Athletic Training Program Handbook

(Policies and Procedures Manual)

Revised January 2019
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. Additional information regarding student life and university policies can be found in the University Catalog. [https://www.csupueblo.edu/catalog/index.html](https://www.csupueblo.edu/catalog/index.html) and the university AT Program website. [https://www.csupueblo.edu/exercise-science-health-promotion-and-recreation/athletic-training/index.html](https://www.csupueblo.edu/exercise-science-health-promotion-and-recreation/athletic-training/index.html). The department 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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Director, Athletic Training Program  
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Pueblo, CO 81001  
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roger.clark@csupueblo.edu  
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# Table of Contents

Accreditation .......................................................................................................................... 5  
Organizational Structure ........................................................................................................ 6  
Program Directory .................................................................................................................. 7  

**Colorado State University Pueblo** ................................................................................... 8  
History, Vision, Mission ........................................................................................................... 8  
Exercise Science, Health Promotion and Recreation Department ........................................... 8  

**Athletic Training Program** ............................................................................................... 9  
Mission ..................................................................................................................................... 9  
Program Objective & Student Learning Outcomes ................................................................. 9  
Program Admission ............................................................................................................... 11  
Program Application Criteria and Procedures ....................................................................... 12  
Associated Fees and Costs ...................................................................................................... 13  
4-Year Academic Plan ........................................................................................................... 14  
Academic Planning Sheet ......................................................................................................... 15  
Advising Sheet ......................................................................................................................... 16  
Immunizations .......................................................................................................................... 18  
Technical Standards for Admission ....................................................................................... 19  
Transfer Policy & Residency ................................................................................................... 21  
Retention Criteria ................................................................................................................... 21  
Academic/Clinical Probation Policy ......................................................................................... 22  

**Clinical Education Policies and Procedures** .................................................................... 23  
Program Clinical Expectations ............................................................................................... 24  
Professionalism & Professional Attire .................................................................................... 24  
Clinical Education Supervision Policy ................................................................................... 26  
AT Write-up for Inappropriate Clinical Performance/Behavior ............................................. 27  
Clinical Hours Policy .............................................................................................................. 28  
Class Absentee & Weather Cancelation Policy ....................................................................... 30  
Active Communicable/Infectious Disease Policy ................................................................... 31  

3
<table>
<thead>
<tr>
<th>Policy Area</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blood-borne Pathogens Policy</td>
<td>33</td>
</tr>
<tr>
<td>Exposure Response Procedure</td>
<td>35</td>
</tr>
<tr>
<td>Medical Information Confidentiality Policy</td>
<td>37</td>
</tr>
<tr>
<td>Preceptor Information</td>
<td>38</td>
</tr>
<tr>
<td><strong>Student Support</strong></td>
<td>39</td>
</tr>
<tr>
<td>Withdrawal Policies</td>
<td>39</td>
</tr>
<tr>
<td>Academic Appeal</td>
<td>39</td>
</tr>
<tr>
<td>Student Grievance Policy</td>
<td>39</td>
</tr>
<tr>
<td>Disability Resource &amp; Support Center</td>
<td>39</td>
</tr>
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The CSU-Pueblo Undergraduate Athletic Training Program obtained its initial Commission on the Accreditation of Athletic Training Education (CAATE) accreditation in 2004 and is currently accredited through 2019.

“The AT Program is undergoing the Substantive Change process to move the program to the master’s degree level. The MS in AT Program is scheduled to begin Summer 2019. Submission of the substantive change document does not guarantee that the program will become an accredited master’s degree level program. Students that graduate from the program prior to accreditation WILL NOT be eligible to sit for the credentialing examination for athletic trainers and will not be eligible for licensure in most states.”
CSU-Pueblo Athletic Training Program Organizational Structure

President
(Dr. Timothy Mottet)

Provost
(Dr. Mohamed Abdelrahman)

Dean
(Dr. Sylvester Kalevella)

Department Chair
(Dr. Carol Foust)

Program Director
(Dr. Roger Clark)

Visiting Clinical Instructor
(Colleen Conroy)

Clinical Coordinator
(Dr. Marie Pickerill)

Visiting Assistant Professor
(Laura Clark)

Clinical Preceptors

- Shelby Bley
  Pueblo County HS
- Monica Ewert
  Cheyenne Mountain HS
- Brittany Nielsen
  Mesa Ridge HS
- Hazel Reyes
  Coronado HS
- John Salvatore
  Fountain Ft. Carson HS
- Patrick Dahmen
  Widefield HS
- Nancy Moya, M.D.
  Family Care Specialists
- Tessa Boccmuni
  CSU-Pueblo

- Christina Shepard
  CSU-Pueblo
- Devin Hart
  CSU-Pueblo

- Blake Pollema
  CSU-Pueblo
- Sara Meyer
  CSU-Pueblo
# Athletic Training Program Directory

<table>
<thead>
<tr>
<th>Title</th>
<th>Name</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dean of College of Education, Engineering and Professional Studies</td>
<td>Dr. Sylvester Kalevela</td>
<td>719-549-2696</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:sylvester.kalevela@csupueblo.edu">sylvester.kalevela@csupueblo.edu</a></td>
</tr>
<tr>
<td>Chair of Exercise Science, Health Promotion and Recreation Department</td>
<td>Dr. Carol Foust</td>
<td>719-549-2337</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:carol.foust@csupueblo.edu">carol.foust@csupueblo.edu</a></td>
</tr>
<tr>
<td>Program Director</td>
<td>Dr. Roger Clark</td>
<td>719-549-2530</td>
</tr>
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<td></td>
<td></td>
<td><a href="mailto:roger.clark@csupueblo.edu">roger.clark@csupueblo.edu</a></td>
</tr>
<tr>
<td>Clinical Education Coordinator</td>
<td>Dr. Marie Pickerill</td>
<td>719-549-2347</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:mariepickerill@csupueblo.edu">mariepickerill@csupueblo.edu</a></td>
</tr>
<tr>
<td>Visiting Clinical Instructor</td>
<td>Colleen Conroy</td>
<td>719-549-2731</td>
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<td></td>
<td></td>
<td><a href="mailto:colleen.conroy@csupueblo.edu">colleen.conroy@csupueblo.edu</a></td>
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<tr>
<td>Visiting Assistant Professor</td>
<td>Laura Clark</td>
<td>719-549-2807</td>
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<tr>
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<td></td>
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<tr>
<td>Assistant to the Director</td>
<td>Makenna Linn</td>
<td>719-549-276</td>
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<td></td>
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<td><a href="mailto:makenna.linn@csupueblo.edu">makenna.linn@csupueblo.edu</a></td>
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<tr>
<td>Preceptor (Pueblo County High)</td>
<td>Shelby Bley</td>
<td>719-251-3631</td>
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<tr>
<td></td>
<td></td>
<td><a href="mailto:sbley@district70.org">sbley@district70.org</a></td>
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<tr>
<td>Preceptor (CSU-Pueblo)</td>
<td>Tessa Boccumini</td>
<td>719-549-2431</td>
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<td></td>
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<td><a href="mailto:tessa.boccumini@csupueblo.edu">tessa.boccumini@csupueblo.edu</a></td>
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<tr>
<td>Preceptor (Cheyenne Mountain High)</td>
<td>Shaun Carmody</td>
<td>719-499-0981</td>
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<td></td>
<td><a href="mailto:carmody@cmsd12.org">carmody@cmsd12.org</a></td>
</tr>
<tr>
<td>Preceptor (Widefield High)</td>
<td>Patrick Dahmen</td>
<td>719-322-4918</td>
</tr>
<tr>
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<td></td>
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<tr>
<td>Preceptor (Fountain Fort Carson)</td>
<td>Monica Ewert</td>
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<tr>
<td>Preceptor (CSU-Pueblo)</td>
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<td></td>
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<td>Preceptor (CSU-Pueblo)</td>
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<td></td>
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<tr>
<td>Preceptor (CSU-Pueblo)</td>
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<td><a href="mailto:navyfp@comcast.net">navyfp@comcast.net</a></td>
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<tr>
<td>Preceptor (Mesa Ridge High)</td>
<td>Brittany Nielsen</td>
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<tr>
<td>Preceptor (CSU-Pueblo)</td>
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</tr>
<tr>
<td>Preceptor (Coronado High)</td>
<td>Hazel Reyes</td>
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</tr>
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<td></td>
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<tr>
<td>Preceptor (Fountain Fort Carson)</td>
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<tr>
<td></td>
<td></td>
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</tr>
<tr>
<td>Preceptor (CSU-Pueblo)</td>
<td>Christina Shepard</td>
<td>616-717-3992</td>
</tr>
<tr>
<td></td>
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<td><a href="mailto:christina.shepard@csupueblo.edu">christina.shepard@csupueblo.edu</a></td>
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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

Colorado State University-Pueblo will enhance its reputation as a premier comprehensive regional university that offers a wide range of undergraduate degrees as well as specialized graduate degrees. As a federally designated Hispanic Serving Institution, CSU-Pueblo is committed to maintaining university accessibility which reflects southern Colorado’s culturally and ethnically diverse student body, including first generation students. We will do so by offering excellent academics, affordable education, transformative opportunities, and supportive student life. CSU-Pueblo will be distinguished by the integration of the liberal arts and sciences with professional preparations as well as an emphasis on experiential education that reflects skills and competencies needed in a global society.

Mission Statement

Colorado State University-Pueblo is committed to excellence, setting the standard for regional comprehensive universities in teaching, research and service by providing leadership and access for its region while maintaining its commitment to diversity.

Exercise Science, Health Promotion and Recreation Department

Mission Statement

The mission of the Department of Exercise Science, Health Promotion and Recreation is to prepare students for professional positions and leadership roles in Athletic Training and Exercise Science, Health Promotion, Recreation, and Strength and Conditioning through experiential educational opportunities that promote healthy lifestyles. The EXHPR department awards two degrees:

- A Bachelor of Science degree in Athletic Training (AT)
- Or
- A Bachelor of Science degree in Exercise Science, Health Promotion and Recreation (EXHPR). The BS in in Exercise Science, Health Promotion and Recreation (EXHPR) program includes five emphasis of study:
  - General Exercise Science
Health Promotion
Physical Education K-12 Teacher Preparation
Recreation
Strength & Conditioning

Athletic Training Program

Mission Statement
The mission of the Colorado State University-Pueblo Athletic Training Program is to provide a comprehensive educational experience and a strong clinical foundation to prepare the undergraduate student to enter the allied health profession of athletic training.

Students will acquire experience and skills, which will enable them to demonstrate an understanding of the foundations of human kinetics, and the prevention, assessment, and immediate care, treatment, and rehabilitation of injuries/illnesses to the athletic and physically active.

Program Goals and Objectives

Goal One: Students will successfully complete the Board of Certification (BOC) exam.

Objectives:
- Meet CAATE requirement of a three year aggregate of 70% first time pass rate on BOC.
- Students’ average score per domain area is equal to or higher than 65%

Goal Two: Students will progress through the program to graduation and obtain employment in the profession of athletic training or enter related graduate school.

Objectives:
- Program retention rate will be at 90% per cohort.
- Program graduation rate will be at 90% on time graduation.
- Employment rate in athletic training related positions will be 80%.

Goal Three: Acquire knowledge, experience, and skills for successful completion of the Board of Certification (BOC) examination.

Objectives:
- 90% of students will earn a grade of B or higher in all 300-400 level AT courses.
- Senior students enrolled in AT 488 will score above a 65% on BOC Prep Test final exam and score above 65% in each domain area.
- Students enrolled in clinical courses will have a first-time pass rate on Clinical Integration Tasks (CIT’s) at 90%.
- 90% of students’ final semester clinical evaluations by preceptors will average of 80% or higher.

**Goal Four:** Students will participate in clinical education involving opportunities of real-time practice and application of the knowledge, skills and abilities (KSA’s) and professional behaviors of an athletic trainer.

Objectives:
- Students’ first-time pass rate on CIT’s will be 90%.
- 90% of students’ final semester clinical evaluations by preceptors will average of 80% or higher.

**Goal Five:** Students will complete their clinical education in a variety of patient populations and settings.

Objectives:
- All students will complete clinical experience with the following populations: male/female; DIV II collegiate/high school athletes/non-athletic per student assignment tables.
- All students will complete clinical experience involving team/non-team sports, sports involving protective equipment, orthopedic/non-orthopedic conditions and a surgical observation per student assignment tables.

**Goal Six:** Clinical sites will provide an adequate and safe facility for student learning.

Objectives:
- All clinical sites will receive an “adequate” to “good” rating on evaluated criteria on the annual Clinical Site Visit Form.

**Goal Seven:** Program will provide quality instruction both in didactic coursework and in clinical education.

Objectives:
- Graduation Survey (Q5) “I received quality instruction in?”: 80% rating of quality of instruction per domain area of “neutral” to “strongly agree”.
- Alumni Survey (Q5) “I received quality instruction in?”: 80% rating of quality of instruction per domain area of “neutral” to “strongly agree”.
- Preceptor and clinical site evaluations will be at an average of 80% or higher.
Athletic training faculty and clinical preceptors will attend at least one conference or workshop towards continuing education units (CEU’s) requirement.

**Program Admission**

The four year Athletic training Program consists of 2 years of pre-professional coursework, followed by two years of professional coursework. When a student is accepted into the University they are classified as an Athletic Training major. The professional coursework is defined as the upper division AT and the clinical education courses. Students must submit an application to the professional phase of the program during the Spring semester of their sophomore year.

The CSU-Pueblo Athletic Training Program is able to accept up to 20 qualified students each year. Complete applications must be submitted to the Program Director by March 1st. Each eligible candidate will complete an interview with the Program Director, AT faculty, and/or Preceptors. A final decision on a student’s application status is made after the interviews are complete and final grades from the Spring semester are obtained.

Applications are due on March 1st and decisions are made by May 15th. The student will receive a letter from the Program Director informing them of the final decision.

Candidates for the Athletic Training Program whose GPA or prerequisite course work does not meet the regular admission criteria may be granted conditional entry status for the first semester in the AT Program. Decisions on this are made on a case by case basis, and at the discretion of the AT Program Committee. At the end of the first semester in the AT Program, the conditional student’s performance, GPA, and grades are reviewed and a final decision is made regarding the student’s continued progress in the AT Program.

Students must achieve a grade of “B” or better in the following prerequisites and must maintain at least a 2.75 GPA on all college course work.

- AT 101 Introduction to Athletic Training
- AT 232 First Aid
- AT 233 Emergency Care
- AT 260 Care and Prevention of Athletic Injuries
- AT 279 Athletic Training Practicum I

Students must achieve a grade of “C” or better in the following prerequisites.

- BIOL 223/L Human Physiology & Anatomy I and Lab
- BIOL 224/L Human Physiology & Anatomy II and Lab
**Program Application Criteria and Procedures**

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

- Completion of the clinical education application
  - Application form obtained from Program Director
  - Applications and all materials, are **DUE** back to the Program Director by **March 1st**, or closest available Monday thereafter
- Completion of AT101, 232, 233, 260, 279, BIOL 223, 223L and BIOL 224, 224L
  - B Grade or higher in AT 101, 232, 233 and 260, 279
  - C Grade or higher in BIOL 223 & 223L, 224 & 224L
- An overall grade point average of 2.75 or higher
- A declared major in Athletic Training
- Proof of current First Aid and CPR/AED (Healthcare Provider/Professional Rescuer level)
- Completion of Technical Standards Document
- Letter of recommendation from a BOC Certified Athletic Trainer

After submission of application materials, students meeting qualifications will be invited for an interview.

- Complete interview with AT Program Director, AT Faculty, and/or Preceptors.

The Athletic Training Program faculty/staff will make the final decisions regarding acceptance into the program based upon the student's total rankings on the admission criteria and available slots in the program. All applying students will receive written notification from the Program Director indicating their acceptance or denial into the Athletic Training Program by May 15th. All decisions regarding acceptance are final. Students not accepted into the undergraduate program may apply to the Master of Science in Athletic Training upon its approval and completion of required prerequisites.

Upon acceptance into the Colorado State University-Pueblo Athletic Training Program, the following will be required:

- Overall GPA of 2.75 or higher
- Completion of a program approved physical exam
- Submission of vaccination records including Hepatitis B vaccination (or a Hepatitis B declination form)
- Submission of a Tuberculosis skin test (must be completed yearly)
- Provision of 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. Free – performed in conjunction with Fall Athletic PPE
   b. 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 SHC; cost dependent on personal insurance

5. CPR/FA Recertification
   a. American Red Cross - $27 at present through AT Program

4. Off Campus Clinical Assignment Travel Expenses
   a. Gas to and from site is provided by student (furthest site is $420-$510/semester averaging 25 mpg ranging from $2.50-$3.00/gallon)


CSU-Pueblo Athletic Training Course and Program Fees

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<tr>
<th>AT Courses</th>
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<tr>
<td>CPR/AED for the Professional Rescuer (AT 232, 234)</td>
<td>$30.00/semester</td>
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<td>AT 379 Athletic Training Practicum II</td>
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<td>AT Taping &amp; Prevention Equipment Program (AT 260, 279)</td>
<td>$15.00/credit hour</td>
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<tr>
<td>Athletic Training Field Experience (AT 419, 420, 421, 422)</td>
<td>$90.00/semester</td>
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<tr>
<td>488 BOC Test Prep</td>
<td>$30.00/semester</td>
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## Athletic Training Program
### Four year plan

**ACADEMIC PLANNING SHEET**

**B.S. ATHLETIC TRAINING**

**COLORADO STATE UNIVERSITY – PUEBLO**

**2018-2019 CATALOG**

**Roger Clark, Ph.D., ATC, Associate Professor and Director Athletic Training**

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**Ms Pamela Parrack, Administrative Assistant II – EXHPR**

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<tr>
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<td><strong>First Year</strong></td>
<td>AT 101: Introduction to Athletic Training*</td>
<td>AT 232: First Aid*</td>
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<td>EXHP 142: Personal Health</td>
<td>AT 260: Care &amp; Prevention of Athletic Injuries*</td>
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<td>EXHP 163L: Personal Health Lab</td>
<td>BIOL 113: Nutrition</td>
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<td>ENG 101: English Composition I</td>
<td>ENG 102: English Composition II</td>
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<td>MATH 121: College Algebra</td>
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<td>CIS 100: Intro to Word &amp; Windows</td>
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<td>CIS 103: PowerPoint &amp; Web Publishing</td>
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<td><strong>Second Year</strong></td>
<td>AT 233: Emergency Care in Athletic Training*</td>
<td>AT 237: Practicum in Athletic Training I*</td>
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<td>EXHP 222: Behavior Facilitation</td>
<td>EXHP 364: Kinesiology</td>
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<td>BIOL 224L: Human Physiology &amp; Anatomy II/Lab*</td>
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<td>BIOL 223-L: Human Physiology &amp; Anatomy I/Lab*</td>
<td>COME 103: Speaking &amp; Listening</td>
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<td>PSYCH 151: Human Development Or</td>
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<td>AT 330: Lower Extremity Evaluation</td>
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<td>AT 370: Practicum in Athletic Training II</td>
<td>AT 330: Clinical Pathology &amp; Assessment</td>
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<td>AT 419: AT Clinical Field Experience I</td>
<td>AT 469: Practicum in Athletic Training III</td>
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<td>PSYCH 205: Introduction to Sport Psychology</td>
<td>EXHP 344: Exercise Physiology</td>
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<td>AT 333: Functional Exercise Training</td>
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<td>AT 431: Therapeutic Exercise</td>
<td>AT 443: Administration in Athletic Training</td>
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<td>AT 479: Practicum in Athletic Training IV</td>
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*Prerequisites needed to apply in clinical education portion of program

**DISCLAIMER:** The Academic Planning Sheet is designed as a guide for students planning their course selections. The information on this page provides only a suggested schedule. Actual course selections should be made with the advice and consent of an academic advisor. While accurately portraying the information contained in the catalog, this form is not considered a legal substitute for that document. Students should become familiar with the catalog in effect at the time in which they entered CSU-Pueblo.
ACADEMIC PLANNING SHEET

B.S. ATHLETIC TRAINING

COLORADO STATE UNIVERSITY - Pueblo

2018-2019 CATALOG

General Education Requirements: 12 semester hours

- ENG 101: English Composition I (3) **
- ENG 102: English Composition II (3) **
- Mathematics Course (3)
- MATH 121: College Algebra (4) **
- Humanities Courses (9)
- COMR 103: Speaking and Listening (3) **
- History Course (3)
- Social Sciences Courses (6)
  - PSYCH 151: Human Development (3) **
  OR
  - PSYCH 100: General Psychology (3) **
  - Natural and Physical Sciences Courses (8) (2 courses with labs)
  - EXHDP 162: Personal Health (3) **
  - EXHDP 162A: Personal Health Lab (1) **
  - BIOL 223: Human Physiology & Anatomy I (3) **
  - BIOL 223L: Human Physiology & Anatomy Lab I (1) **

Course Completed elsewhere CSU-Pueblo equivalent

(Ex: English 101)

Required Major Courses: 50 Sem. Hours

- AT 101: Introduction to Athletic Training (2) **
- AT 252: First Aid (2) **
- AT 253: Emergency Care in Athletic Training (1) **
- AT 250: Care and Prevention of Athletic Injuries (3) **
- AT 279: Practicum in Athletic Training I (2) **
- AT 323: Functional Exercise Training (2)
- AT 330: Lower Extremity Evaluation (3)
- AT 331: Upper Extremity Evaluation (3)
- AT 332: Head, Neck, and Spine Evaluation (3)
- AT 339: Clinical Pathology and Assessment (3)
- AT 379: Practicum in Athletic Training II (1)
- AT 389: Practicum in Athletic Training III (1)
- AT 419: AT Clinical Field Experience I (3)
- AT 420: AT Clinical Field Experience II (3)
- AT 421: AT Clinical Field Experience III (3)
- AT 422: AT Clinical Field Experience IV (3)
- AT 430: Therapeutic Modalities (3)
- AT 431: Therapeutic Exercise (3)

Institutional Graduation Requirements:

- Total of 120 semester hours, minimum
- Complete a minimum of 40 semester hours in upper-division courses
- Overall cumulative grade point average of 2.00
- A minimum of 60 sem. hours must be earned from a four-year institution. Of these, a minimum of 30 sem. hours of credit must be earned in residence.
- Of the last 30 semester credits earned immediately preceding graduation, no more than 15 may be completed at other colleges or universities.
- All other requirements as specified in the Catalog.

Additional Major Graduation Requirements:

- Complete the major of study with a cumulative GPA of 2.75 or higher
- Earn a minimum grade of a “C” in all prerequisites and major courses
- Receive grades of no less than “B” in all AT courses
- Earn a cumulative of 2.0 or higher in required English and speech communication courses
- Acceptance into the major.

DISCLAIMER: The Academic Planning Sheet is designed as a guide for students planning their course selections. The information on this page provides only a suggested schedule. Actual course selections should be made with the advice and consent of an academic advisor. While accurately portraying the information contained in the college catalog, this form is not considered a legal substitute for that document. Students should become familiar with the catalog in effect at the time in which they entered CSU-Pueblo.

09/17/18
# Athletic Training Program
## Advising Sheet

## B.S. Athletic Training

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<th>Course Title</th>
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*Students must earn a B or better in all AT classes.*

## Other Required Courses (26 hrs)

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Every student must take at least 40 hours of upper level (300-400) courses.

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Advisement date: 

Signatures: 

Student: 

Advisor: 

Revised: 6/19/18 RC
**Immunizations**

All University students must have a copy of their immunization records on file with the Student Health Center.  ([https://www.csupueblo.edu/student-health-services/immunization-and-screening.html](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

*Strongly recommended:*  
- Meningitis
- Hepatitis A
Technical Standards for Admission

The Athletic Training Program at the 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 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.

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.

__________________________________________  _____________
Signature of Applicant  Date
Transfer Policy

At this time, the Colorado State University Pueblo Athletic Training Program will admit the last undergraduate program cohort in the Fall of 2018. This effectively ends an ability to transfer into the undergraduate Athletic Training Program. Students wishing to consider entering the Colorado State University Pueblo Master’s in Athletic Training Program are encouraged to review the program materials for admission to the 3+2 Athletic Training Master’s Program, or to consider the EXHPR – Pre-athletic Training Emphasis which will also allow for admission to the Master’s in Athletic Training Program via a 4-year baccalaureate option. For more information please refer to the 2018-2019 University Catalog.

Obtaining Residency

The criteria and procedure for obtaining Colorado State residency can be found in the University Catalog on page 24 (https://www.csupueblo.edu/catalog/_doc/Catalog2017-2018.pdf).

Retention Criteria

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

- Maintain a 2.75 or higher overall GPA
- Maintain 3.0 GPA in all athletic training professional phase (academic) courses with grades of no less than a B. A student earning a C in a course will be allowed to continue progressing academically, except for AT 379, 389, 479 and 489. Students earning less than a B in AT 379, 389, 479 and 489 will not be allowed to progress to the next practicum course nor the co-requisite clinical course until they repeat the course and earn no less than a B in the course, per pre-requisite course requirements. Not earning the grade in said courses will delay the student’s academic and clinical progression dependent on pre-requisite course requirements. The student must earn a grade of no less than a B on the second attempt. Failure to earn a B grade on the second attempt will result in dismissal from the program for the 2019 cohort*.

  * For Cohort 2020, due to the ending of the undergraduate program, there is no availability to repeat these courses, thus impacting the ability to graduate.

- Maintain Red Cross First Aid and CPR/AED Professional Rescuer Certifications
- Maintain a clear student conduct record related to academic performance in all classes
- Update tuberculosis skin testing and influenza vaccine annually in the Fall

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

- Successfully pass in sequence professional phase (clinical) courses, AT 419, 420, 421, and 422 with no less than a B-. Students earning less than a B- in AT 419, 420, 421 and
422 will not be allowed to progress to the next clinical course nor the co-requisite practicum course until they repeat the course and earn no less than a B- in the course, per pre-requisite course requirements. The student must earn a grade of no less than a B- on the second attempt. Failure to earn a B- grade on the second attempt will result in dismissal from the program for the 2019 cohort*.

* For Cohort 2020, due to the ending of the undergraduate program, there is no availability to repeat these courses, thus impacting the ability to graduate.

- Have no semester Development Plan level clinical concerns, nor cumulative Warning or Meeting level clinical concerns that warrant a Development Plan.
- Maintain the professional standards of conduct applicable to athletic trainers (https://www.nata.org/membership/about-membership/member-resources/code-ofethics). Furthermore, students are still expected to comport themselves with the University’s Code of Student Conduct (https://www.csupueblo.edu/student-affairs/_doc/student-code-of-conduct.pdf) and Policy on Discrimination, Protected Class Harassment, Sexual Misconduct, Intimate Partner Violence, Stalking, & Retaliation (http://csu-pueblo-policies.colostate.edu/policy.aspx?id=141).

**Probation Policy**

**Academic Probation**

An athletic training student will be put on program probation if:

- GPA in all athletic training professional phase (academic) is less than 3.0
- Overall GPA is less than 2.75
- Receive less than a B in academic classes, or less than a B- in clinical courses

They will receive written notification from the Program Director, in the form of an attached letter sent to the student’s university email address, 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. The student must not have any academic student conduct issues during the probation semester. The athletic training student will be dismissed from the program if they have not met the retention criteria by the end of the probation semester or the end of the semester that the course is retaken. The student will receive written notification from the Program Director of their dismissal from the program.

**Clinical Probation**

An athletic training student will be put on program probation if any of the clinical retention criteria is not maintained. During clinical experience students are expected to follow Program Clinical Expectations (refer to page 24). 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 clinical coordinator, 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 Fieldwork 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 Fieldwork 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 fieldwork experience may be subject to discipline by the University, as well as removal from their fieldwork experience.

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/membership/about-membership/member-resources/code-of-ethics)
- conduct themselves in accordance with the University Student Code of Conduct (https://www.csupueblo.edu/student-affairs/_doc/student-code-of-conduct.pdf)
- 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 high school) shirts
- Pants – “Docker/Cargo” style (navy, black, khaki, or gray) or “professional” sweat pants/wind pants (NO cotton jersey-type sweat pants).
- 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 athletes 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.

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 and the Colorado AT Practice Act. 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 or and representative for the University, therefore the highest professional standards are expected.
Colorado State University – Pueblo
Athletic Training Program

AT 419, 420, 421, & 422 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.

If you understand and agree to the above policy please sign and date.

__________________________       ________________
Athletic Training Student Signature       date       Preceptor/Supervising ATC       date

__________________________
Athletic Training Student (print)
Colorado State University - Pueblo

Athletic Training Program

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______________________ Date

________________________________________
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
Clinical Hours Policy

As per the 3 credit hours assigned AT 419, AT 420, AT 421, and AT 422, the preceptor and athletic training student will compose a detailed schedule establishing a projected weekly clinical hour expectations for the semester (target 18 hrs./wk.). A minimum of 136 hrs. and a maximum of 280 hrs. of clinical field experience should be completed during a 14 wk. semester. The schedule is to be based around the preceptor’s responsibilities and assigned clinical duties, and the student’s class schedule. As per current Accreditation Standards, students are required 1 day off in every 7-day period. The AT Program’s expectation is that the student is only present when the preceptor is present and the student’s class schedule allows. Students are referred to the CAATE Standards for Accreditation regarding direct supervision during the delivery of athletic training services (www.caate.net). This schedule, signed by your preceptor, is to be turned in to the Clinical Education Coordinator by Friday the first week of class of each semester. Late schedules will result in suspension from your clinical assignment until a completed and signed schedule is submitted, in addition to loss of credit for on-time submission of materials.

Procedures for Establishing and Monitoring Clinical Hours:

1. In first clinical week of the semester establish a clinical schedule (18 hrs./wk.) with preceptor, which is due the first FRIDAY of the semester to the Clinical Education Coordinator (CEC).
   a. Students should not participate in more than 20 hours per week. Clinical education is the priority after didactic courses and before work, athletics, and other personal activities.
2. The clinical week will always be monitored from a Monday (first day of the semester) to Sunday.
   a. Students must submit clinical hours by Sunday evening (8pm) of the clinical week.
   b. Preceptors will approve clinical hours on the Monday of each week of the semester for the prior week.
   c. Student and preceptor messaging on ‘Hour Overages’ will be sent on Tuesday for the prior clinical week to note any “under” or “over” clinical experience hours.
   d. Should student hours exceed the 20 hrs./wk. limits, it is expected that an equivalent hour reduction in clinical time be made for the immediate week (i.e. week 2, 22 hrs. reported; week 3, 18 hrs. maximum).
      i. This will be the only warning for over maximum weekly hour limits.
   e. When a second time overage of greater than 20 hrs./wk. occurs or the time overage is not corrected in the following week, the student will be moved to a different clinical preceptor to address the clinical time concern.
3. The student is required to complete a minimum of 136 hours over the 14 week semester; however, this is a minimum requirement to earn the lowest B percentage (83%) for clinical hours of the course (clinical hours account for 75% of the course grade). All students are required to earn a B grade or better in all AT courses (including “B-” for clinical courses); therefore, students should plan a clinical schedule that in conjunction with all other course requirements meets the grade requirement. Keep in mind week to week schedules will
change given the assigned sport event schedule, so some weeks you may be at 20hrs, while others it may be closer to 12hrs.

a. Failure to complete 136 hours of logged clinical time by the end of the semester will result in having to retake the class.

b. Completion of 136 hrs., does not guarantee a B level grade, as it comes in conjunction with successful completion of all course requirements (i.e. passing all CITs, CIT 1st time pass rate, submission of items on time, clinical evaluations, etc.).

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 weekly scheduled 20 hr. limit. Additional opportunity should not lead to performing more than 20 clinical hrs. in a week, nor be used to ‘make-up’ clinical time not performed or scheduled with the assigned preceptor.

a. Team Travel is a privilege and an extraordinary experience. Students when offered the opportunity to travel are expected to take advantage of this and every opportunity for team travel, as preceptors work hard to gain this opportunity for each athletic training student. Keep in mind that travel of additional people is not always within budgetary constraints of athletic programs at the high schools nor colleges/universities.

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 within 2 weeks to help 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 Clinical Education Coordinator (CEC), count toward course semester recorded hours; however these hours are not subject to hour maximum limits of the academic semester.

b. Clinical hours may be completed during university breaks (Thanksgiving / Spring Break weeks) with permission of the CEC, but do not count toward course semester clinical hours.

i. Additionally, hour maximum limits (20 hrs./wk.) are still in effect.

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.

ii. It is important to avoid vague identification of clinical experience in order to identify clinical needs of students.

iii. As noted above this should be done on a weekly basis. Non-compliance with this requirement will result in clinical experience hours not being counted toward overall course hour requirement for the course.

6. Students should work to arrange clinical hours, such that the most educational / clinical experience benefit can be obtained during each session. All aspects of the Athletic Training profession should be appreciated, but focus on the CIT content for the given semester is a
priority (i.e. – rehabilitation CITs should work to be scheduled during rehabilitation hours, etc.).

**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 2018-2019 Catalog, page 50) 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 students 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 cancelled. 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/csупueblo-alert.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), Diarrhea, Diphtheria, Enteroviral infections, Febrile (fever), Hepatitis A, B and/or C, Herpes Simplex, HIV, Measles, Menigococcal 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/Clinical Education Coordinator, 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/Clinical Education Coordinator, 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/Clinical Education Coordinator, which the AT Program Medical Director must be in agreement with.

I acknowledge that I have read and understand the above Active Communicable or Infectious Disease policy. I also, agree to abide by the guidelines of this policy.

______________________________________________
Athletic Training Student Name (Print)

______________________________________________
Athletic Training Student Signature/Date
CSU-Pueblo Athletic Training Program
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:

<table>
<thead>
<tr>
<th>Hydrogen Peroxide</th>
<th>Disinfectant Spray</th>
<th>Sterile Gauze</th>
</tr>
</thead>
<tbody>
<tr>
<td>¾” Adhesive Bandages</td>
<td>1” Adhesive Bandages</td>
<td>Fingertip Adhesive Bandages</td>
</tr>
<tr>
<td>Knuckle Bandages</td>
<td>Andover Powerflex Tape</td>
<td>Nasal Plugs</td>
</tr>
<tr>
<td>Pre Wrap</td>
<td>3” Lightplast</td>
<td>Gloves</td>
</tr>
<tr>
<td>Biohazard Waste Disposal Bags</td>
<td>Telfa Adhesive Dressings</td>
<td>Steri-Strips</td>
</tr>
</tbody>
</table>
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.
Preceptor Information

**Therapeutic Equipment Safety Policy (Per CAATE Standard 71, 72)**

All clinical sites for the Colorado State University-Pueblo Athletic Training Program are required to have their therapeutic equipment calibrated and safety checked based upon at a minimum, the manufacturer’s recommendation or federal, state, local ordinance regarding specific equipment calibrations and maintenance. Sites accredited by the Joint Commission, AAAHC or other recognized external accrediting agencies are exempt.

The Clinical Education Coordinator will request documentation verifying completion of calibration and safety checks on an annual basis. This documentation will consist of a completed CAATE Therapeutic Equipment Table and verification of calibration and safety checks being completed.

**Blood-borne Pathogens Policy (Per CAATE Standard 73-77)**

All clinical sites must have a Blood-borne Pathogens Policy and a Post-Exposure Policy. The preceptor is required to review these policy with each athletic training student assigned to them. The review should include location of where the policies are kept in a readily available location.

The clinical site must provide students with access to and use of appropriate blood-borne pathogens barriers, control measures, and access and use of proper sanitation precautions (e.g. hand washing stations)

The Clinical Education Coordinator will request copies of these policies annually, including documentation of the completion of clinical site specific training with each student per semester.

**Emergency Action Plans (Per CAATE Standard 78-80)**

All clinical sites must have venue-specific written Emergency Action Plans (EAP). The preceptor must provide site specific training and review of EAP including the location of where the policies are kept in a readily available location.

The Clinical Education Coordinator will request copies of these policies annually, including documentation of the completion of clinical site and venue specific training with each student per semester.
Student Support

Withdrawal Policies

Course Withdrawal
An athletic training student should discuss withdrawing from a course with their academic advisor. Procedures for course withdrawal can be found in the University Catalog on page 55. (https://www.csupueblo.edu/catalog/_doc/Catalog2017-2018.pdf)

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 in the University Catalog on page 55. (https://www.csupueblo.edu/catalog/_doc/Catalog2017-2018.pdf)

Grade/Academic Appeal

Procedures for grade appeals are located in the University Catalog on page 50. (https://www.csupueblo.edu/catalog/_doc/Catalog2017-2018.pdf)

Student Grievance Policy

Procedures for student grievances can be found via http://csu-pueblo-policies.colostate.edu/policy.aspx?id=141.

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 the Disability Resource & Support Center website.

Contact Information

Justin Hiniker, Disability Resource Coordinator
Colorado State University-Pueblo
LARC 169
2200 Bonforte Blvd
Pueblo, Colorado 81001
Phone: 719.549.2648
Fax: 719.549.2195
Email: DRO@csupueblo.edu

Sexual Harassment
More information on CSU-Pueblo’s sexual harassment policies can be found via https://www.csupueblo.edu/counseling-center/sexual-assault.html