency situations.

If this situation arises, you may only apply those skills deemed appropriate by your CPR/First Aid certification. At **no time should you utilize athletic training skills**. Examples of unacceptable services: taping and wrapping (except for emergency wound care); initiation, change, or progression of rehabilitative services, the use of electrical or ultrasound modalities; conduct a full, new evaluation of an injury; and/or making return-to-play decisions.

You must be aware that your athletic training liability insurance only covers you when **“students are participating in activities which are part of and a requirement of the student’s curriculum at the university”**. Any unsupervised activity is **not** a requirement of the AT-Program.

**Students will receive a form for signature prior to the start of each clinical rotation*

Nondiscriminatory / Nonprejudicial Policy

The CSU Pueblo Athletic Training Program is committed to ensuring that clinical site placements are of a nondiscriminatory and non-prejudicial nature. Clinical sites *cannot* determine or influence student placement based on sex, race, age, national origin, sexual orientation, religion, disability or veteran status. Preceptors receive notification and/or reminders of this policy during preceptor trainings. Students experiencing any level of discrimination or harassment based on the categories noted above should communicate this with the Coordinator of Clinical Education immediately. The Coordinator of clinical education will ask the student to document the issue in writing and, in conjunction with the Program Director, remove the student from the situation and re-assign to a new clinical site.

The Coordinator of Clinical Education will work to resolve any issues with the clinical site to address the concerns of discriminatory and/or prejudicial behaviors. If the issues cannot be resolved, the clinical site will be dropped from Program Affiliation.

Policy on Determination of Clinical Hours per Clinical Class

The Athletic Training Program follows the CSU Pueblo University policy on Credit Hours to determine clinical hours per clinical course. As per the University Credit Hours: section E. Procedures, Clinical Integration Courses fall under the ‘Other Courses’ determination. Because courses AT 510, AT 520, AT 540, and AT 550 are in settings with varied clinical exposure on a day-to-day basis students earn 75 hrs per credit hour. Clinical Integration Course AT 530 uses a medical clinic based facility with ongoing patient care and educational interactions. In addition students complete a patient education based project, which reduces the clinical equivalent hours to 50hrs / credit hour.

The Coordinator of Clinical Education (CCE) and the Program Director review clinical course objectives and components to ensure that course credit hours reflect student learning time and effort in each course.

Clinical Hours Policy

The schedule is to be based around the preceptor's responsibilities and assigned clinical duties, and the student's class schedule. The AT Program's expectation is that the student is only present when a preceptor is present and their class schedule allows. Students are referred to the CAATE Standards for Accreditation regarding direct supervision during the delivery of athletic training services.

Travel to and from clinical sites, practices, or events does not qualify as clinical experience. Semester work schedules are to be signed by your preceptor and turned in to your practicum clinical education coordinator during the second academic week. It is noted that schedules are tentative and understood that weather and other practice changes are outside the control of preceptors. Students however cannot be expected to miss academic courses to attend practices. **Late schedules will result in suspension from your clinical assignment until a completed and signed schedule is submitted.**

Procedures for Establishing and Monitoring Clinical Hours.

1. In first or preceding week of clinical experience rotations a clinical schedule will be established according to guidelines of the Clinical Integration Course enrolled. Schedules are due for each rotation as assigned through the Clinical Integration Course Schedule.
 - a. Clinical education is the priority after didactic courses and **before work, athletics, and other personal activities.**
2. A clinical week will always be monitored from a Monday (first day of the semester) to Sunday.
 - a. Students must submit clinical hours within one week of completion in order for them to be approved by preceptors. Preceptors may allow for 1 warning for non-appropriate clinical hour recording, but should mentor the student into daily recording of time.
 - b. Preceptors will approve clinical hours on the Monday of each following week of the clinical rotation. During this time preceptors should *decline approval* for hours not appropriately submitted. These hours are noted but will not be applied to the clinical hour total for the course/rotation.
 - c. 'Hour Overages' are based on rotation or monthly, depending on the clinical integration course. These are monitored by the CCE with time reduced in the next rotation, and notations for the preceptor.
 - i. This will be the only warning for over maximum weekly hour limits.
 - ii. When a second time overage for a student is noted with the same preceptor the student will be moved to a different clinical preceptor and contract terminated.
 - iii. Repeat time overages by the same preceptor with different students will result in loss of student assignments until additional preceptor development is completed.

3. The students must complete the minimum assigned clinical experience hours assigned to each course within the given schedule time *or retake the course*. The clinical component of the course will be determined based on scaling clinical hours on a minimum 80% to maximum 100%.
 - a. Only highly extenuating circumstances will be considered for an incomplete grade.
4. Students should attempt to complete all clinical hours with their assigned preceptor/preceptor schedule. All athletic training students may have opportunity to help out with additional clinical responsibilities as they arise (e.g., tournaments). These clinical opportunities should be balanced within the clinical rotation. Additional opportunity should not lead to performing greater than the maximum clinical hours per rotation.
 - a. Team Travel is a privilege and an extraordinary experience. Students offered a travel opportunity are expected to take advantage of this and every opportunity for team travel.
 - b. It is the student responsibility to keep track of clinical hours and to work with their preceptor on scheduling. In situations of under scheduling of hours, the CEC should be informed as soon as possible to facilitate additional hours with the preceptor or other arrangements as necessary.
5. Counting and recording clinical hours.
 - a. Clinical hours completed prior to the academic semester, **with permission of the Coordinator of Clinical Education (CCE), may be recorded for course semester hours**; however, hours **are not** subject to hour maximum limits unless a direct course component.
 - b. Clinical hours may be completed during university breaks (Thanksgiving / Spring Break weeks) **with permission of the CCE**
 - c. **Travel to and from clinical sites, practices, or events does not qualify as clinical experience, and should not be included as clinical time.**
 - d. The recording log for Athletic Training Clinical Experience hours is the Typhon system.
 - i. Date, time-in, time-out, preceptor, and specific assignment (sport, clinic, rehab etc.) need to be recorded for each entry. *Incorrect entries should be declined for corrections.*
 - ii. Recording of clinical hours is to be completed daily. Non-compliance with this requirement will result in clinical experience hours being declined and not counted toward the total course hour requirement.
6. Students should arrange clinical hours, such that the most educational / clinical experience benefit is obtained during each session. All aspects of the Athletic Training profession should be appreciated, but focus on the Clinical Skill Assessment content for the given semester is a priority (i.e. – rehabilitation assessments should be scheduled during rehabilitation hours, etc.)
7. **Logging of Patient Cases.**
 - a. Student should use the Typhon Case log, to record clinical cases each week that related lower extremity evaluation/rehabilitation, and/or those that demonstrate competence toward clinical competence aspects associated with this course (see Course Objectives & Educational Competencies). Students should log into their Typhon account and become familiar with the structure of the Case Log Option with a focus on Rehabilitations and Acute Condition Evaluations. Case logs should include student's written HOPS (or SOAP) taken during the initial evaluations and patient interactions. These should be uploaded into Typhon (external documents). These can be uploaded weekly, but no more than 1 week at a time. Required case logs requirements are based on clinical

- integration courses and required amount increases as student progress though the program.
- b. This is an ALL or NOTHING assignment. If you meet the requirements you receive 100 points if you do not you receive 0 points.
 - c. Student has a chance to obtain extra patient cases during the clinical rotation. The student will be receive 2% increase on your clinical component grade for every additional completion of weekly minimum for assigned course. For example, if the student completed the minimum hours that's 80% of assigned clinical points. If the weekly requirement is 3 and the student completes 15 extra case logs that will add 10% to clinical hours. This will bring the student from 80% to 90% of assigned clinical hour points.

Clinical Fieldwork Hour Notes

1. All athletic training students may have opportunity to help out with additional clinical responsibilities as they arise (e.g., tournaments). These opportunities should be cleared with the Coordinator of Clinical Education BEFORE additional coverage is performed.
2. Team Travel is a privilege and an extraordinary experience. It is encouraged that students take advantage of every opportunity for team travel, as preceptors work hard to gain this opportunity for each athletic training student, keeping in mind that it is not always within budgetary constraints to take additional people on trips. Hours spent during travel (bus, plane, van, etc.) and or hotel, does not count towards clinical experience hours. Only time spent performing athletic training related duties counts toward clinical fieldwork experience time.
3. Students are not required to complete clinicals during times the University is officially closed due to weather/holidays. Students are also not required to complete clinical hours during final exams week. Exceptions to this policy must be approved by the Coordinator of Clinical Education.

Athletic Training Student Class Absentee Due to Clinical Education

A part of the athletic training student's coursework consists of clinical education. Clinical education consists of practicum and field experience courses. The majority of the field experiences courses consist of assisting the certified athletic trainers with coverage of CSU Pueblo Athletic Events, high school athletic events in Colorado Springs and Pueblo, and other Clinical Affiliations. This is a requirement of the education program. There will be times the athletic training student will be absent from classes due to providing event coverage with their clinical preceptor. Refer to CSU Pueblo 2023-2024 Catalog: <https://catalog.csupueblo.edu/academic-policies/attendance/>

The Athletic Training Program will only allow a student to miss a single class no more than four times. It is the athletic training student's responsibility to keep track of their class absences and keep their clinical preceptor informed of this number. The program director may excuse the athletic training student from event coverage due to academic reasons and etc.

The athletic training student needs to eliminate the absences from classes wherever possible. In the event the athletic training student is going to be absent from class(es) due to event coverage it is the student's responsibility to obtain an academic excuse letter from the program director, complete it with their clinical preceptor and give it to the instructors of all classes he/she will be missing. The academic excuse form must be given to the instructor before the absence occurs. All information, quizzes, exams are the responsibility of the athletic training student to make up.

Weather Cancellation Policy

If CSU Pueblo's classes are cancelled or the University is closed, classes and therefore your clinical hours are also canceled at local clinical sites. Students should remain home and not risk his/her health or safety by attempting to travel to campus, the University is closed for a reason. The decision to close the University due to inclement weather will be made by the University before 6 a.m. for a daytime closure or delay and 3 p.m. for an evening closure or delay. Closure announcements are posted instantaneously online at <http://www.csupueblo.edu>, local media television or radio stations. The University Emergency Alert System is a voluntary, free-of-charge service that students can choose to register his/her personal cell phone. In the event of an emergency or unexpected closing of the University, a text message will be sent to all enrolled cell phones. Text messages will be sent only to alert you to emergency situations in which there is an imminent threat to public safety, unexpected closure, or during scheduled tests.

<https://www.csupueblo.edu/campus-safety/emergency-closures.html>

Active Communicable or Infectious Disease Policy

Athletic Training students are at a small but real health risk during their clinical experiences. They may frequently come into contact with athletes/patients who are ill with potentially infectious illnesses, and they are often required to tape or bandage wounds that present the potential for contact with blood borne pathogens. As well, athletic training students who are ill with an infectious illness may present a health risk to athletes/patients. The CSU Pueblo Athletic Training Program (AT Program) aim is to prevent disease exposure to staff, athletic training students, and patients/student-athletes.

Athletic training students and AT Program faculty/staff must use universal precautions to limit the exposure to blood borne pathogens. OSHA blood borne pathogen training will be conducted annually for athletic training students at the beginning of each fall semester. Hepatitis B

vaccinations are available through the student health service at a reasonable cost to the athletic training students.

Athletic Training students must realize that ill health care workers present some risk to the athlete/patients they treat and with whom they may come in contact with. To limit this risk the following steps will be followed:

1. If an athletic training student is ill, the student will be examined by a physician (or licensed health care provider) of his/her choice (which may include the AT-Program Medical Director or University Health Services). The physician will determine the appropriate treatment and the amount of time the student will be absent (if applicable) from their clinical experiences. Be sure to inform the physician of your clinical responsibilities. These guidelines are designed to provide for the uniform reporting of diseases of public health importance within the community, in order that appropriate control measures may be instituted to interrupt the transmission of disease, and will be followed by the CSU Pueblo Athletic Training Program.
2. If it is determined that the athletic training student may have a potentially infectious illness, he/she will be asked to relate that information to their Preceptor and the AT Program Director before their next scheduled clinical experience.
These illnesses/ diseases may include but not limited to the following: Conjunctivitis (pink eye), Coronavirus, Diarrhea, Diphtheria, Enterovirus infections, Febrile (fever), Hepatitis A, B and/ or C, Herpes Simplex, HIV, Influenza, Measles, Meningococcal infections, Mumps, Pediculosis (lice), Pertussis (Whooping cough), Rubella, Scabies, Staphylococcus aureus (MRSA), Streptococcal infection, Tuberculosis, Varicella (chicken pox), Zoster (shingles) and viral respiratory infections..
3. The AT Program Director/Coordinator of Clinical Education, in consultation with AT Program Medical Director, will determine if the athletic training student requires further physician (or other related licensed health care provider) consultation/examination before he/she returns to their clinical experiences. The physician may schedule an examination, bar the athletic training student from reporting to their clinical experience, or permit the athletic training student to report back to their clinical experience.
4. The AT Program Director/Coordinator of Clinical Education, staff/faculty and/or Preceptor may require that an athletic training student who appears ill, be examined by a physician (or other licensed health care provider) of the athletic training students choosing.
5. A physician (or licensed health care provider) must examine athletic training students who miss any clinical experience time due to infectious illness before they are allowed to resume their clinical experiences. Written documentation of clearance to return must be provided to the AT Program Director/Coordinator of Clinical Education which the AT Program Medical Director must be in agreement with.

**student's signature require prior to start of each Academic Year*

Blood-borne Pathogens Policy

1. All athletic training students are encouraged to receive a Hepatitis B Virus (HBV) vaccination. HBV is a major cause of viral infection that may lead to liver damage, liver cancer, and even death. Each year it is estimated that 200,000 people become infected with the virus and about 1.25 million people in the United States have chronic HBV. Documentation for HBV vaccination completion will be required for athletic training students to start the program.
2. If the athletic training student chooses to decline the vaccination, a written waiver form must be completed and attached to the Physician's Exam Form. Waiver forms may be obtained from the Program Director. All Waiver forms must be signed, dated, and cosigned by a witness. **Athletic Training Students who decline the vaccination may be at greater risk of contracting Hepatitis B through contact with infected bodily fluids.**
3. Blood-borne Pathogens are pathogenic microorganisms that can potentially cause disease and are present in human blood and other bodily fluids, including semen, vaginal secretions, cerebrospinal fluid, synovial fluid, and any other fluid contaminated with blood. The two most significant blood-borne pathogens are HBV and HIV.
4. All athletic training students must receive annual Blood-borne Pathogen training prior to beginning their clinical education in the Colorado State University Pueblo Athletic Training Program. Additional training is required on a yearly basis. This training will take place at the beginning of the fall semester.
5. When handling a Blood-borne Pathogen the athletic training student must practice universal precautions as described by the Occupational Safety and Health Administration (OSHA).- *"all human blood and other body fluids are treated as if known to be infectious for HIV, HBV and other Blood-borne Pathogens"*. The following guidelines must be adhered to in the athletic training room and practice sites:
 - i. Protective Latex or Nitrile Gloves should be carried at all times when covering practice and games.
 - ii. Sterile Gauze should be carried at all times when observing practices and games.
 - iii. Gloves must be worn at all times when you may come in contact with a blood-borne pathogen, including the use of a sharp instrument for blister care.
 - iv. At all practices and games, available equipment for handling blood-borne pathogens must be available. A blood-borne pathogen kit should be made available to both teams at all athletic contests.
 - v. Gloves and soiled garbage should be disposed of in the biohazard receptacle located in the taping room. *Do not throw sharps into the biohazard receptacle.* Soiled

- garbage at the athletic fields must be disposed of in a red biohazard bag and brought to the athletic training room for disposal in the biohazard receptacle.
- vi. All sharp instruments must be disposed of in the sharps container located in the athletic training rooms.
 - vii. Soiled athletic clothing must be disinfected. Hydrogen Peroxide is not a disinfectant. Appropriate products are provided in the athletic training rooms.
 - viii. Soiled flooring and tables should be disinfected immediately following the contamination.
 - ix. Soiled laundry must be washed in hot water (159.8°F) for at least 25 minutes using a detergent that deactivates the HIV and HBV viruses.

6. Blood-borne Pathogen Kit Contents

Affiliated clinical sites may differ in specific kit items, but generally, a Blood-borne Pathogen Kit contains the following items

Hydrogen Peroxide	Disinfectant Spray	Sterile Gauze
¾" Adhesive Bandages	1" Adhesive Bandages	Fingertip Adhesive Bandages
Knuckle Bandages	Andover Powerflex Tape	Nasal Plugs
Pre Wrap	3" Lightplast	Gloves
Biohazard Waste Disposal Bags	Telfa Adhesive Dressings	Steri-Strips

Exposure Response Procedure

Take the following steps in the event of a needle-stick or other direct contact with blood or a body fluid to which universal precautions apply.

1. Wash the exposed body sight immediately with soap and large quantities of water. If exposure is to the eyes, use an eyewash station to rinse eyes with large amounts of water.
2. Notify your assigned clinical preceptor.
3. Complete the required exposure incident report. Turn the report into the Athletic Training program director. The exposure follow-up record, identification, and documentation source individual form will be completed by the Athletic Training Program Director.
4. The source material should try to be obtained and, if possible, tested for the presence of HIV and HBV.
5. You have the option of having your blood drawn by a healthcare professional or Dr. Moya (AT Program, Medical Director), If you give voluntary consent to HBV/HIV antibody

testing, the testing will take place as soon as possible (within 48 hours). If you do not give voluntary consent for HBV/HIV antibody testing the specimen will be stored for 90 days. You may opt for HBV/HIV antibody testing at any time within those 90 days.

6. If testing takes place and the results for HIV are seronegative, the test should be repeated at 6 weeks, 12 weeks, and at 6 months.
7. Contact your healthcare professional or Dr. Moya (AT Program, Medical Director), to determine possible need for an HBV vaccination or booster shot.
8. Counseling is available from your healthcare professional or Dr. Moya (AT Program, Medical Director), to understand the risk of infection and to make decisions regarding the protection of personal contact.
9. The AT Program will provide your healthcare professional with the following information for review:
 - a. A copy of the 1910.1030 occupational blood-borne pathogen exposure standard regulation
 - b. A description of your duties as they relate to the incident
 - c. Documentation of the routes of exposure and circumstances under which exposure occurred
 - d. The results of the source individuals blood testing, if available.
 - e. All medical records relevant to the appropriate treatment, including your vaccination status.
10. Your healthcare professional will provide you with a written opinion within 15 working days after the completion of the evaluation.

Most reported seroconversions have taken place within 6-12 weeks. You should take proper precautions during the initial 12 weeks, to prevent the possible transmission of HIV to others. The CDC and the Surgeon General recommend proper precautions to include:

- Do not donate blood or plasma.
- Inform potential sex partners of possible exposure, so that adequate precautions can be taken.
- Avoid pregnancy.
- Inform physicians, dentists, and other healthcare workers, if potential exposure, when seeking medical care, so that proper precautions may be taken.
- Clean up and disinfect any spills of your blood or bodily fluids.
- Refrain from sharing any items that may be contaminated with blood, such as razors or toothbrushes.

Medical Information Confidentiality Policy

“Confidential Health Care Information” is defined as all information relating to a patient’s health care history, diagnosis, condition, treatment, or evaluation obtained from a health care provider or staff person in contact with a patient. It is the responsibility of the Athletic Training Program through all of its students, to safeguard the medical information on each patient, whatever form the information may come to knowledge (i.e., medical records, billing slips, appointment schedules, verbal, etc.).

All information regarding a patient’s medical conditions and treatments is confidential. This privileged information shared between them represents the essence of the special relationship between the patient and the health care provider, and as such, the information in the patient’s records, appointment logs, billing office, etc., must be protected from unauthorized disclosure.

As an athletic training student whose clinical experiences require working with confidential health care information, following shall apply:

- **The student shall read a medical record only as his/her position requires it;**
- **The student shall use this information only as his/her position requires it;**
- **The student may discuss the information only as his/her position requires it;**
- **The student must treat all such information impersonally as part of the day’s work.**

As a student working directly with confidential health care information, I have been made aware by my supervisor that there are regulations pertaining to the confidentiality of health care information, and under no circumstances shall any information leave the premises either written or verbally, concerning any patient without that patient’s written informed consent.

I understand and agree that in the performance of my duties as an athletic training student of CSU Pueblo I will hold all health care information in confidence and that violation of this confidentiality will result in disciplinary action (in accordance with program policy), as well as outside civil and/or criminal penalties, up to and including fine and/or imprisonment.

**Student’s signature will be required prior to start of academic year*

Student Support

Withdrawal Policies

Program Withdrawal

An athletic training student that decides to withdraw from the Athletic Training Program must inform the Program Director in writing of their decision to do so, which will be placed in their curriculum file.

Total Withdrawal from CSU Pueblo

An athletic training student considering withdrawal from the university needs to meet with the Program Director immediately. The criteria and procedure for withdrawing from Colorado State University Pueblo can be found at: <https://catalog.csupueblo.edu/academic-policies/course-withdrawal/#totalwithdrawaltext> or <https://www.csupueblo.edu/student-financial-services/general-policies/index.html>

Academic Dishonesty Policy

<https://catalog.csupueblo.edu/academic-policies/academic-conduct/>

Grade/Academic Appeal

Procedures for grade appeals are located in the University Catalog:

<https://catalog.csupueblo.edu/academic-policies/grading-system/#appealstext>

Student Grievance Policy

<https://www.csupueblo.edu/campus-life/student-complaint-form.html>

Sexual Harassment, Non-Discrimination Policy, and Disabilities Act

CSU Pueblo's Policy on Title IX, Sexual Harassment and Gender Discrimination, Policy on Discrimination, Protected Class Harassment and Retaliation, and Policy Americans with Disabilities Act can be found via:

[Policies and Procedures | Policies and Procedures | CSU Pueblo](#)

The Athletic Training Program abides by the university non-discrimination policy and the School of Health Sciences and Human Movement Inclusion Statement.

Disability Resource & Support Center

The Disability Resource & Support Center offers classroom accommodations. Once documentation of a disability is received, the student meets with the Disability Resource Coordinator to determine appropriate accommodations. Services Include:

- Classroom Accommodations
- Adaptive Technology Lab
- Testing Accommodations
- Advocacy/Support

To Access Services:

1. Self-Identify to Disability Resource Coordinator as a student with a disability.
2. Provide documentation of disabilities.
3. Meet with Disability Resource Coordinator.
4. Request reasonable accommodations.

For more information, visit: <https://www.csupueblo.edu/disability-resource-and-support-center/index.html>

Contact Information

Justin Hinker, Director
Disability Resource & Support Center
Colorado State University Pueblo
Occhiato Student Center, Suite 104
Phone: 719.549.2648
Email: justin.hinker@csupueblo.edu

Other links

Athletic Trainer Practice Act 2017

<https://law.justia.com/codes/colorado/2017/title-12/health-care/article-29.7/>

<https://caate.net/>

Standards: [Standards and Procedures Professional Programs.pdf \(caate.net\)](#)

BOC standards of Professional Practice

<https://bocatc.org/wp-content/uploads/2024/01/SOPP-2024.pdf>

Appendix

a.

Colorado State University Pueblo
Human Health Sciences and Human Movement
Masters of Science in Athletic Training

Athletic Training Student Write-up for Inappropriate Clinical Performance/Behavior

Athletic Training Student _____ Today's Date _____

Preceptor _____ Rotation _____ Incident Date _____

Inappropriate Performance/Behavior *(Include all the important details)*

Plan of Action *(How performance/behavior will be corrected)*

As the student, I understand that should my performance/behavior not be corrected that I will next be required to meet with the Coordinator of Clinical Education and the Athletic Training Program Director and could face dismissal from the program.

This inappropriate performance/behavior was discussed with the AT student on

Athletic Training Student Signature/date

Preceptor Signature/date

Coordinator of Clinical Education Signature/date

Program Director Signature/date

1 copy to be given to the student; 1 copy to be kept in student file; 1 copy to be sent to preceptor of record