



Millikin University
Master of Science in Athletic Training
Graduate Student Manual
2024-2025

Millikin University
Athletic Training Student Manual
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University Mission Statement, Vision, and Values

Mission

For all who aspire to achieve, Millikin delivers on the promise of excellence in education. Through the integration of theory and practice, we prepare students for professional success, democratic citizenship in a global environment and a personal life of meaning and value.

Vision

Millikin graduates will be leaders in creating a more wise, just, equitable and sustainable society.

Values

- Intellectual and creative inquiry
- Inclusion, diversity, equity and accessibility
- Dignity and respect for all persons
- Integrity and responsibility
- Honest, open dialogue, and reflection
- Advancement of the common good

School of Exercise Science & Sport Mission Statement

The School of Exercise Science & Sport (ESS) prepares students to become professionals who effectively apply exercise science and sport concepts in varied approaches and environments with the goal of influencing health, fitness, healing, performance, and overall wellness. The intentional combination of classroom instruction and performance opportunities encourages students to acquire the knowledge and skills to achieve professional success and engage the community of professional service.

Master of Science in Athletic Training (MSAT) Mission Statement

The mission of the Master of Science in Athletic Training Program (ATP) is to deliver an integrated and comprehensive educational experience for students aspiring to become athletic trainers. Through a combination of both classroom and performance-based learning experiences, the program guides students through acquisition of the knowledge and the skills necessary for success in the athletic training and allied health professions.

Program Learning Goals

To support university and program missions, graduates of the MSAT program at Millikin University will:

1. Demonstrate competence in athletic training knowledge and clinical skills for the independent practice of athletic training.
2. Use evidence-based medicine to provide quality patient/client care.
3. Adhere to a code of conduct that ensures appropriate ethical and behavioral decorum.
4. Demonstrate service and promote the profession of athletic training.
5. Demonstrate collaboration as a member and/or leader of an interprofessional healthcare team to provide patient-centered care.

Description of the Athletic Training Profession

According to the National Athletic Trainers' Association (NATA), "Athletic trainers (ATs) are unique health care providers and an essential member of any health care team skilled and trained in the prevention of injury and illness, examination, diagnosis, treatment and rehabilitation of emergency, acute or chronic injuries and medical conditions. Found on sidelines, military bases, warehouse floors, performance halls and clinics and hospitals, ATs provide a safer approach to work, life and sport." (1)

As a certified athletic trainer, you will be a qualified allied health care professional. Your education and experience will include the prevention, evaluation, rehabilitation, protection and management of health care problems associated with diverse populations. In cooperation with physicians and other allied health care personnel, the athletic trainer functions as a vital link between all spheres of physical activity and the medical community.

Athletic trainers work in a variety of setting. Common job settings include college/university, higher education, professional sports, and secondary schools. More unique settings for athletic trainers include public safety, performing arts, physician practices, occupational health, armed forces, and health care administration. For additional information on various employment settings, refer to <https://www.nata.org/professional-interests>.

ACADEMIC PROGRAM

Admission Requirements

The MSAT program at Millikin University is highly competitive with application into the program occurring in the spring of each year. Students interested in an athletic training career can earn their Master of Science in Athletic Training (MSAT) at Millikin in one of two ways: Early Entry or Post Baccalaureate. Regardless of the admission path, all applicants must:

1. Submit a general application by the July 1st deadline
2. Have a 3.0 grade point average

Early Entry Path (3+2)

Application deadline for Early Entry: July 1 (of third/junior) year)

Students entering Millikin as undergraduates can complete the first three years of the Exercise Science major, before beginning the MSAT in their fourth year. Students on this path earn their MSAT in five academic years rather than the traditional six.

The Early Entry (3+2) program allows students to earn their master's degree in five years. Early Entry students enter Millikin University their first year as Exercise Science majors and complete the application for the master's program during the spring semester of their third (junior) year. All students applying for the master's program must complete the Exercise Science bachelor program prerequisite courses listed below. Minimum grade

requirements, if any, are denoted for each course. Early Entry candidate requirements are listed below.

COURSES

ES 130 Prevention and Treatment of Injuries (B-)
ES 160 Personal and Community Health (C-)
ES 206 Foundations and Theory of Health Behavior and Fitness
ES 305/306 Physiology of Exercise I/Lab (C-)
ES 310 Kinesiology (B-)
ES 325 Growth and Motor Development (C-)
ES 328 Health Related Nutrition (C-)
ES 335 Organization and Administration (C-)
ES 409 Biomechanics (B-)
ES 410/411 Physiology of Exercise II/Lab (B-)
ES 418/419 Principles of Strength/Lab (B-)
ES 440 Sport Nutrition (C-)
BI 204 Essentials of Anatomy and Physiology 1 (C-)
BI 207 Anatomy and Physiology II (C-)
CH 114 Fundamentals of Chemistry (C-)
PH 111/171 College Physics (C-)
PS 130 Introduction to Psychology
PS 201 Statistical Methods

Candidates for admission must also submit:

- Completed Athletic Training Graduate Application
- Successful background check
- Current resume
- Three professional references
- Interview with the Athletic Training faculty and staff
- Personal statement describing their academic and potential career goals
- Proof of 25 observation hours with a certified athletic trainer
- Meet with or without accommodations, the MSAT Technical Standards for Admission (Refer to Appendix 1)

Post-Baccalaureate Path

Application deadline for Post-Baccalaureate: July 1

Students who earn undergraduate degrees in exercise science, athletic training or a related field at another university can earn their MSAT through two years of coursework at Millikin. The Post-Baccalaureate path allows candidates with a completed bachelor's degree to apply for admission into the MSAT program. Post-Baccalaureate candidate requirements are listed below.

PRE-REQUISITE COURSES

Human Based Biology with Lab (4 credit course) (C)

Chemistry with lab (4 credit course) (B-)
Physics (3 credit course)
Psychology (3 credit course)
Human Anatomy with Lab (4 credit course) (C)
Human Physiology with Lab (4 credit course) (C)
Requirements 5 and 6 can be met with two Human Anatomy and Physiology with Lab courses (C)
Biomechanics (3 credit course)
Exercise Physiology with Lab (4 credit course) (B-)
Nutrition (3 credit course) (C)
Statistics (3 credit course)

Candidates for admission must also submit:

- Athletic Training Graduate Application
- Official transcripts from an accredited university, with the minimum grade requirements in the prerequisite courses
- Two letters of recommendation.
- Successful background check
- Current resume
- Complete an interview with the Athletic Training faculty and staff
- A minimum of 25 observation hours with a certified athletic trainer before enrollment in the program.
- Personal statement describing their academic and potential career goals
- Meet with or without accommodations, the MSAT Technical Standards for Admission.

Applicants may be admitted on a probationary basis if a course deficiency is determined. In this case, the applicant must complete the deficient course before enrollment in the program. The program reserves the right to review each applicant on a case-by-case basis.

Appeal Process

Students who are not accepted into the MSAT may submit an appeal letter to the Program Director that addresses why an appeal is being requested and how the student plans to be successful in accordance to the issues denoted in the denial letter. The AT Advisory Committee will review the letter in a timely manner and decide the status of the student within the MSAT.

Transfer Students

In the Early Entry Program, coursework completed at another institution will be evaluated by the Registrar, ESS Director, and/or the MSAT Program Director to determine whether the completed course objectives coincide closely with the course objectives of any courses required for MSAT program.

Retention Requirements

Students remain in good standing in the MSAT program by:

1. Maintaining a cumulative GPA of 3.0.
2. Earning a grade of “C” or better in each course in the MSAT.
3. Demonstrating satisfactory completion of all competencies and clinical proficiencies at the required level, associated with the didactic and clinical education components of the program.
4. Maintaining an active membership in the National Athletic Trainers Association.
5. Maintaining current CPR/AED certification as defined by the NATA and the BOC.
6. Abiding by the policies and procedures outlined in the Athletic Training Student Handbook.
7. Completing the minimum number of clinical hours for each clinical/practicum experience.

Probation and Remediation

In the event that retention criteria are not met, the MSAT student will be placed on probation by the AT Advisory Committee. The AT Advisory Committee is comprised of MSAT core faculty and one additional ESS faculty member or administrator. Once put on probation, the student will receive an individually designed remediation plan from the committee.

Once on probation and in remediation, the MSAT student has one semester to complete the remediation plan and retention requirements. If the remedial plan is successfully completed, the MSAT student will be removed from probation. If the MSAT student fails to complete the remedial plan upon completion of the subsequent semester, a recommendation for dismissal will be made to the AT Advisory Committee. Cases will be reviewed at the conclusion of each semester.

Dismissal from Program

If retention criteria, remediation requirements, and/or egregious violation of MSAT program policy, dismissal from the MSAT will occur. MSAT students must also adhere to the University policies and procedures, as denoted in the Graduate and Undergraduate Bulletins. Violations in accordance with these policies and procedures may result in suspension from the university and the MSAT.

Appeal Process/Re-Admission for Program

An appeal for dismissal follows similar processes as an appeal for denial into the program. The AT Advisory Committee will review the case in a timely manner and decide the status of the student within the MSAT.

1. The student must submit a typewritten request to be reinstated that includes why reinstatement is being requested and how the student plans to be successful. This is due to the Program Director by the dates illustrated below.
 - If the student was dismissed after the fall semester, he/ she would have to submit a request by January 1st.
 - If the student was dismissed after the spring semester, he/ she would have to submit a request by June 1st.
 - No request will be accepted after these dates.
2. A student may only request a reinstatement policy one time.

3. Students who are terminated from the program due to behavioral or ethical misconduct according to Program policy and NATA Codes of Ethics are not allowed to submit a reinstatement request.

Interrupted Residency (Leave of Absence)

The MSAT program follows the university policy for leave of absence. This policy is available in the Graduate Bulletin.

Re-Admission Policy-University

Students who have voluntarily withdrawn or who have been suspended from Millikin and wish to return to the University will have to adhere to the guidelines set forth in the Graduate Bulletin.

Grievance Policy

Grade Disputes

Students who believe that they have received an unfair grade have a right to be heard through orderly procedures against prejudiced or capricious academic evaluation. This process is clearly outlined in the University's Academic Bulletin. A hard copy of the bulletin is available upon request and an electronic version can be accessed at <https://millikin.edu/academics/registrars-office/course-catalog>. Refer to the Academic Integrity Standards section denoted in the academic bulletin.

Student-Preceptor

The non-academic grievance process provides students with a mechanism to address non-academic related issues pertinent to the preceptor-student relationship. In the event a student has a complaint against a preceptor not related to an academic action, students will informally contact their preceptor within (7) calendar days of the incident/complaint in question. If not resolved informally, the student may discuss the matter with the MU AT Program Director (PD) or the Clinical Education Coordinator (CEC). If the student's complaint is with the PD, the student should discuss the matter with CEC. If the student's complaint is with the CEC, then student should discuss the matter with the PD.

If no resolution is reached, the matter will be discussed with the Director of the School of Exercise Science & Sport. The Dean of the College of Professional Studies and/or Vice President may get involved if the Director deems it necessary. If the issue remains unresolved, the student may begin the Formal Grievance Process as denoted by Millikin policy. In any event, if the matter is not resolved, any formal grievance must be filed within twenty-one (21) calendar days of the action in question.

Student-Faculty

Students who have concerns pertaining to faculty should follow the same procedure as denoted for a grade dispute in the Academic Bulletin. A hard copy of the bulletin is available upon request, and an electronic version can be accessed at <https://www.millikin.edu/academics/registrars-office/academic-policies/grade-grievances-and-appeals>.

Student-Student

Didactic and clinical learning with other students naturally occurs within the Athletic Training curriculum. Occasionally, disagreements may occur. In this instance, all parties involved should make reasonable efforts to resolve the problem themselves in an informal manner. When disagreements cannot be settled informally, all parties should discuss issues with the MSAT Program Director (PD) or the Clinical Education Coordinator (CEC). If no resolution is reached, the matter will be discussed with the Director of the School of Exercise Science & Sport, the Dean of the College of Professional Studies and/or the Vice President.

Academic Sequencing- Early Entry Path

Students entering Millikin as undergraduates can complete the first three years of the Exercise Science major, before beginning the MSAT in their fourth year. Students on this path earn their MSAT in five academic years rather than the traditional six. Please refer to the Plan of Study at <https://www.millikin.edu/academics/registrars-office/academic-advising/plans-study-major> for specific course sequencing.

Academic Sequencing- Post Baccalaureate Path

Students who transfer to Millikin University or who change to Athletic Training may not be under the traditional course sequencing. Students must consult with their academic advisor to discuss a course plan that correlates with their specific academic needs and professional aspirations.

CLINICAL EDUCATION

Clinical education reflects didactic, laboratory, and clinical hour experiences. Didactic and laboratory experiences include formal instruction on current AT knowledge, skills and abilities. Clinical hour experiences are assigned by the Clinical Education Coordinator and provide students with real-time opportunities to synthesize, practice and integrate learned knowledge and skills. Students will have a minimum of one day off in every seven-day period. Students MUST obtain the quantity of clinical hours listed for the enrolled course. If student obtains less than the stated hours, the student will fail the course. If student acquires more than the required hours, this excess cannot be documented within the log book and is said to be done because of a personal choice. Clinical education, as a whole, is progressive and diverse and occurs throughout the graduate studies.

Course Credit Hours	Minimum Number of Clinical Hours
3	120

MSAT students are not used as a replacement for licensed athletic training staff and should not be viewed as such. They do not receive any monetary reimbursements during the educational experience. Preceptors must be physically present and have the ability to intervene on behalf of the students and patient. MSAT students do not travel unless there is a preceptor travelling with the team as well. Unsupervised clinical experiences, even if voluntary, is prohibited. MSAT students “volunteering” for unsupervised travel will place

the MSAT in a position of non-compliance with CAATE standards. **Students, who are also athletes, cannot engage in athletic training skills or practices on their teammates, coaches, and/or staff during away competitions.**

All MSAT students must complete the clinical education under the supervision of professionals with the following qualifications: 1) be credentialed by the state in a health care profession, 2) not be currently enrolled in the professional athletic training program at Millikin University, 3) be in good standing with the state in which credentials are in and 4) have received planned and ongoing education from the program designed to promote a constructive learning environment. It is the responsibility of the student to keep track of all clinical hours. The hours must be recorded in the Athletic Training Clinical Education Log Book. The log book is signed by the preceptor daily and is submitted to the instructor of the course upon the culmination of the academic semester.

As part of your clinical experience, MSAT students are to complete two evaluations that include one the MSAT student completes of the clinical site/preceptor and the second is completed by the preceptor evaluating the MSAT student. It is the responsibility of the MSAT student to have the preceptor complete the evaluation. Evaluation completion is a portion of a course grade.

Graduation Requirements

University and MSAT graduation requirements are located within the Gradual Bulletin/Catalogue, which can be located at <https://millikin.edu/academics/registrars-office/course-catalog>.

Financial Responsibilities

Students should be aware of additional miscellaneous expenses associated with the MSAT. The following is a list of common Athletic Training student expenses that occur prior to and after official admittance into the MSAT. Costs vary by year. Some costs* are included in clinical lab or assessment fees each semester. Program specific cost depends upon the current environment of product cost.

Early Entry Path-Years 1-3:

- Annual tuition and fees specific to undergraduate programs including housing, tuition, textbook, and graduation fees. (Refer to Undergraduate Bulletin- <https://millikin.edu/academics/registrars-office/course-catalog>)

Post Baccalaureate Path/ Years 4 and 5 (Early Entry Path)

- Criminal Background/Fingerprinting
- Uniforms
- *CPR/ AED Certification
- TB Screening
- Physical Examination
- Update Immunizations and Proof of Chickenpox/Varicella, TB, Rubella/Rubeola/Mumps, MMR, TD or Tdap dose

- Possible transportation to off campus sites
- Flu Vaccination
- Graduate School Fees- including registration deposit, graduation fee, and tuition cost (refer to Graduate Bulletin for specific cost-
<https://millikin.edu/academics/registrar-office/course-catalog>)
- *Board of Certification Practice Exam
- Optional Graduation Expenses (robe rental, graduation invitations, etc.)
Board of Certification exam fee
- Attendance at conferences and professional memberships- Optional but strongly recommended

Dress Code

Students taking part in their clinical education must dress appropriately at all times. The following dress code guidelines must be adhered to at all times.

Millikin University Clinical Site

- 1) Practices - Wear only approved Millikin University Athletic Training apparel. Only khaki shorts/ pants and MU AT apparel/generic polos are to be worn. The length of shorts will also be CLOSELY monitored. **Shorts must be at a mid-thigh length or longer.** The supervising preceptor has the final say if the attire is appropriate and acceptable for the situation.
- 2) Competitions - Polo shirts and dress pants or shorts must be worn for all outdoor events. Dress casual clothing is required for all indoor events, unless otherwise specified by the supervising preceptor.
- 3) Athletic Training Room – Only khaki shorts/ pants and MU AT apparel/generic polos are to be worn.
- 4) Athletic shoes, closed toe & low-heeled casual dress shoes with backs are to be worn. As deemed by the supervising preceptor, any shoe that impedes or hinders the student from performing professional obligations and duties or that jeopardizes the safety of the student and/or patient will not be tolerated.
- 5) Shirts must be appropriate in length on the top and bottom. Pants must be worn professionally. Any inappropriate viewing of the body while bending down or performing AT duties will not be tolerated. In other words, no cleavage, butts, boxers, or briefs should be within sight when bending down.
- 6) Shirts must be tucked in, unless otherwise accepted by the supervising preceptor.
- 7) No hats, visors, bandanas, sunglasses may be worn indoors at anytime, but all are acceptable outdoors, as long as there is no advertising of any affiliation with outside groups or companies.
- 8) Any clothing may be worn during inclement weather to provide protection from the elements. However, the clothing may not show any affiliation with an outside group (pro sports, other college, fraternity/sorority etc.).

Off-Campus Clinical Sites/Internships

Students will be expected to dress professionally and in a manner consistent with the rules and regulations of the clinical site. If no rules/regulations are present, the student is expected to adhere to the policy stated for the Millikin University clinical site.

Attendance

Students must be present and on time for all clinical assignments. The supervising preceptor, with the approval from the Program Director, will set forth disciplinary action as deemed necessary. Unexcused or chronic tardiness is justification of disciplinary action.

Professional Standards of Conduct

MSAT must understand and follow the code of ethics set by the National Athletic Trainers' Association Refer to Appendix 2. In addition to following the NATA Code of Ethics, MSAT students must specifically comply with the following:

- 1) Student will keep all information pertaining to a patient's condition and care confidential. A patient's health information will only be released at the request of and with the consent of the patient.
- 2) Student will not take part in any actions that are a threat to the safety of patients, clients, staff or fellow students.
- 3) Student will display courtesy and respect to all faculty, staff, and peers during their clinical education.
- 4) Student will maintain behavioral decorum (Refer to Appendix 3 for Disciplinary Report).
- 5) Romantic relationships and language (verbal and body) with other students, clinical site faculty/ staff, or patients that interfere with professional obligations and that jeopardize the learning and health care environments will not be tolerated and will be subjected to disciplinary action.
- 6) Per the discretion of the Program Director, body piercings that interfere with the professional representation of the AT program will not be tolerated.
- 7) Student will not engage in the unauthorized use of the clinical site facility or any piece of equipment in the facility.
- 8) All humans are entitled to freedoms of speech and opinion. Embrace that, welcome that, but know that it comes with responsibility. Be careful to lay down judgement and comment without obtaining all the correct facts. Once you gather the facts from valid references, then it's appropriate to come to your own personal conclusion and lobby for that conclusion. Starting unfounded rumors can unnecessarily devastate individuals, families, programs, organizations, institutions, and even yourself.

Disciplinary Process

An incident is defined as a **situation or event** in which one or multiple offenses occur.

An incident could be, but is not limited to:

Insubordination	Theft / Vandalism
Unprofessional Behavior	Sexual Harassment
Falsifying Hours	Breach of Duty
Academic Dishonesty	Unexcused Absences
Drug / Alcohol Use/Abuse	Chronic Tardiness
Conduct Unbecoming of an Athletic Trainer	Other
Dress Code Violations	

An offense is a **specific behavior** that violates institutional or programmatic policy. Multiple offenses can occur from one incident. An offense could be, but is not limited to:

Insubordination	Theft / Vandalism
Unprofessional Behavior	Sexual Harassment
Falsifying Hours	Breach of Duty
Academic Dishonesty	Unexcused Absences
Drug / Alcohol Use/Abuse	Chronic Tardiness
Conduct Unbecoming of an Athletic Trainer	Other
Dress Code Violations	

The incompilance of any policy or rule within this manual will lead to the following disciplinary actions:

- 1st offense- Verbal warning and Disciplinary Report completed (Refer to Appendix 3)
 - 2nd offense- Disciplinary Report completed, meeting with the Program Director, AT staff, Director, and/or appropriate MU administrators
 - 3rd offense - Dismissal from the program
- This disciplinary plan is cumulative throughout the tenure of the student's career.
 - The AT Advisory Committee and appropriate MU administration reserve the right to terminate a student's position on the 1st or 2nd offense if the incompilance is of such sufficient magnitude that it jeopardizes or violates the health, safety, and well-being of the parties and/or programs involved.

Additional Professional Expectations/ Behaviors

- 1) On Campus- You are a STUDENT, not a licensed professional.
 - For non-emergency situations- Apply care equal to your certification and refer the patient to the nearest health care facility. Patients may be but are not limit to students, student-athletes, administration, faculty, and visitors.
 - For emergency situations- Apply care equal to your certification and call 9-1-1
- 2) You're always being watched and always being heard as you engage in your professional endeavors.
- 3) Procrastination on your part does not mean an emergency for someone else.
- 4) Your preceptors are not your babysitters. Their role is to teach you how to teach yourself.
- 5) Organizing and maintaining your professional documents is important. Examples of such professional documents would be CPR/AED certification card, First Aid certification card, continuing education certificates, and BOC certification cards.

Professional References

It is professional etiquette to obtain verbal consent from a faculty member and/or preceptor to act as a professional reference PRIOR TO the submission of a resume or application. Please be sensitive to time and allow at least one week for the faculty member and/or preceptor to fill your request.

Certified Criminal Background Check/Fingerprinting

All MSAT students must complete a certified background check/fingerprinting through the University's designated company. Background checks completed through your employer WILL NOT be accepted. A student will only complete this initial background check/fingerprinting once in their MU career. It is the student's financial responsibility to pay for this background check. Upon your arrival on campus, the Program Director will give specific details as to where, when, and how to complete this. If there is activity on this background check, the Program Director and MU administration will review and discuss the appropriate course of action for the student.

Social Media Policy

MSAT students are expected to adhere to a high standard of professionalism. To ensure the highest level of professional conduct, students are expected to refrain from having any social media interactions while at their clinical experience. This includes, but not limited to, Facebook, Instagram, Twitter, phone conversation, email, and text. To ensure patient confidentiality, no images or posts on various social media sites are allowed. This includes pictures, descriptions, or details of any clinical experiences. Students who are found to be in violation of this policy will be subject to the disciplinary policy as noted in this handbook.

HIPAA/ FERPA

At the beginning of year 4 and 5, an in-service is given to educate MSAT students on the HIPAA and FERPA concepts as it pertains to the institution and the MSAT. Consultation with the University's Human Resource Department and additional resources annually occur to ensure the most accurate level of information. MSAT students will sign a letter of understanding acknowledging their comprehension of these policies after this inservice.

Communicable Disease Policy

The MSAT program is committed to preventing the spread of infectious and/or communicable diseases and to taking all reasonable steps to ensure the health and safety of involved persons, with specific attention to the Athletic Training staff, students, and patients. This protection will be done in a non-discriminatory and equitable fashion. The program will prevent, so far as is reasonably practicable, the transmission of infectious and communicable diseases being passed on from a person. The basis of good infection control is to assume that every person and all material involving the use of blood or body fluids are potentially infectious. The program will ensure that people with a communicable disease are guaranteed the right to confidentiality and are given a study or work environment free from discrimination and/or harassment. The MSAT student will complete the communicable disease educational program prior to the start of clinical rotations.

General Information

A communicable disease is a disease that can be transmitted from one person to another. There are four main types of transmission including direct physical contact, air (through a cough, sneeze, or other particle inhaled), a vehicle (ingested or injected), and a vector

(via animals or insects). Communicable diseases include eye, ear, throat, and respiratory illnesses, gastrointestinal illnesses, meningitis, skin conditions and rashes, and animal bites. For an exhaustive list pertaining to the school and healthcare settings, refer to the Illinois Department of Public Health at <https://dph.illinois.gov/topics-services/diseases-and-conditions/infectious-diseases/cd-school-nurse-guidance.html>.

Policy

All Athletic Training students:

- 1) Must show proof of completed tuberculosis test.
- 2) Must show proof of a Hepatitis B vaccination or signed waiver.
- 3) Must have a completed immunization record on file at the University's Health & Counseling Center as dictated by the University's admittance policy.
- 4) Must complete a physical examination prior to the start of each academic year.
- 5) Must sign and date the Communicable Disease Policy form announcing their understanding of the policy. This form is distributed directly after the completion of the communicable disease educational program that occurs at the beginning of each academic year.

Clinical Setting

Students who feel they potentially have, been exposed to, or been diagnosed with a communicable or contagious illness or disease are directly responsible for contacting the Program Director and the assigned preceptor immediately by cell phone, text, or email. Students who fail to notify the aforementioned individuals about known communicable or infectious illness or disease will be subjected to disciplinary action for unprofessional behavior, as noted in the disciplinary plan in the MSAT Graduate Student Manual. Upon notification, the Program Director and the preceptor will take appropriate and immediate action to control and prevent transmission by performing the following:

- 1) Contact facility maintenance staff in order to properly clean/disinfect potentially contaminated areas and equipment.
- 2) Contact appropriate administration.
- 3) Cleaning/disinfectant of the facility/area will occur immediately prior to use of that area by other parties.

Students will be asked to show proof of disease or illness and to show proof of medical release from the supervising medical professional. All medical information will be treated within the HIPAA confidentiality standards. Students are responsible to keep the Program Director and preceptor updated on current contact information. Additionally, the Program Director and the assigned preceptor are responsible for keeping students updated on current contact information and on preferred method of communication.

The assigned preceptor has the right to remove a student from the clinical setting who is suspected of having a communicable or contagious illness or disease. The assigned preceptor will immediately notify the Program Director of such removal. The Program Director, Clinical Education Coordinator, preceptor, and the student will collaborate in developing a specific clinical plan that meets the health, academic, and clinical needs of

the student, while simultaneously protecting the health of all parties involved.

Student Health

MSAT students must show proof of a current physical examination and TB screening each academic year. **THIS IS A MANDATORY, YEARLY REQUIREMENT!** Students should check with their local health department or family physician to meet this requirement. Screening methods can include the TB skin test or the TB blood test. A healthcare provider can recommend the best screening method for the student based on risk classification and medical history. It is best that this screening occurs every summer during a student's enrollment at MU. This ensures coverage throughout the academic year and prevents issues of students having to be re-screened during the academic year. Students **MUST** provide proof of screening before they engage in their clinical experience. Refer to <https://www.cdc.gov/tb-healthcare-settings/> for additional information.

Upon admission to the MSAT, students are advised to be vaccinated against the Hepatitis B virus. Students may waive this opportunity by signing the declination section on the Hepatitis B Immunization form. It is institutional policy that all students have an updated health history form and updated immunization record on file at the center.

Technical Standards

MSAT students complete a technical standards form each academic year. Students are required to inform the Program Director of any changes of health status of the student. (Refer to Appendix 1)

Bloodborne Pathogens Control Plan

Bloodborne pathogen infectious diseases have increased throughout the general population. These diseases can have catastrophic health consequences if all members of society do not use appropriate preventative strategies. Refer to the Centers for Disease Control and Prevention (<http://www.cdc.gov>).

At the start of each year, an in-service is given to educate MSAT students the program's blood borne pathogen's control plan. Students will sign a letter of understanding. This policy and its procedures is reviewed annually.

Counseling

The athletic training profession offers a wide variety of opportunities and experiences. Not all of these experiences are pleasant. Dealing with persons who have sustained an injury can be traumatic and stressful. Students who feel that they require counseling because of situations encountered during the clinical experience of program or during their personal lives may wish to seek counseling. Counseling is available through the Wellness Center on campus.

Participation in Athletics

MSAT students are not prohibited from participating in intercollegiate athletics. The time commitments of both intercollegiate athletics and the clinical education component of the program make it very difficult to maintain either at a high level. MSAT students

who participate in intercollegiate athletics must fulfill the same classroom and clinical requirements and meet the same retention requirements as the other students enrolled in the MSAT.

Emergency Action Plans (EAPs)

EAPs are venue specific and available for review. Site specific training and review of the venue specific EAPs will occur on the first day at the clinical site.

Student Employment Policy

MSAT students who are Federal Work Study (FWA) eligible may apply for positions at the university. Hiring and fund allocations are according to the MU's policy on student employment. Any MSAT student who chooses to be employed during their academic career must ensure that the job (s) is not interfering with academic and clinical responsibilities. If interference is occurring, the student must decide to terminate the employment or AT student status.

Educational Training

MSAT students will undergo bloodborne pathogens and hazardous material training prior to the school year beginning. The following areas will be included:

- OSHA standard for bloodborne pathogens (BBP)
- Exposure control plan
- Personal protective equipment
- Hand-washing techniques
- Copy of current physical
- Immunization record (housed at the Wellness Center)
- Hepatitis B vaccination
- TB test
- Post-exposure plan
- Q & A

Universal Precautions

In 1987, the Center for Disease Control recommended that precautions be taken when handling blood and body fluids. These precautions have been modified to better adapt to the athletic training environment.

- Latex or surgical gloves should be worn any time contact with blood, mucous Membranes, skin conditions, or non-intact skin takes place. Gloves should be changed immediately after use on each individual and placed in a biohazard container.
- Hands should be washed after gloves are removed. If soap and water are not available, hand sanitizer should be used.
- Existing wounds, abrasions or cuts which may begin to bleed during a practice or competition should be covered with a protective dressing to avoid the wound from reopening and requiring removal from the practice or competition. All wounds should be cleaned wiping from the middle of the wound, out, to reduce the risk of infection.
- Sharp items such as needles, scalpels or syringes must be disposed of after use in the SHARPS container. The container should not exceed 75% full. Contact safety and

security when full. Clean all soiled treatment and taping tables with an OSHA approved solution.

- All pieces of therapeutic modality equipment that comes into contact with the athlete should be cleaned with an OSHA approved solution. All students will be briefed on proper usage of all cleaning products (for different surface areas, contact time with surface, etc.). The treatment table should be cleaned between each use with an approved cleaning solution.

- All towels should be used only once. Hot pack covers should be washed once a week, and immediately after anyone with any suspected communicable disease/skin condition.

- All reusable equipment should be washed before re-distributing it. (neoprene sleeves, ace wraps, braces)

- CPR masks should be used whenever possible.

- Uniforms soiled with blood will be evaluated by medical personnel to determine if they are saturated enough to require changing. Uniforms not saturated with blood can be sprayed or wiped with an OSHA approved solution. Towels and uniforms saturated with blood should be placed in the laundry bags marked for blood to be washed separately from the other laundry.

- Spills

- a. use personal protective equipment
- b. if needed, contain spill with spill powder
- c. sweep spill onto dustpan
- d. spray and wipe spill area with OSHA approved solution
- e. dispose of spill and all used components in biohazard container.

Exposure

If the MSAT student is exposed to blood or other fluids, student is to immediately wash the area with anti-microbial soap and report the incident to the supervising preceptor and seek medical attention at the Health/Wellness Center or family physician for further follow-up care.

Types of Exposure

Accidental Needle stick

Skin Contact

Mucus Membrane Exposure (splash to eye or mouth)

The following are areas or situations where an individual could be exposed to blood or bodily fluids. Universal precautions should be used if exposed to any of the listed situations.

A. Injury/Illness Management

- | | |
|----------------------|--------------------------|
| 1. blood | 8. cerebral spinal fluid |
| 2. CPR | 9. compound fracture |
| 3. open wounds | 10. compound dislocation |
| 4. amniotic fluid | 11. blister care |
| 5. pericardial fluid | 12. semen |
| 6. pleural fluid | 13. vaginal secretions |

7. synovial fluid
 14. other fluids contaminated visibly with blood
- B. Environmental Management
1. soiled laundry
 2. cleaning surfaces
 3. disposing of biohazardous bags or sharps containers

Important Numbers to know:

Wellness Center: 217-424-6360

OSHA: 1-800-321-OSHA (6742)

Campus Safety: 464-8888 (x8888 from campus)

Available Equipment-Millikin Clinical Site

- Gloves- in all kits and first aid area of athletic training room, Health Science Center formally West Towne Lab Space
- Face shields/eye protection- in athletic training room storage room, Health Science Center formally West Towne Lab Space
- Gowns- in athletic training room storage area, Health Science Center formally West Towne Lab Space
- CPR masks with a one-way-valve- in all kits and in athletic training room, Health Science Center formally West Towne Lab Space
- Sharps container- in first aid area in athletic training room, Health Science Center formally West Towne Lab Space
- Biohazard container- in athletic training room, on site for all home events, Health Science Center formally West Towne Lab Space
- Biohazard bags- in all kits and storage room in athletic training room, Health Science Center formally West Towne Lab Space

Waste Disposal- Millikin Clinical Site

1. Gloves, gauze, bandages or dressings that are saturated with blood must be placed in biohazard containers.
2. Band-Aids, gauze or dressings not saturated with blood can be disposed of in regular trash containers.
3. All scalpel blades, pins or needles should not be re-used or disposed of in regular trash containers, but should be placed in the sharps container.
4. AT staff will call Campus Safety and Security for proper disposal of biohazard waste.

Off Campus Clinical Site

Available equipment and waste disposal procedures are site specific. The MSAT student and preceptor will discuss and practice universal precaution methods specific to the situations and populations encountered in that site.

Appendix 1

Millikin University Athletic Training

Technical Standards Form

Millikin University
Athletic Training Program
Technical Standards for Admission

The MSAT at Millikin University is a rigorous and intense program that places specific requirements and demands on the students enrolled in the program. The technical standards set forth by the MSAT 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 (CAATE, Commission on Accreditation of Athletic Training Education). Minimal functional abilities/characteristics and expectations must be met and maintained by all students admitted to the ATP. The technical standards as listed below have been determined to be the minimal level appropriate for the field of Athletic Training. The Program Director and the Office of Student Affairs collaborate with each other to meet the needs of the students and to ensure the appropriate process. Both the Program Director and the Director of the Office of Student Affairs have reviewed these standards to be appropriate and acceptable.

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

Functional Ability/Characteristic	Expectations
The mental capacity to assimilate, analyze, synthesize, integrate measures and concepts and problem solve.	<ul style="list-style-type: none"> ▪ Transfer knowledge from the classroom to clinical practice. ▪ Accurately process physician's orders. ▪ Prioritize the injured patient's needs based information gained through injury evaluation. ▪ Use measuring tools and interpret data. ▪ Read, record, add, subtract, multiply and divide numbers. ▪ Formulate assessment and treatment judgements based on accepted standards. ▪ Seek assistance when clinical situation requires a higher level of expertise.
The ability to communicate effectively and sensitively.	<ul style="list-style-type: none"> ▪ Demonstrate respect for injured patient, families and colleagues. ▪ Collect a comprehensive history. ▪ Respond to communication from injured patient with or without direct view of patient's face. ▪ Establish and maintain effective working relations with patients and co-workers. ▪ Educate injured patients about the nature of their injuries. ▪ Convey information to others through print and electronic media in an accurate, timely and comprehensible manner.
Sufficient postural and neuromuscular control, sensory function and coordination.	<ul style="list-style-type: none"> ▪ Use universal precautions as recommended by OSHA in the treatment of injured patients to prevent the spread of blood borne pathogens. ▪ Use accepted observation techniques to distinguish deviations for the norm. ▪ Use accepted palpation techniques to distinguish deviations from the norm. ▪ Use accepted manual techniques to evaluate and rehabilitate injury. ▪ Give CPR ▪ Assist in the transportation of an injured patient.

	<ul style="list-style-type: none"> ▪ Move independently to and from multiple treatment, practice and event sites.
Emotional stability necessary for the practice of athletic training.	<ul style="list-style-type: none"> ▪ Provide emotional support to injured patients. ▪ Adapt to environmental and situational changes and multiple task demands. ▪ Maintain adequate concentration and attention in all work environments. ▪ Maintain professional behavior in stressful situations. ▪ Assume responsibility and accountability for one's actions.

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

Signature of Applicant

Date

Complete this section ONLY if you're requesting special accommodations.

Alternative statement for students requesting accommodations

If a student states he/she can meet the technical standards with accommodation, than Millikin University will determine whether it agrees that the student can meet the technical standards with reasonable accommodation. This includes a review of whether the accommodations requested are reasonable, taking into account whether accommodation would jeopardize clinician/patient safety, or the educational process of the student or the institution, including all coursework, clinical experiences and internships deemed essential to graduation.

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

Signature of Applicant

Date

Appendix 2

NATA Code of Ethics

NATA Code of Ethics
Including Shared Professional Values (Revised May 2022)

Preamble

The National Athletic Trainers' Association Code of Ethics states the principles of ethical behavior that should be followed in the practice of athletic training. It is intended to establish and maintain high standards and professionalism for the athletic training profession. The principles do not cover every situation encountered by the practicing athletic trainer, but are representative of the spirit with which athletic trainers should make decisions. The principles are written generally; the circumstances of a situation will determine the interpretation and application of a given principle and of the Code as a whole. When a conflict exists between the Code and the law, the law prevails.

The National Athletic Trainers' Association respects and values diversity amongst its members and patients served. Our members work respectfully and effectively with diverse patient populations in varied healthcare environments. The NATA prohibits discrimination based on race, ethnicity, color, national origin, citizenship status, religion (creed), sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, military status, family/parental status, income and socioeconomic status, political beliefs, or reprisal or retaliation for prior civil rights activity, or other unlawful basis, in any program or activity conducted or funded by the NATA (VATA, 2020).

Important Professional Values (PV) shared by the NATA membership include: 1) Caring & Compassion, 2) Integrity, 3) Respect, 4) Competence, and 5) Accountability. These shared PV underpin the NATA Code of Ethics, motivate honorable interpersonal behaviors, and conduct in member's interactions with all persons.

The Appendix to the Code of Ethics reveals a definition and sample behaviors for each shared PV.

PRINCIPLE 1. IN THE ROLE OF AN ATHLETIC TRAINER, MEMBERS SHALL PRACTICE WITH COMPASSION, RESPECTING THE RIGHTS, WELL-BEING, AND DIGNITY OF OTHERS

(PRINCIPLE 1 is associated with the PV of Respect, Caring & Compassion, and Competence.)

1.1 Members shall act in a respectful and appropriate manner to all persons regardless of race, religion, age, sex, ethnic or national origin, disability, health status, socioeconomic status, sexual orientation, or gender identity and expression.

1.2 Member's duty to the patient is the first concern, and therefore members are obligated to place the well-being and long-term well-being of their patient above other stakeholders to provide competent care in all decisions, and advocate for the best medical interest and safety of their patient as delineated by professional statements and best practices.

1.3 Members shall preserve the confidentiality of privileged information and shall not release or otherwise publish in any form, including social media, such information to a third party not involved in the patient's care without a release unless required by law.

PRINCIPLE 2. MEMBERS SHALL COMPLY WITH THE LAWS AND REGULATIONS GOVERNING THE PRACTICE OF ATHLETIC TRAINING, NATIONAL ATHLETIC TRAINERS' ASSOCIATION (NATA) MEMBERSHIP STANDARDS, AND THE NATA CODE OF ETHICS

(PRINCIPLE 2 is associated with the PV of Accountability.)

2.1 Members shall comply with applicable local, state, federal laws, and any state athletic training practice acts.

2.2 Members shall understand and uphold all NATA Standards and the Code of Ethics.

2.3 Members shall refrain from, and report illegal or unethical practices related to athletic training.

2.4 Members shall cooperate in ethics investigations by the NATA, state professional licensing/regulatory boards, or other professional agencies governing the athletic training profession. Failure to fully cooperate in an ethics investigation is an ethical violation.

2.5 Members must not file, or encourage others to file, a frivolous ethics complaint with any organization or entity governing the athletic training profession such that the complaint is unfounded or willfully ignore facts that would disprove the allegation(s) in the complaint.

2.6 Members shall refrain from substance and alcohol abuse. For any member involved in an ethics proceeding with NATA and who, as part of that proceeding is seeking rehabilitation for substance or alcohol dependency, documentation of the completion of rehabilitation must be provided to the NATA Committee on Professional Ethics as a requisite to complete a NATA membership reinstatement or suspension process.

PRINCIPLE 3. MEMBERS SHALL MAINTAIN AND PROMOTE HIGH STANDARDS IN THEIR PROVISION OF SERVICES

(PRINCIPLE 3 is associated with the PV of Caring & Compassion, Accountability.)

3.1 Members shall not misrepresent, either directly or indirectly, their skills, training, professional credentials, identity, or services.

3.2 Members shall provide only those services for which they are qualified through education or experience and which are allowed by the applicable state athletic training practice acts and other applicable regulations for athletic trainers.

3.3 Members shall provide services, make referrals, and seek compensation only for those services that are necessary and are in the best interest of the patient as delineated

by professional statements and best practices.

3.4 Members shall recognize the need for continuing education and participate in educational activities that enhance their skills and knowledge and shall complete such educational requirements necessary to continue to qualify as athletic trainers under the applicable state athletic training practice acts.

3.5 Members shall educate those whom they supervise in the practice of athletic training about the Code of Ethics and stress the importance of adherence.

3.6 Members who are researchers or educators must maintain and promote ethical conduct in research and educational activities.

PRINCIPLE 4. MEMBERS SHALL NOT ENGAGE IN CONDUCT THAT COULD BE CONSTRUED AS A CONFLICT OF INTEREST, REFLECTS NEGATIVELY ON THE ATHLETIC TRAINING PROFESSION, OR JEOPARDIZES A PATIENT'S HEALTH AND WELL-BEING.

(PRINCIPLE 4 is associated with the PV of Respect.)

4.1 Members should conduct themselves personally and professionally in a manner, that reflects the shared professional values, that does not compromise their professional responsibilities or the practice of athletic training.

4.2 All NATA members, whether current or past, shall not use the NATA logo or AT logo in the endorsement of products or services, or exploit their affiliation with the NATA in a manner that reflects badly upon the profession.

4.3 Members shall not place financial gain above the patient's well-being and shall not participate in any arrangement that exploits the patient.

4.4 Members shall not, through direct or indirect means, use information obtained in the course of the practice of athletic training to try and influence the score or outcome of an athletic event, or attempt to induce financial gain through gambling.

4.5 Members shall not provide or publish false or misleading information, photography, or any other communications in any media format, including on any social media platform, related to athletic training that negatively reflects the profession, other members of the NATA, NATA officers, and the NATA office.

Athletic Training's Shared Professional Values

Established from research conducted by the NATA Professional Responsibility in Athletic Training Committee in 2020, the following are the five shared professional values of athletic training.

Caring & Compassion is an intense concern and desire to help improve the welfare of another.

Sample behaviors include:

- 1) *Listening for understanding and a readiness to help.*
- 2) *Focusing on achieving the greatest well-being and the highest potential for others.*
- 3) *Spending the time needed to provide quality care.*

Integrity is a commitment that is internally motivated by an unyielding desire to do what is honest and right.

Sample behaviors include:

- 1) *Providing truthful, accurate and relevant information.*
- 2) *Abiding by the rules, regulations, laws and standards of the profession.*
- 3) *Using applicable professional standards and established policies and procedures when taking action or making decisions.*

Respect is the act of imparting genuine and unconditional appreciation and value for all persons.

Sample behaviors include:

- 1) *Engaging in active listening when communicating with others.*
- 2) *Acknowledging and expressing concern for others and their well-being.*
- 3) *Acting in light of the belief that the person has value.*

Competence is the ability to perform a task effectively with desirable outcomes.

Sample behaviors include:

- 1) *Thinking critically, demonstrating ethical sensitivity, committing to evidence-based practice, delivering quality skills and effective collaboration.*
- 2) *Making sound decisions while demonstrating integrity.*
- 3) *Ongoing continuous quality assessment and improvement.*

Accountability is a willingness to be responsible for and answerable to one's own actions.

Sample behaviors include:

- 1) *Acknowledging and accepting the consequences of one's own actions.*
- 2) *Adhering to laws, codes, practice acts and standards that govern professional practice.*
- 3) *Assuming responsibility for learning and change.*

Appendix 3

Disciplinary Report

**Millikin University Athletic Training Program (ATP)
Disciplinary Report**

Student Name _____

Incident Date _____

Incident Location _____

Witness (es) _____

Incident Description _____

Offense Committed (circle only one)

Insubordination
Unprofessional Behavior
Falsifying Hours
Academic Dishonesty
Drug / Alcohol Abuse
Conduct Unbecoming an Athletic Trainer
Dress Code Violations
Other _____

Theft / Vandalism
Sexual Harassment
Breach of Duty
Unexcused Absences
Chronic Tardiness
HIPAA/FERPA Violation

In the case where one incident has multiple offenses, each offense is written up separately.

I, the undersigned, understand that my signature below **IS NOT** an admission of guilt, but rather an acknowledgement of the report. Each deficiency report will be reviewed on a case-by-case basis. I also understand that any refusal to sign this document will be considered an admission of guilt and subsequent disciplinary action will be taken as outlined in the **Millikin University MSAT Graduate Training Student Manual**.

MSAT Student Signature _____

Date _____

Staff Athletic Trainer/Preceptor (completing this report) Signature _____

Date _____

Reviewed By: _____

Name

Title

Circle One:

1st offense

2nd offense

3rd offense

Comments/Remarks:

Reviewer Signature _____ **Date** _____

References

1. Interested in Athletic Training. National Athletic Trainers' Association.
<https://www.nata.org/prospective-students>. Accessed August 2024.