



Master of Science in Athletic Training

Student Handbook

Department of Orthopaedics
& Sports Medicine

2020-2021



Athletic Training: LEADING THE WAY

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Acknowledgement of Receipt and Understanding of the 2020-2021 Athletic Training Student Handbook

I acknowledge receipt of the University of South Florida Master of Science in Athletic Training 2020-2021 Student Handbook.

By signing this statement, I agree to abide by all guidelines contained herein. I understand the Morsani College of Medicine has the right to periodically review and update its procedures and guidelines in order to serve the needs of the University of South Florida, the Morsani College of Medicine, the Athletic Training Program, and to respond to mandates of the Florida State Legislature, Florida Board of Governors, University of South Florida System Board of Trustees, federal government, and other regulatory and accrediting agencies.

The 2020-2021 MS in Athletic Training Student Handbook is not all inclusive of all University of South Florida and Morsani College of Medicine guidelines, policies, procedures, and regulations. The Morsani College of Medicine reserves the right to change, rescind, or include additional procedures and guidelines in the University of South Florida Morsani College of Medicine 2020-2021 MS in Athletic Training Student Handbook. I understand that such changes may occur without notice. I also understand this page will be kept in my student file in the office of the Athletic Training Academic Services Administrator until graduation. A copy can be made available for my records, upon request.

Signature: _____

Print Name: _____

Date: _____

Introduction

On behalf of the faculty, administration, staff, and student body, welcome to the University of South Florida Master of Science in Athletic Training. We hope that this will be the beginning of a successful career in Athletic Training. Your success in this program depends largely on the effort you put forth in the classroom and in the clinical setting. Remember, you are preparing yourself for a career as a healthcare professional.

Purpose

The purpose of this manual is to provide the athletic training student with guidelines and policies for academic and clinical experiences. Policies and procedures are provided to not only instruct the athletic training student in proper procedures but also to maintain consistency and assure the health and safety of patients with whom the athletic training student may be working. The policies and procedures outlined in this manual serve as a guideline for dealing with situations that may arise.

General Description of the Program

The MS in Athletic Training Program is an accredited, limited access program designed to prepare students for a successful career as a qualified healthcare professional educated and experienced in the management of health conditions. Admission to the program is gained through completion of required criteria set forth by the Department of Orthopaedics & Sports Medicine, and is a competitive process. Successful completion of the program qualifies students to sit for the Board of Certification (BOC) examination.

Mission Statement

The mission of the USF Athletic Training Program is to provide a comprehensive and progressive educational foundation that focuses on the integration of evidence based-medicine, development of critical thinking skills, and promotion of diversity and inclusion in order to provide exceptional healthcare to all patients throughout a career in Athletic Training.

Goals:

1. Develop the critical thinking, decision-making, and communication skills necessary for success in Athletic Training, health care, and a broader spectrum of professions in today's society.
2. Expose students to hands-on experiences, clinical settings, and professionals representing diverse health care professions.
3. Provide a foundation for success predicated on both a didactic and clinical knowledge base.
4. Provide an effective and interactive learning environment for students wishing to pursue a career in Athletic Training.
5. Create an environment consistent with quality health care for the athletes/patients in the clinical setting, while achieving the educational goals of the student and the program.

Objectives

1. Graduates of the Athletic Training Program will be prepared for an entry-level position in athletic training in a variety of settings with a wide range of populations.
2. Graduates of the Athletic Training Program will be able to demonstrate specific knowledge in the field of Athletic Training as demonstrated by passing the national BOC examination for athletic trainers.
3. Graduates of the Athletic Training Program will be recognized as prepared for entry-level positions or advanced study in athletic training by external constituencies, program faculty, and potential employers.
4. Graduates of the Athletic Training Program will find ready employment in the field.

Description of the Profession

Healthcare professionals who render services or treatment, under the direction of or in the collaboration with a physician, in accordance with their education and training and the state's statutes, rules and regulations. As a part of the healthcare team, services provided by ATs include injury and illness prevention, wellness promotion and education, emergent care, examination and clinical diagnosis, therapeutic intervention, and rehabilitation of injuries and medical conditions.

Practice of Athletic Training

Most states require some form of governmental regulation for one to practice Athletic Training. This regulation can be in the form of licensure, state certification, or state registration. **While a student in the USF Athletic Training Program, students MUST be aware that providing Athletic Training services in the absence of a preceptor is in violation of the State of Florida Practice Act for Athletic Trainers.**

Once certified by the Board of Certification (BOC), in most cases, achieving state regulation simply involves an application and application fee. In some states the completion of a rules examination or knowledge examination is also required. **It is also important to be aware that having a history of a criminal record, such as a felony, may prevent one from obtaining a license to practice Athletic Training in certain states.**

Accreditation

The Athletic Training Program at the University of South Florida Morsani College of Medicine is accredited by the Commission on Accreditation of Athletic Training Education (CAATE). CAATE is the agency responsible for accreditation of entry-level Athletic Training educational programs. CAATE is sponsored by the American Academy of Family Physicians (AAFP), The American Academy of Pediatrics (AAP), the American Orthopaedic Society for Sports Medicine (AOSSM), and the National Athletic Trainers' Association, Inc. (NATA). The CAATE is recognized as an accrediting agency by the Council of Higher Education (CHEA).

The program is accredited by the Commission on Accreditation of Athletic Training Education (CAATE) through 2028-2029.



The Commission on Accreditation of Athletic Training Education:

CAATE

6850 Austin Center Blvd., Suite 100

Austin, TX 78731-3184

P: 512-733-9700

Toll Free: 844-462-2283

F: 512-733-9701

Website: <http://caate.net/>

Academic Information

Athletic Training Program Requirements:

In order to be admitted to the MS in Athletic Training Program, students must participate in a selective admissions procedure. Enrollment in the program is limited and students can only enter during the summer session of each academic year. In addition to being admitted to the University of South Florida Graduate School, students must also apply directly to the Athletic Training Program to be considered for admission.

Pre-requisites

Applicants must demonstrate completion with a minimum grade of "C" in at least one course at the undergraduate or graduate levels in each of the following subject areas:

- Anatomy and Physiology (2 semesters)
- Medical Terminology
- Nutrition
- Psychology
- Exercise Physiology
- Chemistry
- Physics
- Biology
- Statistics
- Biomechanics/Kinesiology (recommended)
- Technical Writing (recommended)

Additional Admission Requirements

Applicants must have obtained a Bachelor's degree from a regionally accredited academic institution (or foreign equivalent with satisfactory completion of the TOEFL).

Applicants must demonstrate an undergraduate GPA of 3.0 or higher (some exceptions are permissible).

Applicants must take the Graduate Record Examination (GRE). No threshold score is required, although the applicant's GRE score will be included as part of the entire application packet.

Once admitted, students must complete the following:

- Sign technical standards
- Provide verification of physical examination
- Provide verification of immunization or titer for the following:
 - Rubella (German Measles)
 - Rubeola
 - Mumps
 - Varicella
 - Hepatitis B
 - Tetanus, Diphtheria and Acellular Pertussis (Tdap)
 - Meningitis
 - Tuberculin Skin Test (TST/PPD)
- Obtain USF email
- Fingerprinting and background check for Hillsborough County
- Sign picture waiver
- Obtain HIPAA certification
- Obtain personal professional liability insurance

Retention Standards:

As a student in the Athletic Training Program you must:

- Enroll as a full-time student.
- Maintain a cumulative grade point average of 3.0 or higher.
- Achieve satisfactory evaluations in each Clinical Experience course before progressing.
- Successfully complete coursework in the sequence indicated by the program of study unless approved by Athletic Training Program Director.
- Abide by the Code of Ethics of the University, the Morsani College of Medicine and those established by the National Athletic Trainers' Association and the Board of Certification
- Obtain all vaccinations or proof of immunity as indicated on verification form prior to clinical experiences.
- Maintain CPR, First-aid certification, and blood borne pathogens training throughout the program
- Maintain personal professional liability insurance throughout the program.

Failure to meet the above standards may result in dismissal from the program.

Academic Progression

Students proceed through the program in cohorts and are required to complete all the required courses each semester with a grade of "C" or better in order to progress to the next semester. Failure to earn a C in any course requires the student to retake the course when it is offered the next year. The student is NOT allowed to progress with clinical experiences until the course is remediated.

Students must maintain a cumulative 3.0 GPA in the athletic training courses. Failure to earn a 3.0 GPA in any given semester will result in the student being placed on academic probation. Probation includes the development of a study plan and progress meetings with the Program Director and may include attending mandatory study sessions. Two consecutive semesters on probation may result in the student being dismissed from the program. Students who do not complete the requirements and maintain the cumulative 3.0 GPA will be dismissed from the program and may re-apply for the next cohort. If a student is dismissed due to academic performance, academic progress will be delayed by at least one year.

Remediation

In the case that a student does not maintain a 3.0, they must undergo remediation. Remediation may consist of additional content assessments and Friday meetings with Faculty. Remediation contracts will be set up with Faculty on an individual basis. Failure to meet the terms of the contract will result in dismissal from the program.

Assessment of clinical reasoning and content knowledge is done via written exams in various courses. Failure to earn a 73% or better on a written exam does not demonstrate understanding of that course content. In the event that a student fails to earn a 73% or better on any written exam they must remediate the incorrectly answered content on the exam.

Assessment of clinical skills is done via practical exams in various courses. Failure to earn a 73% or better on a practical exam does not demonstrate competence of that clinical skill. In the event that a student fails to earn a 73% on any practical exam, they must be re-evaluated on that clinical skill until they demonstrate competence.

Comprehensive Capstone Assessment

Prior to graduating from the program, all students must successfully complete a weeklong Capstone Assessment with a Satisfactory or better. Components of the assessment will include a comprehensive written exam, a simulated patient interaction, and design and implementation of a treatment plan. Day 1 of testing will consist of the written exam. Day 2, students will interview and assess a standardized patient. Days 3 and 4 students will design a comprehensive treatment plan for the patient, and implement said treatment plan on Day 5. Failure to complete any component of the assessment with a satisfactory will result in remediation of that portion of the assessment and may delay graduation.

Graduation Requirements

- Maintenance of cumulative 3.0 GPA
- Completion of clinical education hours
- Completion 60 credits
- Successful completion of Comprehensive Capstone Assessment
- Preceptor Evaluations of Satisfactory or better

Travel Policy

Athletic training students are encouraged to travel as a part of their clinical education whenever possible. If given the opportunity, students must be accompanied by a preceptor and follow all other guidelines of the Student Handbook. With few exceptions, students are not permitted to travel if not under the supervision of a preceptor. Exceptions will only be granted if the host athletic trainer acknowledges that a student will be traveling unsupervised and the Program has written documentation of the roles and responsibilities the student and host athletic trainer have agreed to. If this documentation is not in place 48 hours prior to departure, the student is not permitted to travel.

Academic Curriculum

The curriculum is based on a medical model with the large portion of the didactic training in the first year with more time for clinical based education in the second year. The degree consists of 60 credit hours, all of which will be required.

Year 1 - Summer

ATR 5105 Athletic Training Techniques	3
ATR 5125 Anat Basis of Clin Prac	3
ATR 5534 Documentation in AT	1

Year 1 - Fall

ATR 5217C Physical Exam I	4
ATR 5306C Therapeutic Inter I	4
ATR 5346C Health and Wellness I	3
ATR 5347C Health and Wellness II	1
ATR 5815 Clinical Exp I	1

Year 1 - Spring

ATR 5307C Therapeutic Inter II	4
ATR 5218C Physical Exam II	4
ATR 5435 Medical Conditions	3
ATR 6116C Preventing Sudden Death	3
ATR 5348C Health and Wellness III	1
ATR 5825 Clinical Exp II	1
Total	36

Year 2 - Summer

ATR 5612 Evidence Based Med	3
ATR 5835 Clinical Practicum	3

Year 2 - Fall

ATR 6517 Professional Practice	3
ATR 6616 Research in AT	3
ATR 6835 Clinical Exp III	4

Year 2 - Spring

ATR 5308C Therapeutic Inter III	1
ATR 6226 Advanced AT	3
ATR 6845 Clinical Exp IV	4
Total	24

ATR 5815, 5825, 5835, 6835, and 6845 each require the completion of clinical education hours at various sites. In year 1 (ATR 5815 and ATR 5825) students are required to complete a minimum of 120 hours/semester and a maximum of 200 hours/semester. This does not include the immersive experience weeks. The maximum clinical experience during the didactic blocks is 15 hours per week. In year 2 (ATR 6835 and ATR 6845) students are required to complete a minimum of 250 hours/semester and a maximum of 600 hours/semester. This does not include the 2-week immersive experiences. Students must be available nights and weekends for clinical assignments as needed. Students should be aware that this is a considerable time commitment and should plan accordingly. Students may acquire hours outside of this range under rare circumstances and are considered exceptions. The Program Director and Clinical Education Coordinator must approve all exceptions.

The hour requirement for any level during any immersive clinical experience will be 20-75 hours per week, which will vary throughout the year and by clinical site. During this time, students are expected to be at their clinical experience any time their preceptor is there.

There will be additional costs (above tuition and fees) for the clinical rotations. Costs may include, but are not limited to professional liability insurance, physical examination and immunizations, professional association fees, uniforms, and travel expenses related to clinical education. Transportation is needed for all off-campus clinical sites. Each student will have a minimum of one off-campus site.

Students completing clinical rotations off campus at area high schools will be asked to submit to a background check and must be fingerprinted. The student is responsible for these additional costs. Students should check with their assigned preceptor prior to the start of the clinical rotation to be sure that all requirements are met ahead of time.

Withdrawal and Refund Policy

A student may withdraw from the University without academic penalty during the first nine weeks of any term (except for Summer Sessions). They must submit a completed Withdrawal Form to the Office of the Registrar. No entry is made on the academic record for withdrawals submitted during the first week of the term. All subsequent withdrawals (through the ninth week of classes in the fall and spring semesters; see the Academic Calendar for summer deadlines) are posted to the academic record with "W" grades assigned to the courses. Withdrawal deadlines for the summer sessions are listed in the **Academic Calendar** (<http://www.registrar.usf.edu/enroll/regist/calendnt.php#1213>) and are published in the *Schedule of Classes* for the Summer Term. Students who withdraw may not continue to attend classes. Students who withdraw during the drop/add period as stated in the Academic Calendar may receive a full refund of fees and tuition. All refunds must be requested in writing from the Office of Purchasing and Financial Services. No refund is allowed after this period except for specified reasons.

Technical Standards for Admission, Academic Progression and Graduation

Athletic Training education requires that the accumulation of scientific knowledge be accompanied by the simultaneous acquisition of skills, professional attitudes, and behaviors. Standards presented in this document are prerequisite for admission and graduation from the University of South Florida Athletic Training Program (the "Program"). All courses in the Program curriculum are required in order to develop the essential skills necessary to become a competent practitioner.

All candidates must have aptitude, abilities, and skills in each of the five skill areas specified below. Technological compensation can be made for some handicaps in these skill areas, but a candidate should be able to perform in a reasonably independent manner. The use of a trained intermediary would mean that a candidate's judgment must be mediated by someone else's power of selection and observation. Therefore, third parties cannot be used to assist students in accomplishing curricular requirements in the five skill areas specified below. Reasonable accommodation can be made, as appropriate, as long as the integrity of the Program is upheld.

The University of South Florida is committed to the principles of equitable and accessible education and to providing reasonable accommodations to students with disabilities. The Program endeavors to provide reasonable accommodations for qualified individuals with disabilities who apply for admission and are enrolled as athletic training students.

Should, despite reasonable accommodation (whether the candidate chooses to use the accommodation or not), a candidate's existing or acquired disability(ies) interfere with patient or peer safety, or otherwise impede their ability to complete the Program's educational program and

advance to graduation or certification, the candidate may be denied admission or may be separated or dismissed from the program.

1. Observation and Perception

Candidates must be able to accurately perceive, by the use of senses and mental abilities, the presentation of information through:

- Small group discussions and presentations
- Large-group lectures
- One-on-one interactions
- Demonstrations
- Laboratory experiments
- Patient encounters
- Diagnostic findings
- Procedures
- Written material
- Audiovisual material

2. Communication

Candidates must be able to communicate skillfully (in English) with faculty members, preceptors, other members of the healthcare team, patients, families, and other students, in order to:

- Elicit information
- Perceive, acknowledge, and respond to nonverbal communication
- Convey information, verbally and in writing
- Clarify information
- Create rapport
- Develop therapeutic relationships

3. Motor Coordination or Function

Candidates should have sufficient motor function and coordination of both gross and fine muscular movements, equilibrium and functional use of the sense of touch and vision to:

- Attend (and participate in) all classes, groups, and activities in the curriculum
- Examine patients
- Elicit information from patients by palpation, auscultation, percussion, and other diagnostic maneuvers
- Execute motor movements reasonably required to provide general care and emergency treatment to patients including cardiopulmonary resuscitation, application of pressure to stop bleeding, application of bandages for wound care, patient transport, and manual therapies
- Perform in a reasonably independent and competent way in sometimes chaotic clinical environments

4. Intellectual, Conceptual, Integrative and Quantitative Abilities

Candidates must be able to demonstrate higher-level cognitive abilities, which include:

- Rational thought
- Measurement
- Calculation
- Visual-spatial comprehension
- Conceptualization
- Analysis
- Synthesis

- Organization
- Representation (oral, written, diagrammatic, three dimensional)
- Memory
- Application
- Clinical reasoning
- Ethical reasoning

5. Professionalism: Mature and Ethical Conduct

Candidates must be able to:

- Consistently display academic integrity, fairness and respect for others.
- Promptly complete all assignments and responsibilities attendant to the diagnosis and care of patients
- Communicate with, examine, and provide care for all patients—including those whose gender, ethnicity, culture, sexual orientation, gender identity, or spiritual beliefs are different from candidates' own
- Develop mature, sensitive, and effective relationships, not only with patients but with all members of the Program and healthcare teams
- Maintain sobriety in all academic and clinical environments, and refrain from the illegal use of substances at all times
- Abide by all state, federal, and local laws, as well as all University of South Florida codes of conduct
- Tolerate physically, emotionally, and mentally demanding workloads
- Function effectively under stress, and proactively make use of available resources to help maintain both physical and mental health
- Adapt to changing environments, display flexibility, and be able to learn in the face of uncertainty
- Take responsibility for themselves and their behaviors

The Program will consider for admission any applicant who demonstrates the ability to perform or to learn to perform the skills listed in this document. Students will be judged not only on their scholastic accomplishments, but also on their physical and emotional capacities to meet the full requirements of the Program curriculum, and to graduate as skilled and effective practitioners.

Candidates are asked to address the following questions in consideration of these technical standard requirements:

1. Is the candidate able to reasonably observe demonstrations and participate in skill laboratories?
2. Is the candidate able to reasonably analyze, synthesize, extrapolate, solve problems and reach diagnostic and therapeutic judgments?
3. Does the candidate have reasonably sufficient use of the senses of vision and hearing and the somatic sensation necessary to perform an assessment examination?
4. Can the candidate reasonably be expected to relate to patients and establish sensitive, professional relationships with patients?
5. Can the candidate reasonably be expected to communicate the results of the examination to the patient and to his or her colleagues with accuracy, clarity and efficiency?
6. Can the candidate reasonably be expected to learn and perform assessment tests and procedures?
7. Can the candidate reasonably be expected to perform with precise, quick and appropriate actions in emergency situations?
8. Can the candidate reasonably be expected to display good judgment in the assessment and treatment of patients?
9. Can the candidate reasonably be expected to possess the perseverance, diligence, and consistency to complete the Athletic Training Program curriculum and enter the practice of Athletic Training?

10. Can the candidate reasonably be expected to accept criticism and respond by appropriate modification of behavior?

Student Accessibility

USF is committed to the principles of equitable and accessible education and to providing reasonable accommodations to students with disabilities. Students with disabilities apply under the same guidelines as other students. If a student feels a disability has had an impact on grades, course choice or standardized admission test scores, the student may request consideration of this in the admissions process. Documentation of the disability and its relationship to the failure to satisfy a specific USF requirement should be submitted with the application for admission.

The USF Student Accessibility Services (usf.edu/sas) coordinates learning assistance to eligible students. Course related assistance and accommodations such as reader services, interpreters, alternative exam administration, note takers and adaptive equipment are available through this office.

Professionalism Guidelines:

As a healthcare profession recognized by the American Medical Association (AMA), USF's Athletic Training Program promotes and encourages behaviors that reflect the values, standards and codes of practice for which its membership will be held accountable. As such, the University of South Florida Athletic Training Program faculty encourages the athletic training students to acquire and exhibit desirable professional attributes. This assessment of professionalism will be left to the discretion of the professor. Students should refer to examples below, the Board of Certification (BOC) Code of Ethics, and other documents related to professional behavior. **Examples may include, but are not limited to, unexcused or excessive absences, unexcused or excessive tardiness, classroom disruption, inappropriate use of technology in the classroom, not being prepared for classroom discussion, inappropriate dress, etc.** If you have any questions regarding professional behaviors please discuss your concerns with the professor of the class.

Attendance and Tardiness

Attendance at all classes is expected! Formal attendance will not always be taken in class, but excessive tardiness and/or absences may result in further disciplinary action. If you are aware of an impending absence, you must inform your instructor **proactively**. Failure to inform the instructor ahead of time is unprofessional.

Students are expected to be in class or clinical rotations ready to start at the assigned time. Tardiness is unprofessional and will not be tolerated.

Communication

Communication is extremely important in health professions. You will have the opportunity to interact with numerous professionals on a daily basis either in person or through electronic communication. It is extremely important that you communicate properly. Physicians and faculty should be addressed as Dr. XXXX in written and verbal communications unless instructed otherwise by that individual. E-mail communication must remain professional. Introductions, such as "hey" etc., are unprofessional.

Remember, you are representing not just you, but the Program, the University, the faculty and the profession of Athletic Training. Be aware that inappropriate postings on social networking sites that depict you, the program or the profession in less than a professional manner will not be tolerated and is a violation of the professionalism policy.

Dress and Grooming

Athletic Training students are part of the Morsani College of Medicine. MCOM students, at all levels of education and training, are expected to maintain a proper professional image in their behavior and personal appearance at all times. During pre-clinical time, students are expected to wear clean, appropriate apparel (shirts, pants, shorts, dresses, skirts, etc) to all academic functions and on the premises of the MCOM. Any time students have contact with patients in the non-athletic setting (e.g. any Simulation Center or IPE event) shorts are **NOT** to be worn. The USF Athletic Training polo and slacks may be worn, or appropriate professional attire such as slacks and a shirt or blouse and close-toed shoes may be worn. Conservative attire is a must.

People express themselves in many different ways, and the recent trends in body piercing, tattooing, and unique hairstyles certainly fall under self-expression. The faculty enjoys the diverse backgrounds of the students in the program. However, because the clinical sites are classified as medical facilities and athletic training students are pursuing an education in a professional medical field, self-expression should be restricted while working with patients. All athletic training students must practice good hygiene. Hair should be kept neat and out of the way.

Outside Employment

Outside employment is STRONGLY DISCOURAGED while you are in the Athletic Training Program. Students **WILL NOT** be excused from class or clinical experience for outside employment. Outside activities cannot interfere with academic performance.

Enrollment in Other Programs

While in the Athletic Training Program, a student's priority must be on the Athletic Training classes and clinical experiences. This is not a pre-professional program for other educational programs such as physical therapy, occupational therapy, or physician assistant. Although it is commendable that students may want to pursue other degrees, the Athletic Training Program WILL be the priority during the two years the student is enrolled. Students will NOT be excused from class or clinical experience to take pre-requisite courses for other programs.

Use of Technology in the Classroom

Technology is a wonderful tool and students will have access to the USF Health wireless network in the classrooms. Often students will utilize laptop computers to complete assignments in class. However, inappropriate use of technology can hinder learning. Inappropriate use of technology (surfing the web, social networking, texting, playing on-line games, etc) is disrespectful to both the presenter and your classmates and is **unprofessional**.

Cell Phone Policy

Students are not allowed to use cell phones in class. Please turn them off as you enter the classroom and keep them stored out of sight in your backpack, purse, or pocket. Messaging during class is considered unprofessional. In the rare event that you are expecting an important call from a family member this must be communicated prior to class, or immediately after following an unanticipated incident so the situation is not misinterpreted by the faculty. Failure to appropriately communicate this information is also considered unprofessional.

Academic Integrity of Students

Athletic training students are awarded the Master of Science in Athletic Training in recognition of successful completion of course and clinical work. Each individual is expected to earn his or her degree on the basis of personal effort. Consequently, any form of cheating on examinations or plagiarism on assigned papers constitutes unacceptable deceit and dishonesty. Disruption of the classroom or teaching environment is also unacceptable. Unprofessional behaviors cannot be

tolerated in the university community and will be punishable, according to the seriousness of the offense in conformity with established rules and procedures.

Academic integrity is the foundation of the University of South Florida system's (University/USF) commitment to the academic honesty and personal integrity of its University community. Academic integrity is grounded in certain fundamental values, which include honesty, respect and fairness. Broadly defined, academic honesty is the completion of all academic endeavors and claims of scholarly knowledge as representative of one's own efforts. Knowledge and maintenance of the academic standards of honesty and integrity as set forth by the University are the responsibility of the entire academic community, including the instructional faculty, staff and students.

Please refer to the following webpage on the Graduate Studies website for detailed information on the Academic Integrity policy:

<http://www.grad.usf.edu/plagiarism.php>

Sanctions for Academic Dishonesty will depend on the seriousness of the offense and may include:

- An "F" or "Zero" grade on the subject paper, lab report, etc.
- An "F" in the course or activity in which credit may be earned.
- An "FF" in the course (leading to expulsion from the University).
- Academic Dismissal for any violations of academic dishonesty policies or regulations.
- Possible revocation of the degree or Graduate Certificate following a thorough investigation.

Graduate students who are assigned an "FF" grade will be academically dismissed from the University and will not be eligible to apply to any graduate program within the USF system. Procedures regarding Academic Dishonesty and Academic Dismissal may be found on the Office of Graduate Studies' website: <http://www.grad.usf.edu>.

Disciplinary Action

The Athletic Training Program Academic Performance Review Committee may recommend disciplinary action for any unethical and/or non-professional behavior or other misconduct

Requirements for all Athletic Training Students

First Aid & CPR Certification:

Current CPR & First Aid certification must be maintained throughout the entire program. Students will not be allowed to start a clinical assignment without these certifications. Please check due dates on certification to prevent lapses in certification. Re-certification classes are held a various times throughout the year. Students may use the American Red Cross, American Heart Association, or National Safety Council and be trained as a professional rescuer. Students whose certifications expire during a clinical rotation will be suspended from that rotation until re-certification is completed. This may adversely effect the required obtainment of clinical hours as well as the ability to perform clinical proficiencies.

Background Check

All students obtaining clinical hours at a Hillsborough County High School are required to complete background checks and fingerprinting. The background check is to be completed and on file prior to the start of the first clinical rotation (August 1 or earlier). Students are given instructions on completing this task many months prior to the deadline. Failure to have the background check completed in time **will result in a loss of clinical time and a reduction in the grade for the clinical class**. The student will keep one copy for their records, provide one copy to the Athletic Training Program office for filing in the student academic file and one copy will be provided to the high school.

Drug Testing

Some clinical sites require a mandatory drug screening prior to the start of clinical experience. Failure to pass the drug screening will result in student removal from the site. The student may be reassigned to a different clinical site at the prerogative of the Clinical Education Coordinator. If there are no available sites to be reassigned, the student will take a "0" for that part of the clinical class and will need to retake the class the following year, delaying graduation for one year.

Proof of Insurance Coverage:

Students are required to provide their own student professional liability coverage. While participating in assigned clinical rotations with an established clinical education facility of the University of South Florida, students will be covered by the blanket USF insurance, however this does not cover students for any volunteer events. Students must have personal liability insurance in addition to the University's insurance.

Blood-Borne Pathogen Training

Students are required to have yearly Blood-borne Pathogen Training while in the Athletic Training Program. All students will need to complete the training prior to completing any clinical experiences. This can be completed at the following web address:

- <https://usf.sabacloud.com>
- Log in with your USF Health user name and password
- Select "Additional Training" under the Browse tab at the top and launch "OSHA Bloodborne Pathogen (BBP)"
- Print off the certificate

Students will print off two copies of the certificate. One copy is to be given to the Clinical Education Coordinator/Program Director to be kept on file. The second copy will be made available to off-campus clinical sites as needed.

Proper equipment is available at all clinical sites for disposal of hazardous waste. Exposure incidents should be reported immediately to the Preceptor and follow the plan below.

HIPAA Certification

Students are required to take the on-line HIPAA training and present certification prior to starting clinical rotations. This can be completed at the following web address:

- <https://usf.sabacloud.com>
- Log in with your USF Health user name and password
- Select "Compliance" under the Browse tab at the top and launch "HIPAA Privacy at USF Health"
- Print off the certificate

Students will print off two copies of the certificate. One copy is to be given to the Clinical Education Coordinator/Program Director to be kept on file. The second copy will be made available to off-campus clinical sites as needed.

Student Health Policies

1. Completed Physical Examination including up-to-date immunizations

- a. Students must complete a physical examination prior to patient contact and provide verification from their physician that he/she is up-to-date on immunizations required of medical professionals
- b. Immunizations include:
 - Rubella (German Measles)
 - Rubeola

- Mumps
- Varicella
- Hepatitis B
- Tetanus, Diphtheria and Acellular Pertussis (Tdap)
- Meningitis
- Tuberculin Skin Test (TST/PPD)

2. **Blood-borne Pathogen Exposures and Exposures to Communicable Diseases**

In accordance with the OSHA blood-borne pathogens standard, 29 CFR 1910.1030, an exposure control plan is in place for all students in the Morsani College of Medicine. All students must complete Blood-borne Pathogen Training prior to starting clinical experiences. During Blood-borne Pathogen Training, an overview of procedures is presented. Familiarize yourself with the policies and procedures of each facility and carefully comply with all requirements in case you are injured or exposed to communicable disease. It is imperative that you comply with Blood-borne Pathogen procedures to protect both you and the patient. All needle sticks and other exposures to blood or other potentially infectious body fluids should be immediately reported to the following:

- Your preceptor
- The employee health nurse at the facility where the incident occurs (if applicable)
- Athletic Training Program Director or Clinical Education Coordinator

For information about “What to do – Who to call – Where to go” after an exposure is available [here](#)

3. **Student Health Services**

All students at USF are required to pay a USF Health Fee every year as part of the total tuition. The Health Fee is not an insurance premium. Subscription to the optional student health insurance plan requires a separate fee and information on available policies is available from the USF Health Student Affairs Office or from Student Health Services. The Health Fee is mandatory and entitles you to care at the Student Health Center located on the main campus. The services provided on a fee-for-service basis include outpatient care, a fourteen-bed infirmary for limited inpatient care, a family planning clinic, and psychiatric consultation.

4. **USF Physicians Group**

USF Health students may be seen at the USF Medical Clinic but must realize that physician fees incurred at the Medical Clinic by that are not covered by insurance payment will be billed to the student. The student health fee does not cover USF Medical Clinic services. Students will be billed for the cost of supplies, lab work sent outside of the HSC Clinic, and for elective procedures. If the student’s private insurance company does not cover the cost, the student is responsible for payment. This policy also applies to the student’s spouse and children.

An appointment with a faculty physician can be arranged by calling the Clinic appointment desk at **813-974-2201**. Students should identify themselves as USF Health Students and request an appointment with the first available physician in Family Medicine or General Internal Medicine. An appointment will be scheduled as soon as possible. Please note, faculty physicians see their private patients in the Medical Clinic. These patients have previously scheduled appointments. It is therefore frequently impossible for medical students to receive an appointment on the same day they request one. Every attempt will be made by the Clinic staff to schedule medical students as soon as possible. Another point to note is that the Medical Clinic is not an emergency medical center. If students have a medical problem that is of an emergency nature, follow the emergency procedures in your health insurance policy.

Confidential psychiatric consultation and counseling is readily available through the Student Health Services.

5. Health Policies for Patient Contact

Students must undergo a physical examination prior to starting school, complete the Physical Exam Verification Form ([Physical Exam Verification Form](#)), including verification of immunization and return it to the Athletic Training Program office as soon as possible, but no later than the first day of summer class. Student Health will have a record of your immunizations as this is an admission requirement for the university. Remember, all the office wants is verification of the physical and vaccinations, not the actual medical documents. Students are not permitted to begin classes or to work in any of our clinics without providing the required evidence of a physical examination and documenting immunity to the diseases listed.

6. Communicable Illness

Students with an illness or medical condition that may be communicable to patients or staff should not be allowed patient contact. If the student/agency personnel is unsure whether he/she should be in patient contact areas, the student should not report to the clinical site but instead go to Student Health Services or seek an appointment at the USF Physician's Clinic or a physician of his/her choice.

Persons with the following medical conditions should not be allowed patient contact without a medical clearance:

- Active chicken pox, measles, German measles, herpes zoster (shingles), hepatitis A, hepatitis B, hepatitis C, tuberculosis, COVID-19.
- Diarrhea lasting over three days or accompanied by fever or bloody stools.
- Conjunctivitis.
- Group A streptococcal disease (i.e. strep throat) until 24 hours of treatment received.
- Draining or infected skin lesions.
- Oral herpes with draining lesions.

Clinical Information

The clinical education component of the USF Athletic Training Program is designed to provide "real life" learning experiences for students following classroom and laboratory competence. The clinical experiences are encompassed within five educational courses totaling 13 credit hours. Within each course, students are assigned to supervising preceptor on the campus of the University of South Florida as well as to those working at off-campus affiliated sites.

All aspects of the clinical experience emphasize cooperative and collaborative learning among students as well as directed practical applications from a certified Athletic Trainer or other healthcare provider. Although all students will have specific required clinical experiences and specific proficiencies for each clinical course, it is expected that an agreement is formed between the student and preceptor at the site, defining specific learning opportunities provided at that facility.

The criteria used in the placement of students include the qualifications of the preceptors, the commitment of the preceptors in the administration of teaching, adequate patient resources for teaching and the presence of up-to-date equipment and resources. Students are assigned multiple week rotations providing a wide range of upper extremity, lower extremity, general medical conditions, and equipment intensive hours with multiple patient populations. Students will have opportunities to receive experience in high-risk and low-risk traumatic injury sports, as well as individual and team activities. Most experiences occur in a traditional team setting however opportunities at affiliated sites include, but are not limited to traditional rehabilitation clinic, and professional athletic settings.

All students are required to successfully complete the multi-phase clinical component of the curriculum. Clinical assignments are delineated to facilities providing comprehensive healthcare services, including but not limited to, practice and game preparation, injury/illness evaluation,

maintenance of electronic medical and health record, first aid and emergency care, follow-up care, rehabilitation and related services.

The Clinical Education Coordinator decides placement of students with approved preceptors. Throughout the program, students are assigned a variety of clinical rotations. Requirements at each clinical assignment include always being directly supervised by a preceptor during the delivery of athletic training services and undergoing orientation to the site prior to patient interaction.

Expected Clinical Time Commitment

Year 1: 120-200 hours/semester during didactic sessions. This is an average of 10-15 hours/week.

Year 2: 250-600 hours/semester during didactic sessions. There is no average requirement per week for AT2 students. Since the time spent in class is much less during the second year, there is greater opportunity and expectation to gain clinical experience. The second year students should be given the autonomy to practice athletic training under the supervision of a preceptor.

The hour requirement for any level during any immersive clinical experience will be 20-75 hours per week, which will vary throughout the year and by clinical site. During this time, students are expected to be at their clinical experience any time their preceptor is there.

- Some exceptions to the hour accumulation guidelines may be considered depending on the clinical rotation. Decisions are considered on an individual basis.
- Any concerns in obtaining sufficient clinical hours should be addressed with the Clinical Education Coordinator.

Hour Logs

You are required to keep track of your own hours, and log your days, utilizing the duty hours tracking system on ATrack and are required to have your hours verified by your Preceptor on a weekly basis. If you notice that you are accumulating too many hours (or not enough hours) during your rotation, please talk over your schedule with your Preceptor. Adjustments may be able to be made to allow you to have a valuable experience. You may occasionally go over the expected hours per week during peak season, but over the course of the semester, this should average out.

Orientation to the site

The student must contact the assigned preceptor at least 2 weeks prior to the scheduled start of the rotation. Please schedule a time to visit your clinical site and preceptor prior to starting your rotation. The preceptor will orient you to their clinical site.

This orientation will include:

- A tour of the facility
- A review of the Emergency Action Plan (EAP) for each venue at the facility
- A review of dress code and professional expectations for the facility
- A discussion with the student to plan mutual goals for the rotation
- A review of preceptor expectations
- Schedule planning

Personal Appearance

As discussed in the "Dress and Grooming" section above, athletic training students are expected to use discretion with apparel, make-up, perfume, cologne, and jewelry. No attention causing hairstyle or accessories may be worn. If students have any concerns, contact an Athletic Training staff member or the Athletic Training Program Director immediately. A student's appearance not only represents his/her personal style but the University of South Florida, its faculty, staff, physicians, donors, and alumni, as well as the profession of athletic training. Please note that the preceptor

reserves the right to request that you leave the clinical setting if in their opinion you are not presenting yourself professionally.

Dress Code while at the Clinical Sites

All students should wear an Athletic Training/Sports Medicine shirt worn with khaki, or black shorts or pants. The uniform is to be worn at all times when representing the USF Athletic Training Program whether the student is on-campus or at an off-campus assignment. Athletic or tennis shoes must also be worn during all clinical experience hours. All shoes must have a closed toe. Sandals, flip-flops, etc. are not permissible!!! No blue jeans, jean shorts, cut-offs, short shorts, tank tops or low-cut shirts are allowed. It is extremely important that we dress and look professional at all times. The public often perceives and may judge the student's abilities by their general appearance. USF Athletic Training/Sports Medicine tee shirts are allowed during outdoor preseason practice and conditioning sessions or when specified by your supervising Preceptor. Hats are only allowed when outside. Hats are not to be worn in the classroom. Students not abiding by the dress code will be sent home from the clinical rotation that day and may be documented for an infraction.

Students may be given clothing from their non-university preceptor/site for which they are assigned. This attire should be worn as the preceptor recommends. Regardless of what the preceptor allows or disallows as it relates to clothing and personal appearance, it is important to remember that you are representing USF at all times and will be required to look professional. If at any time you are unsure as to whether or not your appearance is professional, please seek the consultation of the Clinical Education Coordinator.

Clinical Proficiencies

Students will receive a clinical proficiency list in their Clinical Experience courses. The entry-level athletic training proficiencies serve two purposes: (1) they define the common set of skills that entry level Athletic Trainers should possess; and (2) they define the structure of athletic training clinical education as an outcomes-based qualitative system. The Clinical Proficiencies only describe the clinical aspects of the education pedagogy. These proficiencies are used concurrently with the didactic coursework that emphasizes cognitive, psychomotor, and affective educational competencies.

Students will complete clinical proficiencies as outlined in their clinical course packet. The proficiencies must be met by the deadline provided by the instructor. **All skills must be practiced with a peer and successfully completed under preceptor supervision prior to performing that skill on a patient.** Please be aware of the preceptor's schedule and schedule appropriate times to complete proficiencies.

Clinical Education Infraction Notification

Absence from a clinical assignment, repeated tardiness, inappropriate attire, misconduct, and/or failure to submit evaluations on time may result in an infraction. A preceptor or classroom instructor will electronically submit the infraction notification (concern card) via ATrack. The Clinical Education Coordinator will be notified of the submission, and the concern card will be placed in the student's file. As a result, there may be a significant reduction in the Clinical Experience course grade.

Evaluations

Preceptors will complete evaluations on each student at the mid-rotation and at the end of each rotation. Students will complete evaluations on their preceptors at mid-rotation and end of each rotation. All evaluations will be completed electronically through ATrack. The end rotation evaluation counts as 40% of the clinical course grade. Each preceptor will also receive an aggregate of the student's evaluation scores once they have received more than 3 evaluations. You will receive reminder emails to complete your evaluations. Late evaluations will impact your professionalism grades in each class.

Due Dates for Clinical Evaluations will be listed in the Clinical Class Syllabi

Clinical Site Visits:

The Program Director, Clinical Education Coordinator or their designee will conduct at least one clinical site visit each year. The purpose of these visits is to observe the athletic training students in their clinical rotation and to facilitate communication with the student and the preceptor regarding the student's progress and experience at the clinical site.

Interpersonal Policies

The Relationship of Athletic Training Students with Others

Preceptors

Athletic training students will be supervised by their preceptors at all times while in the clinical setting. They are encouraged to discuss educational, clinical, and personal issues with their preceptors whenever an appropriate time presents itself. **It is unacceptable to date or socialize with preceptors. Students should not be asked to join preceptor social media (Facebook, Instagram, etc) and students must not ask preceptors to join their social networking sites. Such behavior will not be tolerated.**

Team Physician/Healthcare Professionals

Athletic training students will have the opportunity to meet and work with the team physicians and their designees. The physicians will act as medical advisors to the Athletic Training staff regarding prevention of injuries, care of injuries, and post injury/surgery rehabilitation. The physicians have absolute authority in determining the physical well-being of a student athlete who wishes to participate in intercollegiate athletics at the University of South Florida. They also will conduct, with assistance of other medical specialists, the pre-season physicals of all USF intercollegiate athletes. Students will learn a great deal by observing and listening to these healthcare professionals as they evaluate athletes with various injuries and conditions. Students are also encouraged to ask questions at the appropriate times.

Coaches

Possessing the ability to "work and play well with others" is a crucial part of being a team member. Athletic Trainers and coaches have the common goal of placing the best team on the field in order to provide the best opportunity to win. Frustrating situations sometimes occur, but for the most part, these can be minimized by effective communication and constant follow-up. Athletic training students, under the supervision of their preceptors, will be called upon to communicate with coaches concerning injuries to their athletes. To earn the coaches' respect and trust, it is important to be thorough, concise, and professional at all times. Treat all coaches with integrity, respect, and courtesy, and expect the same from them. **It is unacceptable to date or socialize with coaches or support staff and is looked upon as an unprofessional behavior. Such behavior will not be tolerated.**

Student-Athletes

Treat all athletes with integrity, respect, and courtesy, and expect the same from them. Strive to combine friendliness and concern with professionalism. Confidence and respect will be gained by exhibiting a basic knowledge of athletic injuries and proficiency in athletic training skills. In time, athletic training students will gradually learn the attitudes, temperaments, and peculiarities of individual athletes, and will learn to use this insight to foster a professional relationship with them. Athletic training students should encourage athletes to adhere to all of the rules and regulations pertaining to them while in the Athletic Training Clinic. **It is unacceptable to date or socialize with**

athletes while in the Athletic Training Program. Socializing with athletes while on a university-sponsored trip (i.e. bowl game, tournaments, etc.) is strictly prohibited and will not be tolerated. Students dating an athlete during an assigned rotation with that particular team will be immediately removed from that rotation. Corrective action will be made at the discretion of the sports medicine staff. The staff is under no obligation to find a replacement rotation for the student who has violated this policy. If an athletic training student has a pre-existing relationship with a student-athlete, this should be brought to the attention of the Clinical Education Coordinator prior to being admitted to the program or before clinical assignments begin so that plans can be made accordingly for clinical assignments. Of greatest importance is to recognize that athletic training students who are placed in secondary school settings and possibly private clinics may be working with student athletes who are minors with respect to age and according to law. **Under no circumstances will any relationships between the athletic training student and a minor be tolerated.** This could not only result in Athletic Training Program sanctions but also additional law enforcement involvement.

Social Media

It is unacceptable for AT students to join the athlete's social networking site. Although this may seem like a benign action, the athlete may post something that is inappropriate. By associating with that athlete through the social networking site, the AT student and the program may be misrepresented.

Mistreatment and Abuse

Equal Opportunity Policy

The University of South Florida System (USF System) is a diverse community that values and expects respect and fair treatment of all people. The USF System strives to provide a work and study environment for faculty, staff and students that is free from discrimination and harassment on the basis of race, color, marital status, sex, religion, national origin, disability, age, or genetic information, as provided by law. The USF System protects its faculty, staff, and students from discrimination and harassment based on sexual orientation, as well as gender identity and expression. The USF System is also committed to the employment and advancement of qualified veterans with disabilities and veterans protected under the Vietnam Era Veterans' Readjustment Assistance Act, as amended (VEVRAA). As part of the effort to maintain an environment that is comfortable for all people and to ensure consistency with state and federal laws, the USF System establishes this policy. Discrimination, harassment and retaliation are prohibited within the USF System, and complaints of such conduct are to be filed with one of the two designated offices within the USF System, specifically the Office of Diversity Inclusion and Equal Opportunity (DIEO) or the Office of Student Rights and Responsibilities (OSRR or the appropriate Student Affairs office at the campus or institution where the discrimination/harassment occurred). The designated office will review such complaints and provide appropriate response including counseling, mediation, and/or referral for disciplinary action, up to and including termination from employment and/or expulsion from the USF System. In addition, DIEO and OSRR will, as part of their internal processes, report any conduct that may be criminal in nature, such as bias-motivated crimes, to the appropriate law enforcement entities

Diversity and Equal Opportunity: Discrimination and Harassment Policy:

<http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-0-007.pdf>

Student Mistreatment, Harassment, or Abuse

Students are encouraged to discuss any and all issues of physical, emotional, psychological or sexual abuse without fear of retribution. The student may contact any faculty or staff member with whom they feel comfortable which may include the Program Director, Clinical Education Coordinator, or any core faculty. In addition, the student may directly contact the [USF Center for Victim Advocacy & Violence Prevention](#). The USF Student Grievance Policy can be found [here](#).

Sexual Harassment and Title IX

It is the goal of USF, USF MCOM, and the AT Program to create and maintain a work and study environment that is positive and free of discrimination. In order to help provide such an environment, faculty, staff, and students must be aware that sexual harassment is sex discrimination, and is unacceptable conduct that will not be tolerated at the university as defined in USF policy 0-008, [Diversity and Equal Opportunity: Sexual Harassment](#). Sexual harassment is defined as conduct of a sexual nature or with sexual implications, which interferes with an employee's or student's status or performance by creating an intimidating, hostile, or offensive working or educational environment. This conduct may include, but is not limited to the following:

Inappropriate touching; the display of sexually explicit or suggestive materials; use of sexually explicit or suggestive language or gestures; and subtle pressure for sexual activity, as well as demands for sexual favors or physical assault. Sexual harassment is a serious form of abuse.

- In addition to being a violation of state and federal laws, behavior involving unwanted sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature is incompatible with faculty, staff, and student status in the AT Program.
- Dating current teaching faculty (i.e. physicians, residents, teaching assistants, AT faculty, etc.) is highly discouraged. This can be viewed as a form of sexual harassment. See the USF [policy](#) regarding consensual relationships.
- Further information regarding sexual harassment policies is outlined in the USF "Sexual Harassment" policy 0-008, [Diversity and Equal Opportunity: Sexual Harassment](#)
- Students should contact the Program Director immediately if they have felt as if they have been harassed.

The student is encouraged to directly contact the [USF Center for Victim Advocacy & Violence Prevention](#) or to the office of [Diversity, Inclusion & Equal Opportunity](#) to Report any Title IX Complaint or Incident.

It is also important to note that sexual harassment is in violation of the Board of Certification Code of Ethics and can result in the disciplinary action against the certification.

Sexual Battery

Sexual battery is a crime under the laws of the State of Florida and will not be tolerated at the USF MCOM as defined in USF Policy 0-014, [Sexual Battery](#). As an integral part of academic performance, athletic training students are expected to maintain the high standards of professional and personal conduct traditionally associated with the practice of medicine. Any act such as sexual battery is a violation of University Policy, which in the case of AT students, is viewed as professional misconduct and is a violation of academic standards.

AT Program students who are victims of actual or threatened violence can obtain assistance from the [Health Enhancement for Lifelong Professional Students \(HELPS\) Program](#). Additionally, AT students should refer to the USF Policy concerning [Sexual Battery](#).

Center for Victim Advocacy & Violence Prevention

The USF [Center for Victim Advocacy & Violence Prevention](#) is available to assist all USF students or employees who are victims of actual or threatened violence, including but not limited to battery, assault, sexual battery (date rape, acquaintance rape, stranger rape) and attempted sexual battery.

Police reports are strongly encouraged; however, reports are not required for information and referral assistance.

The USF Center for Victim Advocacy & Violence Prevention will assist by providing information, support, and guidance in the following ways:

1. Crisis intervention
2. Emergency shelter, medical help, and counseling referrals
3. Assistance as needed
4. Services available on-call 24 hours a day, seven days a week

Resources - Important Numbers

- Police Emergency: 911 or 813-974-2628

USF [Center for Victim Advocacy & Violence Prevention](#)

Office Location: SVC 0067

- Telephone: 813-974-5756
- Crime Victim Hotline: 813-974-5757

Hillsborough County Crisis Lines

- Crisis Line: 813-234-1234
- Sexual Abuse Line: 813-238-7273

USF Ombudsman's Office

An ombudsman (or ombuds) is a neutral third party who helps students and/or employees address problems, concerns, and complaints through informal means such as conversation, mediation, and other problem-solving strategies. Many campuses, state agencies, and corporations have an ombuds.

USF's Student Ombuds Office functions under these standards of practice to serve students:

CONFIDENTIALITY: Concerns or information brought to the Ombuds Office will not be shared with anyone unless you give permission for it to be shared and the staff feels that sharing will help solve your problem. The only instance where we are mandated by the state of Florida to share information is if someone poses a threat to themselves or to others.

IMPARTIALITY: The Ombuds does not advocate for you, the student, or the university. The Ombuds Office staff considers the interests and concerns of all parties involved with the goal of achieving fair and equitable solutions.

INDEPENDENCE: The Ombuds Office operates independently of administrative authorities.

INFORMALITY: The Ombuds Office staff will informally investigate student concerns without issuing judgments or decisions. The office does not arbitrate, adjudicate, or participate in any internal or external processes, including legal.

What the USF [Ombuds Office](#) CAN do:

- Listen to complaints, concerns, problems, and disputes
- Provide referrals
- Identify relevant policies and procedures
- Facilitate communication
- Gather facts and information
- Explore solutions
- Report trends in student issues to the university
- Recommend changes to USF policies and procedures

The Ombuds Office reserves the right to deny any case considered inappropriate.

You can reach them at 813-974-0835, ombuds@usf.edu, or <http://www.usf.edu/student-affairs/ombuds/about-us/index.aspx>

Scholarship Information

David “Doc” Leffers Scholarship

- Awarded to a rising 2nd year athletic training student who has demonstrated the potential to become an outstanding athletic trainer.
- **Award:** up to \$1,000 (up to 2 available)
- **Application Process:** Interested applicants should submit a 1-2 page essay describing their professional goals as an athletic trainer. One letter of support from an athletic trainer (not faculty) should accompany the application. **Deadline for submission of all materials is by 5:00pm on the second Friday in February each year.**
- Recipients are chosen by a committee comprised of all the Athletic Training ranked faculty

Kennedy Family Endowed Scholarship for Athletic Training

- Awarded to athletic training students who have demonstrated leadership and service initiatives and accomplishments related to and that have benefitted the athletic training program at the University of South Florida and positively promoted the profession of athletic training. Minimum GPA of 3.2/4.0 required for eligibility.
- **Award:** \$1,000 (up to 4 available)
- **Application Process:** Interested applicants should provide a letter of interest highlighting their leadership and service accomplishments relevant to USF athletic training and the profession as a whole. **Deadline for submission of all materials is by 5:00pm on the second Friday in February each year.**
- Recipients are chosen by a committee established by the Director of Athletic Training

Please be sure to indicate to which scholarship/award you are applying. Materials may be submitted electronically or in the Program Director’s mailbox.

Grievance Policy

Students who wish to file a grievance may do so at any time. Such a grievance should be placed in writing within 30 days of a specific circumstance and given directly to the Athletic Training Program Director. If a grievance is not necessarily related to a single event, but rather a compilation of events, then a summary of such events should be presented in writing to the Athletic Training Program Director in a timely manner that is deemed reasonable by the Program Director. A compilation of events should preferably follow verbal attempts to resolve any concerns in a timely manner. The Program Director will review the grievance, gather all necessary facts and speak with all parties of interest, and make a decision, provided in writing to the student. A student may appeal a decision within 10 days in writing to the Chair of the Department of Orthopaedics & Sports Medicine, at which time the Department Chair will determine the appropriate steps to take. If the original grievance involves the Athletic Training Program Director, then the student may file a written complaint directly to the Chair of the Department, under the same guidelines previously described for filing a written grievance.

More information regarding the USF System Grievance policy can be found here: <http://regulationspolicies.usf.edu/policies-and-procedures/>



Acknowledgement of Receipt and Understanding of the Communicable Disease Policy

I acknowledge receipt of the University of South Florida Master of Science in Athletic Training Communicable Disease Policy.

By signing this statement, I agree to abide by all guidelines below. I understand the Morsani College of Medicine has the right to periodically review and update its procedures and guidelines in order to serve the needs of the University of South Florida, the Morsani College of Medicine, the Athletic Training Program, and to respond to mandates of the Florida State Legislature, Florida Board of Governors, University of South Florida System Board of Trustees, federal government, and other regulatory and accrediting agencies.

Communicable Illness

Students with an illness or medical condition that may be communicable to patients or staff should not be allowed patient contact. If the student/agency personnel is unsure whether he/she should be in patient contact areas, the student should not report to the clinical site but instead go to Student Health Services or seek an appointment at the USF Physician's Clinic or a physician of his/her choice.

Persons with the following medical conditions should not be allowed patient contact without a medical clearance:

- Active chicken pox, measles, German measles, herpes zoster (shingles), hepatitis A, hepatitis B, hepatitis C, tuberculosis, COVID-19.
- Diarrhea lasting over three days or accompanied by fever or bloody stools.
- Conjunctivitis.
- Group A streptococcal disease (i.e. strep throat) until 24 hours of treatment received.
- Draining or infected skin lesions.
- Oral herpes with draining lesions.

I also understand this page will be kept in my student file in the office of the Athletic Training Academic Services Administrator until graduation. A copy can be made available for my records, upon request.

Signature: _____

Print Name: _____

Date: _____

Appendix: COVID-19 Return to Clinical Rotations and Classroom Activity

USF Athletic Training Program COVID-19 Continuity Policies

Course expectations

- Content that can be delivered remotely, will be delivered remotely. This does not mean asynchronously.
- Written exams will be delivered virtually with remote proctoring.
- Class will be held in a face-to-face format for the purposes of clinical skills instruction and clinical skills assessment.
 - Every attempt will be made to limit days in the classroom/lab, but there may be instances of multiple days per week of face-to-face interactions.
 - Social distancing guidelines will be followed as much as possible (i.e. small groups will be spaced at least 6 feet apart when working on clinical skills).
 - Students and faculty must wear masks and gloves at all times in the classroom/lab, wash hands regularly, and clean personal workspace at beginning and end of each class meeting.
 - Symptoms checklist must be completed prior to classroom entry.
 - Every attempt will be made to group students who live together or are assigned together at clinical rotations.
 - If a student is unable to attend any face-to-face clinical skills instruction or assessment, this must be re-scheduled and made up with the instructor on an individual basis, and this must be made up within the scheduled course dates.

Clinical expectations

- The safety of each individual is paramount. As long as patient contact can continue safely with appropriate precautions in place, all students will continue to gain clinical experience with patients.
- Individual clinical sites may have additional expectations.
- If all clinical sites are closed to student learners, programmatic assessments will be made regarding virtual opportunities to support course objectives, though these may not take the place of programmatic policies or accreditation standards.

COVID-19 Testing Policies

Exposure Definitions

- **Exposure:** Close contact (<6 feet) for >15 minutes
 - **Highest risk:** Living with someone who is COVID-19 positive
 - **Moderate risk:** Providing patient care to someone who is COVID-19 positive with appropriate precautions
 - **Low risk:** Interacting in the classroom environment with someone who is COVID-19 positive with appropriate precautions

Students who have been exposed to someone who is COVID positive

- In line with communicable disease policy, student reports exposure to Program Director, MHA, and Preceptor
- If directed by MHA, students obtain testing. They self-monitor for symptoms while awaiting results.
- If asymptomatic and test is negative, continue clinical rotations and face-to-face meetings
- If asymptomatic and test is positive, exit clinical rotations and face-to-face meetings for self-isolation
- If symptomatic, exit clinical rotations and face-to-face meetings at time of symptoms

Return to Clinical Duty following Positive test

- Students must be fever free for 3 days and symptom free for 10 days if tests positive for COVID or has strong suspicion for COVID.
- A student with a positive test (done on routine testing or for any other reason - example: exposure), will need to quarantine for 14 days from the positive test.
- Clearance from MHA/Student Health Services will be required for return to clinical and classroom environment.

Reminders

- Expectations regarding masks and mitigation behaviors should remain even outside of classroom and clinical environments to limit community exposure risk.
- As a clinical program within USF Health, **we are on an alternate calendar and are not subject to all information provided in USF wide email alerts.** For example, there will be on-campus practical exams and clinical expectations (in line with individual clinical sites) following the Thanksgiving break. Please consider this when planning for the holiday weekend.
- This is a living document as the pandemic evolves. Policies and expectations are subject to change.