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GENERAL PROGRAM INFORMATION

Program Administration Overview
The UNM Athletic Training program is housed within the Department of Health, Exercise, and Sports Sciences (HESS). The program is bound by policies and procedures designated by:

- UNM Athletic Training Program (ATP)
- Department of Health, Exercise, and Sports Sciences (HESS)
- College of Education and Human Sciences (COEHS)
- University of New Mexico (UNM)
- Commission on Accreditation of Athletic Training Education (CAATE)

The Athletic Training Program reserves the right to change any information regarding policies and procedures as deemed necessary at any time without prior notice. Users of this handbook are responsible for ensuring they are using the most updated version of this document.

Athletic Training Program Mission Statement
The mission is to provide exceptional education and prepare critical thinking professionals for a career in athletic training. Emphasis is placed upon developing skills in assessment, management, and scholarship to become life-long learners and effective healthcare providers. Graduates will provide leadership and service in society and deliver optimal healthcare.

Athletic Training Program Goals
UNM-ATP is dedicated to graduating students who are prepared to:

1. Demonstrate preparedness to enter the workforce as qualified healthcare providers.
2. Demonstrate the skills necessary to provide optimal healthcare to diverse patient populations.
3. Demonstrate positive leadership and professional skills with an adherence to ethical professional standards.
4. Demonstrate a fundamental understanding and application of scholarship to enhance patient care.
5. Demonstrate fundamental clinical skills and utilize best practices in patient care.
7. Demonstrate a commitment to service in the community.
Athletic Training Program Outcomes

The UNM-ATP curricular outcomes are aligned with Commission on Accreditation of Athletic Training Education (CAATE) standards. Five (5) student learning outcomes (SLOs) have been identified as key curricular assessments, they are:

1. Promote healthy lifestyle behaviors with effective education and communication to enhance wellness and minimize the risk of injury and illness.
2. Implement systematic, evidence-based examinations and assessments to formulate valid clinical diagnoses and determine patients’ plan of care.
3. Integrate best practices in immediate and emergency care for optimal outcomes.
4. Rehabilitate and recondition injuries and conditions using therapeutic interventions.
5. Demonstrate best practices in healthcare administration, evidence-based practice, and professional responsibility.

Historical Overview of the UNM Athletic Training Program

Since its inception in 1969, the University of New Mexico has offered a curriculum program in the field of athletic training. The University of New Mexico Athletic Training Program was one of the first of four athletic training programs in the United States. It was established by the National Athletic Trainers’ Association (NATA) Hall of Fame Inductee, L.F. “Tow” Diehm. The program offered the courses required by the NATA and provided clinical experiences with teams within the UNM Athletic Department, as it still does today. In 1986, UNM recognized athletic training as a major within the College of Education and Human Sciences.

Department of Health, Exercise, and Sports Sciences Mission Statement

The mission of the Department of Health, Exercise and Sports Sciences is to positively impact citizens and institutions of New Mexico and other regions through teaching, scholarship, and service pertaining to healthy lifestyles, disease prevention, lifetime physical activity, and/or sport participation.

College of Education and Human Sciences Core Values

**Advocacy:** In response to evidence of educational, social and political inequities, we promote activism to advance change.

**Building Professional Identities:** We support the development of individuals as lifelong learners and effective professionals who are grounded in their own identities.

**Collaboration and Relationships:** We engage in authentic, active participation with all community members to develop solutions for the individual, local and global challenges we face.
**Dignity:** We treat all people ethically, with respect and afford them the dignity that is their innate right.

**Diversity and Social Justice:** We are dedicated to the analysis of social structures and power relations that hinder equal access for all, especially historically underrepresented populations, and to the educational and political work that addresses these inequalities.

**New Mexico:** The peoples, cultures, histories and communities of New Mexico enrich our work. This sense of place influences all that we do.

**Scholarship and Research:** We challenge ourselves to engage in scholarship and research that enrich the human experience, inform educational policy and practice, and address the needs of a complex, diverse world.

**Teaching and Learning:** Teaching and learning are central to our work. We study, question, debate and revise these dynamic and robust areas of investigation to improve our practice.

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**University of New Mexico Mission Statement**

The University will engage students, faculty, and staff in its comprehensive educational, research, and service programs.

- UNM will provide students the values, habits of mind, knowledge, and skills that they need to be enlightened citizens, to contribute to the state and national economies, and to lead satisfying lives.
- Faculty, staff, and students create, apply, and disseminate new knowledge and creative works; they provide services that enhance New Mexicans' quality of life and promote economic development; and they advance our understanding of the world, its peoples, and cultures.
- Building on its educational, research, and creative resources, the University provides services directly to the City and State, including health care, social services, policy studies, commercialization of inventions, and cultural events.

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**Program Personnel**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Email</th>
<th>Phone</th>
<th>Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sara Nottingham, EdD, LAT, ATC</td>
<td>Program Director/Coordinator, Associate Professor</td>
<td><a href="mailto:nottingham@unm.edu">nottingham@unm.edu</a></td>
<td>505-277-1610 JC 1132</td>
<td></td>
</tr>
<tr>
<td>Kevin Schroeder, DAT, LAT, ATC, FNAP</td>
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<td>505-277-0126 JC 1128</td>
<td></td>
</tr>
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<td>Daisuke “Dice” Shibata, PhD, LAT, ATC</td>
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Program Admission Requirements & Costs

Admission Requirements
The UNM Bachelor of Science in Athletic Training Program is no longer accepting applicants. The program is currently in “teach-out” status as of January 2020.

Tuition & Fees
Tuition & Fees are set by UNM. Information regarding current tuition & fees, in addition to policies regarding refunds, can be found here: https://bursar.unm.edu/tuition-and-fees/tuition-and-fee-rates.html

Additional Program Costs
In addition to tuition and course fees, athletic training students may incur the following costs as a requirement of the athletic training program:

1. Course fees - $40 - $65 for courses with laboratory components
2. Textbooks & Course materials – Approximately $300 - $400 per semester
3. Albuquerque Public School Background Check – Approximately $45 every two years
4. Caregivers Criminal History Background Check – Approximately $75
5. Apparel – Approximately $30 - $60 annually
6. Liability Insurance – Approximately $99 for three (3) years
7. Immunizations – Required by the University of New Mexico Student Health and Counseling (SHAC); additional immunizations may be required by clinical sites
8. Travel expenses – Athletic training students are responsible for personal travel to and from clinical sites
9. NATA Student Membership – $115 annually; not required, but recommended
10. CPR / AED and First Aid certifications – Approximately $60 every 2 years

Professional Expectations
Professional behavior is expected in the classroom and in the clinical setting, during all community service and volunteer projects, and any other environments associated with UNM athletic training program (to include, but not limited to: professional conferences, student organization functions, off-campus activities, all interactions with patients, etc.). Students who behave in a manner unbecoming to the values of the program and/or
profession, regardless of the setting in which these behaviors occur, may be subject to probation or other disciplinary actions.

Communication
Students are expected to communicate regularly with athletic training program faculty and preceptors. Students should check their UNM email at least 1x day year-round to ensure they have access to updated information. In order to comply with the Family Educational Rights and Privacy Act of 1974 (FERPA), students must email with their UNM Account. Students must include their full name and ID number. Faculty and staff are unable to respond with any information contained in educational records from emails received from non-UNM accounts. Students are responsible for communicating questions and concerns to faculty and preceptors in a reasonable time frame to facilitate effective management of issues.

Attendance
Attendance in courses and at clinical education experiences is critical to successful progression through the athletic training program and is considered mandatory. Faculty determine attendance policies specific to their individual courses, and students should follow these policies. Likewise, the Coordinator of Clinical Education establishes attendance guidelines for clinical education experiences. Issues with attendance in individual courses and/or clinical education experiences may be discussed amongst faculty and may warrant academic probation or other disciplinary action.

Enrollment in the athletic training program requires periodic program simulations, professional development, guest speakers, and meetings to discuss policy and procedure updates, accreditation-related concerns, and professional issues and topics. These meetings are mandatory and may occur outside of class time. Students will be notified of program meetings at least 1 week in advance. If a student is unable to attend a program meeting for any reason, they must contact the Program Director prior to missing the meeting, or within 24 hours of absence in the case of an unexpected issue.

Professional Interactions
Athletic training students interact with many people during their time in the program, including patients, preceptors, faculty, peers, and other healthcare providers. Professionalism is imperative during these interactions. Students should exhibit the behaviors representative of healthcare professionals during these interactions. Students should take special care to avoid personal relationships that may interfere with professional judgement. Students should take caution when using social media, ensuring their professionalism extends to this virtual environment. Lastly, students
should be especially prudent of their interactions with minors in the clinical education setting. Students are required to follow guidelines that outline professional behaviors at all times as outlined by each clinical site or learning environment they are present in.

Curriculum, Academic Policies, Progression, and Retention

Advisement
Students are required to complete coursework as determined by the University of New Mexico catalog (http://catalog.unm.edu/catalogs/2019-2020) and the athletic training program. Students are advised on an individual basis according to their catalog year to ensure appropriate progression towards degree completion. Students are required to meet with the ATP’s academic advisor prior to registering for courses.

Plan of Study
Students should follow their individualized plan of study as agreed upon by the program director and academic advisors.

Teach-Out
The undergraduate athletic training program is transitioning to a master’s degree per CAATE accreditation requirements and is currently in “teach-out” mode. Students should take note of the final opportunity to complete undergraduate athletic training courses, shown below.

<table>
<thead>
<tr>
<th>Final Academic Year Offered</th>
<th>Course Name</th>
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</thead>
<tbody>
<tr>
<td>2019-2020</td>
<td>PRPE 2135 - Athletic Training Clinical I</td>
</tr>
<tr>
<td>2020-2021</td>
<td>PRPE 2140 - Evaluation of Athletic Injuries: Extremities</td>
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<tr>
<td></td>
<td>PRPE 2145 - Evaluation of Athletic Injuries: Trunk and Torso</td>
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<tr>
<td>2021-2022</td>
<td>PEP 374 - Therapeutic Modalities</td>
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<td>PEP 481 - Athletic Training Clinical II</td>
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<td></td>
<td>PEP 499L - Emergent Response in Athletic Training</td>
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<td>PEP 373 - General Medical Conditions in Athletic Training</td>
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<td></td>
<td>PEP 483 - Athletic Training Clinical III</td>
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<td></td>
<td>PEP 473 - Rehabilitation of Athletic Injuries</td>
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<td>PEP 474 - Athletic Training Administration</td>
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<tr>
<td>2022-2023</td>
<td>PEP 375 - Pharmacology in Athletic Training</td>
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<tr>
<td></td>
<td>PEP 488 - Athletic Training Clinical IV</td>
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<td></td>
<td>PEP 489 - Research in Athletic Training</td>
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<td>PEP 490 - Topics in Athletic Training</td>
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</table>
Academic Integrity
Each student is expected to maintain the highest standards of honesty and integrity in academic and professional matters. The University reserves the right to take disciplinary action, up to and including dismissal, against any student who is found guilty of academic dishonesty or otherwise fails to meet the standards. Any student judged to have engaged in academic dishonesty in course work may receive a reduced or failing grade for the work in question and/or for the course.

Academic dishonesty includes, but is not limited to, dishonesty in quizzes, tests, or assignments; claiming credit for work not done or done by others; hindering the academic work of other students; misrepresenting academic or professional qualifications within or without the University; and nondisclosure or misrepresentation in filling out applications or other University records.

Program Progression, Retention, and Completion
The athletic training program is a rigorous experience that requires students to excel academically, effectively balance academic and clinical obligations, and maintain high standards of professional behaviors. The following policies and procedures are in place to facilitate student success in the program.

Student Status & Definitions
- Good standing: Indicates a student is in good standing with the academic program.
- Probation: Indicates a student requires remediation to continue progressing through the athletic training program.
- Remediation: A process for addressing deficiencies exhibited by the student. Examples of remediation may include required academic or clinical progress reports, limitations on clinical experiences, additional required study time, or other measures.
- Dismissal: Indicates the student is being released from the athletic training program due to academic or professional behavioral reasons. Students dismissed from the program will not be able to resume the athletic training program due to the teach-out.

Passing Grades
The minimum course grade for any athletic training course is $\geq B_-$. If a student achieves less than a $B-$ in any athletic training course they will be required to re-take the course in order to graduate. Additionally, athletic training courses are completed in sequence
according to the plan of study. Therefore, if a student obtains <B- in any athletic training course they will be placed on probation and unable to continue progressing through the program (including completing any other athletic training courses) until they have passed that course. Athletic training courses include: PRPE 2110, PRPE 2130, PRPE 2135, PRPE 2140, PRPE 2145, PEP 374, PEP 481, PEP 499L, PEP 373, PEP 473, PEP 483, PEP 375, PEP 488, PEP 489, PEP 474, and PEP 490.

Students must obtain a grade of ≥B- in a course with a prefix of PRPE, PEP, HLED, NUTR, or BIOL in order to graduate with a Bachelor of Science in Athletic Training. A grade <B- in any of these courses will require the student to retake it until a grade of ≥B- is achieved.

**Cause for Probation Status**

Students may be placed on academic probation for the following reasons:

- Cumulative GPA has dropped below 2.85
- A student has obtained a grade of <B- in an athletic training course
- A student has obtained a grade of <B- in a course with a prefix of PRPE, PEP, HLED, NUTR, or BIOL
- Failure to complete required educational competencies for their level in the athletic training program
- Failure to complete clinical education requirements
- Inadequate attendance at clinical education experiences and/or courses

Students may be placed on probation for lack of adherence to professional standards and behaviors. Examples include, but are not limited to:

- Inappropriate behaviors during clinical education experiences
- Lack of adherence to professional appearance policy
- Inappropriate communication and interactions with peers, faculty, and preceptors
- Failure to meet minimum technical standards of the program
- Violations of academic integrity
- Board of Certification (BOC) Standards of Professional Practice ([www.bocatc.org](http://www.bocatc.org))
- Commission on Accreditation of Athletic Training Education (CAATE) Standards ([www.caate.net](http://www.caate.net))
• UNM Athletic Training Student Handbook
• The Pathfinder-UNM Student Handbook ([https://pathfinder.unm.edu/](https://pathfinder.unm.edu/))

Management of Probation Status
Students who are placed on probation will be notified in writing. All probation cases are managed on an individual basis by program faculty. Where able, faculty will develop a remediation plan for the student. In some cases, faculty may determine dismissal from the program is the appropriate action for the student.

Grievances
Students have a right to file a grievance. Students who wish to appeal a disciplinary action should follow the procedures outlined in the UNM Student handbook: [https://pathfinder.unm.edu/student-grievance-procedure.html](https://pathfinder.unm.edu/student-grievance-procedure.html)

Additional Program Policies & Requirements
Required Annual Training & Documentation
Students are required to complete the following documentation and training on an annual basis. While documentation typically occurs in August, this may occur throughout the year. Regardless of when documentation/training is provided, students are required to be compliant with these policies throughout the year. Policies are described in the following sections.

1. Verification of technical standards
2. Verification of receipt of athletic training student handbook
3. Bloodborne pathogens training
4. Verification of current ECC certification
5. Verification or renewal of background check
6. Verification of compliance on immunization records check through UNM Student Health & Counseling Center
7. Verification of receipt of current professional liability insurance

Technical Standards for Admission & Retention
The University of New Mexico Athletic Training Program is an intense program that places specific educational and clinical requirements on the students enrolled in the program. Upon enrollment into this program, students are prepared to enter a variety of athletic training employment settings by achieving the skills, competencies, and knowledge of an entry level athletic trainer. The following technical standards set forth by the UNM athletic training program define the essential qualities necessary for
students who are considering admission into the program. These standards are in compliance with the Commission on Accreditation of Athletic Training Education (CAATE).

Candidates for admission and retention in UNM athletic training program must demonstrate:

1. The ability to communicate effectively with patients, colleagues, and instructors. This includes individuals of different social, cultural, and religious backgrounds
2. Students must be able to speak and comprehend the English language at a level capable of communicating in a professional manner while within the health care environment
3. Adequate postural, neuromuscular control, sensory function, and coordination to accurately, and safely perform accepted evaluation techniques
4. The mental capacity to analyze, assimilate, problem solve, and integrate concepts essential to the practice of athletic training
5. The ability to accurately and efficiently document treatments, rehabilitations, and evaluations
6. Affective skills and appropriate conduct that relate to professional education, and superior patient care
7. The capacity to maintain composure and continue to function well during periods of high stress and demands
8. The perseverance, diligence, and commitment to successfully complete the UNM athletic training program as outlined by the UNM athletic training program Athletic Training Student Handbook.

Candidates for selection into the UNM athletic training program are required to verify that they understand and are able to meet the above technical standards, or that they believe that with certain accommodations they can meet these standards.

If a student states that he or she can meet these standards with accommodations, the UNM Accessibility Resource Center will confirm their need and will work with UNM athletic training program faculty to identify reasonable accommodations. Accommodations must not in any way jeopardize patient and/or student safety. However, the student must be able to complete all coursework and perform the clinical competencies and proficiencies necessary for graduation from the UNM athletic training program.

Students are required to check one of the boxes below and sign on an annual basis:
I certify that I have read and understand the Technical Standards for selection and retention in UNM athletic training program. I believe to the best of my knowledge that I can meet all of these standards without accommodation. I understand, that if I am unable to meet these standards, I cannot be admitted into the program.

I certify that I have read and understand the Technical Standards for selection into the UNM athletic training program. I believe to the best of my knowledge that I can meet all of these standards with certain accommodations. I will contact the UNM Accessibility Resource Center to determine what accommodations may be available to me. I understand that if I am unable to meet these standards with or without accommodation, I will not be admitted into the program.

Communicable Disease Policy
The purpose of the UNM athletic training program Communicable Disease Policy is to protect the health and safety of the students enrolled in the UNM athletic training program. Healthcare personnel are at risk for exposure to infectious diseases. This policy was developed using the recommendations established by the Center for Disease Control (CDC) for health care workers (www.cdc.gov) and the National Institute for Occupational Safety and Health (OSHA) (www.osha.gov).

Students showing signs and symptoms of an infection or illness should report to UNM Student Health and Counseling (SHAC) during regular business hours. If outside of regular business hours, students should report to an urgent care or emergency facility at their own expense. If a student has been diagnosed with a communicable disease, they should report this to the athletic training program director, coordinator of clinical education, and SHAC. SHAC will provide further instruction regarding participation in classroom or clinical education experiences. Students may be required to provide written documentation from a physician to return to class and the affiliated site.

Bloodborne Pathogens Policy
Athletic training students may be exposed to blood and/or other body fluids during class or clinical education experiences. Athletic training students are required to complete an annual bloodborne pathogens training prior to participating in clinical education. In addition, athletic training students are required to follow all Universal Precautions as set forth by:

- Center for Disease Control (CDC) (www.cdc.gov)
- National Institute for Occupational Safety and Health (OSHA) (www.osha.gov)
- University of New Mexico Student Health and Counseling (https://shac.unm.edu/)
- Communicable disease and bloodborne pathogens policies specific to their clinical site

Students should follow the guidelines below to prevent and manage a bloodborne pathogens exposure incident:

1. Utilize proper hand washing techniques and practice good hygiene
2. Utilize Universal Precautions when exposed to blood and other potentially infectious materials
3. Properly sanitize laboratory and clinical site equipment, including treatment tables, between each patient and student use
4. Dispose of biohazard waste appropriately and in accordance with the policies and procedures at each affiliated site
5. Follow the post-exposure plan for the affiliated site and / or the University of New Mexico Student Health and Counseling (SHAC): https://shac.unm.edu/services/allergy-immunization/blood-body-fluid-exposure.html
6. Notify the Preceptor and UNM athletic training program Faculty of any incident / exposure
7. Seek medical attention as necessary
8. Students are responsible for notifying Preceptor(s) and UNM athletic training program Faculty of any illnesses, infections or other medical reasons that may expose / infect others
9. Students may be required to provide written documentation from a physician to return to class and the affiliated site.

Immunization Requirements
Athletic training students are required to complete an immunization records review annually. Immunization requirements for UNM students in healthcare programs have been established by UNM Student Health and Counseling (SHAC). For further information, refer to the following website: http://shac.unm.edu/services/allergy-immunization/recommended-immunizations.html

The following immunizations and tests will be reviewed by UNM SHAC and official documentation submitted to UNM athletic training program. Immunization requirements may change and students are expected to abide by all current policies to maintain enrollment in the program:

1. Hepatitis B three (3) dose series
2. Hepatitis B surface antibody titer
3. Measles, mumps, rubella (MMR)
4. Seasonal influenza vaccine
5. TDAP (Tetanus, diphtheria, and pertussis)
6. Varicella (Chicken pox)
7. Tuberculosis screening
8. COVID-19 vaccine and booster(s)
9. Other vaccines/immunizations deemed necessary per UNM, State, and/or Federal mandates, and/or clinical site specific requirements

Additional immunizations and tests may be required by UNM SHAC and/or specific clinical education sites. For instance, seasonal influenza vaccine and tuberculosis screening. For assistance and to schedule an immunization appointment at UNM SHAC, call (505) 277-3136.

Background Check Policy
Each athletic training student must undergo a successful criminal background check prior to engaging in any observation or direct patient care experiences required of the athletic training program. The purpose of this policy is to ensure the safety and well-being of patients, preceptors, and other students whom the athletic training student interacts with in the clinical setting. The Coordinator of Clinical Education will provide instructions regarding completion of background checks through the College of Education and Human Sciences.

Emergency Cardiac Care Requirements
Students are required to maintain current certification in Emergency Cardiac Care (ECC) throughout the duration of the athletic training program. The only ECC course accepted by UNM’s athletic training program is the American Red Cross Basic Life Support course, also known as the Basic Life Support for Healthcare Providers course. No other courses will be accepted.

Therapeutic Equipment Safety Policy
The University of New Mexico Athletic Training Program adheres to the safety policies for therapeutic equipment as outlined by the manufacturer’s guidelines and on the recommendations of the local companies that perform safety-checks and/or calibrations at all clinical sites. All therapeutic modalities used in class and at clinical sites must maintain calibration, conducted on an annual basis. Athletic training students should only utilize therapeutic equipment that has been appropriately calibrated and
maintained in order to ensure patient and clinician safety. Students should only use equipment they have been approved to use by a faculty member or preceptor.

Patient and Student Confidentiality
Athletic training students are expected to respect all patients’ right to privacy. Students shall not discuss confidential patient information with anyone as outlined within HIPAA and FERPA guidelines (including: press, fans, family, scouts, roommates, other students, etc.).

Students will adhere to the professional standards and comply with their scope of practice as set forth by:

“The HIPAA Privacy Rule establishes national standards to protect individuals’ medical records and other personal health information and applies to health plans, healthcare clearinghouses, and those healthcare providers that conduct certain healthcare transactions electronically. The Rule requires appropriate safeguards to protect the privacy of personal health information, and sets limits and conditions on the uses and disclosures that may be made of such information without patient authorization” (https://www.hhs.gov/hipaa/for-professionals/privacy/index.html).

“The HIPAA Security Rule establishes national standards to protect individuals’ electronic personal health information that is created, received, used, or maintained by a covered entity. The Security Rule requires appropriate administrative, physical and technical safeguards to ensure the confidentiality, integrity, and security of electronic protected health information” (https://www.hhs.gov/hipaa/for-professionals/security/index.html).

“The Family Education Rights and Privacy Act is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.”

Additional FERPA information can be found at: https://registrar.unm.edu/privacy-rights/ferpa.html
Non-Discrimination Policy
The University of New Mexico is committed to creating and maintaining a community in which students and employees can learn and work together in an atmosphere that enhances productivity and draws on the diversity of its members, and is free from all forms of disrespectful conduct, intimidation, exploitation, and harassment. Additional details on the University’s policies related to discrimination and harassment, including, but not limited to sexual misconduct, equal education, hazing, sexual harassment, Title IX, and citizenship and immigration status, please see the UNM Pathfinder student handbook: https://pathfinder.unm.edu/

The University of New Mexico athletic training program does not discriminate in any way regarding the delivery of educational opportunities, including clinical education experiences. If a student believes they have been discriminated against at a clinical site, they should report the incident to the Coordinator of Clinical Education. Other concerns of discrimination should be reported to the Program Director and/or Department Chair.

Inclement Weather Policy
The UNM athletic training program follows the University policy regarding inclement weather. You will be excused from classes in accordance with the message recorded on UNM’s Snow Hotline, 277-SNOW (i.e., if UNM is under a 2 hour delay, you would be expected to be here at 10:00 for class).

Clinical sites may follow different procedures for inclement weather. Please monitor relevant hotlines/websites for updated information and communicate regularly with your clinical site. Students should make every effort to attend their clinical site within reason, while maintaining their safety. Preceptors and students should remain in contact in order to discuss clinical responsibilities and safety. The Coordinator of Clinical Education may also provide further information as needed.

Professional Appearance Policy
Overview
The UNM athletic training program requires specific professional attire, hygiene, and grooming practices. Students must maintain a professional appearance that enables them to perform their duties efficiently and safely. Athletic training students who do not comply with appearance guidelines may be sent home from their clinical site to correct the infraction. A pattern of inappropriate dress will lead to disciplinary actions.
Clothing must provide appropriate coverage and not interfere with the performance of athletic training skills. To include, but not limited to: CPR, evaluations, stabilizations, instruction of therapeutic exercise, etc.

Program faculty will designate appropriate and required attire for their individual courses. Clinical education experiences have specific required attire, detailed in the following sections. The athletic training program professional attire policy is the minimum requirement, therefore if a clinical site allows clinicians/preceptors to wear jeans, athletic shorts, etc. the student must meet the athletic training program policy, not the clinical site’s policy.

Hygiene
Students are expected to maintain daily hygiene that exhibits personal cleanliness and professionalism. Fingernails should be kept clean and short to allow for proper hand hygiene and application of clinical skills.

Appropriate Attire
- Shirts: UNM or clinical site logo or plain t-shirt or polo shirt, sweatshirt, jacket. Dress shirt may be required for certain clinical sites or events. Shirts should be tucked in.
- Pants/shorts: Khaki or black dress pants, slacks, or shorts.
- Footwear: Closed-toe, closed-back shoes appropriate for activity required at clinical site
- Hats (optional): UNM or clinical site logo, or plain.
- Wrist watch: must have watch that counts seconds

Inappropriate Attire
- General: exposure of undergarments, clothing in poor condition or not clean/presentable, hats worn any direction other than forward, inappropriate logos.
- Shirts: untucked, sleeveless, anything other than above list.
- Pants/shorts: wind pants, warm-up pants, athletic pants, leggings, athletic shorts, mesh shorts, sweatpants, jeans. Shorts should be of appropriate length
- Footwear: sandals, flip flops, shoes that one cannot easily run in

Accessories
A watch that counts seconds is a required component of the dress code. Jewelry should not be excessive or limit the delivery of patient care (i.e., necklace does not dangle, ear rings are minimal in size and quantity). Facial jewelry should not be worn or should be
covered. Tattoos should be covered when possible. Individual course instructors and/or preceptors/clinical sites may have additional specifications regarding accessories.

Nametags
All athletic training students are provided a nametag that must be worn at all times during clinical education experiences in a place that can be easily seen on the outermost layer of clothing. Students may also be asked to wear their nametag for special events or other activities. If a student loses their nametag, they will be responsible for paying for the replacement cost.

Attire Considerations for Weather
During inclement weather (e.g., rain, snow, excessive heat or cold), students should continue to adhere to the dress code as much as possible. In the case of precipitation students may cover their regular attire with wind and rain-proof attire appropriate for the clinical site. In the case of cold, students should layer effectively where their outer attire follows the dress code (e.g., wear thermals under khakis).

Professional Dress
Students may be asked to wear business or professional attire in certain circumstances (e.g., special events, conferences, event at clinical site). Business/professional attire examples include dress shirts, ties, slacks, dresses/skirts, sweaters, dress shoes, etc. Students should have professional attire readily available in their wardrobe to wear as needed.

Violations of Professional Appearance Policy
Students who violate the professional appearance policy will be asked to change into appropriate attire. This may result in removal from the clinical site for the day. Repeated violations will result in disciplinary actions.

Clinical Education
Overview
Clinical education (CE) is a broad umbrella term that consists of different learning opportunities that allow students to further develop and refine clinical skills. The purpose of CE is to help students bridge the gap between academic theory and realistic clinical practice in order to help them ultimately achieve quality, autonomous clinical practice. Clinical education is overseen by the Coordinator of Clinical Education (CCE).
Coordinator of Clinical Education
The Coordinator of Clinical Education (CCE) is a member of the athletic training program’s core faculty and who has the responsibility to direct CE. The CCE is responsible for all components of clinical education, including preceptor development and support, assignment of clinical experiences, monitoring of student progression, etc. Students should direct all questions and concerns related to CE to the Coordinator of Clinical Education.

Types of Clinical Education Experiences
Clinical education (CE) includes three types of learning opportunities, including:

1. Athletic Training Clinical Experiences: Direct patient care guided by a preceptor who is an athletic trainer or physician. Athletic training clinical experiences are used to verify students’ abilities to meet the curricular content standards.
   - Primary: The student’s primary athletic training clinical experience is where the student will spend the majority of his or her time for the duration of their clinical rotation. This rotation will occur at a UNM athletic training program approved site with a UNM athletic training program approved preceptor.
   - Secondary: The secondary athletic training clinical experience will supplement the athletic training student’s primary clinical experience. These experiences can be either mandatory or optional, and occur as learning experiences with UNM approved preceptors at UNM approved sites when learning experiences cannot be completed at the student’s primary site (e.g., general medical experiences, supplementation of hours when the primary assignment is traveling, etc.). Secondary experiences must be approved in advance and are at the discretion of the CCE.

2. Simulation: An educational technique, not a technology, to replace or amplify real experiences with guided experiences that evoke or replace substantial aspects of the real world in a fully interactive manner. When athletic training clinical experiences are not available, simulation may be used to verify a students’ ability to meet the curricular content standards.

3. Supplemental Clinical Experiences: Learning opportunities supervised by health care providers other than an athletic trainer or physician.

Unapproved Clinical Activities
In addition to clinical education, a student may choose to engage in an unapproved clinical activity. Unapproved clinical activities are those experiences not condoned by the UNM athletic training program, such as internships, volunteer experiences, summer
camps, or other events not affiliated with the UNM athletic training program. Students are encouraged to proceed with caution when choosing these opportunities. Students should never provide athletic training services when not under the direct supervision of a certified athletic trainer or physician during a UNM athletic training program sanctioned clinical experience.

If engaging in an unapproved clinical activity, students must ensure they are not in violation of any athletic training licensure laws or other regulations in the state(s) where the activity will take place. Additionally, professional liability insurance may not cover the student while participating in unapproved clinical activities.

Lastly, students should not represent the University of New Mexico Athletic Training Program in any way during these events, including wearing program attire or nametags, nor stating their affiliation with the Athletic Training Program. Students who violate the above policies may be in violation of the National Athletic Trainers’ Association (NATA) Code of Ethics, Board of Certification (BOC) Standards of Professional Practice, and/or CAATE accreditation standards. UNM ATP students, faculty, and staff have the duty to report this behavior to the NATA, BOC, and CAATE, which may place the student at risk for BOC eligibility and program at risk for CAATE accreditation sanctions.

Questions regarding experiences that are or may be deemed unapproved should be addressed with the Coordinator of Clinical Education prior to the experience.

Preceptors
Preceptors are certified athletic trainers or physicians (MD or DO) whose experience and qualifications include:

- Formally trained by the UNM ATP to act as a preceptor
- Obtain and maintain appropriate licensure as a health care provider and are in good standing as determined by their appropriate certification/licensure board(s).
  - If the preceptor is an athletic trainer, both their Board of Certification and state athletic trainer license (if applicable) are in good standing
- Actively participate in planned and ongoing education and communication related to their role as a preceptor
- Demonstrate contemporary expertise

Students are assigned to a preceptor during each clinical education experience. Preceptors function to supervise, instruct, and mentor students during clinical
education in accordance with the UNM Athletic Training Program’s Policies & Procedures. Students may only complete clinical education experiences with UNM-approved preceptors.

Differentiation Between Students & Credentialed Healthcare Providers
For patient safety, it is important to differentiate students from credentialed healthcare providers. Therefore, all athletic training students are required to wear their nametag at all times during clinical education experiences. The nametag must be clearly visible at all times (i.e., outer most layer of clothing, worn at an appropriate level on their clothing, etc.). A student may be dismissed from their clinical site for the day if they are not wearing their nametag. Violation of these requirements can result in disciplinary action at the discretion of the CCE and/or athletic training program faculty.

Clinical Education Requirements
At a minimum, athletic training students will complete a total of six clinical education rotations. These rotations will occur with both UNM Athletics and Albuquerque-area high schools, with the potential for other sites as deemed appropriate by the CCE. Students are required to obtain a minimum of 200 hours per semester at their assigned clinical education assignment site. Additionally, athletic training students are required to undergo successful evaluations at the midpoint and end of each clinical rotation by their assigned preceptor, as well as successfully complete assigned clinical education rotation objectives. Failure to sufficiently meet minimum requirements may result in disciplinary actions.

Assignment of Clinical Education Experiences
Clinical education experiences are assigned by the CCE. Clinical education experience sites are determined by a number of factors including, but not limited to, accreditation standards and individual student learning needs. Clinical education experiences are academic requirements. Experiences are assigned according to students’ academic needs and cannot be assigned around work or personal schedules. Attendance is mandatory and students are expected to collaborate with preceptors to determine an appropriate schedule that does not conflict with academic courses. Students and preceptors must notify the CCE as soon as possible if scheduling conflicts with academic courses occur to the extent they inhibit the student’s ability to complete clinical education requirements. Students are expected to schedule work and other personal activities around clinical education experiences.

Occasionally, secondary or supplemental clinical education experiences may become available to some or all athletic training students. Eligibility of a student to participate
in a clinical education experience is based upon the discretion of the CCE and must be pre-approved by the CCE prior to participation. The stipulations surrounding the participation in a secondary or supplemental clinical education event are determined by the CCE on an individual basis. Generally, no more than 20% of a student’s total number of hours may come from secondary or supplemental clinical experiences unless otherwise pre-approved by the CCE.

While rare, please note that it may be necessary to alter student clinical education placements with little to no warning. These reasons could include, but are not limited to, changes to student learning needs.

Eligibility for Clinical Education
Athletic training students must be enrolled in a course that contains a clinical education component in order to be deemed eligible for participation in clinical education experiences, including clinical assignments (primary and secondary) and supplemental clinical experiences. These courses are: PRPE 2135, PRPE 2140, PRPE 2145, PEP 481, PEP 483, and PEP 488. Additional courses (e.g., PEP 495, PEP 595) may also contain clinical education components at the discretion of the CCE.

Students must also submit and maintain the following prerequisites in order to remain compliant with clinical education requirements:

- CPR/AED Certification (approved courses are defined previously in the handbook)
- Immunization Standards as defined by SHAC and potentially the individual clinical site (if requirements exist)
- Professional Liability Insurance for the Athletic Training Student (examples below)
  - Mercer/Proliability: [https://www.proliability.com/professional-liability-insurance/athletic-trainers.html](https://www.proliability.com/professional-liability-insurance/athletic-trainers.html)
  - HPSO: [https://forms.hpso.com/mustela/site?productName=HCI#/QuickQuote](https://forms.hpso.com/mustela/site?productName=HCI#/QuickQuote)
- Approved Background Check as defined by UNM College of Education and Human Sciences and potentially the individual clinical site (if requirements exist)

These prerequisites are required to be submitted to the CCE at least annually (prior to the start of fall clinical rotations/experiences), and as needed to maintain up-to-date records. Exact dates are provided by the CCE prior to the start of a new academic year.
Student Responsibilities during Clinical Education
The athletic training student attends clinical education experiences to learn from a preceptor under direct supervision. Learning experiences should occur with actual patients as much as possible and supplemented with simulation only when necessary. Students are not present to replace medical staff. Students should always abide by the following guidelines during their experiences:

1. Communicate with their preceptor early and often regarding schedules, feedback, learning opportunities, academic responsibilities, and other topics relevant to their clinical education and academic experiences.

2. Take advantage of learning opportunities present at the clinical site, including patient care, non-patient care duties, informal and formal instruction from their preceptor, and teaching and learning with peers.

3. Prioritize academic courses while ensuring a balanced commitment to both academic and clinical requirements.

4. Take responsibility for completion of clinical hours, clinical education rotation objectives, and all evaluations that are a part of the clinical education course.

5. Be open to preceptors’ different approaches to patient care and completion of skills. Facilitate discussions about different approaches and experiences with your preceptors.

6. Approach clinical education experiences with professional, ethical behavior at all times.

7. Provide timely and honest feedback on all evaluation and clinical hours reporting forms.

8. Perform skills on patients only after being instructed on those skills by program faculty and/or a preceptor.

9. Follow ethical and professional practice standards set forth by the National Athletic Trainers’ Association (and subsequent district and state associations of the NATA), Board of Certification for Athletic Trainers, and the Commission on Accreditation of Athletic Training Education.

Preceptor Responsibilities During Clinical Education
The athletic training student attends clinical education experiences to learn from a preceptor under direct supervision. Learning experiences should occur with actual patients as much as possible. Students are not present to replace medical staff. Preceptors should follow the following guidelines during their experiences:

1. Accept the athletic training student assigned to their facility without discrimination.
2. Follow ethical and professional practice standards set forth by the National Athletic Trainers’ Association (and subsequent district and state associations of the NATA), Board of Certification for Athletic Trainers, and the Commission on Accreditation of Athletic Training Education.

3. Follow athletic training program hours requirements for students without pressuring students to go beyond requirements.

4. Communicate with their student early and often regarding schedules, feedback, learning opportunities, policies and procedures, and other topics relevant to their clinical education experiences.

5. Provide direct supervision of the athletic training student, including maintaining visual and auditory interaction during all patient care situations AND situations where patient care may occur (e.g., practice coverage). The preceptor must be able to intervene on behalf of the athletic training student and patient.

6. Allow students to apply skills to patients once instructed on the skills by athletic training program faculty or yourself.

7. Assess the student and provide ongoing feedback on their skills, professional behaviors, and clinical reasoning.

8. Provide supervised opportunities for providing patient care and furthering their development as clinicians.

9. Cooperate with the student during their completion of clinical hours, clinical education rotation objectives, and all evaluations that are a part of the clinical education course. Communicate with the student the most effective way to complete their requirements with you at their assigned clinical site.

10. Provide timely and honest feedback on all evaluation and clinical hours reporting forms.

Clinical Education Documentation
The following documents are required in order to show successful completion of clinical education experiences.

- Clinical Education Experience Orientation Form
- Hour Logs
- Preceptor Evaluations of the Athletic Training Student (at midpoint and end of each clinical rotation)
- Athletic Training Student Evaluations of the Preceptor (at midpoint and end of each clinical rotation)
- Athletic Training Student Evaluation of the Clinical Site
- Clinical Education Rotation Objective (CERO) Skill Assessment Evaluations
• Other documents/forms deemed as necessary by the CCE or program faculty
All forms and due dates are located on the Athletic Training Program Canvas or E*Value site. Due dates are provided prior to the start of each semester. All forms are turned in via Canvas or E*Value, and reviewed and approved by the CCE.

Clinical Hours
An athletic training student’s clinical hours are logged via the Hour Log sheet. Athletic training students are required to log and have their hours approved by their supervising preceptor prior to submission of the Hour Log sheet to the CCE.

Students are required to obtain a minimum of 200 hours and maximum of 350 hours a semester at their approved primary clinical site and/or, if approved, at secondary or supplemental clinical education opportunities. The minimum and maximum number of hours per reporting period are outlined by the CCE at the beginning of each semester. Additionally, each student must be allowed one day off in a seven day period and not be allowed to obtain more than 10 hours in a given day.

However, there may be instances where a student may not meet or may slightly exceed hour requirements in a given week. Reasons for modification can include preceptor travel, failure to notify CCE of schedule changes, injury/illness to student or preceptor, etc. Modification to any of the hour requirements must be requested by the student in writing and preapproved by the CCE. Allowance for these hour requirement modifications are at the discretion of the CCE and are determined on an individual basis in conjunction with the student, preceptor, and/or CCE.

Countable Clinical Hours
Clinical education experiences should be educational in nature. The following activities are considered educational in the context of clinical education for the athletic training program and thus may count towards clinical education experience hours:

• Providing direct patient care
• Setup/breakdown of equipment that relates to patient care (e.g., equipment for practices/competitions, etc.)
• Attending practice or competitions
• Performing preceptor assigned duties that are educational and professional in nature

The following activities are not considered clinical experiences and thus are not to be counted towards clinical education experience hours:
• Travel time to/from a venue
- Activities not supervised by a UNM athletic training program approved preceptor
- Time spent studying or socializing during periods of “down time” at clinical sites
- Time spent in pre/post-competition meals
- Unapproved clinical activities

Including secondary or supplemental clinical experiences as part of countable clinical hours are reviewed and approved by the CCE on an individual basis.

**Clinical Education Experience Orientation Form**
The Clinical Education Experience Orientation Form should be completed by the student with assistance from the assigned preceptor prior to engaging in any clinical education experiences. This form helps to ensure student and patient safety and compliance with accreditation standards.

Once this form is satisfactorily completed, the form must be turned into the CCE for review and approval. After CCE approval, the student may begin obtaining hours at their assigned clinical site. This form should be completed for each clinical experience the student engages in unless noted otherwise by the CCE. The form and supporting documentation (e.g., EAPs, BBP plans, etc.) needs to be submitted via the Canvas platform.

**Preceptor Evaluation of Student**
The Preceptor Evaluation of the Student is completed twice at the midpoint and end of a student’s clinical rotation. Evaluations should be completed and reviewed with the student prior to submission and review by the CCE.

**Student Evaluation of Preceptor**
The Student Evaluation of Preceptor is completed twice at the midpoint and end of a student’s clinical rotation. Evaluations are completed by the student and then reviewed by the CCE before returned to the preceptor for review.

**Clinical Education Rotation Objective Evaluations**
Clinical Skill Evaluations vary by each student’s progress in the Athletic Training Program. As such, clinical skill evaluations vary in number and due date as dictated by the requirements of the course in which the student is enrolled in for clinical education. The clinical skill evaluations are assessed using Clinical Education Rotation Objective (CERO) Skill Assessment sheets and should be discussed between the preceptor and
student at the beginning of the semester when reviewing the Initial Preceptor/ATS Meeting Form where the student and preceptor will decide on how to complete evaluations to comply with individual class requirements.

Clinical Education Policies
In addition to general program policies, students must abide by additional policies specific to clinical education, described in the following sections.

Supervision Policy
Supervision occurs along a developmental continuum that allows a student to move from interdependence to independence based on the student’s knowledge and skills, as well as the context of care. Preceptors must be onsite and have the ability to intervene on behalf of the athletic training student and patient. Supervision must also occur in compliance with policies outlined by organizations overseeing clinical sites (e.g., UNM, UNMH, APS, etc.).

If a student feels that he or she is not being appropriately supervised, the student should remove him or herself from the clinical site and immediately report the information to the CCE for further investigation.

Travel Policy
Athletic training students are encouraged to take advantage of travel opportunities with their preceptors. If a student is invited to travel, a written request must be placed to the Coordinator of Clinical Education no later than 2 business day prior to departure. The CCE will respond with an approval or denial of the request. Supervision as outline by the UNM ATP Handbook and the CAATE needs to be maintained during the travel experience. The written request must include the following information:

- Preceptor’s name
  - Preceptor(s) must be cc on the written request to the CCE
- Location of travel
- Dates of travel
- Method of travel
- Proof of communication and approval from faculty who’s classes will be missed
  - This can include cc of the faculty on the written request to the CCE

Transportation of Injured Patients
In the case of a non-emergent injury requiring a referral to the UNMH Lobo Clinic and/or other health care facility, the athletic training student is not responsible for transportation. Should the student choose to transport a patient in their personal
vehicle, the student is advised that they are taking on the liability for the passenger (patient) should an accident/incident occur.

Transportation to Clinical Sites
Athletic training students are responsible for their own transportation and the costs associated with transportation to and from their assigned clinical sites. The distance and frequency of travel to/from clinical sites vary therefore cost varies. Students should consider these factors and how they will influence their ability to succeed within the ATP. Clinical site placement will not be adjusted due to a student’s concerns regarding transportation to/from a clinical site.

Concerns with Clinical Education Experience
It is the student’s responsibility to report any issues or concerns with a clinical site or preceptor immediately. If an issue is present, the CCE will work with the student, preceptor, and other involved parties to address the issue. If an issue cannot be resolved and is significantly negatively impacting the student’s learning experience, the student may be reassigned to a different clinical site and/or preceptor within the same semester. Concerns with the CCE should be communicated with the athletic training program director.