

PRECEPTOR/ ATS Documentation on Education of ATP Policies

Communicable disease policy

“Definition and Procedure: For the purpose of this policy, significant infectious diseases are defined as bloodborne pathogens and reportable communicable diseases (for example: influenza, meningitis, tuberculosis, mumps). Minot State University will follow the policies and recommendations of the Centers for Disease Control of the U.S. Public Health Service and the North Dakota State Health Department and will work in cooperation with local health authorities to prevent the spread of significant infectious diseases and will promote, through education, the prevention of such diseases.” (MSU Faculty Handbook Section F, IV). In addition, Athletic Training Program students are required to submit proof of immunization with the course admission packet to the Director of the Athletic Training Program. Student who choose not to take HBV immunizations need to provide in writing that they have chosen to decline HBV Immunization (by signing a declination statement).

Immunization Requirements for admission to Minot State University:

The following information taken from

<http://www.minotstateu.edu/health/immunization.shtml>, retrieved on September 28th, 2016. North Dakota State Board of Higher Education requires verification of two (2) measles, mumps, and rubella (MMR) immunizations or immune titers for **ALL** students born after 12/31/56.

Effective fall 2012, newly admitted students ages 21 and under residing in MSU campus housing must provide documentation of immunity against meningococcal disease with evidence of at least one dose of meningococcal conjugate vaccine after age 16.

Official documentation must be submitted to the Student Health Center. **SOURCES** of immunization records may be obtained from your physician, public health clinic, high school, college, or military records.

If you have had a MMR titer, the Student Health Center will need the official documentation of the three titers and the results of the Lab work.

If you do not have documentation of immunity to any or all of these diseases, you will be required to have either a blood test to measure your immunity (called a titer), and/or have the immunizations. You can be immunized at your local public health or private health care provider. These vaccines can be obtained at the Student Health Center and the cost charged to your student account at the business office.

A hold will be placed on the registration process of non-compliant students attempting to register for their next term at MSU.

Exemptions:

According to the NDUS policy, students enrolled only in distance learning courses, courses taught off campus, continuing education or noncredit courses, and students in attendance at camps, workshops or programs and classes delivered under contract to a third party are exempt from this policy. Campuses shall grant additional exemptions upon application to and approval by the authorized institution official, under established

PRECEPTOR/ ATS Documentation on Education of ATP Policies

campus procedures, when: (a) immunization is contraindicated by illness, pregnancy, allergies, or other medical condition certified by a licensed physician; (b) the student has had one immunization and agrees to have a second one no less than one month later; or (c) the student's beliefs preclude participation in an immunization program.

Tuberculosis:

All incoming students are requested to complete the TB screening documentation form and forward to the Student Health Center prior to registration. Depending on your screening Minot State University may require that you receive TB testing as soon as possible but at least prior to the start of the subsequent semester. Athletic Training Students will be compliant with the TB policies of the agencies where attending clinical. At the current time Trinity Health provides the Certified Athletic Trainers who serve as preceptors for Athletic Training Students to complete their clinical experiences with and therefore students must follow the Trinity Health Policy of annual TB testing for health care students. TB testing must be completed prior to contact with patients/ athletes in a clinical setting and therefore must be completed prior to students return to complete clinical hours for fall practices with proper documentation submitted to the Student Health Center.

In addition, as per the <http://catalog.minotstateu.edu/graduate/admission-requirements/> website: Students ages 21 and younger residing in campus housing must provide documentation of immunity against meningococcal disease, as required by the State Board of Higher Education. The **meningitis** immunization must be received within 5 years of enrollment.

Registration Holds:

The University can disallow you to register for the next term's classes for a variety of reasons -e.g., failure to pay fees or to comply with a University requirement. The process of disallowing you to register for classes is called "a hold." The specific department responsible for monitoring compliance with the policies it enforces determines whether a hold is appropriate. A student may therefore have holds placed by multiple departments if he/she is non-compliant in more than one area. Fortunately, holds can be removed quickly once you have documented that you are in compliance.

The SHC is responsible for monitoring student compliance with health policies. If you fail to provide SHC with documentation of required immunizations before the designated pre-registration period for next term's classes, the SHC will enter a code into the People Soft System that will prevent you from registering. The computer will inform you that you have a hold placed by the SHC. Should this happen to you, call the Student Health Center at 858-3371, or come directly to the SHC to find out why we have placed the hold and what you must do to have it removed.

Hepatitis B

Prior to admission students must complete and meet course admission and prerequisites. Students are required to submit proof of immunization with the course admission packet to

PRECEPTOR/ ATS Documentation on Education of ATP Policies

the Director of the Athletic Training Program. Student who choose not to take HBV immunizations need to provide in writing that they have chosen to decline HBV Immunization (by signing a declination statement). At the current time there are no immunizations for hepatitis C and HIV.

Influenza

“CDC, the Advisory Committee on Immunization Practices (ACIP), and the Healthcare Infection Control Practices Advisory Committee (HICPAC) recommend that all U.S. health care workers get vaccinated annually against influenza.” Retrieved from <http://www.cdc.gov/flu/healthcareworkers.htm>, September 28, 2016. Student who choose not to take influenza vaccination need to provide in writing that they have chosen to decline Influenza vaccination (by signing a declination statement). Influenza Immunization annually per CDC recommendations. All students who decline a flu shot will sign a declination form which will be kept on file in the ATP office.

Records

- a. Immunizations, tuberculin and titer records should be mailed or taken directly to the office of the MSU Student Health Center.
- b. Immunization/TB and titer test records are maintained in the office of the MSU Student Health Center.
- c. Students and Faculty will be informed of deficiencies by the MSU Student Health Center.
- d. Additional forms/statements required by cooperating agencies will be submitted to that agency.

Athletic training students who are exhibiting any signs or symptoms of communicable/ infectious disease (body aches, diarrhea, vomiting, fever, chills, any specific signs/symptoms from above listed communicable diseases, from ect.) are to consider the implications of attending classes, clinical experiences and activities to themselves and those around them prior to attendance. If an athletic training student is exhibiting any signs or symptoms of communicable/ infectious disease they are to seek medical attention at the cost of the student. The student is responsible for obtaining a medical release from a medical professional prior to returning to the clinical setting.

Bloodborne pathogen training is conducted on a yearly basis to assist in limiting the incidents of exposure to athletic training students through the use of proper bloodborne pathogen protocols. However, there exists a risk in the health care setting of exposure to a bloodborne pathogen. Students with blood and body fluid exposures are to follow the clinical settings agency protocol. The cost will be the responsibility of the student.

I hereby acknowledge that I have read and understand the above Minot State University Athletic Training Program Significant Infectious Disease Policy.

Signature: _____ Date: _____

PRECEPTOR/ ATS Documentation on Education of ATP Policies

Clinical Supervision policy

During the student's clinical rotations, students are not permitted to practice any technique on a patient that has not been approved by the preceptor and will only be allowed after students have shown competency in the skill. Direct supervision is required for all clinical experiences. Direct supervision means that the Preceptor must be in sight and sound of the Athletic Training Student who is interacting with an athlete, and the Preceptor must be able to intervene when necessary for the well-being of the athlete.

I understand the Clinical Supervision Policy.

Signature

Date

OSHA/ Blood borne Pathogen Training

I have completed OSHA/ Blood borne Pathogen Training for this academic year.

Signature

Date

Mid/Final- clinical rotation Meeting

PRECEPTOR: I agree to have mid-clinical rotation meetings (between PRECEPTOR/ Student) to inform the athletic training student on how the student is performing and what can be done to help the student to grow professionally.

Student: I agree to have mid-clinical rotation meetings (between PRECEPTOR/ Student) to ask my PRECEPTOR how I am performing and what can be done to grow professionally and provide feedback and ask questions to my PRECEPTOR.

Signature

Date

Clinical Site Evaluations

I understand that clinical site evaluations are to inform the ATP Program Director on the state of the clinical experience, as well as to provide me with the opportunity to provide feedback regarding the clinical experience.

Signature

Date

Proof of awareness of CPR Certification requirements.

Preceptor signature acknowledges awareness of student requirements to show proof of CPR Certification.

I have shown my PRECEPTOR proof of CPR certification and I understand that I cannot participate in my clinical rotation without these items. PRECEPTORS by signing this indicate that they have seen the student's proof of CPR certification and that students may not participate in the clinical rotation without this.

Signature

Date

PRECEPTOR/ ATS Documentation on Education of ATP Policies

Preceptor Agreement Statement / Student Agreement Statement

I understand the policies and procedures set for by the Athletic Training program and I, by signing this form, agree to the program policies and procedures. I understand that not abiding by the NATA Code of Ethics, the policies and procedures of the Athletic Training Program at Minot State University, or acting in a manner that reflects badly on Minot State University or the profession of Athletic Training may result in disciplinary action.

Signature

Date

Clinical Hour Policy: Minot State University Athletic Training Program's Policy on how credit hours are granted for courses that incorporate clinical experiences.

For every 1 credit hour clinical course students must complete minimum of 150 hours of clinical experience and must not exceed a maximum of 350 clinical experience hours for a 15-week semester, including the clinical course meeting times. These hours include those in the clinical course meeting times. For every 2 credit hour clinical course students must complete minimum of 225 hours of clinical experience and must not exceed a maximum of 450 clinical experience hours for a 15-week semester. The student is responsible for having the Preceptor sign off on the monthly hour logs provided by the student. HPER 129 and HPER 223 are each 1 semester hour clinical courses, while HPER 323, HPER 324, HPER 423, HPER 424 are 2 semester hour clinical courses.

Students are expected to engage in these clinical experience hours over the full course of the semester and some hours should be counted each week. Students should ensure that the clinical experience activity will not push them to try to exceed the 40-hour maximum per week at the end of the course in order to meet minimum total hour requirement for the course.

During the clinical education experience a student must document the number of hours directly supervised by a Preceptor on the *Clinical Education Hour Log*. The documentation must occur each day in a clinical education experience and must be accurate; hours can be rounded to the nearest 1/4 hour. The following hours cannot be included when documenting hours on the *Clinical Education Hour Log*:

1. Time spent traveling with a team
2. Time spent hanging out in the ATR

Additional Hours

PRECEPTOR/ ATS Documentation on Education of ATP Policies

Clinical education hours are obtained as part of a clinical course. Clinical education hours obtained in the field, such as at athletic events that lie outside of the course start and end dates (i.e. pre-season events that might start prior start of the course to which the hours will be applied) will be counted as part of the total clinical hours for the course and may not exceed the 40-hour weekly maximum.

Clinical Education Hour Requirements

All ATS in HPER 129 and HPER 223 must obtain and record a minimum of 150 hours and may not exceed the maximum of 350 hours per semester for each clinical course during the normal academic calendar.

Minimum and maximum hours per week per cohort are defined as follows:

Sophomores: on average a minimum of 10 hours per week; maximum of 40 hours/per week as long as clinical hours do not exceed 350 for the semester.

Juniors: on average a minimum of 15 hours per week maximum of 40 hours/per week as long as clinical hours do not exceed 450 for the semester.

Seniors: on average a minimum of 15 hours per week; maximum of 40 hours/per week as long as clinical hours do not exceed 450 for the semester.

Students must log some hours each week and no more than the maximum of 40 hours/per week. The student is responsible for having the preceptor initial the hour log on a weekly basis to ensure that what is logged is accurate, signifying approval of logged hours. All hours must be entered into ATRACK and correctly reflect the paper hour log, to allow the Clinical Education Coordinator to monitor the students clinical experience hours. Weekly hours will be monitored by the Clinical Education Coordinator and if students are putting in more than the 40-hour maximum per week the student and preceptor will be contacted and the situation clarified and corrected as necessary. Situations may arise in which the student is unable to obtain clinical experience hours in a given week, at that time the Preceptor, Clinical Education Coordinator, and the student may develop an individualized plan that will allow the student to average the hours over a specified period to obtain the required hours as long as the student does not go over the maximum hours per week or for the semester.

<u>Clinical Experience</u>	<u>Minimum</u>	<u>Maximum</u>	<u>Target</u>
HPER 129 HPER 223	150	350	225
HPER 323 HPER 324	225	450	300
HPER 423 HPER 424	225	450	300

Signature: _____

Date: _____

PRECEPTOR/ ATS Documentation on Education of ATP Policies

Clinical Education Relief Time: All clinical education experiences must be educational in nature. Students must have **a minimum of one day off in every seven-day period.**

Students must have **a minimum of one day off in every seven-day period.** Minot State University Athletic Training Program clinical course hour requirements are consistent with numerous universities offering athletic training programs.

Signature:

_____ Date: _____