

**ATHLETIC TRAINING PROGRAM
CLINICAL STUDENT AGREEMENT**

Name _____ Academic Year 2013 - 2014

All relevant policy & procedures (infectious disease, clinical site EAP's, administrative, academic, and discipline policies and procedures) including this document may also be found on the athletic training homepage, through the Washburn website at <http://www.washburn.edu/cas/hpees/Degrees/Athletic%20Training/index.htm>

Clinical experiences are designed to enable each Athletic Training Student (ATS) the opportunity to apply classroom and laboratory knowledge and skills in a supervised practice situation and to be evaluated on their clinical performance and proficiency. These courses must be taken in sequence, and occur in every semester of the athletic training education program. Students receive laboratory instruction and practical experience of athletic training skills, through structured laboratory sessions and natural settings. Students are assigned to clinical instructors for specific field experiences. Over the course of the entire program, all students will have rotations in settings that expose them to upper and lower extremity, equipment intensive, and general medical clinical settings. All of these rotations occur during the professional phase of the curriculum, and may occur in university-based and community-based clinical locations.

- Students are required to purchase through the WU Bookstore annual access to E*Value, electronic program management service. All clinical experience time, evaluations, and immunizations are tracked electronically through this system.
- Students are responsible for their own transportation and other related costs to all clinical experience sites.
- Students must undergo background screening per Washburn University policy prior to beginning any professional phase clinical experience.
- Students are required to annually show proof of health insurance, Professional Rescuer CPR/First Aid training, privacy training, bloodborne pathogen training, appropriate immunizations, and/or other screening or training procedure as defined by individual clinical sites. Students are responsible for any costs associated with obtaining and maintaining these requirements.
- Students must achieve a grade of C or higher in the enrolled clinical course to continue to progress through the professional phase.
- In order to achieve a letter grade of C or higher the student must:
 - **Score a 65% or higher on the final examination (final exam may not be retaken)**
 - **Attempt and score an approval rating of 3 or higher on all skill modules and demonstrate clinical proficiency on the learning over time modules assigned to this course by the Friday of "dead week"**
 - **Complete the minimum hours defined and score 70% on the university-based clinical experience module (score determined by combined hours, attendance, performance, and documentation completion)**
 - **Complete the minimum hours defined and score 70% on any community-based clinical experience or clinical observation assigned (score determined by combined hours, attendance, performance, and documentation completion)**
 - Minimum Hour Requirements vary for community-based clinical sites and observations.
 - **Combined Minimum Hour Requirements (University-based+Community-based)**

	Level 1 (KN 258/292)	Level 2 (KN 392/393)	Level 3 (KN 492/493)
70%	100 hrs	150 hrs	175 hrs
80%	125 hrs	175 hrs	200 hrs
90%	150 hrs	200 hrs	225 hrs
 - **Combined Maximum Hour Requirements (University-based+Community-based)**
 - Students should not consistently exceed 20 clinical hours in any given week or may not exceed 300 hours (20 hours x 15 academic weeks in the semester) in any academic semester.
 - Students exceeding 20 hours per week should receive compensatory time during subsequent weeks to off-set the accumulated clinical hours.
 - **Perform at a clinically acceptable level by achieving a minimum 2.0 overall performance rating as merited by clinical instructor on final clinical performance evaluation**
 - **Comply with the clinical class and clinical experience attendance policies listed in clinical course syllabus**

All students will have 2-3 clinical assignments during clinical experience courses. All students will be assigned a university based Clinical Preceptor (CP) for completion of their primary clinical experiences. An off-site rotation or observation may or may not be assigned depending on the semester at the discretion of the Clinical Education Coordinator (CEC). If conflicts arise and a student is unable to complete the clinical experiences, clinical observations or skill/proficiency modules, it is possible for an incomplete grade to be issued to this student. Incompletes will only be issued to students who have made a concerted effort to identify the conflicts. It is the student's responsibility to notify and discuss the situation with the course instructor and the CEC. The student must also submit a written plan for course completion and deficiency removal, to the Clinical Education Coordinator for final approval prior to the issuing of semester grades.

All students must receive, review, and sign a copy of the Athletic Training Student Agreement and Code of Conduct prior to beginning clinical rotations each semester. All policies on supervision, attendance, tardiness, and conduct should be strictly enforced. Failure to comply with the established guidelines will affect the student's final grade and may result in program probation and/or suspension. These policies, expectations are as follows:

Clinical Expectations / Policies:

- A. Students must be formally accepted into the professional phase of the AT program, be formally enrolled in a clinical experience course, be formally instructed and formally assessed on athletic training clinical skills as part of a required course prior to performing those skills on athletes/patients. *Students should only perform duties or skills for which they have been approved of through the clinical proficiency modular system.* Any Athletic Training Student (ATS) who is found to be practicing athletic training skills for which they have not been approved or in an unsupervised manner may be subject to disciplinary measures from the ATEP Program Director.
- B. Students are expected to maintain professional standards at all times through adherence to the ATEP code of conduct, dress code, attendance policy, and any protocols established by a clinical site during all aspects of clinical experiences including both classroom lab sessions and field experience rotations.
- C. **Attendance Policy:** Attendance and participation in both the clinical laboratory sessions and the clinical field experiences and observations are mandatory.
 - a. Policy for all clinical classes
 - i. Each absence in a clinical class will be reported to the clinical coordinator so the corresponding 5 pts can be reduced from the appropriate module and they can be tracked in a central location.
 - ii. 1 absence will be allowed
 - iii. 2nd absence will result in an additional 10 pt deduction from overall course point total
 - iv. 3rd absence will result in an additional 15 pt deduction from overall course point total
 - v. 4th absence will result in an additional drop by 10% in the total course grade
 - vi. 5th absence will result in a failing grade
 - b. Instructors should be notified in advance if an absence is unavoidable. Excusing a clinical class absence is at the sole discretion of the clinical class instructor.
 - c. In case of an absence for class due to sickness, it is necessary for a doctor's note to be provided to the instructor. This is not necessarily true for the clinical experience portion. If the ATS will be absent they need to inform the clinical class instructor **AND** their site clinical supervisor. **Notifying a fellow ATS to inform the instructor or supervisor is unacceptable.**
 - d. In case of any absence, the student may be asked to demonstrate adequate practice and knowledge of the missed clinical skill or proficiency at the discretion of the clinical course instructor. Examples of possible demonstrations may be, but not limited to, makeup assignments, papers, or skill demonstrations.
 - e. **Chronic tardiness to clinical classes is unacceptable.** The clinical class instructor may count the tardy as an absence, deduct appropriate points or add a makeup assignment.

- f. Absences in clinical experiences can and will be reported to the clinical coordinator for tracking. This is at the discretion of your assigned Clinical Preceptor (CP). Class and clinical experience absences will accumulate separately. Clinical experience absences will be deducted off of the appropriate clinical experience module and will affect final grade. Excessive clinical experience absences may result in written reprimand and program dismissal.

Academic courses take precedence over any and all clinical experience hours and activities. ATS are expected to attend all classes scheduled regardless of clinical assignment. In the event a student must miss a class due to clinical assignment or travel, the CP and/or the student shall notify the course instructor in advance of the conflict. **Using “clinical” as an excuse to miss other academic classes is unacceptable, and may result in reprimand.**

Since Clinical Experiences are academic courses, they must take precedence over student work schedules. Students who work outside jobs must demonstrate concerted effort to work around assigned clinical experiences and Clinical Preceptor's schedules and expectations. Students are expected to participate and attend all aspects of their CP's jobs, including pre and post practice coverage, practice coverage, and event coverage. This includes during the afternoons, evenings, weekends, early mornings, and possibly even when school is not in session. Students who do not participate in all aspects of the clinical experience or who fail to demonstrate to their CP that Athletic Training is a priority will have points reduced from their clinical modules. The ATP and its faculty and clinical instructors recognize that some students may need to work, and will make reasonable efforts to accommodate the student schedule. However, ultimately, **it is the student's responsibility to arrange their schedule to fit with the CP's work setting and ensure hour requirements are being met.**

- D. **Clinical Experience Assignments:** Students will be assigned to Clinical Preceptors (CP) for specific clinical experiences at the beginning of the semester at the discretion of the CEC. Over the course of the entire program, all students will be assigned to various CP to ensure rotations in settings that expose them to upper and lower extremity injury, equipment intensive, and men's and women's team sport experiences.
- **Students are expected to be active participants in clinical rotations rather than passive observers. It is the student's responsibility to seek out ways of being actively involved, and provide positive assistance to CP's whenever possible. Students must check in with their assigned CP DAILY to determine schedule and maintain accountability.** Failure to check in daily with the assigned CP, excessive tardiness, or failure to comply with the experience as scheduled with the CP will result in an absence and will affect final performance rating.
 - **Performance including professional behavior, attendance, punctuality, attitude demeanor, and initiative in clinical experiences will be evaluated and rated by the CP.**
- E. **Students with disabilities may identify themselves voluntarily to the Services for Students with Disabilities Office (SSWDO) to request accommodations.** The office is responsible for assisting and arranging accommodations and for identifying resources on campus. Such services may include note takers, readers, adaptive computer technology, or test scribes.

F. **Clinical experience hours must be completed under supervision of an Clinical Preceptor (CP) who is physically present and able to intervene on behalf of an athlete.** Only hours supervised by the presence of a CP count toward the clinical experience hour requirement.

The Washburn University Athletic Training Education Program does NOT support or condone Athletic Training Students working as “First Responders” by the University, affiliated clinical sites, or other entities in the absence of, or as replacement for a qualified medical provider or Certified Athletic Trainer.

- The term “first responder” is not recognized by The Commission on Accreditation of Athletic Training Education (CAATE) or supported by the Washburn University Athletic Training Education Program (ATEP).
- Once a student is admitted into the WU ATP and has received ATP related skill instruction, those skills will be considered athletic training skills.
- Any Athletic Training Student (ATS) who is found to be practicing athletic training skills in an unsupervised situation will be subject to disciplinary measures from the ATP Director.
- If an ATS is left unsupervised, asked to function in the absence of a CP, or coerced into providing coverage in any way, the ATS is to remove themselves from the situation and contact the Program Director or Clinical Coordinator.
- Unsupervised ATP students are in direct violation of CAATE Standards and WU ATP code of conduct.
- Clinical sites that fail to provide appropriate supervision will be reviewed to determine their future status as an affiliated clinical site.

G. **Evaluation.** Athletic Training Students will be evaluated during each clinical rotation using the E*Value system.

- Students will receive on-going feedback from assigned CP on a regular basis.
- A Clinical Performance evaluation will be completed at the mid-point and/or conclusion of each clinical rotation by his/her supervisor.
- A Clinical Performance-Student Self Evaluation will also be completed in order for the student to become self aware of areas of strength and weakness.
- A CP/Clinical Site Evaluation will also be completed by the student in order for the student to rate the qualities of the clinical instructor and the clinical site.

Athletic Training Student Signature

Print Name

Date: _____

John Burns, MS, ATC, LAT
Program Director