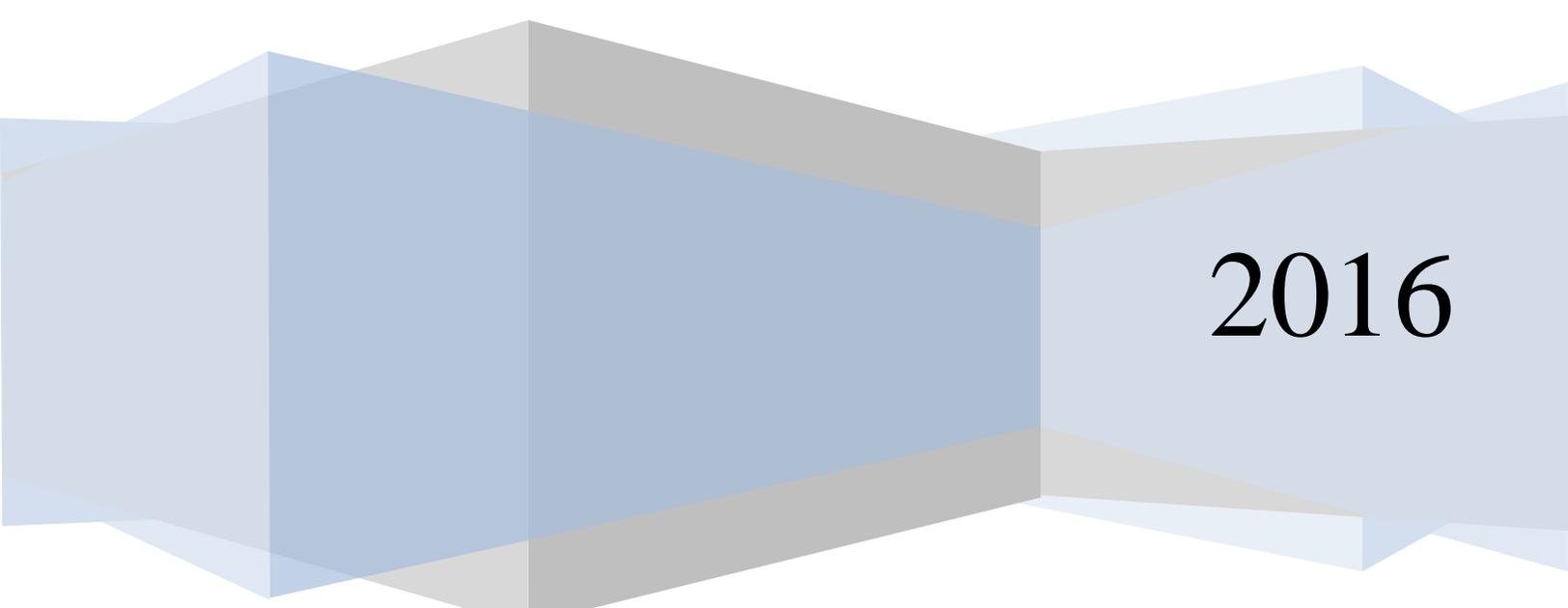


**The University of Maine at
Presque Isle Athletic
Training Program
Program Policy and
Procedure Manual**



2016

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The University of Maine at Presque Isle Athletic Training Program

University of Maine at Presque Isle Mission Statement

The University of Maine at Presque Isle, a publicly supported, baccalaureate institution located in northern Maine, provides broad educational opportunities for a diverse student body, with particular reference to the people of its region and state.

The University emphasizes professional programs and a balanced curriculum that promotes a strong foundation in the arts and sciences. Undergraduate study includes a variety of majors leading to baccalaureate degrees in teacher education, career and professional fields, health and human services, arts and sciences, and the natural environment. Other opportunities include associate degrees, articulated transfer arrangements with campuses of the University of Maine System, non-degree certificates, and continuing education for practicing professionals.

The University affirms, as central to its mission, commitment to the following ideals:

- close student, faculty, and staff interaction in support of intellectual growth and personal development
- diversities of culture, age, and nationality among both students & staff
- public service which promotes the well-being of the State's citizenry
- a global consciousness

College of Professional Programs Mission Statement

The College of Professional Programs promotes undergraduate education in athletic training, physical therapist assistant, business, criminal justice, and social work. The professional curriculum is developed and taught in partnership with complementary community and business entities and built on an arts and sciences educational foundation.

The College identifies commitment to its students and professions by:

- learning through practical application
- academic rigor that creates opportunities for contribution to the professions
- development of the professional self
- incorporation of diversity and global issues

The Athletic Training Major is a six (6) semester competency-based program designed to provide professional preparation leading toward eligibility to take the Board of Certification Exam. Certified Athletic Trainers are highly trained allied health care professionals qualified to work in a number of settings on the health problems of active individuals.

Working closely with physicians and other health professionals, Athletic Trainers are responsible for being current with evidence-based practice (EBP), prevention and health promotion (PHP), clinical examination and diagnosis (CE), acute care of injuries and illnesses (AC), therapeutic interventions (TI), psychosocial strategies and referral (PS), healthcare administration (HA), and professional development and responsibility (PD)

Supervised clinical observations and experiences take place in the UMPI athletic training clinic as well as with several off-campus affiliate settings, including local high schools, hospital, physical therapy clinics, and with local emergency medical services. (Complete list page 10)

Program Mission Statement

The University of Maine at Presque Isle is committed to providing a comprehensive, progressive, high quality didactic and clinical education to prepare the multi-skilled professional for a career in athletic training regardless of race, age, gender, or creed. The educational program encompasses current evidence based research, close student, faculty, and staff interaction to promote intellectual and personal growth, formal instruction in prevention and health promotion, clinical examinations, acute care, and therapeutic interventions and referrals, healthcare administration and professional development. This preparation along with successful completion of the BOC certification requirements will qualify students for entry-level careers in athletic training.

Student Oriented Learning Goals

1. Work with an athletic trainer in various settings and with a variety of health professionals
2. Have the knowledge in the discipline of athletic training.
3. Be prepared to participate as a professional in the field of athletic training as an entry level clinician.
4. Be prepared to continue in lifelong learning in the profession of athletic training.

Objectives

- Prepare athletic training students for their future role in providing health care to the physically active
 - Provide athletic training students with diverse work-setting experiences
 - Help students develop an over-all understanding of the organizational structure of the athletic training profession at the state, district, and national levels
- Provide athletic training students with the skills necessary to provide entry-level health care to the physical active

- Provide experiences that include sports requiring protective equipment.
 - Assign students to experiences which include their own and the opposite gender along with team and individual sport experiences
 - Provide opportunities which allow athletic training students to work in high school settings, varied college settings, and a wide range of clinical settings
 - Provide opportunities for students to observe and work with a variety of health professionals, orthopedic and general medicine to include non-sport populations and a variety of conditions
 - Provide opportunities for students to present at and attend professional meetings
 - Utilize up-to-date equipment as part of the athletic training room and laboratory settings
 - Expose students to Evidence Based research within the profession
 - Provide students with an understanding of the value research plays in the growth of the athletic training profession
- Integrate didactic and clinical phases encompassing the domains of athletic training as outlined in the 6th Edition of the Delineation Study and the 2011 Athletic Training Educational Competencies
 - Provide structured opportunities in the classroom to incorporate clinical experiences
 - Link accountability of clinical competencies to course work in the athletic training curriculum
 - “Athletic Training Education Competencies” 5th edition 2011 provides educational programs the knowledge, skills and clinical abilities to be mastered by students enrolled in professional athletic training programs. These include but are not limited to:

Students will have a solid foundation in behaviors of professional practice in athletic training.

Students will have an understanding of evidence-based practice concepts and that their application is essential to sound clinical decision-making and the critical examination of athletic training practice.

Students will develop and implement strategies and programs in the area of prevention and health promotion.

Students will have the strong clinical examination skills.

Students will demonstrate clinical-reasoning skills throughout the physical examination

process in order to assimilate data, select the appropriate assessment tests, and formulate a differential diagnosis.

Students will be knowledgeable and skilled in the evaluation and immediate management of acute injuries and illnesses.

Students will demonstrate knowledge in assessing the patient's status using clinician-and patient-oriented outcome measures.

Students will demonstrate therapeutic interventions designed to maximize the patient's participation and health-related quality of life.

Students will be able to recognize clients/patients exhibiting abnormal social, emotional, and mental behaviors and the ability to intervene and refer these individuals as necessary.

Students will have an understanding of athletic trainings function within the context of a complex healthcare system.

Students will demonstrate an understanding of risk management, healthcare delivery mechanisms, insurance, reimbursement, documentation, patient privacy, and facility management.

Students will demonstrate high quality patient care, competence in the constantly changing world of healthcare and embrace the need to practice within the limits of state and national regulation using moral and ethical judgment.

ATHLETIC TRAINING EDUCATION COMPETENCIES
National Athletic Trainers Association 2011

Student Selection /Admission Standards

The University of Maine at Presque Isle Athletic Training Program is a competitive admission program housed in the College of Professional Programs. Students matriculate to the University designated as Athletic Training Majors, but are not admitted to the program until the spring of their sophomore year.

In the fall of the student's sophomore year a candidacy period is served, consisting of directed observations in various allied health settings, including the University athletic training room, practices, games, and if possible a physical therapy clinic. During this time, the student is responsible for completing the Blood Borne Pathogens training, maintaining a journal of their experiences in these areas and is expected to abide by the policies and procedures of the program, (i.e., attendance, dress code, etc.). At the completion of the candidacy period, the student receives a formal interview from members of the athletic training staff, teaching faculty, administration, and a student representative of the program for determination of admission.

The following criteria are utilized for the admission and selection process:

1. Candidates must have an overall GPA of 2.67 or higher.
2. The following courses must be completed with a grade 'B-' or higher during the pre-professional phase:

ATH 101 Intro to AT/FP

HPR101 Lifelong Wellness

ATH 225 Strength Training and Program Design

ATH 244 Techniques of Athletic Training

ATH 340 Acute Care for Athletic Injuries

BIO 261 Human Anatomy and Physiology for Health and Physical Education

BIO 261L Human Anatomy and Physiology for Health and Physical Education Lab

The pre-professional phase is considered the first three semesters of the candidate's educational preparation.

3. Completed Application Packet, including:

Completed Application Form

- Three Letters of Recommendation (in sealed envelope)
- Degree Progress Report (MaineStreet)
- Communicable Disease Policy
- Hepatitis B Vaccination Documentation or Declination
- Probationary Policy
- Insurance Form and Emergency Contact Info
- Completed Blood Borne Pathogens Training
- Technical Standards Reapplication Policy
- Policy and Procedure Understanding Form
- Agreement of Confidentiality FERPA training
- Personal Transportation Policy HIPPA training
- Direct Supervision Policy

4. Selection will be made by the following criteria:

- A. Cumulative GPA and required prerequisite course work
- B. Evaluation of clinical observations
- C. Evaluation of references
- D. Compliance with all required policies and procedures
- E. Fit in the profession
- F. Interview

All items will be evaluated by the selection committee and applicants placed in rank order. The top applicants will be offered positions in the program based on available position all candidates will be notified by e-mail of the decision of the selection committee.

5. The applicant must submit a letter of acceptance by a specified date. Failure to return the letter of acceptance on time will result in the position being offered to the next applicant on the list.
6. Transfer students are permitted to apply to the program; however, students are expected to fulfill all prerequisite course work and admission / selection criteria as other non-transfer students.

Athletic Training

Suggested Course Sequence for Catalog Year 2016-2017

This is to be used to help you plan your academic time here at UMPLI. This is a scheduling aide; it is not a guarantee of specific course offerings each semester. Course availability will vary depending on the date of enrollment. Please consult the appropriate catalog for official degree/program requirements and seek guidance regularly from your faculty and professional academic advisors.

First Year Fall Semester:

Psy 100	Introduction to Psychology	3 credits
Eng 101	College Composition	3 credits
Fys 100	First Year Seminar	1 credit
Hpr 101	Lifelong Wellness	3 credits
Mat 101	Basic Statistics	3 credits
<u>General Education Requirement – Science: choose course from 3d (Chy,Env,Gey,Phy)</u>		<u>3/4 credits</u>
Semester Total		16/17 credits

First Year Spring Semester:

Ath 101	Introduction to Athletic Training and Fitness Professionals	3 credits
Ath 225	Strength Training and Program Design	3 credits
Bio 112	General Biology I	4 credits
Eng 121	Advanced College Composition	3 credits
<u>General Education Requirement</u>		<u>3 credits</u>
Semester Total		16 credits

Second Year Fall Semester: (APPLY TO PROGRAM)**

Phe 265	Motor Learning	3 credits
Ath 244	Techniques of Athletic Training	2 credits
Ath/Phe 340	Acute Care of Athletic Injuries	3 credits
Bio 261	Human Anatomy and Physiology I and Lab	4 credits
<u>General Education Requirement (Swk 202 strongly recommended)</u>		<u>3 credits</u>
Semester Total		15 credits

Second Year Spring Semester:

Bio 262	Human Anatomy and Physiology II and Lab	4 credits
Ath 245	Athletic Training Clinical	2 credits
Ath/Phe 246	Assessment of Lower Extremities and Lab	4 credits
Phe 274	Structural Kinesiology	3 credits
Psy 311	Research Methods I	3 credits
Semester Total		16 credits

Third Year Fall Semester:

Ath/Phe 342 Assessment of Upper Extremities and Lab	4 credits
Phe 381 Biomechanics	3 credits
Ath 345 Athletic Training Clinical I*	2 credits
Ath 341 Therapeutic Interventions I	5 credits
Semester Total	14 credits

Third Year Spring Semester:

Ath 346 Athletic Training Clinical II*	2 credits
Ath 343 Therapeutic Interventions II	4 credits
Phe 382 Physiology of Exercise	3 credits
Bio 300 Human Nutrition	3 credits
General Education Requirement	3 credits
Semester Total	15 credits

Fourth Year Fall Semester:

Ath 400 Athletic Training Clinical III*	2 credits
Ath 404 General Medical Conditions for the Athlete & Pharmacology	4 credits
Ath/Phe 487 Organization & Administration of Athletic Training	3 credits
General Education Requirement (Swk 305 strongly recommended)	3 credits
General Education Requirement	3 credits
Semester Total	15 credits

Fourth Year Spring Semester:

Ath 401 Athletic Training Clinical IV*	2 credits
Ath 405 Athletic Training Senior Capstone	1 credit
General Education Requirement	3 credits
General Education Requirement	3 credits
Elective	3 credits
Semester Total	12 credits

Total Credits Required for Degree: 120 credits

*Course contains a 100-175 hour preceptorship components.

**Admissions to the Athletic Training Program are separate from admissions to the University and takes place during the spring of your sophomore year. *See page 35 of the catalog for specific information.*

Clinical Education Instructional Plan

Students in the athletic training program must complete five (5) clinical proficiency levels, in sequence, over a minimum period of two and half years. The clinical education component involves the acquisition and practice of entry-level athletic training clinical proficiency skills and competencies through clinical education course work. The clinical experience encompasses an opportunity for the student to apply these proficiencies experientially to the active population under direct supervision in an approved clinical environment (i.e., the athletic training room, practice/game coverage, high school, etc.).

Procedures for Clinical Advancement/Placement

Students are eligible to enter the clinical education program after successful completion of their pre-professional phase and admission into the athletic training program. The student will be required to do the following in order to progress to the next clinical level:

- A. Complete the appropriate clinical integration proficiencies satisfactorily for the designated clinical level.
- B. Pass the final practical exam and/or comprehensive written knowledge check for the assigned clinical level.
- C. Satisfactory mid-term and final overall assessment performance. These assessments provide insight into the general performance characteristics expected of the student at the assigned clinical level.
- D. Students placement will be assigned by clinical coordinator with a master plan for each student as they enter the program. This plan is subject to updates as needed after discussion with program director, AT student and the Clinical Coordinator.
- E. Students will have a least one comprehensive visit during each clinical rotation by the clinical coordinator.
- F. Students will participate in an interview at the end of each clinical course. Members of the advisory board will interview students and determine commitment to the program and the profession.

Instruction and Evaluation

Students will be given the opportunity to develop and practice skills learned in the classroom both during clinical courses and under the direction and supervision of a BOC Certified Athletic Trainer/Preceptor in the field during their assignment.

Instruction:

At the beginning of each clinical course, students will be presented with a list of clinical skill proficiencies and competencies, which will be evaluated throughout the semester at specified times. Academic credit based clinical course instruction will be structured in three phases: the introductory, practice/perfecting phase, and the evaluation phase.

- 1.) The instructor instructing the course will devote a portion of the class to introducing previously taught or new material and skills through lecture and hands-on demonstration utilizing either models or other preceptor. During this time, students will also participate in practicing the instructed proficiencies with immediate feedback from their preceptor.

- 2.) Students will be allotted a period of time after the initial instruction of skills and/or materials occurs. During this time the student will be expected to practice skill areas or clinical proficiencies with peers and to seek advisement from their clinical instructor for feedback and guidance before evaluations are administered. During this phase, students can practice the instructed skills on clinical specimens, but only after approval and under the direct supervision of their assigned preceptor.
- 3.) After a trial period of practice and perfecting, the student will be expected to perform the assigned and previously taught and reviewed clinical proficiencies with your preceptor during your clinical rotation.

Evaluation:

Evaluation of clinical proficiencies will occur primarily in the third phase of the instruction model after the student has had a period of practice and review. In addition, a cumulative practical evaluation of proficiencies for the specified clinical level will occur at the end of each clinical course. Additionally, before graduation, a final practical will be conducted, which will encompass all five clinical levels.

	Preceptorship	Didactic	Competencies
Clinical	51%	39%	10%
Clinical I	51%	34%	15%
Clinical II	51%	24%	25%
Clinical III	51%	19%	30%
Clinical IV	51%	9%	40%

In addition to receiving a defined evaluation scale, the student(s) will be referred to reference material pertaining to the proficiencies they are to be evaluated upon prior to the beginning of the course per the clinical course syllabus. The student also evaluates the preceptor(s) and clinical experience they have been assigned to as well as the course in the final weeks of the semester. Each student receives an overall assessment during midterm and final evaluation at the end of the semester from their assigned preceptor that is based on general performance characteristics (i.e., punctuality, leadership, assertiveness, etc.) rated on a 5 point LIKERT scale. Students are expected to achieve a 4.0 mean on the LIKERT scale and have no less than a 2.67 score in any area for satisfactory evaluation status. The mid-term and final overall assessments are open to preceptor and student comment.

Sophomore Athletic Training Student status will be required to obtain 1 clinical hour per day or a minimum of 5 hours of clinical education hours per week with a maximal amount of 20 hours per week. A minimal total amount of 100 clinical hours required for second semester sophomores.

Junior Athletic Training Student status will be required to obtain 1 clinical hour per day or a minimum of 5 hours of clinical education hours per week. A minimal total amount of 125 clinical hours for first semester and 150 clinical hours for second semester are required.

Senior Athletic Training Student status will be required to obtain 2 clinical hours per day or a minimum of 10 hours of clinical education hours per week. A minimal total amount of 175 clinical hours obtain in each semester are required.

Athletic Training Students will have at least one day off in every seven-day period.

Any variations from these requirements may be altered by the Clinical Coordinator and/or Program Director.

Preceptors for the AT program at UMPI

Patrick Baker ATC
Head Athletic Trainer/Lecturer
UMPI

Bradley Burlock ATC
The Aroostook Medical Center
Fort Fairfield High School

Chris Sementelli, MED, ATC
Maine General Medical Center
Erskine Academy/Richmond High School

Rich Garini ATC, CEAS
Maine General Medical Center
Maranacook/Winthrop

Jill Haskell, MS, ATC, CSCS
Maine General Medical Center
Hall-Dale High School/Monmouth Academy

Steve Tosi, ATC
Maine General Medical Center
Lawrence High School

Brian Morrison, ATC
County Physical Therapy
Central Aroostook High School

Andrew Helstrom, ATC
County Physical Therapy
Presque Isle High School

Aaron Marston, MS, ATC, CSCS
Next Level Training
Athletic Training and Fitness Training

Marilee Scott, ATC
Cary Medical Center
Limestone High School

Cory LaPlante, CP
Northern Prosthetics & Orthotics

Lucas Bartlett ATC
Assistant Athletic Trainer
UMPI

Ben Fields, OT
Cary Medical Center
Rehabilitation Clinic

Angela Palonis, MED, ATC
MCMC
Winslow High School

Brad Gallant ATC
Maine General Medical Center
Waterville High School

Nick Thompson ATC, CSCS
Maine General Medical Center
Messalonskee High School

Ryan Taylor, ATC
U-Maine
Football

Stephen Hopkins, ATC
County Physical Therapy
Caribou High School

Chris Rines, ATC
County Physical Therapy
Houlton High School

Troy Caverhill, PT
Lindsay Clairmont, PT
Troy LaPlante, OT
Northern Physical Therapy

Timothy Weston, MED, ATC
Colby College

Affiliate Sites

County Physical Therapy Presque Isle, Caribou, Houlton, Fort Kent (2 to 50 miles)
Caribou High School, Caribou, ME (11 miles from campus)
Cary Medical Center (15 miles from campus)
Northern Physical Therapy and Rehabilitation (1.26 miles from campus)
University of Maine at Orono (152 miles from campus)
Easton High School (8 miles from campus)
Limestone High School (20 miles from campus)
Northern Prosthetics (1 mile from campus)
The Aroostook Medical Center (1.16 miles from campus)
Maine General Health and affiliated high schools (230-250 miles from campus)
Colby College (210 miles from campus)
Pines Health Services Caribou and Presque Isle (15 or 3 miles from campus)
Fort Fairfield High School (12 miles from campus)

Clinical Rotations

Students will rotate among our clinical preceptors including men and women's high- and low-risk individual and team sports at various clinical sites during the first two semesters of their educational experience. Each student will be assigned to a specific ATC (preceptor) and then a particular population for the duration of a competitive season. Students will be placed with a particular population or area based on the student's clinical course level, athletic training field experience, and the student's professional performance evidenced through preceptor assessments in the preceding semester(s).

Athletic training students will learn through the day to day responsibilities of their preceptor and assigned team or population. Upper level athletic training students are responsible for assisting in the education of clinical, I, II athletic training students who are assigned to their preceptor, patient population, coordinating athletic training knowledge sharing under the supervision of an ATC. Pre-practice and post-practice participation, pre-competition and post-competition participation will occur with all athletic rotations with the exception of selected sites (i.e., healthcare, operating room).

Clinical Experiences could include but are not limited to: Individual and team sports, a sport requiring protective equipment, patients of different sexes, non-sport patient populations and a variety of conditions other an orthopedics.

Regular meetings between athletic training students and preceptors will evaluate the rotation. These evaluations will be used to improve clinical instruction and the clinical rotation experience. Students will be visited during each clinical rotation by the CEC. Theses visit will check for engagement of student, fit for students and overall experience for both the student and the preceptor.

Clinical Rotation Schedule-Preceptor and patient population experiences

Sophomore-Semester One

Candidate Status

Observation

Sophomore-Semester Two (ATH 245)

Clinical Level Student

3 week rotation in all placements

Cycle 1: Basketball Men's and Women's

Cycle 2: Softball/baseball

Cycle 3: Fitness Facility

Cycle 4: High School Girls and Boys

Cycle 5: Hockey Men and Women

Junior-Semester Three (ATH 345)

Clinical Level I Student

Cycle 1: G Soccer/High School

Cycle 2: B Soccer/High School

Cycle 3: Volleyball/High School

Cycle 4: Cross Country/HS

Cycle 5: Fitness Facility

Junior-Semester Four (ATH 346)

Clinical Level II Student

Cycle 1: M Basketball/Softball

Cycle 2: W Basketball/Baseball/

Cycle 3: W/M Skiing/HS/PT Clinic

Cycle 4: Hockey/PT Clinic

Cycle 5: Fitness Facility

Senior-Semester Five (ATH 400)

Clinical Level III Student

Cycle 1: Volleyball/HS/PT Clinic

Cycle 2: W Soccer/Gen Med

Cycle 3: M Soccer/Gen Med

Cycle 4: Basketball/Gen Med

Cycle 5: Arranged by CEC

Senior-Semester Six (ATH 401)

Clinical Level IV Student

Cycle 1: M Basketball /Softball/Gen Med

Cycle 2: W Basketball/Baseball /Gen Med

Cycle 3: PT Clinic/Gen Med

Cycle 4: HS/Gen Med/PT Clinic

Cycle 5: Arranged by CEC

All students will be required to attend at least one preseason at the UMPI campus. This will entail coming back to the university one week prior to the fall semester. Depending on preceptor and patient population assignment winter break and early spring continuation of assignments could be necessary to fulfill your rotation. If assigned to Ryan Taylor and U Maine your assignment will start during the first week of August.

Academic Courses Associated With Clinical Instruction

Background courses and pre-professional phase courses

HPR 101	Lifelong Wellness
ATH 225	Strength Training And Condition
BIO 261	Human Anatomy and Physiology I
BIO 261L	Human Anatomy and Physiology I Lab
BIO 262	Human Anatomy and Physiology II
BIO 262L	Human Anatomy and Physiology II Laboratory
PHE 265	Motor Learning
PHE 274	Structural Kinesiology
PHE 381	Biomechanics
PHE 382	Physiology of Exercise

AT specific courses

ATH 101	Introduction to Athletic Training and Fitness Professionals
ATH 244	Techniques of Athletic Training
ATH 340	Acute Care of Athletic Injuries
ATH 246	Lower Extremities Assessment
ATH 246L	Lower Extremities Assessment Laboratory
ATH 342	Upper Extremities Assessment
ATH 342L	Upper Extremities Assessment Laboratory
ATH 341	Therapeutic Interventions I
ATH 343	Therapeutic Interventions II
ATH 343L	Therapeutic Interventions II
ATH 404	General Medical Conditions and Pharmacology
ATH 404L	General Medical Conditions and Pharmacology Lab
ATH 487	Organizations and Administration of Athletic Training
BIO 300	Human Nutrition
PSY 311	Research Methods I

Regulation of Athletic Training

BOC -Board of Certification regulates certification and criteria for credentialing of Certified Athletic Trainers.

NATA- The National Athletic Trainers Association, established in 1950, is responsible for a administrative affairs that concern athletic trainers, including membership, certification, education, and promotion of the profession.

CAATE- The mission of the CAATE (Commission on Accreditation of Athletic Training Education) is to provide comprehensive accreditation services to institutions that offer Athletic Training degree programs and verify that all CAATE-accredited programs meet the acceptable educational standards for professional (entry-level) athletic training education.

HIPPA - The *Standards for Privacy of Individually Identifiable Health Information* (“Privacy Rule”) establishes, for the first time, a set of national standards for the protection of certain health information. Please see the policy summary on page 23.

FERPA Education records are kept by University offices to facilitate the educational development of students. Faculty and staff members may also keep informal records relating to their functional responsibilities with individual students.

A federal law, the Family Educational Rights and Privacy Act of 1974, as amended (FERPA), also known as the Buckley Amendment, affords students certain rights concerning their education records. Students have the right to have some control over the disclosure of information from their records. Educational institutions have the responsibility to prevent improper disclosure of personally identifiable information from the records. UMPI policies can be found on <http://www.umpi.edu/university-offices/osr/ferpa>

Certification Requirements

You must graduate from a CAATE accredited program to sit for the BOC certification examination. A BOC Certified Athletic Trainer must supervise the majority of the candidate’s athletic training experience hours, and the candidate must be endorsed by the athletic training program director.

All supervised hours and a minimum of two calendar years of experience (24 months) must be completed at the time of application (can be in last semester). www.bocatc.org.

Course Descriptions

May be found in the university catalog for the year in which you were admitted or the current one for updated versions of course descriptions.

Clinical Hour Requirements

Sophomore Athletic Training Student status will be required to obtain 1 clinical hour per day or a minimum of 5 hours of clinical education hours per week with a maximal amount of 20 hours per week. A minimal total amount of 100 clinical hours required for second semester sophomores.

Junior Athletic Training Student status will be required to obtain 1 clinical hour per day or a minimum of 5 hours of clinical education hours per week. A minimal total amount of 125 clinical hours for first semester and 150 clinical hours for second semester are required. A maximal amount of hours are 23 per week.

Senior Athletic Training Student status will be required to obtain 2 clinical hours per day or a minimum of 10 hours of clinical education hours per week. A minimal total amount of 175 clinical hours obtain in each semester are required. A maximal amount of hours are 25 per week.

Athletic Training Students **must** have at least one day off in every seven-day period.

Any variations from these requirements may be altered by the Clinical Education Coordinator and/or Program Director. This must be approved before alterations are needed. NOT AFTER.

General Graduation Requirements

See the requirements listed in the catalog for your admission year.

Academic Program Requirements (To remain active in the program)

1. Minimum cumulative GPA of 2.67.
2. Athletic Training Courses must be completed with a “B-” or better or will have to be repeated, in addition to the following related courses: BIO 261/L, 262/L, 300, PHE 381, 382, HPR 101, ATH 101, ATH 225, BIO 300, PSY 311.
3. Successful completion of clinical course work for specified levels as outlined.
4. Favorable clinical evaluation status as outlined in clinical education program model.

Course Progression

1. Any student who is unable to complete an athletic training (AT) course with a grade “B-” or better will not be allowed to progress to the next sequential semester of AT course work. The student must wait until the next year when the class is offered again, progressing when competency is achieved. Exceptions are only possible through the retention policy.

Additionally, students can only retake a course once (2 attempts total) to earn the minimum grade (University and program policy). If they do not earn the minimum grade on their second attempt, they are dismissed from the program.

2. Exceptions will be dealt with on an individual basis, which could include family crisis or circumstances unavoidable by the student. (University and program policies)

3. Students who are unable to maintain an overall 2.67 GPA will be placed on a one semester probationary period in order for that student to raise their GPA level to an acceptable level. If the minimum 2.67 GPA level is not achieved after the probationary period, the student will meet with the Program Director for further consideration of probationary status or dismissal from the program.

Candidacy Re-Admission

Students wishing to reapply for candidacy may do so the following year; however, the student will only be able to apply twice for candidacy. It is up to the discretion of the Athletic Training Program Director and Faculty to prohibit a student from re-applying based on their first candidacy performance. Students are encouraged to talk with the Program Director before re-applying.

University of Maine at Presque Isle Athletic Training Program

Policy: Retention Policy

Purpose: To ensure that all athletic training students are aware of the retention standards and the implications of a failure to meet all the criteria.

1. Maintain a Cumulative Grade Point Average (CGPA) of 2.67 in major course work.
2. Maintain a CGPA of 2.67 in all course work.
3. Must pass all AT Clinical courses with a grade of a B-.
4. Make satisfactory progress toward fulfillment of all competencies (KSA's) and CIP's.
5. Maintain required/scheduled hours every semester.
6. Subjective personal characteristics as well as the foundational of professional behaviors will be taken into consideration (i.e. respect, responsibility, honesty, etc.)
7. Must follow all AT Program Policies and Procedures. (see rubric on professional behaviors)
8. Athletic Training Retention Policy Course Work Expectation policy must be followed.
See page 18+19

If a student fails to maintain any portion of the retention policy, that student will be placed on probation and have the following semester to improve towards the required retention policy levels. If the student fails to meet the retention policy requirement(s) the following semester he/she will forfeit their place in the program and will be terminated from the program. If such a student fails to improve towards the retention policy requirements and is terminated from the program, this student will have one year to acquire the required retention policy level(s) while terminated. If such student meets the required retention policy during their year of termination, this student will have the opportunity to join the class level she/he was terminated from. If such student does not meet the retention policy requirements within the following year, the student will be permanently terminated from the program.

**University of Maine at Presque Isle
Athletic Training Program**

Policy: Athletic Training Program Admission Probationary Guidelines

Purpose: To ensure proper probationary guidelines for athletic training students who do not meet the program admission requirements

General Information

There are seven program admission requirements each student must meet:

1. AT CGPA must be a 2.67
2. Overall CGPA must be a 2.67
3. Must receive a grade of a B- in **both** anatomy & physiology courses sophomore year
4. Must receive a grade of a B- in HPR 101, ATH 101, ATH 225 & ATH 244 ATH 340
5. Completed application, including appropriate signatures, essay, and letters of recommendation.
6. Fit for the program and profession
7. Interview completion

Probationary guidelines that a student must meet in order to be placed on probation

1. At UMPI GPA must be 2.5
2. Overall CGPA must be 2.5
3. Must receive a minimum grade of a C+ in both Anatomy & Physiology courses
4. Must receive a minimum grade of a C+ in BIO 261/L, 262/L, 300, PHE 381, 382, HPR 101, ATH 101, and ATH 225.
5. The student cannot be in violation of more than three of the seven admission criteria. If three or more admission criteria are not met the student will be denied admission into the program.
6. The probationary guidelines will be maintained in confidentiality within the program admission committee.

Meeting probationary guidelines

1. Each student who falls within the probationary guidelines may enter the program in a probationary status and must follow the program probationary policy
2. If a student falls under the probationary guidelines, he/she will be accepted only if there is a position available

Athletic Training Retention Policy

Course Work Expectation

Academic proficiency:

Students must demonstrate academic knowledge and skill proficiency for each course objective in order to progress through the program and attend clinical experiences. The program utilizes exams, quizzes, skill checks, research assignments, professionalism, clinical assignments and other tools to assess your proficiency in each course objective. All students are required to achieve a minimum of 80% on all course objective assessments in order to meet minimum proficiency requirements. A student's level of proficiency on any given course objective will be determined by the instructor based on assessed knowledge and skills as follows:

1= NOT PROFICIENT -- 59% OR LESS CONTENT MASTERY

2= NOT PROFICIENT -- 60% - 79% CONTENT MASTERY

3= PROFICIENT – 80-90% CONTENT MASTERY

4= PROFICIENT – 91-100% CONTENT MASTERY

The program utilizes exams, quizzes, skill checks, research assignments, professionalism, clinical assignments and other tools to assess your proficiency in each course objective. It is expected that written work (quizzes, exams, article reviews etc.), skill demonstrations (practical exams, skill checks, presentations, clinical assignments, etc.), or other projects, as determined by the instructor, that does not meet proficiency standard (3) must be revised or redone within 2 weeks of the original assessment. Students receiving 70 – 79% on any assessed work will be required to revise the work for half credit. Students receiving 60 – 69% on any assessed work will be required to revise the work and repeat the written or practical exam, assignment, etc. Students receiving less than 60% on any assessed work will be placed on probation (see policies and procedures manual). Any student who does not meet proficiency standards on any assessed work must meet with the instructor to determine what is required for remediation. All revised/retaken written/practical exams, projects or assignments will be reassessed by the instructor and graded to indicate a proficiency of 3/4. Grading on all revised work originally assessed at 70% or above will be graded based on a half credit scale. Students retaking exams or other work originally graded below 70% must achieve a minimum of 80% on the retake to demonstrate proficiency. The final recorded grade for any retake will be a maximum of 80%. Missed, late, or incomplete exam/assignment retakes or revisions will result in professionalism grade deductions and/or probation.

Any student who does not achieve proficiency on ALL COURSE OBJECTIVES by the end of the semester will receive a “not proficient” (NP) for the course EVEN IF HIS/HER FINAL AVERAGED SCORE IS 80% OR GREATER.

Probationary Offenses:

Students may be placed on probation for any of the following reasons:

1. Any student who is unable to meet proficiency standards within 2 weeks of the original assessment
2. Receives a 59% or lower on any graded work
3. Misses any scheduled exam retake or remediation
4. Student is unable to demonstrate proficiency after 2 demonstrated attempts (1 retake)
5. At faculty discretion, receiving a below satisfactory score on any professionalism rubric criteria at the mid-point of the semester or later
6. At faculty discretion, students who do not respond to, or demonstrate proficiency in, any professionalism criteria subsequent to faculty constructive criticism
7. Failure to attend an assigned clinical placement without professional communication

Students on probation will not be allowed to attend clinical experience or progress to the next semester of coursework without permission of program advisory board. Students on probation will be given one additional attempt to demonstrate objective proficiency. Any student unable to achieve proficiency while on probation will be withdrawn from the course, and consequently suspension from the program. Any student on probation who violates program or university policy may be dismissed from the program at the AT faculty and program director's discretion.

Any student on probation, who demonstrates proficiency or meets other standards as required by the faculty and/or program coordinator, will be removed from probation by the AT program director.

The UMPI AT program strongly believes in student-centered learning process. To that end, we are committed to assisting each student achieve proficiency and maximize his/her potential in all aspects of the program. It is the student's responsibility to keep all AT faculty informed of difficulties as they arise in order for assistance to be given in a timely fashion.

University of Maine at Presque Isle Athletic Training Program

Policy: Probationary Policy

Purpose: To ensure all current athletic training students are aware of the probationary policy, as it related to the Athletic Training program.

Current athletic training students

1. Any current student who fails to meet the retention standards will be put on a probationary status.
2. If a current student is on probationary status and fails to improve towards the deficient retention standard(s) within the following semester, that student will then be terminated from the program. Examples of improving on a deficient admission standard(s) are: An initial 2.5 CGPA in all course work must improve above a 2.5 CGPA the next semester (i.e. 2.55); a 2.6 CGPA in Major course work must improve above a 2.67 CGPA the next semester (i.e. 2.6 CGPA); not maintaining scheduled hours must improve the following semester in that all scheduled hours from prior semester and current semester must be met. If you receive a grade less than a B- in Clinical Course you must pass your next Clinical course with a grade of a B- or better.
3. If a student has been on probation and then meets the retention requirements, he/she will be removed from probation. If that same student then fails to maintain retention requirements a second time, such student will then be terminated from the program without the opportunity to reapply.
4. If a student is found to have a falsified clinical hour log sheet the student will meet with the clinical coordinator. The ATS will be placed on probation for two weeks by the PD and then will meet with PD before returning to their clinical rotation assignment. Second offense could result in dismissal from the program.
5. Current students can be placed on probation for violation of student conduct codes, other UMPI program policies as well as any UMPI policy. See number 4 for probation removal.
6. Students must follow the athletic training retention policy course work expectation policy. Students must make satisfactory progression to proficiency within each semester. As a future health care professional your dedication to success is required for progression in the program.

University of Maine at Presque Isle Athletic Training Program

Policy: Reapplication Policy

Purpose: To ensure that all prospective athletic training program students are aware of the reapplication procedure if they fail to be admitted their third year (junior year).

Any student who was not accepted into the program for the upcoming academic year may reapply the following year. All students will be given equal opportunity to be admitted into the program. Each denied student will have to formally apply the following year and compete for any available openings in the program with all of the students who are applying that academic year. Each student will have to resubmit all application materials for consideration into the program. If a student is denied he/she will be notified of the reasons why they were denied into the program.

By signing this form, I _____ acknowledge that I have read and fully understand the University of Maine at Presque Isle Athletic Training Program reapplication policy.

Transfer Students

Transfer students are permitted to apply to the program either from CAATE or non-accredited institutions.

CAATE Transfers:

1. Only "GEC" course work from CAATE Accredited Programs will be accepted.
2. Students will be admitted into the program at the same clinical level as their previous program (assuming there is room within the program at that clinical level)
3. The majority of students are looked at as first-year students and will have to fulfill all prerequisite course work and admission/selection criteria as other non-transfer students.

Attendance

1. Attendance is mandatory for all athletic training functions, including: clinical assignments, meetings, events, in-service presentations, games, practices, team-conditioning sessions, or other as designated or assigned. Failure to report to your assigned clinical assignment or other designated function will result in written notification from your preceptor and a resultant decrease on your likert score pertaining to your clinical course level. If the problem persists, you will meet with both your clinical coordinator and Program Director for determination of reassignment or dismissal from the program.
2. Once your assignment begins, only school or family emergencies may be used as a reason to miss athletic training events or functions.

3. If you need time off, it must be cleared with your preceptor after you have made an attempt to have that time covered by another equal or higher level student athletic trainer that has like assignment with the same preceptor. *Each student is required to have a least one day off each week of their clinical rotation.*
4. If you are unable to make an athletic training function or event due to an emergency or unforeseeable illness, you must contact your preceptor as soon as possible.

Athletic Training Program Professional Appearance Policy

1. Casual professional attire is required during program clinical assignments such as practices or events, games or contests, and any other preceptor sponsored activity. Examples of appropriate apparel include:
 - Polo or collared button shirts, blouses, and sweaters
 - Slacks, pants or shorts in solid colors or patterns
 - Clean shoes or sneakers
2. It is appropriate to dress according to the weather to protect oneself from the sun, cold temperature, wind, and moisture. Additionally, note the physical nature of athletic training, such as kneeling, reaching, lifting, or running. These acts can be made even more difficult by wearing apparel that is too tight, restrictive, or inappropriately sized.
3. Certain clothing and styles are not acceptable during clinical assignments or any other clinical experience.

Prohibited clothing items include and are not limited to:

- Denim jeans (except for jean Fridays on non-game/event days)
- T-shirts of any kind (except ATS t-shirts)
- Sleeveless shirts
- Cropped-off halter tops
- Open-toe shoes, sandals, or clogs
- Clothing that is unusually worn, tattered, torn, or stained
- Sweat pants, stretch pants, or workout/exercise clothing (i.e. yoga pants)
- Articles which display or promote illegal acts, tobacco and alcohol products, and profane language or symbols
- Any article deemed unacceptable in an allied health profession

Prohibited styles include and are not limited to:

- Un-tucked shirt tails
- Bare midriffs
- Baseball caps inside buildings
- Baggy pants or shorts worn below waist-line
- Short Shorts-shorts need to fall to mid-thigh
- Any style deemed unacceptable in an allied health profession

4. Inappropriate apparel (as defined above) worn during clinical assignments will be addressed in the following manner by the supervising ATC:
 - The student will be asked to leave
 - The student may return properly dressed
 - The infraction can and will affect course performance as an **unexcused absence** or **unexcused tardiness**.
5. Additional dress code policies may be enforced at different clinical sites. Meet with your supervisor to determine if any other attire is required at that site. Check with Head AT at UMPI for acceptable attire for clinic on campus.
6. **Grooming/Personal Hygiene:** To be physically clean, well groomed, and take steps to prevent and/or address problems of *offensive odors* such as *body odor, cigarette or cigar smoke, and excessive odors of fragrances and colognes in order to be sensitive to scented chemicals that may be offensive, causing allergic, or other adverse reactions for athletes, patients, or staff.* All hair must be neatly groomed (controlled), and not contain any unnatural hair color. Oral hygiene should be taken into consideration before treating patients (i.e. brushing your teeth or eating mints after ingesting garlic or onions for lunch.) Fingernails should be kept short and clean.
7. **Jewelry/Adornments:** The wearing of jewelry, scarves, and accessories (i.e. big rings and earrings) should not interfere with assigned duties and must not pose an infection or physical hazard to the patient, to self, or to another person. “Non-dangling earrings in the ears only. Any other visible parts of the body may not be adorned with jewelry.” **Tattoos** and body art with working or images that may be perceived as offensive (such as, racial slurs, swear words, symbols of death) to patients, families or other persons should be covered during the time worked. Discrete tattoos permitted.
8. **HATS AND OR HOODS are not acceptable in class or at rotation unless preapproved.**

Student Health Records

1. All candidates to the program must receive a standard health physical before they can participate in the program and the physical must be on file in the Health Center as well as Immunization Records.
2. All student athletic trainers' must undergo blood-borne pathogen training and have documentation of completion on file in the Program Director's office.
3. Because athletic training health care workers are at a higher risk for certain diseases such as hepatitis B, all student athletic trainer's must choose either to be vaccinated against hepatitis B or sign the declination form and have this documentation on file before participation in the program.
4. All UMPI (students) athletic trainers are expected to maintain health insurance for their own personal well-being and financial security.

Summary of The HIPAA Privacy Rule

The *Standards for Privacy of Individually Identifiable Health Information* (“Privacy Rule”) establishes, for the first time, a set of national standards for the protection of certain health information. The U.S. Department of Health and Human Services (“HHS”) issued the Privacy Rule to implement the requirement of the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”).¹ The Privacy Rule standards address the use and disclosure of individuals’ health information—called “protected health information” by organizations subject to the Privacy Rule — called “covered entities,” as well as standards for individuals’ privacy rights to understand and control how their health information is used. Within HHS, the Office for Civil Rights (“OCR”) has responsibility for implementing and enforcing the Privacy Rule with respect to voluntary compliance activities and civil money penalties. A major goal of the Privacy Rule is to assure that individuals’ health information is properly protected while allowing the flow of health information needed to provide and promote high quality health care and to protect the public’s health and well being. The Rule strikes a balance that permits important uses of information, while protecting the privacy of people who seek care and healing. Given that the health care marketplace is diverse, the Rule is designed to be flexible and comprehensive to cover the variety of uses and disclosures that need to be addressed. This is a summary of key elements of the Privacy Rule and not a complete or comprehensive guide to compliance. Entities regulated by the Rule are obligated to comply with all of its applicable requirements and should not rely on this summary as a source of legal information or advice. To make it easier for entities to review the complete requirements of the Rule, provisions of the Rule referenced in this summary are cited in notes at the end of this document. To view the entire Rule, and for other additional helpful information about how it applies, see the OCR website:

<http://www.hhs.gov/ocr/hipaa>.

In the event of a conflict between this summary and the Rule, the Rule governs. Links to the OCR Guidance Document are provided throughout this paper. Provisions of the Rule referenced in this summary are cited in endnotes at the end of this document. To review the entire Rule itself, and for other additional helpful information about how it applies, see the OCR website:

<http://www.hhs.gov/ocr/hipaa>.

United States Department of Health and Human Services

FERPA

Education records are kept by University offices to facilitate the educational development of students. Faculty and staff members may also keep informal records relating to their functional responsibilities with individual students.

A federal law, the Family Educational Rights and Privacy Act of 1974, as amended (FERPA), also known as the Buckley Amendment, affords students certain rights concerning their education records. Students have the right to have some control over the disclosure of information from their records. Educational institutions have the responsibility to prevent improper disclosure of personally identifiable information from the records.

Student’s medical records are part of this law. Confidentiality of upmost importance, see website <http://www.umpi.edu/university-offices/osr/ferpa#fac-staff-guidelines>.

Yearly training will be provided by the Athletic Training Program in both HIPAA and FERPA

Student Responsibilities and Duties

Candidacy Students

1. Candidacy students are responsible for studying what goes on in the athletic training room or other assigned health care setting; practicing taping, cleaning, stocking, making ice bags, carrying water assisting (other student athletic trainers and/or) athletic training staff in the performance of their duties or responsibilities.
2. Although candidates have not been formally admitted to the program, they are expected to follow the program's policies and procedures and will be evaluated upon such at your time of potential admission. **No Patient care can be provided.**
3. Students **MUST** complete Blood Borne Pathogens training before any observation hours.

Clinical, Clinical I and Clinical II Athletic Training Students

1. Blood Borne Pathogen Training **MUST** be completed before starting assignment.
2. Under the guidance of your preceptor, assist the upper level athletic training student that you are working with in all duties, tasks, and responsibilities involved in the medical coverage and health care with the population or team assigned.
3. Under the guidance of your preceptor, all evaluations, treatments, documentation of injuries must be within the scope of your training and education.
4. Under the guidance of your preceptor, general athletic training room duties and responsibilities and/or clinic duties will be assigned as needed.
5. All treatment, injury, and rehabilitation notes must be performed in a timely manner and are required to be reviewed by the preceptor.

Clinical III and Clinical IV Athletic Training Student

1. Blood Borne Pathogen Training **MUST** be completed before starting assignment.
2. Athletic Training Students work directly under the supervision of the preceptors --Staff Certified Athletic Trainers, however, the senior athletic training student is expected to take on a leadership role regarding the health care and medical coverage of the team or population those they are assigned.
3. Responsible for attending all assigned team practices, games, conditioning sessions, and team meetings.
4. All initial evaluations should be completed by the upper level athletic training student that day and reviewed and signed by the preceptor in a timely manner.
5. All patient treatment/rehabilitation notes must be completed in a timely manner and reviewed with the preceptor.
6. The Athletic Training Student's duties to their team are not finished until all athletes have received the proper evaluation, treatment, and injury reports or progress notes have been completed.
7. ATS must remain with their teams or population at all times unless relieved by a student of equal or greater training. All students must remain within the sight and guidance of their preceptor.
8. ATS's are responsible for maintaining their medical kits in an orderly and complete manner, including up to date insurance/emergency information and adequate supplies.

General

1. All students, regardless of level, must assist in the daily cleaning needs of their assigned health care facility.
2. All closing cleaning duties must be performed before leaving.
3. **Athletic Training Majors may not compete on more than one athletic team per academic year. This policy is designed to ensure that athletic training students receive the necessary experience and education.**
4. It is your responsibility to keep track of your clinical hours and make copies of them before turning them in to be signed. Hours should be turned in Monday by 5pm to the Clinical Coordinator. Hours not turned in a timely manner will not be accepted. Reflection papers need to accompany hours for hours to be accepted.
5. All athletic training students are expected to report to your clinical site as scheduled. If you are going to be late for any reason, you are expected to notify your preceptor in a timely manner.
6. Athletic training students should strive to achieve the highest level of competence. They should use only those techniques and preparations which they have been instructed on and then authorized to administer.
7. All athletes, regardless of sport, level of athletic ability, age, gender, or culture must be treated equally.
8. The use of tobacco products is prohibited while performing clinical duties.
9. Cell phone use is prohibited while performing clinical duties – see cell phone policy.

Reference Material

Reference materials are available for your use both in the Athletic Training Room Student Office, Head and Assistant Athletic Trainer's offices, ATE Program Director's office, Clinical Coordinator, and at the campus library. Please inquire for a complete list of references.

Harassment

No form of harassment will be tolerated. If you feel you have been harassed either in the work place or in another environment, you should report it immediately to the Office of Equal Opportunity on campus. Please refer to the following URLs for specific University of Maine and National Athletic Trainers Association Policies:
www.umpi.edu/security/sexual-harassment

Liability and Licensure

As an athletic training student, you are responsible for your actions and decisions for the medical care of an athlete, however, those actions and decisions are the legal responsibility of the attending Certified Athletic Trainer. As a student of an educational program at a state institution, you are covered legally by the university; however, legal action can be brought against you regardless of this fact.

The State of Maine has Title Act Licensure for Athletic Trainers, which defines the scope of practice within the State of Maine. Please refer to the following URLs for detailed information regarding professional licensure, regulations, and guidelines in the State of Maine:
<http://www.mainelegislature.org/legis/statutes/32/title32ch127-Asec0.html>

Grievance Procedure

You must speak up if you have a grievance. You are encouraged to speak with the person individually first to resolve the problem. If this is unsuccessful, you are encouraged to talk with the Program Director or Staff ATC not involved in the specific problem. If the grievance involves another student, you are encouraged to speak to the particular person and if you are unable to resolve the issue with that individual, communicate the problem to a staff member or Program Director. If these measures fail, you are encouraged to follow University grievance procedures as outlined in the student handbook or at the following URL:
<http://www.umpi.edu/static/neasc/Standard%206/Student%20Handbook.pdf>
Faculty and staff should follow University grievance policies as outlined on the University of Maine System web page at URL: <http://www2.maine.edu/system/hr/eo.php>

Stipend /Scholarship

There are many opportunities for additional aid for students pursuing athletic training at UMPI. Please inquire with the Financial Aid Office and Program Director for details.

Employment

Students who qualify for federal work study may seek work study jobs in the athletic training room. Work study or outside employment will NOT interfere with your educational commitments. UMPI work study rules/criteria may be found at the following URL:
www.umpi.edu/files/current.../federal-work-study-employers-guide.pdf
At no time can a student receive credit for clinical hours and work study for the same hours

Clinical Sites

The Coordinator of Clinical Education places students in formal clinical rotations. Students gain a variety of clinical experiences under the direct supervision of UMPI's certified athletic training staff and through placements at our formal affiliations with high schools, colleges, and sports medicine clinics. These supervisors are called preceptors. All students are assigned a preceptor during each rotation. The preceptor, together with the clinical education coordinator will develop rotations that will connect didactic course work and the practical application of clinical skills. Clinical sites MUST be within five (5) hours travel time, to ensure that the Coordinator of Clinical Education is able to visit each clinical site EVERY term. Please see page 11 for list of affiliated - clinical sites.

Social Networking Policy

The University of Maine at Presque Isle (UMPI) promotes professional interactions between clinicians and patients. In maintaining this professional interaction, the program prohibits athletic training students from interacting with current patients or student-athletes, those not associated with UMPI, using social networking media. Athletic training students should not accept nor request any interaction involving social networking media with any current patient or non-UMPI student-athlete, regardless of whether the athletic training student is directly responsible for the patient's care. This includes refraining from social networking with student-athletes from athletic teams with whom the athletic training student has no direct contact and patients being treated by another clinician at the athletic training student's clinical education site. This policy further prohibits social interaction with patients and student-athletes by text messaging and electronic mail.

Furthermore, it is unacceptable for athletic training students to interact through social networking media, text message, or electronic mail with patients or student-athletes who are minors, no matter if they are currently working with the minor or if they are no longer providing healthcare for the minor.

Athletic training students should also refrain from sharing any materials, including but not limited to, text, images or video, related to patient diagnosis and care through social networking media, text message, or electronic mail. Any such disclosure of information is in violation of HIPAA guidelines and the UMPI Athletic Training Program Patient Confidentiality Policy.

Cell Phone Policy

Cell phones are prohibited while performing clinical duties. No texting, email, social media and picture taking. If ATS is found in violation the preceptor has the right to remove you from your duties and repeat offenses will result in meeting with CEC and PD. These infractions are a violation of HIPPA and FERRPA rules as well as the Athletic Training program Confidentiality Policy.

**University of Maine at Presque Isle
Athletic Training Program**

Policy: Personal Transportation Policy

Procedure: To ensure all students are aware they will need personal transportation to fulfill any off-campus clinical rotation.

1. Each Athletic Training Student who is assigned an off-campus clinical field experience/rotation will need to provide personal transportation to and from the off-campus site.
2. The Athletic Training Student will be responsible for their gas, car maintenance, and automobile insurance for this purpose.
3. There is no reimbursement for gas or mileage.
4. The Athletic Training Student will not have to have personal transportation their freshman year.
5. Please discuss with the Coordinator of Clinical Education when your off-campus clinical rotation(s) will occur.
6. University of Maine at Presque Isle will not assume responsibility for any travel, insurance, traffic violation, and/or accident expenses.

Athletic Training Program Technical Standards

In order to gain competency as an Athletic Trainer, you should possess or have the ability to demonstrate the following skills, knowledge, or commitment in the subsequent areas upon completion of your education:

1. You should be able to identify injury/illness risk factors associated with physical activity and plan and implement all components of a comprehensive injury/illness prevention program.
2. Conduct a thorough initial clinical evaluation of injuries and illnesses commonly sustained by physical active individuals and formulate an impression of the injury/illness for the primary purpose of (1) administering proper first aid and emergency care and (2) making appropriate referrals to physicians for diagnosis and medical treatment.
3. Be able to provide appropriate first aid and emergency care for acute injuries/illnesses according to accepted standards and refer injured/ill individuals to appropriate health care providers when necessary.
4. Plan and implement a comprehensive rehabilitation/reconditioning program for injuries/illnesses sustained by physical active individuals.
5. Plan, coordinate, and supervise all administrative components of an athletic training program including those pertaining to (1) health care services, (2) financial management, (3) athletic training room management, (4) personnel management, and (5) public relations
6. Be able to provide health care information and counsel physical active individuals, parents, and coaches on matters pertaining to the physical, psychological, and emotional health and well-being of the physical active individual. Interpret the role the Certified

Athletic Trainer as a health care provider, promote athletic training as a professional discipline, and provide instruction in athletic training subject matter areas.

7. Possess current CPR/First Aid certification.
8. Acceptance of the responsibility to stay abreast of current theory and practice in the field of athletic training through continuing education, conference and symposium attendance, and be willing to share knowledge and skills learned to enhance the profession.
9. Demonstrate a strong professional ethic and desire to contribute to the athletic training profession.

Communicable Diseases

The dispensation of athletic training students who are suffering from communicable diseases will be dealt with on a case-by-case basis. The general principles guiding these decisions are: (1) the health of the athletic training student and (2) the health of the patient population represent the paramount concerns. As a result, athletic training students will be removed from clinical activity while they are contagious or while their job performance represents a hazard to their health or the health of the patient population they may come in contact with during the normal course of their educational day.

Students must report to the health center when ill during their clinical rotation. The Health center health care provider, Linda Mastro, NP will notify the Student Support Services (SSS) office. The SSS office will notify all instructors and advisors (Program Director). The student is still required to inform their preceptor as well. All Athletic Training Students must be cleared by the health center health care provider before returning to their clinical rotation, a follow up email will follow clearance.

**University of Maine at Presque Isle
Athletic Training Program**

**University of Maine at Presque Isle
Exposure Control Plan**

Reviewed and Revised 3/5/12

By Linda Mastro Signed hard copy located in Nurses office, Emerson Annex Additional hard copy located in Facilities Support Building

The **University of Maine at Presque Isle** is committed to providing a safe and healthful work environment for our entire staff. In pursuit of this goal, the following exposure control plan (ECP) is provided to eliminate or minimize occupational exposure to bloodborne pathogens in accordance with OSHA standard 29 CFR 1910.1030, "Occupational Exposure to Bloodborne Pathogens."

The ECP is a key document to assist our organization in implementing and ensuring compliance with the standard, thereby protecting our employees. This ECP includes:

- Determination of employee exposure
- Implementation of various methods of exposure control, including: Universal precautions Engineering and work practice controls Personal protective equipment Housekeeping
- Hepatitis B vaccination
- Post-exposure evaluation and follow-up
- Communication of hazards to employees and training
- Recordkeeping
- Procedures for evaluating circumstances surrounding exposure incidents

Implementation methods for these elements of the standard are discussed in the subsequent pages of this ECP.

Program Administration

- Linda Mastro, CRNP, is responsible for implementation of the ECP. The Health Service will maintain, review, and update the ECP at least annually, and whenever necessary to include new or modified tasks and procedures. Contact location/phone number: Emerson Annex, (207) 768-9586.
- Those employees who are determined to have occupational exposure to blood or other potentially infectious materials (OPIM) must comply with the procedures and work practices outlined in this ECP.
- Robert Aughinbaugh, Director, Physical Facilities, will provide and maintain all necessary personal protective equipment (PPE), engineering controls (e.g., sharps containers), labels, and red bags as required by the standard. Robert Aughinbaugh will ensure that adequate supplies of the aforementioned equipment are available in the appropriate sizes. Contact location/phone number: Physical Facilities, (207) 768-9577.

- Linda Mastro, CRNP, Director, Health Service, will be responsible for ensuring that all medical actions required by the standard are performed and that appropriate employee health and OSHA records are maintained. Contact location/phone number: Health Service, Emerson Annex (207) 768-9586.
- Jennie Savage, Human Resource Manager, will be responsible for training, documentation of training, and making the written ECP available to employees, OSHA, and NIOSH representatives. Contact location/phone number: Human Resources, Preble Hall (207) 768-9551.

Employee Exposure Determination

The following is a list of all job classifications at our establishment in which all employees have occupational exposure:

Job Title	Department/Location
Faculty Laboratory Instructors	Folsom/Pullen
Custodians	Campus Buildings
Maintenance	Campus Buildings
Security Staff	Emerson Annex
Residence Hall Director	Emerson Annex
Residence Hall Assistants	Resident Buildings
Athletic Trainers	Wieden Hall
University Coaches	Wieden and Gentile Halls
Director, Physical Facilities	Physical Facilities
Nurse Practitioner	Director, Health Serv., Emerson Annex
Athletic Training Ed Director/instructors	Wieden Hall
Medical Lab Technology Director	South Hall

The following is a list of job classifications in which some employees at our establishment have occupational exposure. Included is a list of tasks and procedures, or groups of closely related tasks and procedures, in which occupational exposure may occur for these individuals:

See above.

NOTE: Part-time, temporary, contract and per diem employees are covered by the bloodborne pathogens standard. The ECP should describe how the standard will be met for these employees. **The part time temporary contract and per diem employees will be given the same training and information as our full time employees.**

Methods of Implementation and Control

Universal Precautions All employees will utilize universal precautions.

Exposure Control Plan Employees covered by the bloodborne pathogens standard receive an explanation of this ECP during their initial training session. It will also be reviewed in their annual refresher training. All employees can review this plan at any time during their work shifts by contacting Jennie Savage, Human Resources Manager, Preble Hall. If requested, we will provide an employee with a copy of the ECP free of charge and within 15 days of the request.

Linda Mastro, CRNP, Director, Health Services, and Robert Aughinbaugh, Director, Physical Facilities, are responsible for reviewing and updating the ECP annually or more frequently if necessary to reflect any new or modified tasks and procedures that affect occupational exposure and to reflect new or revised employee positions with occupational exposure.

Engineering Controls and Work Practices Engineering controls and work practice controls will be used to prevent or minimize exposure to bloodborne pathogens. The specific engineering controls and work practice controls used are listed below:

- Single use gloves
- Fluid resistant gowns or aprons
- Masks
- Eye Protection or face shields

Sharps disposal containers are inspected and maintained or replaced by Robert Aughinbaugh, Director, and Physical Facilities, whenever necessary to prevent overfilling.

This facility identifies the need for changes in engineering controls and work practices through review of OSHA records, employees input, and by suggestion from campus committees or concerns.

We evaluate new procedures and new products regularly by a monthly health and safety committee meeting where the process, literature, suppliers and products are reviewed before use on campus.

Both front-line workers and management officials are involved in this process in the following manner: our health and safety committee meeting consists of a broad spectrum of employees where all areas are represented.

Robert Aughinbaugh, Director, Physical Facilities, is responsible for ensuring that these recommendations are implemented.

Personal Protective Equipment (PPE) PPE is provided to our employees at no cost to them. Training in the use of the appropriate PPE for specific tasks or procedures is provided by the Director, Physical Facilities.

The types of PPE available to employees are as follows: Gloves, Eye Protection, Face Shields or Masks, fluid resistant Clothing, ie. Gowns, aprons.

PPE is located at Physical Facilities and may be obtained through Robert Aughinbaugh, Director, Physical Facilities, (207) 768-9577.

All employees using PPE must observe the following precautions:

- Wash hands immediately or as soon as feasible after removing gloves or other PPE.
- Remove PPE after it becomes contaminated and before leaving the work area.
- Used PPE may be disposed of by Oxus Environmental, Pittsfield, Maine.
- Wear appropriate gloves when it is reasonably anticipated that there may be hand contact with blood or OPIM, and when handling or touching contaminated items or surfaces; replace gloves if torn, punctured or contaminated, or if their ability to function as a barrier is compromised.
- PPE Never wash or decontaminate disposable gloves for reuse.
- Wear appropriate face and eye protection when splashes, sprays, spatters, or droplets of blood or OPIM pose a hazard to the eye, nose, or mouth.
- Remove immediately or as soon as feasible any garment contaminated by blood or OPIM, in such a way as to avoid contact with the outer surface.

The procedure for handling used PPE is as follows:

PPEs will be a disposable product only and anything contaminated will be picked up by OXUS.

Housekeeping Regulated waste is placed in containers which are closable, constructed to contain all contents and prevent leakage, appropriately labeled or color-coded (see the following section "Labels"), and closed prior to removal to prevent spillage or protrusion of contents during handling.

The procedure for handling sharps disposal containers will be picked up by OXUS on an as needed basis.

The procedure for handling other regulated waste is: notification for pickup and manifested by Lab Pac of Vermont on an as needed basis.

Contaminated sharps are discarded immediately or as soon as possible in containers that are closable, puncture-resistant, leak proof on sides and bottoms, and appropriately labeled or color-coded. Sharps disposal containers are available through contact with Physical Facilities.

Bins and pails (e.g., wash or emesis basins) are cleaned and decontaminated as soon as feasible after visible contamination.

Broken glassware that may be contaminated is only picked up using mechanical means, such as a brush and dustpan.

Labels are placed on all appropriate items as according to the MSDS and Hazcom Regulations.

Ricky Wasson, Supervisor of Custodial Staff, is responsible for ensuring that warning labels are affixed or red bags are used as required if regulated waste or contaminated equipment is brought into the facility. Employees are to notify Physical Facilities if they discover **regulated waste** containers, refrigerators containing blood or OPIM, contaminated equipment, etc., without proper labels.

HEPATITIS B VACCINATION

Linda Mastro, CRNP, Director, Health Services, (207) 768-9586, will provide training to employees on hepatitis B vaccinations, addressing safety, benefits, efficacy, methods of administration, and availability.

The hepatitis B vaccination series is available at no cost after initial employee training and within 10 days of initial assignment to all employees identified in the exposure determination section of this plan. Vaccination is encouraged unless: 1) documentation exists that the employee has previously received the series; 2) antibody testing reveals that the employee is immune; or 3) medical evaluation shows that vaccination is contraindicated.

However, if an employee declines the vaccination, the employee must sign a declination form. Employees who decline may request and obtain the vaccination at a later date at no cost. Documentation of refusal of the vaccination is kept at Human Resources, Preble Hall.

Vaccination will be provided by Linda Mastro, CRNP, Director, Health Services, (207) 768-9586, Emerson Annex.

Following the medical evaluation, a copy of the health care professional's written opinion will be obtained and provided to the employee within 15 days of the completion of the evaluation. It will be limited to whether the employee requires the hepatitis vaccine and whether the vaccine was administered.

Post-Exposure Evaluation and FOLLOW-UP

Should an exposure incident occur, contact Jennie Savage, Human Resources Manager, (207) 768-9551 and Linda Mastro, CRNP, Director, Health Services (207) 768-9586.

An immediately available confidential medical evaluation and follow-up will be conducted by Linda Mastro, CRNP, Director, Health Services (207) 768-9586. Following initial first aid (clean the wound, flush eyes or other mucous membrane, etc.), the following activities will be performed:

- Document the routes of exposure and how the exposure occurred.
- Identify and document the source individual (unless the employer can establish that identification is infeasible or prohibited by state or local law).
- Obtain consent and make arrangements to have the source individual tested as soon as possible to determine HIV, HCV, and HBV infectivity; document that the source individual's test results were conveyed to the employee's health care provider.
- If the source individual is already known to be HIV, HCV and/or HBV positive, new testing need not be performed.
- Assure that the exposed employee is provided with the source individual's test results and with information about applicable disclosure laws and regulations concerning the identity and infectious status of the source individual (e.g., laws protecting confidentiality).
- After obtaining consent, collect exposed employee's blood as soon as feasible after exposure incident, and test blood for HBV and HIV serological status
- If the employee does not give consent for HIV serological testing during collection of blood for baseline testing, preserve the baseline blood sample for at least 90 days; if the exposed employee elects to have the baseline sample tested during this waiting period, perform testing as soon as feasible.

Administration of Post Exposure Evaluation and Follow-Up

Douglas Hise, Human Resources Manager, (207) 768-9551, ensures that health care professional(s) responsible for employee's hepatitis B vaccination and post-exposure evaluation and follow-up are given a copy of OSHA's bloodborne pathogens standard.

Douglas Hise, Human Resources Manager, (207) 768-9551, ensures that the health care professional evaluating an employee after an exposure incident receives the following:

- a description of the employee's job duties relevant to the exposure incident
- route(s) of exposure
- circumstances of exposure
- if possible, results of the source individual's blood test
- relevant employee medical records, including vaccination status

Douglas Hise, Human Resources Manager, (207) 768-9551, provides the employee with a copy of the evaluating health care professional's written opinion within 15 days after completion of the evaluation.

Procedures for Evaluating the Circumstances Surrounding an Exposure Incident

Robert Aughinbaugh, Director, Physical Facilities, (207) 768-9577, will review the circumstances of all exposure incidents to determine:

- engineering controls in use at the time
- work practices followed
- a description of the device being used (including type and brand)
- protective equipment or clothing that was used at the time of the exposure incident (gloves, eye shields, etc.)
- location of the incident (O.R., E.R., patient room, etc.)
- procedure being performed when the incident occurred
- employee's training

Robert Auginbaugh, Director, Physical Facilities and/or Linda Mastro, CRNP, Director, Health Services, (207) 768-9586, will record all injuries from contaminated sharps in a Sharps Injury Log located in Physical Facilities.

If revisions to this ECP are necessary, Robert Auginbaugh, Director, Physical Facilities, and/or Linda Mastro, CRNP, Director, Health Services, (207) 768-9586, will ensure that appropriate changes are made.

Employee Training

All employees who have occupational exposure to bloodborne pathogens receive initial and annual training conducted by Douglas Hise, Human Resources Manager, and Linda Mastro, CRNP, Director, Health Services and Health Education.

All employees who have occupational exposure to bloodborne pathogens receive training on the epidemiology, symptoms, and transmission of bloodborne pathogen diseases. In addition, the training program covers, at a minimum, the following elements:

- a copy and explanation of the OSHA bloodborne pathogen standard
- an explanation of our ECP and how to obtain a copy

- an explanation of methods to recognize tasks and other activities that may involve exposure to blood and OPIM, including what constitutes an exposure incident
- an explanation of the use and limitations of engineering controls, work practices, and PPE
- an explanation of the types, uses, location, removal, handling, decontamination, and disposal of PPE
- an explanation of the basis for PPE selection
- information on the hepatitis B vaccine, including information on its efficacy, safety, method of administration, the benefits of being vaccinated, and that the vaccine will be offered free of charge
- information on the appropriate actions to take and persons to contact in an emergency involving blood or OPIM
- an explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available
- information on the post-exposure evaluation and follow-up that the employer is required to provide for the employee following an exposure incident
- an explanation of the signs and labels and/or color coding required by the standard and used at this facility
- an opportunity for interactive questions and answers with the person conducting the training session.

Training materials for this facility are available at Physical Facilities (Physical Facilities Building), Health Services (Emerson Annex) and Human Resources (Preble Hall).

Recordkeeping

Training Records are completed for each employee upon completion of training. These documents will be kept for at least three years at Human Resources, Preble Hall. The training records include:

- the dates of the training sessions
- the contents or a summary of the training sessions
- the names and qualifications of persons conducting the training
- the names and job titles of all persons attending the training sessions

Employee training records are provided upon request to the employee or the employee's authorized representative within 15 working days. Such requests should be addressed to Jennie Savage, Human Resources in Preble Hall.

Medical Records

Medical records are maintained for each employee with occupational exposure in accordance with 29 CFR 1910.1020, "Access to Employee Exposure and Medical Records."

Linda Mastro, CRNP, Director, Health Services, is responsible for maintenance of the required medical records. These confidential records are kept at Health Services, Emerson Annex, for at least the duration of employment plus 30 years.

Employee medical records are provided upon request of the employee or to anyone having written consent of the employee within 15 working days. Such requests should be sent to Linda Mastro, CRNP, Director, Health Services, and Emerson Annex.

OSHA Recordkeeping

An exposure incident is evaluated to determine if the case meets OSHA's Recordkeeping Requirements (29 CFR 1904). This determination and the recording activities are done by Jennie Savage, Human Resources, and Preble Hall.

Sharps Injury Log

In addition to the 1904 Recordkeeping Requirements, all injuries from contaminated sharps are also recorded in a sharp Injury Log. All incidences must include at least:

- date of the injury
- type and brand of the device involved (syringe, suture needle)
- department or work area where the incident occurred
- explanation of how the incident occurred.

This log is reviewed as part of the annual program evaluation and maintained for at least five years following the end of the calendar year covered. If a copy is requested by anyone, it must have any personal identifiers removed from the report.

Athletic Training

Maine Revised Statute Title 32, Chapter 127-A: ATHLETIC TRAINERS

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32 §14351. PURPOSE

The Legislature finds that the practice of athletic training affects the public health, safety and welfare and is subject to regulation in the public interest. The purpose of this chapter is to protect the public from unlicensed persons professing to be "athletic trainers" and from unprofessional conduct by persons licensed to use the term "athletic trainer." [2007, c. 402, Pt. JJ, §1 (AMD).]

SECTION HISTORY

1995, c. 275, §1 (NEW). 2007, c. 402, Pt. JJ, §1 (AMD).

32 §14353. COMMISSIONER; POWERS AND DUTIES

The commissioner or the commissioner's designee has the following powers and duties in addition to all other powers and duties set forth in this chapter. [1995, c. 275, §1 (NEW).]

1. Standards. The commissioner shall administer and enforce the standards under this chapter.

[1995, c. 275, §1 (NEW) .]

2. Rules. The commissioner shall adopt rules in accordance with the Maine Administrative Procedure Act necessary to carry out the purposes of this chapter.

[1995, c. 275, §1 (NEW) .]

3. Complaints.

[2007, c. 402, Pt. JJ, §2 (RP) .]

4. Contracts.

[2007, c. 402, Pt. JJ, §2 (RP) .]

5. Hearings.

[2007, c. 402, Pt. JJ, §2 (RP) .]

6. Advisory council. The commissioner shall select members of the athletic training community to serve on an advisory council and to consult with the commissioner concerning the regulation of athletic trainers. The council may submit recommendations to the department concerning any matter and the department may consider the recommendations in making its decisions. Membership on the council is not a conflict of interest regardless of the occupations or associations of the members.

[2007, c. 402, Pt. JJ, §2 (AMD) .]

7. Employees.

[2007, c. 402, Pt. JJ, §2 (RP) .]

8. Budget.

[2007, c. 402, Pt. JJ, §2 (RP) .]

SECTION HISTORY

1995, c. 275, §1 (NEW). 2007, c. 402, Pt. JJ, §2 (AMD).

32 §14355. LICENSE VIOLATIONS

A person who violates section 14354 is subject to the provisions of Title 10, section 8003-C. [2007, c. 402, Pt. JJ, §3 (AMD).]

SECTION HISTORY

1995, c. 275, §1 (NEW). 1999, c. 547, §B78 (AMD). 1999, c. 547, §B80 (AFF). 2007, c. 402, Pt. JJ, §3 (AMD).

32 §14358. FEES

The Director of the Office of Licensing and Registration within the department may establish by rule fees for purposes authorized under this chapter in amounts that are reasonable and necessary for their respective purposes, except that the fee for any one purpose may not exceed \$300 annually. Rules adopted pursuant to this section are routine technical rules pursuant to Title 5, chapter 375, subchapter 2-A. [2007, c. 402, Pt. JJ, §6 (AMD).]

SECTION HISTORY

1995, c. 275, §1 (NEW). 1999, c. 685, §23 (AMD). 2007, c. 402, Pt. JJ, §6 (AMD).

32 §14359. RENEWAL

A license renewal fee as set under section 14358 must be paid by the licensee. Licenses issued under this chapter expire annually on their anniversary date or as otherwise provided by the commissioner. Any license not renewed by its date of expiration automatically expires. Licenses may be renewed up to 90 days after the date of expiration upon payment of a late fee in addition to the renewal fee as set under section 14358. A person who submits an application for renewal more than 90 days after the license expiration date is subject to all requirements governing new applicants under this chapter, except that the department may in its discretion, giving consideration to the protection of the public, waive examination if the renewal application is received, together with the late fee and renewal fee, within 2 years from the date of that expiration. Rules adopted pursuant to this section are routine technical rules pursuant to Title 5, chapter 375, subchapter 2-A. [2007, c. 402, Pt. JJ, §7 (AMD).]

For the purposes of satisfying the continuing education requirements, each application for license renewal must include current certification by the National Athletic Trainers' Association or its successor or other organization approved by the department. [2007, c. 402, Pt. JJ, §7 (AMD).]

SECTION HISTORY

1995, c. 275, §1 (NEW). 1999, c. 685, §24 (AMD). 2007, c. 402, Pt. JJ, §7 (AMD).

32 §14360. TEMPORARY LICENSES

A temporary license may be granted to a person who has completed the education and

experience requirements of this chapter and has submitted the license fee as set under section 14358. This license allows the person to use the title "student athletic trainer" when practicing under the direction of a licensed athletic trainer. This license becomes invalid after 6 months or upon failure by the licensee of the National Athletic Trainers' Association Board of Certification examination, whichever event occurs first. The license may not be renewed. [2007, c. 402, Pt. JJ, §8 (AMD).]

SECTION HISTORY

1995, c. 275, §1 (NEW). 2007, c. 402, Pt. JJ, §8 (AMD).

32 §14361. REVOCATION AND REISSUANCE

(REPEALED)

SECTION HISTORY

1995, c. 275, §1 (NEW). 1999, c. 547, §B78 (AMD). 1999, c. 547, §B80 (AFF). 2007, c. 402, Pt. JJ, §9 (RP).

32 §14361-A. DENIAL OR REFUSAL TO RENEW LICENSE; DISCIPLINARY ACTION

In addition to the grounds enumerated in Title 10, section 8003, subsection 5-A, paragraph A, the department may deny a license, refuse to renew a license or impose the disciplinary sanctions authorized by Title 10, section 8003, subsection 5-A for: [2007, c. 402, Pt. JJ, §10 (NEW).]

1. Addiction. Addiction to alcohol or other drugs resulting in the licensed athletic trainer's inability to perform that trainer's duties safely and competently;

[2007, c. 402, Pt. JJ, §10 (NEW) .]

2. Incompetency. A court finding of mental incompetency;

[2007, c. 402, Pt. JJ, §10 (NEW) .]

3. Accomplice. Aiding a person not duly licensed as an athletic trainer in misrepresentation as an athletic trainer; or

[2007, c. 402, Pt. JJ, §10 (NEW) .]

4. Unethical conduct. A finding by the National Athletic Trainers' Association's Ethics Committee of a violation of the National Athletic Trainers' Association's Code of Ethics or a finding by the National Athletic Trainers' Association's Board of Certification's Professional Practice and Discipline Committee of a violation of the Board of Certification's Standards of Professional Practice or findings by successor or other organizations with respect to codes of ethics approved by the department.

[2007, c. 402, Pt. JJ, §10 (NEW) .]

SECTION HISTORY

2007, c. 402, Pt. JJ, §10 (NEW).

32 §14362. DISPOSITION OF FEES

(REPEALED)

SECTION HISTORY

1995, c. 275, §1 (NEW). 1995, c. 502, §H48 (AMD). 2007, c. 402, Pt. JJ, §11 (RP).

32 §14352. DEFINITIONS

As used in this chapter, unless the context otherwise indicates, the following terms have the following meanings. [1995, c. 275, §1 (NEW).]

1. Athlete. "Athlete" means a physically active individual training for or participating in an amateur, educational or professional athletic organization or any other association that sponsors athletic programs or events in the State.

[1995, c. 275, §1 (NEW) .]

2. Athletic injury. "Athletic injury" means a disruption of tissue continuity that is sustained by an athlete or recreational athlete when that injury:

A. Results from that individual's participation in or training for sports, fitness training or other athletic competition; or [1995, c. 275, §1 (NEW).]

B. Restricts or prevents that individual from participation in those activities. [1995, c. 275, §1 (NEW).]

[1995, c. 275, §1 (NEW) .]

3. Athletic trainer. "Athletic trainer" means a person licensed by the department to use that title after meeting the requirements of this chapter.

[1995, c. 275, §1 (NEW) .]

4. Athletic training. "Athletic training" means:

A. Prevention of athletic injuries; [1995, c. 275, §1 (NEW).]

B. Recognition and evaluation of athletic injuries; [1995, c. 275, §1 (NEW).]

C. Management, treatment and disposition of athletic injuries; [1995, c. 275, §1 (NEW).]

D. Rehabilitation of athletic injuries; [1995, c. 275, §1 (NEW).]

E. Organization and administration of an athletic training program; and [1995, c. 275, §1 (NEW).]

F. Education and counseling of athletes, recreational athletes, coaches, family members, medical personnel and communities in the area of care and prevention of athletic injuries. [1995, c. 275, §1 (NEW).]

[1995, c. 275, §1 (NEW) .]

5. Commissioner. "Commissioner" means the Commissioner of Professional and Financial Regulation.

[1995, c. 275, §1 (NEW) .]

6. Department. "Department" means the Department of Professional and Financial Regulation.

[1995, c. 275, §1 (NEW) .]

7. Recreational athlete. "Recreational athlete" means an individual participating in fitness training and conditioning, sports or other athletic competition, practices or events requiring physical strength, agility, flexibility, range of motion, speed or stamina and who is not affiliated with an amateur, educational or professional athletic organization or any association that sponsors athletic programs or events in the State.

[1995, c. 275, §1 (NEW) .]

SECTION HISTORY

1995, c. 275, §1 (NEW).

32 §14354. NECESSITY FOR LICENSURE

Beginning January 1, 1996 a person may not profess to be an athletic trainer or use the title "athletic trainer" alone or in connection with other words or the initials "AT" alone or in connection with other initials, whether or not compensation is received, unless licensed in accordance with this chapter. [1995, c. 275, §1 (NEW).]

1. Athletic training. When providing athletic training to an athlete without referral from a doctor of medicine, osteopathy, podiatry or dentistry, the athletic trainer is subject to the following requirements.

A. An athletic trainer may not make a medical diagnosis. The athletic trainer shall refer to a licensed doctor of medicine, osteopathy, podiatry or dentistry an athlete whose physical condition, either at the initial evaluation or during subsequent treatment, the athletic trainer determines to be beyond the scope of the practice of the athletic trainer. [1995, c. 275, §1 (NEW).]

B. If there is no improvement in an athlete who has sustained an athletic injury within 15 days of initiation of treatment, the athletic trainer shall refer the athlete to a licensed doctor of medicine, osteopathy, podiatry or dentistry or a licensed physical therapist. [1995, c. 275, §1 (NEW).]

C. If an athletic injury requires treatment for more than 45 days, the athletic trainer shall consult with, or refer the athlete to, a licensed doctor of medicine, surgery, osteopathy, podiatry or dentistry or a licensed physical therapist. The athletic trainer shall document the action taken. [1995, c. 275, §1 (NEW).]

[1995, c. 275, §1 (NEW) .]

2. Training of recreational athlete. When providing athletic training to the recreational athlete, for other than emergency care or the care of minor sprains, strains and contusions, the athletic trainer shall refer the athlete to a doctor of medicine, osteopathy, podiatry or dentistry or a licensed physical therapist.

For the treatment of the recreational athlete, for other than emergency care or the care of minor sprains, strains and contusions, the athletic trainer must receive referral from a doctor of medicine, osteopathy, podiatry or dentistry or a licensed physical therapist.

When providing care and treatment to the recreational athlete sustaining minor sprains, strains and contusions, the athletic trainer is subject to the following requirements.

A. An athletic trainer may not make a medical diagnosis. The athletic trainer shall refer to a licensed doctor of medicine, osteopathy, podiatry or dentistry an athlete whose physical condition, either at the initial evaluation or during subsequent treatment, the athletic trainer determines to be beyond the scope of practice of the athletic trainer. [1995, c. 275, §1 (NEW).]

B. If there is no improvement in a recreational athlete who has sustained an athletic injury within 15 days of initiation of treatment, the athletic trainer shall refer the recreational athlete to a licensed doctor of medicine, osteopathy, podiatry or dentistry or a licensed physical therapist. [1995, c. 275, §1 (NEW).]

C. If an athletic injury requires treatment for more than 45 days, the athletic trainer shall consult with or refer the recreational athlete to a licensed doctor of medicine, osteopathy, podiatry or dentistry or a licensed physical therapist. [1995, c. 275, §1 (NEW).]

[1995, c. 275, §1 (NEW) .]

SECTION HISTORY

1995, c. 275, §1 (NEW).

32 §14356. EXEMPTIONS

Nothing in this chapter prevents or restricts the practice, services or activities of: [1995, c. 275, §1 (NEW).]

1. Federal employee. A person employed as an athletic trainer by the Federal Government or any federal agency if that person provides athletic training under the direction or control of that person's employing organization;

[1995, c. 275, §1 (NEW) .]

2. Student athletic trainer. A person fulfilling the requirements for licensure or pursuing a supervised course of study leading to a degree or certificate in athletic training at an accredited or approved educational program if the person is designated by a title that indicates that person's status as a student or trainee;

[1995, c. 275, §1 (NEW) .]

3. Experience requirement. A person fulfilling the supervised practical training requirements of this chapter if that training is necessary to meet the requirements of this chapter; or [1995, c. 275, §1 (NEW) .]

4. Visiting team. A person performing athletic training services in the State for an out-of-state team that is in the State for competition at which an athletic trainer licensed under this chapter or a physician is available if these services are performed for no more than 4 days at a time or for no more than 30 days a year.

[1995, c. 275, §1 (NEW) .]

SECTION HISTORY

1995, c. 275, §1 (NEW).

32 §14357. QUALIFICATIONS FOR LICENSURE

1. Qualifications. To qualify for a license as an athletic trainer an applicant must:

A. Demonstrate that the applicant is trustworthy and competent to engage in practice as an athletic trainer in a manner that safeguards the interests of the public; [1995, c. 275, §1 (NEW).]

B. Be a graduate of a college or university approved by the department and have successfully completed that college's or university's curriculum in athletic training or other curricula acceptable to the department and have completed an athletic training program approved by the National Athletic Trainers' Association or its successor or other organization approved by the department or a program of practical training in athletic training acceptable to the department; and [2007, c. 402, Pt. JJ, §4 (AMD).]

C. Have passed the National Athletic Trainers' Association Board of Certification examination or be currently certified by the National Athletic Trainers' Association or its successor or other organization approved by the department. [2007, c. 402, Pt. JJ, §5 (AMD).]

[2007, c. 402, Pt. JJ, §§4, 5 (AMD) .]

SECTION HISTORY

1995, c. 275, §1 (NEW). 2007, c. 402, Pt. JJ, §§4, 5 (AMD).

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NATA Code of Ethics

Preamble

The Code of Ethics of the National Athletic Trainers' Association has been written to make the membership aware of the principles of ethical behavior that should be followed in the practice of athletic training. The primary goal of the Code is the assurance of high quality health care. The Code presents aspirational standards of behavior that all members should strive to achieve.

The principles cannot be expected to cover all specific situations that may be encountered by the practicing athletic trainer, but should be considered representative of the spirit with which athletic trainers should make decisions. The principles are written generally and the circumstances of a situation will determine the interpretation and application of a given principle and of the Code as a whole. Whenever there is a conflict between the Code and legality, the laws prevail. The guidelines set forth in this Code are subject to continual review and revision as the athletic training profession develops and changes.

Principle 1:

Members shall respect the rights, welfare and dignity of all individuals.

1.1 Members shall not discriminate against any legally protected class.

1.2 Members shall be committed to providing competent care consistent with both the requirements and the limitations of their profession.

Members shall preserve the confidentiality of privileged information and shall not release such information to a third party not involved in the patient's care unless the person consents to such release or release is permitted or required by law.

Principle 2:

Members shall comply with the laws and regulations governing the practice of athletic training.

2.1 Members shall comply with applicable local, state, and federal laws and institutional guidelines.

2.2 Members shall be familiar with and adhere to all National Athletic Trainers' Association guidelines and ethical standards.

2.3 Members are encouraged to report illegal or unethical practice pertaining to athletic training to the appropriate person or authority.

2.4 Members shall avoid substance abuse and, when necessary, seek rehabilitation for chemical dependency.

Principle 3:

Members shall accept responsibility for the exercise of sound judgment.

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

3.2 Members shall provide only those services for which they are qualified via education and/or experience and by pertinent legal regulatory process.

3.3 Members shall provide services, make referrals, and seek compensation only for those services that are necessary.

Principle 4:

Members shall maintain and promote high standards in the provision of services.

4.1 Members shall recognize the need for continuing education and participate in various types of educational activities that enhance their skills and knowledge.

4.2 Members who have the responsibility for employing and evaluating the performance of other staff members shall fulfill such responsibility in a fair, considerate, and equitable manner, on the basis of clearly enunciated criteria.

4.3 Members who have the responsibility for evaluating the performance of employees, supervisees, or students, are encouraged to share evaluations with them and allow them the opportunity to respond to those evaluations.

4.4 Members shall educate those whom they supervise in the practice of athletic training with regard to the Code of Ethics and encourage their adherence to it.

4.5 Whenever possible, members are encouraged to participate and support others in the conduct and communication of research and educational activities that may contribute knowledge for improved patient care, patient or student education, and the growth of athletic training as a profession.

When members are researchers or educators, they are responsible for maintaining and promoting ethical conduct in research and educational activities.

Principle 5:

Members shall not engage in any form of conduct that constitutes a conflict of interest or that adversely reflects on the profession.

5.1 The private conduct of the member is a personal matter to the same degree as is any other person's except when such conduct compromises the fulfillment of professional responsibilities.

5.2 Members of the National Athletic Trainers' Association and others serving on the Association's committees or acting as consultants shall not use, directly or by implication, the

Association's name or logo or their affiliation with the Association in the endorsement of products or services.

5.3 Members shall not place financial gain above the welfare of the patient being treated and shall not participate in any arrangement that exploits the patient.

5.4 Members may seek remuneration for their services that is commensurate with their services and in compliance with applicable law.

ATH 101

Semester/Year: Grade:

HPR 101

Semester/Year: Grade:

ATH 244

Semester/Year: Grade:

ATH 225

Semester/Year: Grade:

ATH/PHE 340

Semester/Year: Grade:

BIO 261/L

Semester/Year: Grade:

BIO 261L

Semester/Year: Grade:

Current Cumulative UMPI GPA:

Athletic

Training Experience/Information

Were you an athletic training student in High School Yes No
Number of years:

Were you supervised by an BOC Certified Athletic Trainer Yes No
Number of hours:

Were you an athletic training student at another university or college Yes No
Number of years:

Were you supervised by an BOC Certified Athletic Trainer Yes No
Number of hours:

Are you a student member of the National Athletic Trainers' Association Yes No

Do you expect to make athletic training your primary career choice Yes No

Have you read the Athletic Training Program Policies and Procedures Manual
 Yes No

Are you CPR certified and AED Yes No
Expiration Date:

Are you certified in First Aid Yes No
Expiration Date:

Please answer the following questions to the best of your ability.

Why do you want to be a certified athletic trainer?

What unique qualities can you bring to the program at UMPI?

What do you want to be doing professionally five years after you graduate from UMPI?

What is the role of the certified athletic trainer in the athletic program?

There are many misconceptions about the profession of athletic training. For example, some people might say that it is easy, that all athletic trainers do is tape and give water, that it is a “stepping stone” to a better way of life (e.g.: medical school). How do you respond to these misconceptions?

Signature

Date

**University of Maine at Presque Isle
Athletic Training Program
Observation Hours Log**

Name:

Date	Description	Supervisor
------	-------------	------------

**University of Maine at Presque Isle
Athletic Training Program
Observation Journal**

Name:

Date: **Experience:**

**University of Maine at Presque Isle
Athletic Training Program
Policy and Procedure Understanding Form**

I, _____, as a athletic training student participating in the athletic training program at the University of Maine at Presque Isle hereby confirm by my signature below, that I have been given a copy of, read, and comprehend the current _____ Athletic Training Program Policies and Procedures Manual.

I also agree to abide by all the policies and procedures contained within the manual and understand that any deviation or violation of those policies and procedures could result in disciplinary action or dismissal from the athletic training program.

I also have been informed that the manual is always available for my review within the Athletic Training Offices and that if I feel I do not understand or disagree with those policies and procedures contained in the manual, that I can ask for assistance from a staff member or discuss my disagreement with them in order to resolve it

Signature

Date

Witness Signature

Date

**University of Maine at Presque Isle
Athletic Training Program
Bloodborne Pathogen Training**

Name:

On _____, I underwent Bloodborne pathogens training at the University of Maine at Presque Isle.
My score on the Bloodborne pathogens training test was _____.

Signature

Date

Instructor Signature

Date

**University of Maine at Presque Isle
Athletic Training Program
Hepatitis B Vaccine Declination**

I understand that due to my occupational exposure to blood or other potentially infectious materials, I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to seek vaccination through a provider at the University of Maine at Presque Isle. However, I decline hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with hepatitis B vaccine, I can receive the vaccination series through a provider at the University of Maine at Presque Isle.

Name:

SS #:

Signature

Date

**Athletic Training Program
Communicable Diseases**

The dispensation of athletic training students who are suffering from communicable diseases will be dealt with on a case-by-case basis. The general principles guiding these decisions are: (1) the health of the athletic training student and (2) the health of the physically active patients represent the paramount concerns. As a result, athletic training students will be removed from clinical activity while they are contagious or while their job performance represents a hazard to their health or the health of the physically active patients they may come in contact with during the normal course of their educational day.

Students must report to the health center when ill during their clinical rotation. The Health center health care provider will notify the Student Support Services (SSS) office. The SSS office will notify all instructors and advisors (Program Director). The student is still required to inform their ACI/CI as well. All Athletic Training Students must be cleared by the health center health care provider before returning to their clinical rotation, a follow up email will follow clearance.

By signing this form, I _____ acknowledge that I have read and fully understand the University of Maine at Presque Isle Athletic Training Program Communicable policy.

Athletic Training Student

AT Program Director

Athletic Training Program Technical Standards

The Athletic Training program at the University of Maine at Presque Isle (UMPI) is a rigorous program that places specific requirements/demands on its students. One of the programs objectives is to prepare graduates to enter a variety of employment settings as an entry-level certified athletic trainer. The technical standards establish the essential qualities necessary for students admitted to this program to achieve the knowledge, skills, and competencies of an entry-level certified athletic trainer as well as meet the expectations of the accrediting agency (CAATE). The following abilities and expectations must be met by all students admitted to the program. Candidates for selection to the program will be required to verify they understand the standards and, with or without reasonable accommodations, meet the standards. For information regarding the University's policy for accommodating students with disabilities contact the Office of Student Support Services, Rm 120 South Hall, or via telephone at 207.768.9615.

In order to gain competency as an Athletic Trainer, you should possess or have the ability to demonstrate the following skills, knowledge, or commitment in the subsequent areas upon completion of your education:

1. You should be able to identify injury/illness risk factors associated with physical activity and plan and implement all components of a comprehensive injury/illness prevention program.
2. Conduct a thorough initial clinical evaluation of injuries and illnesses commonly sustained by physical active individuals and formulate an impression of the injury/illness for the primary purpose of (1) administering proper first aid and emergency care and (2) making appropriate referrals to physicians for diagnosis and medical treatment.
3. Be able to provide appropriate first aid and emergency care for acute injuries/illnesses according to accepted standards and refer injured/ill individuals to appropriate health care providers when necessary.
4. Plan and implement a comprehensive rehabilitation/reconditioning program for injuries/illnesses sustained by physical active individuals.
5. Plan, coordinate, and supervise all administrative components of an athletic training program including those pertaining to (1) health care services, (2) financial management, (3) athletic training room management, (4) personnel management, and (5) public relations
6. Be able to provide health care information and counsel physical active individuals, parents, and coaches on matters pertaining to the physical, psychological, and emotional health and well-being of the physical active individual. Interpret the role the Certified Athletic Trainer as a health care provider, promote athletic training as a professional discipline, and provide instruction in athletic training subject matter areas.
7. Possess current CPR/First Aid certification.
8. Acceptance of the responsibility to stay abreast of current theory and practice in the field of athletic training through continuing education, conference and symposium attendance, and be willing to share knowledge and skills learned to enhance the profession.
9. Demonstrate a strong professional ethic and desire to contribute to the athletic training profession.

A student who is admitted to the program but is unable to fulfill these technical standards, with or without reasonable accommodation, will not be able to complete the program.

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

Signature of Applicant

Date

Health Care Provider

Date

Program Director

Date

Sign below only if accommodations are needed

Alternative statement for students requesting accommodations.

I certify that I have read and understand the technical standards of selection listed above and I believe to the best of my knowledge that I can meet each of these standards with certain accommodations. I have contacted the Office of Student Support Services to determine what accommodations are available. I understand that if I am unable to meet these standards with or without accommodations, I will not be admitted into the program.

Signature of Applicant

Date

**University of Maine at Presque Isle
Athletic Training Program
Verification of Physical**

I am verifying that a physical, including an orthopedic evaluation and a general wellness check was performed on:

NAME: _____

DATE: _____

Physical Form will be housed in student health center on UMPI campus.

MD/OD/ FNP/PA

Athletic Training Program Agreement of Confidentiality

Athletic Training is a health care profession. Therefore, medical records are created/maintained and confidentiality is essential. At no time should there be any discussion about an injury or injured athlete with anyone other than the immediate medical staff. This includes parents, roommates, professors, the press, and others in the community without prior written consent from the athlete. Athletic training students must always be aware of surroundings and other persons present before discussing any information relating to a student-athlete. The following Agreement of Confidentiality must be upheld by all members of the Athletic Training Staff and Athletic Training Program.

As an athletic training student, I understand that I have an obligation to myself, to all student-athletes, coaches, members of the UMPI community, our affiliated sites, and to my clinical supervisors, to withhold any information that I acquire professionally or socially which is considered confidential, from anyone other than my immediate supervisors. Included in this information is anything relative to the student-athletes medical condition, the treatment and rehabilitation of any medical condition and any information which I acquire during the conduct of my academic and professional duties, or any information that is not considered to be public knowledge. I am aware that any breach of this trust will jeopardize my ability to continue to function as an athletic training student in the Athletic Training program.

Furthermore, I understand that as an athletic training student I am required to uphold the Code of Professional Practice as outlined by the National Athletic Trainers' Association and the State of Maine Athletic Training Title Act. I am aware that a copy of these documents is present in the Athletic Training Program Policies and Procedures Manual.

Athletic Training Student Signature

Date

Witness

Date

**University of Maine at Presque Isle
Athletic Training Program
Direct Supervision Policy**

The following policy was developed by the UMPI Athletic Training program to meet the Clinical Education requirements (J1) regarding clinical supervision:

1. Athletic training students (ATS) must have consistent and daily visual and auditory contact with their designated preceptor. The preceptor must provide on-going communication regarding performance, athletic training skills, and day-to-day issues pertaining to the care of the athlete.
2. The preceptor must be physically present to and have the ability to intervene on behalf of student when necessary.
3. The preceptor must engage in clinical instruction/discussion/practice time during supervision of the athletic training student.
4. UMPI Athletic Training program faculty will conduct several in person clinical site visits and consultations through telephone or email conversations that will occur during each of the rotations to discuss student progress, clinical education, and discuss/resolve any issues. Consultations and visit will be arranged by Clinical Education Coordinator.
5. ATS will be assigned to a variety of clinical assignments- patient populations. Those assignments are based upon students' needs and goals and should include a variety of populations including high school, a rotation with a male and female team, an upper body specific sport, a lower body specific sport, equipment intensive, a general medical rotation, as well of other opportunities agreed a upon by the PD, CEC and student.

Student Name	Student Signature	Date
Preceptor Name	Preceptor Signature	Date
Director, AT Program Name	Director, AT Program Signature	Date
Clinical Ed. Coordinator Name	Clinical Ed. Coordinator Signature	Date

University of Maine at Presque Isle Insurance Form
ATHLETIC TRAINING STUDENT TO COMPLETE USING BLACK INK

Date of this Form: _____
(Month) (Day) (Year)

ATS Full Name: _____
(Last) (First) (Middle)

Date of Birth _____ Age _____ Local phone number _____

Emergency Contact Info		
Name: _____ (Last) (First) (Middle)		
Address _____		
City _____	State _____	Zip _____
Phone # (_____) _____		
Do you have Group Medical Insurance through your Employment? Yes _____ No _____		
Insurance Company: _____		
Address: _____		
City _____	State _____	Zip _____
Phone # (_____) _____	Policy # _____	
I.D. # _____	Group # _____	
Contact Person _____		

If you have medical insurance coverage and are not covered or only partially covered due to policy limitations, please explain:

WITH MY SIGNATURE BELOW,

- I hereby authorize the University of Maine at Presque Isle and any of its insurance companies and representatives to inspect or secure copies of case history record, laboratory reports, diagnosis, x-rays and other data covering this and/or previous confinements, and /or disabilities. A photostatic copy of this authorization shall be deemed as effective and valid as the original.
- I authorize assignment to go directly to physician, hospital, radiologist, anesthesiologist, and rehabilitation services for medical services rendered to the above named athlete. A photostatic copy of this authorization shall be deemed as effective and valid as the original.
- I agree that all information provided in this document is accurate and complete to the best of my knowledge. I understand that any incorrect or undisclosed information can result in duplicate payments creating a substantial over payment. The responsibility of such payment will be the responsibility of the undersigned to reimburse IN FULL, upon request, all amounts deemed refundable.

Student Signature: _____ Date _____

UMPI Athletic Training Student Evaluation

Dates/Year: _____

PRINT Student's Name _____

Sport/Rotation: _____

Facility Location: _____

These evaluations are very important. NO student is expected to be perfect; therefore everyone has room for improvement. Please be honest in your evaluation and comments. Please write the appropriate Scale (number) next to each item, including +/- if you wish. EXPLAIN any rating that falls below average (3). When finished, meet with the AT student and return this form to the Athletic Training Clinical Education Coordinator.

- Scale:**
- 5 (Excellent)** – performs duties extremely well, as good as upper class – ATS' or ATC's
 - 4 (Above Average)** – performs duties better than most ATS' at this level.
 - 3 (Average)** – performs duties as well as most students at this level; needs supervision.
 - 2 (Below Average)** – performs duties at an unsatisfactory level; needs close supervision.
 - 1 (Deficient)** – needs remedial aid prior to advancing.
 - N/A (Not Applicable)** – these duties were not observed or ATS has not acquired these skills yet.

Professional Qualities

Firm with athletes	Written documentation skills
Alert during practices	Verbal communication skills
Ability to act, but not over-react	Resourceful (problem solver)
Follows instructions and accepts tasks	Behaves in an ethical & moral fashion
Ability to work with coach(s) / med staff	Good rapport with patients
Knowledge of injuries & illnesses	Medical terminology
Knowledge of protective equipment	Evidence Based Research discussions

Comments: _____

Personal Qualities

Enthusiasm	Acceptance to criticism
Initiative (looks for tasks to do)	Leadership
Attitude towards work, setting, & patient	Trust (confidentiality)
Confidence & self-image	Loyalty
Drive & ambition	Punctuality
Willingness to learn	Creative

Comments: _____

Overall Strengths for this AT Student (considering level)

Suggestion for noted weaknesses for the AT Student (considering level)

The signatures below indicate that the Clinical Instructor has reviewed and discussed this form with the Athletic Training Student. The signature of the student does not indicate that he/she agrees with this evaluation; but simply that he/she has been informed. The purpose of this evaluation is to improve the student as well as our athletic training program.

_____/_____/_____
Clinical Instructor's Signature Date Student's Signature Date

To be completed by CEC/Preceptor:

Professional Qualities sub-total: _____

Personal Qualities Sub-total: _____

Total: _____

Final Letter Grades will be awarded on the following scale:

A+: 136-140%	C+: 107-111%
A: 131-135%	C: 102-106%
A-: 126-130%	C-: 98-101%
B+: 121-125%	D+: 94-97%
B: 116-120%	D: 89-93%
B-: 112-115%	D-: 84-88%
	F: 00-83%

Students must obtain a "C" in order to progress to the next clinical level

Overall Evaluation of this AT Student

+ A -	Outstanding (always, most of the time)	+ D -	Poor work (consistently, sometimes, very poor)
+ B -	Good work (consistently, sometimes, less)	F	Very deficient overall
+ C -	Average work (consistently, sometimes, less)		

Grade: _____

UMPI Preceptor Evaluation by Athletic Training Student

Dates: (Circle one) Fall, Winter, Spring

PRINT Preceptor's Name

Year

Sport/Rotation:

Patient Population:

Facility Location:

The following evaluation is very important in the continued improvement of our Athletic Training Educational Program (ATEP). It is only through your **honest** evaluation that we can inspire the preceptor to become a better educator and mentor in the clinical setting. Your evaluation will help improve the quality of the clinical education component of the ATEP for future students. Please keep in mind that you are **NOT** evaluating this preceptor with respect to: (a) athletic training skills, (b) classroom teaching, or (c) personal friendship. Furthermore, remember that no preceptor is perfect and that everyone has room for improvement. All evaluations are anonymous and confidential. **Instructions:** Please circle the appropriate number. EXPLAIN any rating which falls below average (1 or 2) and provide suggested learning ideas. Please return completed form to your Clinical Education Coordinator.

SCALE: 5 (excellent) 4 (above average) 3 (average) 2 (poor) 1 (unacceptable) N/A (not observed)

1. Shows concern for the athletic training student (ATS)	5	4	3	2	1	N/A
2. Assists ATS in understanding his/her professional responsibilities	5	4	3	2	1	N/A
3. Praises ATS when he/she has done well	5	4	3	2	1	N/A
4. Helps ATS to identify his/her own learning needs and objectives	5	4	3	2	1	N/A
5. Demonstrates enthusiasm and motivation to inspire ATS	5	4	3	2	1	N/A
6. Is a professional and ethical role model for the ATS	5	4	3	2	1	N/A
7. Encourages ATS to feel free to ask for help with respect to learning	5	4	3	2	1	N/A
8. Encourages ATS to think critically and solve problems	5	4	3	2	1	N/A
9. Assists ATS to apply theoretical content to psychomotor skills	5	4	3	2	1	N/A
10. Provides ATS with helpful feedback	5	4	3	2	1	N/A
11. Exhibits flexibility when the ATS has a personal problem and concern	5	4	3	2	1	N/A
12. Gives ATS guidance with new and/or difficult situations	5	4	3	2	1	N/A
13. Demonstrates athletic training techniques to ATS when appropriate	5	4	3	2	1	N/A
14. Accepts suggestions and new techniques from ATS	5	4	3	2	1	N/A
15. Assists ATS in seeking alternatives to his/her decision	5	4	3	2	1	N/A

16. Asks ATS stimulating and challenging questions	5	4	3	2	1	N/A
17. Demonstrates patience and respect for the ATS	5	4	3	2	1	N/A
18. Helps ATS recognize his/her own errors and weaknesses	5	4	3	2	1	N/A
19. Interacts with ATS (i.e., interpersonal skills)	5	4	3	2	1	N/A
20. Presents learning opportunities for the ATS on a daily basis	5	4	3	2	1	N/A
21. Demonstrates knowledge of protective equipment	5	4	3	2	1	N/A
22. Exposes ATS to Evidence Based research within the profession	5	4	3	2	1	N/A

Comments and Suggestions for Improvement:

ATS Signature

Date

University of Maine at Presque Isle
Clinical Site Evaluation

Date: _____ Rotation Fall Winter Spring
(Circle One)

Supervising Preceptor: _____ Patient Population: _____

Site Location: _____ Sport/Rotation: _____

***Please check the number corresponding with your feelings and beliefs about your clinical site.
Please check the number that best applies to the statement.***

1=Strongly Disagree 2= Disagree 3=Neither agree nor Disagree 4=Agree 5=Strongly Agree 6=N/A

	1	2	3	4	5	6
The Clinical Site provided me with a stimulating learning environment.						
The supplies and equipment at the Clinical Site were adequate to meet my educational needs.						
The experiences I encountered during my clinical experience reinforce the information and skills I learned in my course work.						
The policies and procedures of the Clinical Site were explained to me adequately and in sufficient time to implement them effectively.						
Proper OSHA guidelines in the management of blood, bodily fluids, and medical waste were used at my Clinical Site.						
Prescribed guidelines of the governing body for athletics (NCAA, NAIA, Maine Principals' Association, etc.) in regards to the care and treatment of athletes were used at my Clinical Site.						
The UMPI Athletic Training Education Program should continue to use this Clinical Site.						
The level and degree of responsibility delegated to me was appropriate.						
The Clinical Site provided me with challenges in which I could apply my knowledge and skills.						

Describe below the STRENGTHS of this Clinical Site.

Describe the WEAKNESSES of this Clinical Site AND give constructive feedback as to how those weaknesses may be improved.

Please provide constructive suggestions as to how to improve this clinical experience.

On average, how many contact hours did your preceptor spend with you for educational instruction (formal/informal) per day or per week? _____ hrs/day or week (circle one). (Contact hours means discussing information, informal teaching, conversing, interacting...mentoring)

	Very Dissatisfied	Dissatisfied	Satisfied	Very Satisfied
Overall rating of the Clinical Site				

**UNIVERSITY OF MAINE AT PRESQUE ISLE
ATHLETIC TRAINING PROGRAM**

Policy: Probationary Policy

Purpose: To ensure all prospective and current athletic training students are aware of the probationary policy, as it related to the athletic training program.

Prospective athletic training students

1. Any prospective student who does not meet all the required admission standards may be accepted on a probationary status if all of the athletic training program positions are not filled by other prospective students who meet all the required admission standards.
2. Any prospective student who is accepted on a probationary status must improve upon the deficient admission standard(s) within the following semester of being accepted into the athletic training program on a probationary status. Examples of improving on a deficient admission standard(s) are: An initial 2.67 CGPA in all course work must improve above a 2.50 CGPA the next semester (i.e. 2.67); a recommendation letter not submitted on time (i.e. submit recommendation letter the following semester); a 2.67 CGPA in Major course work must improve above a 2.67 CGPA the next semester (i.e. 2.70 CGPA).
3. If a prospective student is placed on probationary status entering the athletic training program and does not improve towards meeting the required admissions standards by the commencement of, and/or during, the following semester that student then will be terminated from the athletic training program.

Current athletic training students

1. Any current student who fails to meet the retention standards will be put on a probationary status.
2. If a current student is on probationary status and fail to improve towards the deficient retention standard(s) within the following semester, that student will then be terminated from the athletic training program. Examples of improving on a deficient admission standard(s) are: An initial 2.50 CGPA in all course work must improve above a 2.67 CGPA the next semester (i.e. 2.67); a 2.67 CGPA in Major course work must improve above a 2.67 CGPA the next semester (i.e. 2.67 CGPA); not maintaining scheduled hours must improve the following semester in that all scheduled hours from prior semester and current semester must be met. If you receive a grade less than a B- in Clinical Course you must pass your next Clinical course with a grade of a B- or better.
3. If a student has been on probation and then meets the retention requirements, he/she will be removed from probation. If that same student then fails to maintain retention requirements a second time, such student will then be terminated from the athletic training program without the opportunity to reapply.

By signing this form, I _____ acknowledge that I have read and fully understand the University of Maine at Presque Isle Athletic Training Program probationary policy.

Athletic Training Student

AT Program Director

Date: _____

Date: _____

**UNIVERSITY OF MAINE AT PRESQUE ISLE
ATHLETIC TRAINING PROGRAM**

Policy: Reapplication Policy

Purpose: To ensure that all prospective athletic training program students are aware of the reapplication procedure if they fail to be admitted their third year (junior year).

Any student who was not accepted into the athletic training program for the upcoming academic year may reapply the following year. All students will be given equal opportunity to be admitted into the athletic training program. Each denied student will have to formally apply the following year and compete for any available openings in the athletic training program with all of the students who are applying that academic year. Each student will have to resubmit all application materials for consideration into the athletic training program. If a student is denied he/she will be notified of the reasons why they were denied into the athletic training program.

By signing this form, I _____ acknowledge that I have read and fully understand the University of Maine at Presque Isle Athletic Training program reapplication policy.

Athletic Training Student

AT Program Director

Date: _____

Date: _____

**UNIVERSITY OF MAINE AT PRESQUE ISLE
ATHLETIC TRAINING PROGRAM**

Policy: Personal Transportation Policy

Procedure: To ensure all students are aware they will need personal transportation to fulfill any off-campus clinical rotation.

1. Each Athletic Training Student who is assigned an off-campus clinical field experience/rotation will need to provide personal transportation to and from the off-campus site.
2. The Athletic Training Student will be responsible for their gas, car maintenance, and automobile insurance for this purpose.
3. There is not any reimbursement for gas or mileage.
4. The Athletic Training Student will not have to have personal transportation their freshman year.
5. Please discuss with the Coordinator of Clinical Education when your off-campus clinical rotation(s) will occur.
6. University of Maine at Presque Isle will not assume responsibility for any travel, insurance, traffic violation, and/or accident expenses.

By signing this form, I _____ acknowledge that I have read and fully understand the University of Maine at Presque Isle Athletic Training Program personal transportation policy.

Athletic Training Student

AT Program Director

Date: _____

Date: _____

**UNIVERSITY OF MAINE AT PRESQUE ISLE
ATHLETIC TRAINING PROGRAM**

Policy: Retention Policy

Purpose: To ensure that all athletic training students are aware of the retention standards and the implications of a failure to meet all the criteria.

1. Maintain a Cumulative Grade Point Average (CGPA) of 2.67 in major course work.
2. Maintain a CGPA of 2.67 in all course work.
3. Must pass all AT Clinical courses with a grade of a B-.
4. Make satisfactory progress toward fulfillment of all competencies and CIP's.
5. Maintain required/scheduled hours every semester.
6. Subjective personal characteristics as well as the foundational of professional behaviors will be taken into consideration (i.e. respect, responsibility, honesty, etc).
7. Must follow all Athletic Training Program Policies and Procedures.
8. Athletic Training Retention Policy Course Work Expectation policy must be followed.

If a student fails to maintain any portion of the retention policy, that student will be placed on probation and have the following semester to improve towards the required retention policy levels. If the student fails to meet the retention policy requirement(s) the following semester he/she will forfeit their place in the program and will be terminated from the program. If such a student fails to improve towards the retention policy requirements and is terminated from the program, this student will have one year to acquire the required retention policy level(s) while terminated. If such student meets the required retention policy during their year of termination, this student will have the opportunity to join the class level she/he was terminated from. If such student does not meet the retention policy requirements within the following year, the student will be permanently terminated from the program.

By signing this form, I _____ acknowledge that I have read and fully understand the University of Maine at Presque Isle Athletic Training Program retention policy.

Athletic Training Student

AT Program Director

Date: _____

Date: _____

University of Maine at Presque Isle
Athletic Training Program
Notice of Disciplinary Action

Date: _____

Date of Incident: _____

Athletic Training Program Member Initiating Disciplinary Action:

Name of student:

Type of Offense:

Incident Description:

Action Taken:

Signature of Staff/Faculty Member Date Athletic Training Student Date

The student acknowledges that by signing this form they have discussed a potential offense with a member of the UMPI Athletic Training Education Program and have the opportunity to appeal this disciplinary action.