

California State University, Long Beach



Master of Science in Athletic Training Student Handbook

Academic Year 2020-21

Department of Kinesiology

Table of Contents

I.	General Overview	5
A.	AT Program Description	5
B.	AT Program Mission, Vision, and Educational Goals and Objectives.....	5
C.	List of Academic Goals	5
D.	AT Program Faculty and Preceptor Directory	7
II.	Academic Information	9
A.	Admission Information to AT Program	9
1.	Program Pre-requisite Courses	9
2.	Program Documents Required for Application.....	10
3.	Application Deadline to the MSAT.....	10
4.	Steps to Completing your Application	10
5.	Admission Decisions.....	11
6.	Post-Admission Program Requirements.....	11
B.	Student Academic Information.....	12
1.	Retention	12
2.	Advancement to Candidacy	12
C.	CSULB Graduate Academic Standards	12
1.	General.....	12
2.	Academic Probation and Disqualification	14
3.	Administrative Academic Probation	14
4.	Administrative Academic Disqualification	15
5.	Academic Credit	15
6.	Academic Load	16
D.	Athletic Training Curriculum	18
1.	Degree Requirements	18
E.	Athletic Training Course Sequence	20
F.	Clinical Education	22
1.	Clinical Overview.....	22
2.	Clinical Education.....	22
3.	Athletic Training Clinical Experiences and Supplemental Clinical Experiences	22
4.	Clinical Competencies	23
5.	Clinical Supervision	23
6.	Clinical Placement.....	23
7.	Clinical Expenses	24

8.	Clinical Evaluation	24
9.	Clinical Health and Safety	25
G.	Costs Associated with Athletic Training Program	25
1.	University and Department Fees	25
2.	AT Program Fees	25
H.	Financial Assistant Information.....	26
1.	Financial Aid	26
2.	Scholarship and Funding Opportunities.....	26
3.	NATA and FWATA Scholarship	26
4.	Campus Program and Services.....	26
III.	MSAT Policies	27
A.	Nondiscrimination Policy	27
B.	Background Check Policy	27
1.	Purpose:	27
2.	Conviction of a Crime.....	28
3.	Initiation of Background Check.....	29
4.	Fees	29
5.	Verification.....	29
6.	Access and Privacy	29
7.	Positive Background Check	29
8.	Applicants with a Felony or Misdemeanor	30
9.	Clinical Agency	31
C.	Technical Standards Policy.....	33
D.	Clinical Education in Athletic Training Supervision Policy	35
E.	Professional Conduct Policy.....	36
1.	Professional Behaviors.....	36
2.	Social Media.....	36
F.	Attendance Policy	38
1.	Classroom.....	38
2.	Clinical Education	38
G.	Grade Policies.....	38
H.	Athletic Training Student Employment Policy	38
I.	Dress and Grooming Policy	39
1.	Dress Guidelines.....	39
2.	Grooming Guidelines	39

J.	Health Insurance Portability and Accountability Act (HIPAA) Policy	40
1.	Authorization	41
2.	Inspect and Copy Records.....	41
3.	Amendments to Records	41
4.	Accounting of Disclosures	42
5.	Restrictions of Use of PHI.....	42
6.	Confidential Communications.....	42
7.	Notice of Privacy Practices.....	43
8.	Disclosure of PHI (Protected Health Information)	43
9.	Patient Identification	43
10.	Release and disclosure of PHI without consent.....	43
11.	De-identified Information	44
K.	Clinical Education Probation Policy.....	45
L.	Clinical Education Dismissal Policy.....	45
1.	Dismissal Procedure.....	45
2.	Student Appeal Procedure.....	46
3.	Formal Appeal Procedure	47
M.	Student Grievance Policy	48
1.	Student Grievance Procedure.....	48
2.	Formal Grievance Procedure	49
3.	College Hearing Committee	49
4.	University Hearing Committee.....	50
IV.	Health.....	52
A.	Immunization Policy.....	52
B.	Blood Borne Pathogen Policy.....	53
1.	Educational Programming regarding OSHA blood-borne pathogen prevention and management.....	53
2.	Personal Protection.....	53
3.	Disposal.....	53
4.	General Disinfectant Guidelines	53
C.	Communicable Disease Policy.....	55
D.	Student Health Maintenance Policy	56

I. General Overview

A. AT Program Description

The Master of Science in Athletic Training (MSAT) program prepares individuals for a career as a certified athletic trainer. Athletic trainers (ATs) are health care professionals who collaborate with physicians to optimize activity and participation of patients and clients. The services provided are preventative services, emergency care, clinical diagnosis, therapeutic intervention and rehabilitation of injuries and medical conditions. Athletic Training is recognized by the American Medical Association as a healthcare profession. The Master of Science in Athletic Training (MSAT) is a full-time, cohort-model program.

The Athletic Training Program is accredited by the Commission on Accreditation of Athletic Training Education (CAATE), 6850 Austin Center Blvd., Suite 100 Austin, TX 78731-3184; P: 512-733-9700, TOLL FREE: 844-GO-CAATE (844-462-2283).

B. AT Program Mission, Vision, and Educational Goals and Objectives

Vision Statement

The Athletic Training Program at California State University, Long Beach shall provide the professional instruction and clinical experiences in athletic training/sports medicine of recognized excellence to high school and college students in Southern California. California State University, Long Beach and the Department of Kinesiology are committed to becoming the leader and university of choice in athletic training/sports medicine in southern California.

Mission Statement

The Athletic Training Program in the Department of Kinesiology delivers professional instruction and clinical experiences in athletic training/sports medicine to athletic training majors at California State University, Long Beach. Professional instruction in athletic training/sports medicine can be divided into the following content areas: Evidence-Based Practice, Prevention and Health Promotion, Clinical Examination and Diagnosis, Acute Care of Injury and Illness, Therapeutic Interventions, Psychosocial Strategies and Referral, Healthcare Administration, and Professional Development and Responsibility. Clinical education in athletic training provide integrated traditional and nontraditional settings that may include the following: university, community college, high school, professional sports, hospitals, and rehabilitation clinics.

C. List of Academic Goals

- **Goal 1:** Continue to develop and strengthen the athletic training curriculum according to CAATE accreditation standards.
- **Goal 2:** Develop, maintain, and strengthen associations with athletic training clinical services with university, community college, professional sports, high school, hospitals,

health care facilities, sports medicine/rehabilitation clinics, and dance performance centers.

- **Goal 3:** To strengthen and develop liaisons with health professions within the college, campus, community, other universities, and professional organizations.
- **Goal 4:** Utilize contemporary information technology for academic instruction and clinical practicum.
- **Goal 5:** Recruit and retain academically motivated students with character, ethics, and desire for service in the discipline and health professions that reflect the human diversity of the community served by CSULB.
- **Goal 6:** Seek additional athletic training faculty to meet the demands of assessment and clinical supervision in a competency based Athletic Training Program.
- **Goal 7:** Provide an environment that encourages and enhances professional development in athletic training for teaching, scholarship, and service.

D. AT Program Faculty and Preceptor Directory

AT Program Faculty

AT Program Faculty	Position	Email
Mimi Nakajima, EdD, ATC	AT Program Director	Mimi.Nakajima@csulb.edu
Karen Roos, PhD, ATC	Core Faculty	Karen.Roos@csulb.edu
Portia Resnick, PhD, ATC	Coordinator of Clinical Education	Portia.Resnick@csulb.edu
Mercedes Luna, EdD, ATC	Adjunct Faculty	Mercedes.Luna@csulb.edu
Mary Aja, MS, ATC	Adjunct Faculty	maja@lbcc.edu
Brian Cable, MS, ATC	Adjunct Faculty	bcable@cerritos.edu
Quincy Wang, MD	Medical Director	Quincy.C.Wang@kp.org
Leilani Madrigal, PhD	Assistant Professor	Leilani.Madrigal@csulb.edu
Michelle Allencar, PhD	Associate Professor	Michelle.Alencar@csulb.edu

Preceptor & Clinical Education Sites

Preceptor	Clinical Education Site	Email
Francisco, Abigail	El Camino College	afrancisco@elcamino.edu
Alexandria Lacayo	Mt. San Antonio College	alacayo@mtsac.edu
Alvin Cabrera	Los Angeles Chargers	Alvin.Cabrera@Chargers.nfl.com
Anthony Venute	UCLA	avenute@athletics.ucla.edu
Arbhie Guce	LBSU	Arbhieguce@gmail.com
Ashley St. Claire	LBSU	Ashley.St.Clair@csulb.edu
Brian Cable	Cerritos College	bcable@cerritos.edu
Chaz Kekipi	Orange Coast College	ckekipi1@occ.cccd.edu
Christine Turnbull	LBSU	Christine.Turnbull@csulb.edu
Coreyon Edwards	St. John Bosco HS	CEdwards@Bosco.org
Crystal Elston	LBSU	crystalelston@ymail.com
Diane Stankevitz	East Los Angeles College	StankeDL@elac.edu
Elva Salcido	Mt. San Antonio College	Esalcido7@mtsac.edu
Hiroyuki Oda	Select Medical (Disneyland)	HOda@selectmedical.com
Isabel Archuleta	Orange Coast College	iarchuleta@occ.cccd.edu
Jarrold Spanjer	LBSU	Jarrod.Spanjer@csulb.edu
Jessica Jewell	LBSU	Jessica.Jewell@csulb.edu
John Siegel	LBSU Dance	jsiegel1@csulb.edu
Joi Richardson	El Camino College	jrichardson@elcamino.edu
Jose Sanchez Uribe	Santa Ana College	Sanchez Uribe Jose@sac.edu
Karen Bloch	Bloch Wellness	drbloch@mybcwellness.com
Kirsten Marony	Golden West College	kmarony@gwc.cccd.edu
Marc Reichling	UCLA	mreichling@athletics.ucla.edu
Mark Pocinich	UCLA	mpocinich@athletics.ucla.edu

Preceptor	Clinical Education Site	Email
Mary Aja	Long Beach City College	maia@lbcc.edu
Megan-rose Bertell	Long Beach City College	mbertell@lbcc.edu
Meghann McCall-O'Dell	LBSU	Meghann.McCallODell@csulb.edu
Melody Mohebbi	St. John Bosco HS	mmohebbi@Bosco.org
Michael Landas	Mt. San Antonio College	MLandas@MtSAC.edu
Michael Nakahara	Orange Coast College	mnakahara@occ.cccd.edu
Monica Cordova	Cerritos College	mcordova@cerritos.edu
Pat Frohn	Golden West College	pfrohn@gwc.cccd.edu
Patricia Bellali	Pasadena City College	PGBELLALI@pasadena.edu
Randy Beckman	Long Beach City College	rbeckman@lbcc.edu
Rudy Aguilar	Pasadena City College	rxaguilar@pasadena.edu
Scott Tucker	Cypress College	stucker@cypresscollege.edu
Steve Agee	UCLA	sagee@athletics.ucla.edu
Steve Teubner	El Camino College	steubner11@yahoo.com
Taylor Curry	LBSU	Taylor.Curry@student.csulb.edu
Tyson Allies	Select Medical (Disneyland)	TAllies@selectmedical.com
Wilda Jarrett	Los Angeles Southwest College	tapepros@yahoo.com

II. Academic Information

A. Admission Information to AT Program

Admission to the Master of Science in Athletic Training (MSAT) is a three-step process:

1) Submit a completed ATCAS application, 2) On-campus or video interview, and 3) Complete Cal State Apply. Admission shall be granted on a competitive basis; meeting the admission requirements qualifies an individual for, but does not guarantee admission to the program. The MSAT degree program is a four-semester cohort model with instruction beginning in the Fall term.

1. Program Pre-requisite Courses

- a. Hold, or be eligible to hold, an acceptable baccalaureate degree from an institution accredited by a regional accrediting association or have completed equivalent academic preparation as determined by an appropriate campus authority, by the end of the spring semester prior to admission to the program.
- b. Have attained a cumulative grade point average of at least 3.00 (A=4.00).
- c. Have been in good academic, professional, and clinical standing at the last institution and if applicable in the last entry-level athletic training educational program attended
- d. Have successfully completed the following courses with a minimum of "C" and a minimum cumulative grade point average of 3.00 by the end of the spring semester prior to the year of admission to the program. No course may be repeated more than once and no more than 3 prerequisite courses may be repeated. CR/NC grades, correspondence courses, or independent study courses cannot be used for prerequisite requirements. It is recommended that no more than two (2) classes may be in progress during the spring semester of application and all prerequisite courses must be completed by the end of the spring semester of application.
- e. Required Courses:
 - Human Anatomy (1 semester with lab)
 - Human Physiology (1 semester with lab)
 - General Psychology (1 semester)
 - Physics (1 semester)
 - Chemistry (1 semester)
 - Biology (1 semester)
 - Biomechanics (1 semester)
 - Exercise Physiology (1 semester)
 - Nutrition (1 semester)
 - Prevention and Care of Athletic Injuries (1 semester)
 - Motor Control (1 semester)
 - Statistics (1 semester)

2. Program Documents Required for Application

- a. Two (2) letters of recommendation attesting to the potential for success as an athletic trainer and/or the scholarly potential of the applicant:
 - o At least one letter must be from a BOC (Board of Certification for the Athletic Trainer) certified athletic trainer with whom the applicant had a professional association, and
 - o One from a professor for a prerequisite course which the applicant completed; or if the applicant previously has been employed, from an employer; or someone the applicant has had a professional association.
- b. Provide documentation of knowledge of athletic training through a minimum of 150 documented hours of volunteer experience under the direct supervision of a BOC certified athletic trainer.
- c. Provide a written statement of purpose reflecting the applicant's commitment to athletic training.

3. Application Deadline to the MSAT

There will be two review dates for application:

- Priority review
 - o Submit ATCAS application by December 1st.
- Regular review
 - o Submit ATCAS application by February 15th.

4. Steps to Completing your Application

1. Applicants will complete and submit the online application to the program through ATCAS (Athletic Training Centralized Application Service) (<http://atcas.liaisoncas.org/>).
2. The ATCAS application requests the below information:
 - a) Official transcripts of all academic work attempted.
 - b) Two letters of recommendation attesting to the potential for success as an athletic trainer and/or the scholarly potential of the applicant;
 - i) At least one letter must be from a BOC (Board of Certification for the Athletic Trainer) certified athletic trainer with whom the applicant has had a professional association.
 - ii) One from a professor for a prerequisite course which the applicant completed; or if the applicant previously has been employed, from an employer; or someone the applicant has had a professional association.
 - c) Documentation of knowledge of athletic training through a minimum of 150 documented hours of volunteer experience under the direct supervision of a BOC certified athletic trainer.

- d) Written statement of purpose reflecting the applicant's commitment to athletic training.
 - e) Prerequisite requirements. All courses (prerequisite and overall) must be taken from an accredited institution.
3. The MSAT Program Admission Committee will conduct applicant interviews to assist in their application reviews and admissions decisions via video conference or face to face. Highly regarded applicants will be invited for the interview in December, January, or February.
 4. (International Students Only) - applicants who do not hold a bachelor's or master's degree from a U.S. regionally accredited institution are required to satisfy English language requirements. The following test results are accepted by CSULB: TOEFL, IELTS, Pearson, Eiken, or ALI information.

5. Admission Decisions

- a. Process for Student Selection to the Program
 - i. Upon receipt of completed applications, the MSAT Admissions Committee will conduct initial review of applications. Qualified applicants will be invited for an on-campus or videoconference interview with the MSAT Admissions Committee.
 - ii. Applicants will be evaluated based on:
 1. Undergraduate GPA (10%)
 2. Pre-requisite GPA (25%)
 3. Letter of Recommendation (20%)
 4. Essay (15%)
 5. Pre-professional Hours (5%)
 6. Interview (25%)
- b. The CSULB MSAT program conducts a rolling admission. The process of application review will begin at the end of December, and will be repeated until the April deadline until the cohort is full. Applicants are recommended to apply early.

6. Post-Admission Program Requirements

After admission to the MSAT program, the following documentation must be submitted to the AT Program prior August 1st.

- a. Health insurance, titers and immunizations (HBV series, MMR, Tdap, chicken pox, and meningococcal), Negative TB Test (within past 2 months), and malpractice insurance.
- b. BOC (Board of Certification for the Athletic Trainer) identification number.
- c. Signed Documentation: Ability to meet Technical Standards with or without accommodations, Statement of Confidentiality, and Communicable Disease Policy.
- d. Federal Criminal Background Check.

B. Student Academic Information

1. Retention

- a. Maintain a 3.00 or better grade point average in all graduate work completed at CSULB.
- b. Make continuous satisfactory progress toward the degree objective.
- c. Each major course must be completed with a grade of "C" or better.
 - i. A course in which a grade lower than a "C" is received must be repeated and successfully completed prior to enrolling in any other course for which it is a prerequisite or progression in the program.
 - ii. The program is cohort course sequenced, to repeat a course means the student will be placed on administrative-academic probation and must take an educational leave until the course is offered again in the program sequence. The student will rejoin the program sequence with the next cohort to retake the course.
 - iii. A course can be repeated only once. Failing to meet the course grade standard on the second attempt will result in administrative-academic disqualification from the program.

2. Advancement to Candidacy

- a. Attainment of classified status as a student in a graduate program at CSULB.
- b. Meet the University requirements for advancement to candidacy.
- c. Fulfillment of the Graduation Writing Assessment Requirement (GWAR) for Graduate Students (<http://web.csulb.edu/divisions/aa/gwar/students/>).
- d. Complete a minimum of one semester (fall session) of graduate level coursework in the program.
- e. Be enrolled during the term in which advancement to candidacy takes place.
- f. Obtain approval for one's individual program plan from the Graduate Advisor and then from the Associate Dean of the College of Health and Human Services.

C. CSULB Graduate Academic Standards

The following are University Regulations Governing the Master's Degree From the University Catalog (<http://catalog.csulb.edu/>)

1. General

The following regulations apply to all graduate degree programs. Specific academic and curricular requirements of individual degree programs are given in the departmental listings of this catalog.

In addition to whatever additional requirements a particular degree program has, all candidates for a master's degree must complete the requirements listed below:

- a. Maintain a cumulative, graduate, grade-point average of 3.0 calculated on all upper-division and graduate-level coursework attempted by the candidate at CSULB after completion of a baccalaureate degree. Exceptions to the 3.0 cumulative, graduate, grade-point average may be made only on the recommendation of both the departmental faculty offering the degree and the college dean or designee and approval by the Dean of Graduate Studies or designee.
- b. Maintain at least a 3.0 average in all the courses listed on the program of study.
- c. Obtain a minimum grade of C for a course to count in a program of study. Academic unit(s) granting the degree(s) may require higher minimum grades for specifically indicated courses. A student may retake a course once in order to achieve a minimum grade. A grade for a course taken the second time may satisfy a minimum grade requirement but shall not replace the grade previously earned in the course on the student's transcript.
- d. Make progress towards timely completion of the degree as determined by any milestones that the academic unit granting the degree may have established in writing and communicated to its students. Students failing to make satisfactory progress may be placed on administrative academic probation. Department Chairs or Associate Deans must notify students in writing or via e-mail that they have been placed on administrative academic probation.
- e. Complete all required courses on the program of study, which must contain a minimum of 30 units in upper-division and graduate courses. Some degree programs require additional units. Student teaching may not be included in any master's degree program.
- f. Complete at least seventy percent (70%) of the required units in the degree program at CSULB in matriculated status or as approved graduate credit earned as a senior. At the option of the department offering a master's degree, a graduate student may use credit taken at CSULB in non-matriculated status or approved transfer credit toward up to thirty percent (30%) of the units of the program of study. Units applied towards a previous undergraduate degree cannot be transferred for credit towards a master's degree. The academic unit granting the degree may waive units and course requirements provided the minimum thirty-unit requirement is met in accordance with Title V.
- g. Complete at least seventy percent (70%) of the minimum units required for the program of study in courses at the 500 and 600 levels, including double numbered courses (400/500). At least fifty percent (50%) of the units required for the degree shall be in courses organized primarily for graduate students.
- h. Complete a thesis or project subject to all requisite approvals or pass a final, comprehensive examination. Some programs require both a final comprehensive examination and either a thesis or project. Others allow students a choice between a thesis option and a non-thesis, comprehensive examination option. Failure of either the comprehensive examination or thesis/project requirement is failure of both options. In other words, a student failing the comprehensive examination may not proceed to the

thesis or project option or vice versa. Once a student has completed a semester of enrollment toward fulfillment of either the comprehensive examination or thesis option, the student may not change from one option to the other without the approval of the graduate advisor, the department chair, and the appropriate dean or designee.

- i. Complete all requirements of the degree program within seven (7) years of the date the student initiated the program (i.e., the date [semester] when the student first completed a course appearing on the student's program of study). The Dean of Graduate Studies or designee may grant an exception to this requirement if warranted by individual circumstances and if the student re-validates the outdated work by re-taking the course, passing a comprehensive examination in the relevant course or subject field work, or fulfilling such other demonstrations of competence as may be prescribed by the department in its approved policy on revalidation.
- j. Maintain continuous enrollment every spring and fall semester by registering in a course or in GS 700 or having received an approved educational leave. Registration in GS 700 is restricted to graduate students who have completed all course work, have been advanced to candidacy, and have departmental approval. Registration in a course or in GS 700 also is required in winter or summer session if that is when a student plans to graduate. Registration in GS 700 is CR/NC only.

2. Academic Probation and Disqualification

For purposes of determining eligibility to remain at the University, both quality of performance and progress toward the student's objective will be considered. Eligibility will be determined by use of grade points and grade-point average.

Students who are enrolled in a graduate degree program in conditionally classified or classified standing will be subject to academic probation if they fail to maintain a cumulative grade-point average of at least 3.0 (as defined earlier under General Regulations Governing the Master's Degree) in all units attempted subsequent to admission to the degree program.

Every graduate student who has been advanced to candidacy must maintain a cumulative grade-point average of 3.0 and a grade-point average of 3.0 in all courses applicable to the degree. Candidacy for an advanced degree may be revoked if a student's cumulative grade-point average falls below 3.0 at any time. Students who become subject to dismissal from an advanced degree program will be notified of the action taken by the College Associate Dean or the Dean of Graduate Studies or designee.

Graduate and post-baccalaureate students are subject to disqualification if while on probation they fail to earn grades of sufficient quality to remove themselves from probationary status. Disqualification will bar such students from any further enrollment at CSULB.

3. Administrative Academic Probation

A graduate student may be placed on administrative-academic probation by action of appropriate campus officials for any of the following reasons:

- a. Withdrawal from all or a substantial portion of a program of studies in two successive semesters or in any three semesters, unless the withdrawals were directly associated with a chronic or recurring medical condition or its treatment;
- b. Repeated failure to progress toward the stated degree objective or other program objective (when such failure appears to be due to circumstances within the control of the student);
- c. Failure to comply, after due notice, with an academic requirement or regulation which is routine for all students or a defined group of students (e.g., failure to take placement tests, failure to complete a required practicum).

MSAT Examples of Administrative-Academic Probation

- a. Failure to adhere to the NATA Code of Ethics
- b. Violation of applicable state or federal law related to patient care (e.g., HIPAA, FERPA)
- c. Failure to maintain Emergency Cardiac Care certification
- d. Harassment of others including, but not limited to, patients, students, and preceptors during clinical experiences.

4. Administrative Academic Disqualification

A student who has been placed on administrative-academic probation may be disqualified from further attendance if:

- a. The conditions for removal of administrative-academic probation are not met within the period specified.
- b. The student becomes subject to academic probation while on administrative-academic probation.
- c. The student becomes subject to administrative-academic probation for the same or similar reason for which they have been placed on administrative-academic probation previously, although not currently in such status.

In addition, an appropriate campus administrator may disqualify a student who at any time during enrollment has demonstrated behavior so contrary to the standards of the profession for which the student is preparing as to render her/him unfit for the profession. In such cases, disqualification will occur immediately upon notice to the student, which shall include an explanation of the basis for the action, and the campus may require the student to discontinue enrollment as of the date of the notification.

5. Academic Credit

Credit/No Credit Grading

A graduate student may take courses at the 100/200/300/400 levels under the Credit/No Credit grading policy; however, no course in which a grade of "CR" has been assigned may be used to fulfill the requirements for a master's degree, except that the grade of "CR" may be permitted for master's theses or projects to a maximum of six units when the individual department has specifically designated Credit/No Credit grading for the thesis/project course in the department and for field work, practicum, research, and/or internship courses.

For graduate students, courses at the 300/400/500/600/700 levels require "B" level proficiency to merit award of the "CR" grade; at the 100/200 levels "C" level proficiency or better is required for award of the "CR" grade.

The option of Credit/No Credit grading for graduate students on 100/200/300/400-level courses is subject to specific regulations of the individual departments regarding their graduate students and regarding the authorization for this option intrinsic to the approved course. Otherwise, no limitation exists as to the number of courses taken under this policy.

Waiver of Course Requirement and Credit by Examination

No waiver of course requirements or credit by examination may be used to satisfy master's degree requirements. However, the following rules govern course waivers or credit by examination in satisfying prerequisites for advancement to candidacy in any master's degree program.

Any candidate for a master's degree who believes that previous training has provided adequate preparation in a certain area may request a waiver from the department concerned. A candidate may also apply for course credit by examination, but only for prerequisite courses and not to satisfy any of the requirements for the master's degree. Requests for such examinations must be made to the department concerned and approved by the department chair. Credit by examination is restricted to courses published in the current CSULB Catalog. Please see Credit by Examination in the General Regulations section of this catalog.

All course credit by examination will be recorded as CR (Credit) and will not be included in calculation of grade-point averages; such credit may not be used to remove a grade of "D" or "F" in a course already attempted, nor may course credit by examination be granted for any course which is a prerequisite to one for which credit has already been received.

6. Academic Load

Eight units per semester is a normal academic load for a full-time graduate student engaged in study toward a master's degree. If a candidate wishes to exceed this limit, it should be discussed with the departmental graduate advisor. The maximum load for graduate students working toward a master's degree is 18 units per semester.

Graduate students who wish to register for more than one unit of credit per week of attendance during the summer session must secure advance approval from the College Associate Dean or Director of Graduate Studies. Petition forms and information may be obtained in the college offices.

D. Athletic Training Curriculum

1. Degree Requirements

The Master of Science in Athletic Training degree program is a 52 unit, two year, cohort program that includes clinical education.

Core:

Take all of the following courses:

- AT 500 Athletic Training Healthcare and Clinical Skills (2) Prerequisite: Admission to the MSAT program. Co-requisite: AT 502, 510, 520, 581, and KIN 696.
- AT 502 Emergency Management in Athletic Training (1) Prerequisite: Admission to the MSAT program. Co-requisite: AT 500, 510, 520, 581 and KIN 696.
- AT 504 Evidence-Based Practice and Testing in Athletic Training (1) Prerequisites: AT 500, AT 502, and KIN 696.
- AT 506 Public Health and Epidemiology in Athletic Training (2) Prerequisites: AT 504.
- AT 510 Athletic Training Clinical Evaluation I (3) Prerequisite: Admission to the MSAT program. Co-requisites: AT 500, AT 502.
- AT 511 Athletic Training Clinical Evaluation II (3) Prerequisites: AT 510.
- AT 515 Medical Conditions and Pharmacology in Athletic Training (3) Prerequisite: AT 581.
- AT 520 Athletic Training Therapeutic Interventions I (3) Prerequisite: Admission to the MSAT program. Co-requisite: AT 510.
- AT 521 Athletic Training Therapeutic Interventions II (3) Prerequisite: AT 520. Co-requisite: AT 511.
- AT 525 Athletic Training Therapeutic Interventions: Therapeutic Modalities (2) Prerequisites: AT 581.
- AT 526 Manual Therapeutic Interventions in Athletic Training (2) Prerequisite: AT 521, AT 525, AT 583.
- AT 530 Management and Professional Issues in Athletic Training (3) Prerequisite: AT 582.
- KIN 568 Nutrition for Exercise and Performance (3) Prerequisites: NUTR 132, KIN 301, BIOL 207.
- KIN 579 Psychological Aspects of Sports Injury (3) Prerequisite: Graduate Standing or Consent of Instructor.
- KIN 696 Research Methods and Statistical Analysis (3) Prerequisite: Undergraduate major in Kinesiology or related field, undergraduate Statistic course or equivalent.

Take one of the following elective courses (3 units):

- KIN 540 Biomechanical Factors in Human Movement (3) Prerequisite: KIN 300 or equivalent.

- KIN 541 Applied Biomechanics: Lifting and work Capacity (3) Prerequisite: KIN 300 or equivalent (trigonometry and PHYS 100A recommended).
- KIN 551 Advanced Exercise Physiology (3) Prerequisite: KIN 301 or equivalent and BIOL 207 or equivalent.
- KIN 552 Exercise Testing and Training in Health and Disease (3) Prerequisite: KIN 301 or equivalent and BIOL 207 or equivalent.
- KIN 562 Advanced Strength and Conditioning (3) Prerequisite: KIN 300, KIN 301.
- KIN 565 Clinical Exercise Electrocardiography (3) Prerequisite: BIOL 207, KIN 301, and/or consent of instructor.
- KIN 566 Biochemical and Hormonal Adaptations to Physical Activity (3) Prerequisite: KIN 301 or equivalent; CHEM 111A, CHEM 112A, or its equivalent.
- KIN 568 Nutrition for Exercise and Performance Prerequisite: NUTR 132, KIN 301.

Take all of following courses:

- AT 581 Athletic Training Clinical Education I (2) Prerequisite: Admission to the MSAT program. Co-requisite: AT 500, 502.
- AT 582 Athletic Training Clinical Education II (2) Prerequisite: AT 581.
- AT 583 Athletic Training Clinical Education III (2) Prerequisite: AT 582.
- AT 584 Athletic Training Clinical Education IV (2) Prerequisite: AT 583.
- AT 591 Seminar in Athletic Training (1) Prerequisite: AT 583. Co-requisite: AT 584.

Complete the following courses (6 units):

- AT 699A Applied Research Project in Athletic Training (2) Prerequisite: Advancement to Candidacy, KIN 696. Co-requisite: AT 504.
- AT 699B Applied Research Project in Athletic Training (2) Prerequisite: AT 699A.
- AT 699C Applied Research Project in Athletic Training (2) Prerequisite: AT 699B.

E. Athletic Training Course Sequence

Term	Course	Course Name	Credit
Fall 1	AT 500	Athletic Training Healthcare and Clinical Skills	2
	AT 502	Emergency Management in Athletic Training	1
	AT 510	Athletic Training Clinical Evaluation I	3
	AT 520	Athletic Training Therapeutic Interventions I	3
	AT 581	Athletic Training Clinical Education I	2
	KIN 696	Research Methods and Statistical Analysis	3
	KIN	KIN electives	3
		Semester Total	17
Spring 1	AT 504	Evidence-Based Practice and Testing in Athletic Training	1
	AT 511	Athletic Training Clinical Evaluation II	3
	AT 521	Athletic Training Therapeutic Interventions II	3
	AT 525	Athletic Training Therapeutic Interventions	2
	AT 582	Athletic Training Clinical Education II	2
	AT 699A	Applied Research Project in Athletic Training	2
		Semester Total	13
	Fall 2	AT 506	Public Health and Epidemiology in Athletic Training
AT 515		Medical Conditions and Pharmacology in Athletic Training	3
AT 530		Management and Professional Issues in Athletic Training	3
AT 699B		Applied Research Project in Athletic Training	2
AT 583		Athletic Training Clinical Education III	2
KIN 579		Psychological Aspects of Sports Injury	3
		Semester Total	15
Spring 2	AT 526	Manual Therapeutic Interventions in Athletic Training	2
	AT 591	Seminar in Athletic Training	1
	AT 699C	Applied Research Project in Athletic Training	2
	AT 584	Athletic Training Clinical Education IV	2
		Semester Total	7
Term	Course	Course Name	Credit
Fall 1	AT 500	Athletic Training Healthcare and Clinical Skills	2
	AT 502	Emergency Management in Athletic Training	1
	AT 510	Athletic Training Clinical Evaluation I	3
	AT 520	Athletic Training Therapeutic Interventions I	3
	AT 581	Athletic Training Clinical Education I	2
	KIN 696	Research Methods and Statistical Analysis	3
		Semester Total	14
Spring 1	AT 504	Evidence-Based Practice and Testing in Athletic Training	1
	AT 511	Athletic Training Clinical Evaluation II	3
	AT 521	Athletic Training Therapeutic Interventions II	3

	AT 525	Athletic Training Therapeutic Interventions: Therapeutic Modalities	2
	AT 582	Athletic Training Clinical Education II	2
	AT 699A	Applied Research Project in Athletic Training	2
		Semester Total	13
Fall 2	AT 506	Public Health and Epidemiology in Athletic Training	2
	AT 515	Medical Conditions and Pharmacology in Athletic Training	3
	AT 530	Management and Professional Issues in Athletic Training	3
	AT 699B	Applied Research Project in Athletic Training	2
	AT 583	Athletic Training Clinical Education III	2
	KIN 579	Psychological Aspects of Sports Injury	3
		Semester Total	15
Spring 2	AT 526	Manual Therapeutic Interventions in Athletic Training	2
	AT 591	Seminar in Athletic Training	1
	AT 699C	Applied Research Project in Athletic Training	2
	AT 584	Athletic Training Clinical Education IV	2
		Semester Total	10

**3-unit elective course need to be taken during Spring 1 or Fall 2 semester (or summer).*

F. Clinical Education

1. Clinical Overview

Quality clinical experiences are essential in producing excellent health care professionals. Through interactions with preceptors at various clinical sites, athletic training students gain clinical experiences necessary to develop into competent athletic trainers.

2. Clinical Education

The clinical education component of the Athletic Training (AT) Program consists of four consecutive semesters of clinical experience in various clinical settings. It is the overall plan of the AT Program that the cohort clinical experiences of the athletic training student parallel their didactic coursework.

It is also important to the AT Program and preceptors that the athletic training student be placed in “real world” situations that challenges the Athletic Training Students (ATS) while not putting the patient or the ATS at risk. The overall student learning outcomes of the clinical education component accomplishes these goals with student progression through a three-step model: progression from skill acquisition to skill application and, finally, to skill integration.

The clinical education components include three types of learning opportunities for students to prepare themselves to independent clinical practice. These include athletic training clinical experiences, simulation, and supplemental clinical experiences.

- The athletic training clinical experiences involve direct client/patient care guided by a preceptor who is an athletic trainer or physician. This will compose the majority of the clinical education component.
- Simulation will be used to replace or amplify real experiences with guided experiences that evoke or replicate substantial aspects of the real world.
- Lastly, supplemental clinical experiences are learning opportunities supervised by health care providers other than athletic trainers or physicians.

Course credit is consistent with California State University, Long Beach curriculum policy and practice. The credit for all courses in the AT Program have been approved by the Department, College, and certified via the University Curriculum Festival.

3. Athletic Training Clinical Experiences and Supplemental Clinical Experiences

Over the course of four semesters, students will be assigned to both on-campus and off-campus clinical education experiences. The time commitment for clinical education experiences will increase over each semester, with the final semester involving full-time 40 hours per week immersion in athletic training. When assigned to an off-campus clinical education site, the

students should be prepared to fulfill any additional requirements (e.g., background checks, orientation) as well as transportation to and from that site.

Non-required Experiences:

It is recognized that opportunities for clinical experiences may arise for ATS that are not a part of their formal or required program of study. The California State University, Long Beach AT Program encourages students to take advantage of those opportunities whenever it is possible and appropriate for them to do so.

- ATS who find opportunities working with sports medicine clinic, professional sports teams, club teams, intramurals, or any other off-campus organization work under the policies and procedures of that organization. Unless specifically arranged as an internship with course credit, the arrangement is strictly between the organization and the student.

4. Clinical Competencies

During the AT Program, clinical competencies will be taught, practiced, learned, and assessed. Some clinical competencies are taught and evaluated during the regular academic/didactic coursework, and some may be evaluated by preceptors are part of the clinical experience courses.

5. Clinical Supervision

See Clinical Education in Athletic Training Supervision Policy.

6. Clinical Placement

The clinical education rotations and assignments provide opportunities for students to gain clinical experiences associated with a variety of different populations (CAATE Standards for Accreditation of Professional Athletic Training Education Standard 17, 2020), including throughout the lifespan, different sexes, different socioeconomic statuses, varying levels of athletic ability, and nonsport activities.

Clinical education is conducted in such a way as to allow the AT Program faculty/staff to regularly and frequently evaluate student progress and learning, as well as the effectiveness of that experience. It is the responsibility of the Coordinator of Clinical Education to establish the evaluation procedures and instruments and see to their use to assess the effectiveness of the program components.

The students' clinical education requirements are carefully monitored by the Coordinator of Clinical Education and his/her designee.

- a. The length of clinical education is consistent with other comparable academic programs requiring a clinical or supervised practicum component. Such policies will be consistent with federal or state student work-study guidelines as applicable to the campus setting.
- b. ATS are not to serve in the capacity of an employed athletic trainer. ATS are not to act in the capacity of managers or secretarial support staff. They are not to be expected to perform duties that compromise their educational experience.
- c. Students are not paid for their participation in clinical education.
- d. Outside Employment: Students are allowed to hold part-time jobs provided they do not interfere with the clinical education aspect of the AT Program. Clinical education takes place primarily during the afternoons from approximately 1:00pm to 6:00pm. On occasion these experiences may occur in the morning before courses are offered, depending on the clinical site assignments. The AT Program understands that many students must obtain employment to fulfill financial responsibilities, but students must meet the requirement of the clinical practicum courses.
- e. Clinical Rotation Hours: Hours are assigned by the clinical preceptors and may change or vary according to responsibilities of the ATS. Hours will also vary depending on the clinical education course the student is enrolled (e.g., ATEP 584 requires immersive experience).
- f. Clock hours that are spent traveling will NOT be valid for reporting.

7. Clinical Expenses

The clinical education requirements may incur additional expenses including, but not limited to the following:

- Travel to and from the clinical sites
- Housing (related to immersive experience)
- Clinical attire

See also, Cost associated with MSAT Program

8. Clinical Evaluation

Evaluations are an integral part of the academic process, both for the program and the ATS. Both ATS and preceptors are required to complete the following evaluations, which include, but are not limited to:

- ATS mid-semester evaluation by preceptor
- ATS end-of-semester evaluation by preceptor
- ATS evaluation of preceptor
- ATS evaluation of clinical site

9. Clinical Health and Safety

For the health and safety of each athletic training students, as well as other clinical staff and patients, each ATS must know, acknowledge, and abide by the Bloodborne Pathogen Guidelines, Communicable Disease Policy, Student Health Maintenance Policy, Technical Standards while completing clinical assignments. In addition, ATS must abide by safety standards at each clinical site.

G. Costs Associated with Athletic Training Program

1. University and Department Fees

Graduate tuition is determined each year by the California State University system and is subject to change at any time. The most up-to-date and accurate information related to tuition is available through the university catalog at:

<http://catalog.csulb.edu/content.php?catoid=3&navoid=145>

2. AT Program Fees

In addition to university and department fees, ATS in CSULB AT Program may have other fees associated with being a student in the program. These expenses are described here with estimates to help with planning. These fees are subject to change from year-to-year.

- a. Professional Organization Memberships– NATA Membership (\$105 annually)
- b. Professional Organization Symposium – The AT Program requires students to attend at least one professional development opportunity a year. This may include NATA Clinical Symposium, FWATA Annual Meeting, etc. (\$250~)
- c. Travel Expenses - AT students are responsible for transportation (e.g., car, gas, train, bus) to and from assigned clinical sites, which varies each semester.
- d. Clothing (some optional) - Students should be prepared to purchase clothing based on the AT Program’s Dress and Grooming Policy. Items include, but are not limited to, khaki pants/shorts, collared shirts, inclement weather gear, and a watch.
- e. Immunization - Professional program students must provide evidence of the immunizations required for admittance into the university (2 doses of MMR – measles, mumps, rubella; meningococcal vaccine). Students must also receive 3 doses of vaccine (or initiation of the process) or signed waiver of declination of Hepatitis B. An annual influenza vaccination is also recommended and may be required at some sites.
- f. Clinical site background checks - Some clinical sites may require background checks for MSAT students to be placed at the site in addition to the background check conducted when entering the program. It is common for California high schools to require FBI/DOJ Live Scan background checks. These costs vary each year and any associated costs with obtaining a background check is the responsibility of the student. (\$50)

- g. Emergency Cardiac Care Certification – Students are required to be CPR and first-aid certified throughout their time in the AT Program. Certification must be completed every other year.
- h. BOC Examination (\$300)
- i. Sports Medicine Club (\$70)

H. Financial Assistant Information

1. Financial Aid

There are a variety of financial aid programs to assist students and families with meeting expenses. The information concerning student financial assistance may be obtained from Financial Aid, Brotman Hall 101, (562) 985-8403 or by visiting the website at <http://www.csulb.edu/financial-aid>:

2. Scholarship and Funding Opportunities

Funding opportunities for student scholarships and travel grants for students to attend academic conference:

<http://www.csulb.edu/graduate-studies-resource-center/campus-funding>

3. NATA and FWATA Scholarship

The NATA Foundation Scholarship Program offers scholarship to Undergraduate, Master's and Doctoral students. The number of scholarships varies annually (from 50 to 75), with the amount of the award currently at \$2,300 per scholarship. For more information, please see the NATA Foundation website (<https://www.natafoundation.org/education/scholarships/>).

There are also scholarships available through the Far West Athletic Trainers' Association, which currently sponsors ten scholarship to support student members in District 8. Each scholarship recipient receives a \$1,500 monetary award and a plaque. For more information, please see FWATA Scholarship website (<https://www.fwatad8.org/committees/scholarships-committee/>).

4. Campus Program and Services

- a. ASI Beach Pantry (<https://asicsulb.org/corporate/discover/beach-pantry>)
- b. Basic Needs Program (http://web.csulb.edu/divisions/students/basic_needs_program/)
- c. Cal Fresh Outreach Program (<http://web.csulb.edu/divisions/students/calfresh/>)

Other services and program can be located below:

<http://web.csulb.edu/divisions/students/programs.html>

III. MSAT Policies

A. Nondiscrimination Policy

The CSULB AT Program abides by the following nondiscrimination policies:

- CSU EO 1096 and subsequent updates (<https://www.csulb.edu/equity-diversity/policies>)
- BOC Standards of Professional Practice
- NATA Code of Ethics

B. Background Check Policy

Background Checks will be conducted on all students who have accepted admission to the MSAT Program prior to the start of their first academic year.

Students who are pursuing a degree in Athletic Training need to be aware of certain elements that potentially can impact clinical education placement, certification, licensure, and future employment. Federal and various state laws are in place that precludes persons with criminal backgrounds from being in contact with children and patients. Where these laws apply, students will be required to undergo a criminal background check which may include live scan fingerprinting and a search of federal and state criminal data bases. Drug testing may also be required. A crime or serious crime conviction may affect a graduate's ability to sit for the BOC certification examination and/or attain state licensure.

1. Purpose:

The purpose of conducting the background check prior to beginning the MSAT program are as follows:

- a. To help satisfy the AT Program obligation to assure the health, welfare and safety of student athletes, patients, and others at the clinical facilities where the AT Program athletic training students participate in clinical education experiences.
- b. To identify, athletic training students whose background checks may interfere with their ability to participate in clinical education experiences.
- c. To identify, athletic training students whose background checks may interfere with their ability to obtain professional certification and/or professional licensure.
- d. Accredited healthcare facilities [e.g. Joint Commission on Accreditation of Healthcare Organizations (JCAHO)] and some non-healthcare organizations require verification of competency of all individuals who have direct contact with patients or employees. Competency extends beyond technical skill to an individual's criminal history.

2. Conviction of a Crime

Applicants with Prior Criminal Conviction: A BOC applicant who has a prior conviction of any crime (with the exception of misdemeanor traffic offenses or traffic ordinance violations that do not involve the use of alcohol or drugs), or who has been subject to any professional discipline, shall select “Yes” to question one (1) and/or two (2) of the Affidavit section of the BOC Exam Application.

- a. Predetermination of the Applicant Eligibility: Individuals with a conviction and/or professional discipline may request a predetermination of eligibility at any time by submitting documentation, as outlined in 6.5.1, prior to submitting an application. Upon review, the BOC will provide the individual written notification of exam eligibility. In the event that additional information is discovered regarding the conviction and/or professional discipline the notification is null and void. The notification does not guarantee exam eligibility.
- b. Applicants with a Felony or Misdemeanor: The affidavit portion of the BOC exam application requires candidates to report any felony or misdemeanor conviction. During the application process, candidates must submit an explanation of the events that led to the conviction(s), copy of court documents(s), including, but not limited to, an arrest report, sentence recommendation, compliance of all court requirements and proof of payment of all related fines.
- c. Candidates may request a predetermination of eligibility at any time by submitting their documentation prior to their application. The Professional Practice and Discipline Committee reviews all convictions. Candidates are notified in writing of the committee’s decision. Please review the *Professional Practice and Disciplinary Guidelines and Procedures* for details (www.bocatc.org)

Candidates may request a predetermination of eligibility at any time by submitting their documentation prior to their application. The Professional Practice and Discipline Committee review all convictions. Candidates are notified in writing of the committee’s decision. Please review the *Professional Practice and Disciplinary Guidelines and Procedures* for details.

Serious Crime Defined: The term serious crime as used in these rules shall include: 1) any felony; 2) a misdemeanor related to public health, patient care, athletics or education. This includes, but is not limited to: rape; sexual or physical abuse of a child or patient; actual or threatened use of a weapon of violence; the prohibited sale or distribution of controlled substance, or its possession with the intent to distribute; or the use of the position of an athletic trainer to improperly influence the outcome or score of an athletic contest or event or in connection with any gambling activity; and/or an attempt, conspiracy, aiding and abetting, or solicitation of another to commit such an offense. (*BOC Professional Practice and Discipline Guidelines and Procedures, Update January 2019*)

3. Initiation of Background Check

- a. Background checks for all MSAT students will be done no sooner than 60 days prior to the first semester of their program.
- b. This process shall be conducted through an outside agency as determined by the department.

4. Fees

Cost of the background check shall be the responsibility of the student.

5. Verification

Once the student has completed the background check through the chosen agency of the department, he/she shall submit a certificate of verification to the appropriate program director or designee. This verification shall include appropriate access information as determined by the procedure of the background check agency.

Background checks will be honored for the duration of the student's enrollment in clinical education and the program, if the participating student has not broken attendance at the college/school. The term "attendance" means, literally, attendance in a course for at least one semester unit credit in at least one semester in a calendar year. Culminating in a record of enrollment on the student's official transcript.

6. Access and Privacy

- a. Access to the certificate, password, and actual background check shall be limited to following individuals as appropriate:
 - i. Department Chair
 - ii. Athletic Training Program Director
 - iii. Athletic Training Coordinator of Clinical Education
 - iv. Department designee (i.e. administrative assistant)
- b. The on-line background check information shall be treated as strictly confidential.
- c. Under certain circumstances, the Department Chair or Program Director may disclose information to appropriate faculty if it pertains to the clinical education of the student, patient safety, or hospital policy.

7. Positive Background Check

- a. A positive criminal record may not automatically disqualify a student from admission.
- b. The Athletic Training Program Director and the Coordinator of Clinical Education will identify criteria that would prohibit an individual from clinical education placement based upon *Professional Practice and Disciplinary Guidelines and Procedures* criteria for certification examination eligibility.

- c. If a record of criminal activity is revealed through the background check, the student shall be counseled by the Program Director regarding their continuation in the program and implications for licensure.
- d. It shall be the responsibility of the student to take remedial action to clear their criminal record according to guidelines for licensure.
- e. Each case will be considered individually, and no information will automatically result in the revocation of the student's admission to the program. A decision regarding final admission will be made only after a careful review of factors including, but not limited to, the nature and seriousness of the offense, the circumstances under which the offense occurred, the relationship between the offense and the student's participation in the athletic training curriculum, including its clinical components, the age of the person when the offense was committed, whether the offense was isolated or part of a pattern of behavior; the length of time since the offense was committed; past employment and volunteer experience; past history of misconduct at prior institutions; evidence of successful rehabilitation; and forthrightness of the information about the incident in the opportunities for self-reporting.
- f. After fully considering each referred applicant, the Athletic Training Program Director, the Athletic Training Coordinator of Clinical Education and one additional faculty member from the athletic training faculty shall vote either to finalize or withdraw the offer of admission extended to the applicant.

8. Applicants with a Felony or Misdemeanor

The affidavit portion of the BOC exam application requires candidates to report any felony or misdemeanor conviction. During the application process, candidates must submit a written explanation, in their own words, of the events that led to the conviction(s), copy of court documents(s), including, but not limited to, an arrest report, sentence recommendation, compliance of all court requirements and proof of payment of all related fines. If the case(s) were alcohol or drug related, the candidate may also be required to provide a current professional alcohol/substance abuse evaluation that is no older than three months. If an evaluation was not required by the court, the candidate must obtain an evaluation from a licensed alcohol/chemical dependency counselor at their expense. Documentation may be emailed, faxed or mailed.

Candidates may request a predetermination of eligibility at any time by submitting their documentation to the BOC via email, fax or mail prior to submitting their application. The Professional Practice and Discipline Committee reviews all convictions. Candidates are notified in writing of the committee's decision. Please review the *Professional Practice and Disciplinary Guidelines and Procedures* for details. Candidates who are granted eligibility to sit for the BOC exam should review their state's practice act prior to sitting for the BOC exam. Their conviction(s) could affect their ability to obtain licensure in that state.

9. Clinical Agency

Clinical faculty shall have the responsibility of communicating to the clinical agencies when the student has received department clearance by completing their background check.

Background Check – Search Descriptions

Residency History

Applicants will sometimes omit previous addresses to conceal criminal records. A Residency History Search compiles information from various sources, including voting and property records, to arrive at a list of names and addresses associated with a specific Social Security Number. The locations of any unreported addresses can be searched for criminal records, providing a more thorough investigation.

Nationwide Sexual Offender Index

By law, any individual who has been convicted of sexual offense must register with his/her state of residence as a sex offender. A Nationwide Sexual Offender Index Search reveals if an individual has been convicted of a sexual offense anywhere within the United States. This search, on the national and state level is included the Nationwide Database Criminal History Search.

Social Security Verifications

A Social Security Verification reveals if a Social Security Number is valid and associated with an applicant's name. This information is based on searches of public and private databases.

In addition, "AKA" (Also Known As) will be verified by the Social Security Number up to two names up to three counties.

Nationwide Healthcare Fraud & Abuse Scan

A Nationwide Healthcare Fraud & Abuse Scan searches databases maintained by the Office of Inspector General (OIG), The General Services Administration (GSA), and other federal agencies for sanction information. This search meets the government's minimum requirements for sanction screening as set forth in the OIG's Compliance Program Guidance. This search also reveals disciplinary actions taken by federal agencies as well as those taken by licensing and certification agencies in all 50 states.

Searches in the Nationwide Healthcare Fraud & Abuse Scan include: Medicare & Medicaid Sanctioned, Excluded Individuals; Office Research Integrity (ORI); Office of Regulatory Affairs (ORA); FDA Debarment Check; State Exclusion List; Office of Inspector General (OIG)-List of

Excluded Individuals/Entities; Office of Foreign Asset Control (OFAC); List of Specially Designated Nations (SDN); General Services Administration (GSA)-Excluded Parties List.

Nationwide Database Search

A Nationwide Database Search scans a collection of criminal records purchased from courts, corrections departments, and state agencies. This search is essential supplemental searches as it captures criminal records for applicants in states or counties in which they may have never lived, but have criminal records. The Nationwide Criminal Database Search is comprised of more than 150 million records, including 43 state databases and the District of Columbia. Each state provides information from at least one of the following: county courts, state corrections, or the state sexual offender list. The database also includes a Foreign Nationals search, providing information on individuals and entities that have been sanctioned by the U.S. Government. The Nationwide Criminal Database Search also includes the Nationwide Sexual Offender Search from all 50 states.

A County Criminal Records Search reports felony, misdemeanor, and pending charges in specific counties. The standard background check scope is 7 years due to FCRA regulations; however, convictions older than seven years provided by the county will be indicated on the background screening report.

A Statewide Criminal Records Search includes information from all of the counties within a particular state. Investigating criminal records outside the county of residence is very important as these records may go undetected when a Statewide Criminal Records search is omitted.

C. Technical Standards Policy

The Athletic Training Program (AT Program) at California State University, Long Beach is a rigorous and intense program that places specific requirements and demands on the students enrolled in the program. An objective of this program is to prepare graduates to enter a variety of employment settings and to render care to a wide spectrum of individuals engaged in physical activity. The technical standards set forth by the CSULB AT Program establish the essential qualities considered necessary for students admitted to this program to achieve the knowledge, skills, and competencies of an entry-level athletic trainer, as well as meet the expectations of the program's accrediting agency (Commission on Accreditation of Athletic Training Education [CAATE]). The following abilities and expectations must be met by all students admitted to the CSULB Athletic Training Program. In the event a student is unable to fulfill these technical standards, with or without reasonable accommodation, the student will not successfully advance through the CSULB AT Program.

Each candidate must demonstrate the following ATP Technical Standards:

- The mental capacity to assimilate, analyze, synthesize, integrate concepts and problem solve to formulate assessment and therapeutic judgments and to be able to distinguish deviations from the norm.
- Sufficient postural and neuromuscular control, sensory function, and coordination to perform appropriate physical examinations using accepted techniques; and accurately, safely and efficiently use equipment and materials during the assessment and treatment of patients.
- The ability to communicate effectively and sensitively with patients and colleagues, including individuals from different cultural and social backgrounds; this includes, but is not limited to, the ability to establish rapport with patients and communicate judgments and treatment information effectively. Students must be able to understand and speak the English language at a level consistent with competent professional practice.
- The ability to record the physical examination results and a treatment plan clearly and accurately.
- The capacity to maintain composure and continue to function well during periods of high stress.
- The perseverance, diligence and commitment to complete the athletic training education program as outlined and sequenced.
- Flexibility and the ability to adjust to changing situations and uncertainty in clinical situations.
- Affective skills and appropriate demeanor and rapport that relate to professional education and quality patient care.

Students will be required to verify they understand and meet these technical standards or that they believe that, with certain accommodations, they can meet the standards. If a student states he/she can meet the Technical Standards with accommodation, then the University will

determine whether it agrees that the student can meet the Technical Standards with reasonable accommodation. This includes a review a whether the accommodations requested are reasonable, taking into account whether accommodation would jeopardize clinician/patient safety, or the educational process of the student or the institution, including all coursework, clinical experiences and internships deemed essential to graduation

ACKNOWLEDGEMENT OF TECHNICAL STANDARDS

Please read the Technical Standards and mark ONE of the following statements:

_____ STATEMENT A: for students NOT requesting accommodations. I certify that I have read and understand the CSULB ATP Technical Standards listed above, and I believe to the best of my knowledge that I meet each Standard without accommodation. I understand that if I am unable to meet these Standards I will not be successfully advanced through the CSULB ATP.

_____ STATEMENT B: for students requesting accommodations. I certify that I have read and understand the CSULB ATP Technical Standards listed above and I believe to the best of my knowledge that I can meet each of these Standards with certain accommodations. I will contact CSULB Bob Murphy Access Center (BMAC: <http://web.csulb.edu/divisions/students/dss/>) to determine what accommodations may be available. I understand that if I am unable to meet these Standards with or without accommodations, I will not be successfully advanced through the CSULB ATEP.

D. Clinical Education in Athletic Training Supervision Policy

Athletic training students (ATS) complete required clinical education requirements under the direct supervision of a preceptor in all clinical settings. Per CAATE Standards for Accreditation of Professional Athletic Training Education Standard 31 (2020), a preceptor is either an athletic trainer or a physician.

Direct supervision describes the supervision required of ATS during clinical education. The preceptor must have the ability to intervene on behalf of the patient and the ATS. This requirement, however, is not synonymous with preventing students from making independent clinical decisions.

At no time will an ATS substitute or take place of an athletic trainer or other qualified healthcare profession. This ensures patient safety, and protects MSAT students from potential liability. In a rare case in which a student is briefly unsupervised (e.g., preceptor uses the restroom), the ATS must not perform any patient care services unless those services fall under the California Good Samaritan Law (i.e., CPR).

The AT Program incorporates CAATE's recommendation for utilizing the graded supervision method which initially involves close monitoring (Key words: hip pocket), but once a student demonstrates proficiency and has some experience with a particular skill, that student should be granted supervised autonomy (i.e. permitted to initiate actions, perform initial evaluations, and develop and implement rehabilitation plans with the clinical instructor in the same room/field where he/she can see and hear the student, but not necessarily looking over the student's shoulder). This level of supervision positions students to learn maximally at all times while still allowing for timely feedback and prompt correction of improper behaviors/techniques. Direct Supervision still encourages independent actions, positioning students to develop "real world" critical thinking abilities, and does not infer that all student actions should be prompted or directed.

- The preceptor will have the ability to intervene on behalf of the ATS to provide on-going and consistent clinical education.
- The preceptor will consistently interact with the ATS at the site of the clinical education.
- There will be regular planned communication between the AT Program and the preceptor.
- The number of students assigned to a preceptor in the clinical education component will be maintained at a ratio that will ensure effective education.

E. Professional Conduct Policy

ATS are preparing for a profession, which expects high standards of behavior. ATS must maintain and respect professional boundaries. The process of becoming a professional begins as soon as the student enters the professional education program. Consequently, students enrolled in the AT Program are expected to develop and demonstrate behaviors and attitudes consistent with those of the profession. The statements of this policy apply to classroom, lab, and clinical settings.

All athletic training students must abide by the following:

- NATA Code of Ethics
- BOC Professional Standards
- CSULB MSAT Student Handbook
- Demonstrate integrity in all things, which includes honesty, respect for others and their property
- Do not use language that could be construed as harassment, offensive, or intimidating.

1. Professional Behaviors

The following behaviors are actively discouraged:

- Fraternizing with student athletes or patients
- Engaging in personal relationship with student athletes or patients

Your personal life is private until it becomes an issue in the AT Program, athletic training facilities, clinic, and/or in the athletic department. There is no prohibition against athletic training students dating and/or becoming otherwise romantically involved with student athletes or other athletic training students. However, it will necessitate reassignment or removal of those involved. If such relationships occur, it should be brought to the attention of the Program Director or a member of the athletic training faculty.

2. Social Media

Social Media impacts all aspects of our lives. This policy serves as a standard for using social media sites, such as, but not limited to, Facebook, Twitter, YouTube, Instagram, LinkedIn, Snapchat, TikTok, blogs, etc.

Students should realize they represent the CSULB AT Program in all of their posts. Profiles and related content should represent the image you want present to patients/athletes, faculty, preceptors, and potential employers. Social media often blurs traditional boundaries between our personal and professional lives, thus extra effort is required to ensure that lines are not crossed.

Regardless of the privacy settings you have chosen, the information published becomes public information and can be seen by many unintended recipients and can be traced back to you as an individual. Once the information is published, you have no control how it will be disseminated by others. You should ensure that content associated with you is consistent with your professional goals.

It is expected that students will abide by these principles:

- a. Do not post any information that could be in violation with HIPAA or FERPA laws. If you are unsure, do not post it.
- b. Do not post anything that could be construed as harassment, inflammatory, prejudicial, inappropriate, obscene, or pornographic.
- c. Do not post anything that would misrepresent your knowledge, skills, or level of expertise.
- d. Do not post information about clinical sites that is private, controversial, or negative.
- e. Follow all copyright laws and fair use policies.
- f. While CSULB AT Program cannot infringe on a student's right of freedom of speech, students should be respectful of others.
- g. If you are of legal drinking age and decide to consume alcohol, do not wear any CSULB apparel in photographs that would reflect poorly on the athletic training program or the university if the photos were posted to an online profile.
- h. Electronic devices (phones, tablets, etc) should not be used in the vicinity of patients/athletes. If you need to make a call or send a text, you should remove yourself from the patient area.
- i. Electronic devices (phones, tablets, laptops, etc) should be used only for taking notes or other classroom activities. Other usage is distracting to you and fellow students.

We trust that you will abide by these principles. It is not the policy of the CSULB faculty or preceptors to routinely monitor students' profiles. It is your responsibility to notify program administrators if you are aware of any violations. If inappropriate postings are brought to their attention, the faculty will investigate the report.

Violations of the above statements will be reported to the Athletic Training Program Director and could be grounds for permanent removal from the site and/or CSULB Athletic Training Program depending on the severity of the violation.

This policy may need to be modified as new technologies emerge, but the spirit of the policy will remain intact.

F. Attendance Policy

1. Classroom

Each CSULB athletic training student is expected to perform to the best of his/her ability in the classroom. The theoretical concepts and clinical skills learned in class provide the foundation for growth and development as an athletic trainer. All athletic training students are expected to attend class regularly, turn in assignments and take exams on schedule. If you know you will miss class due to your athletic training clinical assignment, notify your instructor in advance.

2. Clinical Education

The hours you spend in the CSULB athletic training clinic and/or affiliated sites are just as important as those spent in the classroom. While completing clinical education requirements in the CSULB AT Program facilities, students are expected to follow the policies and procedures established by that particular clinical facility (i.e., dress, assignment schedule, etc.).

ATS are expected to arrive on time wearing the designated clinical uniform and behave in a professional manner as described by the NATA Code of Ethics, BOC Standards of Practice and other applicable regulations. Remember, your clinical education requirement gives you the opportunity to apply what you have learned in the classroom toward the actual care of patients and athletes while also developing clinical decision-making skill. If you know you will miss clinical education hours, notify your preceptors and coordinator of clinical education in advance.

G. Grade Policies

The CSULB AT Program abides by the CSULB catalog for “Final course grades, grading procedures, and final assessments.” See university catalog for additional information.

H. Athletic Training Student Employment Policy

The Athletic Training Program acknowledges that it may be necessary for athletic training students to hold part-time employment. However, it is important to remember that the educational goals/priorities are education/athletic training. If students chose to have outside employment, it should not interfere with the studies and availability to complete the clinical education/experience. Students who make no allowances for their employment and outside obligations in planning their college programs will bear full responsibility for the resulting level of scholarship and performance.

I. Dress and Grooming Policy

Athletic Training Students (ATS) are expected to display the type of personal appearance and attire reflective of professionalism. The attire must reflect consideration of image, safety, infection control and appropriateness for the activities to be performed in the clinical experience, in athletic training, or health care discipline.

1. Dress Guidelines

ATS work in different clinical settings throughout the country and dress codes may vary among these locations depending on the nature of the clinic and their established standards. Such variations require the preceptors and athletic training students to exercise sensitivity and good judgment in choosing appropriate attire to demonstrate respect for local customs and maintain cooperative working relations with those environments. Athletic training students are expected to comply with the facility dress code.

ATS are expected to consider their day's activities and dress accordingly.

- a. Clothing should fit appropriately, be clean, pressed or wrinkle free and without holes or frayed areas.
- b. Footwear in athlete/patient care areas should be closed toe and appropriate professional attire.

The following clothing is considered not suitable to wear:

- a. Leggings
- b. Clothing without sleeves
- c. Clothing that are too short that exposes the stomach or other areas of the body inappropriately
- d. Clothing with logos other than CSULB or your clinical site

2. Grooming Guidelines

- a. Personal cleanliness/hygiene
- b. Hair is to be clean, neatly arranged and does not interfere with clinical duties
- c. Face is shaved or mustache/beards/sideburns, etc., if worn, are to be neatly trimmed, clean.
- d. Selection of jewelry for the clinical practicum should reflect a concern for professionalism, safety and infection control precautions.
- e. Fingernails should be short and clean. Please note in hospital settings that OSHA policies, for the purpose of infection control, do not allow acrylic nails and nails should be kept short.

Athletic Training Students failing to meet the dress and grooming guidelines will be placed on clinical probation.

J. Health Insurance Portability and Accountability Act (HIPAA) Policy

HIPAA is the first federal privacy standards to protect patients' medical records and other health information provided to health insurers, doctors, hospitals and other health care providers. These new standards, developed by the Department of Health and Human Services (HHS), provides patients with access to their medical records, and more control over how their personal health information is used and disclosed. They represent a uniform, federal law of privacy protection for consumers across the country.

HIPAA originated in 1996 and implemented on April 14, 2003. It was designed to help protect a patient's privacy or PHI (Protected Health Information). Regulations cover information that is communicated or transmitted electronically, written or verbal. HIPAA is a federal law designed to apply consistent patient confidentiality practices nationwide. Violations will result in fines and penalties. Simple negligence could result in a fine up to \$50,000 and/or 1 year in prison. Disclosure under false pretenses could result in a fine up to \$100,000 and/or 5 years in prison. Intent to sell or use information could result in a fine up to \$250,000 and/or 10 years in prison. Federal and State laws have existed for a long time regarding privacy. When a federal law (HIPAA) and state law conflicts, HIPAA prevails, except when the state law is more stringent. HIPAA makes everyone's practice consistent.

HIPAA is divided into three sets of regulations: 1) Electronic Transactions and Code Sets, 2) Patients Privacy, and 3) Electronic Security. Regulations were written by the Department of Health and Human Services, and were approved by Congress and the President. Care was taken in carefully wording the regulations.

Example: Word Comparison

- | | |
|--------------------------------|---------------|
| • Pythagorean Theorem | 24 words |
| • The Ten commandments | 179 words |
| • Lincoln's Gettysburg Address | 286 words |
| • Declaration of Independence | 1,300 words |
| • HIPAA Privacy Regulations | 401,034 words |

HIPAA provides patients certain rights regarding the PHI:

- Right to Inspect and Copy their Medical Record.
- Right to Amend information in their Medical Record.
- Right to an Accounting of Disclosures.
- Right to Request Restrictions on the Release of their Health Information.
- Right to Request Confidential/Alternate Communications.
- Right to a paper copy of the Notice of Privacy Practices.

1. Authorization

Authorization (Release of Information) forms must be in writing, specifying exactly what information is being released. Psychotherapy Notes require a separate authorization for release, even when that release is for treatment purposes. A verbal statement that an authorization exists is not acceptable. An official personal representative can sign an authorization form for a specific patient (personal representatives include durable power of attorney).

Required elements of an authorization:

- a. A specific and meaningful description of the information to be released.
- b. Name or other specific identification of the person(s) or class of persons authorized to make the disclosure.
- c. Name or other specific identification of the person(s) to whom the facility may make the disclosure.
- d. An expiration date or event that relates to the individual or the purpose of the use or disclosure.
- e. A statement of the individual's right to revoke the authorization in writing.
- f. A statement that information used or disclosed pursuant to the authorization may be subject to re-disclosure by the recipient of the PHI and will no longer be protected by the privacy rule.
- g. The signature of the individual authorized to initiate the authorization.
- h. The date the authorization is signed.
- i. The relationship of the individual signing the authorization, if not the patient.

The patient may revoke a written authorization at any time. The revocation request must be in writing. The facility may refuse the request under the following circumstances:

- a. The facility has already taken action based upon the previously signed authorization.
- b. If the authorization was obtained as a condition of obtaining insurance coverage, other laws provide the insurer with a right to contest the claim under this policy.

2. Inspect and Copy Records

Patients or their personal representative can request to view or receive a copy of their medical records. This may not be allowed if the information is harmful to the patient's health (e.g. psychiatric records). Hospitals, clinics, nursing homes and other covered entities generally should provide access to these records within 30 days and may charge patients for the costs of copying and mailing the records.

3. Amendments to Records

Requests to amend records must be in writing. The hospital or physician may accept or deny (in whole or in part) the request to amend. If an amendment is accepted, it must be made to all

copies of the medical record. (This includes records sent to other physicians, insurance companies, workers compensation, etc.). The patient will be provided notice that these actions have occurred and who was notified of the change. If the amendment is denied, the patient will be notified of the reason. The patient may appeal a denial. The facility will assign an associate or medical staff member not involved in the care of the patient to review the amendment.

4. Accounting of Disclosures

Patients can request a list of parties whom their PHI was disclosed with the past 6 years (going back to April 1, 2003). The request must be in writing. The facility must keep documentation of the accounting of PHI for a period of at least 6 years.

The facility is not required to provide an accounting for:

- Copies to patient's attending physician, insurance carriers.
- Copies to the individual patient, parent of un-emancipated minor child.
- Listing of patient's religious affiliation, disseminated to clergy, per patient's prior agreement.
- Copies to new physician or clinic, as a result of authorization form signed by patient.
- National security or intelligence purpose.
- Correctional institutions or law enforcement as provided in 45 C.F.R. 164.512(k)(5).
- As part of a limited data set in accordance with 45 C.F.R. 164.514(e).

The information the patient will receive for each disclosure is:

- Date of the disclosure.
- Name of the entity or person who received the PHI.
- If known, the address of the entity or person.
- A brief description of the PHI disclosed.
- A brief statement of the purpose of the disclosure, in lieu of such a statement, a copy of the individual's written authorization.

5. Restrictions of Use of PHI

Patients may request restrictions on how their PHI is used in treatment, payment, healthcare operations, and disclosures to family and friends. The facility may accept or deny the request. It may be denied if the restriction could get in the way or providing emergency care.

6. Confidential Communications

Patients can request that their doctors, health plans and other covered entities take reasonable steps to ensure that their communications with the patient are confidential.

Patients may request alternate means of communications, such as:

- Alternate address

- Alternate phone number
- E-mail address

The facility may not require the patient to explain why they are requesting an alternate method of confidential communication of their PHI. If there are costs to accommodate a request the individual will be notified of the cost.

7. Notice of Privacy Practices

On the date of the first delivery of treatment after April 14, 2003, even if treatment is delivered electronically or via the telephone, a patient shall be presented with a Notice of Privacy Practices. The Notice of Privacy Practices describes how the patient's personal medical information may be used, and gives their rights under the new HIPAA privacy regulations. The notice will be mailed to the patient if the initial contact was not in person. A copy will also be offered to the patient at the time if they request one. A good faith effort will be made to obtain a written acknowledgment of receipt of the Notice of Privacy Practices. Documentation that a Notice of Privacy Practices has been offered to a patient for review must be placed in the patient's records.

8. Disclosure of PHI (Protected Health Information)

Confidential uses and disclosures of protected health information are allowed under HIPAA.

- When it cannot be reasonably prevented.
- Disclosure occurs as a result of an otherwise permitted use or disclosure
- Safeguards must be in place to protect the confidentiality of patient health information.
- Examples: A physician is at a nursing station talking quietly with a nurse about a patient's condition and the conversation is overheard by visitor. In a semi-private room, the physician is discussing the patient's condition with them and is overheard by the patient's roommate.

9. Patient Identification

Name, location, condition (general terms), religious preference can be released if:

- The patient is identified by their correct first and last name.
- The patient has not "opted out" (a patient may request in writing that no patient identification information can be released).

10. Release and disclosure of PHI without consent

Health care providers can release patient information without a signed authorization for the following reasons:

- When required by law.

- Required for public health activities (such as mandated disease reporting, reporting to the FDA regarding an FDA regulated product or activity, the reporting of vital event, birth, deaths, etc.).
- Reporting of abuse or neglect as required by law.
- Law enforcement purposes.
- Medical examiners and funeral directors.
- Organ and tissue donation purposes.
- Relating to approved research.
- To comply with workers compensation laws.
- Emergency care.
- Disaster relief.
- Hospital directory (unless the patient opts-out).
- Inform clergy of patient status (unless patient opts-out).
- Fundraising (unless patient opts-outs).
- Appointment reminders (minimum necessary information only will used).

11. De-identified Information

Identifying elements of a patient information that are considered to be so specific as to serve as “identifiers” to others. If the health information does not identify the individual, and there is no reasonable basis to believe that the information can be used to identify the individual, then it is not individually identifiable health information. Removal of the following specified identifiers creates a presumption of de-identification, indicating that the information is no longer covered by the regulatory rules granting it the protection of protected health information (PHI).

Information may be considered “de-identified” if the following identifiers of the individual, their relatives, employers, or household members of the individual are not included:

- Names
- Selected geographic information including street address, city, county or zip code.
- All elements of dates such as birth date, admission date, discharge date, date of death, all ages over 89, and all elements of dates (including year) indicative of such age, except that such ages and elements may be aggregated into a single category of age 90 or older.
- Telephone numbers.
- FAX numbers.
- Electronic mail addresses.
- Social Security Numbers.
- Medical Records Numbers.
- Health Plan beneficiary numbers.
- Account Numbers.
- Certificate/license numbers.
- Vehicle identifiers and serial number, including license plate numbers.

- Device identifiers and serial numbers.
- Web Universal Resource Locators (URLs).
- Internet Protocol (IP) address numbers.
- Biometric identifiers, including finger and voice prints.
- Full face photographic images and any comparable images.
- Any other unique identifying number, characteristic or code.

K. Clinical Education Probation Policy

Athletic training students' clinical performance will be assessed at mid-semester and at the conclusion of each academic semester by the preceptor at the clinical site through a performance evaluation form. The student must be demonstrating satisfactory progress (ratings of average, above average, or excellent) on the performance evaluation to be advanced to the next clinical level.

If the student's performance evaluation fails to show satisfactory performance or progression in clinical skills and/or clinical level performance, the student will be placed on "clinical probation" up to one semester to remedy the deficiencies. [Interpretation: The student will receive a grade of "NC" (No Credit) for the level of clinical performance and must complete a grade "Repeat/Delete" of this performance level.] At the end of the "clinical probation" the student's performance will be evaluated for program retention or dismissal.

L. Clinical Education Dismissal Policy

Athletic training students are expected to abide by university, department, and program policies and procedures at all times. Failure to do so will lead to disciplinary action and possibly lead to student dismissal from the AT Program.

1. Dismissal Procedure

It is the preceptor's responsibility to inform the Coordinator of Clinical Education of any instances in which the student violates the guidelines on appropriate behavior and/or is asked to leave a clinical rotation for inappropriate behavior.

Examples of infractions include, but are not limited to: (a) breach of patient confidentiality; (b) harassment or discrimination in any form; (c) dress code violation; (d) absenteeism and/or tardiness; (e) unsafe clinical practice, including omission, commission, negligence, and malpractice; (f) neglect of clinical responsibilities; (g) inappropriate interaction with patients, coaches, administrators, and medical staff and faculty members (includes staff athletic trainers,

educational faculty members, physicians and other medical professionals); (h) or any other action that the preceptor deems unsafe or inappropriate.

If a violation of guideline occurs, the preceptor is to contact the Coordinator of Clinical Education as soon as possible after the occurrence. Also, the preceptor is to complete and submit a *Report of Violation of Clinical Guidelines and Rules* form to the Coordinator of Clinical Education. The Coordinator of Clinical Education will inform the Program Director regarding any pending disciplinary actions.

The following courses of action will be taken as part of the disciplinary action:

First Offense:

- a. Written and verbal warning (Report of Violation will be included in student's file)
- b. Meeting with Coordinator of Clinical Education and preceptor
- c. Probation period for improvement (As determined by preceptor and Coordinator of Clinical Education)
- d. Contract for improvement

Second Offense:

- a. Written and verbal warning (Report of Violation will be included in student's file)
- b. Meeting with Program Director, Coordinator of Clinical Education, and preceptor
- c. Probation for one semester
- d. Contract for improvement

Third Offense:

- a. Dismissal from the program

2. Student Appeal Procedure

The student appeal procedure for the AT Program is intended to provide a formal, standardized means for students to seek redress concerning the actions of the preceptor and the Coordinator of Clinical Education that are unauthorized or unjustified and that adversely affect the status, rights, or privileges of the students in the clinical education of the AT Program. Further, the purpose is to establish due process and safeguards that will be followed by the AT Program Director in the adjudication of the appeal.

An appeal filed under this policy must be initiated within 30 days of the third offense. An appeal may not be filed on the basis of a student's judgment of a preceptor's or Coordinator of Clinical Education's competence; such judgments are solely the province of the AT Program Director.

The appeal procedure is not designed to replace open communication and understanding, which are vital to the academic process. The student may withdraw the appeal at any stage, at

which point the process will immediately terminate. During all stages of the appeal, the burden of proof will be on the student.

The person or entity against whom the complaint is made is referred to in this document as the respondent. The initiator of the appeal is referred to as the grievant.

If after ten instructional days beyond the initial informal meeting a satisfactory resolution is not reached, the AT Program Director will meet with the student grievant and the respondent. Within fifteen instructional days of the meeting, the Coordinator of Clinical Education will complete an investigation of the allegations and will reach conclusion. The Coordinator of Clinical Education shall promptly communicate the decision to the student and the respondent. If the grievant is not satisfied with the results of the informal process, he or she may initiate a formal appeal procedure by contacting the Program Director within fifteen instructional days of the decision.

3. Formal Appeal Procedure

To initiate the appeal, the student is required to submit a written “statement of appeal” – a clear, concise, signed, and dated statement of events from the student’s perspective. The statement should provide enough information to present a complete understanding of the situation of the remedy sought by the student.

A student initiates the formal procedures by submitting the statement of appeal to the AT Program Director. The Program Director will then submit a copy of the statement of appeal to the Coordinator of Clinical Education and the preceptor. The respondent is required to submit a written response to the Program Director with ten instructional days. The Program Director will then provide a copy of the respondent’s reply to the grievant.

The Program Director has a period of ten instructional days to review the case, during which he or she may opt to seek additional information from the involved parties or witnesses. By the end of that ten-day period, the Program Director will either (1) render a decision or (2) convene a college hearing committee to investigate further. The Program Director renders the final decision.

M. Student Grievance Policy

Athletic Training Students are to follow the following steps in order to file a grievance. This policy is also located in the CSULB catalog and the online catalog.

The following academic policy was recommended by the CSULB Academic Senate and is pending president's approval. This policy statement supersedes PS 95-06 and PS 95-21.

The CSULB grievance policy and procedure are designed to provide the campus community with a protocol to accommodate circumstances for which no other policy or procedure exists. This policy does not cover grade appeals, prohibited discrimination, or any other issues that are covered by existing policies. Students are advised to consult appropriate additional campus resources (e.g., the Undergraduate and Graduate Catalog, the Schedule of Classes, "The Regs"). The Office of the Dean of Students has staff to help students understand the details of the grievance procedure and may be called upon for assistance.

1. Student Grievance Procedure

The student grievance procedure at CSULB is intended to provide a formal, standardized means for students to seek redress concerning the actions of faculty members, administrators, or staff members of the university-actions that are unauthorized or unjustified and that adversely affect the status, rights, or privileges of the students. Further, the purpose is to establish due process and safeguards that will be followed by the university in the adjudication of grievances.

A grievance filed under this policy must be initiated within one year of the alleged violation. A grievance may not be filed on the basis of a student's judgment of an instructor's or administrator's competence; such judgments are solely the province of the academic department involved or of the administrator's supervisor.

The grievance procedure is not designed to replace open communication and understanding, which are vital to the academic process. The student may withdraw the grievance at any stage, at which point the process will immediately terminate. During all stages of the grievance, the burden of proof will be on the student.

The person or entity against whom the complaint is made is referred to in this document as the respondent. The initiator of the grievance is referred to as the grievant. For nonacademic matters, the term dean is also construed to refer to the responsible individual of comparable level-typically an associate vice president or vice president.

In the event that the respondent is at the level of dean or higher, the complaint should be directed to the responsible person at the next higher administrative level. If the chair or program director was directly involved in the original decision or denied the student an

opportunity for due-process review at the local level, the student should seek informal resolution through the dean of the college (or designee).

If after ten instructional days beyond the initial informal meeting a satisfactory resolution is not reached, the department chair or program director will meet with the student grievant and the respondent. Within fifteen instructional days of that meeting, the chair or program director will complete an investigation of the allegations and will reach conclusion. The chair or program director shall promptly communicate the decision to the student and the respondent. If the grievant is not satisfied with the results of the informal process, he or she may initiate a formal grievance procedure by contacting the appropriate college dean (or designee) or the responsible person at the next nonacademic level within fifteen instructional days of the decision.

2. Formal Grievance Procedure

To initiate the formal grievance procedure, the student is required to submit a written “statement of grievance” – a clear, concise, signed, and dated statement of events from the student’s perspective. The statement should provide enough information to present a complete understanding of the situation and of the remedy sought by the student.

A student initiates the formal procedures by submitting the statement of grievance to the appropriate department chair or program director. The chair or director will then submit a copy of the statement of grievance to the appropriate college dean or next appropriate higher administrative level and to the respondent. The respondent is required to submit a written response to the chair or program director with ten instructional days. The chair or program director will then provide a copy of the respondent’s reply to the grievant and to the college dean or next appropriate higher administrative level.

The dean or appropriate administrator has a period of ten instructional days to review the case, during which he or she may opt to seek additional information from the parties involved or from witnesses. By the end of that ten-day period, the dean or administrator will either (1) render a decision or (2) convene a college hearing committee to investigate further. The student shall have the right to request that a college hearing committee be convened.

3. College Hearing Committee

If required, a college hearing committee will consist of an administrator representing the dean, two faculty members elected from the Faculty Council of the appropriate College, a student representative elected from the Student Council of the appropriate College, a designee of the vice president for student services, and faculty adviser elected by the Academic Advising Council appropriate to the grievance. All meetings of the college hearing committee will be closed to the public, and no transcripts will be prepared. If the college hearing committee seeks evidence by means of personal testimony, the meeting at which such evidence is

presented shall be conducted in the manner of any other academic committee meeting and is not considered a formal hearing. Both the grievant and respondent shall be given opportunities to present their views. There shall be no cross-examination.

The charge of a college hearing committee is to investigate and then to recommend to the dean a proposed resolution. The college hearing committee will review the grievance and, if necessary, forward supplemental queries to the respondent and to the department chair and program director involved – along with direction to submit written responses with twenty instructional days. Once the college hearing committee has received the written responses, it will review all available evidence, conduct deliberations, and then choose one of the three courses of action:

- Remand the grievance to the dean with a recommendation of immediate corrective action in favor of the grievant-based on sufficient evidence of a violation of (1) university regulation or policy or (2) principle of due process or (3) both.
- Defer a decision to allow for further investigation and gathering of evidence. In the case of such a continuation, both the grievant and the respondent will be notified in writing of the additional evidence required and whether that evidence should be provided in writing or in personal testimony.
- Dismiss the grievance based on a (1) lack of sufficient evidence of a violation of the university regulation or policy and (2) confirmation of adherence to principles of due process.

The college hearing committee will forward the recommendation to the dean. The dean will then make a decision and forward that decision to the respondent and grievant. If neither the respondent nor the grievant requests further review, then the grievance process ends.

If either party wishes to appeal the decision of the Dean, the appeal, in writing, may be made to the Provost (academic) or appropriate Vice President (non-academic). The appeal must be made within 10 instructional days of the dean's decision. The Provost or Vice President will notify both parties of the appeal and convene a university hearing committee to investigate further.

4. University Hearing Committee

If required, a university hearing committee will consist of an administrator representing the Provost, three faculty members selected from the Panel on Professional Responsibility according to the procedures of that policy, and a student elected from the Associated Students, Inc. All meetings of the university hearing committee will be closed to the public, and no transcripts will be prepared. If the university hearing committee seeks evidence by means of personal testimony, the meeting at which such evidence is presented shall be conducted in the

manner of any other academic committee meeting and is not considered a formal hearing. Both the grievant and respondent shall be given opportunities to present their views. There shall be no cross-examination.

The charge of a university hearing committee is to investigate and then to recommend to the Provost a proposed resolution. The university hearing committee will review the grievance and, if necessary, forward supplemental queries to the respondent and to the Provost – along with direction to submit written responses within twenty instructional days. Once the university hearing committee has received the written responses, it will review all available evidence, conduct deliberations, and then choose one of the three courses of action:

- Remand the grievance to the Provost with a recommendation of immediate corrective action in favor of the grievant-based on sufficient evidence of a violation of (1) university regulation or policy or (2) principle of due process or (3) both.
- Defer a decision to allow for further investigation and gathering of evidence. In the case of such a continuation, both the grievant and the respondent will be notified in writing of the additional evidence required and whether that evidence should be provided in writing or in personal testimony.
- Dismiss the grievance based on a (1) lack of sufficient evidence of a violation of the university regulation or policy and (2) confirmation of adherence to principles of due process.

The university hearing committee will forward the recommendation to the Provost. The Provost will then make a decision and forward that decision to the respondent and grievant. The University Hearing Committee shall function as the final level of this grievance process.

IV. Health

A. Covid-19

The WHO declared Covid-19 a pandemic in March. The disease, “coronavirus disease 2019” (abbreviated “COVID-19”), poses a serious public health risk that can cause mild to severe illness. Although most severe illness occurs in adults 65 years and older, people of all ages have been infected. Initially thought to be mainly a respiratory disease, new signs and symptoms are developing.

- Additional guidelines addressing Covid-19 in the athletic training facility will be added to this handbook when protocols are established.
- Resources for students can be found at the following CSULB website:
<http://www.csulb.edu/covid-19>
- The NATA also has a COVID-19 Resource Center for athletic trainers:
<https://www.nata.org/practice-patient-care/health-issues/covid-19-coronavirus>

B. Immunization Policy

All incoming graduate and post-baccalaureate students must show proof of the following vaccines by August 1 of the admission year.

- Measles, Mumps, and Rubella (MMR): 2 doses on or after the first birthday or laboratory test to show proof of immunity (titer).
- Varicella (Chickenpox): 2 doses on or after the first birthday or laboratory tests to show proof of immunity (titers).
- Tetanus, Diphtheria, and Pertussis (Tdap): One dose on or after the age of 7 years.
- Hepatitis B (students 18 and younger on first day of classes)
- Meningitis ACY-W (Menactra or Menveo) – Required for students 21 and younger on first day of classes: One dose on or after the age of 16.
- Meningitis B (Trumemba or Bexsero) – Required for Housing students only: Students who will be living in housing must complete all doses prior to moving into housing.
- Skin or blood testing for TB infection.
- Additional annual vaccination may be required depending on the clinical site (e.g., influenza)

For additional information regarding immunization, please see following website:

<http://web.csulb.edu/divisions/students/shs/immunizations.html>

C. Blood Borne Pathogen Policy

The CSULB AT Program complies with Occupational Safety and Health Administration (OSHA) blood-borne pathogen requirements. The AT Program is in close communication with the Associate Director of Environmental Health and Safety, Office of Risk Management. In addition, education related to pathogen and infection control is provided annually.

1. Educational Programming regarding OSHA blood-borne pathogen prevention and management

The CSULB AT Program provides an annual workshop dealing with OSHA blood-borne prevention and management requirements. This workshop is mandatory of all athletic training students. A log sheet is kept of all students who attend. If a student is unable to attend due to acceptable circumstances, they must watch a video recording of that year's training session.

2. Personal Protection

All persons working with bodily fluids (e.g. blood, urine, etc) will wear non-sterile gloves. Gloves will also be worn when inspecting or palpating mouth, nasal, or ear injuries. The gloves will be carried and/or accessible at all practices and games and shall be readily available in all training rooms.

In addition, when performing mouth-to-mouth resuscitation/CPR, a mouth to mouth barrier protection shall be used. A pocket mask or micro-shield shall be accessible.

3. Disposal

- a. Soft Goods. Blood contaminated soft goods (e.g. band aids, gauze, cotton-tipped applicators, towels, etc) will be placed in biohazard bags located in each training room. These bags are red and marked with a biohazard label. All used gloves will be placed in these containers.
- b. Sharps. A sharps box is located in each facility for disposal of blades, needles, and glass products used for injections. Following use, all needles will be placed in a sharps container without recapping or removing from the syringe. Scalpel blades will be removed with tweezers and discarded in the sharps box. The tweezers and scalpel handle will then be disinfected. Following injections by physicians, glass ampules will be discarded in a sharps box. When sharps boxes or biohazard bags are full, it is the responsibility of the supervising athletic trainer to coordinate the removal and disposal.

4. General Disinfectant Guidelines

- a. Tables and Work Areas. Tables and work areas will be disinfected at the end of each treatment session and at the end of each day. For specific spills, a disinfectant will be

placed on the area and allowed to sit for 10 minutes. The fluid will then be absorbed using paper towels. The person performing the duty will wear gloves and the towel(s) will then be placed in the Biohazard container.

- b. Instruments. Instruments will be disinfected by placing them in the designated disinfecting tray after treatments have been performed. After the instrument has been thoroughly soaked and rinsed, it will be placed back in the original treatment tray.

D. Communicable Disease Policy

The Center for Disease Control (CDC) outlines specific policies for minimizing exposure of communicable diseases within health care facilities and between health care providers and patients (CDC Personnel Health Guideline, 1998, updated 2019). Based upon these guidelines, in an effort to promote health and wellness and to prevent the transmission of disease, the following CSULB AT Program Communicable Disease Policy is in place.

If the athletic training student acquired a communicable disease, the student must notify their preceptor as soon as possible. The preceptor will then notify the Program Director or Coordinator of Clinical Education of the athletic training student's condition including the amount of time the student will be absent from the clinical experience. The Program Director or Coordinator of Clinical Education will notify the Medical Director to determine the appropriate actions needed in order to protect the patients and practitioners.

Any student who acquires any of the listed communicable disease will be excused from the clinical experience at the CSULB or other affiliated sites until a medical practitioner has deemed the student non-contagious.

Communicable Diseases cited by the CDC include, but not limited to:

Blood Borne Pathogens	Parvovirus
Conjunctivitis	Pertussis
Cytomegalovirus	Poliomyelitis
Diphtheria	Rabies
Gastrointestinal infections, acute	Rubella
Hepatitis A	Scabies and Pediculosis
Herpes Simplex	Staphylococcus aureus infection and carriage
Measles	Streptococcus infection
Meningococcal disease	Tuberculosis
Mumps	

Prevention of the acquisition and spread of infectious disease require a program wide emphasis on good health practices. These include adherence to the practice of good hygiene (regular hand washing using antibacterial soap or an appropriate hand sanitizer), adherence to Universal Precautions (protective devices, covering open cuts or wounds before treating a patient), and maintenance of appropriate immunizations.

E. Student Health Maintenance Policy

In an effort to promote health and wellness, and to prevent the transmission of disease, the following CSULB AT Program Policy on Health Maintenance is in place.

- If an athletic training student becomes ill, feels that he/she may have a medical condition, which could affect the safety of the student or patient, he/she must report to the Student Health Services on campus or to another medical practitioner for evaluation. Upon evaluation, the medical practitioner will determine the appropriate intervention necessary and the amount of time the student shall remain out of contact with others to prevent transmission.
- The student should notify their preceptor and either the Program Director or Coordinator of Clinical Education if they are unable to participate in clinical activities.
- Athletic Training Students should practice regular hand washing and other preventative hygiene measures to eliminate the spread of disease. If you have open wounds or cuts, cover them before treating a patient.
- Athletic Training Students should cover his or her mouth when sneezing or coughing.
- Athletic Training Students with a contagious disease (or the possibility exists for transmission) should avoid direct contact with patients. If you are sick, go to the student health center on campus for treatment. Communicate with your clinical instructor if you are going to miss a practice, game, or other scheduled appointment. Obtain a note from the physician to provide to your clinical instructor.