

CATAWBA COLLEGE
ATHLETIC TRAINING EDUCATION & SERVICES

ATHLETIC TRAINING STUDENT HANDBOOK

2013 - 2014

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Introduction

At present, there are over 400 athletes representing Catawba College in intercollegiate athletic competition. Being an integral part of the College setting, the intercollegiate athletic department functions to provide these individuals with opportunities to develop their potentials by participating in and through athletic participation.

As part of the provisions of this service, the athletic department has a legal and ethical obligation to ensure a high degree of health care to all its athletes. It is the purpose of this manual to assist in the attainment of an efficient health care delivery system by developing policies and procedures for better management organization.

In order to serve the individuals responsible for carrying out the health care delivery system, the manual has been divided into several parts. Part I describes the undergraduate Athletic Training Education Program. Part II will describe the management of the athletic training room, procedures for the care of athletic injuries, and athletic training student operations.

Each athletic and sports medicine staff member and athletic training student will receive and adhere to the Athletic Training Handbook. It is the responsibility of each individual to become familiar with this manual since it is the basis of the operation of Catawba College's Athletic Training Education & Services.

PART I
POLICIES INVOLVING THE
ATHLETIC TRAINING EDUCATION PROGRAM

Bachelor of Science in Athletic Training

The Athletic Training Major is designed to prepare students for the exciting profession of Athletic Training. Athletic Trainers are the front-line professionals dealing specifically with an athletic population. The program consists of various academic and clinical experiences. Not only will athletic training students be exposed to numerous academic challenges, but, as a part of the clinical program, they will also be involved in the daily delivery of athletic healthcare to the intercollegiate athletes at Catawba College.

This hands-on experience will better enable the students to complete clinical proficiencies and give them the opportunity to expand the concepts learned in the classroom. These experiences include practice and game coverage, injury evaluation and treatment, implementing injury prevention techniques, as well as designing and implementing long-term rehabilitation and conditioning programs. The athletic training education program also has clinical affiliations with local doctor offices and outpatient rehabilitation clinics.

MISSION STATEMENT

The mission of Catawba College Undergraduate Athletic Training Education Program/Major is to prepare students for the multi-skilled career in athletic training. Exposure to the comprehensive entry-level educational and clinical competencies of this program and the liberal arts core requirements of Catawba College, will ensure that each student will develop proficiencies in:

- *Prevention, evaluation, treatment, and rehabilitation of athletic injuries and illnesses
- *Administration and organization of athletic health care facilities
- *Education and counseling of student athletes/patients on the injury or illness
- *Written and oral communication, along with information technology skills
- *Problem solving skills

This preparation, along with successfully passing the Board of Certification (BOC) exam, will qualify the student for an entry-level position in athletic training. This program will continue its superior academic and clinical standards of past years. Catawba College is committed to continual evaluation and upgrade of the required resources needed to accomplish the goals of the athletic training program.

EDUCATIONAL GOALS

1. Provide students with numerous opportunities to develop an understanding of, and appreciation for the roles and responsibilities of an athletic trainer.

2. Promote critical thinking, problem solving, and clinical skill acquisition in our students.
3. Prepare athletic training students for their future roles in the health care of the physically active.
4. Prepare athletic training students to be successful members of the athletic training profession or allied health profession.
5. Instill a sense of responsibility for students to follow the NATA Code of Ethics and professional standards.
6. Develop a positive working relationship and network within the allied health community.

CATAWBA COLLEGE SPORTS MEDICINE TEAM MEMBERS

Medical Director/	Dr. James L. Comadoll
Orthopedic Physician	
General Medical Physician	Kevin Burroughs, MD and Kate Walker, MD
Director of Athletic Training Education	James W. Hand, EdD., LAT, ATC
Head Athletic Trainer	Bob Casmus, MS, LAT, ATC
Clinical Instructor Educator	Brandy Jones, MS, LAT, ATC
Assistant Athletic Trainers	Mike Eden, MS, LAT, ATC Leslie Dent, M.S., LAT, ATC Brandon Auton, M.S., LAT, ATC

CATAWBA COLLEGE ATHLETIC TRAINING EDUCATIONAL STAFF

Assistant Professor	James W. Hand, EdD, LAT, ATC
Instructors	Brandy Jones, MS, LAT, ATC Bob Casmus, MS, LAT, ATC Mike Eden, MS, LAT, ATC Leslie Dent, MS, LAT, ATC Brandon Auton, MS, LAT, ATC
Adjunct Instructor	Ted Weant, RPh Emilee Eden, PA, LAT, ATC

ADMISSIONS REQUIREMENTS TO THE ATHLETIC TRAINING PROGRAM

Catawba College's Athletic Training Education Program is a competitive admission major. Because of the admission requirements, it is also necessary for the entry level students (freshmen or transfers) to take (or have taken the equivalent of): PER 1525 Introduction to Athletic Training, PER 2901 Athletic Training Skills, PER 1290 First Aid & CPR. The above mentioned courses are to be taken in addition to general studies courses.

The prospective athletic training student is required to submit the following to the Program Director of Athletic Training:

1. Completed Application, General Information Sheet and Questionnaire;
2. Two letters of recommendation (other than family members), from teachers and/or employers (present and/or past);

3. Copies of current American Red Cross First Aid and CPR cards or equivalent as allowed by the Board of Certification (BOC);
4. Copy of Immunization records
5. Signed copy of the Catawba College A.T. Technical Standard Guidelines.
6. Once admitted into the Athletic Training Program, the student must pass a physical exam and show proof of professional liability/malpractice insurance.

Selection Criteria

1. Required minimum cumulative GPA of 2.5 after completion of the first semester of the freshman year,
2. Minimum grade of a "C" in PER 1525 Introduction to Athletic Training and PER 1290 First Aid and CPR.
3. Satisfactory or above mid-term grade of PER 2901 Athletic Training Skills
4. Acquiring a minimum of 45 clinical observation hours at Catawba College by the end of the Fall semester,
5. Current American Red Cross Certifications in First Aid and Professional Rescuer or equivalent (prior to sophomore rotation),
6. Personal interview for those students who meet all admissions requirements,
7. Sound health that will permit the athletic training student to meet the established written technical standards of the athletic training program.

Retention Policies for the Program (exceptions by discretion of athletic training program director):

1. Maintain a 2.5 grade point average
2. Satisfactory completion of competencies and proficiencies through sections of the athletic training classes and clinical courses
3. Satisfactory evaluations of performance in the practical setting by preceptor's and/or off-campus rotation preceptor's at regular end of semester intervals and/or regular season end
4. Attain a "C" or above in all required athletic training courses
5. Maintain current American Red Cross Certification in First Aid and Professional Rescuer or equivalent as allowed by the BOC
6. Show proof of Professional liability/malpractice insurance

Students falling below a cumulative GPA of 2.5 will be placed on probation. Students must increase their GPA above a 2.5 after one semester in order to remain in the program. Failure to meet the 2.5 GPA requirement after one semester while on probation, will lead to dismissal from the program. In certain circumstances, students who have been dismissed may reapply to the Athletic Training Education Program. The Director of Athletic Training and Athletic Training staff has final say in this matter.

TRANSFER AND LATE ENTERING STUDENTS

Each transfer student will be evaluated on an individual basis according to the amount of college level athletic training course work and clinical experience he/she has undertaken. The rules for transfer students are as follows:

1. A transfer student who has no athletic training experience will be required to follow the entrance requirements for traditional students listed above.
2. A transfer student who has athletic training experience will be required to follow the entrance requirements below:
 1. The only athletic training course which will be accepted is the equivalent of PER 1525 Introduction to Athletic Training.
 2. The student must complete the prerequisite courses of PER 2901 Athletic Training Skills and PER 1290 First Aid and CPR.
 3. Either the completion or transference of at least 45 observation hours
 4. Once all prerequisites are completed (or transferred), the student may be admitted on a probationary basis if spaces are available. The Program Director and athletic training staff will evaluate the following areas:
 1. overall GPA
 2. application
 3. interview with athletic training staff
 4. recommendation from a certified athletic trainer

ATHLETIC TRAINING STUDENT/STUDENT ATHLETE POLICY

Majoring in Athletic Training and being a student athlete is possible. The student athlete/athletic training student will have to meet all clinical education requirements set forth by the Athletic Training Education Program. The student athlete/athletic training student will sign the “Student Athlete/Athletic Training Student” agreement with their Head Coach and the Director of Athletic Training Education which will outline their athletic and athletic training responsibilities during their team’s respective playing season. Upon completion of their team’s respective season, the student athlete/athletic training student will dedicate the remainder of their time to athletic training. Failure to meet the clinical education requirements set forth by the Athletic Training Education Program will result in a failing clinical grade.

Athletic Training Student – Student Athlete Requirements

In-Season

- The ATS/SA can attend all games and practices for their respective sport/team.
- The ATS/SA must meet all the clinical education requirements set forth by the ATEP
- The ATS/SA must put in weekly “quality” clinical hours with their assigned PRECEPTOR. These hours are based around their class and athletic requirements. The ATS/SA should be striving for 10 hours/week.
- The ATS/SA should not “disappear” from the clinical setting during their in-season. Their hours should not be loaded towards the front or back of the semester, they should be evenly distributed throughout the semester.

- If a problem does arise the Athletic Training Program Director has the final say in the matter
- Failure to meet and follow the above requirements will result in either a decrease in clinical grade, failing clinical grade, or other disciplinary action as outlined in the athletic training student handbook

Out-of-Season

- The ATS/SA will make athletic training their priority once their respective season is over.
- The ATS/SA must meet all the clinical education requirements set forth by the ATEP
- The ATS/SA can only attend practices during their clinical off-day or if the practice occurs outside their athletic training schedule.
- The ATS/SA can attend out-of-season games under 2 conditions:
 - there is no home game, scrimmage or away game which they are required to attend for their athletic training clinical requirements
 - if they take a “day off” to participate in a game this will count as one of their athletic training off-days
- The ATS/SA is responsible for notifying their preceptor if they wish to attend an out-of-season game in a reasonable amount of time. If proper time is not given the preceptor can deny the ATS/SA request.
- If a problem does arise the Athletic Training Program Director has the final say in the matter
- Failure to meet and follow the above requirements will result in either a decrease in clinical grade, failing clinical grade, or other disciplinary action as outlined in the athletic training student handbook

COSTS ASSOCIATED WITH THE PROGRAM

Potential Athletic Training students should be aware that there are several additional costs associated with the program. These include Hepatitis B vaccine, liability/malpractice insurance, clothing, and travel to affiliate sites. For an up-to-date listing of all costs associated with the Athletic Training Education Program, please visit the web site at: <http://www.catawba.edu/academic/physicaleducation/athletictraining.htm>.

BOC CERTIFICATION EXAMINATION

After successful completion of the program, the pre-certification student is eligible to take the Board of Certification Examination.

RECOMMENDED COURSE SEQUENCE FOR ATHLETIC TRAINING

Freshmen					
Fall			Spring		
PER 1525	Intro to A. T.	4	PER 1290	First Aid	3
PER 1101	Prescriptive Fitness	1		Gen Ed	3
PER 1270	Health Science	3		Gen Ed	3
GEN 1200	FYS	3		Gen Ed	3
	English Comp	3		For. Lang	3
	For Lang	3	PER 2901	A.T. Skills	1
					16
		17			
Sophomore					
Fall			Spring		
PER 2551	Lower Body	3	PER 3901	Clin II	1
BIO 2419	A & P I	4	PER 2552	Upper Body	3
	For. Lang	3	PER 3070	Nutrition	3
	Gen Ed	3	BIO 2420	A & P II	4
PER 2902	Clin I	1		For Lang	3
	Gen Ed	3		English	3
					17
		17			
Junior					
Fall			Spring		
PER 3519	Ther. Mod.	3	PER 3520	Rehab	3
PER 4552	Gen. Medical	3	PER 4551	Pharm	2
PER 3950	Kinesiology	3		Gen Ed	3
PER 3951	Kinesiology lab	1	PER 3855	Ex Phys	3
PER 3902	Clin III	1	PER 3856	Ex Phys lab	1
PER 4522	Research*	1	PER 3050	Org & Adm	3
	Gen Ed	3	PER 3903	Clin IV	1
					16
		15			
Senior					
Fall			Spring		
PER 4901	Clin V	1	PER 4902	Senior Clin	1
	Gen Ed	3		Gen Ed	3
	Gen Ed	3		Gen Ed	3
	Gen Ed	3		Gen Ed	3
	Gen Ed	3	PSYCH 2345	Hum Devel [#]	3
					13
		13			

* course can be taken during Senior year

course is offered every other year and can be taken during Junior year

Note: 124 credit hours are required in order to graduate.

ATHLETIC TRAINING CORE COURSES

PER 1270	Health Science	3
PER 1290	First Aid and CPR	3
PER 1525	Introduction to Athletic Training	4
PER 2551	Athletic Training I-Lower Body Assessment	3
PER 2552	Athletic Training II-Upper Body Assessment	3
PER 2901	Athletic Training Skills I	1
PER 2902	Clinical I	1
PER 3050	Organization and Administration of Athletic Training	3
PER 3070	Nutrition and Physical Conditioning	3
PER 3519	Therapeutic Modalities and Treatment of Athletic Injuries	3
PER 3520	Rehabilitation Techniques and Therapeutic Exercise	3
PER 3855	Exercise Physiology	3
PER 3856	Exercise Physiology Lab	1
PER 3901	Clinical II	1
PER 3902	Clinical III	1
PER 3903	Clinical IV	1
PER 3950	Kinesiology	3
PER 3951	Kinesiology Lab	1
PER 4522	Research	1
PER 4551	Pharmacology	2
PER 4552	General Medical	3
PER 4901	Clinical V	1

PER 4902	Senior Clinical	1
BIOL 2419, 2420	Anatomy and Physiology I, II	8
PSYCH 2345	Human Development	3
	Total Credits for the Major:	60

ATHLETIC TRAINING COURSE DESCRIPTIONS

1270 HEALTH SCIENCE 3 hours

An analysis of health dilemmas facing modern man and means of comprehending, alleviating, and/or solving the problems.

1290 FIRST AID, CPR AND EMERGENCY CARE 3 hours

A practical study of the theory and application of first aid, cardiopulmonary resuscitation (CPR) and rescue breathing, to include both minor and extreme medical problems.

1525 INTRODUCTION TO ATHLETIC TRAINING 4 hours

A survey of injury/illness factors, appropriate care from onset through referral, follow-up and rehabilitation, and prevention programs of athletic injuries/illness, including psychological, environmental conditions, drug-use considerations, administrative components, health care and counseling information, professional discipline information of an athletic training program, and the history and structure of the N.A.T.A. This course is designed for Athletic Training majors. Lecture and Laboratory.

2551 ATHLETIC TRAINING I (LOWER BODY ASSESSMENT) 4 hours

A study of the prevention, recognition, evaluation, management, treatment, and disposition of injuries/illness associated with participation in competitive athletics and physical activity, and implementation of all components of a comprehensive athletic training program plan as it relates to the lower body. Prerequisite – PER 1525, Co-requisite – BIOL 2419

2552 ATHLETIC TRAINING II (UPPER BODY ASSESSMENT) 3 hours

A study of the prevention, recognition, evaluation, management, treatment, and disposition of injuries/illness associated with participation in competitive athletics and physical activity, and implementation of all components of a comprehensive athletic training program plan as it relates to the upper body, abdominal and thoracic regions. Prerequisites – BIOL 2419, PER 1525, PER 2551

2901 ATHLETIC TRAINING SKILLS 1 hour

Students learn basic athletic training skills in the areas of risk management and acute care of injury and illness. Prerequisite: PER 1525

2902 CLINICAL I 1 hour

Students complete clinical proficiency requirements and gain clinical experience. Prerequisite: PER 2901.

3050 ORGANIZATION AND ADMINISTRATION OF ATHLETIC TRAINING 3 hours

A study of the organization and administration of athletic training programs with an emphasis on health care administration, financial, physical, legal, ethical, and athletic training issues.

3070 NUTRITION AND PHYSICAL CONDITIONING 3 hours

A study of basic nutrition and its effect upon growth and development, body composition, and human performance in the active and inactive person. In conjunction with studying the basic components of a total body, year-round physical conditioning program specific to the individual and activity.

3519 THERAPEUTIC MODALITIES AND TREATMENT OF ATHLETIC INJURIES 3 hours

A study of the theory and application of the physiological regulation of pain, inflammation, and healing of the human body. This includes basic physics, application of modalities, the basic rehabilitation concepts and modalities of the treatment and care of athletic injuries. Prerequisites: PER 2552

3520 REHABILITATION TECHNIQUES AND THERAPEUTIC EXERCISE 3 hours

A study of the theory and application of the basic rehabilitation and reconditioning concepts and protocols for the physically active. Co-requisites – PER 3855, Prerequisite - PER 3950

3855 EXERCISE PHYSIOLOGY 3 hours

A study of the immediate and chronic physiological changes which accompany exercise and the implication of these changes for physical education and training programs. Prerequisite – BIOL 2419

3856 EXERCISE PHYSIOLOGY LAB 1 hour

An application of physiological principles to the study of the immediate and chronic physiological changes which accompany exercise and the implication of these changes for physical education and training programs. Prerequisite – BIOL 2419

3901 CLINICAL II 1 hour

Students complete clinical proficiency requirements and gain clinical experience. Prerequisite: PER 2551

3902 CLINICAL III 1 hour

Students complete clinical proficiency requirements and gain clinical experience. Prerequisites: PER 2552.

3903 CLINICAL IV 1 hour

Students complete clinical proficiency requirements and gain clinical experience. Prerequisites: PER 3519 and PER 4552.

3950 KINESIOLOGY 3 hours

An analysis of human movement patterns including musculature mechanical principles, and techniques of improving movement efficiency. Prerequisite – BIOL 2419

3951 KINESIOLOGY LAB 1 hour

A study of the application of kinesiology principles as they relate to the analysis of human movement patterns, including involved musculature mechanical principles and techniques of improving movement efficiency

4522 RESEARCH 1 hour

Guidance and experimentation in the process of selecting, researching, producing, revising, evaluating, submitting and presenting a topic selected by the student with input of the instructor focusing on a specialized area of athletic training. Prerequisite: Permission of Instructor.

4551 PHARMACOLOGY 2 hours

A study of basic principles and fundamentals of human pharmacology, to include a knowledge of the chemical and physical properties, biochemical and physiological effects, mechanism of action, absorption, distribution, and biotransformation and excretion, therapeutic use and adverse reactions of drugs commonly used in the treatment of athletic injuries. Prerequisite: Junior standing in A.T. Program.

4552 GENERAL MEDICAL 3 hour

A study of the signs, symptoms, and treatment of diseases and illnesses associated with the human body.

4901 CLINICAL V 1 hour

Students complete clinical proficiency requirements and gain clinical experience. Prerequisites: PER 4552.

4902 SENIOR CLINICAL 1 hour

Students will complete clinical proficiency requirements and gain clinical experience. Will also help athletic training students prepare for the Board of Certification exam. Course will contain a mock written, oral/practical and written simulation exam upon completion of the class.

Prerequisite - Senior Athletic Training Student

CAATE APPROVED PRECEPTOR SUPERVISION

1. A CAATE approved preceptor shall supervise the students' clinical education.
2. The daily supervision of students by the preceptor must include multiple opportunities for evaluation and feedback between the student and preceptor.
3. "Supervision" of students by the preceptor shall be through "constant visual and auditory interaction between the student and the approved clinical instructor".
4. Students shall be assigned to an preceptor not a sport.
 - a. If the intern ATC does not meet the requirements set forth by CAATE to serve as a preceptor they will not act as an preceptor.
5. An athletic training student will not replace a certified athletic trainer in any means.

6. Students assigned to doctors' offices, clinics, or other settings will follow the rules and regulations of that setting under the supervision of a preceptor.
7. The athletic training student will not cover a practice, competition, or the athletic training room unsupervised.
 - a. If unsupervised in the athletic training room, the athletic training student will close the athletic training room until their preceptor returns.
 - b. If unsupervised at a practice or competition, the athletic training student will find their preceptor, notify their preceptor that they have been unsupervised, and remain with their preceptor.

Policy for Preceptor with multiple events at one time

1. The preceptor will plan ahead and have another available preceptor supervise the athletic training students until such time that he/she is able to properly supervise the athletic training students.
2. The preceptor will not use the multiple events as an excuse for not properly supervising athletic training students
3. Athletic training students who are unsupervised will follow the procedures for clinical supervision.

CLINICAL EXPERIENCE

During an athletic training student's educational program, the student will encounter both classroom-learning experiences (didactic) and participate in clinical hands-on learning and practice opportunities (clinical experiences). The clinical experience begins in the observation year where students are introduced to the working conditions, day-to-day tasks and duties, and responsibilities of athletic training.

Once admitted to the athletic training major, students will register and complete each of the following courses:

PER 2902 Clinical I
PER 3901 Clinical II
PER 3902 Clinical III
PER 3903 Clinical IV
PER 4901 Clinical V
PER 4902 Senior Clinical

The goal of clinical education is to provide the student with the opportunity to practice the knowledge and skills taught in the classroom, to work and learn in the professional environment under the supervision of a certified athletic trainer, and to develop the competence to perform as a professional upon graduation.

CLINICAL ROTATION PLAN

All preceptors and athletic training students at Catawba College will adhere to the following clinical experience guidelines and rules:

- Athletic training students will be given a minimum of 2 days off during the 7-day week (during the academic school year when classes are in session).
 - Traveling for athletic training students is voluntary. Football is the only clinical rotation in which athletic training students are required to travel.
- Athletic training students performing clinical rotations at Catawba College will be placed on a rotation by their preceptor in order to receive the required 2 days off per week.
- Athletic training students performing clinical rotations at affiliate sites will complete their assignment based on their class schedule and the schedule of the affiliate sites. They will still be granted the minimum 2 days off per week.
- All preceptor's will monitor each athletic training student's clinical hours and make sure that each athletic training student does not accumulate an extraordinary amount of hours equivalent to a full time employee on a weekly and monthly basis. A 20 hour per week average is good.
- All athletic training students will be required to meet the minimum 200 hour requirement (100 for in-season athletes) for each clinical course but will not exceed 400 hours in that clinical course.

Athletic Training Clinical I

(Fall semester, Level 2 students, 1 credit hour) has been structured to provide the student with practical hands on experience while working in the collegiate environment. Students will be assigned to an preceptor and clinical experience (lower extremity or equipment intensive) based on their current level in the ATEP so that they may practice their clinical skills and further their knowledge based on the courses they have completed and are currently enrolled in (PER 2551 Athletic Training I – Lower Body Assessment). Students are required to complete a minimum of 200 hours (100 for in season athletes) of clinical experience and no more than 400 hours. Students are evaluated during the course through the use of clinical proficiency modules and performance evaluations.

Athletic Training Clinical II

(Spring Semester, Level 2 students, 1 credit hour) has been structured to provide the student with practical hands on experience while working in the collegiate environment. Students will be assigned to an preceptor and clinical experience (lower extremity, upper body extremity or equipment intensive) based on their current level in the ATEP so that they may practice their clinical skills and further their knowledge based on the courses they have completed and are currently enrolled in (PER 2552 Athletic Training II – Upper Body Assessment, PER 3070 Nutrition and Physical Conditioning). Students are required to complete a minimum of 200 hours (100 for in season athletes) of clinical experience and no more than 400 hours. Students are evaluated during the course through the use of clinical proficiency modules and performance evaluations.

Athletic Training Clinical III

(Fall Semester, Level 3 students, 1 credit hour) has been structured to provide the student with practical hands on experience while working in the collegiate environment. Students will be assigned to an preceptor and clinical experience (lower extremity, upper extremity, or equipment intensive) based on their current level in the ATEP so that they may practice their clinical skills and further their knowledge based on the courses they have completed and are currently enrolled in (PER 3519 Therapeutic Modalities and PER 4552 General Medical). Students are required to complete a minimum of 200 hours (100 for in season athletes) of clinical experience and no more than 400 hours. Students are evaluated during the course through the use of clinical proficiency modules and performance evaluations.

Athletic Training Clinical IV

(Spring Semester, Level 3 students, 1 credit hour) has been structured to provide the student with practical hands on experience while working in the collegiate environment. Students will be assigned to an preceptor and clinical experience (lower extremity, upper extremity, or equipment intensive) based on their current level in the ATEP so that they may practice their clinical skills and further their knowledge based on the courses they have completed and are currently enrolled in (PER 3520 Rehabilitation Techniques, PER 4551 Pharmacology, and PER 3050 Organization and Administration of Athletic Training). Students are required to complete a minimum of 200 hours (100 for in season athletes) of clinical experience and no more than 400 hours. Students are evaluated during the course through the use of clinical proficiency modules and performance evaluations.

Athletic Training Clinical V

(Fall Semester, Level 4 students, 1 credit hour) has been structured to provide the student with practical hands on experience while working in Urgent Care Facility/Orthopedic Physician offices and outpatient rehabilitation clinic. Students will be assigned to a preceptor and clinical experience (general medical, lower extremity, upper extremity, or equipment intensive) based on their current level in the ATEP so that they may practice their clinical skills and further their knowledge based on course material. Students will complete 1 month rotations at an Urgent Care facility, Orthopedic Office, and Outpatient Rehabilitation Clinic. Some students will also be assigned collegiate experience (lower extremity, upper extremity, or equipment intensive). Students are required to complete a minimum of 200 hours (100 for in season athletes) of clinical experience and no more than 400 hours. Students are evaluated during the course through the use of clinical proficiency modules and performance evaluations.

Senior Clinical

(Spring Semester, Level 4 students, 1 credit hour) has been structured to provide the student with practical hands on experience while working in Urgent Care Facility/Orthopedic Physician offices and outpatient rehabilitation clinic. Students will be assigned to an ACI and clinical experience (general medical, lower extremity, upper extremity, or equipment intensive) based on

their current level in the ATEP so that they may practice their clinical skills and further their knowledge based on course material. Some students will also be assigned to collegiate experience (lower extremity, upper extremity, or equipment intensive). Students will complete 1 month rotations at an Urgent Care facility, Orthopedic Office, and hospital based inpatient/outpatient rehabilitation clinic. Students are required to complete a minimum of 200 hours (100 for in season athletes) of clinical experience and no more than 400 hours. Students are evaluated during the course through the use of clinical proficiency modules and performance evaluations.

CLINICAL EXPERIENCE GRADING

The basic grading procedures for each clinical rotation are outlined below. Please note that certain clinical courses will have other requirements which are noted in the course syllabus.

Clinical I, III, and V

1. 35% Proficiency Check off Completion

Completing the required proficiency check offs and adhering to your Clinical Education Plan by the due date will result in the student passing. Failure to complete the proficiencies by the due date will result in a decrease in your clinical grade. The due dates are outlined at the end of the syllabus. It is your responsibility to adhere to these deadlines.

2. 35% Clinical Evaluation

The athletic training student will be evaluated by their preceptor for their clinical rotation(s).

3. 10% Student Evaluation

The athletic training student must complete the self-evaluation, Clinical site evaluation, and preceptor evaluation by the assigned due date. If these are not turned in on time the student will drop one full letter grade.

4. 10% Clinical Hours

Each clinical will have assigned hour requirements to them. If you fail to meet the required hours your grade for the clinical will drop one full letter grade. You are required to obtain 200 hours (100 for in season athletes) during the course of the semester.

5. 10% Clinical Practical

At the end of each clinical the athletic training student will take a practical exam covering skills that they have been instructed and tested on based on their level in the program. Failure to take the exam will result in a decrease in one full letter grade.

6. Seminar attendance

The athletic training student will be required to attend mandatory seminars throughout the semester. Failure to attend a seminar will result in the student having to write a minimum 3 page paper covering the seminar topic. The paper must be turned into the Program Director within 1 week of the seminar or their grade for the clinical will be lowered by one full letter grade.

Clinical II and IV

1. 35% Proficiency Check off Completion

Completing the required proficiency check offs and adhering to your Clinical Education Plan by the due date will result in the student passing. Failure to turn the proficiencies in by the due date will result in a decrease in one's final grade. Failure to complete the proficiencies by the end of the semester will result in failing the clinical. The due dates are outlined at the end of the syllabus. It is your responsibility to adhere to these deadlines.

2. 35% Clinical Evaluation

The athletic training student will be evaluated by their preceptor for their clinical rotation(s).

3. 5% Student Evaluation

The athletic training student must complete the self-evaluation, Clinical site evaluation, and preceptor evaluation by the assigned due date. If these are not turned in on time the student will drop one full letter grade.

4. 10% Clinical Hours

Each athletic training student will complete a minimum of 200 (100 for in season athletes) clinical hours during the course of the semester.

5. Seminar attendance

The athletic training student will be required to attend mandatory seminars throughout the semester. Failure to attend a seminar will result in the student having to write a minimum 3 page paper covering the seminar topic. The paper must be turned into the Program Director within 1 week of the seminar or their grade for the clinical will be lowered by one full letter grade.

6. 7.5 % Clinical Exam

The athletic training student will be required to take a written examination based on all the athletic training material they have learned up to and including this current semester. The examination will consist of multiple choice questions. Failure to take the exam will result in a decrease in one full letter grade.

7. 7.5% Clinical Practical

At the end of each clinical the athletic training student will take a practical exam covering skills that they have been instructed and tested on based on their level in the program. Failure to take the exam will result in a decrease in one full letter grade.

8. Senior Presentation

The athletic training student will be required to attend the senior presentations. Failure to attend the presentation will result in the student having to write a minimum 3 page paper covering the topic. The paper must be turned into the Program Director within 1 week of the presentation or their grade for the clinical will be lowered by one full letter grade.

Senior Clinical

1. 40% Proficiency Check off Completion

Completing the required proficiency check offs by the due date will result in the student passing. Failure to complete the proficiencies by the due date will result in failing the clinical. The due dates are outlined at the end of the syllabus. It is your responsibility to adhere to these deadlines.

2. 40% Clinical Evaluation

The athletic training student will be evaluated by their preceptor for their clinical rotation(s).

3. 10% Student Evaluation

The athletic training student must complete the Clinical site evaluation, and preceptor evaluation by the assigned due date. If these are not turned in on time the student will drop one full letter grade.

4. 10% Clinical Hours

Each clinical will have assigned hour requirements to them. If you fail to meet the required hours your grade for the clinical will drop one full letter grade. You are required to obtain a minimum of 200 hours (100 for in season athletes) during the course of the semester.

5. Seminar attendance

The athletic training student will be required to attend mandatory seminars throughout the semester. Failure to attend a seminar will result in the student having to write a minimum 3 page paper covering the seminar topic. The paper must be turned into the Program Director within 1 week of the seminar or their grade for the clinical will be lowered by one full letter grade.

6. Students must also complete Senior Presentation and take the BOC mock exam.

All students must obtain a C in each clinical course or they will be required to retake the course.

CLINICAL EXPECTATIONS

The athletic training student will limit the scope of practice to his/her appropriate level within the Catawba College Athletic Training Education Program. The athletic training student can only perform the clinical skills which they have been instructed on in the didactic (classroom) setting. AT NO TIME will an athletic training student perform any clinical skill that they have not been properly instructed on in the didactic setting or is not within their appropriate level of skill.

If the athletic training student is caught performing a clinical skill not within their appropriate level the following actions will occur:

1. first offense – their clinical grade will decrease on full letter
2. second offense- suspension from clinical portion of ATEP

If a preceptor forces an athletic training student to perform a clinical skill outside of their level the preceptor will receive a written warning from the Program Director and the athletic training student will be re-assigned to another preceptor without penalty. The preceptor will not have any athletic training students assigned to them for the remainder of the semester.

Below are the clinical skills athletic training students can perform in the clinical setting:

1. Observation Student

Student not yet admitted into the Athletic Training Education Program at Catawba College. These students are typically first year students, transfer students, or students completing the prerequisites for admission. Their primary role is to observe the day to day functioning of the athletic training facility, the workings of the staff and the students, and to interact with the ATEP students admitted into the program. The student takes Introduction to PER 1525 Athletic Training and PER 1290 First Aid & Emergency Care in the fall semester. In the spring semester, the student takes PER 2901A.T. Skills and may be in PER 1290 First Aid & Emergency Care also.

Observation Students are limited to the following activities while in the Athletic Training Room:

1. facility maintenance which includes cleaning, restocking supplies, assisting with filing
2. practice and event set-up/clean-up which may include filling up coolers with water and ice, carrying emergency equipment to the event
3. Students will assist with football winter conditioning.
4. They will be assigned rotations for the spring semester. During this time the student will continue observing, practicing skills (taping, stretching, basic first aid), and getting used to the “life of an athletic training student” at Catawba College.

Sophomore Level Students

Have completed the following Athletic Training required courses:

PER 1525	Introduction to Athletic Training
PER 2901	A. T. Skills
PER 1290	First Aid and Emergency Care

Fall Semester

These students have been admitted into the ATEP and are currently enrolled in PER 2551 Lower Body Assessment, PER 2901 Clinical I. The students may perform the following activities

1. Facility maintenance including but not limited to record keeping, restocking supplies, inventory, cleaning, vacuuming, and filing;
2. Documentation of injury/illness utilizing SOAP notes, Progress Notes, Medical Referral forms, and Insurance Claim billing forms;
3. Assist with pre-participation examination screening procedures including height, weight, Snellen eye chart, vital signs, taking a medical history;
4. Assist with protective equipment fitting;

5. Assist patients in the use of ambulatory aids and on-field transportation techniques.
6. Perform environmental and facility conditions assessments including use of a sling psychrometer, lightning detector, and weather reporting technology.
7. Practice and event set-up, coverage, and clean-up including but not limited to filling and cleaning coolers, whirlpools, and water bottles; assisting with hydration activities, and delivering emergency and athletic training equipment to and from the competition site.
8. Applying preventative and post-injury taping, wrapping, and bandaging procedures for patients before, during, and after practice or competition;
9. Assist when instructed by an preceptor with the Emergency Action Plan in the event of an emergency by calling EMS, meeting the ambulance, delivering necessary equipment to the injury site, assisting with spine boarding and basic life support procedures, and
10. Perform injury evaluations of the lower extremity under the supervision of a preceptor once they have been instructed and tested on the material in the didactic course.

Spring Semester

The student is currently enrolled in PER 2552 Upper Body Assessment, PER 3070 Nutrition and PER 2902 Clinical II.

The students may perform the above mentioned activities along with

1. Perform injury evaluations of the upper extremity under the supervision of a preceptor once they have been instructed and tested on the material in the didactic course.

Junior Level Students

Have completed the following Athletic Training required courses:

PER 1525	Introduction to Athletic Training
PER 2901	A. T. Skills
PER 1290	First Aid and Emergency Care
PER 2551	Lower Body Assessment
PER 2552	Upper Body Assessment
PER 3070	Nutrition
PER 2902	Clinical I
PER 3901	Clinical II
BIOL 2419/2420	Anatomy and Physiology I &II

Fall Semester

The student is currently enrolled in PER 3519 Modalities and PER 3950/3951 Kinesiology and lab, PER 4552 General Medical, and PER 3902 Clinical III. The students may perform the following activities:

1. Facility maintenance including but not limited to record keeping, restocking supplies, inventory, cleaning, vacuuming, and filing;

2. Documentation of injury/illness utilizing SOAP notes, Progress Notes, Medical Referral forms, and Insurance Claim billing forms;
3. Assist with pre-participation examination screening procedures including height, weight, Snellen eye chart, vital signs, taking a medical history;
4. Assist with protective equipment fitting;
5. Assist patients in the use of ambulatory aids and on-field transportation techniques.
6. Perform environmental and facility conditions assessments including use of a sling psychrometer, lightning detector, and weather reporting technology.
7. Practice and event set-up, coverage, and clean-up including but not limited to filling and cleaning coolers, whirlpools, and water bottles; assisting with hydration activities, and delivering emergency and athletic training equipment to and from the competition site.
8. Applying preventative and post-injury taping, wrapping, and bandaging procedures for patients before, during, and after practice or competition;
9. Assist when instructed by an preceptor with the Emergency Action Plan in the event of an emergency by calling EMS, meeting the ambulance, delivering necessary equipment to the injury site, assisting with spine boarding and basic life support procedures, and
10. Perform injury evaluations of the lower and upper extremities under the supervision of an preceptor
11. Perform basic modality application including heat, cryotherapy, hydrotherapy, electrotherapy, and ultrasound under the supervision of a preceptor once they have been instructed and tested on the material in the didactic course.

Spring Semester

The student is currently enrolled in PER 3520 Rehabilitation and PER 3855/3856 Exercise Physiology and lab, PER 3050 Organization and Administration of Athletic Training, PER 4551 Pharmacology, and PER 3903 Clinical IV.

The students may perform the above mentioned activities along with:

1. Administration of OTC medication under the direct supervision an preceptor
2. Develop and implement rehabilitation programs for individuals under the supervision of a preceptor once they have been instructed and tested on the material in the didactic course.

3. Evaluate and refer individuals for general medical conditions under the supervision of a preceptor once they have been instructed and tested on the material in the didactic course.
4. Assist the supervising preceptor with identification of resources for psychosocial disorders, provide assistance with the intervention and referral for eating disorders and potential substance abuse

Senior Level Students

Have completed the following Athletic Training required courses:

PER 1525	Introduction to Athletic Training
PER 2901	A. T. Skills
PER 1290	First Aid and Emergency Care
PER 2551	Lower Body Assessment
PER 2552	Upper Body Assessment
PER 3070	Nutrition
PER 3519	Modalities
PER 3520	Rehabilitation
PER 3855	Exercise Physiology
PER 3856	Exercise Physiology Lab
PER 3950	Kinesiology
PER 3951	Kinesiology Lab
PER 3070	Nutrition
PER 3050	Org and Admin
PER 4551	Pharmacology
PER 4552	General Medical
BIOL 2419/2420	Anatomy and Physiology I &II Clinical I-IV

The student is currently enrolled in PER 4901 Clinical V. The students may perform the following activities:

1. Facility maintenance including but not limited to record keeping, restocking supplies, inventory, cleaning, vacuuming, and filing;
2. Documentation of injury/illness utilizing SOAP notes, Progress Notes, Medical Referral forms, and Insurance Claim billing forms;
3. Assist with pre-participation examination screening procedures including height, weight, Snellen eye chart, vital signs, taking a medical history;
4. Assist with protective equipment fitting;
5. Assist patients in the use of ambulatory aids and on-field transportation techniques.
6. Perform environmental and facility conditions assessments including use of a sling psychrometer, lightning detector, and weather reporting technology.

7. Practice and event set-up, coverage, and clean-up including but not limited to filling and cleaning coolers, whirlpools, and water bottles; assisting with hydration activities, and delivering emergency and athletic training equipment to and from the competition site.
8. Applying preventative and post-injury taping, wrapping, and bandaging procedures for patients before, during, and after practice or competition;
9. Assist when instructed by a preceptor with the Emergency Action Plan in the event of an emergency by calling EMS, meeting the ambulance, delivering necessary equipment to the injury site, assisting with spine boarding and basic life support procedures, and
10. Perform injury evaluations of the lower and upper extremities under the supervision of a preceptor
11. Perform basic modality application including heat, cryotherapy, hydrotherapy, electrotherapy, and ultrasound
12. Administration of OTC medication under the direct supervision of a preceptor
13. Develop and implement rehabilitation programs for individuals under the supervision of a preceptor
14. Evaluate and refer individuals for general medical conditions under the supervision of a preceptor
15. Assist the supervising preceptor with identification of resources for psychosocial disorders, provide assistance with the intervention and referral for eating disorders and potential substance abuse

Spring Semester

The student is currently enrolled in PER 4902 Senior Clinical. The student may perform the above mentioned activities along with

1. Present educational materials to peers and other allied health personnel
2. Evaluate and develop facility specific evacuation plans, administrative policies, and emergency action procedures

NATA AND NCATS MEMBERSHIP

All athletic training students are encouraged to maintain current membership in the National Athletic Trainers Association, (NATA) and the North Carolina Athletic Trainers Association, (NCATA).

ATHLETIC TRAINING STUDENT JOB DESCRIPTION

According to North Carolina law:

90-526.b.3 "[The provisions of this Article do not apply to] A person serving as a student-trainer or in a similar position under the supervision of a physician or licensed athletic trainer."

The supervising athletic trainer should be personally present and immediately available within the area to give instruction and aid when procedures are performed. Students are required to show competency in the following procedures: modalities, rehabilitation, assessment, and administrative areas. Athletic training students are required to gain Clinical Experiences in the Athletic Training Rooms and at practices and games. The Clinical Experiences should always be considered educational. Athletic training students **will not** be utilized to replace a Certified Athletic Trainer.

FIRST AID RESPONDER POLICY

Catawba College ATEP does not support Athletic Training Students in the role of First Aid Responders. Athletic Training Students will not be permitted to travel with Catawba College Athletic teams alone acting as a First Aid Responder. Athletic Training Students will be permitted to travel with teams accompanied by a preceptor. Athletic Training Students who act as a first responder will be disciplined accordingly since this is a violation of ATEP rules. If an athletic training student is left unsupervised for an extended period they should follow the rules outlined under Clinical Education Supervision.

CONDUCT OF ATHLETIC TRAINING STUDENTS

1. Always act and present yourself in a professional manner. You are not only representing yourself, but the Catawba College Athletic Training Program. Inappropriate dress, behavior, and/or language will not be tolerated.
2. Be the first person on the job and last to leave. Don't be a clock watcher.
3. Attend to athletes first when working in the Athletic Training Room
4. Keep the Athletic Training Room neat and clean at all times.
5. Find things to do during slow moments. When you have nothing to do, find an older student or a certified athletic trainer and ask them questions or observe while they do an evaluation or practice your skills with other students.
6. Take the initiative to do things; don't wait for others to do them first. Don't worry about who is doing the most work.
7. Set an example; be clean and neat; dress appropriately
8. Treat all athletes the same. There is no difference between the star athlete and the fourth string athlete.
9. Make a list of needed supplies weekly.
10. Never take it upon yourself to decide if an injury is minor or not. Do not diagnose.
11. Any problems should be discussed with the certified athletic trainers.
12. Be aware during practices and games of any athletes having problems. Bring them to the attention of the certified athletic trainer in charge.

13. Do not “experiment” unless supervised by a certified athletic trainer.
14. Ask questions whenever you are in doubt. Read as much literature as you can get your hands on.
15. Athletic training students shall NOT use tobacco products.
16. You are not to leave the Athletic Training Room until your preceptor has dismissed you.
17. Follow all responsibilities as listed in the Handbook.

CATAWBA COLLEGE ATHLETIC TRAINING DRESS CODE

Rev. 1-26-14

An approved Catawba College Athletic Training shirt and shorts or pants shall be worn while covering or performing clinical rotation events in the athletic training room or outside on the playing fields. During outdoor events, students are expected to wear a Catawba College Athletic Training approved “dry-fit” shirt or a Catawba College Athletic Training polo shirt with khaki shorts or pants. Pants and shorts can be khaki, tan, white, navy, gray, black or brown. During inclement weather, pull-over’s, sweatshirts, jackets, warm-up pants and other appropriate apparel is permitted. Hats are allowed to be worn at outdoor sports as long as it is a Catawba College hat. Hats are not to be worn at indoor sports or while inside the athletic training room. At game day events, the game day apparel required will be assigned by the Preceptor or supervisor in charge of that event. Shoes at all times must be ‘closed-toed’ and ‘closed-heeled’. Socks must be worn with shoes at all times. No one is permitted to go barefoot or in just socks while on-duty. On days of inclement weather permission may be given for the use of umbrellas or rain-boots to be worn. Dress for team travel and related events such as team meals, team movies and etc. will be at the discretion of the Preceptor in charge of the event. Note that shirts must be tucked in at all times and a belt must be with pants and shorts. Jewelry must be conservative in style, size and color. Jewelry must not be dangling or distracting and not hinder the daily work related activities and tasks. Clothing should cover all visible tattoos. Athletic training students assigned to off-campus clinical rotations are to follow the required dress code of that facility or clinical rotation site.

The following types of clothes will **NOT** be permitted while on duty:

- Sandals
- Tank tops
- Running shorts
- Jeans
- "Work out" clothing
- Other clothing deemed inappropriate by the staff

*If you are NOT sure if an item is appropriate, please do not wear it. Such articles can be brought in for prior approval from your supervisor.

Make-up and perfume or cologne must be conservative in use and presentation. Nails must be clean and neatly trimmed with conservative polish colors if applied. No artificial nails or nails of excessive length are permitted and those deemed inappropriate by your supervisor will not be tolerated.

The way you look and dress is not only a reflection of you, but the entire Catawba College Athletic Training Program. You should not wear anything that makes you “stand out” or the draws attention to yourself. Untidiness, poor personal hygiene or sloppiness will not be tolerated when you are on duty. The certified athletic trainers will handle consistent violations in this area.

SUBSTANCE AND ALCOHOL ABUSE

The use of illicit and/or illegal substances is grounds for immediate dismissal from the program. As for alcohol use, any athletic training student who gets a DUI during the academic year will be suspended from the Athletic Training Education Program for 60 days and will be required to receive counseling from Catawba College’s counseling services. Two DUI’s during the student’s career (academic year only) will cause the athletic training student to be dismissed from the Athletic Training Education Program. Also, three known alcohol offenses on campus during the academic year will result in a 60 day suspension from the Athletic Training Education Program as well as counseling from the Catawba College counseling services.

A suspension means that the athletic training student will not be allowed to complete their assigned Clinical Rotation(s) whether these are on or off-campus. Students will be allowed to attend classes.

All students are expected to comply with substance use/abuse policies as outlined in the Catawba College Student Handbook.

Students taking any substance (illegal, legal, or medically prescribed) that has the potential to impair judgment, alertness, mental status, physical capacities, or otherwise reduce professional performance, should report this use to the certified staff immediately. This will assist the staff in ensuring a safe environment for the athletes and clients receiving services from the Athletic Training Department.

EVALUATIONS

All athletic training students will be evaluated twice during their clinical rotation. This will occur at the mid-point and end of the clinical rotation. At the end of clinical rotations students will be evaluated by their assigned preceptor. At the end of the clinical rotation, students will complete a clinical site evaluation and preceptor evaluation. The student will also be evaluated by their preceptor. The student will have the opportunity to meet and discuss the results of the evaluation with their preceptor. The student’s evaluation of the preceptor will not be made public until the end of the academic year.

Seniors: Graduating students will be given exit questionnaires and evaluations. The questionnaire is intended to evaluate their perception of the educational experience at Catawba College. Students will have the opportunity to take a mock BOC examination prior to graduating.

GRADE POINT EXPECTATIONS

It is necessary that students show excellence in the coursework aspects of the Athletic Training Program as well as in the clinical aspect in order to have a reasonable opportunity for professional success after graduation and in passing the Board of Certification exam. Therefore, the following GPA requirements have been established.

2.50 GPA required for admittance into the Athletic Training Program.

Any student falling below the cumulative or Athletic Training GPA (2.5) requirement will be placed on immediate probation and be required to attend mandatory study hall at the discretion of the Athletic Training Program Director. At the end of the semester, an improvement in GPA must be made, or permanent suspension from the Athletic Training Program will result.

If an athletic training student has two M's or one U at midterm they will be unable to travel with their respective team for the remainder of the semester.

ACADEMIC DISHONESTY

Any form of academic dishonesty will not be tolerated in the Athletic Training Program. This includes, but is not limited to, cheating, plagiarism, or collaborating on individual assignments. Each case of academic dishonesty will be handled individually by the Athletic Training Program Director, Instructor, and Sport and Health Sciences Chairperson. Each case may also be subject to the rules set forth by Catawba College. Athletic Training Program disciplinary actions may include failing course work, failing examinations, suspension, and dismissal from the Athletic Training Program.

GRIEVANCE POLICY

Any athletic training student who has an academic or clinical grievance will bring it to the attention of the Program Director, Head Athletic Trainer, or Assistant Athletic Trainer. The following steps will be then be taken:

1. the student and instructor/preceptor will try to resolve the problem
2. if the matter does not get resolved, then the Program Director will intervene. If the problem involves the Program Director then the Sport and Health Sciences Chairperson will intervene.
3. if the matter is still not resolved, then the student can follow Catawba College's grievance policy which is published in the college catalog and student handbook.

SCHOLARSHIPS

Scholarships are available once you are admitted to the Athletic Training Program. Athletic Training scholarships are *academically based*. Scholarships are based on your level in the program and GPA. Athletic training students must also comply with all college requirements. These numbers are subject to change.

The typical amounts are as follows:

Soph 2.5 – \$500	Junior 2.5 - \$750	Senior 2.5 - \$1000
3.0 - \$750	3.0 - \$1000	3.0 - \$1250

DISCIPLINARY ACTION

For a violation, or repeated violations, of the policies and procedures outlined in this manual, except as otherwise described, the following actions will be taken as deemed appropriate by the certified staff and/or Athletic Training Program Director.

- Verbal Warning
- Drop in clinical grade
- Clinical rotation re-assignment
- Suspension or Dismissal as deemed appropriate by the Athletic Training Program Director and/or Staff Athletic Trainer

In all cases, the Director of Athletic Training will allow the athletic training student to voice their opinion before disciplinary action is taken. The Director of Athletic Training will utilize his/her best judgment in determining the level of appropriate action. The Director of Athletic Training may feel it most appropriate to skip a particular step or immediately suspend or dismiss an individual due to the nature of the violation. In all instances fairness and an opportunity for student improvement will be a consideration.

RELEASING MEDICAL INFORMATION/CONFIDENTIALITY

Athletic training students have access to athlete’s medical files and personal information. They also hear a great deal of privileged information. As an athletic training student, they are instructed and made aware of the consequences about releasing confidential information. All athletic training students are required to sign the Catawba College Confidentiality Agreement.

I, _____, hereby agree to preserve the confidentiality of any and all medical recodes that I view or have access to during the course of my education/clinical experiences with the Catawba College Athletic Training Department. I understand that records maybe confidential by virtue of the state personnel privacy laws (G.S. 126-22 et seq.), Family Education Rights and Privacy Act (20 U.S.C. 1232g), Health Information Protection Portability and Accountability Act (HIPPA). Under these privacy laws, I may not disclose information about College employees, College students, College athletes, and physical therapy patients, unless I am certain that provision of the laws allows disclosure in particular circumstances.

If in doubt about the confidentiality of any record or my ability to legally disclose information, I agree to consult with a staff athletic trainer (who may in turn consult with the Office of Legal Affairs) before disclosing any health related information.

This agreement is given in consideration for my continued education/clinical experiences at Catawba College in the Athletic Training Program. The terms of this agreement remain in effect during my educational and clinical experiences at Catawba College **and** after my graduation.

Signed: _____

Date: ___/___/___

PHONE/CELL PHONE

Athletic training students should not make or take personal calls using the phones in the athletic room while on duty unless it is absolutely necessary. Athletic Training students should not talk or text on their cell phone while on duty unless it is absolutely necessary.

Athlete's use of the phone should be discouraged and should not be allowed without permission.

When answering the phone, athletic training students should:

1. Be professional; state your name, before saying, "May I help you?"
2. Be sure you know where the staff athletic trainers are before you say they are not in.
3. Always try to take a message: caller's name, reason for call, phone number, date, time, and your name. Leave message on board or on staff person's desk.
4. Be sure staff athletic trainer gets message as soon as possible.
5. If a student athletic trainer answers the phone and the staff athletic trainer is in, again be professional and ask, "May I ask who's calling please?"

OUTSIDE EMPLOYMENT

Athletic Training requires many hours in the classrooms and clinical setting. Outside employment combined with your athletic training responsibilities would be very difficult. You may work outside of the athletic training room but you are required to work around your athletic training schedule. Failure to make athletic training a priority or failure to show up for assigned practice and game coverage will result in the following actions:

First offense: written warning and a decrease in clinical grade

Second offense: dismissal from the Athletic Training Education Program

MALPRACTICE INSURANCE

Athletic Training students are *required* to purchase their professional liability/malpractice insurance once they are formally admitted into the Athletic Training Education Program. Proof of the policy and proof of payment (receipt) must be given to the Director of Athletic Training Education. Failure to purchase malpractice insurance will result in the athletic training student not being able to complete their clinical requirements and a decrease in their clinical grade. Information on providers and policies will be given to each student or they may find their own provider.

SEXUAL HARRASSMENT

According to the Equal Employment Opportunity Commission's guidelines prohibiting sexual harassment there are two types of sexual harassment: (1) Quid pro quo – "submission to or rejection of such conduct by an individual that is used as basis for employment decisions affecting such individual" and (2) Hostile environment – "unwelcome sexual conduct that unreasonably interferes with an individual's job performance or creates an intimidating, hostile, or offensive working environment."

Examples of sexual harassment include (but are not limited to):

1) Verbal. Sexually explicit statements or threats, including jokes, propositions, insults, suggestive comments; verbal abuse of a sexual nature, including graphic commentaries about a person's body, body parts or sexual characteristics; innuendo, suggestions or threats that a person's employment, grades, wages, promotional opportunities, classroom or work assignments, reputation, other conditions of employment or academic environment may be adversely affected if sexually harassing conduct is not tolerated or accepted.

2) Nonverbal. Suggestive or insulting sounds, actions, and gestures, e.g., whistling, leering; placing suggestive objects or pictures in the work or study area.

3) Physical. Touching the body (e.g., brushing, pinching, patting); physical intimidation (e.g., blocking, cornering, leaning too close); or threat of physical intimacy.

Sexual harassment of any type will not be tolerated and is expressly prohibited. Sexual harassment is ground for disciplinary action, which may include reprimand, demotion, discharge, or other appropriate action, dependent upon the nature of the harassment. Faculty and staff are asked to be especially sensitive to the fact that they are in a position of authority over students and the authority carries with it responsibility to be mindful of situations in which they are dealing with students in private, one-on-one associations both on and off campus.

PHYSICAL EXAMINATION

Prior to the beginning of the athletic training student's first clinical rotation, he/she will be required to pass a pre-participation physical exam that is conducted in order to determine that each student is healthy enough, particularly in the areas of flexibility and strength, to perform the duties required of an athletic trainer. The physical examinations are free of charge and are provided by Catawba College's team physicians.

EDUCATION ABOUT BLOOD BORNE PATHOGENS

Each athletic training student will attend the OSHA/Blood Borne Pathogen Seminar. Each athletic training student will be made aware of the potential risk for infection associated with providing athletic training services, as well as the measures that can be taken to prevent the risk of blood borne pathogen transmission. Attendance records will be maintained in the Director of Athletic Training Education office.

HEPATITIS B VACCINATION

It is highly recommended that each athletic training student obtain vaccination against the potential infection of hepatitis B at the student's expense. Vaccination can be made available at a reduced cost through the team physician's office and student health center. Athletic training students may decline the hepatitis B vaccination. All athletic training students will document their verification of or denial of vaccination against hepatitis B. This shall be kept in the student's file maintained by the Athletic Training Program Director.

COMMUNICABLE DISEASES

Communicable Disease: A communicable disease is an illness due to a specific infectious agent or its toxic products which can be transmitted from one individual to another. A communicable disease may be transmitted directly from one body to another without the aid of other objects, e.g., kissing, sexual contact, droplet spray from sneezing, coughing, spitting, singing or talking. It may be transmitted indirectly when an object transmits the organism. Objects of transmission may be clothing, linens, utensils, food, water, milk, air, soil or insects.

Communicable Period: The communicable period is that period of time or times during which the infectious agent may be transferred directly or indirectly from an infected person to another person.

The Policy shall be implemented for communicable diseases commonly found in the college population and which can be transmitted by air, object, or through casual contact. Examples of these communicable diseases are:

Rubella - 3-day measles	Hepatitis A
Rubeola - 9-day measles	Meningitis - viral and bacterial
Varicella – Chicken Pox	Tuberculosis (TB)
Influenza	Mononucleosis

Any Athletic Training Student who comes in contact with any of the communicable diseases mentioned will be referred to the Student Health Center. The following protocols will then be initiated:

- Consultation with the Medical Director of Student Health Center
- Referral to the appropriate facility for assessment and treatment
- Proper notification to the appropriate agency
- Initiate any campus community screening/treatment pertinent to the specific disease per the instructions of the Medical Director.

The costs associated with the referral to the Medical Director and any additional care will be the responsibility of the student's primary insurance, health insurance plan provided by Catawba College, and the student.

(8/5/13)

CATAWBA COLLEGE ATHLETIC DEPARTMENT EMERGENCY ACTION PLAN

A serious injury whereby an athlete's life is in danger or the athlete risks permanent impairment includes, but is not limited to: cervical/lumbar spine injury or spinal cord trauma, head injury, serious bleeding, fractures, heat stress, cardiovascular arrest, seizures, respiratory arrest/distress, shock, diabetic coma/insulin shock, internal organ injury and severe sudden illness. If such a situation occurs, the most qualified individual present should try to determine or assess the athlete's condition. If another individual is present they should retrieve any needed medical equipment. When deemed necessary, the local EMS system should be activated. Life threatening conditions must be cared for with appropriate life-support measures, stabilize

head/neck/spinal injuries, control serious bleeding, treat for shock when indicated and stabilize suspected fractures when possible. Campus security and appropriate athletic administrative personnel should be notified as needed. In the event an athlete is transported to an emergency facility, either a coach, teammate or a member of the athletic training department should accompany the athlete to the medical facility when possible. A college official should contact the athlete's parent or guardian within a reasonable period of time.

If a condition/injury is NOT life threatening, attempt to contact a Certified Athletic Trainer for Catawba College. If an ATC is not available then contact the Student Health Center. When in doubt as to the seriousness or nature of the injury/condition, have the athlete go to the Emergency Room or to an Urgent Care facility.

*For musculoskeletal injuries sent to the local hospital – request that the Comadoll, Watts, Latimer and Ginn orthopedic physician (Pinnacle Orthopedics) on-call be notified to render care for such problems.

Normal athletic training room hours are M-F, 8:00AM-11:30AM and 1:00-6:00PM. The Hayes Field

House and Abernethy P.E. Center athletic training rooms will have posted hours of operation and these times are subject to change as teams play or practice.

Anytime an athlete is referred for EMERGENCY CARE/Urgent Care, contact a staff athletic trainer as soon as possible. The student athlete should follow-up with the staff athletic trainer as soon as possible.

IMPORTANT/EMERGENCY PHONE NUMBERS:

Police/Fire/Ambulance-Rescue Squad (EMS SYSTEM) 911

Campus Phone #'s

Catawba College Athletic Training Rooms	Hayes FH: 637-4350 / ABN Gym: 637-4267
Catawba College Student Health Center	704-637-4404
Catawba College Campus Security	704-637-4000

Staff Athletic Trainers (10 month employees only August to May)

Bob Casmus, ATC	Head Athletic Trainer	O: 704-637-4350	H: 704-637-3866 C: 704-642-8232
Mike Eden, ATC	Asst. Athletic Trainer	O: 704-637-4780	H/C: 704-224-4955
Jim Hand, ATC	Athletic Training Ed.	O: 704-637-4455	H/C: 805-427-5538
Brandy Jones, ATC	Clinical Coordinator	O: 704-645-4561	C: 336-469-8454
Leslie Dent, ATC	Asst. Athletic Trainer	O: 704-637-4267	H/C: 910-850-0158
Brandon Auton, ATC	Asst. Athletic Trainer	O: 704-637-4267	H/C: 704-473-4807
Eileen Bennett, ATC	Asst. Athletic Trainer	O: 704-637-4350	H/C: 414-801-5498

Medical Service Providers

Rowan Regional Medical Center	704-210-5000	Pinnacle Orthopedics	704-216-5633
Rowan Urgent Care	704-603-4299	Cabarrus Sports Injury Center	704-782-4878

CATASTROPHIC INJURY PLAN

Contact Head Athletic Trainer and Team Physician

- Work with medical specialist assisting the athlete.

Contact Catawba College Administration

- Athletic Director, in turn contact President or appropriate Vice President.
- *Sports Information Director or Catawba College Director or Public Relations.
*(determined by the Athletic Director)

Designate the athletics administrator as point person.

Contact/update sport staff not yet familiar with situation.

Contact family by appropriate Catawba College individual. (Assist as needed).

Hold meeting with athletes to discuss situation.

- NO outside discussion with media

Contact catastrophic/malpractice insurance providers.

Complete documentation of events with signatures of everyone involved in incident.

Collect and secure all equipment/materials involved.

Construct detailed timeline of events related to incident.

Involve appropriate counseling/ministerial personnel.

Assign athletic staff member to be with family at all times upon arrival and protect from outside persons.

Emergency Personnel

With athletic team practice and competition, the first responder to an emergency situation is typically a member of the Athletic Training Staff, most commonly a certified athletic trainer.

The type or degree of sports medicine coverage for an athletic event may vary widely, based on such factors as the sport or activity, in-season versus non-traditional season, the time and setting, and the type of training or competition. The first responder in some instances may be a coach or other institutional personnel. Certification in CPR, prevention of disease transmission and emergency plan review is required for all full-time members of the coaching staff. Part-time and volunteer coaches are encouraged but not required to meet the same standard.

In an emergency situation:

1. Acute care should be given to the athlete by the most qualified individual on the scene.
2. Necessary medical should be retrieved as needed or as available.
3. Local EMS should be activated when deemed appropriate.
4. In an emergency situation, either a coach, staff athletic trainer, athletic training student or a teammate should accompany the athlete to the hospital when possible.

5. Crowd control/scene control should be attempted as well as notifying campus security when feasible.

ACTIVATING EMS

1. Call **911**
2. Provide the following:
 - name, address and telephone number of caller
 - number of athletes injured
 - condition of athlete(s)
 - first aid treatment initiated by first responder
 - specific directions to the emergency scene
 - other information requested by dispatcher
 - do NOT hang-up until the dispatcher does

EMERGENCY COMMUNICATION

Communication is important in order to assure delivery of emergency care in athletic trauma situations. If emergency medical transportation is not available on-site during a particular sporting event, then a means of communication with the emergency medical system is necessary. Access to a working telephone or other telecommunications device, whether fixed, mobile or from a 2-way radio to an individual capable of contacting the local EMS system must be assured.

EMERGENCY EQUIPMENT

All emergency equipment must be on-site or within easy accessibility depending upon the venue location and type of activity taking place. Equipment should be in good operating condition and personnel trained in advance to use the equipment properly. Equipment use and availability can be skill level appropriate and/or dependent.

TRANSPORTATION

Emphasis is placed on having an ambulance/rescue squad on-site for HOME varsity football games. Ambulances may be coordinated on-site for other special events/sports when available or deemed necessary by the Catawba College Athletic Administration. In the event that an ambulance is on-site, there should be a designated location and key personnel at the event should be able to access them in an emergency. In an emergency situation, the athlete should be transported by ambulance. Emergency care providers should refrain from transporting unstable athletes in inappropriate vehicles.

CONCLUSION

The athletic emergency plan should be reviewed by all athletic personnel at least once a year. Head Coaches are responsible for having a review of the emergency plan with their assistant

coaches. All full-time athletic coaches and staff athletic trainers must be CPR/AED & First Aid trained. CPR/AED & First Aid training for Head Coaches is in May of each year as needed.

EMERGENCY PLAN for HAYES FIELDHOUSE

Personnel : Certified athletic trainer(s) and athletic training student(s) are on-site for pre-event preparations, daily treatment/injury care/rehabilitation sessions when announced or posted, and for a minimal amount of time post-activity.

Communication: A fixed telephone line is in the athletic training room and in the football coaches' offices. Athletic Training Room phone number is (704) 637-4350.

Equipment: Medical supplies along with an AED, splint kit, spine board, oxygen tank and trauma kit are stored in this facility. They would be present unless taken outside to cover the various athletic events/practices involving athletic teams. Additional equipment can be retrieved or accessed from the Abernethy Gymnasium Athletic Training Room.

First Responder Roles:

1. Immediate care of the injured or ill athlete.
2. Necessary emergency equipment retrieval.
3. Activation of EMS system when deemed necessary and notify campus security when feasible.
4. Direction of EMS to scene
 - a. open appropriate gates/doors
 - b. designate individual to 'flag down' EMS and direct to scene (if such a person is available)
 - c. attempt crowd control/scene control – move bystanders away from the area

Venue Directions:

When traveling to Catawba College from West Innes Street turn onto Statesville Blvd/HWY 70 West (towards the Salisbury Mall). Go about 3-4 blocks and turn RIGHT onto Robin Road. Cross-over the Robin Road and Lantz Ave intersection and follow the paved road behind the baseball stadium towards the Partners In-Learning Daycare Center. The Hayes Field House is straight ahead.

When traveling from the Salisbury Mall towards Catawba College on Statesville Blvd./Hwy 70, turn Left onto Robin Road. Cross-over the Robin Road and Lantz Ave intersection and follow the paved road behind the baseball stadium towards the Partners In Learning Daycare Center. The Hayes FieldHouse is straight ahead.

The Hayes Field House Address is 550 Hayes Drive (Catawba Building #33 per campus map)

EMERGENCY PLAN for ABERNETHY P.E. CENTER

Personnel: Certified athletic trainer(s) and athletic training student(s) are on-site for pre-event preparations, daily treatment/injury care/rehabilitation sessions when announced or posted, and for a minimal amount of time post-activity.

Communication: A fixed telephone line is in the athletic training room as well as in the main athletic office and in the various athletic coaches offices. The athletic training room phone number is (704) 637-4267

Equipment: Medical supplies along with an AED, splint kit, spine board, oxygen tank and trauma kit are stored in this facility. They would be present unless taken out to cover the various athletic events/practices involving athletic teams. Additional equipment can be retrieved from the Hayes Field House Athletic Training Room.

First Responder Roles:

1. Immediate care of the injured or ill athlete.
2. Necessary emergency equipment retrieval.
3. Activation of the EMS system when deemed necessary and notify campus security when feasible.
4. Direction of EMS to the scene
 - a. open appropriate gates/doors
 - b. designate individual to 'flag down' EMS and direct to scene (if such person is available)
 - c. attempt crowd control/scene control –move bystanders away from the area

Venue Directions:

When traveling to Catawba College from West Innes Street turn onto Statesville Blvd/HWY 70 West (towards the Salisbury Mall). Go about 2-3 blocks and turn RIGHT onto Yost Street. Go up Yost Street about 2-3 blocks and Abernethy P.E. Center is on the corner of Yost and Summit Ave.

When traveling from the Salisbury Mall towards Catawba College on Statesville Blvd./HWY 70, turn LEFT onto Yost Street. Go up Yost Street about 2-3 blocks and Abernethy P.E. Center is on the corner of Yost and Summit Ave.

*Use upper level ramp and entrance for access to gymnasium playing floor accident sites.

**Use lower level doors for entrance to access pool, aux. gym, locker room, wt. room and training room accident sites.

Abernethy PE Center and Gym is 2254 Yost St (Building #18 on the campus map)

EMERGENCY PLAN for FOOTBALL STADIUM (Shuford Stadium)

Personnel: Certified athletic trainer(s) and athletic training students are on-site for games and contests or full contact practices involving football and lacrosse.

Communication: Cellular phone or 2-way radio communication to either athletic training room on-campus is available.

Equipment: Medical/First Aid Kit is on-site. AED, oxygen tank, spine-board, splint kit and trauma kit may be on-site or accessible via the Abernethy athletic training room or the Hayes Field House athletic training room. Local ambulance service is usually on-site or on-call during home football contests held on Saturdays.

First Responder Roles:

1. Immediate care of the injured or ill athlete.
2. Necessary emergency equipment retrieval.
3. Activation of EMS system when deemed necessary and notify campus security when feasible.
*(direct notification when EMS is on-site)
4. Directions of EMS to scene.
 - a. open appropriate gates
 - b. designate individual to 'flag down' EMS and direct to the scene (if such person is available)
 - c. attempt crowd control/scene control – move bystanders away from area

Venue Directions:

When traveling to Catawba College from West Innes Street turn onto Statesville Blvd/HWY 70 West (towards the Salisbury Mall). Go about 2-3 blocks and turn RIGHT onto Yost Street. Go up Yost Street about 2-3 blocks and Shuford Stadium is straight ahead on the left just as you cross Summit Avenue.

When traveling from the Salisbury Mall towards Catawba College on Statesville Blvd./HWY 70, turn LEFT onto Yost Street. Go up Yost Street about 2-3 blocks and Shuford Stadium is on the corner of Yost and Summit Ave.

Shuford Stadium address is 2295 Yost St. (Building #32 on the campus map)

EMERGENCY PLAN for BASEBALL STADIUM (Newman Park)

Personnel: Certified athletic trainer(s) and/or athletic training student(s) are on-site for intercollegiate games.

Communication: Cellular phone and/or 2-way radio communication to either athletic training room is available. The certified athletic trainer in attendance may have cellular phone communication when available.

Equipment: A Medical/First Aid Kit is on-site. AED, oxygen tank, trauma kit, splint kit and spine board may be on-site or accessible via the Abernethy athletic training room or in the Hayes Field House athletic training room.

First Responder Roles:

1. Immediate care of the injured or ill athlete.
2. Necessary emergency equipment retrieval.
3. Activation of EMS system when deemed necessary and notify campus security when feasible.
4. Direction of EMS to scene
 - a. open appropriate gates/doors
 - b. designate individual to 'flag down' EMS and direct to scene (if such a person is available)
 - c. attempt crowd control/scene control – move bystanders away from area

Venue Directions:

When traveling to Catawba College from West Innes Street turn onto Statesville Blvd/HWY 70 West (towards the Salisbury Mall). Go about 2-3 blocks and turn RIGHT onto Yost Street. Go up Yost Street about 2-3 blocks and Baseball Stadium is straight ahead on the left just as you cross Summit Avenue.

When traveling from the Salisbury Mall towards Catawba College on Statesville Blvd./HWY 70, turn LEFT onto Yost Street. Go up Yost Street about 2-3 blocks and Baseball Stadium is on the corner of Yost and Summit Ave.

Newman Park address is 498 Summit Avenue (Building #31 on the campus map)

EMERGENCY PLAN for JOHNSON TENNIS CENTER

Personnel: A coach trained in CPR is on-site for practices and contests. A certified athletic trainer or athletic training student can be summoned if an emergency situation occurs. During home intercollegiate contests, a certified athletic trainer is either on-site or on-campus on an on-call basis.

Communication: A fixed telephone line [(704) 637-4467] is available in the tennis office on-site.

Equipment: A medical/first aid kit is available on-site. AED, oxygen tank, splint kit, spine-board and trauma kit maybe on-site or accessible via the Abernethy athletic training room or the Hayes Field House athletic training room.

First Responder Roles:

1. Immediate care of the injured or ill athlete.
2. Necessary emergency equipment retrieval.
3. Activation of the EMS system when deemed necessary and notify campus security when feasible.
4. Directions of EMS to scene.
 - a. open appropriate gates
 - b. designate individual to 'flag down' EMS and direct to the scene (if such a person is available)
 - c. attempt crowd control/scene control – move bystanders away from area

Venue Directions:

When traveling to Catawba College from West Innes Street turn onto Statesville Blvd/HWY 70 West (towards the Salisbury Mall). Go about 2-3 blocks and turn RIGHT onto Yost Street. Go up Yost Street and continue straight on past the Abernethy P.E. Center and Football Stadium. The tennis complex is on the LEFT.

When traveling from the Salisbury Mall towards Catawba College on Statesville Blvd/HWY 70, turn LEFT onto Yost Street. Go up Yost Street and continue straight on past the Abernethy P.E. Center and Football Stadium. The tennis complex is on the LEFT.

Johnson Tennis Complex address is 351 (1st ct), 409 and 421 (2nd/3rd ct) North Park Drive (Building #35 on campus map)

**EMERGENCY PLAN for FROCK FIELD
(Men's Lax Field, Softball Game Field, Women's Lax Fields, M/W Soccer Fields &
Football Practice Field)**

Personnel: Certified athletic trainer(s) and/or athletic training student(s) are on-site for teams in their 'traditional' season for contests and practices. Teams in their 'non-traditional' season have a coach trained in CPR present. If a certified athletic trainer is covering an in-season/traditional practice or event, he or she can be summoned to attend an emergency situation at a non-traditional season practice/event site.

Communication: A cellular telephone is on-hand with a certified athletic trainer covering an in-season contest or practice. Two-way radio communication is available with communication to either the Hayes Field House Athletic training room or the Abernethy P.E. Center athletic training room.

Equipment: A medical/first aid kit is available on-site. AED, oxygen tank, splint kit, spine-board and trauma kit maybe on-site or accessible via the Hayes Field House athletic training room or the Abernethy P.E. Center athletic training room.

First Responder Roles:

1. Immediate care of the injured or ill athlete.
2. Necessary emergency equipment retrieval.
3. Activation of the EMS System when deemed necessary and notify campus security when feasible.
4. Directions of EMS to scene.
 - a. open appropriate gates
 - b. designate individual to 'flag down' EMS and direct to the scene (if such a person is available)
 - c. attempt crowd control/scene control – move bystanders away from area

Venue Directions: **Men's Soccer/Women's Lax Address is 2257 Robin Road (36C on the campus map)**
 Football Practice Field is 2283 Robin Road (36D on the campus map)

(M/W Soccer, Women's Lax & Football Practice Fields):

When traveling to Catawba College from West Innes Street turn onto Statesville Blvd/HWY 70 West (towards the Salisbury Mall). Go about 3-4 blocks and turn RIGHT onto Robin Road. Cross-over the Robin Road and Lantz Ave intersection and follow the paved road behind the baseball stadium towards the Partners In- Learning Daycare Center. The Football Practice Field and Soccer/Women's Lax Fields are adjacent to the Hayes Field House.

When traveling from the Salisbury Mall towards Catawba College on Statesville Blvd./Hwy 70, turn Left onto Robin Road. Cross-over the Robin Road and Lantz Ave intersection and follow the paved road behind the baseball stadium towards the Partners In Learning Daycare Center. The Football Practice Field and Soccer/Women's Lax Fields are adjacent to the Hayes Field

House.

(Lacrosse Practice Field and Softball Game Field) – When traveling to Catawba College from West Innes Street turn onto Statesville Blvd/HWY 70 West (toward the Salisbury Mall). Go about 3-4 blocks and turn RIGHT onto Robin Road. Go to stop sign of Robin Road and Lantz Avenue intersection and turn LEFT. Go approximately 50 yards and turn RIGHT onto driveway leading down to Softball Game Field and the adjacent Men’s Lacrosse Field.

Lacrosse Field Address is 2085 North Park Drive (36A on the campus map)

(Lacrosse Practice Field and Softball Game Field)- When traveling from the Salisbury Mall towards Catawba College on Statesville Blvd/HWY 70, turn LEFT onto Robin Road. Go to stop sign of Robin Road and Lantz Avenue intersection and turn LEFT. Go approximately 50 yards and turn RIGHT onto driveway leading down to Softball Game Field and the adjacent Men’s Lacrosse Field.

Softball Field address is 2135 North Park Dr (36B on the campus map)

CATAWBA COLLEGE ATHLETIC DEPARTMENT UNIVERSAL PRECAUTIONS - MRSA PREVENTION

INTRODUCTION:

Due to the recent attention being given to such infectious diseases as HIV, Hepatitis B and Methicillin-Resistant Staphylococcus Aureus (MRSA), it is in the best interest of the athletic staff and students to adopt safe and consistent precautions when dealing with blood-borne pathogen issues. Blood-borne pathogens can be transmitted from person to person and/or surface contact to person via blood, body fluids, mucous membranes and skin abrasions.

The following policies are to be instituted and used. Those individuals who fail to comply with the following universal precautions and cleaning procedures are placing themselves and others at risk for infection.

Note: Individual(s) responsible for cleaning and disinfecting equipment or areas must adhere to Universal Precautions at all times and wear personal protection equipment as needed.

GENERAL UNIVERSAL PRECAUTIONS STATEMENTS/PROCEDURES:

1. Hands shall be washed before and after contact with athletes. Hands shall be washed even when gloves are being used. If hands come into contact with blood, body fluids, and/or human tissue, they should be washed immediately. Acceptable washing includes soap and water or an antimicrobial cleanser.
2. Athletic staff or student-athletes who have exulced lesions or weeping dermatitis on their hands should refrain from direct contact with athletes, laundry and also refrain from the handling of patient-care or devices used in performing invasive procedures until the condition resolves.
3. Gloves shall be worn when contact with blood, body fluids, tissue, contaminated surfaces and

soiled clothing is anticipated. This needs to be done with laundering uniforms and practice gear.

4. To minimize the need for emergency care mouth-to-mouth resuscitation, pocket masks are accessible in each team's athletic training kit or available in the athletic training room.

5. Sharp objects shall be handled in such a manner as to prevent accidental cuts or punctures. Used scalpel blades and needles would not be bent, broken or bimanually inserted into their original sheath or unnecessarily handled. They should be discarded intact immediately after use into an impervious sharps disposal box located in the athletic training room.

6. If a blood or body fluid spill occurs, it should be cleaned up promptly. Soak blood or fluid spill with germicide or approved "spill clean up kit", wiped up with gloved hands and then apply new germicide to the area to be wiped up for a second time. Recommended use for blood spill is a 1:10 dilution of bleach or tuberculocidal/commercial germicidal/antimicrobial solution.

7. All athlete specimens of body fluids, i.e. urine, shall be transported in a container that prevents leaking. The preferred choice is the commercially approved drug testing kits.

8. All athletes and staff must shower after physical activity and before entering the athletic training rooms to seek care and treatment for injury or illness.

9. All workout/exercise equipment and therapy equipment must be cleaned or sprayed after each person's use with an approved germicidal cleanser. Water coolers and squirt bottles will be cleaned and disinfected after each session of use and stored appropriately.

10. NCAA rules require that a player be removed from competition when there is presence of bleeding or a weeping open wound. The wound must be covered and treated as needed prior to the athlete's return to play. This will also hold true for non-competition activity. Should the uniform/practice gear become blood soaked it must be changed. Should the uniform/practice gear have some "splattering" of blood upon it, the area must be disinfected and/or covered/protected prior to returning back to athletic activity.

11. Blood stained/soaked uniforms or practice gear, towels, etc. or those exposed to bodily fluids should be washed separately from those that are not contaminated. They should also be transported separately from the non-contaminated laundry. The individual(s) charged with laundry duties should wear protective gloves or clothing as needed. While handling the laundry, no food, open drink containers, no cosmetics or lip balm should be applied, no handling of contact lens or eye wear should be touched nor in the vicinity. Laundering with hot water is recommended per the laundry for germ killing purposes along with drying at high temperatures.

12. Eating, drinking, food or open drink containers, no cosmetics or lip balm should be applied, no handling contact lens or eye wear should be permitted in the work areas were there is likelihood of occupational exposure to blood or other potentially infectious materials. Athletes must be discouraged from sharing shaving utensils, towels, drinking cups and eating utensils. Showering after any and all athletic activity is a MUST for hygiene purposes. Fluids from squirt bottles must be squirted into the mouth with lips-teeth and tongue NEVER touching the spouts.

13. Coaches are responsible for overseeing their student workers as it relates to the proper laundering of uniforms and practice gear and providing proper personal protective equipment as

needed along with disinfectants and germicidal cleansers.

14. Reporting Exposure to Human Blood or Other Potentially Infectious Material

In the event that a person giving first aid during the course of an athletic event, practice, or clinical education experience is exposed to potentially infected blood or other body fluid, the individual should follow the procedures mentioned below:

- a. If possible, allow another appropriately trained person to assume care for the emergency situation and proceed to the nearest washing area. If no other trained individual is available, continue to provide appropriate care until you are relieved.
- b. Remove all PPE Equipment and dispose of them according the procedures outlined above.
- c. Once at the washing area, clean and disinfect the exposed area with an anti-viral/anti-bacterial soap and water. If clothing has been contaminated, treat as above.
- d. Immediately complete the Report of Exposure to Human Blood or Other Potentially Infectious Material form and submit it in writing to the Head Athletic Trainer.
- e. If an athletic training student, you must also notify your PRECEPTOR or Head Athletic Trainer within 24 hours.
- f. Persons reporting an exposure will be referred to the Student Health Center for examination by the Medical Director or Student Health Center Nurse. They will refer the individual to the appropriate facility for follow-up care.
- g. The Head Athletic Trainer and the PRECEPTOR will complete the Supervisor's Report of Exposure to Human Blood or Other Potentially Infectious Material form.
- h. All originals for staff will be kept in the athletic training room. All originals for student exposures will be kept in the ATEP program director's office. Copies of the forms and any additional documentation will be distributed to the Medical Director, and the individual.
- i. The costs associated with the referral to the Medical Director and any additional care will be the responsibility of the student's primary insurance, health insurance plan provided by Catawba College, and the student.

MEDICATION POLICY

Terminology

Administering: is a single unit dose of medication prepackaged or a 24 hour dosage prepackaged. Administering medications is allowed by ATC not ATS.

Dispensing: preparing and packaging medication for the subsequent use by a patient. Dispensing is performed by MD, DO, RN, NP, or PA.

During the clinical aspect of the Athletic Training Program, athletic training students will come in contact with medications from time to time. Athletic training students will not administer any OTC medications without the permission of their PRECEPTOR or certified athletic trainer. Athletic training students will not hand the medication to athletes. Athletic training students will hand the medication directly to the ATC. At no time will an athletic training student dispense medications.

Prescription medications are prescribed by a physician. This type of medication will only be given to the athlete for whom the prescription is made. On occasion the medication will be delivered to the Athletic Training Center and the certified staff will then pass it on to the athlete. **Under no circumstances** is it proper to give medications prescribed for one athlete to another athlete. A student should never give a prescription medication to an athlete.

Over the counter (OTC) medications are medications that can be purchased without a prescription from a physician. There are still devastating side effects that can result from improper use of OTC medications. Care should be given before any athlete is given any type of medication. In certain circumstances it is not advisable to give athletes even common medications such as aspirin or Tylenol. Athletes who will be at risk of head injury (i.e. football players) should not take any medication prior to practice without first consulting the certified staff.

Any medication distributed to the athlete should be recorded on the medication log. 1) Name of the athlete, 2) complaint of symptoms, 3) type of medication given, 4) quantity of medication given, 5) times of administrations, 6) lot number

Athletic training staff and students should ask each student athlete if they have any allergies prior to giving out any over the counter medications. Athletic training students should become familiar with the actions, dosage, and warnings associated with the most commonly used medications.

CATAWBA COLLEGE LIGHTNING POLICY FOR INTERCOLLEGIATE ATHLETICS

“Lightning is the most consistent and significant weather hazard that may affect intercollegiate athletics. Within the United States, the National Oceanographic and Atmospheric Administration (NOAA) estimated those 60-70 fatalities and about 10 times as many injuries occur from lightning strikes each year. While the probability of being struck by lightning is low, the odds are significantly greater when a storm is in the area and the proper safety precautions are not followed.”

- Excerpt from the NCAA Guide Line (1d Lightning Safety) from the Sports Medicine Handbook, 2008-09, pages 13-15.

CHAIN OF COMMAND:

- The responsibility of removing athletes from a practice/scrimmage due to the threat of lightning lies with head coach or assistant coach in-charge of that particular sport/activity.
- The Catawba College staff athletic trainer(s) present will monitor the weather and advise the coach on the situation.
- The responsibility of removing athletes from a game area due to threat of weather/lightning lies with the official/referee or umpire in charge.

- The Catawba College staff athletic trainer(s) present will inform and advise the official/referee or umpire in charge, the visiting team's athletic trainer or head coach of the lightning policy.

MEANS OF MONITORING THE WEATHER

- Catawba College has a portable *SkyScan* lightning detector for use during practices and games.
- Flash-to-Bang Count: The number of seconds which pass between a lightning strike (flash) and the following sound of thunder (bang). The number of seconds between the flash and the bang are divided by 5 – with the resulting number approximating in distance (miles) from the practice/game area to the lightning strike (flash).
- Computer real-time weather monitoring (weather channel and local Doppler Radar reports) are utilized whenever possible as an adjunct for information to aid in the decision making process
- When the danger or threat of lightning becomes apparent at the outdoor venues – the athletic training staff will sound an air-horn as a warning for athletes to immediately leave the field. A verbal warning will also be give to the coaches regarding the danger of lightning being present.
- The coaches conducting swim activity will also be notified and the swimming pool must be evacuated.

SAFE LOCATIONS FROM LIGHTNING HAZARDS

- Any fully enclosed substantial building; ideally with plumbing and electrical wiring and telephone services which in “grounding” the building.
- If a substantial building is NOT available, a fully enclosed vehicle with a metal roof and the windows completely enclosed is a reasonable alternative.
- Cellular or cordless phones should be used to summon help during a thunderstorm as they are a safer alternative to land-line telephones.
- Safe Locations include: Hayes Field House, Abernethy PE Center, Baseball Clubhouse, Dormitories, and Golf Course Pro Shop.

UNSAFE LOCATIONS FROM LIGHTNING HAZARDS

- Small structures such a rain or picnic shelters, batting cages, bleachers, video-filming towers or athletic storage sheds should be avoided during thunderstorms.
- Convertible vehicles, bleachers and golf carts do not provide a high level of protection and cannot be considered safe from lightning.

- Indoor and outdoor pools must be evacuated and all showers turned off during thunderstorms along with therapeutic electrical modalities.
- Locker-room shower areas, swimming pool areas (indoor/outdoor), land-line telephones and electric appliances are also unsafe due to the possible contact with current carrying conduction.

IF NO SAFE LOCATION IS AVAILABLE (Last Resort)

- Find a thick grove of small trees surrounded by taller trees or a dry ditch.
- Stay away from the tallest trees or objects (ex. light poles/flag poles), metal objects (ex. fences or bleachers), individual trees, standing pools of water, air conditioning units and open fields.
- Assume a crouched position on the ground with only the balls of your feet touching the ground, head lowered and cover your ears. DO NOT lie flat!!
- A person who feels his or her hair stand on end or skin tingle should immediately assume the position noted above.

SUSPENSION and RESUMPTION of ATHLETIC ACTIVITY

- Suspension of athletic activity should occur when lightning is at or within 6 miles or the Flash to Bang Count reaches 30 seconds.
- Flash to Bang Count used in conjunction with the SkyScan and local weather reports enable a sound decision to be made.
- Resumption of activity should not occur until 30 minutes after the last lightning flash is seen.

OBLIGATION TO WARN

- According to a basic principle of tort law, an individual has a duty to warn others of dangers that may or may not be obvious to a guest of that person.
- A public address message should be given warning spectators of Catawba College events if lightning activity becomes an imminent danger in the immediate area.
- Lightning safety information and tips should be published in game programs and media guides.

PRE-HOSPITAL CARE of LIGHTNING STRIKE VICTIMS

- Activate the local emergency management system (911).
- Lightning strike victims do not carry a charge and are safe to touch/assess.
- Make sure the scene is safe, if need by move victim to safe location.
- Provide CPR, Airway management, Oxygen administration, AED application as needed per primary survey.
- Secondary survey should include evaluating and treating for common injuries from lightning strikes: hypothermia, shock, fractures, burns and concussion.

TECHNICAL STANDARDS

CATAWBA COLLEGE ATHLETIC TRAINING EDUCATION PROGRAM ***TECHNICAL STANDARDS FOR ADMISSION***

The Catawba College Athletic Training Education Program (ATEP) is an intense and competitive program that places specific demands and requirements on the students accepted to the program. The mission of the Catawba College ATEP is to prepare students for a multi-skilled career in athletic training. An objective of this program is to prepare graduates to enter a variety of employment settings and to render care to a wide spectrum of individuals engaged in physical activity as defined by the National Athletic Trainers' Association. The technical standards set forth by the Catawba College ATEP establishes the essential qualities considered necessary for students admitted to this program to achieve the knowledge, skills, and competencies of an entry-level athletic trainer, as well as meet the expectations of the program's accrediting agency (Commission on Accreditation of Athletic Training Education [CAATE]). The following abilities and expectations must be met by all students admitted to the Catawba College ATEP. In the event a student is unable to fulfill these technical standards, with or without reasonable accommodation; the student will not be admitted into the program.

Compliance with the program's technical standards does not guarantee a student's eligibility for the BOC certification exam.

Candidates for selection to and retention in the Athletic Training Education Program must demonstrate:

1. the mental capacity to assimilate, analyze, synthesize, integrate concepts and problem solve to formulate assessment and therapeutic judgments and to be able to distinguish deviations from the norm.
2. sufficient postural and neuromuscular control, sensory function, and coordination to perform appropriate physical examinations using accepted techniques; and accurately, safely and efficiently use equipment and materials during the assessment and treatment of patients.
3. the ability to communicate effectively and sensitively with patients and colleagues, including individuals from different cultural and social backgrounds; this includes, but is

not limited to, the ability to establish rapport with patients and communicate judgments and treatment information effectively. Students must be able to understand and speak the English language at a level consistent with competent professional practice.

4. the ability to record the physical examination results and a treatment plan clearly and accurately.
5. the capacity to maintain composure and continue to function well during periods of high stress.
6. the perseverance, diligences and commitment to complete the athletic training education program as outlined and sequenced.
7. flexibility and the ability to adjust to changing situations and uncertainty in clinical situations.
8. affective skills and appropriate demeanor and rapport that relate to professional education and quality patient care.

Candidates for selection and retention in the ATEP will be required to verify they understand and meet these technical standards or that they believe that, with certain accommodations, they can meet the standards.

The Catawba College Office of Student Life will evaluate a student who states he/she could meet the program's technical standards with accommodation and confirm that the stated condition qualifies as a disability under applicable laws. If a student states he/she can meet the technical standards with accommodation, then the College will determine whether it agrees that the student can meet the technical standards with reasonable accommodation; this includes a review whether the accommodations requested are reasonable, taking into account whether accommodation would jeopardize clinician/patient safety, or the education process of the student or the institution, including all course work, clinical experiences and internships deemed essential to graduation.

I certify that I have read and understand the technical standards for selection and retention listed above, and I believe to the best of my knowledge that I meet each of these standards without accommodation. I understand that if I am unable to meet these standards I will not be admitted or retained in the ATEP.

Signature of Applicant

Date

Alternative statement for student requesting accommodations.

I certify that I have read and understand the technical standards of selection and retention listed above and I believe to the best of my knowledge that I can meet each of these standards with certain accommodations. I will contact the Catawba College Office of Student Life to determine what accommodations may be available. I understand that if I am unable to meet these standards with or without accommodations, I will not be admitted or retained in the ATEP.

Signature of Applicant

Date

**PART II
POLICIES AND PROCEDURES FOR
ATHLETIC TRAINING PROGRAM
OPERATION AND MANAGEMENT**

PURPOSE

The athletic training staff is primarily responsible for the delivery of the health care system to all athletes participating in intercollegiate athletics at Catawba College. This health care includes prevention, evaluation, treatment, rehabilitation, and management of injuries or illnesses sustained during practices or games, as well as on site coverage of practices and games. The athletic training staff also serves as educators in the field of athletic training. The staff instructs courses in the athletic training education program and ensures that the athletic training students are receiving quality instruction and supervision in the classroom and clinical setting. In addition, the athletic training staff will provide the necessary services to function as part of the College community.

CATAWBA COLLEGE SPORTS MEDICINE TEAM MEMBERS

Medical Director/ Orthopedic Physician	Dr. James Comadoll
General Medical Physician	Kevin Burroughs, MD and Kate Walker, MD
Director of Athletic Training Education	James Hand, EdD, LAT, ATC
Head Athletic Trainer	Bob Casmus, MS, LAT, ATC
Clinical Instructor Educator	Brandy Jones, MS, LAT, ATC
Assistant Athletic Trainers	Mike Eden, MS, LAT, ATC Brandon Auton, MS, LAT, ATC Leslie Dent, MS, LAT, ATC

ATHLETIC TRAINING CENTER GENERAL OPERATIONAL HOURS

The Athletic Training Center will be open:

Monday - Friday	mornings from 8 – 11:30am afternoons from 1 - 6 PM
Saturday & Sunday	by appointment

It is often necessary for the Athletic Training Center to remain open past the scheduled times. These times are for specific team practices or event coverage. The Athletic Training Center shall remain operational during all practices and events. When the athletic training facility is not in use it will remain locked at all times.

These facilities are under the direct supervision of the Head Athletic Trainer and certified staff athletic trainers. No athlete or patient will be allowed in the Athletic Training Center without supervision.

Only the certified athletic training staff and/or athletic training students who are trained in therapeutic modalities may apply them. Due to their potential danger, no athletic training student may apply therapeutic modalities without direct supervision from a certified athletic trainer. Athletic training students may apply ice packs when they are not changing or creating a new or current treatment protocol.

A list of Athletic Training Center Policies is posted. Any violation will result in the immediate removal of the student athlete's privileges in the Athletic Training Center.

POLICIES FOR ATHLETES

1. Report all injuries as soon as possible.
2. Report for all treatments and doctor appointments on time.
3. Do not remove any equipment from the Athletic Training Center without authorization.
4. Do not dress or undress in the Athletic Training Center.
5. Wear proper attire for any treatment being given.
6. After practice, take a shower before routine treatment of injuries and wounds.
7. The whirlpool is not for use after practice except for a specific treatment.
8. Please help to keep the Athletic Training Center clean.
9. Avoid horseplay, improper language or any behavior unbecoming a Catawba College athlete.
10. Respect the requests of the athletic training staff just as you would your coaching staff. Failure to comply with athletic training room policy or with athletic training staff will result in loss of athletic training room privileges and further punishment.
11. Stay out of the Athletic Training Center unless you are there for a purpose. The athletic training room is not a place for socialization.
12. No eating, "chewing," or "dipping" etc. in the Athletic Training Center.
13. Athletes are not allowed to use the phone without specific permission from an athletic training staff member.
14. No cleats or spikes allowed in the Athletic Training Center. Keep all shoes off of the treatment tables.
15. The Athletic Training Center will not be an excuse for being late to practice or class.

PROFESSIONALISM

Due to the clinical nature of the staff and athletic training student's positions, it is expected that all staff and students will conduct themselves in a professional and ethical manner while on duty and representing the Athletic Training Department and Catawba College. Unprofessional and unethical behavior will not be tolerated and will be dealt with by the administrative staff. Unprofessional and unethical behavior may be cause for corrective action and/or dismissal. All codes of ethical conduct are to be observed, including the NATA Code of Ethics. The NATA Code of Ethics can be found at www.nata.org.

PROCEDURES FOR THE CARE OF ATHLETIC INJURIES

The fact that injuries are an inherent part of athletic participation deems it the responsibility of any administration to provide for the health care of those athletes that participate and represent the

organization. In accordance with this philosophy, Catawba College provides adequate medical care for its athletes through the Athletic Training Department.

PREVENTION OF INJURIES

The primary concern of the entire athletic training program is to prevent any athletic injuries to its athletes. Many of the policies and procedures are designed to meet this goal.

PRE-PARTICIPATION EXAMINATIONS

All athletes must receive a medical examination prior to participation in their respective sport.

New athletes will complete the pre-participation packet including medical history and policies and procedures prior to undergoing a comprehensive physical.

Returning athletes will complete the medical history questionnaire. If any new injuries/illnesses have occurred since the end of the previous competitive season, the athlete may be referred to the team physician.

All medical records will be kept in the Athletic Training Room.

All athletes will sign and complete the required policies and procedures.

EVALUATION OF ATHLETIC INJURIES

The team physician is the individual responsible for diagnosis of all athletic injuries and illnesses.

It is the responsibility of any athlete requiring medical assistance as a result of an athletic injury to report this injury to the athletic training staff as soon as possible. For every injury reported to the athletic training staff, an evaluation should be done and a complete injury report is to be filled out.

No coach should overstep his/her legal bounds by diagnosing and/or performing or recommending treatment for an injury over a period of time. This leaves both the individual and the institution vulnerable to legal action.

If necessary, any medical diagnosis and prescribed treatment will be made through the team physician.

Any athlete dissatisfied with his/her injury diagnosis or recovery progress should notify the athletic training staff and team physician and request additional consultation. The team physician should make every effort to provide the best possible health care to the athlete.

The team physician is the final authority in determining when an injured or sick athlete may return to practice or competition.

Any injury occurring after Athletic Training hours, when an athletic trainer is not present, shall be assessed as life threatening or non-life-threatening. In the case of a life-threatening injury, the coach should call 911 and activate the Emergency Medical System and then notify a member of the certified staff as soon as possible. In the case of a non-life-threatening injury, the coach should contact one of the certified staff as soon as possible to receive instructions on appropriate health care.

All appointments or referrals will be made via the team physician and/or certified staff.

All athletes injured on an away trip should be returned to Catawba College if possible. When the team physician or athletic training staff do not accompany the team on a trip, the coach is responsible for obtaining the help necessary from the host school's certified athletic trainer, team physician or identified provider.

TREATMENT OF ATHLETIC INJURIES

It is the athlete's responsibility to follow recommended Athletic Training Department procedures for the care and handling of any athletic injury. Failure to do so may result in unnecessary lengthy rehabilitation and prolonged absence from participation in that sport.

The athletic training staff will administer immediate first aid to all injured athletes.

Injuries seen by the athletic training staff will be classified into three categories:

- A. Minor injury
- B. Non-life threatening serious injury
- C. Life threatening serious injury

If necessary, any medical diagnosis and prescribed treatment will be made through the team physician.

Any athlete dissatisfied with his/her injury diagnosis or recovery progress should notify the athletic training staff and team physician and request additional consultation. The team physician should make every effort to provide the best possible health care to the athlete.

The team physician is the final authority in determining when an injured or sick athlete may return to practice or competition.

Any injury occurring after Athletic Training hours, when an athletic trainer is not present, shall be assessed as life threatening or non-life-threatening. In the case of a life-threatening injury, the coach should call 911 and activate the Emergency Medical System and then notify a member of the certified staff as soon as possible. In the case of a non-life-threatening injury, the coach should contact one of the certified staff as soon as possible to receive instructions on appropriate health care.

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VISITING INJURED ATHLETES

Any visiting athlete injured on the campus of Catawba College shall receive the same quality initial care as Catawba College athletes.

If the visiting team has a team physician and/or certified athletic trainer, they will be given assistance in any manner possible.

A certified athletic trainer will be available for all home contests to assist the visiting team athletes if necessary.

The use of electromodalities in the treatment of visiting athletes will be subject to the following guidelines:

1. The visiting athletic trainer should perform electromodalities.
2. If no athletic trainer accompanies the visiting team, electromodalities will only be provided if the visiting team's certified athletic trainer or physician provides written instructions.
3. Athletes of visiting teams who require medical equipment to facilitate their trip home, i.e. crutches, will be provided the equipment necessary. It is expected that this equipment will be returned at the expense of the visiting team.
4. In the event an injured visiting athlete requires follow up medical care and is not accompanied by an athletic trainer, the certified staff member covering that event shall contact the athlete's athletic trainer and/or team physician at the earliest opportunity. Direct communication with the head coach may be an acceptable alternative to provide appropriate follow up instructions, dependent upon the injury, as determined by the certified staff.

NON-STUDENT-ATHLETE INJURIES

The Athletic Training Department, in meeting its goal of functioning as part of the College and greater local communities, will, from time to time, serve the needs of non-student-athletes. This may include non-intercollegiate athlete students, faculty, staff, and athletes from the local community.

All services rendered will be done in accordance with applicable Practice Acts in the State of North Carolina.

All non-intercollegiate athletic injuries should be authorized by the certified athletic training staff prior to the rendering of long-term services.

All individuals reporting to the Athletic Training Room will receive first aid services as deemed necessary and in accordance with acceptable standards by the Practice Acts of the State of North Carolina.

All non-student-athlete injuries should be documented as per standard guidelines and policies for student-athletes used by Catawba Colleges Athletic Training Department.

MEDICAL REFERRALS

The certified staff and/or team physician will authorize all referrals for outside medical care. Catawba College WILL NOT cover any unauthorized expenses.

The certified staff will authorize referrals to the team physicians.

The team physician or Head Athletic Trainer will authorize referral to providers other than the team physicians.

All injuries/accidents resulting from athletic participation will be covered according to the injury and accident policies in place.

Any dental or eye injuries resulting from athletic participation will be covered according to the injury and accident policies in place.

No coach may refer an athlete to an outside provider and expect Catawba College to pay the bills incurred by the athlete for medical care.

Athletes are responsible for providing their own transportation to and from all off-campus medical providers. The Athletic Training Department may provide transportation, when available.

MEDICAL RECORDS

All medical records will be kept in the Athletic Training Room and/or team physician's office. These medical records will be considered confidential and may only be viewed by authorized personnel.

RELEASING MEDICAL INFORMATION

All athletes participating at Catawba College shall be given the opportunity to sign a release waiver for information to be made available to other medical providers, pro scouts, and the media. The Head Athletic Trainer and certified staff will monitor these procedures. No information is to be released by any person other than the certified staff.

FINANCIAL COVERAGE OF INJURIES

All accidents occurring to athletes in supervised and scheduled Catawba College sponsored practices/games shall be covered by the accident insurance policy at Catawba College. This policy

is secondary accident insurance coverage and covers only the remaining balance after the athlete's primary insurance has made a determination of benefits. This policy **only covers accidental** injuries that occur while the athlete is participating for Catawba College. The policy will reject all claims that fall within the following categories: pre-existing injury, non-athletic injury, failure to follow training room policy, and claims that have been denied by the athlete's primary insurance.

Any athlete not following the proper guidelines for medical care may not receive coverage for any medical bills incurred.

USE OF ATHLETIC TRAINING ROOM & FACILITIES

Use of the Athletic Training Room is for those individuals involved in the intercollegiate athletic department, students, staff, and faculty of Catawba College. These medical facilities are also available to visiting teams on a reciprocal, courtesy basis.