

Athletic Training Handbook



**CUMBERLAND UNIVERSITY
ATHLETIC TRAINING DEPARTMENT**

ATHLETIC TRAINING HANDBOOK

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Introduction

At present, there are approximately 450 athletes representing Cumberland University in intercollegiate athletic competition. Being an integral part of the University setting, the intercollegiate athletic department functions to provide these individuals with opportunities to develop their potentials by participating in and through athletics.

As part of the provisions of this service, the athletic department has a legal and ethical obligation to ensure a high degree of health care to all its athletes. It is the purpose of this manual to assist in the attainment of an efficient health care delivery system by developing policies and procedures for better management organization.

In order to serve the individuals responsible for carrying out the health care delivery system, the manual has been divided into several parts. Section I will describe the management of the athletic training room, procedures for the care of athletic injuries, and athletic training student operations. Section II describes the undergraduate Athletic Training Education Program.

Each athletic, athletic training and sports medicine staff member, as well as athletic training student will receive and adhere to the Athletic Training Handbook. It is the responsibility of each individual to become familiar with this manual since it is the basis of the operation of the Athletic Training Department.

POLICIES AND PROCEDURES FOR ATHLETIC TRAINING PROGRAM OPERATION AND MANAGEMENT

PURPOSE

The athletic training staff is primarily responsible for the delivery of the health care system to all athletes participating in intercollegiate athletics at Cumberland University. This health care includes prevention, evaluation, treatment, rehabilitation, and management of injuries or illnesses sustained during practices or games, as well as on-site coverage of practices and games. The athletic training staff also serves as educators in the field of athletic training. The staff instructs courses in the athletic training education program and ensures that the athletic training students are receiving quality instruction and supervision in the classroom and clinical setting. In addition, the athletic training staff will provide the necessary services to function as part of the University community.

PERSONNEL

The sports medicine staff consists of the Team Physicians and Medical Director, Athletic Training Education Program Director/Head Athletic Trainer, Assistant Certified Athletic Trainers, Graduate Assistants, and consulting medical specialists. The qualifications and responsibilities of each are explained as follows:

**CUMBERLAND UNIVERSITY
(Danny Rogers, MS, ATC, LAT)**

POSITION TITLE: Athletic Training Program Director/Head Athletic Trainer

DEPARTMENT: School of Education/Athletic Department

SUPERVISOR: Dean of the School of Education/Director of Athletics

GENERAL JOB FUNCTION

To plan, organize, coordinate, and manage the Athletic Training Educational Program. To be responsible for the overall management of athletic health care to the intercollegiate student-athletes.

• **STANDARD EXPECTATIONS**

1. To possess the understanding of and the commitment to the University Mission.
2. To be responsible for the development of policies and procedures for athletic training students.
3. To be responsible for the development and administration of guidelines for admission and involvement in the Athletic Training Program.
4. To be responsible for the development and coordination of curriculum for students in the Athletic Training Program.
5. To be responsible for instruction of athletic training curriculum.
6. To be responsible for clinical instruction and supervision of athletic training students.
7. To be responsible for the operation of the athletic training center.
8. To be responsible for overseeing the program for the prevention, evaluation, treatment, and rehabilitation of athletic injuries.
9. To be responsible for coverage of volleyball and baseball teams.
10. To be responsible for traveling with assigned athletic teams.
11. To be responsible for the coordination of the athletic accident insurance program.
12. To be responsible for the coordination of the substance abuse program.
13. To perform other duties/tasks as may be assigned and/or requested by the Chair of the Division of Educational Studies or the Director of Athletics.

• **DECISION MAKING AND MANAGEMENT**

On a regular and continuous basis exercises administrative judgment and assumes responsibility for decisions, consequences, and results having an impact on people, costs, and/or quality of service within the department/division.

Position directly supervises Assistant Athletic Trainers, Graduate Assistant Athletic Trainers, athletic training students and other faculty members instructing athletic training courses.

• **EDUCATION AND EXPERIENCE**

Required: Master's Degree in Athletic Training or related field; NATABOC certification; Athletic Training Licensure by the state of Tennessee
Preferred: Terminal Degree in Athletic Training or related field
Experience: Three – Five years of related experience required, at the collegiate level.

• **QUALIFICATIONS AND SKILLS**

1. Communication Skills using the spoken word
2. Proven experience in athletic training at the collegiate level
3. Organizational Skills and the ability to prioritize responsibilities
4. Multi-task oriented
5. Computer Knowledge
6. Interpersonal and Supervisory Skills

**CUMBERLAND UNIVERSITY
(Danna Johnson, MS, ATC, LAT)**

POSITION TITLE: Athletic Training Education Program Clinical Coordinator/Instructor
DEPARTMENT: School of Education/Dept. of Health, Physical Education and Recreation
SUPERVISOR: Athletic Training Education Program Director

GENERAL JOB FUNCTION

The ATEP Clinical Coordinator functions as an integral part of the athletic training team for both clinical and management responsibilities. S/He serves as a site manager and is designated administrator for the clinical proficiencies of the athletic training student.

• **STANDARD EXPECTATIONS**

14. To possess an understanding of and the commitment to the University Mission.
15. To be responsible for assisting the ATEP Director with development and implementation of policies and procedures for athletic training students.
16. To be responsible for assisting the ATEP Director with the development and coordination of curriculum for students in the Athletic Training Program.
17. To be responsible for instruction of athletic training curriculum.
18. To be responsible for clinical instruction and supervision of athletic training students.
19. To supervise laboratory exercises for the athletic training student
20. To establish contract agreements between Cumberland University Athletic Training Education Program and local high schools, physical therapy clinics and physician offices in an effort to provide an outreach opportunity for the educational development of the athletic training student.
21. To coordinate athletic training student clinical experiences in the athletic training center, area high schools, physician offices, and physical therapy clinics.
22. To assist in recruiting and providing an orientation workshop to “Approved Clinical Instructors” in an effort to provide quality clinical experiences for the athletic training student
23. To coordinate and implement recruiting strategies for prospective athletic training students to Cumberland University’s Athletic Training Education Program
24. To market the Athletic Training Education Program to target audiences within the healthcare community to enhance its visibility
25. To assist in the development of overall objectives, determining short- and long- range goals; planning and implementing strategies to achieve goals for the Athletic Training Education Program
26. To evaluate the effectiveness of services provided, and in collaboration with ATEP Director and faculty, devise techniques and methods of implementation consistent with national trends in the deliverance of overall athletic training student education.
27. To ensure that the Athletic Training Education Program maintains its accreditation status by maintaining compliance and staying current with the standards and protocols set forth by the Commission on Accreditation of Athletic Training Education
28. To Collaborate with the ATEP Director on creating a network of healthcare providers willing to provide their services and expertise to the education of the athletic training student
29. To maintain professional competence through participation in continuing education programs
30. To perform other duties/tasks as may be assigned and/or requested by the ATEP Director

• **DECISION MAKING AND MANAGEMENT**

On a regular and continuous basis exercises administrative judgment and assumes responsibility for decisions, consequences, and results having an impact on people, costs, and/or quality of service within the ATEP, Department of Health, Physical Education, and Recreation, or School of Education

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Position directly supervises Approved Clinical Instructors and athletic training students.

- **EDUCATION AND EXPERIENCE**

Required: Master's Degree in Athletic Training or related field; NATABOC certification; Athletic Training Licensure by the state of Tennessee.

Preferred: Record of activity in national, regional, and state professional associations.

Experience: Three – Five years of related experience required, at the collegiate level.

- **QUALIFICATIONS AND SKILLS**

7. Communication Skills using the spoken word
8. Proven experience in athletic training at the collegiate level
9. Organizational Skills and the ability to prioritize responsibilities
10. Multi-task oriented
11. Computer Knowledge
12. Interpersonal and Supervisory Skills

CUMBERLAND UNIVERSITY
(Jessica Walter, MSED, ATC, LAT)

POSITION TITLE: Assistant Athletic Trainer/Instructor
DEPARTMENT: Athletic Department/School of Education
SUPERVISOR: Head Athletic Trainer/Athletic Training Education Program Director

GENERAL JOB FUNCTION

To assist in the planning, organization, coordination, and management of the Athletic Training Education Program.
To assist in the management of athletic health care to the intercollegiate student-athletes.

• **STANDARD EXPECTATIONS**

1. To possess the understanding of and the commitment to the University Mission.
2. To be responsible for assisting in the development of policies and procedures for athletic training students.
3. To be responsible for assisting in the development and coordination of curriculum for students in the Athletic Training Program.
4. To be responsible for instruction of athletic training curriculum.
5. To be responsible for clinical instruction and supervision of athletic training students.
6. To be responsible for assisting in the operation of the athletic training center.
7. To be responsible for overseeing programs for the prevention, evaluation, treatment, and rehabilitation of athletic injuries.
8. To be responsible for coverage of athletic teams as assigned by the Head Athletic Trainer.
9. To be responsible for traveling with assigned athletic teams.
10. To be responsible for assisting in the management of the athletic accident insurance program.
11. To perform other duties/tasks as may be assigned and/or requested by the Athletic Training Program Director/Head Athletic Trainer.

• **DECISION MAKING AND MANAGEMENT**

On a regular and continuous basis exercises administrative judgment and assumes responsibility for decisions, consequences, and results having an impact on people, costs, and/or quality of service within the department/division.

Position directly supervises Graduate Assistant Athletic Trainers and athletic training students.

• **EDUCATION AND EXPERIENCE**

Required: Master's Degree in Athletic Training or related field; NATABOC certification; Athletic Training Licensure by the state of Tennessee
Preferred: American Red Cross first aid and CPR Instructor certified
Experience: Two years of related, collegiate level experience preferred

• **QUALIFICATIONS AND SKILLS**

1. Communication Skills using the spoken word
2. Proven experience in athletic training at the collegiate level
3. Organizational Skills and the ability to prioritize responsibilities
4. Multi-task oriented
5. Computer Knowledge
6. Interpersonal and Supervisory Skills

CUMBERLAND UNIVERSITY
(Katie Arnold, MAE, ATC, LAT)

POSITION TITLE: Assistant Athletic Trainer
DEPARTMENT: Athletic Department
SUPERVISOR: Head Athletic Trainer

GENERAL JOB FUNCTION

To assist in the management and delivery of athletic health care to the intercollegiate student-athletes.

• **STANDARD EXPECTATIONS**

1. To possess the understanding of and the commitment to the University Mission.
2. To be responsible for assisting in the development of policies and procedures for athletic training students.
3. To be responsible for assisting in the development and coordination of curriculum for students in the Athletic Training Program.
4. To be responsible for clinical instruction and supervision of athletic training students.
5. To be responsible for assisting in the operation of the athletic training center.
6. To be responsible for overseeing programs for the prevention, evaluation, treatment, and rehabilitation of athletic injuries.
7. To be responsible for coverage of athletic teams as assigned by the Head Athletic Trainer.
8. To be responsible for traveling with assigned athletic teams.
9. To be responsible for assisting in the management of the athletic accident insurance program.
10. To perform other duties/tasks as may be assigned and/or requested by the Athletic Training Program Director/Head Athletic Trainer.

• **DECISION MAKING AND MANAGEMENT**

On a regular and continuous basis exercises administrative judgment and assumes responsibility for decisions, consequences, and results having an impact on people, costs, and/or quality of service within the department/division.

Position directly supervises Graduate Assistant Athletic Trainers and athletic training students.

• **EDUCATION AND EXPERIENCE**

Required: Bachelor's Degree in Athletic Training or related field; NATABOC certification;
Athletic Training Licensure by the state of Tennessee
Preferred: Master's Degree in Athletic Training or related field
Experience: Two years of related, collegiate level experience preferred

• **QUALIFICATIONS AND SKILLS**

7. Communication Skills using the spoken word
8. Proven experience in athletic training at the collegiate level
9. Organizational Skills and the ability to prioritize responsibilities
10. Multi-task oriented
11. Interpersonal and Supervisory Skills

Graduate Assistant Athletic Trainers (La Keisha Fair & AT to be named later)

Standard Expectations:

Under the general supervision of the Athletic Training staff, assist with planning, organization, coordination, and management of the delivery of athletic health care to intercollegiate student-athletes. This shall include, but not be limited to:

1. Assisting in the operation of athletic training center.
2. Overseeing programs for the prevention, evaluation, treatment, and rehabilitation of athletic injuries.
3. Traveling with assigned athletic teams
4. Assisting in the coordination of athletic accident insurance program.
5. Other duties as assigned by the Athletic Training staff.

Supervision Given/Received:

This position reports to the Athletic Training staff.

Minimum Qualifications:

1. Bachelor's degree required.
2. Admission to graduate school required.
3. Athletic Trainer Certification by the National Athletic Trainer's Association, preferred.
4. Athletic Trainer Certification by the Tennessee Board of Medical Examiners, preferred.
5. Demonstrated experience in athletic training at the collegiate level, preferred.

Medical Director/Team Physician (Damon H. Petty, MD)

Team physicians are retained at the "pleasure" of the President of the University. The University does not directly compensate team physicians for services provided to the University and/or student-athletes.

Standard Expectations:

1. Must have absolute authority in determining the physical fitness of participants in intercollegiate athletic programs.
2. Must have sole responsibility of determining whether an athlete can or cannot participate in relation to an injury or illness.
3. Coordinate all health appraisals with the assistance of the athletic training staff.
4. Act as a medical advisor to the athletic training staff regarding prevention, care and rehabilitation of injuries.
5. Attend all home football events. If unable to attend, a medical colleague should be designated to substitute. Any attendance of other CU athletic events is encouraged.
6. Conduct weekly injury clinics for CU athletes in CU athletic training room.
7. Communicate with coaches and administrators on pertinent matters related to athletic training.
8. As medical director of Athletic Training Education Program, work in concert with the ATEP Director to deliver athletic training education to the athletic training

students including, but not limited to, classroom instruction, mentoring during clinical rotations, and supervising during surgical observation.

Minimum Qualifications:

1. Must be a licensed physician certified by the State of Tennessee.
2. Must be interested in the fields of athletic training and athletics.

Consulting Medical Specialist

The CU Athletic Training Program has developed a partnership with University Medical Center to enhance the services the sports medicine team is able to provide. The Athletic Training Department will utilize consulting medical specialists when the team physician and/or certified athletic trainer deem it necessary. The head athletic trainer and/or team physician will retain consulting medical specialists as part of their sports medicine team. Cumberland University's sports medicine team currently consists of the following health care providers.

Dr. Damon Petty- Medical Director/Team Physician, Orthopedics
1616 West Main St., Suite 300
Lebanon, TN 37087
443-7374

Dr. James Bachstein- Team Physician, General Medicine
112 Babb Dr.
Lebanon, TN 37087
466-0041

Dr. David Luck- General Medicine, Sports Medicine Specialist
322 North Maple Street
Lebanon, TN 37087
449-3101

Dr. Jon Franklin- Team Optometrist
3458 North Mt. Juliet Road
Mt. Juliet, TN 37122
754-4733

Dr. Brad Altman- Optometrist
3458 North Mt. Juliet Road
Mt. Juliet, TN 37122
754-4733

Dr. Steven Thaxton- Dentist
312 West Main St.
Lebanon, TN 37087
444-3185

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Dr. Aaron Pryor- Dentist
201 Signature Place
Lebanon, TN 37087
444-7999

Dr. Robert Woods- Cardiologist
1423 West Baddour Parkway
Lebanon, TN 37087
449-6868

Dr. John Tate- Ear, Nose, and Throat Specialist
206-A Babb Drive
Lebanon, TN 37087
444-6667

Dr. Charles Lanning or Dr. Alan Roundtree- Obstetrics and Gynecology
1421 West Baddour Parkway
Lebanon, TN 37087
449-6780

Dr. Rahil Shah- Gastroenterologist
417 Harding Drive
Lebanon, TN 37087
449-6222

PROFESSIONALISM

Due to the clinical nature of the staff and athletic training students' positions, it is expected that all staff and students will conduct themselves in a professional and ethical manner while on duty and representing the Athletic Training Department and Cumberland University. Unprofessional and unethical behavior will not be tolerated and will be dealt with by the administrative staff.

Unprofessional and unethical behavior may be cause for corrective action and/or dismissal. All codes of ethical conduct are to be observed, including the NATA Code of Ethics. The NATA Code of Ethics can be found at www.nata.org.

PROFESSIONAL LIABILITY INSURANCE

Through the course of providing athletic training services, athletic training staff and athletic training students will be exposed to a certain level of professional liability. While performing within the general operating policies, procedures, and other guidelines as a part of providing services to Cumberland University athletes, students, and staff or otherwise providing services while representing Cumberland University, staff athletic trainers will be provided liability insurance coverage under the University's general liability policy. The CU ATEP will provide blanket coverage for the athletic training students which will be effective while they are performing their duties during all clinical rotations.

PROCEDURES FOR THE CARE OF ATHLETIC INJURIES

The fact that injuries are an inherent part of athletic participation deems it the responsibility of any administration to provide for the health care of those athletes that participate and represent the organization. In accordance with this philosophy, Cumberland University provides adequate medical care for its athletes through the Athletic Training Department.

The following guidelines are to assist the athletic training staff in providing care for athletic injuries.

PREVENTION OF INJURIES

The primary concern of the entire athletic training program is to prevent any athletic injuries to its athletes. Many of the policies and procedures are designed to meet this goal.

PRE-PARTICIPATION EXAMINATIONS

All athletes must receive a medical examination prior to participation in their respective sport.

New athletes will complete the pre-participation packet including medical history and policies and procedures prior to undergoing a comprehensive physical.

Returning athletes will complete the medical history questionnaire. If any new injuries/illnesses have occurred since the end of the previous competitive season, the athlete may be referred to the team physician.

Individuals in a "try-out" situation shall be allowed to sign a waiver and will NOT be covered under the university athletic insurance plan. These individuals must have a physical exam and complete the required policies and procedures as soon as they are made permanent members of the team.

All medical records will be kept in the Athletic Training Center.

All athletes will sign and complete the required policies and procedures.

EVALUATION OF ATHLETIC INJURIES

The team physician is the individual responsible for diagnosis of all athletic injuries and illnesses. The athletic training staff will also evaluate injuries and illnesses under the supervision of the team physician.

It is the responsibility of any athlete requiring medical assistance as a result of an athletic injury to report this injury to the athletic training staff as soon as possible. For every injury reported to the athletic training staff, an evaluation should be done and a complete injury report is to be filled out.

No coach should overstep his/her legal bounds by diagnosing and/or performing or recommending treatment for an injury over a period of time. This leaves both the individual and the institution vulnerable to legal action.

TREATMENT OF ATHLETIC INJURIES

It is the athlete's responsibility to follow recommended Athletic Training Department procedures for the care and handling of any athletic injury. Failure to do so may result in unnecessary lengthy rehabilitation and prolonged absence from participation in that sport.

The athletic training staff will administer immediate first aid to all injured athletes.

Injuries evaluated and treated by the athletic training staff will be classified into three categories:

- A. Minor injury
- B. Non-life threatening serious injury
- C. Life threatening serious injury

When necessary, the athlete will be referred to the team physician for medical diagnosis and prescribed treatment.

Any athlete dissatisfied with his/her injury diagnosis or recovery progress should notify the athletic training staff and team physician and request additional consultation. The team physician will make every effort to provide the best possible health care to the athlete.

The team physician is the final authority in determining when an injured or sick athlete may return to practice or competition.

Any injury occurring after Athletic Training Center hours, when an athletic trainer is not present, shall be assessed as life threatening or non-life-threatening. In the case of a life-threatening injury, the coach should call 911 and activate the Emergency Medical System and then notify a member of the certified staff as soon as possible. In the case of a non-life-threatening injury, the coach should contact one of the certified staff as soon as possible to receive instructions on appropriate health care.

All appointments or referrals will be made via the team physician and/or certified staff.

All athletes injured on an away trip should be returned to Cumberland University if possible. When the team physician or athletic training staff do not accompany the team on a trip, the coach is responsible for obtaining the help necessary from the host school's certified athletic trainer, team physician or identified provider.

MANAGEMENT OF VARIOUS GRADE OF INJURY

All injuries shall be made known and evaluated by the certified staff.

In the case of an injury the athletic trainer will take the following actions.

Minor Injury

1. A certified athletic trainer or an athletic training student being supervised by a certified athletic trainer will evaluate the athlete and complete an injury report on the injury.
2. Initial treatment will be carried out.
3. Appropriate follow-up care will be planned for and scheduled.

Non-life Threatening Serious Injury

1. A certified athletic trainer and/or a student being supervised by a certified athletic trainer will evaluate the athlete and complete an injury report.
2. The appropriate certified staff member will determine the appropriate initial treatment and follow up.
3. The certified staff may make a referral to the appropriate physician or medical facility.

For Orthopedic Problem	Dr. Damon Petty	443-7374
For General Medicine	Dr. James Bachstein	466-0041
For Eye Problems	Dr. Jon Franklin	754-4733
For Dental Problems	Dr. Aaron Pryor	444-7999

4. A referral authorization signed by a certified staff member must be completed when the referral takes place.

Life Threatening Injury

1. Recognize the injury and stabilize the situation.
2. Activate the EAP (call 911 ASAP) and provide immediate care.
3. An injury report will be completed at the earliest opportunity.

GUIDELINES FOR ACTIVATING THE EMERGENCY MEDICAL SYSTEM

1. Recognize the injury and stabilize the situation.
2. Activate the emergency action plan and provide immediate care.
 - a. From campus, dial 9 to get an outside line.
 - b. Dial 911.
 - c. Talk calmly and clearly to the EMS operator.
 - d. Tell the EMS operator the following:
 - Your name
 - Where you are calling from
 - What the problem is
 - A call back number
 - e. Stay on the phone to make sure the EMS operator has all the necessary information.
 - f. Once the EMS operator has indicated he/she has all the necessary information let him/her hang up the phone first.
 - g. Remain within earshot of the phone in case the EMS operator calls back for additional information.
 - h. Make sure someone has been sent to the road side or entrance to help direct the ambulance to the injured individual.

VISITING INJURED ATHLETES

Any visiting athlete injured on the campus of Cumberland University shall receive the same quality initial care as Cumberland University athletes.

If the visiting team has a team physician and/or certified athletic trainer, they will be given assistance in any manner possible.

An athletic training staff member will be available for all home contests to assist the visiting team athletes if necessary.

The use of electromodalities in the treatment of visiting athletes will be subject to the following guidelines:

1. The visiting athletic trainer should perform electromodalities.
2. If no athletic trainer accompanies the visiting team, electromodalities will only be provided if the visiting team's certified athletic trainer or physician provides written instructions.
3. Athletes of visiting teams who require medical equipment to facilitate their trip home, i.e. crutches, will be provided the equipment necessary. It is expected that this equipment will be returned at the expense of the visiting team.
4. In the event an injured visiting athlete requires follow up medical care and is not accompanied by an athletic trainer, the certified staff member covering that event shall contact the athlete's athletic trainer and/or team physician at the earliest opportunity. Direct communication with the head coach may be an acceptable alternative to provide appropriate follow up instructions, dependent upon the injury, as determined by the certified staff.

NON-STUDENT-ATHLETE INJURIES

The Athletic Training Department, in meeting its goal of functioning as part of the University and greater local communities, will, from time to time, serve the needs of non-student-athletes. This may include non-intercollegiate athlete students, faculty, staff, and athletes from the local community.

All services rendered will be done in accordance with applicable Practice Acts in the State of Tennessee.

All non-intercollegiate athletic injuries should be authorized by the certified athletic training staff prior to the rendering of long-term services.

All individuals reporting to the Athletic Training Center will receive first aid services as deemed necessary and in accordance with acceptable standards by the Practice Acts of the State of Tennessee.

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All non-student-athlete injuries should be documented as per standard guidelines and policies for student-athletes used by Cumberland University's Athletic Training Department.

MEDICAL REFERRALS

The certified staff and/or team physician will authorize all referrals for outside medical care. Cumberland University WILL NOT provide secondary health care insurance coverage for any unauthorized expenses.

The certified staff will authorize referrals to the team physicians.

The team physician or Head Athletic Trainer will authorize referral to providers other than the team physicians.

All injuries/accidents resulting from athletic participation will be covered accordingly.

Any dental or eye injuries resulting from athletic participation will be covered accordingly.

No coach may refer an athlete to an outside provider and expect Cumberland University to pay the bills incurred by the athlete for medical care.

Athletes are responsible for providing their own transportation to and from all off-campus medical providers. The Athletic Training Department may provide transportation, when available.

MEDICAL RECORDS

All medical records will be kept in the Athletic Training Center and/or team physician's office. These medical records will be considered confidential and may only be viewed by authorized personnel.

DOCUMENTATION

There is an abundant amount of paperwork that is involved in managing the Athletic Training Department. All staff and students must take the initiative to become familiar with all of the forms. This includes when they should be utilized, how they are filled out, as well as where they are kept.

The Treatment Log

Shall be filled out for every visit made to the Athletic Training Center. It is the responsibility of the athletic trainer performing the treatment to log in the athlete. Each sport will have its own treatment log.

The Injury Report Form

Shall be filled out for every injury evaluated by the Athletic Training Department. It is the responsibility of the athletic trainer performing the evaluation to fill out this form. All injury reports will be co-signed by a certified athletic trainer.

Treatment Authorization Form

Shall be filled out for every referral to an outside provider, including the team physician. Only a certified athletic trainer may authorize a referral to an outside provider.

Rehabilitation Sheet

Shall be filled out for every rehabilitation session done in the Athletic Training Center. The athletic trainer should make every attempt to fill this out and initial the day's workout. Athletes may assist in checking off this form. All changes to rehabilitation programs should be cleared with the certified staff.

Medication Log

Shall be filled out each time over-the-counter medication is distributed to an athlete. The athletic trainer distributing the medication is responsible for completing this form. All medications should be handled and distributed in accordance with the Medication Policy as outlined in this document.

Pre-Participation Packet

Shall be filled out by every incoming athlete prior to participation in the athletic program. The certified staff will be responsible for ensuring that all participating athletes have completed the necessary paperwork contained within the pre-participation packet and in accordance with the Pre-Participation Examination section of the handbook.

Insurance Information Form

Shall be filled out by every athlete prior to participation in the athletic program. The certified staff will be responsible for ensuring that all participating athletes have completed the form.

RELEASING MEDICAL INFORMATION

All athletes participating at Cumberland University shall be given the opportunity to sign a release waiver for information to be made available to other medical providers, pro scouts, and the media. The Head Athletic Trainer and certified staff will monitor these procedures. No information is to be released by any person other than the certified staff.

FINANCIAL COVERAGE OF INJURIES

It is the philosophy of the Cumberland University Athletic Department that all athletes have the right to complete and comprehensive athletic health insurance. In order for this to occur, all athletic injuries must be managed through the Cumberland University Athletic Training Department. This is initiated through the team's athletic trainer.

All injuries due to athletic related accidents will be eligible for coverage under the Athletic Department accident policy. As is standard with all university athletic insurance, our athletic insurance is considered a secondary policy. This means that the athlete's personal health insurance will be utilized first, and then the athletic department's secondary insurance policy will make payment on any balance due. Occasionally, there may still be a balance due after the athlete's primary and the institution's secondary insurances have made their payments. The remaining balance is the responsibility of the student-athlete.

In order to be eligible for secondary athletic insurance coverage, all referrals to physicians, hospitals, or other providers must be made through the CU Athletic Training Department prior to the visit. The Athletic Department utilizes members of the CU Sports Medicine staff which includes but is not limited to; team physician and medical director, Dr. Damon Petty of Petty Orthopaedics and Sports Medicine; team general medicine physician, Dr. James Bachstein, and team optometrist, Dr. Jon Franklin at Franklin Family Eye Care. Failure to follow this procedure will result in denial of payment by the athletic department's secondary insurance policy administrators.

The university does recognize the athlete's and/or parent's right to utilize a physician or health care provider of their choice. The athletic department policy does not prohibit this option. Athletes may seek services from medical providers of their choice without coverage from Cumberland University's secondary insurance policy. Exceptions to this policy must receive written authorization from the Head Athletic Trainer prior to your visit in order for CU's secondary athletic insurance plan administrator to make payment on the expenses. Athletic injuries or medical conditions not related to a specific athletic accident while at Cumberland University, or injuries and conditions with a previous history or "pre-existing" conditions, shall not be covered by the athletic department's secondary insurance plan. However, any injury, illness, or physical condition which would preclude full participation in intercollegiate athletics must be fully disclosed to the athletic training staff.

Athlete and parental cooperation is the key to making sure the athlete's medical expenses get paid as quickly as possible. Our secondary insurance plan administrator may request information from you, such as an explanation of benefits (EOB), current employment status, or additional information. If so, it is your responsibility to send that information in to our insurance company as well as to the athletic training department. If this information is not provided the insurance company will eventually close the file and deny payment, therefore making the student/athlete responsible for the accrued expenses. The athlete or his or her parent/guardian's participation is vital to getting bills paid on time. Also, do not assume that bills have been sent to the athletic training department once your primary insurance has paid. Any remaining bills need to be sent to our athletic training department for payment. Also, if the athlete's primary health care insurance changes throughout the course of the academic year please notify the

Athletic Training Department as quickly as possible. It is the athlete's responsibility to provide up to date primary healthcare insurance information to the athletic training department. Failure to do so may result in denial of coverage from Cumberland University's secondary insurance policy.

Every athlete at Cumberland University is required to have primary health care coverage that covers accidents that occur during intercollegiate athletics participation. Athletes will not be cleared to participate at Cumberland University until they have obtained this primary health care insurance.

COVERAGE OF SPORTS

It is the position of the Athletic Training Department that all sports have an athletic trainer on campus and/or in attendance for all practices, with certain exceptions. Coaches should make every attempt to notify the athletic training staff in advance of practice times so that arrangements for athletic trainer coverage can be made. If this is not done, practice coverage cannot be guaranteed.

Home- The Athletic Training Department will cover the following sport practices with a Graduate Assistant Athletic Trainer and/or a Certified Athletic Trainer:

Baseball (spring)	Softball (spring)
Men's Basketball	Women's Basketball
Volleyball	Wrestling
Men's Soccer (fall)	Women's Soccer (fall)
Football	

A certified athletic trainer must be "on-call" for the following sport practices:

Baseball (fall)	Softball (fall)
Men's Soccer (spring)	Women's Soccer (spring)
Men's Tennis	Women's Tennis
Cheerleading	Cycling

For home contests the following sports must have a certified or certified eligible athletic trainer in attendance:

Baseball (spring)	Softball (spring)
Men's Basketball	Men's Tennis (spring)
Women's Basketball	Women's Tennis (spring)
Football	Wrestling
Men's Soccer	Volleyball
Women's Soccer	

For the following home contests, a certified athletic trainer must be "on-call":

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Baseball (fall)	Men's Soccer (spring)
Softball (fall)	Women's Soccer (spring)
Volleyball (spring)	

Away- A certified or certified eligible athletic trainer will accompany the following sports when possible:

Baseball*	Men's Soccer*
Men's Basketball*	Women's Soccer*
Women's Basketball*	Softball*
Football	Wrestling*

*Home contest coverage will receive priority. Staff travel will be based upon this priority. All other sports may have an athletic training staff member travel with them but it is not required.

AWAY EVENTS/TRAVEL

All policies shall apply when staff and students travel with teams to away events. This includes policies related to dress and professional conduct.

Staff and students should attempt to contact the host athletic training staff and/or host coaching staff as soon after arrival as possible to determine the location of the athletic training room and other facilities which may be necessary for the care of athletic injuries and emergencies.

Staff and students should pay particular attention to the procedures necessary to activate the Emergency Medical System, should the need arise.

Policies related to the treatment, management, and documentation of injuries should be observed.

All injuries treated and managed by a student in the absence of certified staff will be performed as a first responder only. If an injury does occur on the road in the absence of a certified athletic training staff, the appropriate staff member should be notified as soon as possible by the coach or athletic training student if applicable. Students may only evaluate injuries when supervised by a certified athletic trainer.

USE OF ATHLETIC TRAINING CENTER & FACILITIES

Use of the Athletic Training Center is for those individuals involved in the intercollegiate athletic department, students, staff, and faculty of Cumberland University.

These medical facilities are also available to visiting teams on a reciprocal, courtesy basis.

No other person or individual, except as described above, shall receive care other than emergency first aid without the authorization of the Head Athletic Trainer.

ATHLETIC TRAINING CENTER GENERAL OPERATIONAL HOURS

The Athletic Training Center will be open:

Monday - Friday	8-1 by appointment Afternoons from 1 - 5 PM
Saturday & Sunday	By appointment

It is often necessary for the Athletic Training Center to remain open past the scheduled times. These times are for general use only. The Athletic Training Center shall remain operational during all practices and events. When the athletic training facility is not in use, it will remain locked at all times.

These facilities are under the direct supervision of the Head Athletic Trainer or certified staff. No athlete or patient will be allowed in the Athletic Training Center without supervision.

The certified athletic training staff and/or athletic training students who are trained in their use and under the supervision of a certified athletic trainer, due to their potential danger, must operate all therapeutic modalities.

A list of Athletic Training Center Policies is posted. Any violation will result in the immediate removal of the student athlete's privileges in the Athletic Training Center.

POLICIES FOR ATHLETES

1. Report all injuries as soon as possible.
2. Report for all treatments and doctors' appointments on time.
3. Do not remove any equipment from the Athletic Training Center without authorization.
4. Do not dress or undress in the Athletic Training Center.
5. Wear proper attire for any treatment being given. This includes shorts AND a shirt.
6. After practice, take a shower before routine treatment of injuries and wounds.
7. Please help to keep the Athletic Training Center clean.
8. Avoid horseplay, improper language or any behavior unbecoming a Cumberland University athlete.
9. Respect the requests of the athletic training staff just as you would your coaching staff. Failure to comply with athletic training room policy or with athletic training staff will result in loss of athletic training room privileges and further punishment.
10. Stay out of the Athletic Training Center unless you are there for a purpose. The athletic training room is not a place for socialization.
11. No eating, drinking or use of tobacco products in the Athletic Training Center.
12. No cleats or spikes allowed in the Athletic Training Center. Keep all shoes off of the treatment tables.
13. The Athletic Training Center will not be an excuse for being late to practice or class.
14. Absolutely NO cell phone use in the Athletic Training Center

POLICIES FOR THE PROTECTION AGAINST BLOOD BORNE PATHOGENS

Through the normal course of providing athletic training services, staff and athletic training students may come in contact with bodily fluids which may pose a risk for infection from blood

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borne diseases. These diseases may include hepatitis B, HIV, or other blood borne pathogens. It is essential that the staff and athletic training students utilize the following techniques and principles to minimize the risk of pathogen transmission:

1. Treat all bodily fluids as infectious
2. Use disposable latex gloves when treating a student-athlete who is bleeding or has breaks in the skin allowing the discharge of bodily fluids
3. Wash hands before and after every treatment.
4. Use protective devices during procedures where bodily fluids are likely to be splashed
5. Use resuscitation masks during CPR and Rescue Breathing
6. Dispose of all contaminated waste in approved biohazard containers
7. Biohazard containers will be disposed of by incineration by a licensed outside agency
8. Use of a fresh 1:10 bleach solution or other OSHA approved cleaners for cleaning all bodily fluid spills.

BIOHAZARDOUS EXPOSURE DURING PHYSICAL ACTIVITY AND GAMES

Blood during physical activity and games shall be handled utilizing the following additional guidelines:

1. All open wounds and/or breaks in the skin are to fully covered by a bandage before allowing the athlete to return to participation. The certified staff shall assess the feasibility of dressing the wound on the field. If this is not feasible, the athlete shall be removed from the field to the sidelines or athletic training facility where it can be appropriately cleaned and covered.
2. If an athlete's uniform is grossly soiled with blood, or other bodily fluid, the athlete shall be removed from participation and the uniform changed, prior to return to participation.
3. Any article of clothing that has been saturated with blood or other bodily fluids shall be disinfected by washing separately from other uniforms and washed in a 10% bleach solution.

ACTION IN THE EVENT OF EXPOSURE

All incidents that involve actual exposure shall be reported immediately to the Head Athletic Trainer. Examples of exposure include needle sticks, splashing of blood into face, contact with vomit or other bodily fluids on mucus membranes.

The exposed individual will be referred immediately to the Head Athletic Trainer and team physician for evaluation, documentation, and possible testing and treatment as determined by the team physician.

SPILL CLEAN UP

The athletic training staff will be the primary individuals responsible for the clean up of all bodily fluid spills within the athletic environment. Clean up will be done in a manner consistent with the universal precautions described above.

EDUCATION ABOUT BLOOD BORNE PATHOGENS

Each athletic training student will attend the Blood Borne Pathogen Seminar during the preseason Athletic Training Student Workshop. Each athletic training student will be made aware of the potential risk for infection associated with providing athletic training services, as well as the measures that can be taken to prevent the risk of blood borne pathogen transmission. Attendance records will be maintained in the Program Director's office.

HEPATITIS B VACCINATION

As paid employees of the University, staff athletic trainers will be provided vaccination against hepatitis B at the University's expense. (3 shot process)

Each athletic training student is required to obtain vaccination against the potential infection of hepatitis B at the student's expense. Vaccination can be made available at a reduced cost through the team physician's office.

All athletic training students will document their verification of vaccination against hepatitis B. This shall be kept in the student's file maintained by the Athletic Training Education Program Director.

MEDICATION POLICY

During the clinical aspect of the Athletic Training Program, athletic training students will come in contact with medications from time to time. Medication typically dispensed are either prescription or over the counter (OTC).

Prescription medications are prescribed by a physician. This type of medication will only be given to the athlete for whom the prescription is made. On occasion the medication will be delivered to the Athletic Training Center and the certified staff will then pass it on to the athlete. **Under no circumstances** is it proper to give medications prescribed for one athlete to another athlete. A student should never give a prescription medication to an athlete.

Over the counter (OTC) medications are medications that can be purchased without a prescription from a physician. There are still devastating side effects that can result from improper use of OTC medications. Care should be given before any athlete is given any type of medication. In certain circumstances it is not advisable to give athletes even common medications such as aspirin or Tylenol. Athletes who will be at risk of head injury (i.e. football players) should not take any medication prior to practice without first consulting the certified staff.

Any medication distributed to the athlete should be recorded on the medication log.

Athletic Training staff and students should ask each student athlete if they have any allergies prior to distribution of any over the counter medications. Athletic training students should become familiar with the actions, dosage, and warnings associated with the most commonly used medications. Several are listed below.

Addaprin (Ibuprofen, 200mg)

Indications- Pain Reliever/Fever Reducer. Relief of pains associated with colds, headaches, toothache, muscular ache, backache, minor pains of arthritis, menstrual cramps, and reduction of fever

Dosage- 1 to 2 tablets every 4 to 6 hours, not to exceed 6 per 24-hour period

Warning- Do not take if you have ever had an allergic reaction to any other pain reliever/fever reducer. Don't take for fever for over 3 days or for pain over 10 days. Discontinue use if stomach pain is experienced or any new or unexpected symptoms occur. **Do not take during the last three months of pregnancy.**

Alamag (Antacid, containing dried aluminum hydroxide gel 300 mg, and magnesium hydroxide 150mg)

Indications- For the relief of acid indigestion, heartburn, sour stomach and upset stomach associated with these symptoms

Dosage- 2 to 4 tablets 1 hour after meals and at bedtime or as directed by a physician. Tablets should be chewed or allowed to dissolve in the mouth.

Warnings- Not for patients who are severely debilitated or suffering from kidney disease. Do not take more than 16 tablets in a 24-hour period or use maximum dose for more than 2 weeks except under the advice and supervision of a physician.

Diamode (Anti-Diarrheal, containing loperamide hydrochloride 2mg)

Indications- Relief of the symptoms of diarrhea. (Drink plenty of clear fluids to help prevent dehydration.)

Dosage- 2 caplets after the first loose bowel movement followed by 1 caplet after each subsequent loose bowel movement, but no more than four caplets a day for no more than two days.

Warnings- Do not use more than two days. Do not use if diarrhea is accompanied by high fever, or if blood is present in the stool, or if you have a rash or other allergic reaction. If under the use of antibiotics or have liver disease, consult a physician before taking this medication.

Diphen (Antihistamine containing diphenhydramine hydrochloride 25 mg)

Indications- Relief of runny nose, sneezing, itching of the nose or throat and itchy, watery eyes due to hay fever or other upper respiratory allergies.

Dosage- 1 to 2 tablets every 4 to 6 hours, not to exceed 12 every 24 hours

Warnings- May cause excitability. Do not take this product unless directed by a physician, if you have a breathing problem such as emphysema or chronic bronchitis, or if you have glaucoma or difficulty in urination due to enlargement of the prostate gland. May cause marked drowsiness; alcohol, sedatives, and tranquilizers may increase the drowsiness effect. Avoid alcoholic beverages while taking this product. Do not take sedatives or tranquilizers unless directed by a physician while taking this product. Use caution when driving a motor vehicle or operating machinery.

Medi-Lyte (Electrolyte replacement containing potassium chloride 40 mg, calcium phosphate 18mg, and magnesium carbonate 9 mg)

Indications- An aid in the prevention of heat fatigue and muscle cramps due to excessive perspiration.

Dosage- 1 to 2 tablets with full glass of water, 5-10 times per day depending on temperature and condition. Not to exceed 10 tablets in any 24 hour period.

Medi-Meclizine (Motion sickness relief containing meclizine hydrochloride 25 mg)

Indications- For prevention and treatment of the nausea, vomiting, or dizziness associated with motion sickness

Dosage- 1 to 2 tablets daily or as directed by a doctor; not to exceed 2 tablets every 24-hour period (To prevent motion sickness, the first dose should be taken one hour before starting activity)

Warnings- Do not take this product unless directed by a physician, if you have a breathing problem such as emphysema or chronic bronchitis, or if you have glaucoma or difficulty in urination due to enlargement of the prostate gland. May cause marked drowsiness. Avoid alcoholic beverages while taking this product. Do not take sedatives or tranquilizers unless directed by a physician while taking this product. Use caution when driving a motor vehicle or operating machinery. Do not exceed recommended dose.

Non-Aspirin/APAP (Acetaminophen 325 mg)

Indications- Relief of minor aches and pains associated with the common cold, flu, headache, toothache, muscular aches, minor pains of arthritis, menstrual cramps, and for the reduction of fever.

Dosage- Adults: 2 tablet every four to 6 hours as needed, not to exceed 12 per 24 hour period

Warnings- If pain or fever persists or gets worse, if new symptoms occur, or if redness or swelling is present, consult a physician because these symptoms could be a sign of a serious condition. Do not take for more than 10 days for pain or for more than 3 days for fever unless directed from a physician.

Pepto-Bismol (Bismuth Subsalicylate (262 mg per tablespoon)

Indications- For relief of upset stomach, indigestion, nausea, heartburn, and diarrhea.

Dosage- 2 tablespoons every one half to 1 hour, not to exceed 8 doses per 24-hour period

Warnings- Those who have or are recovering from the chicken pox or the flu should not use this medicine to treat nausea or vomiting. If taken with aspirin and ringing in the ears occurs stop use. Do not use if you are allergic to aspirin. If symptoms persist, if diarrhea is accompanied by a high fever, or continues more than 2 days, ask a doctor.

Robitussin-DM

Indications- For temporary relief of cough due to minor throat and bronchial irritation as may occur with a cold and helps loosen phlegm and thin bronchial secretions to make coughs more productive

Dosage- 2 teaspoons every four hours, not to exceed 6 doses in 24 hours

Warnings- Do not take this product for persistent or chronic cough such as occurs with smoking, asthma, chronic bronchitis, emphysema, or if cough is accompanied by excessive phlegm unless directed by a physician.

Sepasoothe/Sore Throat Relief (Anesthetic Throat Lozenges containing benzocaine, 10mg and cetylpyridinium chloride, .5 mg)

Indication- For temporary relief of minor sore throat pain, and minor pain and discomfort associated with tonsillitis and pharyngitis.

Dosage- 1 lozenge every two hours, if needed.

Warnings- If sore throat is severe, persists for more than 2 days, is accompanied or followed by fever, headache, rash, nausea, or vomiting, consult a physician promptly.

Sudodrin Forte (60 mg)/Sinus Decongestant (30mg) (contains psuedoephedrine hydrochloride)

Indication- For temporary relief of nasal congestion due to cold, hay fever, or other upper respiratory allergies and nasal congestion associated with sinusitis. Does not cause drowsiness

Dosage- 60 mg every 4 to 6 hours, not to exceed 4 doses per 24-hour period

Warnings- Do not exceed recommended dosage because at higher doses, nervousness, dizziness, or sleeplessness may occur. If symptoms do not improve within 7 days, or are accompanied by a high fever, consult a physician. Do not take if you have high blood pressure, heart disease, diabetes, thyroid disease, or difficulty in urination due to enlargement of the prostate. Do not take if you are taking a monoamine oxidase inhibitor (MAOI).

LIGHTNING POLICY

As stated in the Cumberland University Athletic Handbook (page 37):

The Head Coach is the individual with primary responsibility for providing a safe environment. Decisions made by the Head Coach will be done in conjunction with the recommendations and input by the Athletic Training staff.

An unsafe environmental condition should be established when a “flash-to-bang” interval is decreasing and becomes equal to or less than 30 seconds.

In the event of an unsafe environmental condition, the following steps should be taken:

- All persons must immediately leave the athletic site and seek safe shelter.
- A safe shelter should be defined as (1) any sturdy building that has metal plumbing or wiring, or both, to electrically ground the structure, and (2) in the absence of a sturdy building as described above, any vehicle with a hard metal roof with the windows rolled up.
- If there is no safe shelter within a reasonable distance, crouch in a thick grove of small trees surrounded by taller trees or in a dry ditch. Crouching with only your feet touching the ground and close together, wrap your arms around your knees and lower your head to minimize your body’s surface area. *Do not lie flat!*
- If you feel your hair stand on end or your skin tingle or hear crackling noises, immediately crouch as described above.
- Allow 30 minutes to pass after the last sound of thunder before resuming athletic activity.
- Do not use the telephone unless there is an emergency. People have been known to be struck by lightning while using a land-line telephone.
- Lightning victims do not carry an electrical charge. CPR is safe for the responder and has been shown to be effective in lightning victims.
- The PA announcer (if applicable) shall also provide appropriate warnings for spectators to seek safe shelter.

POLICIES INVOLVING THE ATHLETIC TRAINING EDUCATION PROGRAM

Bachelor of Science in Physical Education with an emphasis in Athletic Training

The Athletic Training Education Program is accredited by the Commission on Accreditation of Athletic Training Education (CAATE) and is designed to prepare students for the exciting profession of athletic training. Athletic Trainers are the front-line professionals dealing specifically with athletes and athletic injuries. The program consists of various academic and clinical experiences. Not only will athletic training students be exposed to numerous academic challenges, but, as part of the clinical program, they will also be involved in the daily delivery of athletic healthcare to the intercollegiate athletes at Cumberland University as well as athletes and individuals in additional settings. This hands-on experience will better enable the students to complete clinical competencies and give them the opportunity to expand the concepts learned in the classroom. These experiences include practice and game coverage, injury evaluation and treatment, implementing injury prevention techniques, as well as designing and implementing long-term rehabilitation and conditioning programs.

ATHLETIC TRAINING PROGRAM MISSION STATEMENT

The mission of the Cumberland University Athletic Training Program is to prepare students for the profession of athletic training. It is designed to give students knowledge and experience necessary to continue their athletic training career in whatever avenue they decide to pursue. This includes giving students the knowledge and skills necessary to become a certified athletic trainer, continue on to a graduate program and/or prepare them for a job as a certified athletic trainer upon completion of the program.

ATHLETIC TRAINING CLINICAL FACILITIES

The Cumberland University Athletic Training Education Program utilizes a variety of facilities that enhance the overall clinical experience. In order to provide the Athletic Training Student with learning opportunities in multiple athletic training environments, Cumberland University has partnered with University Medical Center (UMC) to provide space on the McFarland Campus for the construction of a state-of-the-art athletic training laboratory.

In addition to the clinical rotations performed on campus with CU Athletics, the Athletic Training Education Program plans to further enhance the partnership with University Medical Center by providing Athletic Training Students with the opportunity for experiential learning at UMC affiliated sites, including but not limited to, rehabilitation clinics and high school settings.

ADMISSIONS REQUIREMENTS TO THE ATHLETIC TRAINING PROGRAM

The athletic training program has a limited enrollment. Therefore, all students must make formal application, be admitted to the program and follow the prescribed course of study. The following are the requirements for admission to the program:

- Be admitted to Cumberland University by the Office of Admissions.
- Complete HPER 230 and HPER 227 with a “B” or better
- Have an overall minimum GPA of 2.50
- Completion of 100 clinical observation hours
- Completion of program application
- Interview with the selection committee

Selection of students into the Athletic Training Program is made after April 15th for the next academic year. Application materials should be completed prior to this date to be fully considered for admission to the program. Application materials and any additional information can be requested from the Athletic Training Program Director. Once the deadline for submission of applications has passed the selection committee will interview all qualified applicants. The selection committee (consisting of all athletic training faculty members) will then evaluate each applicant using four criteria using a weighted point system. After this evaluation the highest scoring applicants (maximum of eight) will be accepted into the Athletic Training Education Program. The criteria and weighting system are as follows:

- Grade Point Average
 - 3.50 and higher- 10 points
 - 3.25 to 3.49- 8 points
 - 3.00 to 3.24- 6 points
 - 2.75 to 2.99- 4 points
 - 2.50 to 2.74- 2 points
- Quality of Observation Hours
 - Outstanding- 10 points
 - Great- 8 points
 - Good- 6 points
 - Fair- 4 points
 - Poor- 2 points
- Quality of Interview
 - Outstanding- 5 points
 - Great- 4 points
 - Good- 3 points
 - Fair- 2 points
 - Poor- 1 points
- Quality of Application for Admission and Letter of Interest
 - Outstanding- 5 points
 - Great- 4 points
 - Good- 3 points
 - Fair- 2 points
 - Poor- 1 points

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*Cumberland University's Athletic Training Education Program makes no distinction in its admission policies or procedures on grounds of age, sex, religion, race, color, national origin, or physical handicap.

*Prior to the beginning of the student athletic trainer's first clinical rotation, he/she will be required to pass a pre-participation physical exam that is conducted in order to determine that each student is healthy enough, particularly in the areas of flexibility and strength, to perform the duties required of an athletic trainer.

* Each student is required to obtain vaccination against the potential infection of hepatitis B at the student's expense. Vaccination can be made available at a reduced cost through the team physician's office. All student athletic trainers will document their verification of vaccination against hepatitis B. This shall be kept in the student's file maintained by the Athletic Training Program Director.

Admission Requirements for Transfer Students

All transfer students must make formal application, be admitted to the program and follow the prescribed course of study. The following are the requirements for admission of a transfer student into the Athletic Training Education Program:

- Be admitted to Cumberland University by the Office of Admissions.
- Complete the equivalent of HPER 230 and HPER 227 with a "B" or better at an accredited college, university, or community college.
- Have an overall minimum GPA of 2.50 from all previous college, university, or community college coursework.
- Completion and documentation of fifty (50) clinical observation hours in athletic training room or orthopedic rehabilitation clinic.
- Completion of program application
- Interview with the selection committee

Athletic Training Education Program Retention Requirements

It is necessary that students show excellence in the coursework aspects of the Athletic Training Program as well as in the clinical aspect in order to have a reasonable opportunity for professional success after graduation and in passing the NATA Board of Certification exam. Therefore, to remain in good standing in the program, students must:

- Maintain a cumulative grade point average of 2.50 or better on a 4.0 scale
- Maintain an "ATEP core" grade point average of 3.00 or better on a 4.0 scale

Any student falling below the cumulative or Athletic Training core GPA requirement will be placed on probation for the next semester. At the end of that semester, an improvement in GPA must be made, or suspension from the Athletic Training Program will result. The student will remain on probation until such time as the GPA has attained the required level. Students placed on suspension will be withdrawn from the ATEP and will have to reapply for admission into the ATEP.

Student Appeals Process

Athletic Training students who disagree with a decision made concerning their academic or

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professional behavior (such as denial of admission to the Athletic Training Program or being placed on probation or suspension from the Athletic Training Program because of academic insufficiencies or behavioral problems) have the right to appeal the decision. Athletic Training students are encouraged to discuss their concerns or problems with instructor, supervisor, and/or advisor. If a student is unable to resolve an issue with the involved faculty, he/she is encouraged to submit concerns in writing to the Athletic Training Program Director and meet with the director for further discussion and resolution. The Athletic Training Program Director and faculty will review the appeal at the department level. The student then has the right to appeal at the college level if there is still disagreement following a departmental appeal. This student grievance procedure is outlined in the Cumberland University undergraduate handbook.

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COURSE REQUIREMENTS

BACHELOR OF SCIENCE IN PHYSICAL EDUCATION WITH AN EMPHASIS IN ATHLETIC TRAINING

<u>General Education Core</u>		<u>42-44 hours</u>
<u>Required courses from GEC</u>		
PSYCH 201		3
BIO 111		4
CHEM 103		4
<u>Additional Psychology and Science Courses</u>		<u>18 hours</u>
BIO 213	Human Anatomy & Physiology I	4
BIO 214	Human Anatomy & Physiology II	4
PHY 201	General Physics I	4
PSY 205	Statistics for the Behavioral Sciences	3
PSY 211	Psychology of Human Growth and Development	3
<u>Courses Required for the Major</u>		<u>60 hours</u>
HPER 150	Lifetime Fitness	1
HPER 200	Foundations of Health, P.E., and Athletic Programs	3
HPER 227	Safety & First Aid	2
HPER 230	Care and Prevention of Athletic Injuries	3
HPER 231	Evaluation of Lower Extremity Injuries	3
HPER 232	Evaluation of Upper Extremity Injuries	3
HPER 301	Physiology of Exercise	3
HPER 302	Medical Aspects of Sports Medicine	3
HPER 304	Organization & Administration in Athletic Training	3
HPER 311	Personal & Community Health	3
HPER 312	Nutrition	3
HPER 320	Motor Learning and Development	2
HPER 343	Essentials in Adaptive Physical Education	2
HPER 351	Clinical Experience in Athletic Training I	2
HPER 352	Clinical Experience in Athletic Training II	2
HPER 353	Clinical Experience in Athletic Training III	2
HPER 354	Clinical Experience in Athletic Training IV	2
HPER 355	Clinical Experience in Athletic Training V	2
HPER 401	Therapeutic Modalities	3
HPER 403	Pathophysiology & Pharmacology in Sports Medicine	3
HPER 404	Rehabilitation of Athletic Injuries	3
HPER 423	Tests & Measurements in Physical Education	3
HPER 425	Kinesiology	3
HPER 430	Senior Seminar in Athletic Training	1
<u>Total Hours</u>		<u>120-122</u>

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RECOMMENDED COURSE SEQUENCE FOR BACHELOR OF SCIENCE IN PHYSICAL EDUCATION WITH AN EMPHASIS IN ATHLETIC TRAINING

FRESHMAN YEAR

<u>FALL</u>			<u>SPRING</u>		
ENG 101	Eng. Composition I	3	ENG 102	Eng. Composition II	3
HPER 200	Foundations of PE	3	CHEM 103	Fund. of Chemistry	4
MATH 121	Calculus	4	PSY 201	General Psychology	3
HPER 227	Safety and First Aid	2	SPEE 220	Fund. of Speech	3
BIO 111	General Biology	4	HPER 230	Care & Prevention	3
Total		16	Total		16

SOPHOMORE YEAR

<u>FALL</u>			<u>SPRING</u>		
HPER 231	Evaluation Lower Ext.3		HPER 352	Clinical in AT II	2
HIS	History 191 or 201	3	BIO 214	Anatomy & Phys II	4
BIO 213	Anatomy & Phys I	4	HIS	History 192 or 202	3
HPER 351	Clinical in AT I	2	HPER 232	Evaluation Upper Ext.3	
ENG 215/6	Choice of Literature	3	HPER 302	Medical Aspects	3
HPER 150	Lifetime Fitness	1			
Total		16	Total		15

JUNIOR YEAR

<u>FALL</u>			<u>SPRING</u>		
HPER 311	Personal Health	3	HPER 401	Modalities	3
PHY 201	Physics I	4	SPAN 100	Conv. Spanish	3
HPER 404	Rehabilitation	3	HPER 312	Nutrition	3
HPER 304	Org. & Adm. of AT	3	HPER 301	Physio. of Exercise	3
HPER 353	Clinical in AT	2	HPER 354	Clinical in AT IV	2
			HPER 403	Pathophys/Pharm	3
Total		15	Total		17

SENIOR YEAR

<u>FALL</u>			<u>SPRING</u>		
GEC	Social Science elect	3	HPER 343	Adaptive PE	2
HPER 423	Tests & Measures	3	HPER 320	Motor Learning	2
HPER 355	Clinical in AT V	2	GEC	Arts and Hum. Elect.	3
HPER 425	Kinesiology	3	PSY 211	Growth & Develop	3
HPER 430	Senior Seminar in AT I	1	PSY 205	Statistics	3
Total		12	Total		13

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ATHLETIC TRAINING (HPER) COURSE DESCRIPTIONS

HPER 230 – Care and Prevention of Athletic Injuries.....3 SEM. HRS.

Designed for prospective athletic trainers, coaches, and health and physical educators to aid in the recognition, evaluation, and care of athletic injuries. Techniques in taping, prevention, evaluation, and rehabilitation of injuries. Prerequisites: None. Fall and Spring terms every year.

HPER 231 – Evaluation of Lower Extremity Injuries.....3 SEM. HRS.

Study of the etiology, pathology, and clinical signs of common athletic injuries to the lower extremities and spine. Emphasis is placed on clinical evaluation of injury by the athletic trainer. Application of orthopedic and neurological assessment is included. Prerequisites: HPER 230 or permission of ATEP Director; Recommended: BIO 213 and BIO 214. Fall term every year.

HPER 232 – Evaluation of Upper Extremity Injuries.....3 SEM. HRS.

Study of the etiology, pathology, and clinical signs of common athletic injuries to the upper extremity, thorax and abdomen, head and face, and general illnesses. Emphasis is placed on clinical evaluation of injury by the athletic trainer. Application of orthopedic and neurological assessment is included. Prerequisites: HPER 230 and HPER 231 or permission of ATEP Director; Recommended: BIO 213 and BIO 214. Spring term every year.

HPER 302 – Medical Aspects of Sports Injuries.....3 SEM. HRS.

Advanced study in athletic training including discussion of surgical techniques and the surgical process of the orthopedic physician, general medical conditions and disabilities, head and facial injuries and internal injuries to the athlete. Prerequisite: HPER 230 or permission of ATEP Director. Spring term every year.

HPER 304 – Organization and Administration of Athletic Training.....3 SEM. HRS.

Emphasis on the professional preparation of athletic trainers and their role in the athletic health care delivery system. Current issues and trends in athletic training, including history, legal implications, stress management, and organization of Athletic Training programs. Prerequisite: HPER 230 or permission of ATEP Director. Fall term in all years.

HPER 351 –Clinical Experience in Athletic Training I.....2 SEM. HRS.

HPER 352 –Clinical Experience in Athletic Training II..... 2 SEM. HRS.

HPER 353 –Clinical Experience in Athletic Training III.....2 SEM. HRS.

HPER 354 –Clinical Experience in Athletic Training IV..... 2 SEM. HRS.

HPER 355 –Clinical Experience in Athletic Training V.....2 SEM HRS.

Students will receive clinical instruction in order to meet clinical competencies in athletic training. Class will also include coverage of athletic teams and events. Each course requires a minimum of two hundred (200) clinical hours. HPER 351 must be taken first and each clinical must be completed before advancing to the next level. Prerequisite: Admission to the Athletic Training Program. Fall and Spring terms every year.

HPER 401 – Therapeutic Modalities.....3 SEM. HRS.

This course covers the advanced study of the use of therapeutic agents in the treatment and rehabilitation of athletic injuries, including heat, cold, hydrotherapeutic, electrotherapeutic, and manual techniques. Prerequisites: HPER 230 or permission of ATEP Director. Recommended: PHY 201. Spring term every year.

HPER 403 – Pathophysiology and Pharmacology in Athletic Training.....3 SEM. HRS.

Advanced study in the patho-physiology and pharmacology involved in injuries and conditions commonly seen in the area of Athletic Training. This will include a detailed macro and microscopic analysis of underlying pathophysiologicals of sports related injuries. In addition, this course will explore the interrelationship of current therapeutic pharmacological agents and their physiological effects on the body. Prerequisites: HPER 230, BIO 213 & 214, CHEM 103 or CHEM 111 or permission of ATEP Director. Spring term in all years.

HPER 404 – Rehabilitation of Athletic Injuries.....3 SEM. HRS.

Principles in planning and implementation of rehabilitation programs for injured athletes with emphasis on contemporary therapeutic exercise techniques. Prerequisites: HPER 230 or permission of ATEP Director. Fall term every year.

HPER 430 – Senior Seminar.....1 SEM. HR.

A class designed for athletic training students to receive a broad overview of athletic training principles and recent research findings. In addition, this course will help prepare athletic training students for the NATABOC certification exam and better prepare them for employment in the field of athletic training. HPER 353 or permission of ATEP Director. Fall term every year.

CREDIT FOR ATHLETIC TRAINING COURSES

Students may only receive credit for Athletic Training courses if taken at Cumberland University. Students may not receive credit for Athletic Training courses taken at other universities. An exception may be requested for transfer of HPER 230, Care and Prevention of Athletic Injuries, with the approval of the Athletic Training Program Director.

CLINICAL COMPLETION REQUIREMENTS

Students must complete Clinicals in Athletic Training I-V with a “C” or better to be eligible for completion of the Athletic Training Program.

Students must complete a minimum of 1000 clinical hours to be eligible for completion of the Athletic Training Program. In order to meet this requirement, there is a minimum of two hundred (200) clinical hours required for each Clinical in Athletic Training course (HPER 351-355). If a student fails to complete 200 clinical hours during any clinical course or fails to complete all clinical proficiencies assigned to that specific clinical course the student will be unable to progress to the next level of Clinical in Athletic Training.

A minimum of one (1) semester of Clinicals in Athletic Training must be completed in both the fall and spring semesters. The remaining three semesters may be completed in either the fall or spring terms, as approved by the Athletic Training Program Director.

Every athletic training student must master the competencies and proficiencies, which are provided in 4th edition of the Athletic Training Educational Competencies which was published in 2006 by the NATA Education Council.

CLINICAL EDUCATION SUPERVISION

1. An Approved Clinical Instructor (ACI) shall supervise the students’ clinical education.
2. The daily supervision of students by the ACI must include multiple opportunities for evaluation and feedback between the student and ACI.
3. “Supervision” of students by the ACI shall be through “constant visual and auditory interaction between the student and the approved clinical instructor”.
4. Students shall be assigned to an ACI not a sport.

ATHLETIC TRAINING STUDENT SUPERVISION

According to Tennessee law:

63-24-103 (a) No person shall represent themselves or claim to be an athletic trainer or perform, for compensation, any of the activities of an athletic trainer as defined in this chapter without first obtaining a license under this chapter.

63-24-103 (b) Nothing in this chapter shall be construed to prevent any person from serving as a student-trainer, or any similar position if such service is not primarily for compensation and is carried out under the supervision of an athletic trainer duly licensed as defined in this chapter and a physician licensed under this title. Such supervision will be provided under the guidelines of the National Athletic Trainers' Association (NATA) Board of Certification, Inc., and/or approved by the board.

The supervising approved clinical instructor should be personally present and immediately available within the area to give instruction and aide when procedures are performed. Athletic training students are required to gain clinical experiences under the supervision of approved

clinical instructors. The Clinical Experiences should always be considered educational. Athletic training students will not be utilized to replace a Certified Athletic Trainer. If an athletic training student is ever left alone with an athlete or athletic team in the absence of a qualified clinical instructor or supervisor, the student will be classified as a first responder. Any unsupervised first responder activities are not compulsory. The students are not allowed or expected to perform the duties of an athletic trainer in that position. As a first responder, the student will be able to activate EMS, stabilize an athlete, perform first aid techniques, and perform CPR. As a first responder the student should not apply any medical treatments outside the scope of their training and certifications. An example of a time when a student may be unsupervised is when they travel with an athletic team and the approved clinical instructor does not accompany the team on the trip. **If an injury should occur to a Cumberland University athlete while on the road, the athletic training student is required to have the certified athletic trainer from the host institution examine the athlete.** Athletic training students are not required to travel alone, but it does occur occasionally and is a valuable experience when performed within the guidelines. These unsupervised hours do not count towards the hours requirements for the clinical experience.

Each student will be required to read this policy and sign a copy of the policy indicating that they have read and understand their role as a first responder if ever in an unsupervised situation as well as the responsibilities and tasks permitted as a first responder.

ASSIGNMENT OF CLINICAL RESPONSIBILITY

Students will be assigned responsibilities based upon their demonstrated knowledge, clinical skills, past responsibilities and experiences, and semester evaluations as determined by the Athletic Training Education Program faculty. Every attempt will be made to meet the individual needs of each student. Experiences may be varied based on the past responsibilities and experiences, and the future career goals of the specific student.

NATA AND TATS MEMBERSHIP

All athletic training students are expected to maintain current membership in the National Athletic Trainers Association, (NATA) and the Tennessee Athletic Trainers Society, (TATS). A copy of the student's membership cards will be kept in the student's file.

CONDUCT OF ATHLETIC TRAINING STUDENTS

1. Always act and present yourself in a professional manner. You not only represent yourself, but the Cumberland University Athletic Training Program. Inappropriate dress, behavior, and/or language will not be tolerated.
2. Always arrive on your scheduled clinical time and leave only when dismissed by your supervising athletic trainer (be courteous and punctual).
3. Do not socialize in the athletic training room. Use your clinical time for education.
4. Assist the athletic training staff in keeping the Athletic Training Center neat and clean at all times.
5. Find things to do in slack moments. When you have nothing to do, find an older student or a certified athletic trainer and ask them questions or observe while they do an evaluation or practice your skills with other students.
6. Set an example; be clean and neat; dress professionally.

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7. Treat all athletes the same. There is no difference between the star athlete and the fourth string athlete.
8. Any problems should be discussed with a staff athletic trainer.
9. Be aware during practices and games of any athletes having problems. Bring them to the attention of the athletic trainer in charge.
10. Do not attempt to perform any skills that are beyond the scope of your abilities or education.
11. Ask questions whenever you are in doubt. Read as much literature as you can get your hands on.
12. While in the Athletic Training Center, student athletic trainers shall NOT use tobacco products.
13. Follow all responsibilities as listed in the Handbook.

DRESS CODE

An approved CU Athletic Training shirt and shorts or pants shall be worn while covering events. During outdoor events, students are expected to wear a CU Athletic Training T-shirt or a CU Athletic Training polo shirt with khaki shorts or pants. During inclement weather, pullovers, warm-up pants and other appropriate apparel is permitted. Hats are allowed at outdoor sports as long as it is a Cumberland University hat. Hats are not to be worn at indoor sports or while inside the athletic training room. T-shirts or polo shirts and khaki pants or shorts shall be worn while working practices or in the Athletic Training Center.

Sandals, tank tops, running shorts, jeans, "work out" clothing, or any other clothing or hairstyles deemed inappropriate by the athletic training staff and/or faculty will not be worn in the athletic training center. How you look and dress is not only a reflection on you, but on the entire Athletic Training Program and Cumberland University. Untidiness or sloppiness will not be tolerated when you are on duty. The certified staff and Athletic Training Program Director will handle consistent violations in this area.

SUBSTANCE ABUSE

The use of illicit and/or illegal substances is grounds for immediate dismissal from the program. All athletic training students will be subject to testing and corrective action as is outlined in the Athletic Department Substance Abuse Policy for student-athletes.

All students are expected to comply with substance use/abuse policies as outlined in the Cumberland University Student Handbook.

Students taking any substance, either illegal, legal, or medically prescribed, that has the potential to impair judgment, alertness, mental status, physical capacities, or otherwise reduce professional performance, should report this use to the certified staff immediately. This will assist the staff in ensuring a safe environment for the athletes and clients receiving services from the Athletic Training Department.

EVALUATIONS

Sophomores and Juniors: will be evaluated twice during their clinical rotation. This will occur during mid-semester and at the end of the clinical rotation. At mid-semester students will be evaluated by their assigned ACI and students will also complete a self-evaluation. At the end of the clinical rotation, students will complete a self evaluation, clinical site evaluation, and ACI

evaluation. The student will also be evaluated by their ACI. The student will have the opportunity to meet and discuss the results of the evaluation with their ACI. The student's evaluation of the ACI will not be made public until the end of the academic year.

Seniors: In addition to their normal semester evaluations, graduating students will be given exit questionnaires and evaluations. The questionnaire is intended to evaluate their perception of the educational experience at Cumberland University. Students will have the opportunity to take a mock NATABOC examination prior to graduating.

DISCIPLINARY ACTION

For a violation, or repeated violations, of the policies and procedures outlined in this manual, except as otherwise described, the following actions will be taken as deemed appropriate by the certified staff and/or Athletic Training Program Director.

1. Verbal Warning & Immediate Counseling
2. Written Warning & Follow Up Counseling & Assistance
3. Probationary Status & Continued Counseling
4. Suspension or Dismissal as deemed appropriate by the Athletic Training Program Director

In all instances the Athletic Training Program Director will utilize his/her best judgment in determining the level of appropriate action. The Athletic Training Program Director may feel it most appropriate to skip a particular step or immediately suspend or dismiss an individual due to the nature of the violation. In all instances fairness and an opportunity for student improvement will be a consideration.

THE PHONE

Athletic training students should not make or take personal calls while undertaking their clinical hours in the athletic training center unless it is absolutely necessary. Athlete use of the phone should be discouraged and should not be allowed without permission. Use of cell phones should also be limited to instances of necessity.

PROFESSIONAL LIABILITY INSURANCE

Through the course of providing athletic training services, athletic training staff and athletic training students will be exposed to a certain level of professional liability. While performing within the general operating policies, procedures, and other guidelines as a part of providing services to Cumberland University athletes, students, and staff or otherwise providing services while representing Cumberland University, staff athletic trainers will be provided liability insurance coverage under the University's general liability policy. The CU ATEP will provide blanket coverage for the athletic training students which will be effective while they are performing their duties during all clinical rotations.

Cumberland University Athletic Training Technical Standards

The Athletic Training Educational Program at Cumberland University 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 Athletic Training Educational 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 Allied Health Education Programs [CAAHEP]). The following abilities and expectations must be met by all students admitted to the Athletic Training Educational Program. In the event a student is unable to fulfill these technical standards, with or without reasonable accommodation, the student will not be admitted into the program.

Compliance with the program's technical standards does not guarantee a student's eligibility for the NATABOC certification exam.

Candidates for selection to the Athletic Training Educational Program must demonstrate:

1. 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;
2. 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;
3. 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 judgements and treatment information effectively. Students must be able to understand and speak the English language at a level consistent with competent professional practice;
4. the ability to record the physical examination results and a treatment plan clearly and accurately;
5. the capacity to maintain composure and continue to function well during periods of high stress;
6. the perseverance, diligence and commitment to complete the athletic training education program as outlined and sequenced;
7. flexibility and the ability to adjust to changing situations and uncertainty in clinical

situations;

8. affective skills and appropriate demeanor and rapport that relate to professional education and quality patient care.

Candidates for selection to the athletic training educational program 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.

The Disabilities Coordinator, Dr. Charles Collier, will evaluate a student who states he/she could meet the program's technical standards with accommodation and confirm that the stated condition qualifies as a disability under applicable laws.

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 of 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.

Documentation of Student Understanding

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

Signature of Applicant

Date

Alternative statement for students requesting accommodations.

I certify that I have read and understand the technical standards of selection listed above and I believe to the best of my knowledge that I can meet each of these standards with certain accommodations. I will contact the Student Disability Services 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 admitted into the program.

Signature of Applicant

Date