



Athletic Training Program

**Athletic Training Program Student Handbook and Code of Conduct
2023-2024**

Table of Contents

NAU Athletic Training Program	3
Vision, Mission, and Program Goals	3
National Athletic Trainer’s Association and NAU AT Program	4
Code of Ethics and Conduct	4
General Expectations of Graduate Students	5
Professional Development and Interprofessional Education	6
Faculty and Staff	7
Athletic Training Website and Technology	8
Academic Program	8
Clinical Preceptors	11
Clinical Assignments	12
Outside Employment	15
Professional Development Skills	15
Academic Success Policy	17
Professional Associations	20
Certifications and Licensure	21
Health and Immunizations	22
Student Resources and Support	23
Professional Liability Insurance and Fingerprinting	25
Financial Assistance	25
Grievance Policy	26
Appendix A: Physical Form	Error! Bookmark not defined.
Appendix B: Technical Standards	Error! Bookmark not defined.
Appendix C: Hepatitis B Vaccination Release Form	Error! Bookmark not defined.
Appendix D: AT Program Letter of Agreement	Error! Bookmark not defined.
Appendix E: AT Program Testing Policy	Error! Bookmark not defined.
Appendix F: Photo/Video Release Form	Error! Bookmark not defined.

NAU Athletic Training Program Vision, Mission, and Program Goals

Vision:

To be the preeminent athletic training program that prepares excellent clinical scholars who will provide exemplary and inclusive quality of care.

Mission:

Provide a student-centered educational experience, in both the classroom and clinical education setting, in areas related to injury prevention and health promotion, examination, diagnosis, and therapeutic interventions, critical incident management, and healthcare administration and professional responsibility. Students will engage in a rigorous curriculum, with a robust and immersive clinical education experience, that will produce clinical scholars who will excel and thrive within the profession of athletic training.

Goals of the Professional Athletic Training Program:

To embody and support the vision and mission of the NAU Professional Athletic Training Program, a commitment to practice, evaluation, and reflection of the program goals will be paramount to the success of the AT students.

1. Recruit and retain students of diversity, including Indigenous populations.
2. Empower students to be lifelong learners who provide patient-centered care that is grounded in evidence-based practice.
3. Promote clinical education experiences for students that are reflective and representative of the patient populations for which they will treat.
4. Prepare students to be successful on the national certification examination, assuring an ongoing first-time pass rate higher than the annual national average.
5. Prepare students for success in gaining employment in an athletic training practice setting.
6. Use clinical preceptors and program faculty that embody student-centered education with a strong commitment to producing excellent clinical scholars.

National Athletic Trainer's Association and NAU AT Program Code of Ethics and Conduct

The National Athletic Trainer's Association (NATA) has developed a Code of Ethics for the purpose of guiding the membership regarding principles of ethical behavior that should be followed in the practice of Athletic Training. The student should become familiar with the NATA Code of Ethics, which can be accessed at: www.nata.org/codeofethics

The following Code of Ethics of the Athletic Training Program at Northern Arizona University was developed specifically with the Athletic Training student in mind and based on the same principles as the NATA Code of Ethics:

- Athletic Training students should neither practice nor condone discrimination against any legally protected class of people.
- Athletic Training students should not condone, engage in, or defend unfair or unethical conduct or practices.
- Athletic Training students should provide care based on the needs of the individual patient. They should not discriminate in providing care based on athletic ability.
- Athletic Training students should strive to achieve the highest level of competence. They should use only those techniques for which they are qualified and authorized to administer.
- Athletic Training students should recognize the need for continuing education to remain proficient in their practice. They should be willing to consider new procedures within guidelines that assure patient safety.
- Athletic Training students should recognize that personal conflicts and relationships might occur which may interfere with professional effectiveness. Accordingly, they should refrain from undertaking any activity in which personal issues could lead to inadequate performance or harm to a patient or colleague.
- Athletic Training students should use care to be truthful and not misleading when stating their education and/or experience.
- Athletic Training students should always demonstrate respect for others, including their peers, supervisors, faculty, and administrators, through respectful communication and professional behavior.
- Athletic Training students are expected to act professionally in all aspects of their involvement with the athletic training program.
 - While in the clinical setting, they will treat their clinical preceptors (CP) with respect.
 - students are expected to understand the specific policies and procedures of each clinical site where they are placed
 - students will be respectful of and follow instructions from their CP.
 - Students should never act on their own when dealing with athletes/patients without consultation or supervision from their CP.
 - While in the classroom, they will treat faculty with respect.
 - students are expected to pay attention and always be engaged. Students should never be talking when the instructor is talking and should feel free to talk during discussion or group work times.
 - tardiness and unexcused absences will not be tolerated.
 - Students will always treat each other with respect.
 - Students will always follow state and federal laws
 - Students should never have non-professional relationships (i.e., sexual or romantic) with any athletes, patients, coaches, or supervisors with whom they work.

Violation of the NAU ATP Code of Ethics and Code of Conduct

If, in any instance, a student is found to be disregarding the Code of Conduct:

- The AT student will have a meeting with the Program Director and other faculty or clinical supervisors involved.
- The student and involved program personnel will discuss the conduct violation.
- After hearing about the situation from the students' perspective, consequences will be applied to the student, if/as the Program Director deems necessary. These consequences may include, but are not limited to:
 - verbal reprimand, dismissal from their clinical site for a week, dismissal from their clinical site for a semester, or dismissal from the program.
- Any reprimand will be recorded in letter form, submitted to the Associate Dean of the college and placed in the student's program file.

General Expectations of Graduate Students

- Graduate students are expected to act, look, and talk like a medical professional
 - Professional/Appropriate dress is expected in classroom and clinical settings
 - Professional language is expected in classroom and clinical settings
 - Professional behavior is expected in classroom and clinical settings
- Graduate students will demonstrate respect for the athletic training profession and respect for all those within the profession and those preparing to enter the profession
- Graduate students are expected to engage in professional correspondence
 - Correspondence between AT students and the university will occur via email or phone.
 - Respond within 24-48 hours upon receiving communication from the AT program or its affiliates
 - Use greetings and salutations when responding to correspondence
 - Use professional language, spelling, grammar, and punctuation when responding to correspondence
- Graduate students are committed and dedicated to being prepared for classroom and clinical education activities
 - Complete appropriate pre-class assignments and readings
 - Actively participate in classroom and clinical education activities
 - Stay abreast of upcoming assignments and responsibilities
 - Plan ahead and avoid starting/completing assignments near/close to the deadline
 - Purchase all required materials (applications, textbooks, etc) for classroom and clinical education activities
 - Understand the role of technology in the classroom and clinical education setting
 - Be Attentive
 - Be Prepared
 - Be Present
- Graduate students exemplify appropriate and effective time management skills
- Graduate students respect spaces for classroom and clinical education learning
- Graduate students pay attention to detail
 - It is expected that graduate students read directions thoroughly and ask questions to best understand expectations
- Graduate students are expected to possess effective and quality writing skills
 - Use and understand AMA format

Professional Development and Interprofessional Education

Professional Conference Attendance

To further develop a high level of professionalism, we require students to attend the Winter Arizona Athletic Trainer's Association (AzATA) state meeting. The AT program will pay for early-bird student registration for the AzATA Winter Symposium. In addition, the NAU ATP will support students who wish to attend the Rocky Mountain Athletic Trainer's Association (RMATA) Clinical Symposium in mid-spring (annually). The NAU ATP will provide conference registration and lodging for students interested in attending.

Students are expected to behave and present themselves with the utmost level of professionalism while at this meeting. The NAU ATP has a reputation across and beyond the state of Arizona of having engaged, professional students. We expect to maintain this prideful reputation!

Interprofessional Education (IPE)

The ability of the athletic trainer to interact with, and learn with and from other healthcare professionals is an important element of the NAU ATP. Clinical education will involve both IPE and Interprofessional Practice (IPP) to support the collaboration with other healthcare professionals. **First-year students in the ATP are required to participate (and document) at least TWO IPE events during their first year in the program.** The ATP will provide several IPE opportunities for students, and students will also be expected to explore other options on their own. Failure to complete TWO IPE events during the first year in the program may result in the inability to matriculate to the 2nd year in the ATP.

Faculty and Staff

Flagstaff Mountain Campus	Phoenix Bioscience Core Campus
<p>Monica Lininger, PhD, LAT, ATC Associate Professor BS: Hope College (MI) MS: Western Michigan University PhD: Western Michigan University Post-Doc: Western Michigan University Office: Health Professions 121-B Phone: 928-523-7442 Monica.lininger@nau.edu</p>	<p>Glenn Edgerton, EdD, LAT, ATC Associate Clinical Professor/MSAT Program Director BS: Springfield College (MA) MS: Northern Michigan University EdD: University of Phoenix Office: HSEB C609 Phone: 928-523-6837 Glenn.edgerton@nau.edu</p>
<p>Megan Mulready, DAT, LAT, ATC Assistant Clinical Professor/Asst. CCE BS: California State – East Bay MS: University of Idaho DAT: University of Idaho Office: Health Professions 121-C Phone: 928-523-1960 Megan.mulready@nau.edu</p>	<p>Karen Hostetter, PhD, LAT, ATC Associate Clinical Professor/Coordinator of Clin Ed BS: Seattle Pacific University MS: California State – Fullerton PhD: University of Southern Mississippi Office: HSEB C612 Phone: 602-298-4025 x84025 Karen.hostetter@nau.edu</p>
<p>Corey Oshikoya, EdD, LAT, ATC Assistant Clinical Professor BS: West Virginia University MS: University of Virginia EdD: University St. Augustine Office: Health Professions 121-A Phone: 928-523-4393 Corey.oshikoya@nau.edu</p>	<p>Hayley Root, PhD, MPH, LAT, ATC Assistant Professor BS: University of North Carolina – Chapel Hill MS and MPH: University of Connecticut PhD: University of Connecticut Post-Doc: A.T. Still University Office: HSEB C610 Phone: 602-298-4026 x84026 Hayley.root@nau.edu</p>
NAU PT/AT Chair	NAU AT Program Medical Director
<p>Matthew Ford, PhD 928-523-9379 Matthew.ford@nau.edu</p>	<p>Dr. Torey Botti, MD tpbotti@gmail.com</p>

Athletic Training Website and Technology

Information about the program can be found on the Athletic Training Website at <https://nau.edu/athletic-training/>. Information is current and will be updated regularly.

The NAU ATP uses an online, password protected tracking system, [Typhon](#), to house documents affiliated with the program. Clinical site and Clinical Preceptor databases, clinical education evaluations, and clinical competency evaluations. In addition, Typhon allows AT students to manage and update their own personal portfolio that can store documents related to course projects, IPE events, and certifications. The ATP provides the fee (\$90) for access to this tracking system.

The NAU ATP provides access for students to an online educational platform called [Athletic Training U \(ATu\)](#) in several of its courses. ATu contains information, videos, tutorials, and content related to injury assessment, injury rehabilitation, therapeutic modalities, emergency care, and athletic taping. AT students will be asked to use the ATu system on a regular basis.

As part of the NAU ATP curriculum, students will purchase the [CORE Orthopedics application](#) for use at their clinical education sites and in both injury assessment courses. The CORE Orthopedics application (for iOS and Android) contains special tests commonly used in athletic training along with diagnostic accuracy information, instructions, and video examples. The application is updated regularly to provide the most up-to-date information.

Academic Program

Application

Students may enter the Athletic Training Program by applying in the spring of their last undergraduate year or thereafter. Prospective students apply through both ATCAS and the NAU Graduate College. Admissions are competitive, limited, and require completion of specific prerequisite courses and other requirements. The number of applicants accepted annually is set between 30-50, considering both campuses. Visit the Athletic Training website for admission criteria: www.nau.edu/athletic-training/ Students may be required to submit fingerprint verification cards through the state prior to beginning their clinical education assignments.

The curriculum is designed to be completed by full-time students in two years. Students should expect to study and prepare for class approximately 20-30 hours per week outside of class. The student will likely be required to live in a different location for a more varied clinical education experience during their second year. The coordinators of clinical education will work with each student to assure this placement is in line with their career goals.

Technical Standards

The Athletic Training Program at NAU is a rigorous and intense program. Specific requirements and demands are placed on students enrolled in the program. An objective of this program is to prepare students to enter a variety of employment settings and to render care to a wide spectrum of individuals engaged in physical activity. The technical standards set forth by the Athletic Training Program establish the essential qualities considered necessary for a student to achieve the knowledge, skills, and competencies of an entry-level Certified Athletic Trainer.

All students admitted to the program must meet the following abilities and expectations prior to graduation:

- Formulate assessment and therapeutic judgments and distinguish deviations from the norm.
- Perform appropriate physical examinations using accepted techniques; accurately, safely, and efficiently use equipment and materials during the assessment and treatment of patients
- Demonstrate the ability to communicate, with or without accommodation, effectively and communicate at a level consistent with competent professional practice.
- Record physical examination results and treatment plans clearly and accurately.
- Maintain a 3.0 GPA

Transfer Student Policy

Students who have been previously enrolled in another institution's CAATE accredited professional master's degree athletic training program and wish to transfer to our NAU ATP, may transfer up to 25% (14 credits) of our total program credits (58 credits), per NAU Graduate College policy and at the program director's discretion. Application requirements used for admission to their previous program will be accepted in total as equivalent to our NAU application requirements. Students previously enrolled in another university's professional healthcare program other than athletic training, may be accepted using the application requirements for their previous program as equivalent to our application requirements, pending program director evaluation. We will work with each potential transfer student on an individual basis to assess an appropriate educational background to ensure success in our program.

Required Pre-Requisite Courses and Application Requirements

Course	Course Credit
Physics	3
Chemistry	3
Psychology	3
General Biology	3
Human Anatomy	3
Human Physiology	3
Exercise Physiology	3
Kinesiology/Biomechanics	3
Nutrition	3

Provide current CPR/First Aid Certification upon acceptance. CPR certification must be in-person (not online courses) and certifications must be either Basic Life Support (BLS) or Professional Rescuer (PR) from one of the following providers: American Heart Association, American Red Cross, American Safety and Health Institute, Emergency Care and Safety Institute, National Safety Council, or Canadian Red Cross.

In addition to the above pre-requisite courses and CPR certification, the prospective AT student applying for admission into the NAU ATP must provide/demonstrate the following:

- Must have an undergraduate degree in order to begin/be admitted into the NAU AT Program.
- Minimum GPA for regular admission is 3.0 or above. GPA that fall between 2.5-2.99 may be considered for conditional admission.
- Two letters of recommendation (one letter **must** be from a certified athletic trainer)
- Application through the ATCAS application portal
- A personal statement outlining the desires and motivation to become a certified athletic trainer
- An interview (virtual) with two or more program faculty (to be scheduled after application review)

Upon admission, we require that you have a physical exam by a physician; show proof of immunization for hepatitis B, measles mumps, rubella, tetanus, and diphtheria; and attest that you meet the technical standards established by our program and Northern Arizona University's Disability Support Services.

Required ATP Courses (58 credits)

Courses	Course Credit
Summer I Semester (5 credits)	
AT 500 – Taping, Bracing, Splinting in Athletic Training	3
AT 554 – Evidence-Based Practice I (online)	2
Fall I Semester (13 credits)	
AT 501 – Clinical Education I	3
AT 510 – Ethics in Athletic Training	1
AT 520 – Anatomy in Athletic Training	3
AT 530 – Therapeutic Modalities	3
AT 540 – Lower Extremity Evaluation	3
Spring I Semester (15 credits)	
AT 502 – Clinical Education II	3
AT 525 – Rehabilitation I	3
AT 535 – Pathophysiology/General Medical Conditions	2
AT 536 – Pharmacology in Athletic Training (online; 7 weeks)	1
AT 545 – Upper Extremity Evaluation	3
AT 555 – Evidence-Based Practice II	3
Fall II Semester (online; 13 credits)	
AT 504 – Clinical Education IV	3
AT 526 – Rehabilitation II	3
AT 610 – Nutrition for Athletic Performance	2
AT 620 – Administration in Athletic Training	3
AT 630 – Health Informatics/Epidemiology	2
Spring II Semester (online; 12 credits)	
AT 505 – Clinical Education V	4
AT 597 – Comprehensive Exam Reading and Preparation	2
AT 625 – Professional Development in Athletic Training	3
AT 635 – Psychology of the Injured Athlete	3

Attendance for Didactic Courses (in-person and online (as appropriate))

Students in the NAU ATP are expected to attend all class meetings. **Students should arrive to class on time and be ready for instruction or laboratory activities at the stated time. If a student does not come to class prepared for class (whether related knowledge or clothing), the student may be dismissed from class.** If a student needs to miss a class for any reason, the professor must be notified **PRIOR** to the scheduled class. If unable to notify the professor prior to class due to circumstances beyond your control, notify the professor as soon as possible. Students must notify the professor **PRIOR TO** class with the reason for absence AND get a response that confirms the absence as either 'unexcused' or 'excused'. Whether an absence is 'excused' or 'unexcused' is left to the discretion of the course instructor. **A 2% automatic deduction of final points will occur for initial unexcused absences. A 5% automatic deduction of final points will occur for each additional unexcused absence. If a student has an unexcused absence, they are not allowed at the clinical site that day/night.**

Specific Health Care Trainings and Documents

Students are required to complete, and verify completion, of a series of trainings by July 1. In addition, AT students will be required to provide verification of CPR certification and documentation of current professional liability insurance. Trainings vary for first and second-year students. Following is a list of the trainings that are required by the NAU ATP. Failure to complete the trainings by the July 1 deadline may result in the student removal from the assigned clinical education site until trainings are completed

- Completed Annually (uploaded in Typhon system)
 - OSHA Blood-Borne Pathogen Training
 - Provide verification of current CPR Certification
 - Provide documentation of current professional liability insurance
- Completed by 1st Year AT Students only (uploaded in Typhon)
 - Completion and Verification of HIPAA Training
 - Completion and Verification of FERPA Training
 - Completion and Verification Workplace Discrimination and Harassment Training
 - Obtain Fingerprint Clearance card and provide verification of card
 - Documentation of required immunizations
 - include Hepatitis B (or release form), Measles, Mumps, and Rubella (MMR; two sets completed), Tetanus (within last 10 years), Diphtheria, TB Skin test, Flu shot (TB and Flu Shot can be done during the fall semester)
 - Completion (with signature) of appendix A-F (located at the end of this handbook)

Advising, Registration, and Scheduling

Students are responsible for registering for classes. Students may not drop any classes without prior approval of the instructor of record and/or program director. Students are ultimately responsible for scheduling and completing the coursework required for graduation. Questions about advising, registration, and/or scheduling should be directed to the AT program director.

Clinical Preceptors

General Guidelines

The Clinical Preceptor (CP) shall provide instruction, supervision, and evaluation of athletic training students. By using clinical competency evaluations, the CPs will be responsible for evaluating AT student competence on a variety of clinical skills related to the practice of athletic training. By using the pre, mid, and end of semester clinical education evaluations, and clinical competency evaluations, the CP will evaluate the student's ability to demonstrate a variety of professional development skills appropriate for the student's academic standing within the program. The CP shall directly supervise the student by being physically present to intervene on behalf of the individual being treated and shall evaluate student competence in a one-on-one basis. The CP shall instruct the clinical skills that support Athletic Training services. The CP shall provide for demonstration and feedback in the student's development of skills mastery and participate in accepted educational practices for evaluation of the student as skills progress.

Graduate Assistants employed by NAU Athletics who have successfully completed the national Board of Certification (BOC) Examination may be invited to complete the Clinical Preceptor Workshop offered by the NAU ATP. Graduate Assistants who complete this workshop may function as a Clinical Preceptor. Graduate Assistants will not serve as a CP for more than two Athletic Training students per semester.

CP's will provide an annual Orientation meeting for all students, as tracked in Typhon via the pre-semester evaluation. This includes review of their policies and procedures, OSHA-BBP procedures and supplies, venue-specific EAPs and where those are located, and sanitary hand washing stations and procedures. CP's will

regularly evaluate the AT student's competence in clinical skills (using the appropriate competency evaluation in Typhon), and complete three evaluations of the AT student per semester (in Typhon; pre, mid, and end of semester). CP's should discuss evaluations with the student prior to submitting the evaluation in Typhon. The Coordinators of Clinical Education (CCE and ACCE) will provide students with copies of all evaluations upon request. Likewise, students will have the opportunity to evaluate their CP and Clinical Site each semester. Answers should be based on the quality of the student's experience, not solely on the personality of the CP.

Clinical Preceptor On-Going Education

Prior to serving as a CP for an AT Student, CPs must complete the NAU CP training/workshop. The CP training/workshop will be provided to the CP by the Coordinator of Clinical Education. After completion of the CP training/workshop, the CP will then be required to complete/view the CP Training/workshop update that will be sent to the CPs annually (each May) by the Coordinator of Clinical Education. In addition to completing the CP training/workshop, the CP must upload several documents within the Typhon system.

1. Upload Verification of BOC credential
2. Upload Verification of state licensure (if applicable)
3. Upload Verification of NPI number (if available)
4. Upload Completed Contemporary Expertise Table
5. Upload Completed CP Information Document
6. Upload Completed Vendor Authorization Form (for CP payment)

The Coordinator of Clinical Education will provide access and training for use of the Typhon software.

Clinical Assignments

General Guidelines

The Coordinator of Clinical Education (CCE) and the Assistant Coordinator of Clinical Education (ACCE), with possible input from the Program Director (PD), will make clinical assignments based on the student's professional goals, hometown (if able), and site availability. For their second year in the program, all students will choose a clinical site outside of the town they were placed in for their first year. There are numerous complex reasons for this. Final placement decisions for 2nd year students will lie with the CCE, ACCE and PD, and will be communicated with each student by the end of March of their first year in the program.

Second (2nd) year students will submit their clinical site preference worksheet to the CCE and ACCE by February 1st of each academic year. Students must be placed at a site for which the program has an affiliation agreement between the site and the NAU AT Program. If a student wishes to be placed at a site that does not have an agreement with NAU, the student must notify the CCE to request exploration of adding a new site. Both the CCE and the PD will explore the possibility of entering an agreement with the potential site.

Attendance at Clinical Site (and in-person clinical education courses)

Students are expected to be punctual for clinical assignments and in-person weekly class meetings (AT 501 and AT 502). If the student will be late or cannot be present at their clinical education site, the student must notify their CP at least 2 hours prior to the tardiness or absence. If the student will be late or cannot be present at their in-person clinical course weekly class time (AT 501 and AT 502), the student must notify their course instructor prior to the tardiness or absence. Unexcused and excused absences will be determined by the CP and/or the instructor of record for the clinical course. **Interference due to outside employment is not a valid reason for attendance or punctuality problems at the student's clinical education assignment.**

Unexcused absences for class time (any AT program class) will result in not being allowed to attend the clinical site on the day of the absence. If the absence for class time (any AT program class) is excused, the student may not be able to attend their assigned clinical site on the day of the absence (left to discretion of course

instructor). **More than 2 unexcused absences** will result in a failing grade for the course. Late arrival to scheduled class or clinical time of more than 5 minutes may be counted as an unexcused absence.

AT students are required to complete an average number of clinical hours per week (see below), be present at their clinical site 4-6 days per week and continue to be present at their clinical site for the entire duration of the semester (minus finals week). Students should strive toward maximum hours if there is sufficient time to excel academically.

It is the philosophy of the program that experience in the clinical education setting will allow the student to become extraordinary clinical scholars.

- 1st Year AT Students (AT 501 and AT 502) – average 20-25hrs/week (minimum of 300 hours)
- 2nd Year AT Students (AT 504 and AT 505) – average 35-40 hrs/week (minimum of 525 hours)
- *Clinical education may be on campus or off campus depending on availability of CP's and will require afternoon, evening, and weekend time commitments. **CP's will determine student schedules in consultation with each student.** Practice and competition times will fluctuate by institution and sport assignment.*

Academics are a priority and clinical hours should not conflict with class or study time. No student should ever exceed an average of 40 hours (2nd yr.) or 25 hours (1st yr.) per week at their clinical education site. Students on First-Semester Probation are limited to 15-20 hours per week. Students on Second Semester Probation are not allowed at their clinical education site for a full semester (see "Probation" below).

Failure to meet: A. The minimum hours requirements, B. The 4-6 days attendance at their clinical site, AND/OR C. Continuing to be present at their clinical site regardless of minimum hours completed, may result in a failing grade in the enrolled clinical course. Final discretion will be left to the program director.

Clinical Education Courses

Clinical Education courses (AT 501, 502, 504, and 505) provide opportunities for students to practice and refine their clinical skills and allow for the evaluation of their competence in those required skills. Competence in these skills is to be developed during class laboratories, clinical education courses, at clinical education sites. Clinical competence may also be demonstrated through the use of simulations.

Clinical experience is essential because it gives the student the opportunity to work directly with active people from various backgrounds in the prevention, evaluation, treatment, and rehabilitation of athletic injuries, including non-sport injuries. In addition to the completing experiences at an Athletic Training facility, students will complete two-week break out rotations to observe and interact with other allied healthcare providers in their professional settings. These rotations provide opportunities for Interprofessional Education (IPE) and Interprofessional Practice (IPP), specifically working with other types of healthcare providers.

As per CAATE standards, for at least a 4-week period during the student's time in the program, the AT student must engage in a clinical immersion experience. This experience is defined as a **practice-intensive experience that allows the student to experience the totality of care provided by athletic trainers.** This clinical immersion experience must not interfere with the student's ability to successfully complete the academic requirements for the program. The NAU ATP believes that the 2nd year clinical placement requirements of an average of 35-40 hours per week, in addition to the academic portion of the program being conducted asynchronously online, fits into the description of clinical immersion. Thus, we consider the entire 2nd year clinical placement as clinical immersion.

Clinical education courses are graded on a pass/fail basis. A passing grade for a clinical course is determined by many criteria (see below) that must be met prior to the end of the semester containing the clinical course:

1. Successful completion, with a rating of “competent (C)” on all assigned, course-related, clinical competencies
2. Successful completion of the required number of journal submissions per course syllabus
3. Completion of the minimum requirements related to clinical education site attendance:
 - a. Completion of a minimum of 300 hours (501, 502) or 525 hours (504, 505), AND
 - b. Attendance at clinical site 5-6 days a week, AND
 - c. Attendance at clinical site for the entire semester, regardless of minimum hours obtained
4. Overall, a 70% or greater score on end-of-semester evaluation
5. Completion of the assigned number of patient encounters per course syllabus
6. Completion of both the evaluation of the CP and evaluation of the clinical site

Failure to meet ANY of or ALL the above criteria may result in a failing grade for the course.

- If the failing grade is the result of 2, 5, and/or 6 above will result in a failing grade for the clinical course. The student will be permitted to take the next clinical course but will need to retake the failed clinical course the following fall or spring, thus possibly delaying graduation.
- **If the failing grade is the result of unsuccessful completion of clinical competencies, of clinical site attendance, and/or a grade of lower than 70% on the end-of-semester evaluation (number 1, 3, and/or 4), the student may be recommended for dismissal from the program.**
 - The NAU ATP has an obligation to protect the public and the integrity of the athletic training progression. A student’s failure to meet necessary requirements or benchmarks for matriculation can put the public or themselves at unnecessary risk.

Transportation

AT Students are responsible for their own transportation to and from their clinical site assignment. Students are responsible for auto insurance on personal vehicles.

Unsupervised student travel with a sports team or client, patient, or athlete (CAP) is in direct non-compliance of the CAATE 2020 Standards for the Accreditation of Professional Athletic Training Programs. CP’s must be physically present and have the ability to intervene on behalf of the patient and athletic training student to provide on-going and consistent education. Thus, student travel with a sports team or CAP when a Clinical Preceptor is not present is not allowed. Travel is allowed only when accompanied by a Clinical Preceptor. Students who have been placed on First or Second-Semester Probation may not travel with their Clinical Preceptor further than 20 miles from their primary clinical site.

Confidentiality

Patient/Athlete confidentiality is of the utmost importance, particularly in athletics where there are many bystanders. At no time should that confidentiality be breached. Students should not discuss confidential patient/athlete medical information with anyone (the press, professional scouts, roommates, parents, boyfriend/girlfriend, etc.) other than their CP and/or overseeing physician. All records are confidential and should never be removed from the clinical site without permission of the CP. To assure that students are aware of confidentiality laws, each student must complete HIPAA and FERPA training before they begin at their clinical site.

Conflict Resolution

Conflicts in the Athletic Training room will happen. A student may have a difference of opinion with a CP or another AT student regarding patient care. Students are encouraged to discuss this privately with the other person at an appropriate time. Never argue in the presence of the patient. This may undermine the patient's confidence in the CP and/or the student. The Certified Athletic Trainer, in consultation with the directing physician, makes final decisions regarding care of the athlete.

If a peer conflict cannot be resolved:

1. The situation should be brought to the attention of the CP.
2. If problems remain unresolved, students may contact the CCE or ACCE who will intervene and serve as a mediator until the conflict is resolved.

If a student is having difficulty with a clinical preceptor:

1. The student must first address the difficulty with the CP.
2. If nothing gets resolved, the student may then contact the CCE or ACCE for further consultation.

Regardless of the conflict, if the CP and/or the CCE or ACCE are unable to appropriately address the conflict, consultation and discussion with the PD will be sought.

Outside Employment

The clinical education component of the curriculum requires students to complete extensive afternoon, evening, and weekend clinical rotations. These clinical rotations will likely interfere with the student's ability to hold outside employment, though it is not impossible. Students should make appropriate financial plans prior to enrolling in the program. Students are not prohibited from holding outside employment, **but such employment may not interfere with the student's clinical assignments or their ability to complete coursework and attend in-person classes.**

Professional Development Skills

The NAU MSAT programs recognizes the importance of possessing the necessary knowledge and clinical skills to be an athletic trainer. In addition, the program believes that success in the profession of athletic training goes well beyond the knowledge and clinical skills that one possesses. The development, fostering, and commitment to the attainment of several professional development skills will be a point of emphasis within the NAU MSAT Program. Throughout the program, the student will be educated, challenged, and held accountable on several professional development skills necessary for success within the profession of athletic training.

- Professional Development Skills
 - Having a positive attitude
 - Perseverance
 - Growth-mindset
 - Adaptability
 - Critical Thinking
 - Communication
 - Commitment to lifelong learning
 - Master of time
 - Energy conscious
 - Listening

- Leadership
- Curiosity

Appearance

There are very few things more important for the AT student than developing the professional respect and confidence of patients and colleagues. Appearance is the most outward sign of professionalism. While participating in NAU sponsored events (clinical education, professional conferences, classroom attendance), students will be required to dress in a professional manner and wear their name badge (provided by program) that identifies them as an AT student. Blue jeans, jean shorts, leggings, and yoga pants are not acceptable. Clothing (tops and pants/shorts) that does not provide sufficient coverage of the body (as determined by the CP and faculty) are prohibited. Tennis shoes are acceptable and must be in good condition. Visible piercings should be appropriate and professional. Overall grooming and hygiene should be maintained. Extremes of appearance are to be avoided and may require the student to be dismissed from the clinical education site until rectified.

AT students are representing NAU, the AT Program and themselves. Program polo shirts are provided to each student at the beginning of the year, along with magnetic name tags to be worn during clinical education to distinguish between the student and other healthcare providers. The following guidelines describe what is considered appropriate professional attire:

NAU AT Facility:

- NAU Athletic Training Polo (provided by program and/or facility)
- NAU provided apparel
- Professional pants or shorts
- Magnetic name badge

AT Facility other than NAU (this facility will dictate appearance policy): General Guidelines

- Collared shirt
- NAU Athletic Training Polo or Organization Polo
- Organization specific apparel
- Professional pants or shorts
- Magnetic name badge

Professional Conferences

- Business casual
 - Dress shirt, tie, professional pants, pant suit, dress or skirt, and/or blouse

Classroom Lecture and Lab Activities

- Comfortable and non-revealing
- Appropriate for lab activity – tank tops, t-shirts, shorts
 - Long sleeve shirts and pants are not acceptable in most laboratory settings
- Appropriate hygiene is encouraged

Professional Relationships

Medical Professionals

Students should act professionally when interacting with physicians and other medical professionals. These interactions are very important to the education of the student and they are to be actively sought out. Students are encouraged to ask questions when appropriate and to use appropriate medical terminology.

Clients, Athletes, Patients (CAP)

Students should always act professional with CAPs. At no time should AT students engage in conduct that would undermine the CAP's confidence or cause a conflict of interest in the care of a CAP. This includes social interaction with CAP's outside of the AT student's clinical assignment. Romantic relationships with any CAP associated with the AT student's clinical site is not appropriate.

Coaches

It is important that AT students develop professional relationships with coaches. Generally, a CP will provide status reports to coaches, although AT students will be encouraged and required to do this on occasion. The student should discuss how to handle the coaches' questions with their CP. A student's interaction with coaches should increase with their clinical experience. Occasionally such interactions can present difficulties. If a student has difficulty with a coach or CAP, he/she should make this known to the CP immediately. Most problems can be easily resolved if approached early and properly. Social/romantic relationships with coaches are forbidden. Such relationships will be cause for dismissal from the program. If a coach approaches the student, the student should inform their CP immediately.

The Media

AT Students may be asked by the press to provide information about a CAPs condition. Reporters may do this very subtly, without asking a direct question. AT Students should be mindful about patient/athlete confidentiality when dealing with the press. The best policy when confronted by the press is to be polite, but redirect them to the CP. Remember, nothing mentioned while talking to the press is "off the record."

Communication/Language, Proactive/Prepare for a Profession, Grade and Grade Appeals, and more....

Academic Success Policy

Academic Continuation and Dismissal

Academic continuation relates to graduate student's eligibility to continue attending the university by meeting pre-established standards of performance and to remain in a particular program or to maintain the same status (graduate degree seeking student). Criteria for maintaining good academic standing, probation, and the processes related to dismissal recommendations can be found in [NAU Policy 100319](#).

An Athletic Training student may be recommended for dismissal from the program if the student:

- Fails to maintain a 3.0 or better cumulative grade point average for all coursework while in the program. Additionally, no student may have more than 6 semester hours at a "C" level.
- Fails to earn a 3.0 or better semester GPA each semester.
- Fails to earn a "C" or better in all courses required to complete the degree. Failure to achieve these minimum grades will necessitate retaking the course. This may extend the student's graduation date.
- Fails to comply with or complete a remediation program, because of probation, within the defined time frame. The AT student may not be on probation for more than 2 semesters.
- Fails a repeated or remediated didactic or clinical education courses.
- Fails to complete the clinical competencies assigned during each semester.
- Fails to complete any clinical education courses with a "Pass" grade.
- Demonstrates lack of competency/ability that has a potential to jeopardize patient safety.
- Fails to be in good academic standing with the university and comply with university policies.
- Fails to abide by local, state, and federal laws.
- Fails to abide by the statutes and rules of the Arizona Board of Athletic Training.
- Performs AT clinical education without the supervision of a licensed Athletic Trainer.

- Only a licensed Athletic Trainer is allowed to prepare an initial treatment plan, initiate or re-evaluate a treatment plan, or authorize in writing a change to a treatment plan.
- Fails to follow program policies and procedures as defined in this handbook two or more times.
- Fails to read and sign the Testing Policy Signature Form at the end of this Handbook
- Fails to adhere and uphold the criteria, at any time, of the MSAT Program Technical Standards.

Probation (for students entering program without probationary status)

It is a program requirement that students **MUST** complete **four** full semesters of clinical education experience. If a student has been on Second Semester probation (see below) and thus not gaining experience at their clinical site, they need to be aware that this will prolong their graduation by one full fall or spring semester while they complete their fourth FULL semester of clinical education. The program director will not be able to sign the required “BOC Program Director Endorsement” that allows the student to take the BOC exam, without the student completing 4 full semesters of clinical education.

First-Semester Probation

Probation will serve as a warning to students that their progress in the program is not satisfactory. Students placed on first-semester probation may not complete more than 20 hours per week at their respective clinical site. More severe consequences will occur if the problem is not addressed. If students are placed on probation due to GPA and/or grade issues, an Academic Improvement Plan will be created to assist the student in improving their academics. Students may be placed on probation for the following reasons:

- Cumulative grade point average falls below a 3.0. Semester grade point average is below a 3.0.
- Failure to complete the clinical competencies for a given semester.
- Failure to earn a “C” or better in a course required for the major.
- Accumulation of more than 6 credits of “C” within the program.
- Failure to remain in good standing academically with the university.
- Failure to abide by university policies (i.e. cheating, plagiarism, etc.).
- Failure to abide by the statutes and rules of the Arizona Board of Athletic Training or state/federal laws.
- Violation of the Student Code of Conduct.

Second Semester Probation

Students on second-semester probation will not be allowed to have a clinical assignment. This will allow the student to devote more time to academics and improving their semester and cumulative GPA. If the student is put on second-semester probation and is out of the clinic for the semester, they cannot pass the clinical education course assigned to that semester and will need to withdraw from the course. Thus, they will need to take that clinical education course the following full semester (fall or spring). This may prolong the student’s graduation by a full semester. Students may be placed on second-semester probation if:

- Semester and/or cumulative GPA requirements are not met after first semester probation and working within their Academic Improvement Plan.
- Students do not earn a “C” or better in a required course after first semester probation and working within their Academic Improvement Plan.
- Violation of the Student Code of Conduct.

Pre-Program Probation

Students starting the athletic training program who did not demonstrate a 3.0 undergraduate GPA will be placed on pre-program probation. Students placed on pre-program probation:

1. May not complete more than 20 hours per week at their respective clinical site

2. Students will be admitted into the AT program on 'conditional admission' as designated by the NAU Graduate College.
 - a. According to the 'conditional' admission policy, students that fail to demonstrate all A's and B's following completion of at least their first 9 credits of graduate work, may be recommended for dismissal from the AT program.
3. **Students that attain a semester and/or cumulative GPA below a 3.0 following their first fall semester and/or receive one or more "C's" may be recommended for dismissal from the AT program.**

Dismissal from the AT Program

The Athletic Training faculty will make decisions regarding the recommendation to the Graduate College of dismissal of a student from the program. A letter will be created by the Program Director, discussed with the student, and sent to the Graduate College, recommending dismissal. This letter will be placed in the student's file and sent to the student. For a full description of this process, please see [University Graduate Program Dismissal Policy](#).

Students who have not remedied their probation status at the end of two probationary semesters, whether consecutive semesters or not, or who have not remedied their pre-program probationary status, will be recommended for dismissal from the program.

Other circumstances may result in a student being recommended for immediate dismissal from the program.

- Sacrificing patient confidentiality
- Failure to meet requirements for continuation within an academic program
- Unprofessional relationship with a patient
- Repeated disrespect demonstrated toward others, etc.
- Any academic reason not addressed by other university policies or procedures

These situations will follow the university dismissal process and be dealt with on a case-by-case basis.

Procedure for Disciplinary Action

Students are required to adhere to the Code of Ethics established by the Program, the Arizona Licensure Laws governing the profession, the Program Code of Conduct, the NAU Student Code of Conduct adopted by the Arizona Board of Regents, and all state and federal laws.

An infraction of any of the above documents listed may result in the following:

- 1st infraction – verbal and/or written professional warning; possible suspension from clinical site;
- 2nd infraction – may result in one or all of the following:
 - removed from the clinical site,
 - assignment of failing grade for the clinical education course for that semester,
 - mandatory re-enrollment in the clinical education course in a subsequent semester;
- 3rd infraction – recommendation for dismissal from the Program.

When an infraction occurs, the following steps must be followed:

- The instructor or the Clinical Preceptor meets with the student to discuss the incident.
- The instructor or Clinical Preceptor submits a written report of the incident to the Program Director, including any outcome or resolution.
- If not resolved, the Program Director meets with the program faculty, student, and a silent witness if selected by the student, to discuss the incident. This meeting is to give the student an opportunity to present their case.

- Following this meeting, the Program Director will determine the appropriate disciplinary action, if any.
- The Program Director submits the recommendation for disciplinary action in writing to the Department Chair for review and approval.
- The Program Director and/or Coordinator of Clinical Education meet with the student to discuss the incident and the disciplinary action approved by the Chair.
- The Program Director and student then sign a letter documenting the incident and process, which is put in the student's permanent program file in Typhon.
- The Chair and Associate Dean are notified of this action by letter.

Critical Incident

If a student commits an infraction that is of a critical nature, the Program faculty may meet and recommend immediate dismissal of the student from the Program, regardless of any previous infractions. If dismissal from the AT Program is recommended, then the [University Program Dismissal Policy](#) is followed.

Examples of critical incidents may include, but are not limited to:

- Poor judgment that jeopardizes the safety and/or comfort of athletes/patients.
- Failure in safeguarding institution or client/patient confidentiality.
- Leaving a clinical assignment without proper notification of appropriate personnel.
- Gross insubordination or slander to a clinical preceptor or instructor.
- Clinical attendance under the influence of alcohol or other drugs.
- Manipulating drug supplies, narcotics, medication, or patient records.
- Aiding, abetting, or assisting any person to violate or circumvent any law, rule or regulation intended to guide the conduct of Athletic Trainers.
- Non-compliance with policies and/or procedures in the Northern Arizona University Student Handbook and/or course syllabi.
- Non-compliance with Arizona Board of Athletic Training licensure laws (available on the previously referenced website).
- Non-compliance with NATA Code of Ethics (<http://www.nata.org/codeofethics>).
- Violation of any provisions of this Handbook or of the Code of Conduct.
- Violation of any city, county, state, or federal laws that result in a felony charge

Appeal Process for Dismissal

The student may appeal the findings and/or recommendations of dismissal to the Program Faculty. Further description of the appeals policy can be found within the [NAU Academic Catalog Policies](#).

Professional Associations

Students are strongly encouraged to join professional athletic training associations. Professional association membership is an important indicator of commitment to the profession. See the Program Director for membership processes.

National Athletic Trainers' Association (NATA)

- Dues = \$125 per year - as of 2022 Includes:
- Access to the NATA Career Center
- Access to the Journal of Athletic Training Access
- Access to AT Education Journal

- Access to NATA News and NATA Now Blog
- Discounted registration to clinical symposiums Discounted fee for the national certification exam
- Eligibility for Scholarships

Rocky Mountain Athletic Trainers’ Association (RMATA) – District 7

- Dues included with NATA membership Includes:
- Discounted registration to clinical symposiums
- Eligibility for scholarships

Arizona Athletic Trainers’ Association (AzATA)

- Dues included with NATA membership Includes:
- Discounted registration to winter and summer meetings
- Eligibility for scholarships

Certifications and Licensure

Certification

All students are working toward the professional credential for the practice of athletic training, “Certified Athletic Trainer” or “Athletic Trainer, Certified” (ATC).

To become certified, students must:

- Receive their degree in Athletic Training from a CAATE accredited program.
- Pass the Board of Certification (BOC) examination. Students may sit for the exam during their final semester of their master’s program or thereafter.

Successful completion of these two requirements will result in a student becoming an “ATC”.

Fees associated with the certification examination (as of 2022)

Application Fee: (one-time non-refundable fee)

- NATA Members \$35
- Non-members NATA \$60

Examination Fees:

- First time candidate \$330
- Retake Candidate \$330

*Candidates re-taking the exam are not required to pay an application fee if the exam is taken during the candidate’s one-year eligibility period.

*Students should begin applying for the exam in the semester before they plan to take it. This may ensure preferred exam dates. Students apply for the exam on the BOC website (www.bocatc.org).

Licensure

Students in professional programs are exempt from licensure in the state of Arizona. Students must however practice under the supervision of a Licensed Athletic Trainer. Once the student becomes certified by the BOC, the student is eligible for licensure. If the student plans to stay in Arizona and practice Athletic Training, the student must become licensed. If the student practices outside of Arizona, it is the student’s responsibility to investigate the laws governing the practice of Athletic Training in that respective state. The Program Director will be a resource for students seeking employment in other states, regarding those licensure laws.

- The Arizona licensure initial fee is \$325.

- Please refer to the Professional Licensure by State [table](#) for information on NAU’s Athletic Training Graduate Program that is offered for all 50 states, DC, and the five U.S. territories.

Health and Immunizations

Physical Examination

Students must have a physical examination completed by a licensed practicing health care provider (i.e. M.D., D.O., PA-C, NP). The program uses a standard form (Appendix B) for this evaluation. The practitioner should attest that the student is able to meet the technical standards (Appendix D) for the program. All information given by the student on the health evaluation is expected to be correct and current.

Immunization Records

The following immunizations are required to be up to date while in the Athletic Training Program:

- Hepatitis B
 - a 3-shot series must be started at or before the time of enrollment and proof of vaccinations submitted upon completion;
 - Students electing to not receive the Hepatitis B vaccinations must sign the Hepatitis B Vaccination Release Form (Appendix C).
- Measles, Mumps, Rubella
 - two sets completed
- Tetanus
 - every ten years
- Diphtheria
- COVID-19 vaccine and Flu vaccine
 - Strongly recommended
 - MAY be required for attendance at assigned clinical site

These immunizations are available from NAU Campus Health, ASU Campus Health, and the students’ primary care physician. The cost of the physical examination and immunizations is the student’s responsibility. Records of the student’s health evaluation and immunizations must be uploaded into Typhon prior to July 1.

Communicable Disease Policy

A communicable disease is defined as a disease that may be transmitted directly or indirectly from one individual to another. Diseases such as streptococcal sore throat, influenza, and coronavirus can be spread by discharge from nose or throat, either by droplet through the air or by contact with objects contaminated by these discharges. Thus, they can be spread by casual contact such as that which occurs in a school setting or healthcare environment.

Students who are diagnosed by a medical professional with a communicable disease that may be transmitted by casual contact should immediately notify their instructor of record for courses for which they are enrolled, the Coordinator or Assistant Coordinator of Clinical Education, and their CP. The student shall not report to their clinical assignment or class until they have been cleared by a physician and/or have followed the established/recommended guidelines set forth by the university or CDC.

- Students will be responsible for content missed during their illness
- Videoconferencing will not be available for those missing class or clinical assignments
- Students should meet/communicate with instructors of record to stay current on course material and assignments.
 - Failure to meet course requirements secondary to a communicable disease may result in a “failing” or “incomplete” grade.

All students admitted to the Program are required to go through an OSHA Blood Borne Pathogen training before beginning their clinical education ANNUALLY. The OSHA BBP training is provided through the Program and institution online.

- Verification of completion of OSHA Blood Borne Pathogen training will be uploaded into Typhon ANNUALLY (by July 1).

AIDS and Hepatitis B can be spread by direct blood transmission into the blood stream of another and by semen or vaginal fluid contact. These diseases do not pose a risk if body fluids such as blood are correctly handled, and OSHA guidelines are followed. By signing the Appendix D – Letter of Agreement, the student is verifying that they understand this Communicable Disease Policy.

Student Resources and Support

Disability Resources

The Athletic Training Program works collaboratively with NAU Disability Resources (DR) to make accommodations for students with disabilities. All students must read and sign the Technical Standards (Appendix B) for the program upon acceptance. This form serves as official notification of the specific technical standards for completion of the program as required by the Americans with Disabilities Act and section 504 of the Rehabilitation Act. Requests for accommodation are not reviewed as part of the criteria for program admission and such requests are not used prejudicially against the student. Students requesting accommodation should contact the DR office as soon as possible. Ideally, accommodation requirements should be in writing before the beginning of the semester but can be completed at any time. If a student's condition changes while in the program, the student is highly encouraged to contact the Program Director and/or the DR office within two weeks of the change.

Mental Health Resources/Support

The program realizes that the mental health and well-being of our students is critical to their success. Thus, we like to emphasize that Campus Health on the Flagstaff Campus and ASU Health Services (in Phoenix) are available for students to seek assistance as needed.

Jacks Care 24/7

Provides free 24/7 remote mental health and well-being support for students.

Mental Health Support Squad Peer Program (Free of charge)

The Support Squad is a group of both undergraduate and graduate students who are interested in mental health wellness. While not licensed clinicians able to provide formal therapy, these students are individuals who have been trained in providing mental health support, guidance, and resources for their peers based on all aspects of the college experience. Services offered through the support squad:

1. **One-on-one peer mentorship.** In this service, students are matched with one of our trained peer mentors who will be a guide and resource for them when it comes to all things mental health in college. Students meet regularly with their mentor throughout the semester and have the option of continuing their connection in future terms.

These student-led support groups meet on **Tuesday nights from 5:30-6:30 PM in the HLC room 3107** and on **Thursday nights from 5:30-6:30 PM virtually** (the Zoom link is posted on our website: nau.edu/support-squad).

To be matched with a mentor, a student must initiate the process by completing a "Peer Mentor Request Form" on our website: nau.edu/support-squad or by sending me an email at Rebecca.Flasz@nau.edu. *Once received, the student will schedule a 30 minute consultation with me and then be assigned to their peer mentor to begin creating a lasting relationship through their individual meetings. Mentorship is currently offered in both English and Spanish as well as in person or virtually.*

2. **Homework nights.** We know that one of the biggest stressors in a college student's life is academics, and that plays a role in their overall mental and physical health. So, we offer a space where students can gather, create community, study, and make their coursework a priority! **Monday nights from 5:00-8:00 PM in HLC room 3107** our mentors host Homework Night. Students may drop in at any time and stay as long as they'd like, to do homework, work on assignments, create projects, study for tests, etc. There is no pre-registration required; students only need to show up and bring their laptops (we have outlets), books, assignments, snacks, or anything else they need to be successful.
3. **Peer support groups** twice per week. These groups are run on a drop-in basis, so just like Homework Night, students do not need to pre-register to attend and are focused on general mental health, meaning a student does not need to have a specific diagnosis or lived experience as a pre-requisite for participating. This service offers a space where students can gather in a small group, share their experiences with other students, listen to peers' stories, and connect with one another.

For more information, please contact Rebecca Flasz at rebecca.flasz@nau.edu or Carl Dindo at carl.dindo@nau.edu

Free Mental Health Counseling

Provided by graduate students in Clinical Mental Health Counseling and School of Counseling, supervised by faculty and licensed professionals. In-person and telehealth appointments available.

To get started with Free Mental Health Counseling:

- Email NVCounseling@nau.edu
 - State that you're interested in counseling
 - Include your first and last name
 - A link to an interest form will be emailed to you
- Submit form
 - Provide contact info and session availability
 - Scheduler will contact you
- Complete a phone screening
 - 10-15 min phone call with scheduler
 - Brief overview of mental health history
 - Schedule initial appointment

Academic Resources/Support

NAU provides a number of academic support services. Please see the information below or reach out to the MSAT Program Director for more guidance.

NAU Writing Commons

In-person and online options available for Flagstaff and Phoenix students. Please visit the [NAU Writing Commons](#) website.

Academic Success Center

The NAU academic success center offers a wide variety of free academic support services for students. These services include individual tutoring, drop-in tutoring, peer academic coaching, learning specialist support, select testing and graduate testing preparation. Please visit the [Academic Success Center](#) for more information. You may also contact Aaron Cirzan, Director of Academic Success Center, at aaron.cirzan@nau.edu.

Lumberjacks CARE Center

[The Lumberjack CARE](#) (Case Management, Advocacy, Resource, and Essential Needs) center addresses concerns such as food insecurity, financial needs, and wellness. Students can work with CARE support staff in an effort to provide supportive services through referral to on-campus and community partners.

Professional Liability Insurance and Fingerprinting

Professional Liability Insurance (PLI)

ALL students are required to purchase a professional liability insurance policy providing \$1M/\$3M coverage.

- Verification of current professional liability insurance must be uploaded into Typhon annually (July 1)

Several companies provide such policies, and students may obtain their insurance from a company of their choosing. The cost of insurance is approximately \$20 - 40 per year depending on the insurance company.

Students must show proof of this professional liability insurance prior to beginning clinical rotations each year.

- Purchase professional liability insurance coverage [from HPSO](#) (cost of \$42 as of July 2023):

Fingerprinting

All students are required to be fingerprinted through [the state fingerprint verification process](#) prior to beginning clinical rotations. The fingerprint verification can take up to 8 weeks to be processed!

- Verification of a Fingerprint Clearance Card must be uploaded in Typhon (July 1)

School District Volunteer Packet

Students working in high school athletic training rooms must typically complete a school district Volunteer Packet.

- Please contact the head athletic trainer at the high school site that you have been assigned or the Coordinator of Clinical Education to obtain a packet.
 - Once the packet is complete, the student will be required to show proof of fingerprint verification at the district office.
- School district volunteer packets must be completed by July 1.

Financial Assistance

NAU Financial Aid

Procedures for applying for financial aid are available from the [financial aid office](#) of the University. The student should set up a meeting with a financial aid counselor to assess the student's need. All students should submit a FAFSA application to make them eligible for need-based scholarships. There are scholarships available through various professional organizations (i.e. NATA, RMATA), the college, the NAU Blue and Gold Athletic Trainer's Society, and the Athletic Training Program. Most professional organizations will require membership for eligibility. See our program website for more information on scholarships. For information on expenses (i.e. tuition, room, board, etc.) while attending NAU, please refer to the NAU website for [Tuition and Fees information](#).

Grievance Policy

The Athletic Training Program (ATP) at NAU realizes that misunderstandings and disagreements may arise during a student's enrollment in the program. University student grievance procedures are followed.

Informal Procedures

Initially, disagreements, complaints, misunderstandings, and grievances directly associated with the student's commitments or involvement in the ATP may be resolved by using informal discussion, exchanges, counseling, and other informal procedures. It is the intent of this policy to maximize these informal procedures so long as such measures prove effective.

Formal Procedures

The formal procedural provisions of this policy should be set in motion only when the informal procedures prove to be or manifestly will be ineffective. It is expected that the great majority of cases will be handled in accordance with informal procedures. For the administration of formal grievance/complaint procedures, the NAU policy will be followed. Please see this policy at: <https://in.nau.edu/office-of-student-affairs/formal-complaint-process/>

Complaint

The student may file a complaint, in writing, with the Program Director. If the complaint involves the Program Director, the complaint should be filed with the Chair of the Physical Therapy and Athletic Training department. Such complaint shall state the name, address, phone number, and email address of the complainant; the names, times, places of persons and/or events surrounding the subject of the complaint; and the substantial nature of the problem, to adequately inform the Program Director or Department Chair of the facts and/or incidents related to the complaint.

Adapted from the Northern Arizona University Student Grievance System.

Name: _____ Birth date: _____

S.S.#: _____ - _____ - _____ NAUID #: _____

Flagstaff Address: _____ Permanent Address: _____

PATIENT HISTORY

Have you or an immediate relative ever had any of the following conditions: (if yes please explain)

	YES	NO	COMMENTS
Allergies			
Anemia			
Arthritis			
Asthma			
Concussion			
Diabetes			
Eating Disorder			
Epilepsy			
Fainting			
Hearing Trouble			
Heart Condition			
Hepatitis			
Hernia			
Kidney Trouble			
Menstrual Irregularities			
Migraine Headaches			
Mononucleosis			
Rheumatic Fever			
Valley Fever			

Are you currently under the care of a physician? YES NO

IF yes, please explain : _____

Are you currently taking any medications? YES NO

IF yes, please explain _____

Have you ever received counseling or treatment for a substance abuse problem? YES NO

IF yes, please explain _____

Have you ever received psychological counseling or treatment? YES NO

IF yes, please explain _____

Have you ever had surgery? YES NO

IF yes, please explain _____

Have you ever had a fracture? YES NO

IF yes, please explain _____

PATIENT STATEMENT	
I attest that the above statements are true.	
_____	Date _____

PHYSICAL EXAM *To be completed by physician*

Height: _____ Weight _____
 Eyes: R 20/ _____ L 20/ _____ Contacts _____ Pupils _____
 With/Without correction _____ yes / no R > < L
 Pulse (resting): _____ BP: _____ / _____
 Ears _____
 Nose _____
 Throat _____
 Lymph Nodes _____
 Heart _____
 Lungs _____
 Abdomen _____
 Genitalia (M) _____ Hernia (M) _____
 Urinalysis (dipstick): Normal Abnormal

If the following labs are appropriate or performed, please provide results.

Chest x-ray:

HCT:

PHYSICIAN STATEMENT	
I attest that this student is physically able to meet the attached technical standards for the Athletic Training Education Program at Northern Arizona University.	
Signature of physician or healthcare provider _____	Date _____
Name and location of physician or healthcare provider _____	

Name: _____

NAU ID: _____

Technical Standards for Admission

The Athletic Training Program at Northern Arizona University is a rigorous and intense program. Specific requirements and demands are placed on students enrolled in the program. An objective of this program is to prepare students to enter a variety of employment settings and to render care to a wide spectrum of individuals engaged in physical activity. The technical standards set forth by the Athletic Training Program establish the essential qualities considered necessary for a Student Athletic Trainer to achieve the knowledge, skills, and competencies of an entry-level Certified Athletic Trainer.

All students admitted to the Athletic Training Program must meet the following abilities and expectations prior to graduation:

- Formulate assessment and therapeutic judgments and distinguish deviations from the norm.
- Perform appropriate physical examinations using accepted techniques; and accurately, safely, and efficiently use equipment and materials during the assessment and treatment of patients.
- Demonstrate the ability to communicate, with or without accommodation, effectively and communicate at a level consistent with competent professional practice.
- Record physical examination results and treatment plans clearly and accurately.
- Maintain a 3.0 GPA.

I certify that I have read and understand the technical standards listed above, and I believe to the best of my knowledge that I meet each of these standards. I understand that if I am unable to meet these standards I will not be admitted into the program. I further understand that if at any time prior to graduation I am unable to meet these standards I will not be allowed to continue in the program.

Signature of Applicant

Date

If the student has a documented disability, the student can arrange for accommodations by contacting the office of Disability Resources at 523-8773 (voice), 523-6906 (TTY). In order for the student's individual needs to be met, the student is required to provide DR with disability related documentation and is encouraged to provide it at least eight weeks prior to the time the student wishes to receive accommodations. The student must register with DR each semester they are enrolled at NAU and wish to use accommodations. Concerns or questions regarding disability related accommodations should be brought to the attention of DR or the Affirmative Action Office.

APPENDIX C
Athletic Training Program
Hepatitis B Vaccination Release Form
OPTIONAL

Name: _____ NAU ID: _____

The Athletic Training Program at Northern Arizona University recommends that all athletic Training Students be vaccinated against HBV. The student receiving the vaccinations must provide documentation showing proof of the vaccination series or provide the completed and signed release form herein.

I understand that due to my occupational exposure, as an Athletic Training student, to blood or other potentially infectious materials, I may be at risk of acquiring hepatitis B virus (HBV) infection.

I acknowledge that I have elected **not** to receive the HBV vaccination series and release Northern Arizona University, the Athletic Training Program, as well as my assigned clinical rotation site and employees from any liabilities and consequences if I contract the hepatitis B virus.

Student Signature

Date

Witness Signature

Date

Athletic Training Student Handbook and Code of Ethics

I, _____, hereby acknowledge that I have received a copy of the Athletic Training Student Handbook and Code of Ethics for the Athletic Training Program at Northern Arizona University (NAU). I further acknowledge that I have read the principles listed in the Code of Ethics as well as the policies set forth in the Handbook. I fully understand, agree with, consent to, and will abide by the terms outlined in the Student Handbook.

Student Signature

Date

This document was signed before me this _____ day of _____, 20_____

Notary Public
(Seal)

Testing Policy Signature Form

To assure that all our students are making progress toward a successful career in Athletic Training, we hold our students to high standards regarding testing within the program. The following are our testing policies that are used across our curriculum.

1. Students must pass each written test, during the first year in the program, with a score of 70% or better, excluding the final written exam in the course. If the student's score is below 70%, the student will be required to *complete test corrections* within 72 hours of receiving the exam score. Test corrections will ensure that the student is mastering the content of each exam. Test corrections will result in half credit back for the questions corrected, but overall exam score will not exceed 70%.
 - a. Test correction procedures
 - i. Overall, how long did you study for the exam? What strategies did you use to prepare? What is your plan for improvement on future exams?
 - ii. For each incorrect answer:
 1. Provide the question.
 2. Provide your incorrect answer.
 3. Provide the correct answer.
 4. Explain why this is indeed the correct answer and why your previous answer was incorrect. Provide source where you found correct answer.
 - iii. The test corrections document will be emailed to the course instructor.
2. Students are only allowed two exam scores below 70% per course. If they have a third exam score below 70%, they will not be allowed to take the Board of Certification (BOC) exam until after they graduate (i.e. the May/June exam). This is to allow the student extra time to learn the content and application of the content more deeply.
3. Any student who has 5 or more exam scores of below 70%, regardless of course, in their first year in the program will not be allowed to take the BOC until after they graduate. This is to ensure success on the exam by allowing more time to prepare.

By signing below, you attest that you have engaged in the discussion about this policy, understand the policy, and will abide by this policy.

Student Signature

Date

Student Printed Name

PHOTO/VIDEO RECORDING RELEASE

I grant permission to the Arizona Board of Regents, for and on behalf of Northern Arizona University, and its agents and employees ("NAU"), to copyright and publish, as well as otherwise use, reuse, republish and make derivative works of, all or any part of photographs and/or motion pictures and/or voice recordings and/or written and/or spoken statements taken of me on the date(s) and at the location(s) listed below (the "Photos/Recordings"). This permission relates to any media or publication now or hereafter known, including on the NAU website and the internet generally, for the purposes of, but not limited to: Photos/Recordings that are printed, moving, audio, and/or electronic; and all exhibits, public displays, commercial art, illustrations, promotions, art, editorial works, and for advertising or commercial purposes. This permission is granted without limitation or reservation.

I hereby waive any right to inspect or approve the Photos/Recordings that may be used by NAU, now or in the future, whether the use is known or unknown to me. I also hereby waive any right to royalties or other compensation arising from or related to the use of the Photos/Recordings that may be used by NAU.

I hereby agree to indemnify, release and hold harmless NAU from and against any claims, demands, damages or liability arising from or related to the use of the Photos/Recordings, including but not limited to any claims arising from defamation or violation of any right of publicity or privacy, and also including but not limited to any re-use, distortion, blurring, alteration, optical illusion or use in composite form, either intentional or otherwise, that may occur or be produced in production of the final product. I agree that it is solely within the discretion of NAU to decide whether and how to use the Photos/Recordings.

This Release will be binding upon me and my heirs, legal representatives, and assigns.

Unless my parent or guardian signs where indicated on the signature lines below, I certify that I am 18 years of age or older, and I am competent to contract in my own name. I have read this Release and I fully understand the contents, meaning, and impact of this Release.

[For subjects of the Photos/Recordings who are under 18, this Release must be signed by both the minor subject and his/her parent or guardian. By signing, the parent or guardian attests that he/she is competent to contract in her/his own name, has read this Release before signing below, and fully understand the contents, meaning, and impact of this Release.]

By signing this Release, the parent, guardian, student, and/or individual understands that NAU has designated Photos/Recordings of students at student activities as "directory information" pursuant to the Family Educational Rights and Privacy Act of 1974 (FERPA). I understand that FERPA prohibits the release of certain information without my written consent. However, directory information may be released without my consent. In any event, pursuant to FERPA, I hereby consent to the disclosure of Photos/Recordings related to me as described herein. I certify that this consent is given freely and voluntarily. I may revoke this consent at any given time by providing written notice of such revocation to the NAU office or employee who maintains this authorization. I understand that in order to revoke this release, I must present the request in person with NAU accepted photo identification. I understand that this authorization remains in effect until my written revocation is received the NAU office or employee unless noted differently herein.

Date(s) of Photos / Recordings

Location(s) of Photos / Recordings

Purpose of Photos / Recordings

Name of NAU Photographer(s) / Recorder(s)

Name of Subject of Photos / Recordings NAU ID # of Subject of Photos / Recordings

SIGNATURE OF SUBJECT OF PHOTOS / RECORDINGS:

Signature Date

Parent/Guardian Signature and Printed Name (Parent or Guardian must sign only if Subject of Photos/Recordings is under age 18)

E-mail or Mailing Address of Signatories

NAU MSAT Professional Conduct Policy

The NAU MSAT Program is a professional preparation allied healthcare program. As a result of the nature of this program, the interactions that occur in this program (conversations/visits with several stakeholders that include physicians, leaders, parents, students, etc), the visual representation of our faculty and students to the general public, and the rigor and expectations related to possessing the role of an MSAT student, students and faculty within the program are expected to possess and demonstrate an appropriate level of professionalism. The NAU MSAT Professional Conduct policy is as follows.

1. Professional casual attire IS REQUIRED for all program, classroom and clinical experiences.

- a. Casual pants or shorts made with a 100% cotton twill fabric or jeans in very good condition.
 - i. No wrinkles
 - ii. Shorts must be the appropriate length
 1. General rule: with arms at side, short length should meet or extend beyond fingertips
 - iii. NO cargo shorts
 - iv. NO holes in your pants and no faded jeans
 - v. NO leggings or yoga pants
- b. Collared shirts, professional tops (blouse, sweater, oxford shirts), NAU athletic training or clinical site-specific shirts/sweatshirts
- c. Clean, functional, and task-appropriate footwear
 - i. NO crocs, keens, teva, sport sandals, or flip flops
- d. Hats ARE permitted
 - i. Must be NAU or Clinical Site Specific
 - ii. Must be worn with bill facing forward
- e. ***Violation of the professional attire policy may result in dismissal from the program, classroom or clinical education experience.***

2. Professional and Appropriate Attire IS REQUIRED for Lab Courses/content.

- a. Appropriate attire for lab activity scheduled
 - i. Exposed upper or lower extremity
 - ii. Shorts expected
 - iii. Appropriate Hygiene
- b. ***Violation of the lab course/content policy may result in dismissal from the lab course/content session.***

3. Class and Clinical Education Preparation and Behavior

- a. Students are expected to arrive at both class and clinical education sessions prepared for learning.
 - i. Have read pre-class readings and resources
 - ii. Ready to ACTIVELY participate in classroom and clinical site activities
 - iii. Expected to be PROACTIVE in the learning process
 1. Ask questions
 2. Participate in discussions
 3. Actively seek out learning opportunities
 4. Engage with your instructors and clinical preceptors (CPs) about upcoming assignments, teachable moments, clinical decision making, professional relationship building, etc.
- b. Plan appropriately (systems, materials, timeline) for submission and completion of assignments, clinical education evaluations, clinical competencies, and patient encounters.
 - i. While procrastination can be common practice, this is not expected practice.
 - ii. Talk to CPs about deadlines and the plan for completing all necessary in-person, online, and clinical education course requirements.
 1. It is the AT student's responsibility to ensure all in-person and online course requirements have been submitted and completed.
 2. It is the AT student's responsibility to confirm and ensure that all required materials have been submitted and completed by the CP.
 - a. Competency evaluations, clinical course evaluations (Pre, Mid, and End Semester Evaluations), and Transition to Practice evaluation (as appropriate).
- c. Communication with course instructors and CPs must be professional, courteous, appropriate, and timely.
- d. Technology and Cell Phone Use:
 - i. **Technology (computers, iPads/tablets, laptops) and Cell Phone use may only be used for educational purposes.** Computers/laptops shall only be used for classroom related activities. If cell phones need to be used for phone calls or texting, please remove yourself from the classroom/laboratory environment while using your phone.
- e. MSAT students must understand and adhere to the NAU MSAT Handbook and Code of Conduct
- f. Violation of the professional conduct policy concerning class and clinical education preparation may result in program discipline per the MSAT Handbook and Code of Conduct, including program dismissal.*

4. Food and Beverage Policy
 - a. Food and drink (except water) is not allowed in classroom and lab spaces.
 - b. Food and drink policies at the clinical education site will be left to the discretion of the clinical preceptor.
 - c. There will be breaks during class and lab time to allow for eating and drinking. Please come prepared/fed to class and lab times.

5. Preparation for a Professional Career in Athletic Training
 - a. The NAU MSAT program is a rigorous 2-year program with high expectations for commitment and learning in both the classroom and clinical education setting. Students within the NAU MSAT Program must strive to meet the high standards and expectations rather than just simply meet the minimums of the student's potential. Preparing for a profession requires time outside of the classroom studying and mastering course content, and a tremendous amount of commitment at the clinical education site incorporating classroom material and knowledge in a practical, real-time situations. The NAU MSAT Program is not a program that only requires students to meet minimum benchmarks to simply pass courses with the intent to obtain a master's degree. To fully support and achieve success within the NAU MSAT Program, It is paramount that MSAT students acknowledge, understand, and accept the parameters of preparing for a profession.

6. [Acknowledgement of Professional Conduct Policy](#) – Follow Link