



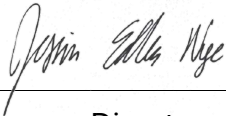
**MASTER OF SCIENCE IN** ATHLETIC TRAINING

# Policy and Procedure Manual

Revised: 5/28/2026

## Administrative Approval

The Master of Science in Athletic Training (MSAT) Policy and Procedure Manual contains information on the structure and functional characteristics of the MSAT. This Manual has been approved through appropriate channels and procedures and by Grand View University's Provost and Vice President for Academic Affairs, and the President. Although departments may occasionally wish to publish additional or revised guidelines for certain events and procedures, such guidelines are not effective and may not be implemented until written and through approval by Grand View University's Provost and Vice President for Academic Affairs, and the President.



06/29/2026

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Program Director of MSAT

Date



06/30/2026

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Associate Provost for Graduate and Professional Studies

Date



06/30/2026

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Provost and Vice President for Academic Affairs

Date



06/30/2026

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President

Date

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# Introduction

Welcome to the Grand View University Master of Science in Athletic Training (MSAT). As an athletic training student, you have moved one step closer to meeting your professional goals and objectives. The MSAT is currently accredited through the Commission on Accreditation of Athletic Training Education (CAATE) through academic year 2033-2034.

## Disclaimer

This policy and procedures manual and any accompanying documentation is intended as a general guide for all MSAT students. The materials in this manual are not intended to supersede any campus policies or duplicate material already in print but rather to provide clarification to MSAT specific policies and procedures. This document should not be construed as constituting a formal contract between the MSAT and any person or group of people. The MSAT retains the right to make changes in the academic program, policies and procedures manual and accompanying documents. All such changes will be effective at times deemed appropriate by the MSAT faculty and staff and may apply to enrolled as well as future students in the MSAT program.

## Certification Requirements

To become a certified athletic trainer, you must complete an entry level athletic training education program accredited by the CAATE and pass the BOC certification exam. You must complete all the requirements for graduation and meet the standards of the MSAT at Grand View University to be confirmed to take the BOC certification exam by the MSAT Program Director.

Additional information on the BOC exam and requirements can be found at [www.bocatc.org](http://www.bocatc.org).

## Non-Discrimination Policy and Procedure

Faculty, preceptors, and students in the Grand View University MSAT program will work to foster an inclusive environment that recognizes the contributions and supports the advancement of all, regardless of race, ethnicity, national origin, sex, gender, religion, age, marital status, sexual orientation, gender identity and expression, or any other characteristic protected by federal or state law. Prospective students will be evaluated for admission based on their application materials and will not be discriminated against based on any of the aforementioned characteristics.

All Grand View students should familiarize themselves with the university's non-discrimination policy which can be found on page 2 of the Grand View University Catalog. Students who contend that they have experienced or witnessed discrimination either within their program of study or a clinical education site are encouraged to document the incident(s), communicate with program faculty and/or Grand View's Human Resources Department as needed, and complete a report. Support services including Grand View University Counseling Services and Grand View University Accessibility Services are available for the students, whether or not they decide to proceed with a formal complaint.

Upon report of a complaint, the program or appropriate institutional personnel will follow up with the student and develop a plan for managing the incident. Certain cases may require mandatory reporting of the incident to other institutional offices. This plan, to manage the incident, could include a meeting with the student, site placement personnel, and any other relevant parties, to further investigate what was reported. Final resolution could include providing stakeholders with supplemental educational resources or facilitating workplace discrimination and diversity training for faculty, site supervisors, and other relevant parties, as needed. Our students' wellbeing is of the utmost importance, and Grand View University has a zero-tolerance policy for discrimination of any type.

## Admission Requirements for the MSAT

- A baccalaureate degree earned from a regionally accredited institution, evidenced by an official transcript.
- Transcript(s) that ensure completion of required prerequisites and/or sufficient academic performance
- Complete the [application for admission](#).
- Complete [25 hours of observation](#) under the direct supervision of a BOC-certified athletic trainer.
- Meet the [technical standards](#).

### Submit the Following:

- Include a statement of purpose with application that addresses: 1) the student's interest in the program, including the identification of short-term and long-term career goals; 2) the skills and experiences the student will contribute to the program; 3) expectations the student has of the program.
- A professional resume.
- [Two letters of recommendation](#) (one of which must be from a faculty member who can attest to the student's ability to successfully engage in graduate study)
- Documentation of required prerequisite courses:

- Human Anatomy and Physiology
- Nutrition or Sports Nutrition
- Exercise Physiology
- Biomechanics or Kinesiology or Physics
- Statistics
- Biology
- Chemistry
- Psychology
- The following requirements will be met after acceptance but prior to the start of classes:
  - Background Check
  - Liability Insurance
  - Up-to-date vaccinations (or exemption)
  - Individual health insurance
  - Physical
  - Current CPR Certification
- Materials can be submitted through the online GVU application portal or through ATCAS. An interview will be scheduled after application has been submitted.
- Master of Science in Athletic Training (MSAT) requires an earned baccalaureate degree from a regionally accredited institution or evidence graduation will be completed prior to enrollment in the MSAT. Students enrolled in the Grand View MSAT 3+2 or from accredited institutions that have a formalized 3+2 Memorandum of Understanding or Affiliation Agreement with Grand View University's MSAT can complete the first year of the MSAT prior to graduation. Students must provide evidence of earned baccalaureate prior to enrolling in the 2nd year of the MSAT.

## **Technical Standards for Admission and Retention**

A Master of Science in Athletic Training indicates that the graduate has the background necessary to enter the field of athletic training. It signifies that the graduates have the knowledge and skills to enter into a variety of employment and educational settings as well as function in a variety of clinical situations to render a spectrum of patient care. As such all applicants admitted in to the MSAT must meet the following abilities and expectations. Applicants who do not meet the expressed technical standards are encouraged to contact the ATP Director and Student Support Services prior to completing the application to see if accommodations could be made for successful completion of the program.

1. Applicants and students must be able to observe demonstrations and experiments in the basic sciences.

2. Applicants and students must be able to learn to analyze, synthesize, solve problems, and reach conclusions for medical treatment.
3. Applicants and students must have sufficient use of the senses to perform palpation and other diagnostic procedures, manual therapy, and observe and evaluate patients during therapeutic treatments or activities.
4. Applicants and students must be able to relate to patients and be physically active in a manner to establish trust and a professional relationship with them necessary for diagnosis and treatment of injuries or illnesses.
5. Applicants and students must be able to communicate medical information to patients, other health care providers and/or lay persons as part of the continuity of care with clarity, accuracy, and efficiency. They must be able to use multiple modes of communication in a professional manner following standard privacy acts.
6. Applicants and students must have the mental capacity to assimilate, analyze, synthesize, integrate concepts, and problem solve to formulate diagnosis and therapeutic judgements.
7. Applicants and students must have sufficient postural and neuromuscular control, sensory function, and coordination to perform appropriate physical examinations using accepted techniques.
8. Applicants and students must be able to understand and speak the English language at a level consistent with competent professional practice.
9. Applicants and students must be able to maintain composure and commitment to complete the educational program as outlined and sequenced in official program documentation.
10. Applicants and students must be able to adjust to changing situations, uncertainty in clinical situations, and emergency situations that may arise during clinical and didactic educational components of the program.
11. Applicants and students must meet the professional and ethical standards of CAATE, NATA, BOC, Grand View University, and associated clinical sites.

Grand View University prohibits unlawful discrimination and encourages full participation by all students within the university community. Students with disabilities may request reasonable accommodation from the University's Director of Accessibility Services following the policies and processes of that office (contact Dani Gronek, 515-263-2971 or ([dgronek@grandview.edu](mailto:dgronek@grandview.edu))). The MSAT Program Director, in consultation with the program's Medical Director, must also determine if the student's prescribed accommodations will permit the student to meet the program's technical standards and to do so without jeopardizing clinician or patient safety, undermining the student's clinical education, or placing a clinical site's or clinical preceptor's certification at risk. These considerations apply to all educational experiences required for graduation with the MSAT.

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 the technical standards of the MSAT I will not be admitted or retained by the MSAT.

\_\_\_\_\_  
Athletic Training Student/Applicant Signature

\_\_\_\_\_  
Date

OR

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 with reasonable accommodations, I will contact the MSAT Director to initiate the process with the institution and determine what reasonable accommodations are available. I understand that if I am unable to meet the technical standards of the MSAT with or without accommodations, I will not be admitted or retained by the MSAT.

\_\_\_\_\_  
Athletic Training Student/Applicant Signature

\_\_\_\_\_  
Date

## Mission, Vision, Goals

**Mission Statement:** Grand View University's Master of Science in Athletic Training (MSAT) program engages, equips, and empowers students to pursue their vocation in the athletic training profession.

**Vision Statement:** The Grand View University MSAT strives to be a leader in Athletic Training Education in the state of Iowa. We will lead by:

- Providing an evidence-based education that prepares students for successful careers
- Delivering education with a commitment to equity for MSAT students, including those who have been underrepresented in higher education and health care

- Blending the strengths of engaging and interactive in-person, virtual, and clinical education experiences to enrich learning
- Continually evolve our educational and professional network to extend our reach for student opportunities

**Goals:**

- Students will acquire the knowledge, skills and abilities for competent clinical practice in athletic training
- Diversity, Equity, Inclusion, and Social Justice will be the foundation of programmatic decision making and development of stakeholders within the MSAT.
- The MSAT will deliver high quality education through didactic and clinical education experiences

## MSAT Curriculum

Master of Science in Athletic Training Courses	Course #	Credits
Foundations of Athletic Training	ATGR 500	1
Introduction to Emergency Care	ATGR 501	3
Evaluation and Management I	ATGR 509	4
Evaluation and Management II	ATGR 510	4
Evaluation and Management III	ATGR 513	3
Patient Centered Approach to Healthcare	ATGR 520	1
Therapeutic Interventions I	ATGR 522	3
Therapeutic Interventions II	ATGR 523	3
General Medical Conditions	ATGR 531	4
Organization and Administration in Athletic Training	ATGR 536	3
Psychosocial Interventions in Athletic Training	ATGR 560	2
Research Methods & EBP in Athletic Training	ATGR 580	3
Seminar in Athletic Training	ATGR 590	3
Clinical I (AT Experience)	ATGR 541	3
Clinical II (Clinical AT Experience)	ATGR 542	3
Clinical III (Immersion Experience)	ATGR 551	6
Clinical IV (Immersion Experience)	ATGR 552	6
<b>Total for AT Major</b>		<b>55</b>

## MSAT Two-Year Plan of Study

*(all courses must be taken following two-year plan of study)*

Term	Class	Credits
<b>Fall I</b>	Foundations of Athletic Training	1
	Introduction to Emergency Care	3
	Evaluation and Management I/Lab	4

	Evaluation and Management II/Lab	4
	Patient Centered Approach to Healthcare	1
	Clinical I (Athletic Training Experience)	3
	<i>Fall I Total Credits</i>	<i>16</i>
<b>Spring II</b>	Therapeutic Interventions I	3
	Therapeutic Interventions II	3
	Evaluation and Management III	3
	Clinical II (Athletic Training Experience)	3
	<i>Spring I Total Credits</i>	<i>12</i>
<b>Summer I</b>	Psychosocial Interventions in Athletic Training	2
	Research Methods and EBP in Athletic Training	3
	<i>Summer I Total Credits</i>	<i>5</i>
<b>Fall II</b>	General Medical Conditions	4
	Organization and Administration in Athletic Training	3
	Clinical III (Immersion Experience)	6
	<i>Fall II Total Credits</i>	<i>13</i>
<b>Spring II</b>	Seminar in Athletic Training	3
	Clinical IV (Immersion Experience)	6
	<i>Spring II Total Credits</i>	<i>9</i>
	<i>MSAT Degree Total Credits</i>	<i>55</i>

## Course Descriptions

### **ATGR 500: Foundations in Athletic Training (1 cr.)**

Students will focus on core concepts and foundational knowledge in athletic training to facilitate success. Functional anatomy and athletic training first aid techniques will be discussed and practiced. Prerequisites: Acceptance and good standing in the MSAT program.

### **ATGR 501: Introduction to Emergency Care (3 cr.)**

The students will learn the current methods and theories to assess, identify, and manage medical emergencies including but not limited to traumatic injuries, respiratory and circulatory conditions, environmental illnesses, and other traumatic illnesses. Prerequisites: Acceptance and good standing in the MSAT Program.

### **ATGR 509: Evaluation and Management I & Lab (4 cr.)**

This course is an in-depth analysis of injuries, illnesses, and conditions specific to the lower body. The course will prepare the student to recognize the clinical signs and symptoms of injury and to explain and apply the current theories of prevention, evaluation, diagnosis, treatment, and appropriate medical referral. Standardized medical documentation techniques will also be investigated and applied. Prerequisites: Acceptance and good standing in the MSAT Program. Corequisite: ATGR 509L.

**ATGR 510: Evaluation and Management II & Lab (4 cr.)**

This course is an in-depth analysis of injuries, illnesses, and conditions specific to the upper body. The course will prepare the student to recognize the clinical signs and symptoms of injury and to explain and apply the current theories of prevention, evaluation, diagnosis, treatment, and appropriate medical referral. Prerequisites: Acceptance and good standing in the MSAT Program. Corequisite: ATGR 510L.

**ATGR 513: Evaluation and Management III (3 cr.)**

This course is an in-depth analysis of injuries, illnesses, and conditions specific to the axial skeleton, and the central and peripheral nervous system. The course will prepare the student to recognize the clinical signs and symptoms of injury, to explain and apply the current theories of prevention, evaluation, diagnosis, treatment, and appropriate medical referral. Prerequisites: Good standing in the MSAT Program.

**ATGR 520: Patient Centered Approach to Healthcare (1 cr.)**

Students will learn how to provide healthcare in a patient-centered manner. This course will facilitate the student's ability to develop a complete understanding of assessment methods to gather patient-oriented evidence, advocate for the health needs of their patient(s), and communicate with patients, family members, coaches, administrators, other healthcare professionals, and other stakeholders. Prerequisites: Good standing in the MSAT Program.

**ATGR 522: Therapeutic Interventions I (3 cr.)**

The purpose of this course is to provide students with knowledge and understanding of the human body's inflammatory and healing processes. Students will incorporate knowledge of these processes with the theory of therapeutic interventions currently used in the profession of athletic training to provide patient care. This includes but is not limited to thermotherapy, cryotherapy, electrical stimulation, ultrasound, laser, and manual therapy techniques. Prerequisites: Good standing in the MSAT Program.

**ATGR 523: Therapeutic Interventions II (3 cr.)**

This course will cover the theories and practical knowledge of maximizing the body to prevent and treat injuries and illnesses. This includes but is not limited to exercise, activity, range of motion, stability, and other types of therapeutic exercise. Theory and application will be incorporated into this course to facilitate the student's understanding and ability to

apply the material to multiple populations. Prerequisites: Good standing in the MSAT Program.

**ATGR 531: General Medical Conditions (4 cr.)**

This course will cover general medical conditions found within the multiple systems of the human body. It will focus on the identification and appropriate treatment of common conditions found within the athletic training profession. This course will include but is not limited to the assessment and screening methods used to detect and diagnose general medical conditions. It will also cover the major concepts and theories of pharmaceutical terminology, pharmacokinetics, and pharmacodynamics related to the field of athletic training. Prerequisites: Good standing in the MSAT Program.

**ATGR 536: Organization and Administration in Athletic Training (3 cr.)**

This course examines the administrative and organizational principles that support the delivery of athletic training services. Students will explore foundational management theories and apply them to healthcare settings commonly encountered in athletic training practice. Topics include strategic planning, personnel management, facility design and operations, budget development, inventory management, risk management, documentation, insurance systems, and policy and procedure development. Legal and ethical considerations in healthcare administration are emphasized, including regulatory compliance, privacy protections, and professional standards of practice. Students will also develop professional materials such as resumes, cover letters, and interview preparation while creating an administrative portfolio applicable to future clinical practice. Prerequisites: Good standing in the MSAT Program.

**ATGR 541: Clinical I: Athletic Training Experience (3 cr.)**

The athletic training students will spend 180+ hours throughout the semester in an athletic training experience in the high school, collegiate, or clinic setting. The students will track their patient encounters and incorporate and practice skills related to their understanding of common practices within the profession. Appropriate medical documentation and standardized recording techniques will also be covered. Prerequisites: Acceptance into the MSAT Program. Corequisite: Full-time enrollment in the MSAT program.

**ATGR 542: Clinical II: Athletic Training Experience (3 cr.)**

The athletic training students will spend 180+ hours throughout the semester in an athletic training experience in the high school, collegiate, or clinic setting. The students will track their patient encounters and incorporate and practice skills related to their understanding of common practices within the profession. Athletic training students will expand on previous knowledge and begin to integrate knowledge and skills found within current coursework in the program. Appropriate documentation and standardized recording techniques will also be covered. Prerequisites: Completion of ATGR 541 with a grade of B- or better. Corequisite: Full-time enrollment in the MSAT program.

**ATGR 551: Clinical III: Immersion Experience in Athletic Training (6 cr.)**

The athletic training students will spend 360+ hours throughout the semester in an athletic training immersion experience. During this rotation the students will be working towards autonomous practice, under the supervision of certified and licensed (where appropriate) athletic trainers. Students will integrate knowledge and skills to assess, diagnose, and treat patients with orthopedic and non-orthopedic conditions which will be tracked via patient encounters. Athletic training students will expand on previous knowledge and begin to integrate knowledge and skills found within current coursework in the program. Prerequisites: Completion of ATGR 542 with a grade of B- or better. Corequisite: Full-time enrollment in the MSAT Program.

**ATGR 552: Clinical IV: Immersion Experience in Athletic Training (3 cr.)**

The athletic training students will spend 360+ hours throughout the semester in an athletic training immersion experience. During this rotation the students will be working towards autonomous practice, under the supervision of certified and licensed (where appropriate) athletic trainers. Students will integrate knowledge and skills to assess, diagnose, and treat patients with orthopedic and non-orthopedic injuries. Athletic training students will expand on previous knowledge and begin to integrate knowledge and skills found within current coursework in the program. Prerequisite: Completion of ATGR 551 with a grade of B- or better. Corequisite: Full-time enrollment in the MSAT program.

**ATGR 560: Psychosocial Interventions in Athletic Training (3 cr.)**

This course will focus on the ability to identify, refer, and give support to patients who demonstrate sociocultural, mental, emotional, and psychological behavioral issues. This could also include patients with substance abuse problems. The ability to select and integrate coping mechanisms during injury and motivational techniques during recovery and rehabilitation. Prerequisites: Good standing in the MSAT Program.

**ATGR 580: Research Methods & Evidence-Based Practice in Athletic Training (3 cr.)**

The course will focus on the interpretation of statistical procedures and research commonly used in athletic training and the greater field of allied health care. Students will learn to search, examine, evaluate, and apply evidence-based medicine to allied health care. This course will prepare students to develop and conduct evidence-based research projects. Prerequisites: Good standing in the MSAT Program.

**ATGR 590: Seminar in Athletic Training (3 cr.)**

This course will prepare students to enter into the field of athletic training. It will focus on the knowledge and abilities of the students in prevention, evaluation, and diagnosis of injuries and illnesses, emergency medical techniques, application of therapeutic modalities, therapeutic rehabilitation, current research in medical care, and utilizing evidence-based medicine in the field of athletic training. Prerequisites: Good standing in the MSAT Program.

# Course Catalog Statement (MSAT)

## Degree Awarded: Master of Science in Athletic Training

The Master of Science in Athletic Training (MSAT) utilizes a competency-based approach for the delivery of classroom and clinical education. It will combine a comprehensive didactic base with rigorous clinical application. The master's degree requires two years of demanding classroom education with multiple clinical experiences to develop entry-level practitioners in athletic training. Clinical experiences may start prior to and extend past the traditional semester schedule. Students will be informed in advance when this may occur. Application to the MSAT program and meeting the minimum requirements does not guarantee admission. Admission will be based on academic record, field experience, letter of intent, and recommendations. Students must have a completed bachelor's degree by the time of admission or have a degree completion plan that meets the requirements of the program. Please see the Master of Science Athletic Training Student Handbook for the most accurate application requirements and instructions.

### Learning Outcomes

1. Develop preventative measures to decrease injuries and illnesses.
2. Perform a clinical evaluation and diagnosis for a patient's medical condition.
3. Activate and perform immediate or emergency care for a patient.
4. Design and perform treatment and rehabilitation protocols to foster healing.
5. Utilize best practices in the organization and administration of health care.
6. Translate evidence into practice.

### Prerequisites of the MSAT

Human Anatomy, Human Physiology, Biology, Chemistry, Nutrition or Sports Nutrition, Exercise Physiology, Psychology, Biomechanics/Kinesiology/Physics, and Statistics

### Grand View Equivalent courses (Prerequisites of the MSAT)

BIOL 101, BIOL 160, BIOL 165, BIOL 140 or BIOL 320, CHEM 103, KINH 391, KINH 371, KINH 376 or PHYS 131, STAT 241

### Other requirements for entry

Athletic Training Observation (25 hrs); First Aid, CPR, AED Certification; Completion of the MSAT Application; Acceptance by the MSAT Admission Committee

### Requirements for the degree:

55 semester credits including: ATGR 500, 501, 509, 510, 513, 520, 522, 523, 531, 536, 541, 542, 551, 552, 560, 580, 590

Students must maintain a 3.0 GPA or higher throughout the athletic training curriculum. Course grades below a C- (C minus) will not be counted towards graduation in the MSAT program. Students must also receive a B- (B minus) or higher in each clinical education course or they will not be allowed to move on to the next clinical experience. Courses may only be repeated once.

Students failing to attain these academic standards will be placed on probation until they can retake the appropriate course(s) and achieve the listed standard. The student will not be allowed to continue in the program until they can retake the course. Because the MSAT is taught in a cohort model, the student will need to wait until the next cohort of students is offered the course work needed to meet the standard.

## MSAT Grading Scale

Letter Grade	Percentage
A	93-100%
A-	90-92.9%
B+	87-89.9%
B	83-86.9%
B-	80-82.9%
C+	77-79.9%
C	73-76.9%
C-	70-72.9%
F	Below 70%

## MSAT Student Expenses

Athletic Training Students may incur expenses in addition to those the University “charges” with tuition and fees. The purchase of these items is the responsibility of the student. They may include the following.

- Liability Insurance (Approximately \$60/year) – policy must provide a minimum of \$1,000,000/\$3,000,000 in liability coverage and be maintained throughout enrollment in the program
- Criminal Background and Abuse Registry Check (Approximately \$70) – Students must complete and pass a background check for clearance to complete clinical education experiences
- Health Requirements (Depends on student and health insurance)
  - Physical Exam
  - TB (Tuberculosis) test or CDC approved TB testing method

- Hepatitis B, MMR, Tdap, Influenza, Varicella, COVID-19 (or exemption)
- CPR Certification – must be maintained throughout enrollment in the program
- Professional Attire (depends on student needs – See Student Dress Code Policy)
- Transportation to clinical sites
  - Students must provide their own transportation to clinical sites and other off campus locations which may be required for athletic training class or clinical experiences. First year clinical sites may be within a 50-mile radius of the Des Moines metropolitan area. Second year clinical site is variable by placement and student’s living arrangement.
- BOC Application fee (\$100), BOC Exam Fee (\$375)
- Textbooks, reference books, and electronic or digital resources (Variable by Year, Approximately \$1000 total)
  - Technology Requirements (Variable based on student need) - Students must have a reliable laptop or tablet with access to high-speed internet.
- Second Year On-Campus Final Exams (Variable based on student)
  - There are additional expenses associated with an immersion experience at a distance. Students are required to come to campus for the fall and spring semester final exam week. This experience is approximately 3-4 days. Travel and accommodation costs are dependent on the distance of travel and living arrangements of the student. There is limited on-campus housing for an additional cost.

All expenses are subject to change but will be communicated in a timely manner.

## **Academic Probation and Dismissal Policy**

*(From University Catalog)*

### **Academic Probation**

Graduate students will be placed on Academic Probation if their cumulative grade point average falls below the 3.0 required to be considered in Good Academic Standing.

Students will be notified by the University in writing of their probationary status and the status will be listed on the student’s official transcript. Students on Academic Probation may lose financial aid and intercollegiate athletic eligibility.

Students on Academic Probation will be expected to improve their academic performance immediately. Students on Academic Probation are in danger of Academic Suspension at the end of that semester. Therefore, they may be required to participate in a formal intervention program.

Students will be removed from Academic Probation once they attain a 3.0 cumulative grade point average to be considered in Good Academic Standing by the Graduate Committee.

If students do earn a 3.0 grade point average for all hours attempted during a probationary semester, but do not sufficiently improve their cumulative grade point average to be considered in Good Academic Standing, they will be allowed to enroll for another probationary semester. If students do not earn a 3.0 grade point average for all hours attempted during a probationary semester, they will be placed on Academic Suspension by the Graduate Committee.

## Academic Suspension

The Graduate Committee places graduate students on Academic Suspension when students do not meet the minimum cumulative grade point average in a probationary semester. If a student's GPA indicates inability to be successful in graduate school, the Graduate Committee will suspend a student after an initial semester of graduate study. In addition, students enrolled in the MSAT program will be placed on Academic Suspension, if the student receives an F in any course and/or has a cumulative GPA of 2.0 or below.

The registrar will cancel the registration of students placed on Academic Suspension for current and subsequent terms immediately upon notification of suspension.

Students placed on Academic Suspension may be considered for readmission to Grand View University if they satisfy the following requirements:

Apply for readmission to Grand View University after at least one full term suspended from the program. An Application for readmission, including directions and a rubric, may be obtained from the Graduate Admissions Office. Submit official transcripts from all institutions attended since leaving Grand View, regardless of whether credit was earned, if applicable.

Students must petition the Graduate Committee showing evidence of substantial improvement in their ability to perform graduate level work. Students should speak to the reasons they were suspended and how they have rectified their situation at the time of readmission.

Completion of these tasks is no guarantee for readmittance and each application will be judged on its own merits according to the readmission rubric.

All requirements for readmission must be completed before the first day of the academic term in which the student wishes to enroll. Students who successfully petition the Graduate Committee for readmission after this deadline will not be allowed to enroll at Grand View University until the following semester or academic session.

Students who satisfy the reinstatement requirements are admitted with probationary status. In addition, students must earn a minimum of a 3.0 grade point average during each term of enrollment until their cumulative grade point average is sufficient to be considered in Good Academic Standing. Failure to satisfy this requirement will result in suspension and permanent dismissal from the University.

Students placed on Academic Suspension may appeal the decision before the Graduate Committee. The appeal process must conclude prior to the end of the first week of the semester or summer term following notification of suspension. Appeals must be submitted in writing to the chairperson of that committee.

## MSAT Academic Progression

Students who earn three or more C's (C+, C, or C-), or one C (C+, C, C-) or lower in clinical education courses (ATGR 541, 542, 551, 552) will not be allowed to continue in the program until they can retake the appropriate coursework. Students who need to improve their grade in required Athletic Training courses are limited to one repeat attempt per course. Because the MSAT is taught in a cohort model, the student may need to wait until the next cohort of students is offered the coursework to meet the academic standards.

## **Disciplinary Action for Violations of the MSAT Policies or BOC Standards of Professional Practice**

MSAT students are expected to demonstrate professional behaviors consistent with standards of the athletic training profession. Students will receive disciplinary action for violations of the MSAT Policies and/or the BOC Standards of Professional Practice. Any violation that is directly related to patient care or patient safety will be dealt with appropriately. Violations must be reported to program administration within 14 days of the incident.

*If it is determined that the incident violates the Grand View University Code of Conduct or Academic Honesty policy and not the BOC Standards of Professional Practice or MSAT Policies the incident will be handled through the university processes. All Sanctions imposed by Grand View University will follow the university grievance or appeal policy as found in the Grand View University Student Handbook. Grievances for MSAT policy violations will follow MSAT student grievance policy.*

***Egregious violations could result in immediate dismissal from the program.***

- Unprofessional Behavior, breach of duty, dishonesty, patient confidentiality, falsifying patient documentation and/or clinical documentation related to clinical education experiences, theft/vandalism, substance abuse, not following proper policies and procedures, or placing patients at risk. Each instance will be evaluated individually and result in appropriate sanction.
- The MSAT follows Grand View University's policy on Academic Honesty. Full policy and process can be found in the Grand View University Student Handbook.
- The MSAT follows the Grand View University's policy on Student Code of Conduct and Code of Conduct violations. The full student Code of Conduct is found in the Grand View University Student Handbook. Procedures and sanctions can also be found within this section of the student handbook.

**Disciplinary Action Procedures**

1. Incident Documentation (within 14 days):
  - a. Any faculty member, preceptor, or MSAT stakeholder who observes or becomes aware of a violation must submit written documentation to the MSAT Program Director or Director of Clinical Education within 14 days of the incident.
  - b. Documentation must include:
    - i. Date and time of incident
    - ii. Description of violation
    - iii. Individuals involved
    - iv. Supporting evidence
2. Preliminary Review (within 5 business days of report):
  - a. The MSAT Program Director and/or MSAT Director of Clinical Education will review the report within 5 business days.
  - b. The student will be notified in writing of the alleged violation and will be required to schedule a meeting with the designated MSAT program administrator.
3. Student Meeting (within 10 business days of report):
  - a. The student must schedule a meeting with designated MSAT program administrator within 10 business days of the report. Failure to schedule this meeting will result in immediate dismissal from the program.
  - b. The student will meet with the designated MSAT program administrator to review the incident, provide their perspective, and discuss next steps.

- c. The student may submit a written statement within 3 business days following the meeting.
  4. Determination and Notification (within 5 business days after meeting):
    - a. MSAT program administration will determine whether a violation occurred and assign appropriate disciplinary action.
    - b. The student will receive written notification of the decision, required actions, and deadlines.

Failure by program administrators to follow the above procedures will result in dismissal of the disciplinary action.

All documentation will be maintained in the student's permanent MSAT file.

## **Disciplinary Action Levels**

### **1<sup>st</sup> Incident**

#### Sanctions

- Written and verbal warning
- Documentation placed in permanent MSAT student file
- Development of a corrective action plan by the student

#### Procedures and Timeline

- The student must submit a written corrective action plan to MSAT administration within 10 business days of receiving notification.
- MSAT administration will review the plan and provide approvals or required revisions within 5 business days

Failure to submit or comply with the corrective action plan may result in escalation to a second incident sanction.

### **2<sup>nd</sup> Incident**

#### Sanctions

- Suspension from clinical education experiences and/or MSAT program activities
- Documentation placed in permanent MSAT student file
- Required corrective action plan approved by MSAT Administration

#### Procedures and Timeline

- Suspension will begin immediately or on a specified date determined by MSAT administration
- The student must submit a written corrective action plan to MSAT administration within 10 business days of receiving notification.
- MSAT administration will review the plan and provide approvals or required revisions within 5 business days
- Suspension will remain in effect until:
  - The corrective action plan is approved, and
  - The student has demonstrated readiness to return, as determined by MSAT administration
- Minimum suspension period: 5 business days
- Maximum suspension period: one academic term

Failure to submit or comply with the corrective action plan may result in dismissal from the program

### **3<sup>rd</sup> Incident**

Sanction

- Dismissal from the MSAT program

Procedures and Timeline

- The student will be notified in writing of the dismissal within 5 business days of the determination
- The dismissal is permanent and will be documented in the student's MSAT file

The student will not be permitted to continue in clinical or academic MSAT program requirements.

Students may appeal sanctions imposed by following the Student Appeals Policy and Procedures.

## **Student Grade Concerns**

A student who has concerns about a final course grade must follow the institutional grade appeal process in the university catalog. Students who have concerns about a course assignment, or an improvement plan must first discuss the concern with the course faculty member. If the student is unable to resolve the concern after talking with the faculty member, the student should:

- Notify their academic advisor of the concern (unless advisor is course faculty)
- Direct the concern in writing to the Program Director
- If the student is unable to resolve the concern with the Program Director, the student may appeal the decision through the student appeal process

## **Student Appeal Policy & Procedures**

*(Does not include academic dishonesty or GVVU Code of Conduct violations)*

Students who wish to file an appeal for sanctions imposed by the MSAT will follow the following policy:

- Student must submit a written appeal to the MSAT Program Director within five business days of the imposed sanction.
- The MSAT Appeals Panel will meet to discuss grievance and make a decision on the appeal (Appeals Panel includes Program Director or Director of Clinical Education & two faculty members qualified to teach at the graduate level, one must be outside of the program)
- Program Director or designated representative will chair the meeting.

- MSAT Student Appeal Panel will schedule to meet within 14 days after the appeal is initiated. If a panel member feels unable to give an un-biased judgement in case, that member should remove themselves from proceedings.
- The purpose of this Panel is to consider appeals related to the program policies, progression or graduation in the MSAT which a student considers not to have been satisfactorily resolved. The committee is to decide if the student has been treated fairly according to existing policies and procedures.
- Committee members will be given a copy of the appeal three (3) days prior to meeting.
- Additional Evidence may be submitted (3) days prior to meeting.
- Appeals meetings are closed to protect confidentiality of the process.
- No attorneys or other legal representatives are allowed at the meeting.
- Witnesses may be called by both the student and the program but Program Director or designated representative can limit the number of witnesses.
- Procedure at Appeals Meeting
  - Chairperson will select secretary
  - Secretary will take notes or record meeting (electronic recording permission will be required if used).
  - All persons name, position, and purpose at the meeting will be stated and recorded (electronically or in writing).
  - Chairperson will read the appeal and moderate the meeting.
  - Faculty or staff involved will present case and may be questioned by panel
  - Student will present statements relevant to case and may be questioned by panel. All matters upon which the decision is based must be introduced into evidence at the hearing.
  - Any witnesses present my respond to questions by panel. Witnesses may not be questioned or challenged by other witnesses or defendant(s) and must respond only to panel questions
  - At conclusion of data gathering, the panel will go into closed session to discuss and vote. Each member will submit one vote (secret ballot) and verdict will be by majority.
  - Decision will be made in writing from the committee to the student and faculty or staff member involved. This will include specific action(s) and rationale for the decision.
  - Record and evidence will be kept by Program Director for 3 years after panel meeting.

## **Improvement Plan Procedures**

Students may be required to complete an improvement plan to support their success in the MSAT. An improvement plan will be developed by the student and appropriate faculty member, preceptor (when appropriate) and approved by the Program Director. Some instances where an improvement plan may be required include (but are not limited to): low mid-term course grade, low score on written or practical exam, being placed on academic

probation, low clinical evaluation scores, etc. The template for Academic Improvement Plans can be found in Appendix C. The template for Clinical Education Improvement Plans can be found in Appendix D.

Faculty must contact the student via email to indicate the reason, and which type of academic improvement plan is required to be completed. The student has 5 business days to schedule a meeting with the faculty member, unless otherwise specified. After the initial meeting the faculty and student are responsible for completing the agreed upon components of the improvement plan. Faculty must document their interactions with students regarding the improvement plan throughout the semester. Students failing to schedule the initial meeting for the improvement plan will be considered in violation of this policy, which would fall under the disciplinary action policy.

Once complete, the plan and all follow-up documentation must be placed in the students MSAT file.

## **Educational Records Policy**

The MSAT follows the Grand View University policy on Education Records and the Family Educational Rights and Privacy Act of 1974. Please refer to the Grand View University Student Handbook for clarification of this policy.

## **Communication Expectations**

When Classes are in session, students are expected to check and respond to their Grand View email or other predetermined line of communication within 48 hours during the normal work week. Students are also expected to check and respond to emails every 1-2 weeks during the summer to ensure they don't miss any important program related communications. Please communicate with program faculty if this will not be possible over the summer months.

Program faculty are expected to respond to student emails within 48 hours during the work week and within one week during the summer (unless otherwise communicated to students).

## **Conflict Resolution Process**

Students are expected to approach preceptors, faculty, or other stakeholders directly when a conflict occurs. Students may consult with another faculty member to get feedback and/or discuss strategies for effective conflict resolution. If the student

approaches the individual for conflict resolution and does not feel the situation has been resolved, they should approach the Clinical Education Coordinator for any Clinical Education conflicts or the Program Director for any academic conflicts.

## **Conflict of Interest Policy**

To uphold the integrity of the clinical education experience and prevent conflicts of interest, students may not participate in clinical placements at sites where they maintain roles or relationships that could compromise professional boundaries, objectivity, confidentiality, or fairness. This includes, but is not limited to, situations in which a student is a member of a team as a student athlete, serves in a coaching or instructional capacity (whether paid or volunteer), or has close personal or romantic relationships with individuals who are patients, staff, supervisors, or preceptors at the site. When such conflicts of interest exist, students are prohibited from engaging in clinical education at that site and will be assigned to an alternative placement that supports an unbiased and professionally appropriate learning environment. Students will be required to disclose conflicts of interest to the MSAT Director of Clinical Education at the beginning of the MSAT program or at the beginning of a clinical education experience.

## **Academic & Clinical Education Attendance Expectations**

**Academic Attendance:** The MSAT program will follow GV's excused absence policy.

**Inclement weather:** Students should use their discretion to ensure safe travel due to inclement weather. Following GV's guidance on class changes due to weather program faculty will communicate at least 1 hour prior to the start of class the change based on the weather. These changes may include: move to a virtual course meeting, and/or independent coursework to be completed in lieu of missed class time. Students should communicate with their preceptor when inclement weather may impact their clinical education.

**Clinical Education Attendance:** Clinical education is an integral component of athletic training education. Students are expected to work with their preceptors to schedule clinical education experiences to meet the clinical expectations in the following policy.

Students may be expected to engage in clinical education experiences on weekends, as determined by their preceptors. Absences should be communicated to the preceptor a minimum of 24 hours prior unless it is the result of emergency or extenuating circumstances. Students must have 1 day off from clinical education every 10 days. Students who will be missing more than 2 days of clinical in one week due to school closing, preceptor absence, preceptor illness or student illness must communicate this to the clinical education coordinator.

## **Professional Behaviors Policy**

The purpose of this policy is to establish standards of professional behavior for students enrolled in the MSAT program. These behaviors are essential for creating a positive learning environment, ensuring the safety and well-being of patients and classmates, and fostering a culture of respect, integrity, and professionalism within the academic and clinical settings.

- **Respect for Others:** Treat fellow students, faculty, preceptors, patients, and healthcare professionals with dignity and respect at all times
- **Ethical Conduct:** Maintain integrity in all academic and clinical work
- **Teamwork:** Collaborate effectively with fellow students, faculty, preceptors, and healthcare professionals. Support a positive and inclusive team environment by being reliable, open to feedback, and willing to assist others when needed
- **Boundary Setting:** Maintain appropriate professional boundaries with patients and student-athletes. Avoid behavior that could be interpreted as unprofessional or inappropriate
- **Appropriate Use of Devices:** Limit the use of cell phones and other electronic devices during clinical activities. Use technology only when necessary for educational purposes

## **Student Dress Code Policy**

- During clinical education, athletic training students are required to meet the minimum standards of the policy and to wear their name badge at all times.
- Students, faculty, and preceptors provide high quality health care services to patients. It is therefore unacceptable to wear attire that would compromise patient trust or professional integrity. Students are required to adhere to the dress code regardless of whether or not their preceptor wears or permits what the program has determined as

unacceptable. Students must also meet the standards of the clinical site or preceptor if these standards exceed the MSAT Dress Code Policy.

- For clinical rotations with health care professionals:
  - Grand View University MSAT name tag
  - Grand View University or affiliated site polo or shirt
  - Dress shirts, plain polo, or site-specific shirt are also acceptable, if they meet the requirements of clinical rotation.
  - All shirts should be of an appropriate length and must have sleeves that cover both shoulders.
  - Dress pants or polyester athletic pants (e.g., joggers, track pants)
  - Dress shorts or athletic shorts of appropriate length (must reach mid-thigh at minimum)
  - Closed-toe and closed-heel athletic or dress shoes
  - Other previously approved MSAT attire with program logo
- For clinical rotations with health care professionals in a physician office or medical center:
  - Business causal dress following the minimal guidelines
  - Scrubs that meet the clinical site's and preceptor's guidelines
- All clothing should be clean, in good condition and fit properly. Clothing should not have any holes or tears, should cover midriff and cleavage.
- Accessories, jewelry, hair and fingernails should not interfere with patient care (e.g., falling on or touching patients, providing a vector for disease transmission)

Remember, you now represent the Master of Science in Athletic Training and the profession of athletic training. You must present yourself in a professional manner that places patient care as your first priority. Anything that takes away from this will not be tolerated.

## **Clinical Education Policies**

### **Clinical Hour and Patient Encounter Requirements**

Students are required to engage in clinical education experiences that allow for increasing levels of autonomous clinical practice as they progress through the MSAT. Students will submit patient encounters and hours via Typhon weekly to track their clinical education experiences and progression. Students are expected to work with their assigned preceptor to schedule clinical education experiences outside of scheduled course meetings times to ensure they meet and/or exceed the minimum clinical education expectations for the semester. Students in ATGR 541 and 542 may not exceed 25 hours per week; and students enrolled in ATGR 551 and 552 may not exceed 45 hours per week during the academic year.

Students enrolled in ATGR 551 may exceed 45 hours per week during their pre-season experience. All students must have one day off every 10 calendar days.

	Minimum Patient Encounters	Weekly Patient Encounters Avg	Minimum Hours	Weekly Hours Avg
ATGR 541 (3 cr)	105	7-12	180	10-20
ATGR 542 (3 cr)	105	7-12	180	10-20
ATGR 551 (6 cr)	150	10-15	360	25-40
ATGR 552 (6 cr)	150	10-15	360	25-40

## Supervision of students

Students must be supervised by a credentialed healthcare provider to engage in clinical education. Students are assigned to a preceptor, who must be on site and available to intervene on the student's behalf to ensure appropriate patient care is provided. First year students should be directly supervised, until the preceptor understands their level of skills and abilities to allow for some indirect supervision of clinical practice. Second year students will work with their preceptors to complete an autonomous clinical practice form. This form allows preceptors and students to discuss the student's level of skills and abilities and identify areas where they may provide patient care without direct supervision. Preceptors maintain responsibility for ensuring the care provided is appropriate and should determine when the communication about care occurs (At the time of care or after patient care has been provided).

Students may engage in learning experiences with other healthcare providers at their clinical site, however that individual must be an approved preceptor of the GVI MSAT program or their assigned preceptor must be on-site. Students who are engaging in clinical education with another preceptor at their clinical site, should submit their hours and patient encounters via Typhon to the preceptor they are primarily supervised by that day. Second-year students may go off-site with another GVI MSAT approved preceptor for single-day activities that provide valuable learning experiences to the students, as deemed appropriate by their assigned preceptor. Any repeated off-site activity for second-year students, needs to be approved by the CEC, this request may be made by either the student or preceptor.

## Clinical Site Orientation

Students must be oriented to the clinical site, prior to engaging in patient care. The orientation must include (but not limited to):

- Review of site-specific emergency procedures – location of EAPs and AEDs
- Review of blood borne pathogen exposure control plan, location of hand washing station or hand cleanser, and location of personal protective equipment
- Review of site-specific policies and procedures – including documentation and maintenance of protected health information
- Review of site-specific communicable and infectious disease protocol
- Communication expectations
- Dress code expectations

The Rotation Introduction Form includes a checklist of the items above and will be completed and signed by each student and preceptor. The student will then submit the form via Typhon.

## Clinical Skills

Students must be instructed on the performance of clinical skills prior to performing those skills on patients. Instruction may occur in the classroom, laboratory, or clinical setting by faculty, instructors, guest lecturers, or preceptors.

## Clinical Immersion Compensation

Students may be compensated for their time while engaged in clinical immersion. This compensation may include hourly compensation, housing stipend, or both. Students being compensated for clinical immersion must submit a copy of the work agreement to the Clinical Education Coordinator or Program Director for review and approval before the award of compensation. This review will ensure that the expectations for receiving compensation are not in direct conflict with program policy for clinical immersion.

## Clinical Education Incomplete Policy

Students can make up a maximum of two weeks of clinical education. Students must be on track to meet the minimum course requirements to be considered for an incomplete. An inability to complete the clinical requirement (incomplete) before the next coursework session starts will halt the student's progress. Students will work directly with the course instructor to finalize the incomplete requirements. Not all students will receive an incomplete. Please speak with your course instructor and the Clinical Education Coordinator to discuss the institutional incomplete process.

## **Clinical Evaluation Procedures**

### **Procedures for low mid-term and final evaluation scores for preceptors**

Preceptors and/or clinical site who are scored low (2 or below; infrequently or rarely) on the knowledge integration, communication, critical thinking, teaching, or clinical site scales will be flagged for review. The students are asked to describe any low scores in these areas on the evaluation form. The Clinical Education Coordinator will review this information and contact the student if any additional information about the preceptor or clinical site is needed. The Clinical Education Coordinator will then contact the preceptor to discuss the low score and identify strategies to improve the score. Preceptors and/or clinical sites who score low in a subsequent evaluation after the initial meeting, may be removed as a preceptor and/or clinical site if there is no progress towards improvement.

### **Procedures for low mid-term and final evaluation scores for students**

Students who are scored low (2 or below; infrequently or rarely) by their preceptor on the professional behaviors portion of the evaluation will be flagged for review. Preceptors are asked to describe any low scores on this area of the evaluation form. The Clinical Education Coordinator will review this information and contact the preceptor if any additional information about the student is needed. The student will be required to meet with the Clinical Education Coordinator to discuss the low score and develop an improvement plan to correct the behavior. Students who fail to make improvements and demonstrate progress may be placed on probation.

## **Vaccine Exemption Procedures**

Students may submit exemptions from MSAT vaccine requirements for documented medical or religious reasons. All exemptions must be submitted prior to engaging in clinical education experiences.

For medical exemptions:

1. Contact the MSAT Clinical Education Coordinator (or designee) for a copy of the Iowa Department of Public Health Medical Exemption Form.
2. Have the form completed and signed by a licensed healthcare provider
3. Submit the form in the appropriate link(s) via Typhon.

For religious exemptions:

1. Contact the MSAT Clinical Education Coordinator (or designee) for a copy of the Iowa Department of Public Health Religious Exemption Form.
2. Complete the form.
3. Submit the form in the appropriate link(s) via Typhon.

Those with exemptions may be subject to additional requirements while engaged in clinical education (e.g., masking, testing, or restrictions during outbreaks).

## **Requirements for Clinical Experiences Not Required by the Program**

Students are not required to engage in clinical education when not enrolled in courses to meet the requirements of the MSAT degree. However, if students wish to pursue these opportunities, they must be registered for ATGR 599. Any student who would like to pursue this option should contact the Clinical Education Coordinator and identify the clinical site, preceptor, and specific learning goals of the experience. All clinical sites for these experiences must have an affiliation agreement (and memorandum of understanding, where required) on file one month prior to the start of the term.

While enrolled as a student in the MSAT program, students may not engage in any athletic training internships, observation experiences, or provide any athletic training services without an affiliation agreement on file.

## **Outside Employment and/or Athletic Participation**

Students in the MSAT are not prohibited from securing part-time employment or participating in athletics, clubs, or organizations on campus. However, we strongly encourage students to discuss the time commitments and typical MSAT student schedule, prior to pursuing those opportunities. Students should ensure they can meet the expectations for coursework and clinical education, while also engaged in other activities. Students who fail to meet the expectations may be asked to develop an improvement plan to help ensure success in the MSAT program.

Any second-year student who is participating in athletics on-campus, will not be able to pursue a clinical immersion placement for ATGR 551 or ATGR 552 in the Athletic Training Facility at GVU.

# Communicable Disease Policy

The purpose of the Grand View University MSAT Communicable Disease Policy is to protect the health and safety of all individuals, which includes: MSAT students, faculty, staff, preceptors, and patients. It is designed to provide guidance when dealing with management of students with infectious or communicable diseases. This includes any disease or condition that can be transmitted from one person to another through, direct contact, air, vehicle, or vector.

**Prevention:** Students have to maintain appropriate immunizations for health care workers. Students have to complete Blood Borne Pathogen Training (BBP) and must be familiar with the BBP Exposure Plan. Students are required to use proper hand washing techniques and Universal Precautions.

**Managing Potential Infection:** Patient care should not be performed on an individual who has active signs or symptoms of a communicable or infectious disease. They should instead be referred to appropriate medical provider. Student should remove themselves from class or clinical rotation if they have active signs of a communicable or infectious disease. They need to report to preceptor, clinical coordinator, or appropriate faculty member and obtain appropriate medical care. The clinical coordinator, preceptor or other appropriate faculty member can remove a student from a clinical rotation at any time when a communicable or infectious disease is suspected. Student is required to maintain communication with preceptor and clinical coordinator on progression of disease or medical care and approximate return.

# Blood Borne Pathogen Policy

The purpose of this plan is to minimize or eliminate the exposure of program personnel to blood borne pathogens and other potentially infectious materials in compliance with The Department of Labor Occupational Safety and Health Administration (OSHA) Blood Borne Pathogen standards. This policy only applies to those individuals directly associated with the MSAT.

## **Individuals with Occupational Risk:**

Preceptors in the Athletic Training Program

Faculty in the Athletic Training Program

Athletic Training Students

*These individuals must comply with the BBP Exposure Control Plan.*

## **Exposure Control Plan:**

- Each clinical site will maintain Universal Precautions to be used during exposure to body fluids. At a minimum the following will be available: Latex or equivalent gloves and biohazard bags, CPR masks or breathing barriers, hand washing stations or hand sanitizer and sharps containers where applicable.
- All specimens of blood or other potentially infectious materials shall be treated as infected. Universal Precautions will be used at all times. Contaminated materials shall be disposed of in biohazard bag. If material is not saturated and a biohazard bag is not available, material can be disposed of in normal trash receptacle. Biohazard bags must be processed through normal facility procedures.
- The BBP Exposure Report Form will be completed for any incident in which potentially infectious agent comes in contact with eye, mouth, or other mucous membrane, or non-intact skin during clinical rotation.
- If athletic training student is exposed, they will need to report this directly to their preceptor and to the Clinical Education Coordinator. The infected body part must be washed immediately with soap and warm water or area should be flushed with water for 15 min.
- The source individual should be assessed for risk of infection, consent obtained and individual should be sent for testing as soon as possible. If source is unknown or testing cannot be completed, exposed individual should be sent for risk assessment and post-exposure testing at a physician of their choice. Neither Grand View University MSAT nor its affiliated sites assume responsibility for a student's possible BBP exposure. Any costs associated with exposure will fall on the responsibility of the student. Preceptors may or may not be compensated for follow-up care based on their employer's normal operating procedure.
- The BBP Incident Report Form will be completed and turned into the Clinical Education Coordinator. In a case where the infected individual refuses medical care, this needs to be reported on post exposure form.
- Yearly training will be completed with MSAT students, faculty, and staff.

## **HIPAA, FERPA, BBP, CPR**

Prior to engaging in clinical education each academic year, students must complete annual HIPAA, FERPA, and Blood borne pathogen training. Students must score 100% on each quiz prior to beginning their clinical education experiences.

Students must maintain CPR certification throughout the entirety of the MSAT program.

Any questions about specific incidents should be directed to the Clinical Education Coordinator or the preceptor responsible for the site.

# Social Media Policy

## Best Practices:

- Understand and follow the rules of each particular social media site.
- Remember the Internet is permanent. Even if you delete something on the Internet, it still exists.
- Be honest, respectful, and positive.
- Remember many different audiences will see your posts, including fans, alumni, children, students, student-athletes, parents, staff, faculty, etc.
- Be professional and polite.
- Be accurate. If you make a mistake, own up to it and correct it quickly.
- Do not post when your judgment is impaired in any way.
- Use the privacy/security settings made available on social media sites.
- Do not post anything that you would not speak about openly in a work place or public, such as comments on drug use, sexual humor, skin color, or ethnic slurs.

## **The following are prohibited uses of social media and will result in disciplinary action.**

- Posting anything private, confidential, or sensitive.
- Posting comments that attack an Athletic Training student, Preceptor, Faculty, student-athlete, coach, or athletic administrator from any institution or clinical site.
- Posting information, photos, or other representations of sexual content, harassing language, inappropriate behavior or items that could be interpreted as demeaning or inflammatory.
- Posting information, photos, or other representations of athletes (receiving care from an Athletic Trainer, Physician, Nurse, or any other medical professional).
- Commenting on student-athlete injuries, playbooks, rosters, officiating or any other team information that should remain confidential.
- Making friend request, follow, etc. student-athletes or patients, who are under the age of 18, at any time while you are enrolled in the MSAT program (before, during, or after your placement at a specific clinical site).

## Confidentiality Statement

*As part of your interaction with those seeking health care at affiliated clinical site and with Grand View University's MSAT approved preceptors, you will be exposed to information regarding individual's medical records, health status, and possibly educational records. All of this information is considered to be confidential and remains the private rights of the individual being treated or visiting the site. This information is federally governed by HIPAA and/or FERPA.*

As a student involved in the MSAT at Grand View University, I understand that I may be exposed to sensitive and confidential information regarding patient medical information or educational records.

I understand that what I learn and observe through my involvement in this program with regards to personal patient information or other confidential or protected information is not to be discussed.

I also understand that I cannot access confidential information for any reason other than for that which I have been asked to do by my supervisor, preceptor, or MSAT faculty or staff.

I understand that the BOC Standards for Professional Practice, serve as guidelines with regards to information I may be presented. I further understand that I am subject to both the HIPAA and FERPA regulations.

I understand that I am jeopardizing my opportunity to pursue the practical aspect of the athletic training experience and potentially subjecting the University to litigation for the violation of confidentiality as outlined in the document. A violation of this policy would result in disciplinary action by the MSAT Program Director, which could result in termination from the program.

# Appendix A. Student Signature Page

For each policy below, please initial to acknowledge that you have read and understood the policy and/or procedure.

Initials	Policy
	Non-Discrimination Policy
	MSAT Student Expenses
	Academic Probation and Dismissal Policy
	Disciplinary Action to Violations to MSAT Policies or BOC Standards of Professional Practice
	Student Grade Concerns
	Student Appeal Policy & Procedures
	Improvement Plan Procedures
	Educational Records Policy
	Communication Expectations
	Conflict Resolution Process
	Conflict of Interest Policy
	Academic & Clinical Education Attendance Expectations
	Professional Behaviors Policy
	Student Dress Code Policy
	Clinical Education Policies
	Clinical Evaluation and Procedures
	Vaccine Exemption Procedures
	Requirements for Clinical Experiences Not Required by the Program
	Outside Employment or Athletic Participation
	Communicable Disease Policy
	Blood Borne Pathogen Policy
	HIPAA, FERPA, BBP, & CPR
	Social Media Policy
	Confidentiality Statement
Printed Name	
Date	
Signature	

# Appendix B. BBP Exposure Reporting Form

Grand View University MSAT has indicated that I am an individual that faces possible exposure to BBPs. The MSAT provided me with training on infection control and risk of disease transmission in Athletic Training.

On \_\_\_\_\_, 20\_\_\_\_, I was involved in an exposure incident when (describe incident)

I have decided to go for follow-up care at \_\_\_\_\_ and (circle one) will or will not provide testing results to the MSAT.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Program Director Signature

\_\_\_\_\_  
Date

I have refused to have a follow-up examination of my own free will and volition.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Program Director Signature

\_\_\_\_\_  
Date

# Appendix C. Academic Improvement Plan Template

Student Name:

Date:

Course(s):

Faculty:

## 1. Current Challenge

Describe the specific area(s) of concern or challenge that need to be addressed.

Challenge Description:

## 2. Action Items

List at least 3 specific, measurable steps the student will take to address the challenge (may include more if necessary).

- 1.
- 2.
- 3.

## 3. Support Needed

Identify what support, resources, or guidance the student will need from faculty or others to be successful.

Support from Faculty:

## 4. Timeline and Follow-Up

Specify target dates for completion and follow-up meetings.

Action Item	Target Date	Check-In/Feedback Date
-------------	-------------	------------------------

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty: \_\_\_\_\_ Date: \_\_\_\_\_

# Appendix D. Clinical Education Improvement Plan Template

## 1. Student Information

Name: \_\_\_\_\_

Clinical Site and Preceptor(s): \_\_\_\_\_

Current Date: \_\_\_\_\_

Semester/Rotation: \_\_\_\_\_

## 2. Current Progress Summary

- Total required hours: \_\_\_\_\_
- Hours completed to date: \_\_\_\_\_
- Hours remaining: \_\_\_\_\_
- Total required patient encounters: \_\_\_\_\_
- Encounters completed to date: \_\_\_\_\_
- Encounters remaining: \_\_\_\_\_

Brief reflection on why progress is behind (e.g., missed days, scheduling conflicts, limited patient volume, time management challenges):

## 3. Self-Assessment

Identify specific barriers that have prevented you from meeting required hours or encounters:

Reflect on what strategies have or have not worked so far:

Describe how your current approach to scheduling, communication, or time management might need to change:

## 4. Action Plan

Outline clear, measurable steps for improvement (examples below):

- Hours: e.g., 'Attend an additional shift each week on Tuesdays from 3–6 p.m.'
- Patient Encounters: e.g., 'Ask preceptor to identify general medical encounter opportunities weekly.'
- Communication: e.g., 'Check in with preceptor weekly to discuss progress.'

Your Plan:

## 5. Timeline

Create a week-by-week schedule showing how and when remaining hours and encounters will be completed:

## 6. Support Needed

What do you need from your preceptor(s) or clinical coordinator/faculty to meet your goals?

## 7. Accountability and Monitoring

How will you track progress and how often will updates be submitted?

## 8. Signatures

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Preceptor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Clinical Education Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_