

Missouri Valley College



Athletic Training Program

Athletic Training Student

Handbook

2017 – 2018

2017-2018 Academic Year Notification

The Missouri Valley College Athletic Training Program will not be accepting applications for the 2017-2018 academic year (spring 2018 applications) while we investigate the feasibility of transitioning to a Master's Level Athletic Training Program.

Prospective students please consider majoring in either exercise science or biology (pre-med emphasis) at Missouri Valley College as either can prepare you for a career as an athletic trainer:

Exercise Science which is recognized by the National Strength and Conditioning Association.

Biology (pre-med emphasis) which is intended for students preparing for graduate level medical programs.

Some policies and procedures within this handbook will not apply for the 2017-2018 academic year, but will remain in-place within the handbook in their entirety and unaltered format. For example, material pertaining to freshmen observation hours, the application process, and transfer students is not applicable for the 2017-2018 academic year.

Table of Contents

• Faculty	1-1
• Medical Director	1-4
• Administrative Assistant	1-5
• Preceptors and Locations	1-6
• Athletic Training Program Mission Statement	2-1
• Athletic Training Program Learning Objectives and Goals	2-2
• Four-Year Clinical Plan & Clinical Hours Min/Max Policy	
○ Freshman Year	2-3
○ Sophomore Year	2-4
○ Junior Year	2-5
○ Senior Year	2-6
○ Clinical Hours During Mandatory Remediation	2-7
○ Clinical Hours Min/Max Reasoning	2-8
○ Clinical Course Purpose	2-8
○ Clinical Class Instructional Format	2-9
• Clinical Supervision & Travel Policy	2-10
• Expectations of the Athletic Training Student During Clinical Rotations	2-11
• Expectations of the Preceptor During Clinical Rotations	2-13
• Expectations of the Clinical Education Coordinator During Clinical Rotations	2-15
• Expectations of the Program Director During Clinical Rotations	2-17
• Retention and Academic/Clinical Probation Policy	2-18
• Retention and Academic/Clinical Probation Appeals Process	2-19
• Academic and Clinical Remediation Policy	2-20
• BOC Exam Challenge Policy	2-22
• Notice of Formal Reprimand Procedure	2-24
• Notice of Formal Reprimand Form	2-25
• Clinical Evaluation and Grading Process	2-26

- Appendix A – Advising Tools
 - 4-Year Academic Plan (Prior to Fall 2016) 3-2
 - 4-Year Academic Plan (Fall 2016 and After) 3-4

- Appendix B – Athletic Training Program Application, Transfer, and Admittance Information
 - Application and Admission Requirements 4-2
 - Selection Procedure 4-3
 - Selection Appeals Process 4-4
 - Application for Admission 4-5
 - Application for Admission Check-Off List 4-9
 - Applicant Reference Form Directions 4-10
 - Applicant Reference Form 4-11
 - Transfer Policy 4-13

- Appendix C – Annual Forms
 - Estimated Required Fees and Expenses 5-2
 - Annual Forms and Documentation Policy 5-4
 - Immunization, Hepatitis B, and TB Forms Directions 5-6
 - Immunization Records Form 5-7
 - Hepatitis B Waiver Form 5-8
 - Tuberculin (TB) Testing Record Information Form 5-9
 - Technical Standards for Admission 5-10
 - Communicable Disease Policy 5-13
 - Minimum Dress Standards 5-14
 - Handbook Acknowledgement Form 5-17
 - Family Care Safety Registry Instructions 5-18
 - Waiver of Liability and Hold Harmless Agreement 5-19

- Appendix D – Clinical Sites Emergency Action Plans
 - Missouri Valley College Athletics 6-2
 - Missouri Valley College Health Sciences Building 6-10
 - Missouri Valley College Student Health Center 6-11
 - Fitzgibbon Hospital (Marshall Orthopedics and Fitzgibbon Therapy) 6-12
 - Marshall High School 6-18
 - Columbia Orthopaedic Group 6-23
 - Cooper County Memorial Hospital 6-31
 - Bothwell Regional Health Center 6-32
 - Smith-Cotton High School 6-35
 - PEAK Sport and Spine – Marshall

Missouri Valley College Athletic Training Program Faculty

David Tomchuk, MS, ATC, LAT, CSCS

Academic and Professional Title

Interim Program Director & Clinical Education Coordinator
Athletic Training Program
Assistant Professor, Division of Health Sciences

Education

B.S., Southern Oregon University
M.S., University of Nevada, Las Vegas

Contact Information

Health Sciences Building, Office 19
Off: 660-831-4060
Fax: 660-831-0975
Administrative Assistant (Tammy): 660-831-4063 OR 660-831-4051
E-mail: tomchukd@moval.edu

John Bartholomew, MS, ATC, LAT, CSCS, CKTP

Academic and Professional Title

Director, Exercise Science Program
Director, Health and Fitness Testing Laboratory
Assistant Professor, Division of Health Sciences

Education

B.S., South Dakota State University
M.S., Indiana State University

Contact Information

Health Sciences Building, Office 16
Off: 660-831-4061
Fax: 660-831-0975
E-mail: bartholomewj@moval.edu

Dan Dieringer, M.Ed

Academic and Professional Title

Assistant Professor, Exercise Science

Education

B.A., Pacific University
M.Ed., Chadron State College

Contact Information

Health Sciences Building, Office 14
Off: 660-831-4062
Fax: 660-831-0975
E-mail: dieringerd@moval.edu

Vince Fedorowich, MEd, ATC, LAT

Academic and Professional Title

Instructor, Division of Health Sciences
Head Athletic Trainer

Education

B.A., Graceland University
MSEd, Old Dominion University

Contact Information

Burns Gym, Concessions
Off: 660-831-4195
Fax: 660-831-4038
E-mail: fedorowichv@moval.edu

Jake Bellon, MS, ATC, LAT

Academic and Professional Title

Instructor, Division of Health Sciences
Assistant Athletic Trainer

Education

B.A., Graceland University
M.S., Fort Hays State University

Contact Information

Burns Gym, Concessions
Off: 660-831-4195
Fax: 660-831-4038
E-mail: bellonj@moval.edu

Richelle Perkins, M.Ed, ATC, LAT

Academic and Professional Title

Instructor, Division of Health Sciences
Assistant Athletic Trainer

Education

B.S., William Woods University
M.Ed., William Woods University

Contact Information

Burns Gym, Athletic Training Room
Off: 660-831-4695
Fax: 660-831-4038
E-mail: perkinsr@moval.edu

Jenalee Cologna, MS, ATC, LAT

Academic and Professional Title

Instructor, Division of Health Sciences
Assistant Athletic Trainer

Education

B.S., Central Methodist University
M.S., Lindenwood University

Contact Information

Burns Gym, Concessions
Off: 660-831-4695
Fax: 660-831-4038
E-mail: colognaj@moval.edu

Darrell Brooks, ATC, LAT

Academic and Professional Title

Instructor, Division of Health Sciences
Assistant Athletic Trainer

Education

B.S., Missouri Valley College

Contact Information

Burns Gym, Concessions
Off: 660-831-4656
Fax: 660-831-4038
E-mail: brooksd@moval.edu

Zach Glenn, ATC, LAT

Academic and Professional Title

Graduate Assistant Athletic Trainer

Education

B.S., Culver-Stockton College

Contact Information

Burns Gym, Concessions
Off: 660-831-4195
Fax: 660-831-4038
E-mail: glennz@moval.edu

Missouri Valley College Athletic Training Program Medical Director

Kelly Ross, DO

Academic and Professional Title

Medical Director, Missouri Valley College Athletic Training Program
Orthopedic Surgeon, Fitzgibbon Hospital/Marshall Orthopedics & Sports Medicine
Rehabilitation Services Medical Director, Fitzgibbon Hospital

Education

B.S., Arizona State University
D.O., University of Health Sciences – College of Osteopathic Medicine

Contact Information (Nurse – Suzette or Aubri)

Marshall Orthopedic & Sports Medicine
Fitzgibbon Hospital
Off: 660-886-8414
Fax: 660-831-3325

Missouri Valley College Athletic Training Program Administrative Assistant

Tammy Plains

Academic and Professional Title

Administrative Assistant, Missouri Valley College Division of Health Sciences

Contact Information

Missouri Valley College

Division of Health Sciences

Off: 660-831-4063 OR 660-831-4051

Fax: 660-831-0975

plainst@moval.edu

Missouri Valley College Athletic Training Program Preceptors and Locations

Missouri Valley College
Athletic Training Department
500 E. College St.
Marshall, MO 65340

Street Address
542 East Morrow Street
Marshall, MO 65340

David Tomchuk, MS, ATC, LAT, CSCS	660-831-4060
John Bartholomew, MS, ATC, LAT, CSCS, CKTP	660-831-4061
Vince Fedorowich, MEd, ATC, LAT	660-831-4195
Jake Bellon, MS, ATC, LAT	660-831-4195
Richelle Perkins, M.Ed, ATC, LAT,	660-831-4695
Jenalee Cologna, MS, ATC, LAT	660-831-4695
Darrell Brooks, ATC, LAT	660-831-4656
Zach Glenn, ATC, LAT	660-831-4195

Missouri Valley College
Student Health Center
Malcolm Center For Student Life
500 E. College St
Marshall, MO 65340

Susan Vogelsmeier, APRN, FNP, DNP-BC	660-831-4012
Casey Vogelsmeier, LPN	660-831-4012

Marshall Orthopedic & Sports Medicine
Fitzgibbon Hospital
2305 S. Highway 65
Marshall, MO 65340

Kelly Ross, DO	660-886-8414
Miles Romney, PA	660-886-8414

Fitzgibbon Hospital
Rehabilitation Services
2305 S. Highway 65
Marshall, MO 65340

Marshall High School
805 South Miami
Marshall, MO 65340

Diane Schlesselman, MS, ATC, LAT, PES	660-641-3577
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Columbia Orthopaedic Group
1 South Keene Street
Columbia, MO 65201

Bus Tarbox, MD
Dan Stockman, M.Ed, ATC, LAT, OTC

573-441-3744
573-441-3744

Cooper County Memorial Hospital
Outpatient Therapy & Sports Medicine Clinic
17651 B HWY
Boonville, MO 65233

Boonville High School
1690 West Ashley Road
Boonville, MO 65233

Jennifer Hackman, MPT, ATC, LAT

660-882-4195

Bothwell Regional Health Center
601 E. 14th Street
Sedalia, MO 65301

Smith-Cotton High School
2010 Tiger Pride Blvd
Sedalia, MO 65301

Andre Taylor, MS, ATC, LAT

660-287-1225

Peak Sport and Spine – Marshall Clinic
941 S. Cherokee Suite 2A
Marshall, MO 65340

Ron Renard, PT
Jamie Case, DPT

660-831-1895
660-831-1895

Reid Medical Clinic
Jefferson Medical Pavilion
1404 North Jefferson
Carrollton, MO 64633

Tim Reid, MD
(Nurse – Katie)
Courtney Pitt, APRN, FNP-BC

660-542-3900

660-542-3900

Missouri Valley College Athletic Training Program Mission Statement

Our Mission

The Missouri Valley College Athletic Training Program is committed to providing personalized and diverse classroom experiences and clinical opportunities designed to prepare Athletic Training Students for careers as Certified Athletic Trainers. Embedded throughout the curriculum, students are challenged to develop intellectually and become professionally engaged so that they may master the skills and knowledge necessary to become effective and successful practitioners eligible to sit for the Board of Certification (BOC) examination.

Athletic Training Major

The Missouri Valley College Athletic Training Program is accredited by the Commission on Accreditation of Athletic Training Education (CAATE) through the 2021-22 academic year. Athletic Training Students who successfully complete both the academic and clinical requirements of the Missouri Valley College Athletic Training Program will earn a Bachelor's of Science in Athletic Training and are eligible to sit for the BOC exam to become a Certified Athletic Trainer.

Missouri Valley College Athletic Training Program Learning Objectives and Goals

Learning Objectives

Domain 1: Injury/Illness prevention and wellness protection – Education participants and managing risk for safe performance and function.

Domain 2: Clinical evaluation and diagnosis – Implementing standard evaluations techniques and formulating a clinical impression for the determination of a course of action.

Domain 3: Immediate and emergency care – Employing standard and care procedures and communicating outcomes for efficient and appropriate care of the injured.

Domain 4: Treatment and rehabilitation – Reconditioning participants for optimal performance and function.

Domain 5: Organizational and professional health and wellbeing – Understanding and adhering to approved organizational and professional practices and guidelines to ensure individual and organizational well-being.

Goals

- 1) To provide and retain a dedicated, diverse faculty that is well qualified to teach, model, and guide students through the process of becoming an Athletic Trainer.
- 2) To prepare students to become members of a responsible citizenry through liberal learning, critical thinking, and academic excellence.
- 3) To provide a baccalaureate education that prepares the student for a career in athletic training or graduate study.
- 4) To provide academic and career counseling. To offer appropriate advising, counseling, and strategies that will assist students in meeting prerequisites for gaining entry into graduate or professional programs, or to obtain employment in the athletic training profession.
- 5) To instill the values of education as a lifelong process of discovery and enlightenment.
- 6) To promote professionalism through student membership in the National Athletic Trainers' Association (NATA), attendance, and activate participation at educational conferences and symposiums.
- 7) To provide educational opportunities with a variety of health care professionals in traditional and emerging athletic training employment settings.
- 8) Promote civic engagement through community service and career development.
- 9) Encourage active participation on athletic training committees and endeavors at the local, state, district, and national levels.

Missouri Valley College Athletic Training Program Four-Year Clinical Plan & Clinical Hours Minimum/Maximum Policy

Prospective (Observation) Athletic Training Student (Freshman Year)

- During AL 135 and AL 136 (Introduction to Athletic Training I and II) the prospective athletic training student is expected to observe the daily operations of the Missouri Valley College athletic training facility and the athletic trainers within that facility. A minimum of 75 observation hours are required to apply for entry into the Missouri Valley College Athletic Training Program.
 - The goals of this observation process are to:
 - Allow the Missouri Valley College athletic training staff and enrolled athletic training students to interact with the prospective athletic training student.
 - Allow the prospective athletic training student to observe the athletic training profession in order to determine if becoming an athletic trainer is their career goal.
- Complete the prerequisite courses, observation hours, and ATP application materials.
- Submit all application materials as described in the Missouri Valley College Athletic Training Program Application for Admission Form.

Missouri Valley College Athletic Training Program Four-Year Clinical Plan & Clinical Hours Minimum/Maximum Policy

Sophomore Athletic Training Student

- The athletic training student has been formally admitted into the Missouri Valley College Athletic Training Program.
- Complete a minimum of 75 and a maximum of 150 clinical hours per semester with a minimum of 1 day off per week. The athletic training student may be assigned to the following clinical sites: Missouri Valley College Student Health Center, Peak Sport and Spine, Fitzgibbon Hospital, Bothwell Regional Health Center, Marshall High School, Smith-Cotton High School, Warsaw High School, Cole Camp High School, Cooper County Memorial Hospital, Boonville High School, and the Missouri Valley College Athletic Training Facility. The athletic training student will rotate between preceptors who supervise and guide their education. These clinical experiences will consist of three, 5-week rotations each semester and are scheduled by the Clinical Education Coordinator.
 - Below are the MINIMUM hours for each preceptor type:
 - General medical preceptor – MVC SHC – 15 hours
 - Rehabilitation center preceptor – Peak Performance PT or Cooper County Memorial Hospital – 15 hours
 - MVC on-campus preceptor – MVC Athletics – 30 hours
 - High school preceptor – Marshall HS, Boonville HS, Warsaw HS, Cole Camp HS, or Smith-Cotton HS – 20 hours
 - A sophomore athletic training student may complete a MAXIMUM of 150 clinical hours per semester. Once the athletic training student has completed the minimum number of clinical hours with his/her assigned preceptor the athletic training student has the choice to utilize his/her “volunteer” hours with any preceptor s/he chooses. When the athletic training student has utilized all of his/her “volunteer” hours for the semester s/he will be limited to performing only their assigned clinical rotations.
- A sophomore athletic training student may serve as a mentor to prospective athletic training students and may be mentored by junior and senior athletic training students.
- Receive satisfactory clinical performance evaluations from each preceptor.
- Successfully complete all weekly hours logs, self, preceptor, and site evaluations.
- Successfully satisfy the requirements of the Missouri Valley College ATP Retention and Academic/Clinical Probation Policy at the conclusion of each semester.
- Successfully perform any remediation deemed necessary by the Missouri Valley ATP as described in the Academic and Clinical Remediation Policy.

Missouri Valley College Athletic Training Program Four-Year Clinical Plan & Clinical Hours Minimum/Maximum Policy

Junior Athletic Training Student

- Complete a *minimum* of 125 and a *maximum* of 250 clinical hours per semester with a minimum of 1 day off per week. The athletic training student may be assigned to the following clinical sites: Fitzgibbon Hospital, Bothwell Regional Health Center, Marshall High School, Smith-Cotton High School, Warsaw High School, Cole Camp High School, Cooper County Memorial Hospital, Boonville High School, The Columbia Orthopedic Group, Marshall Orthopedic & Sports Medicine, Reid Medical Clinic, and the Missouri Valley College Athletic Training Facility. The athletic training student will rotate between preceptors who supervise and guide their education. These clinical experiences will consist of one, 7-week and one, 8-week rotation each semester and are scheduled by the Clinical Education Coordinator.
 - Below are the MINIMUM hours for each preceptor type:
 - High school preceptor – Marshall HS, Boonville HS, Warsaw HS, Cole Camp HS, or Smith-Cotton HS – 40 hours
 - MVC on-campus preceptor – MVC Athletics – 55 hours
 - Cooper County Memorial Hospital – 35 hours
 - Observe a minimum of 3 orthopedic surgeries
 - Each junior athletic training student will observe orthopedic surgeries with either Dr. Kelly Ross or Dr. Bus Tarbox during the academic year (as scheduled by the Clinical Education Coordinator).
 - Observe a minimum of 15 hours within a family medicine practice
 - Each junior athletic training student will observe the operation of a general medical practice with Dr. Tim Reid during the academic year (as scheduled by the Clinical Education Coordinator).
- A junior athletic training student may complete a MAXIMUM of 250 clinical hours per semester. Once the athletic training student has completed the minimum number of clinical hours with his/her assigned preceptor the athletic training student has the choice to utilize his/her “volunteer” hours with any preceptor s/he chooses. When the athletic training student has utilized all of his/her “volunteer” hours for the semester s/he will be limited to performing only their assigned clinical rotations.
- A junior athletic training student may serve as a mentor for prospective and sophomore athletic training students and may be mentored by senior athletic training students.
- Receive satisfactory clinical performance evaluations from each preceptor.
- Successfully complete all weekly hours logs, self, preceptor, and site evaluations.
- Successfully satisfy the requirements of the Missouri Valley College ATP Retention and Academic/Clinical Probation Policy at the conclusion of each semester.
- Successfully perform any remediation deemed necessary by the Missouri Valley ATP as described in the Academic and Clinical Remediation Policy.

Missouri Valley College Athletic Training Program Four-Year Clinical Plan & Clinical Hours Minimum/Maximum Policy

Senior Athletic Training Student

- Complete a *minimum* of 175 and a *maximum* of 350 clinical hours per semester with a minimum of 1 day off per week. The senior athletic training student is typically assigned to the Missouri Valley College Athletic Training facility; but may be assigned to another clinical site(s) depending on his/her future career interest(s) and goal(s). A senior athletic training student may perform a clinical rotation at a clinical site which is currently not part of the Missouri Valley College Athletic Training Program. The senior athletic training student is responsible for selecting the clinical site and making initial contact with the proposed site supervisor and preceptor. The Missouri Valley College Program Director and Clinical Education Coordinator will then evaluate the proposed clinical site/preceptor to ensure a quality semester-long clinical experience is possible. If the proposed clinical site/preceptor meets these standards, the Program Director and Clinical Education Coordinator will place the clinical site under a site contract and perform preceptor training so the senior athletic training student can participate. These clinical experiences will consist of one clinical experience per semester assigned by the Clinical Education Coordinator. *In order for a senior athletic training student to perform a clinical rotation with a clinical site that is not part of the regular offerings, the senior athletic training student must first meet the Missouri Valley College ATP BOC Exam Challenge Policy.*
 - Below are the MINIMUM hours for each preceptor type:
 - Minimum 150 under the supervision of the assigned preceptor
 - The athletic training student must complete a MINIMUM of an additional 25 clinical hours under the supervision of any MVC preceptor. It is the choice of the athletic training student who these mandatory additional clinical hours are supervised by.
 - A senior athletic training student may complete a MAXIMUM of 350 clinical hours per semester. Once the athletic training student has completed the minimum number of clinical hours with his/her assigned preceptor the athletic training student has the choice to utilize his/her “volunteer” hours with any preceptor s/he chooses. When the athletic training student has utilized all of his/her “volunteer” hours for the semester s/he will be limited to performing only their assigned clinical rotations.
- A senior athletic training student may serve as a mentor to all prospective and current athletic training students.
- Receive satisfactory clinical performance evaluations from each preceptor.
- Successfully complete all weekly hours logs, self, preceptor, and site evaluations.
- Successfully satisfy the requirements of the Missouri Valley College ATP Retention and Academic/Clinical Probation Policy at the conclusion of each semester.
- Successfully perform any remediation deemed necessary by the Missouri Valley College ATP as described in the Academic and Clinical Remediation Policy.
- Successfully obtain the score of “mastery” on each athletic training competency by graduation.
- Apply for graduate assistant positions, professional school, or athletic training employment.
- Satisfy the Missouri Valley College ATP BOC Exam Challenge Policy.

Missouri Valley College Athletic Training Program Four-Year Clinical Plan & Clinical Hours Minimum/Maximum Policy

Clinical Hours During Mandatory Remediation:

- Any athletic training student who is currently undergoing mandatory remediation as part of the Missouri Valley College Athletic Training Program will have his/her clinical hours limited so the athletic training student has additional time to focus on his/her academic preparation.
- Any sophomore athletic training students will be limited to a *MAXIMUM* of 6 clinical hours per week
- Any junior or senior athletic training student will be limited to a *MAXIMUM* of 12 clinical hours per week.
- The athletic training student can be removed from morning treatment rotations and/or have their clinical rotation changed to allow additional study time.
- The program director can determine an alternative
- Any athletic training student who voluntarily undergoes remediation is exempt from this limitation if s/he chooses to be.

Missouri Valley College Athletic Training Program Four-Year Clinical Plan & Clinical Hours Minimum/Maximum Policy

Clinical Hours Minimums and Maximums Reasoning:

The minimum clinical hours are to ensure an athletic training student has adequate exposure to specific preceptors, clinical sites, patient populations, and clinical experiences during their enrollment in the Missouri Valley College Athletic Training Program

The maximum clinical hours are to ensure the athletic training student is not replacing professional athletic training staff or other medical personnel.

Any “volunteer” hours an athletic training student chooses to perform is completely 100% at his/her digression. These “volunteer” hours should be viewed by the athletic training student and preceptor as a way the athletic training student can receive additional training to address his/her weaknesses or to gain additional exposure to an clinical site or preceptor to assist the athletic training student in building and developing his/her resume for his/her future career as an athletic training or allied health care provider.

The Missouri Valley College ATP highly recommends that each athletic training student maximize their exposure to each preceptor and clinical site. By doing this, the athletic training student will be able to practice learned skills and apply classroom theories more often. Maximizing the number of clinical hours performed may result in an increased clinical ability and athletic training related learning.

The minimum total clinical hours for the Missouri Valley College ATP is 750.

The maximum total clinical hours for the Missouri Valley College ATP is 1500.

The purpose of clinical courses:

- 1) First, clinical courses are designed to give athletic training students the opportunity to become exposed to an array of potential athletic training employment settings.
- 2) Second, clinical courses are designed to assist athletic training students develop various prevention, treatment, and rehabilitation while communicating effectively with patients and health care providers as described in the Athletic Training Education Competencies and the BOC behaviors.
- 3) Third, clinical courses allow athletic training students to increase his/her personal awareness of topics related to the Athletic Training profession and various clinical settings and employment opportunities.

Missouri Valley College Athletic Training Program Four-Year Clinical Plan & Clinical Hours Minimum/Maximum Policy

Clinical Class Instructional Format:

The clinical rotations/experiences are designed to operate in a seminar format. Thus, athletic training students are expected to take an active part in their clinical site(s) and positively interact with his/her preceptors. Interaction among athletic training students and their preceptor is vital to a successful and enjoyable experience for each individual.

Athletic training students can influence portions of their clinical rotations by identifying learning goals and objectives along with his/her particular weaknesses. Once these are identified and communicated to the preceptor the athletic training students' clinical rotation time can be better utilized to improve deficiencies in skills and knowledge.

These courses are comprised of both field-based and classroom-based activities. The clinical sites in which athletic training students perform the field component, have agreed to work with the Missouri Valley College Athletic Training Program. As a result, remember that athletic training students are visitors to the clinical site and the preceptors have the final responsibility for the safety and education of the athletic training student as well as patient safety. These preceptors have volunteered their time to work with the Missouri Valley College Athletic Training Program, so please remember to be a professional and be mindful of dress, speech, and behavior, at all times.

Failure to comply with the clinical criteria may result in dismissal from the clinical site, clinical course, a notice of formal reprimand, and/or the Missouri Valley College Athletic Training Program.

Missouri Valley College Athletic Training Program Clinical Supervision & Travel Policy

In order for athletic training students to develop their clinical abilities, proper supervision is required; both for the education of the athletic training student and patient safety. Missouri Valley College athletic training students must be continuously supervised by a preceptor designated by the Missouri Valley College ATP during any clinical experience. The following guidelines are to be utilized to ensure proper athletic training student clinical growth while providing patient safety in accordance with CAATE standards.

- A Missouri Valley College ATP preceptor ***MUST*** be directly supervising an athletic training student when s/he is delivering athletic training services to a patient.
- A Missouri Valley College preceptor ***MUST*** be physically present and have the ability to intervene on behalf of the athletic training student (and patient) to provide on-going and consistent education and ensure patient safety.
- A Missouri Valley College athletic training student may travel with a team ***IF*** a Missouri Valley College ATP preceptor will be present at the away facility and provide clinical supervision as described above. The preceptor does not need to be present during travel (i.e., “on the bus”).
- Each athletic training student is trained as a professional rescuer and may provide standard life-saving and significant injury management without supervision ***IF*** the emergency action plan for that clinical site or facility is activated.
- Some examples of unacceptable clinical supervision:
 1. The preceptor being on a 2-way radio or cellular telephone with an athletic training student without the ability to physically intervene and direct patient care.
 2. The preceptor watching an athletic training student on closed-circuit TV without the ability to physically intervene and direct patient care.
 3. The preceptor being in only visual line-of-sight of an athletic training student without the ability to physically intervene and direct patient care.
 4. The preceptor being “on-call” at home or across campus without another preceptor providing clinical supervision as described above.
 5. The preceptor allowing an upper-level athletic training student to provide supervision to a lower-level athletic training student during patient care without a preceptor present as described above.
 6. The preceptor allowing a health care professional who is not a Missouri Valley College ATP preceptor to provide supervision to an athletic training student during an assigned clinical rotation.

Within these general guidelines, the athletic training student can perform the tasks their preceptor deems appropriate and approves in accordance with the athletic training students’ knowledge and abilities.

It is the responsibility of ***BOTH*** the athletic training student and preceptor to obtain clarification from the Clinical Education Coordinator or Program Director in regards to any specific situations which could be deemed as violating the Clinical Supervision and Travel Policy beforehand.

Missouri Valley College

Athletic Training Program

Expectations of the Athletic Training Student During the Clinical Rotation/Experience

The following are the responsibility of the athletic training student during a clinical rotation/experience regardless of the assigned preceptor or clinical rotation/experience:

- Complete and submit all forms and materials required by the Athletic Training Program in accordance with the annual forms and documentation policy.
- Follow the policies described in the Missouri Valley College Athletic Training Program Handbook.
- Transportation to and from each clinical site. Some clinical rotations/experiences are 30 – 60 minutes away from Missouri Valley College. The athletic training students' ability to attend a clinical site is considered during scheduling; but it is ultimately the athletic training students' responsibility to transport her/himself to and from each clinical site.
- Contact the preceptor AT LEAST 1 week in advance of the date scheduled to start the clinical rotation/experience. The Clinical Education Coordinator has the appropriate contact information. The rotation/experience dates on the schedule are the dates when the athletic training student is expected to be at each clinical rotation NOT when initial contact is to be made.
- On the first visit to the clinical site, meet with the preceptor to complete:
 1. Learning goals and objectives/outcomes that you want to accomplish during the clinical rotation. Those goals need to be returned to the Clinical Education Coordinator.
 2. Review the Emergency Action Plan (EAP) of the preceptors' clinical site.
 3. A basic clinical rotation schedule. If you have outside responsibilities, (i.e. employment, work study, campus life, or intercollegiate athletics), the athletic training student must ensure s/he can attain the minimum number of assigned clinical hours for that clinical experience.
 4. The proper dress code of the clinical site.
 5. The duties the athletic training student may perform and any restrictions the athletic training student must abide by.
 6. Exchange contact information with the preceptor.
- On the first visit to the clinical site, the athletic training student is expected to wear khaki pants (or shorts) and a Missouri Valley College Athletic Training polo shirt unless otherwise notified directly by the assigned preceptor.
- Arrive at the clinical site on time and prepared to learn each day. If assigned to participate in a clinical rotation on a particular day and the athletic training student is unable to attend it is his/her responsibility to contact the preceptor BEFORE being considered late. If an unforeseen circumstance occurs during travel to a clinical site (i.e. weather or traffic) which will make the athletic training student late, contact the preceptor to inform them of the delay. If the preceptor can not be reached; contact the Clinical Education Coordinator.

- Bring all of the following materials to each clinical experience daily:
 1. Hours log
 2. Education competencies
- Present his/herself in a professional manner and dress that is appropriate to the clinical site.
- Inform the Missouri Valley College Clinical Educator Coordinator, the Program Director, or the Vice President of Academic Affairs immediately of any situation where the preceptor has acted inappropriately towards any athletic training student(s), if the preceptor is not providing an adequate clinical experience, or if the preceptor fails to follow the Missouri Valley College ATP Clinical Supervision and Travel Policy.
- Follow the Missouri Valley College ATP Clinical Supervision and Travel Policy at all times.
- Complete and turn in the weekly hours log to the Clinical Education Coordinator. Travel time to and from a clinical site, or away events, can not be counted towards hours requirements.
- Review your accumulated clinical hours (minimum and maximums) and occasionally remind your preceptor of how many clinical hours you have the ability and/or interest in utilizing at the clinical site.
- Ensure you receive a minimum of one day-off per week from any and all clinical expectations.
- No later than (3) days before the last scheduled day in the clinical rotation, give the preceptor the clinical performance evaluation and schedule a time to meet with the preceptor on or before the final day at the clinical site to review the self-evaluation and the clinical performance evaluation. Before this meeting, complete and bring the self-evaluation. The preceptor will compare these documents and will discuss their opinion/view of the clinical skills demonstrated during the clinical rotation. Ensure your preceptor signs both evaluations, the final hours log sheet, and any remaining education competencies the preceptor evaluated.
- Bring the completed preceptor and clinical site evaluation to the School of Nursing and Health Sciences Administrative Assistant, Program Director, or Clinical Education Coordinator.
- On the assigned final exam time of the associated clinical course bring the following documents to the Clinical Education Coordinator: 1) completed education competencies, 2) final hours log, 3) signed clinical performance and self-evaluations, and 4) surgery and physician office papers (juniors only).

Missouri Valley College

Athletic Training Program

Expectations of the Preceptor

During the Clinical Rotation/Experience

The following are the responsibility of the preceptor during a clinical rotation/experience regardless of the assigned athletic training student:

- On the athletic training student's first visit to the clinical site, meet with the athletic training student to complete and establish:
 1. Learning goals and objectives/outcomes the athletic training student can accomplish during the clinical rotation.
 2. Review the Emergency Action Plan (EAP) of the clinical site.
 3. Establish a basic clinical rotation schedule with the athletic training student where s/he can attain their minimum clinical hours. The athletic training student has been told s/he should bring a schedule of any outside responsibilities (i.e., employment, work study, campus life, or intercollegiate athletics) and have been told they need to attain the minimum number of clinical hours with their assigned preceptor.
 4. The proper dress code of the clinical site.
 5. The duties the athletic training student may perform, any restriction the athletic training student must abide by, and any expectations specific to this clinical rotation and/or clinical site.
 6. Exchange contact information with the athletic training student.
 7. Provide the athletic training student with a tour of your clinical site (specifically where various daily use and emergency supplies are located, location of the hand washing facilities and BBP PPE is located) and introduce the athletic training student to various other individuals the athletic training student will likely interact with.
- Each athletic training student has been informed that s/he must wear khaki pants (or shorts) and a Missouri Valley College Athletic Training polo shirt to the first preceptor meeting unless they are otherwise notified directly by the assigned preceptor.
- Arrive at the clinical site on time and prepared to teach each day. If maintaining an arranged appointment with an athletic training student is impossible please inform his/her as early in the day as possible. If the athletic training student can not be reached; contact the Clinical Education Coordinator.
- Review and evaluate education competencies that are required of the athletic training student. Only sign and evaluate education competencies that the athletic training student reviews or performs during their time at the clinical site and the preceptor has the knowledge and qualification(s) to evaluate. Each athletic training student has been told to bring their education competencies and their hours log with them each day of their clinical rotations.
- Sign the athletic training students' hours log weekly and ensure s/he put in the correct times; travel time can not be counted towards clinical hours.
- Evaluate and enforce clinical hour maximums of the athletic training students. The Clinical Education Coordination e-mails a form weekly to the preceptors pertaining to the clinical hours of each athletic training student.

- Ensure the athletic training student receives a minimum of one day-off per week from any and all clinical expectations.
- Present him/herself in a professional manner and dress that is appropriate to the particular clinical site. Enforce the dress code specific to the clinical site.
- Attend and actively participate in preceptor training when asked.
- In the event that inclement weather or another dangerous travel situation is present or imminent, contact the athletic training student to inform them that travel is currently unsafe. In the event the athletic training student can not be reached; contact the Clinical Education Coordinator. If the athletic training student is already present at the clinical site and inclement weather, or another dangerous travel situation is present or imminent, release the athletic training student from his/her clinical responsibilities earlier than assigned to aid them travel home safely.
- Inform the Clinical Education Coordinator or the Program Director immediately of any situation where the athletic training student(s) have acted inappropriately towards the preceptor, other facility/staff members, any athletes/patients/clients, or other athletic training students. Notify the Clinical Education Coordinator or the Program Director immediately if the athletic training student chronically shows up late, is ever absent from a scheduled meeting without prior notification, is chronically dressed inappropriately, is unwilling to participate in the clinical site, interacts with the athletes/patients/clients in an inappropriate manner, is interacting with other athletic training students in an inappropriate manner, or performs a duty or act that is not appropriate to their education or skill level. If any of the above happens the preceptor may fill out a Notice of Formal Reprimand on the athletic training students' actions or behavior and submit it to the Clinical Education Coordinator or the Program Director.
- Follow the Missouri Valley College ATP Clinical Supervision and Travel Policy at all times.
- No later than (3) days before the athletic training student's final scheduled day in the clinical rotation, ask the athletic training student for their clinical performance evaluation and schedule a time to meet with the athletic training student on or before the final day at the clinical site to review the clinical performance and the athletic training student's self-evaluation. Before this meeting, complete and provide the athletic training student with the clinical performance evaluation. Compare the clinical performance evaluation to the self-evaluation to discuss the athletic training students' performance, strengths, weaknesses, and any other positives or concerns with the athletic training student during this time. During the meeting, sign both evaluations. The athletic training student will return the forms to the Clinical Education Coordinator.

Missouri Valley College Athletic Training Program Expectations of the Clinical Education Coordinator During the Clinical Rotation/Experience

The following are the responsibility of the Clinical Education Coordinator during a clinical rotation/experience regardless of the clinical site, the preceptor, or the Athletic Training Student:

- Assist the Program Director in designing the Missouri Valley College ATP to adhere to and comply with the accreditation standards set forth by CAATE.
- Assist the Program Director in ensuring the NATA Education Competencies are being taught both didactically and clinically.
- Assist the Program Director in collecting all forms and materials required by the Missouri Valley College ATP in accordance with the annual forms and documentation policy.
- Create the clinical rotations/experience assignment and distribute the clinical rotation assignments to all preceptors and athletic training students in a timely manner.
- Maintain and update the Missouri Valley College ATP Handbook, website, and all policies and procedures.
- Provide the necessary preceptor contact information (i.e., phone number, e-mail, address) to each athletic training student at least 1 week prior to the first day of each clinical rotation/experience.
- Provide the preceptor with information about their athletic training student(s). This information includes, but is not limited to: strengths, weaknesses, previous knowledge (i.e., class, experiences), and a basic athletic training student class schedule.
- Conduct preceptor training sessions in accordance with CAATE standards.
- Create, print, and distribute all education competency books and evaluations (i.e., clinical performance, self, and site) forms required of each athletic training student. This material should be distributed to each athletic training student no later than the first day of class each semester.
- Track weekly hours performed by athletic training students and distribute this information to the Missouri Valley College ATP preceptors weekly.
- Act as an intermediary between the athletic training student and the preceptor (or other athletic training students) if conflicts (i.e., scheduling, communication, personality) occur during a clinical rotation/experience; by providing an equitable solution to the issue(s). The solution should solve the issue adequately for all parties involved.

- Act as an intermediary between the athletic training student and any coach/professor/instructor if a conflict (in schedule) occurs during the clinical rotation/experience; by providing an equitable solution to the issue(s). This would occur when the practice/event time of a sport an athletic training student chooses to participate in or a class the athletic training student is currently taking *directly conflicts* with a particular part of their assigned clinical rotation/experience. This situation is specific to off-campus clinical rotation(s)/experience(s) where (because of travel duration) the athletic training student has a limited amount of time at a particular site and may need to leave early or be excused from the practice/class occasionally to fully participate in their clinical rotation/experience.
- Collect all athletic training student clinical performance evaluations, self-evaluation, clinical proficiencies, hours logs, surgery and physician observation logs, and any other material(s) required by the Athletic Training Program.
- Be available for counseling athletic training students or preceptor as to their current clinical performance, potential conflicts, paperwork, or any other situation where advice may be useful.

Missouri Valley College Athletic Training Program Expectations of the Program Director During the Clinical Rotation/Experience

The following are the responsibility of the Program Director during a clinical rotation/experience regardless of the clinical site, the preceptor, or the athletic training student:

- Design the Missouri Valley College Athletic Training Program to adhere to and comply with the accreditation standards set forth by CAATE.
- Ensure the NATA Education Competencies are being taught both didactically and clinically.
- Ensure quality didactic instructors and preceptors are hired and utilized by the Missouri Valley Athletic Training Program.
- Collect all forms and materials required by the Missouri Valley College Athletic Training Program in accordance with the annual forms and documentation policy.
- Ensure preceptor training is conducted in accordance with CAATE standards.
- Act as an intermediary between the athletic training student and the preceptor (or other athletic training students) if conflicts (i.e., in schedule, communication, personality) occur during a clinical rotation/experience; by providing an equitable solution to the issue(s). The solution should solve the issue adequately for all parties involved.
- Act as an intermediary between the athletic training student and any coach/professor/instructor if a conflict (in schedule) occurs during the clinical rotation/experience; by providing an equitable solution to the issue(s). This would occur when the practice/event time of a sport an athletic training student chooses to participate in or a class the athletic training student is currently taking *directly conflicts* with a particular part of their assigned clinical rotation/experience. This situation is specific to off-campus clinical rotation(s)/experience(s) where (because of travel duration) the athletic training student has a limited amount of time at a particular site and may need to leave early or be excused from the practice/class occasionally to fully participate in their clinical rotation/experience.
- At the conclusion of each academic year, compile composite scores of the preceptor and clinical site evaluations. The information on the evaluations will be condensed and distributed to the preceptor with the athletic training students' individual comments and scores being anonymous. The goal is to assist each preceptor and clinical site in understand how the athletic training student(s) views their clinical teaching skills and the educational quality of the clinical site. This information will be distributed approximately 2 - 3 weeks after the conclusion of the spring semester. In the event that a preceptor has only one athletic training student during the semester (or a similar situation where the anonymity of the athletic training student cannot be reasonably assured) the preceptor may receive this information the following semester or year.
- Counsel athletic training students or preceptors as to their current clinical performance, potential conflicts, paperwork, or any other situation where advice may be useful.
- Provide academic and career advising to athletic training students.

Missouri Valley College Athletic Training Program Retention & Academic/Clinical Probation Policy

Retention

In order for an athletic training student to remain in good academic/clinical standing within the MVC ATP; s/he must satisfy all of the following at the conclusion of each semester:

- Successful completion of in-service training requirements (August only).
- Maintain a minimum cumulative GPA of 3.0 while receiving a minimum of a “B” in each athletic training required major course.
- Successful completion of the required minimum clinical hours.
- Successful completion of surgery observations and physician office hours (juniors only).

Academic/Clinical Probation Policy

Failure to satisfy any of the above retention requirements at the conclusion of any semester will result in the athletic training student being placed on academic/clinical probation for a minimum of 1 semester and undergoing remediation.

If an athletic training student does not earn a minimum of a “B” in an athletic training required major course s/he will be required to halt progression of the ATP until the course is repeated and a minimum grade of “B” is obtained. The course must be repeated during the subsequent academic cycle; likely postponing graduation by an academic year. The athletic training student must formally re-apply to the ATP. If an athletic training student is readmitted to the ATP s/he will be placed within the ATP on a space-available basis. Only the program director has the discretion to determine an appropriate placement within the ATP.

If an athletic training student earns a minimum of a “B” in all assigned athletic training required major courses, but his/her cumulative GPA falls below 3.0; the athletic training student can continue the athletic training major course sequence, but will not be allowed to enroll in the clinical course or perform any clinical duties during the subsequent semester. His/her clinical course will be completed during the subsequent semester once s/he is removed from probation. This may result in additional financial expense and/or graduation postponement.

Dismissal From the Athletic Training Program

In the event any of the following occurs, the athletic training student will be ineligible to continue the athletic training degree program at MVC regardless of any other factors. The individual will be encouraged to pursue other academic degrees available at MVC.

- Failure to remove him/herself from academic/clinical probation within 2 semesters.
- Receive three (3) or more “Notice of Formal Reprimand.”

Missouri Valley College Athletic Training Program Retention & Academic/Clinical Probation Appeals Process

The program director will inform the athletic training student that s/he will be placed on academic/clinical probation within 10 days after the posting of grades at the semester's conclusion.

An athletic training student has the right to appeal academic/clinical probation from the MVC ATP, if the athletic training student feels that s/he completed the retention requirements, or there were/are factors such as undue hardship because of death of a relative, an injury or illness suffered by the athletic training student, a similar special circumstance(s), or the academic/clinical probation decision was not correctly made.

In order to appeal a decision, the athletic training student must submit a typed and signed statement of explanation to the School of Nursing and Health Sciences administrative assistant to be reviewed by the program director.

The typed statement must meet the following criteria:

- Typed statement of explanation (2-page maximum) that describes what should be reconsidered as it pertains to this specific academic/clinical probation notification
- Any associated documentation that specifically substantiates what is described in the typed statement of explanation

This statement of explanation must be received within 10 days after the athletic training student is notified s/he will be placed on academic/clinical probation. If this date occurs on a weekend or holiday the materials must be submitted *before* Missouri Valley College closes. The statement must be printed, signed, and submitted in-person or mailed (same mailing address as listed on the ATP application form). *Statements received by any other means (i.e. e-mail or fax) will not be considered.*

The case will be evaluated by an appeals committee created by the program director. The athletic training student maybe invited to speak to the appeals committee; but this is at the digression of the appeals committee.

The athletic training student will be notified of the appeals committees' decision within 10 working days after the date the appeal was received. This decision is final.

Missouri Valley College

Athletic Training Program

Academic and Clinical Remediation Policy

The underlying goal of the Missouri Valley College athletic training program is to provide an academic and clinical education to athletic training students in a manner which leads to their passing the BOC exam in sufficient quantities to achieve a program wide 70% first time BOC exam pass rate. The following academic and clinical remediation criteria has been implemented to proactively identify individual athletic training students who display signs of academic difficulty and assist those individuals fulfill their athletic training career ambitions. These criteria are designed to be utilized in-addition to and cooperatively with the Retention and Academic/Clinical Probation Policy and the BOC Exam Challenge Policy. The remediation required of athletic training students is in-addition to any other remediation or study-hall requirements of other entities at Missouri Valley College (i.e., athletic teams, social and club organizations, and the retention office). The program director will directly notify any individual who is required to perform remediation. The individual must report to begin remediation within 1 week upon notification.

An athletic training student is required to complete a remediation contract and undergo academic remediation under the following scenarios:

- 1) Failure to maintain a cumulative GPA of 3.0.
- 2) Failure to earn a minimum grade of “B” in each athletic training required major course (as listed in the MVC course catalog).
- 3) Failure to receive a minimum score of 63% in each domain on the “green version” of the NATA Study Guide for the BOC Exam during the first week of returning to campus in August (senior athletic training students only).
- 4) Failure to receive a minimum score of 63% in each domain on the “gold version” of the NATA Study Guide for the BOC Exam during the mid-term evaluation of the fall semester (senior athletic training students only).
- 5) Failure to attend an ACES preparatory workshop during the spring semester of their junior year (as described in the BOC Exam Challenge Policy).
- 6) The athletic training student volunteers to undergo remediation.

Remediation efforts which the athletic training student must undergo and time frames of each remediation:

For #1 and #2 – Complete a minimum of 3 hours of scheduled and supervised study-hall per week at an agreed location. Remediation is performed for an entire academic semester.

For #3 – Complete a minimum of 3 hours of scheduled and supervised study-hall per week at an agreed location. Remediation is performed until the “gold version” of the NATA Study Guide for the BOC Exam is scored.

For #4 – Complete a minimum of 3 hours of scheduled and supervised study-hall per week at an agreed location. Remediation is performed for the remainder of the academic semester.

For #5 – Complete a minimum of 3 hours of scheduled and supervised study-hall per week at an agreed location. Remediation begins the week following the ACES preparatory workshop at the MAATA conference and continues for the remainder of the spring semester.

For #6 – Completes the number of scheduled and supervised study-hall hours per week at an agreed location the athletic training student agreed to perform. Remediation is performed for the length of time agreed to in his/her remediation contract.

Remediation consists of the following criteria:

- 1) Physically meeting with the program director within one week after notification of required remediation. If the athletic training student fails to meet with the program director within one week after s/he is notified by the program direction that remediation is required the program director will complete a “notice of formal reprimand” on the athletic training student for each week the athletic training student fails to meet with the program director.
- 2) Completing and signing a MVC ATP Remediation Contract with the program director which describes the specific remediation tasks/assignments which must be performed in good faith by both parties. MVC ATP remediation contracts can be reviewed in the program directors office.
- 3) Athletic training students will have their clinical hours limited during the time s/he is undergoing remediation. Seniors and juniors will be limited to a ***MAXIMUM*** of 12 clinical hours per week and sophomores will be limited to a ***MAXIMUM*** of 6 clinical hours per week. Athletic training students can also be removed from morning treatment rotations and/or have their clinical rotation changed to allow him/her additional studying time. The program director can determine an alternative. Athletic training students who are voluntary undergoing remediation are exempt from this requirement if they choose.

Missouri Valley College Athletic Training Program BOC Exam Challenge Policy

The Program Director endorses each candidate's application on an individual basis as part of the BOC exam application process. The following criteria must be satisfied BEFORE a candidate's application to sit for and challenge the BOC exam is endorsed by the Program Director. Successful matriculation through the Missouri Valley College Athletic Training Program does not guarantee an athletic training student will be approved to sit for and challenge the BOC exam. An athletic training student who does not satisfy this policy or wishes to not challenge the BOC exam at the conclusion of their senior year can request their athletic training degree be converted into an exercise science degree and graduate with an exercise science degree.

- 1) Remain in good academic standing with Missouri Valley College and the Athletic Training Program as described in the Undergraduate Catalog and the Retention and Academic/Clinical Probation Policy.
- 2) Submit a Missouri Valley College "graduation plan" to the Registrar's office per Missouri Valley College policy and be registered for all necessary courses for graduation.
- 3) Receive a score of "mastery" on a minimum of 80% of the education competencies by the time the Program Director would endorse the BOC exam candidate. Receiving a score of "mastery" on every education competency remains a graduation requirement.
- 4) Provide proof of attendance and meet with the program director after an ACES preparatory workshop during the spring semester of his/her junior year; in conjunction with the MAATA district meeting. If the athletic training student is unable to attend at this specific time s/he must discuss with the program director of an alternative time s/he could attend the ACES workshop. All ACES fees (registration, travel, lodging, and food) are the responsibility of the athletic training student as described in the estimated and required fees and expenses document.
- 5) Obtain a minimum score of "satisfactory" in 4 of the 5 domain sections WITH an overall total weighted cumulative average of 70% on any single BOC self-assessment exams as taken in the "integrated test mode." Scores of "satisfactory" ***DO NOT*** carry over between attempts. If the minimum score is not received on a particular exam the athletic training student cannot attempt that exam again to satisfy this requirement (i.e., once exam #1 is taken it cannot be attempted again). An athletic training student must satisfy this requirement in order to receive a passing grade in AL480 (senior seminar). The athletic training student is allowed a maximum of five separate attempts to satisfy this requirement.

Exams will be conducted by the Program Director (or designee) in a controlled and supervised setting in accordance with regular standardized testing procedures. Exams will be offered monthly starting in November (for a February BOC exam window), January and February (for an April BOC exam window), and March and April (for a June BOC exam window). Athletic training students may choose any of these test dates when s/he believes s/he is prepared to fulfill this requirement. The Missouri Valley College Athletic Training Program will purchase the first exam attempt. Every other exam attempt is at the financial cost of the athletic training student.

6) If an athletic training student is unable to meet criteria #5 by final exam week; the athletic training student has the following choices.

Receive an “incomplete” for the AL480 (senior seminar) course. The athletic training student will have the opportunity to review and attempt the endorsement exam (following the same protocol as described in #5) until the conclusion of the following semester to satisfactorily complete this requirement; per the standard Missouri Valley College incomplete grade completion policy. If an athletic training student does not satisfy this requirement by the conclusion of the following semester s/he will receive the grade of “F” in the AL480 course and must repeat the course in its entirety during the subsequent spring semester.

Request their athletic training degree be converted into an exercise science degree. If an athletic training student chooses this option s/he will be allowed to graduate with all the rights and privileges of an exercise science degree graduate. However, the individual will be UNABLE to sit for their BOC exam at any time. The program director will discuss the ramifications of this option with the individual in further detail.

Once an athletic training student has been endorsed by the Program Director to sit for and challenge the BOC exam; it is the athletic training students' responsibility to pay all associated BOC exam fees and schedule a BOC exam date and time through the BOC website. The athletic training student is encouraged to choose a BOC exam date and time in which s/he will be most prepared to challenge the BOC exam. The candidate should not register for the closest BOC exam date unless the candidate feels prepared to pass the BOC exam on his/her first attempt.

Missouri Valley College

Athletic Training Program

Notice of Formal Reprimand Procedure

1. A preceptor completes the “Notice of Formal Reprimand” form on the day of occurrence. Inform the athletic training student that a notice of formal reprimand has been issued and send the athletic training student home.
2. Within 24 hours, notify the Clinical Education Coordinator or the ATP Director of the infraction and forward the completed notice of formal reprimand form to the Clinical Education Coordinator (tomchukd@moval.edu) or the Program Director (tomchukd@moval.edu). The preceptor may be contacted by the Clinical Education Coordinator or the Program Director to gather further details about the incident and situation.
3. The Clinical Education Coordinator or Program Director will contact the athletic training student and arrange a meeting to discuss the reprimand.
4. During this meeting, the athletic training student will be formally notified of the infraction. The athletic training student will have the opportunity to discuss the situation. A resolution will result from this meeting and will be described on the notice of formal reprimand form.
5. The athletic training student and Clinical Education Coordinator and/or Program Director will sign the notice of formal reprimand and a copy will be placed in the athletic training students’ permanent academic file.
6. The Clinical Education Coordinator or Program Director will notify the preceptor of the outcome of the meeting and the proposed solution.
7. The notice of formal reprimand process should take a maximum of one (1) week from incident to resolution. During this time the athletic training student and preceptor should refrain from discussing the notice of formal reprimand with any party except the Clinical Education Coordinator and/or the Program Director.
8. The athletic training student will not perform any clinical hours or education competencies with any preceptor until the notice of formal reprimand process has concluded.
9. An athletic training student who receives a notice of formal reprimand will have their associated clinical course grade reduced by at least one letter grade.
10. An athletic training student who receives three (3) or more notice of formal reprimand(s) at any time during his/her enrollment in the Missouri Valley College Athletic Training Program can be administratively withdrawn from the Missouri Valley College Athletic Training Program regardless of their GPA, grades in Athletic Training courses, completion of the required education competencies, clinical hours, or satisfactory clinical performance evaluations.

Please remember to communicate with the Clinical Education Coordinator or Program Director about possible negative situations between the athletic training student and other athletic training students, the preceptor, and any other clinical site staff members coaches, or patients. Completing a notice of formal reprimand should be considered a last resort effort to address a specific situation. Most situations can be avoided by address them during their early stages before the point is reached where a notice of formal reprimand must be issued.

Missouri Valley College Athletic Training Program Notice of Formal Reprimand Form

Athletic Training Student: _____

Preceptor: _____

Date of Occurrence: _____

Date of Notification: _____

Violation:

- Late for clinical assignment
- Unexcused absence from clinical assignment
- Excessive absences from class (>2 per week)
- Failure to follow communicable disease policy
- Non-compliance with day-off or minimum/maximum semester hours policies
- Improper/Inappropriate attire worn at clinical site
- Violation of clinical supervision policy
- Breach of patient confidentiality
- Academic dishonesty
- Insufficient progress on education competencies
- Inappropriate conduct not consistent with BOC behaviors
- Failure to comply with a signed remediation contract or report for remediation
- Other, specify: _____

Preceptor – Describe the violation and any previous action(s) you have taken:

CEC and/or PD – Describe your discussion of the incident with the preceptor and ATS:

CEC and/or PD – Describe the outcome of these discussions and the suggested resolution:

Athletic Training Student Signature: _____

Date: _____

CEC or PD Signature: _____

Date: _____

Missouri Valley College Athletic Training Program Clinical Evaluation and Grading Process

The grading policy for each clinical course (sophomore, junior, senior) is different. Please refer to the clinical syllabus for the specific clinical course enrolled in to determine how the final grade is determined. The grading procedure may change after the conclusion of each semester of an academic semester or year. The athletic training student will receive a syllabus for each clinical course on or before the first day of classes each semester.

Additionally, each fall and spring all clinical athletic training students may be required to meet with the Clinical Education Coordinator during an arranged time(s).

Appendix A – Advising Tools

4-Year Academic Plan (Prior to Fall 2016)

4-Year Academic Plan (Fall 2016 and After)

Missouri Valley College

Athletic Training Program

4-Year Academic Plan (Prior to Fall 2016)

Freshman Year—Fall Semester		
Title of Course	Course Code	Credit Hours
Introduction to Athletic Training	AL 130	3
Principles of Biology With Lab (Core IIIA)	BI 104	4
First Aid and CPR	PE 233	2
MA 150 or Higher (Core IB)	MA 150, 165, or 200	3
Rhetoric and Composition (Core IA)	EN 130	3
Freshman Seminar	GS 150	1
Total Credit Hours		16

Freshman Year—Spring Semester		
Title of Course	Course Code	Credit Hours
Techniques of Taping	AL 230	2
Human Anatomy & Physiology I w/Lab	BI 275	4
Introduction to Statistics (Core IB)	MA200	3
Literature and Composition (Core IA)	EN 160	3
Principles of Psychology (Core IIIB)	PY 100	3
Introduction to Medical Terminology	HL 140	1
Total Credit Hours		16

Sophomore Year—Fall Semester		
Title of Course	Course Code	Credit Hours
Clinical I	AL 201	1
Lower Extremities Advanced Athletic Training w/ Lab	AL 333	3
Athletic Training Practical Applications	AL 340	3
Human Anatomy & Physiology II w/ Lab	BI 285	4
Health Assessment	NU 150	3
Lifetime Wellness (Core IIB)	PE 221	2
Total Credit Hours		16

Sophomore Year—Spring Semester		
Title of Course	Course Code	Credit Hours
Clinical II	AL 202	1
Upper Extremities Advanced Athletic Training w/ Lab	AL 335	3
General Medical Conditions	AL 360	3
Pathophysiology for Health Professionals	HL 280	3
Public Speaking (Core IA)	SP 100	3
Art and Creativity Core (Core IIID)		3
Total Credit Hours		16

Junior Year—Fall Semester		
Title of Course	Course Code	Credit Hours
Clinical III	AL 303	2
Therapeutic Modalities w/ Lab	AL 355	4
Exercise Physiology	EX 335	3
Human Nutrition	EX 385	3
Principles of Pharmacology	HL 260	2
Multi-Cultural Sensitivity Core (Core IIA)		3
Total Credit Hours		17

Junior Year—Spring Semester		
Title of Course	Course Code	Credit Hours
Clinical IV	AL 304	2
Kinesiology	EX 334	3
Health and Fitness Testing	EX 320	3
Evidence-Based Practice	NU 365	3
Pathophysiology for Health Professionals	HL 280	3
Science and Inquiry Core (Core IIIA)		3 - 5
Total Credit Hours		17 - 19

Senior Year—Fall Semester		
Title of Course	Course Code	Credit Hours
Clinical V	AL 405	3
Organization and Administration of Athletic Injuries	AL 450	3
Health Promotion and Exercise Prescription	EX 400	3
Historical Knowledge Core (Core IIIC)		3
Multi-Cultural Sensitivity Core (Core IIA)		3
Total Credit Hours		15

Senior Year—Spring Semester		
Title of Course	Course Code	Credit Hours
Clinical VI	AL 406	3
Senior Seminar	AL 480	3
Art and Creativity Core (Core IIID)		3
Informed Citizenship Core (Core IIC)		3
Ethics Core (Core IID) – Biomedical Ethics Recommended	PL 150 (Recommended)	3
Total Credit Hours		15

Total credit hours; 128-130 with 57 upper-division credit hours. Minimum needed to meet Missouri Valley College graduation requirements; 120 total credit hours with 40 upper-division credit hours.

The above 4-Year Academic Plan is for individuals pursuing a single Bachelor's of Science degree in Athletic Training. The Missouri Valley Athletic Training Program encourages athletic training students to pursue additional degrees and minors as they relate to their personal interests.

In order to graduate in a timely manner, you should decide early in your education at Missouri Valley College which other major and/or minor you wish to pursue. The classes and responsibilities required for your additional degree(s) will be in addition to your Athletic Training responsibilities.

Missouri Valley College

Athletic Training Program

4-Year Academic Plan (Fall 2016 and After)

Freshman Year—Fall Semester		
Title of Course	Course Code	Credit Hours
Introduction to Athletic Training I	AL 135	1
Introduction to Athletic Training II	AL 136	2
Principles of Biology With Lab (Core IIIA)	BI 104	4
First Aid and CPR	PE 233	2
College Algebra	MA 165	3
Rhetoric and Composition (Core IA)	EN 130	3
Freshman Seminar	GS 150	1
Total Credit Hours		16

Freshman Year—Spring Semester		
Title of Course	Course Code	Credit Hours
Techniques of Taping and Bracing	AL 230	2
Human Anatomy & Physiology I w/Lab	BI 275	4
Introduction to Statistics (Core IB)	MA200	3
Literature and Composition (Core IA)	EN 160	3
Principles of Psychology (Core IIIB)	PY 100	3
Introduction to Medical Terminology	HL 140	1
Total Credit Hours		16

Sophomore Year—Fall Semester		
Title of Course	Course Code	Credit Hours
Clinical I	AL 201	1
Lower Extremities Advanced Athletic Training w/ Lab	AL 333	3
Athletic Training Practical Applications	AL 340	3
Human Anatomy & Physiology II w/ Lab	BI 285	4
Health Assessment	NU 150	3
Personal Health and Conditioning	EX 245	2
Total Credit Hours		16

Sophomore Year—Spring Semester		
Title of Course	Course Code	Credit Hours
Clinical II	AL 202	1
Upper Extremities Advanced Athletic Training w/ Lab	AL 335	3
General Medical Conditions	AL 360	3
Therapeutic Exercise w/Lab	AL 358	4
Public Speaking (Core IA)	SP 100	3
Lifetime Wellness (Core IIB)	PE 221	2
Total Credit Hours		16

Title of Course	Course Code	Credit Hours
Clinical III	AL 303	2
Therapeutic Modalities w/ Lab	AL 355	4
Exercise Physiology	EX 335	3
Human Nutrition	EX 385	3
Principles of Pharmacology	HL 260	2
Multi-Cultural Sensitivity Core (Core IIA)		3
Total Credit Hours		17

Junior Year—Spring Semester		
Title of Course	Course Code	Credit Hours
Clinical IV	AL 304	2
Kinesiology	EX 334	3
Health and Fitness Testing	EX 320	3
Evidence-Based Practice	NU 365	3
Pathophysiology for Health Professionals	HL 280	3
Science and Inquiry Core (Core IIIA)		3 - 5
Total Credit Hours		17 - 19

Senior Year—Fall Semester		
Title of Course	Course Code	Credit Hours
Clinical V	AL 405	3
Organization and Administration of Athletic Injuries	AL 450	3
Health Promotion and Exercise Prescription	EX 400	3
Historical Knowledge Core (Core IIIC)		3
Multi-Cultural Sensitivity Core (Core IIA)		3
Total Credit Hours		15

Senior Year—Spring Semester		
Title of Course	Course Code	Credit Hours
Clinical VI	AL 406	3
Senior Seminar	AL 480	3
Art and Creativity Core (Core IIID)		3
Informed Citizenship Core (Core IIC)		3
Ethics Core (Core IID) – Biomedical Ethics Recommended	PL 150 (Recommended)	3
Total Credit Hours		15

Total credit hours; 128-130 with 57 upper-division credit hours. Minimum needed to meet Missouri Valley College graduation requirements; 120 total credit hours with 40 upper-division credit hours.

The above 4-Year Academic Plan is for individuals pursuing a single Bachelor's of Science degree in Athletic Training. The Missouri Valley Athletic Training Program encourages athletic training students to pursue additional degrees and minors as they relate to their personal interests.

In order to graduate in a timely manner, you should decide early in your education at Missouri Valley College which other major and/or minor you wish to pursue. The classes and responsibilities required for your additional degree(s) will be in addition to your Athletic Training responsibilities.

Appendix B – Athletic Training Program Application, Transfer, and Admittance Information

Application and Admission Requirements

Selection Process

Selection Appeals Process

Application for Admission

Application for Admission Check-off List

Applicant Reference Form Directions

Applicant Reference Form

Transfer Policy

Missouri Valley College Athletic Training Program Application and Admission Requirements

The admission requirements listed below are for individuals who enroll at Missouri Valley College with the intention of completing his/her bachelor's degree in Athletic Training at Missouri Valley College to become eligible to sit for the BOC Exam. Applicants who are considering transferring should also examine the transfer policy.

The Missouri Valley College Athletic Training Program is a competitive entry program consisting of a limited number of available openings each academic year. This number may vary depending on clinical sites, preceptors, transfers, and graduates. Applying and meeting the entry requirements does not guarantee admission into the Missouri Valley College Athletic Training Program.

The current application and admission requirements for the Missouri Valley College ATP are:

- ACT composite score of 22+ (SAT 1530+) and a 50th percentile score on the TEAS AH Test
- ACT composite score of 21 (SAT 1470) and a 68th percentile score on the TEAS AH Test
- ACT composite score of 20 (SAT 1410) and a 82nd percentile score on the TEAS AH Test
- Minimum cumulative college GPA of 3.0
- Minimum of sophomore academic status when the prospective athletic training student begins the Athletic Training Program (during the fall semester)
- Perform a minimum of 75 observation hours under the supervision of an athletic trainer during college by the application deadline (February 15th)
- Completion of the prerequisite courses (with a "B" or better) by the time the prospective athletic training student would begin the Athletic Training Program (during the fall semester).

Missouri Valley College ATP prerequisite courses:

▪ AL 135 – Introduction to Athletic Training I	1 Credit Hour
▪ AL 136 – Introduction to Athletic Training II	2 Credit Hours
▪ AL 230 – Techniques of Taping and Bracing	2 Credit Hours
▪ BI 275 – Human Anatomy and Physiology I (and lab)	4 Credit Hours
▪ HL 140 – Medical Terminology	1 Credit Hour
▪ MA 200 – Statistics	3 Credit Hours
▪ PE 233 – First Aid and CPR	2 Credit Hours
▪ PY 100 – Principles of Psychology	3 Credit Hours

18 Total Credit Hours

***ALL MATERIALS MUST BE SUBMITTED TO THE DIVISION OF HEALTH SCIENCES
ADMINISTRATIVE ASSISTANT BY FEBRUARY 15TH***

If February 15th occurs on a weekend, the deadline will be the Monday following the weekend

Missouri Valley College Athletic Training Program Selection Procedure

All applicants must currently possess the following admission criteria for further consideration:

- Cumulative college GPA of 3.0 (calculated with spring mid-semester grades)
WITH
- ACT composite score of 22+ (SAT 1530+) and a 50th percentile score on the TEAS AH Test
- ACT composite score of 21 (SAT 1470) and a 68th percentile score on the TEAS AH Test
- ACT composite score of 20 (SAT 1410) and a 82nd percentile score on the TEAS AH Test

Applicant percentile scores are based on the following criteria:

- | | |
|--|-----|
| • Cumulative Academic Performance (GPA) | 45% |
| • Applicant Reference Forms | |
| ○ Certified/Licensed Athletic Trainer | 10% |
| ○ Professor/Instructor | 10% |
| ○ Other – Not Family | 10% |
| • Professional Behavior Evaluation by Clinical Staff | 15% |
| • Application Essay | 10% |

Selection process:

- Although an interview (on-site/phone/video) is not a component of the selection process, the MVC ATP reserves the right to interview applicants as part of the selection process.
- Percentile scores are created based on the above criteria. It is this final percentile in which candidates are selected from. If an applicants' final score is below the 50th percentile s/he may not be offered a position regardless of availability.
- Applicants will be notified no later than April 1st of his/her admission status (accepted, wait listed, or declined).
 - Accepted applicants must officially accept or decline his/her position.
 - If an accepted applicant declines his/her position, an applicant on the wait list (who meets the criteria) may be offered the available position.
 - If an accepted applicant fails to meet the entry-requirements after the conclusion of the spring semester, an applicant on the "wait list" (who meets the criteria) may be offered the available position OR the accepted candidate maybe given the opportunity during the summer semester to meet the entry-requirements.
 - If an applicant is declined admission into the MVC ATP s/he will not be offered a position regardless of availability.
- Applicants have until the conclusion of the MVC summer semester to satisfy any selection criteria deficiencies.
- Applicants ***will not*** be allowed to begin the Missouri Valley College ATP if s/he is on academic or clinical probation (see Retention and Academic/Clinical Probation Policy).
- If accepted, the applicant is responsible for completing all tasks describe in the Annual Forms and Documentation Policy.

Missouri Valley College Athletic Training Program Selection Appeals Process

Applicants have the right to appeal a Missouri Valley College Athletic Training Program selection committee decision if s/he believes the decision was made incorrectly or if there are/were extenuating circumstances which the selection committee did not know or did not fully consider.

If an applicant wishes to appeal his/her selection status the candidate must submit the documents described below to the Missouri Valley College School of Nursing and Health Sciences Administrative Assistant ***OR*** the Program Director by April 15th for the appeal to be considered. If April 15th occurs on a weekend, the materials must be submitted *before* Missouri Valley College closes for the weekend. The statement must be printed, signed, and submitted in-person. *Statements received by any other means (i.e. e-mail, fax, mail) will not be considered.*

- Typed and signed explanation (2-page maximum) that describes to the selection committee what should be reevaluated as it pertains to the applicants' and his/her application.
- Any other documentation that specifically substantiates what is described in the applicants' explanation.

The Missouri Valley College Athletic Training Program selection committee will reconvene to consider the documentation provided. The applicant may be invited to speak to the selection committee; but this is at the digression of the selection committee.

Applicants will be notified of the selection committee's decision by May 1st. This decision is final.

Missouri Valley College Athletic Training Program Application for Admission

Attach a current photo of yourself here. This is for recognizing applicants during the application process and WILL NOT be used as entry criteria.

BIOGRAPHICAL INFORMATION

Name _____
Last First Middle Initial

Missouri Valley College Student ID Number OR Social Security Number _____

Permanent Address _____
Number Street City, State, Zip

Home Phone () _____ Cell Phone () _____

School Address _____
Number Street City, State, Zip

E-mail Address _____ Birth Date _____

COLLEGE/UNIVERSITY

List the college/university you are *currently* attending. If you are not currently attend a college/university please explain: _____

Missouri Valley College Other _____

Dates of Attendance at Current College/University _____

List all past colleges/universities attended (i.e., dual credit credits, previous colleges/universities)

College/University _____ Dates of Attendance _____

College/University _____ Dates of Attendance _____

College/University _____ Dates of Attendance _____

If you have attended ANY college/university other than Missouri Valley College; ensure the Missouri Valley College registrar receives an official transcript from each college/university by February 15th.

Current Cumulative GPA (does not include courses currently enrolled in) _____

ACT composite score _____ OR SAT composite score _____

Score on TEAS AH test OR date you plan to take this test _____

ATHLETIC TRAINING EXPERIENCE

Number of years as an Athletic Training Student: H.S. _____ College ✓ _____

ATHLETIC TRAINING RELATED EDUCATIONAL EXPERIENCES (i.e., workshops, camps, internships, job shadowing, large athletic/sporting events):

ACADEMIC AND WORK HISTORY

Complete the following sections or attach a resume containing the information below

ACADEMIC HONORS OR AWARDS (i.e., deans list, scholarships obtained):

EXTRACURRICULAR ACTIVITIES IN HIGH SCHOOL AND COLLEGE (i.e., clubs, athletics, volunteer, church functions):

HEALTH CARE RELATED WORK EXPERIENCE (i.e., lifeguarding):

CERTIFICATIONS RECEIVED (i.e., CPR, first aid, lifeguard, personal training, nursing):

PREVIOUS WORK HISTORY (i.e., summer jobs, employment history not described above):

OTHER INFORMATION (include any additional information about yourself which does not fit into the previous categories):

WRITTEN ESSAY

Include a written essay in which you describe the following: 1) brief personal history, 2) rationale for selecting athletic training as a career, 3) and short- and long-term professional career goals. Please do not include your name within the text of your essay. No longer than two pages, double-spaced, with 1 inch margins.

REFERENCES

List the individuals who will be providing your references. The MVC ATP reference form and directions are located on the ATP website under "prospective students."

Certified/Licensed Athletic
Trainer:

Professor/Instructor:

Other – NOT FAMILY:

Name and Credentials

Name and Credentials

Name and Credentials

OBSERVATION HOURS

All applicants must submit documentation of a MINIMUM of 75 hours of athletic training observation hours. If you are currently attending Missouri Valley College complete your observation hours log and we will gather it as usual. If you are a transfer applicant submit documentation of 75 hours of observation with your application. This can either be a "timesheet" or a letter from an athletic trainer certifying you have performed a minimum of 75 hours of observation after high school. This can be included as part of a reference form.

PREREQUISITE COURSES

A minimum cumulative GPA of 3.0 and a "B" in each of the following courses is required to be accepted into the MVC ATP:

Intro to Athletic Training I
Intro to Athletic Training II
Techniques of Taping

Human A & P I with Lab
Medical Terminology
Statistics

First Aid and CPR
Principles of Psychology

PREREQUISITE EXAMINATIONS

ACT composite score of 22+ (SAT 1530+) and a 50th percent score on the TEAS AH Test
ACT composite score of 21 (SAT 1470) and a 68th percent score on the TEAS AH Test
ACT composite score of 20 (SAT 1410) and a 82nd percent score on the TEAS AH Test

KNOWN DEFICIENCIES

If you WILL NOT complete a prerequisite course listed above with at least a "B" or believe you WILL NOT meet the minimum GPA requirement of 3.0 by the end of the spring semester please describe your plans to meet the ATP prerequisite courses and/or GPA requirements by August: _____

If you DO NOT currently meet the prerequisite examination requirements please describe your plans to meet these requirements by August: _____



I have answered all of the above questions to the best of my knowledge, completely, and truthfully. I understand that if I do not currently possess the minimum ACT/SAT composite score, cumulative GPA, TEAS AH test percent score, or pre-requisite course grades my application may not be considered further.

Signature of Applicant

Date



Please submit all application materials by February 15th to the Missouri Valley College Athletic Training Program. If February 15th occurs over a weekend the deadline will be the Monday following the weekend:

Missouri Valley College
Athletic Training Program Application
Division of Health Sciences
Tammy Plains
500 E. College
Marshall, MO 65340
P: 660-831-4063
F: 660-831-0975
plainst@moval.edu

Missouri Valley College Athletic Training Program Application for Admission Check-off List

Ensure the following information is completed and submitted by February 15th. If February 15th occurs over a weekend the deadline will be the Monday following the weekend. It is recommended that your application be received before any other documents (i.e., hours log, transcripts, and reference forms).

- Application form (with current photo attached)
- Written essay
- 3 reference forms – The reference form and directions are located separately on the MVC ATP website under “prospective students”

1 from a certified or licensed athletic trainer

1 from a professor or instructor

1 from another individual of your choice who IS NOT a family member

- Hours log
 - MVC Observation Students
 - Ensure your observation log is completed – we will collect them

Transfer Students

Submit an athletic training hours log listing a MINIMUM of 75 hours

OR

A letter/statement from an athletic trainer certifying you have completed a MINIMUM of 75 hours of observation. These hours must be performed after high school. This can be included as part of a reference form.

- ACT/SAT report form (international and transfer students only)
- TEAS AH test (scheduled or taken)
- Official transcripts (transfer students only)
- Resume (optional)

Missouri Valley College Athletic Training Program Applicant Reference Form Directions

Three completed reference forms must be submitted with each application before consideration for admittance into the Missouri Valley College Athletic Training Program can begin. We recommend each applicant give their references ample time to complete and return the recommendation form.

Reference forms may be submitted directly from the recommender or given to the applicant to submit.

All reference forms MUST be submitted in a sealed and signed envelope.

Applicants must complete the “applicant information” at the top of each reference form before giving the form to their chosen reference.

A total of three references are required; one reference from each category below:

- Certified or Licensed Athletic Trainer – Can be from Missouri Valley College, high school, junior college, job shadow, etc
- Professor or Instructor – Preferably from a college instructor who instructed you in a Missouri Valley College ATP pre-requisite course
- Other Individual of Your Choice (Who IS NOT Family) – Can be another athletic trainer, instructor/professor, work supervisor, coach, health care professional, clergy, etc

Applicants please ensure the following:

- The “applicant information” section located at the top of each reference form is completed BEFORE it is given to your chosen reference to complete.
- Write the individuals who are completing reference forms for your Missouri Valley College ATP application on the Missouri Valley College ATP application form.
- The Missouri Valley College ATP application form is submitted BEFORE or SIMOTANEOUSLY with the completed reference forms. A reference form should not be received by the Missouri Valley College ATP before an application.

REMEMBER THESE INDIVIDUALS ARE TAKING TIME OUT OF THEIR BUSY SCHEDULE TO ASSIST YOUR APPLICATION AND ARE DOING SO COMPLETELY VOLUNTARY

THANK THEM FOR THEIR TIME AND ASSISTANCE

Missouri Valley College Athletic Training Program Applicant Reference Form

APPLICANT INFORMATION
(TO BE COMPLETED BY APPLICANT BEFORE GIVEN TO A CHOSEN REFERENCE)

Applicant name: _____

Please mark which recommender type is completing this reference form:

Certified/Licensed Athletic Trainer Professor/Instructor Other – Not Family

Please read and check ONE of the following statements:

I waive my right to review this reference form (the applicant can never view this form).

I do not waive my right to review this reference form (the applicant may be allowed to review this form at a later date).

Applicant Signature: _____

Date: _____

REFERENCE INFORMATION
(TO BE COMPLETED BY RECOMMENDATOR)

Name and Credentials: _____ E-Mail: _____

Job Title and Location/Institution/Affiliation: _____

Address: _____ Phone: _____

How long have you known applicant: _____ Years _____ Months

In what capacity have you known the applicant: _____

Please describe the *most positive* characteristics and/or attributes of this applicant: _____

Please describe the *weaknesses and limitations* of this applicant: _____

Please state any additional information or comments you believe the selection committee should know about this applicant: _____

Revised: August 1, 2016

Please rank the applicant in the following areas (percentile rank as compared to other individuals):

5 = Outstanding (Above 90%)

2 = Below Average (Between 50% and 25%)

4 = Above Average (Between 90% and 75%)

1 = Poor (Below 25%)

3 = Average (Between 75% and 50%)

NA = Unable to rank/Did not observe

	5	4	3	2	1	NA
Dependability/Responsibility						
Time Management Skills						
Emotional Maturity						
Confidence						
Initiative						
Work Ethic						
Willingness to Learn						
Critical Thinking Ability						
Ability to Take Criticism and Adjust to the Criticism						
Academic Potential						
Interest in Athletic Training Profession						

Which of the following BEST describes your overall rating of this applicant?

___ Recommend Strongly

___ Neutral – Unable to Formulate an Opinion (Positive or Negative)

___ Recommend

___ DO NOT Recommend

___ Recommend With Reservations

Athletic Trainers ONLY – Do you believe this applicant has the ability to complete a CAATE accredited ATP and make a positive addition/contribution to the athletic training profession?

___ Yes

___ No

May the selection committee contact you for additional information? ___ Yes ___ No

Signature: _____

Date: _____

Please Submit Original Reference Form in a Sealed and Signed Envelope by February 15th to:

Missouri Valley College
 Athletic Training Program Application
 Division of Health Sciences
 Tammy Plains
 500 E. College
 Marshall, MO 65340
 P: 660-831-4063
 F: 660-831-0975
plainst@moval.edu

Revised: August 1, 2016

Missouri Valley College Athletic Training Program Transfer Policy

The Missouri Valley College Athletic Training Program wishes to admit the best cohort (class) each year. In order to accomplish this goal, the inclusion of potential transfer applicants from Athletic Training Programs (community college, junior college, or 4-year university level) is encouraged. If a candidate believes that the Missouri Valley College Athletic Training Program best fits his/her personality, interests, and learning style; please consider applying.

Candidates who are considering transferring into the Missouri Valley College Athletic Training Program, should contact the Program Director or Clinical Education Coordination in the fall or early spring to determine if s/he possess the requirements that would allow for acceptance into the Missouri Valley College Athletic Training Program. The earlier the Program Director or Clinical Education Coordinator is contacted the more assistance can be provided in transferring into the Missouri Valley College Athletic Training Program.

Candidates who meet or will meet the requirements listed below AND possess Athletic Training experience(s) in college (community college, junior college, or 4-year university level) may be admitted to the Missouri Valley College Athletic Training Program without needing to take the prerequisite courses at Missouri Valley College. Candidates who do not (or cannot) meet the requirements listed below, and are interested in the Missouri Valley College Athletic Training Program; must take the prerequisite classes at Missouri Valley College and apply the following year.

1. Completion of the Missouri Valley College Athletic Training Program prerequisite courses by the time the prospective athletic training student would begin the Athletic Training Program (during the fall semester). A minimum of a "B" in each of the Missouri Valley College ATP prerequisite courses is required to enter the Missouri Valley College Athletic Training Program.
2. Possess a *minimum* cumulative GPA of 3.0.
3. Have documented evidence (i.e., letter, timesheet, etc) that a *minimum* of 75 contact hours has been performed under the direct supervision of an ATC.

Candidates must also satisfy the ACT/SAT and TEAS AH testing requirements as described in the "Selection Procedure" document.

Candidates who meet the above requirements, may apply for the Athletic Training Program without taking the prerequisite courses at Missouri Valley College. Please formally apply by the application deadline. The following materials are needed of transfer athletic training candidates in addition to the regularly required application materials:

1. Official transcripts
2. Course syllabi or a catalog description of each of the prerequisite course
3. Documentation of clinical hours (signed hours log or a statement from a supervising ATC attesting to how many clinical hours the candidate has performed)

These materials MUST be submitted as described on the application by the deadline for full consideration. Candidates will be informed of his/her admission status by April 1st. If accepted as an athletic training student at Missouri Valley College, candidates MUST apply to and be formally accepted as a student at Missouri Valley College. Contact the Missouri Valley College admissions department to apply to Missouri Valley College. The candidate will then be required to complete all the requirements of a Missouri Valley College Athletic Training Student. If a candidate is still currently taking prerequisite classes (or does not currently meet the prerequisite examination scores as described on the application form) at the time of acceptance notification, the candidate is considered provisionally admitted into the Missouri Valley College Athletic Training Program and must fully satisfy the application requirements by August otherwise his/her acceptance rescinded.

Depending on the athletic training knowledge, clinical experience, references, recommendations, and availability in the cohort; the transfer Athletic Training Student may be admitted as a sophomore or junior. Transferring to Missouri Valley College from another institution *is not* a guarantee of being placed as a junior. All transfer athletic training students must be formally enrolled in the Missouri Valley College Athletic Training Program for a minimum of 4 academic semesters.

If a candidate applies for and is not accepted into the Missouri Valley College Athletic Training Program; s/he is encouraged to apply the following year.

The Missouri Valley College ATP has a formal articulation agreement with Iowa Western Community College. If the candidate is considering transferring to Missouri Valley College from Iowa Western Community College, discuss the decision with the Iowa Western Community College Head Athletic Trainer.

Appendix C – Annual Forms

Estimated Required Fees and Expenses

Annual Forms and Documents Policy

Immunization, Hepatitis B, and TB Forms Directions

Immunization Records Form

Hepatitis B Waiver Form

Tuberculin (TB) Testing Record Information Form

Technical Standards for Admission

Communicable Disease Policy

Minimum Dress Standards

Handbook Acknowledgement Form

Family Care Safety Registry Instructions

Waiver of Liability and Hold Harmless Agreement

Missouri Valley College Athletic Training Program Estimated Required Fees and Expenses 2017-2018 Academic Year

Below is a summary of the estimated required fees and expenses that you will incur being selected into the Missouri Valley College ATP. Cost of tuition, room and board, institutional fees, required textbooks, and recommended study materials are not included in this estimate.

Missouri Valley College tuition, room and board, institutional fees, and textbook program fees are adjusted each year and are consistent amongst all students at Missouri Valley College. The most current Missouri Valley College tuition, room and board, and institutional fees are posted on the Missouri Valley College website at http://www.moval.edu/financial_aid/cost_attendance.php; or www.moval.edu under the “offices,” “financial aid,” and “cost of attendance.”

Missouri Valley College ATP required fees and expenses are subject to change each year and are given as approximations so athletic training students can plan for their estimated additional expenses by being accepted into the Missouri Valley College ATP. Several fees are set by outside companies and organizations and are not controlled by Missouri Valley College and/or the Missouri Valley College ATP. The Missouri Valley College ATP fees for the upcoming academic year are determined in May.

It is highly recommended that each Missouri Valley College athletic training student maintain medical/health insurance during their sophomore, junior, and senior year. This can either be purchased by the athletic training student directly, or s/he can be covered under the insurance policy of a parent/guardian/spouse/government entity/or relative.

Missouri Valley College ATP Estimated Required Fees and Expenses

Freshman Year:

Total lab fees for required pre-requisite courses (approximately)	\$180
Total prerequisite examination fees (approximately)	\$70

Freshman Year Total (approximately) \$250

Sophomore Year:

Total lab fees for required courses (approximately)	\$265
Missouri Department of Health & Senior Services Background Check	\$15
NATA National Membership Dues	\$60
District and State Membership Dues	\$10 – \$45
Professional Liability Insurance (HPSO)	\$37
TB Test (approximately)	\$10
Transportation Costs to Clinical Assignments (approximately)	\$200
ATP Clothing (approximately)	\$100

Sophomore Year Total (approximately) \$697 – \$732

Junior Year:

Total lab fees for required courses (approximately)	\$50
NATA National Membership Dues	\$60
District and State Membership Dues	\$10 – \$45
Professional Liability Insurance (HPSO)	\$37
TB Test (approximately)	\$10
Transportation Costs to Clinical Assignments (approximately)	\$300
ACES Registration, Transportation, and Housing (approximately)	\$500

Junior Year Total (approximately) \$967 – \$997

Senior Year:

Total lab fees for required courses (approximately)	\$50
NATA National Membership Dues	\$60
District and State Membership Dues	\$10 – \$45
Professional Liability Insurance (HPSO)	\$37
TB Test (approximately)	\$10
Transportation Costs to Clinical Assignments (approximately)	\$300
BOC Qualification Examinations (Each attempt)	\$30

Senior Year Total (approximately) \$495 – \$532

Athletic training students who successfully meet the Missouri Valley College Athletic Training Program BOC challenge policy must pay all BOC examination, travel, and other related fees in order to take the examination. Those costs are currently approximately \$450.

It is highly recommended that all athletic training students attend state, district, and national athletic training conferences, meetings, and symposiums during their time at Missouri Valley College. These costs vary depending on the location, type, and fundraising endeavors. These costs maybe offset by the Missouri Valley College Athletic Training Student Organization.

Missouri Valley College Athletic Training Program Annual Forms and Documentation Policy

In order for an athletic training student to perform any clinical rotation in the Missouri Valley College ATP, s/he must complete, perform, and/or provide all the information listed below:

- Sophomores to-be in the fall or transfer students only:
 - Evidence of NATA student membership (NATA membership card) by April 20th; www.nata.org
 - Immunization records form
 - Technical standards for admission form
 - Hepatitis B vaccination, proof of past infection, or signed Hepatitis B waiver form
 - Missouri Department of Health and Senior Services Family Care Safety Registry (either online or paper); refer to background check instructions document
- Every athletic training student in the Missouri Valley College ATP:
 - Evidence of NATA student membership (NATA membership card) by the first day of class in January; www.nata.org
 - Technical standards for admissions form ***IF*** you sustained a severe physical or neurological injury, were diagnosed with a learning disability or mental illness, or became pregnant since your first completed this document
 - Evidence of malpractice liability insurance (www.hpsso.com)
 - Tuberculin (TB) testing record information form
 - Signed Missouri Valley College waiver of liability and hold harmless agreement
- The Missouri Valley College ATP will perform the following in August with all athletic training students during mandatory annual training. All athletic training students must be present. See clinical syllabus for additional information:
 - Current First Aid and CPR for the professional rescuer certification
 - Blood borne pathogen (BBP), and HIPPA/FERPA training
 - Communicable disease policy review and ATP handbook acknowledgement
 - Missouri Valley College ATP policy reviews
 - Various education sessions (i.e., Taping, Emergency Procedures, EAP, Equipment Fitting, Weather and Climate)

All of the above information must be sent to the Division of Health Sciences administrative assistant OR given to the Program Director on or before the date of the first Missouri Valley College Athletic Training Program meeting in August.

Missouri Valley College
Division of Health Sciences
500 E. College
Marshall, MO 65340
Attn: Tammy Plains
660-831-4063
plainst@moval.edu

Failure to provide the information listed above by the stated dates may result in the following penalties:

- Being unable to undergo any hands-on athletic training clinical development by being barred from providing athletic training related services to any athlete or patient under a Missouri Valley College ATP site contract. You are still required to attend your clinical site and all meetings. The duties you will perform will be practice and game/event set-up, facility hygiene, paperwork, and all other duties that do not involve the direct application of clinical skills on knowledge in a hands-on manner with that population. If your clinical site does not need those services, you will be assigned to the Missouri Valley College athletic training facility.
- Reduction in your final grade for your associated clinical course (see clinical syllabus).
- Removal (administratively withdrawn) from your associated clinical course. Once your satisfactory meet the requirements of the annual forms and documentation policy, you need to petition to be reinstated into your associated clinical course. This may require you petitioning the instructor, program director, registrar, and/or the vice president of academic affairs for re-admittance into the course per standard Missouri Valley College policy; which may include paying related fees.
- The program director completing a notice of formal reprimand.

The penalty(s) given is solely at the digression of the program director and/or clinical education coordinator. Multiple penalties may occur and are contingent upon which information is delinquent, how long it has been delinquent, and if the athletic training student has a history of delinquency.

Missouri Valley College Athletic Training Program Immunization, Hepatitis B, and TB Forms Directions

Sophomores to-be in the fall or transfer athletic training students must perform the following tasks:

- 1) Complete the immunization records form. This form must be completed and submitted *in addition to* any immunization documentation you have previously provided to the Missouri Valley College Student Health Center. The immunizations listed under “required” on this form are required at many clinical sites and are utilized to determine if the athletic training student possesses the appropriate immunization for health care providers. Any “recommended” immunizations listed on the form are not mandatory as part of the Missouri Valley College Athletic Training Program; but are recommended to prevent certain diseases and their transmission and are part of the Missouri Valley College Student Health Center immunization recommendations.
- 2) Document his/her hepatitis B status by providing ONE of the following:
 - A) Providing documentation s/he has completed the entire Hepatitis B vaccination series on the immunization record form (listed under “recommended” immunizations).
 - B) Starting the series of Hepatitis B vaccinations before entering the Missouri Valley College Athletic Training Program; but not yet finishing the vaccination series. Bring appropriate documentation and the Missouri Valley College Student Health Center can assist you in finding a health care facility to continue the vaccination series.
 - C) Provide documentation from a physician certifying that s/he has had a past infection of the Hepatitis B virus.
 - D) Complete and submit the Missouri Valley College Athletic Training Program hepatitis B vaccine waiver form found on our website.
- 3) Provide documentation of a TB test performed within the past year on the TB test form.

Returning junior and senior athletic training students must:

- 1) Provide documentation of an updated TB test on the TB test form.

All of the above documentation must be submitted in accordance with the Missouri Valley College Athletic Training Program annual forms and documentation policy.

Missouri Valley College Athletic Training Program Immunization Records Form

Name _____

Date of Birth _____

Please complete the following information regarding your immunizations with the date you received each vaccination. If you can submit a copy of your childhood immunization records please do so. You must also complete an annual TB test (separate form). If you HAVE NOT completed the Hepatitis B vaccination series refer to #2 on the directions page. Please provide the following required information even if you have given the Missouri Valley College Student Health Center your immunization records.

Immunizations REQUIRED by Missouri Valley College Athletic Training Program

Measles, Mumps, Rubella (MMR) Vaccination		Child (2 shots as a child)	<u>OR</u>	Adult (1 shot as an adult)
		Date:	Date:	Date:

OR

Submit a copy of a rubella titer (laboratory test that shows antibodies against rubella)

You will receive a flu shot during the fall semester from the Missouri Valley College Student Health Center. You MUST receive this shot to participate in several clinical experiences. If you choose to not receive the flu shot annually you will either be unable to participate in that clinical experience or you will wear a mask during patient care (at the digression of the clinical site).

Immunizations RECOMMENDED by Missouri Valley College Athletic Training Program

Hepatitis B	Date:	Date:	Date:
Varicella (chickenpox)	Date of vaccine <u>OR</u> Date of disease:		
Tdap	Date:		
Tetanus	Date:		
Meningitis	Date		

Missouri Valley College Athletic Training Program Hepatitis B Waiver Form

Name _____

Student Number _____

Date of Birth _____

Hepatitis B

Hepatitis B is a viral infection of the liver caused primarily by contact with blood and other body fluids from infected persons. The Hepatitis B vaccine can provide immunity against Hepatitis B infection for persons at significant risk, including people who have received blood products containing the virus through transfusions, drug use, tattoos, or body piercing; people who have sex with multiple partners or with someone who is infected with the virus; and health care workers and people exposed to biomedical waste.

Waiver of Liability

I have received and read the information pertaining to the Hepatitis B virus. I understand the risks involved with being unvaccinated, but I elect not to receive the Hepatitis B vaccine.

Signature of student

Date _____

Signature of witness

Date _____

**Missouri Valley College
Athletic Training Program
Tuberculin (TB) Testing Record Information Form**

Name _____

Student Number _____

Address _____

Phone _____

Date of Birth _____

Tuberculin PPD Mantoux Test

Date Administered (Month/Day/Year) _____

Date Read (Month/Day/Year) _____

Results (in mm) _____

Additional Recommendations & Follow-up (if needed) _____

Attending Health Care Provider/Reported By

Print Name _____

Signature _____

Facility Name & Address _____

Phone _____

Date _____

Phone _____

Missouri Valley College Athletic Training Program Technical Standards for Admission

The Missouri Valley College Athletic Training Program technical standards for admissions must be signed and submitted in accordance with the annual forms and documentation policy. All sophomores-to-be in the fall and transfer students must read and complete this form. All information provided is considered part of the athletic training students' medical record and will be treated as such.

The Missouri Valley College Athletic Training Program is a rigorous and intense didactic and clinical program that places specific physical and mental requirements on each enrolled athletic training student. The objective of this program is to prepare graduates pass the BOC exam and 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 Missouri Valley College Athletic Training Program establish the essential qualities considered necessary for an admitted athletic training student to obtain the knowledge, skills, and competencies of an entry-level Certified Athletic Trainer, meet the expectations of the Athletic Training Program's accrediting agency (CAATE), and develop the behaviors identified by the NATA as essential for athletic trainers. All athletic training students admitted to the Missouri Valley College Athletic Training Program must meet the abilities and expectations described in this document with or without reasonable and appropriate accommodations. In the event an athletic training student is unable to fulfill these technical standards, with or without reasonable and appropriate accommodation, s/he ***will not*** be admitted into the Missouri Valley College Athletic Training Program. Compliance with the Missouri Valley College Athletic Training Program's technical standards ***does not*** guarantee an athletic training student's eligibility to sit for nor does it guarantee successful passage of the BOC certification exam.

Examples of conditions which may warrant accommodations and should be declared in accordance with the Missouri Valley College Athletic Training Program technical standards include: 1) permanent or temporary physical disability, 2) neurological disability, 3) diagnosed mental illness in which medical treatment is currently being provided (i.e., counseling or medication), 4) current pregnancy, and 5) any documented learning disabilities which would require academic accommodations or those that are part of an individual learning program.

An athletic training student may complete an updated technical standards form at any time. Particularly if s/he deems s/he is unable to meet the physical or mental requirements as described in this document or if s/he believes s/he no longer requires any accommodations provided by Missouri Valley College and or the Missouri Valley College Athletic Training Program at a later date (either during the sophomore, junior, or senior year). The Missouri Valley College Athletic Training Program administrators may request an athletic training student update this form if the program administrators become aware of a potential condition which warrants the completion of a new form. The following are general examples of situations which may occur to an athletic training student while enrolled in the Missouri Valley College Athletic Training Program and would require an athletic training student to complete a new technical standards form: 1) physical injury or illness where surgery or prolonged medical care is indicated, 2) sustaining a neurological or brain injury, 3) diagnosis of a mental illness, 4) pregnancy, or 5) diagnosis of a learning disability.

Athletic training student who are accepted into the Missouri Valley College Athletic Training Program must be able to demonstrate and perform the following with or without reasonable and appropriate accommodations:

1. The ability to assimilate, analyze, synthesize, and integrate concepts and problem solving to formulate assessment and therapeutic judgments and to be able to distinguish deviations from the norm. *Examples include but are not limited to: the ability to distinguish hot from cold, wet from dry, basic changes in the contour of shapes and colors, and receive classroom and clinical instruction in commonly accepted formats.*
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 (on classmates and patients) during classroom and supervised clinical instruction. *Examples include but are not limited to: can safely work in an electrical field, sit for 2-6 hours daily, stand for 1-3 hours at a time daily, ambulate for a minimum of 30 feet both indoors and outdoors over different types of terrain, lift up to 50 pounds from the floor onto a surface multiple times daily, exert 25 pounds of push/pull force to objects for up to 50 feet multiple times daily, and possess appropriate balance, flexibility, and general body strength to assist in the removal of an injured individual to another location.*
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 judgments and treatment information effectively. *Examples include but are not limited to: understanding, speaking, writing, and reading in the English language at a level consistent with competent professional practice and the ability to interact with students, patients, staff, coaches, preceptors, and faculty in a non-discriminatory manner as commonly accepted in the greater society.*
4. The ability to record and interoperate physical examination results and treatment plans clearly and accurately. *Examples include but are not limited to: understanding, speaking, writing, and reading in the English language at a level consistent with competent professional practice and the ability to remember and apply information learned in various courses to specific situations.*
5. The capacity to maintain composure and continue to function well during periods of high stress. *Examples include but are not limited to: a calm demeanor, ability to understand and implement established emergency action plans and approved emergency procedures, and an ability to focus on a specific task without being distracted (with or without prescribed medication).*
6. The perseverance, diligence, and commitment to complete the athletic training program as outlined and sequenced. *Examples include but are not limited to: time-management and planning abilities which allow for the following the established behaviors and ethical principles expected of an athletic trainer.*
7. Flexibility and the ability to adjust to changing situations and uncertainty in clinical situations. *Examples include but are not limited to: the capacity to audibly listen to and visibly observe an environment (with or without corrective devices) and the ability to interpret vital signs and environmental data.*
8. Affective skills, appropriate demeanor, and rapport that relate to professional education and quality patient care. *Examples include but are not limited to: emotional and psychological stability (with or without medication).*

Candidates for selection into the Missouri Valley College Athletic Training Program will be required to verify s/he understands and meets these technical standards, with or without reasonable and appropriate accommodations. Missouri Valley College is committed to providing an accessible and supportive environment for students with disabilities. Athletic training students requesting accommodations are responsible for notifying Missouri Valley College and requesting accommodation. To request accommodations contact the Missouri Valley College Disability Services Coordinator (Tamika Drake, Ferguson Center – Student Success and Advising Center, Room G23, 660-831-4170 or disabilities@moval.edu or draket@moval.edu) or the program director.

Please read and sign ONE of the following statements:

Affirmative Statement:

I certify that I have read and understand the technical standards for admission into the Missouri Valley College Athletic Training Program and I believe, to the best of my knowledge, that I meet each of these standards without being provided any accommodations. I understand that if I am unable to meet these standards I will not be admitted into the Missouri Valley College Athletic Training Program. I understand that if a situation occurs where I may need accommodation (as described on page 1 and 2) I will inform and meet with the program director to discuss the situation and possibly sign a new technical standards document.

Athletic Training Student Print Name _____

Athletic Training Student Signature _____

Date _____

Alternative statement for requesting accommodations:

I certify that I have read and understand the technical standards for admission into the Missouri Valley College Athletic Training Program and I believe, to the best of my knowledge, that I can meet each of these standards with certain reasonable and appropriate accommodation(s). I will contact the Missouri Valley College ADA Representative and/or the program director to determine what accommodation(s) may be available to me and provide all documentation necessary to substantiate my request for accommodation(s). I understand that if I am unable to meet these standards with or without reasonable and appropriate accommodation(s), I will not be admitted into the Missouri Valley College Athletic Training Program.

Athletic Training Student Print Name _____

Athletic Training Student Signature _____

Date _____

Missouri Valley College Athletic Training Program Communicable Disease Policy

If an athletic training student becomes ill or contracts a disease which maybe transmittable to a classmate, faculty member, or patient (i.e., common cold, flu, conjunctivitis) and feels unable to attend class and/or a clinical assignment because of the illness *the athletic training student must* contact his/her assigned preceptor, the and the instructors of the academic classes missed (whether the instructor is affiliated with the Missouri Valley College ATP or not) before the athletic training student would be considered late/absent for the obligation. *The clinical or curriculum instructor(s) have full determination if any assignments and/or tests missed during your absence may be “made-up” based on their particular guidelines described in the instructors’ syllabus and according to Missouri Valley College policy.*

If an athletic training student will be unable to attend class or a clinical rotation for more than two consecutive days because of the illness the athletic training student is required to be evaluated by the Missouri Valley College Student Health Center (or a qualified medical professional) for their health and the health of others (i.e., classmates, instructor, preceptors, athletes/patients/clients, coaches) to determine if the condition is potentially communicable and/or requires further treatment. If the Missouri Valley College Student Health Center (or a qualified medical professional) believes the athletic training student should refrain from contact with others because the illness may be spread amongst others *the athletic training student must* inform the program director, clinical education coordinator, his/her individual preceptor, and any classroom instructor(s) to avoid any unfair penalties from these parties. The athletic training student must also inform these parties of the (approximate) time absence is expected because of this specific condition. The athletic training student must comply with any request for further evaluation (i.e., specialized physician, blood work, x-ray) if the Missouri Valley College Student Health Center (or a qualified medical professional) deems it necessary.

If a preceptor determines that an athletic training student is ill and the condition is potentially communicable to other individuals (i.e., athletes, patients, staff) the preceptor may require the athletic training student to leave the facility and return when the symptoms have resolved. The preceptor may request the athletic training student leave the facility regardless of any deficiency in the athletic training students’ clinical hours or performance of education competencies. The athletic training student must arrange a future time with the preceptor to “make-up” any deficiencies created by leaving the facility.

The athletic training student may request an extended leave of absence from Missouri Valley College as described in the Missouri Valley College course catalog. An extended leave of absence may delay your date of graduation.

Additionally, to prevent the spread of the flu virus certain clinical sites require athletic training students receive an annual flu shot. The Missouri Valley College Student Health Center will immunize athletic training students annually. If an athletic training student chooses to not obtain a flu shot s/he may be prevented from attending any clinical rotation at that facility or must abide by any protective measures (i.e., wearing a mask during patient care) that facility deems necessary and is in-line with the policy of that clinical site.

The undersigned athletic training student understands this policy and agrees to abide by it while enrolled in the Missouri Valley College Athletic Training Program.

Athletic Training Student Name: _____

Date: _____

Athletic Training Student Signature: _____

Date: _____

Missouri Valley College Athletic Training Program Minimum Dress Standards

For Current Athletic Training Students (Sophomores, Juniors, and Seniors)

During all Missouri Valley College athletic practices, or treatment times, a Missouri Valley College Athletic Training shirt (i.e., t-shirt, collared shirt, sweatshirt, or jacket), a shirt provided by a Missouri Valley College athletic team (i.e., football, soccer, volleyball), the shirt of an approved Missouri Valley College ATP clinical site, or the apparel which was given to you by an Athletic Training internship you earned; must be worn with either khaki (cotton or cotton looking) pants or shorts. Wearing mesh shorts are at the digression of your preceptor and clinical site. Missouri Valley College color (or black) wind-breaker/warm-up pants are acceptable substitutes; cotton jogging pants are not. Closed-toed shoes (tennis or dress shoes) must be worn; open-toed shoes are not acceptable. Apparel displaying the names and/or logos of other colleges/universities or denim jeans/shorts is not appropriate at any time.

During all home (and away) Missouri Valley College athletic games/events the preceptor determines the acceptable apparel. Some sports (i.e., basketball, wrestling, volleyball) may involve wearing clothing that is substantially fancier than others.

During inclement weather (i.e., cold, rain, snow) you need to dress so that you are comfortable for the situation. The outer (visual) layer of clothing must conform to the Missouri Valley College ATP Minimum Dress Standards. A jacket which is predominantly Missouri Valley College colors (or black) with no other college/university logos or symbols may be worn as outer-wear. Any apparel you wish to wear under the outer layer is acceptable. If what is visible conforms to the Missouri Valley College ATP Minimum Dress Standards it does not matter what is worn underneath.

During your assigned morning treatment times (daily until 2:00 PM), or any other time you are in the Missouri Valley College Athletic Training Facility, your dress must not be inappropriate or provocative. Your clothes must not be torn over socially inappropriate areas, or reveal socially inappropriately areas during regular movements, and must not contain language or symbols which may be considered profane or degrading. "Sunday treatments" may fall under this exception if approved in advanced by the preceptor.

If one preceptor interprets your dress does not conform to these standards and a different preceptor does not agree, or if there is a conflict, a meeting will occur with the Program Director (either in-person or by e-mail). The ruling of that meeting is final.

Baseball hats or visors are acceptable to be worn outside, but not inside. The hat must be predominantly Missouri Valley College colors (or black) and may not contain the logo or name of any other college besides Missouri Valley College. The hat must be worn with the bill facing forward over your face (i.e., not to the side, backwards).

During off-campus clinical rotations you must dress appropriate for that clinical site. Some clinical sites may allow you to wear a Missouri Valley College t-shirt while other may require a collared shirt. Contact your preceptor to determine the proper attire. The Missouri Valley College ATP will abide by the opinion of that preceptor to determine the appropriate attire for that clinical site.

If your apparel does not conform to the Missouri Valley College ATP Minimum Dress Standards the following penalties will occur:

1. You will be asked to leave and change.
2. Your preceptor will not approve the hours you spent at your clinical site that day.
3. A notice of formal reprimand may be written.

The preceptor you are assigned to is responsible for enforcing this policy. It is at the discretion of the preceptor as to which penalty is appropriate for the situation.

Missouri Valley College Athletic Training Program Minimum Dress Standards

For Observation Athletic Training Students (Freshmen)

During any time in which you are performing observation hours you must wear khaki (cotton or cotton looking) pants or shorts with your orange “observation student” t-shirt tucked in. Missouri Valley College color (or black) wind-breaker/warm-up pants are acceptable substitutes. Closed-toed shoes (tennis or dress shoes) must be worn; open-toed shoes are not acceptable. Apparel displaying the names and/or logo of other colleges/universities is not appropriate at any time.

During all home Missouri Valley College athletic games/events you will be informed before hand (typically on the sign-up sheet) pertaining to the acceptable apparel. Some sports (i.e., basketball, wrestling, volleyball) may involve wearing clothing that is substantially fancier than others. *It is your responsibility to contact the preceptor or athletic training student to ask what acceptable attire for that event is and abide by that decision.* It is not the preceptor or athletic training student’s responsibility to find and inform you.

At no time is mesh/athletic (polyester, or similar material) shorts or denim jeans/shorts appropriate to be worn during a Missouri Valley College athletic practice, treatment time, or game.

If one preceptors or current athletic training students determines your dress does not conform to these standards and a different preceptor or current athletic training student does not agree, or if there is a question, a meeting will occur with the Program Director (either in-person or by e-mail). The ruling of that meeting is final. The preceptor of any particular event (i.e., game/tournament) has the final apparel decision as it pertains to that specific event.

During inclement weather (i.e., cold, rain, snow) you need to dress so that you are comfortable for the situation. The outer (visual) layer of clothing must conform to the Missouri Valley College ATP Minimum Dress Standards. A jacket which is predominantly Missouri Valley College colors (or black) with no other college/university logos or symbols may be worn as outer-wear. Any apparel you wish to wear under the outer layer is acceptable. If what is visible conforms to the Missouri Valley College ATP Minimum Dress Standards it does not matter what is worn underneath.

Baseball hats or visors are acceptable to be worn outside, but not inside. The hat must be predominantly Missouri Valley College colors (or black) and may not contain the name or logo of any other college besides Missouri Valley College. The hat must be worn with the bill facing forward over your face (i.e., not to the side, backwards).

If your apparel does not conform to the Missouri Valley College ATP Minimum Dress Standards the following penalties will occur:

1. You will be asked to leave and change.
2. The preceptor or current athletic training student will not approve the hours you spent in the Missouri Valley College Athletic Training Facility that that day.
3. The Program Director (and/or the instructor of the AL 130 course) will be informed.

The current athletic training students are responsible for enforcing this policy.

It is at the discretion of the preceptor, Program Director, and current athletic training students as to which penalty is appropriate for the situation.

Missouri Valley College Athletic Training Program Minimum Dress Standards

“Casual Friday” Criteria and Exceptions

A current Missouri Valley College athletic training student, staff, or faculty member may participate in “Casual Friday” if they choose to.

“Casual Friday” is a day where the following exceptions to the Minimum Dress Standards will be allowed in the Missouri Valley College Athletic Training facility only. These exceptions are not applicable to ANY Missouri Valley College affiliated clinical sites.

- Jeans, mesh shorts, jogging pants, or other generally not allowed clothing maybe worn during Missouri Valley College athletic practices and afternoon treatment times. The clothing may not be torn over socially inappropriate areas, or reveal socially inappropriately areas during regular movements, contain language or symbols which may be considered profane or degrading, or display the name and/or logo of other colleges/universities.
- Open-toed shoes are never acceptable.
- An acceptable shirt meeting the Minimum Dress Standards must still be worn.
- “Casual Fridays” is not allowed during any Missouri Valley College home games or events.

In order to participate in “Casual Friday” the athletic training student, staff, or faculty member must a \$1 donation to the Missouri Valley College ATSO each day in which s/he chooses to participate in “Casual Friday.” The donation must be made to a member of the Missouri Valley College ATSO leadership council or placed in the container in the Missouri Valley College athletic training facility in accordance with the “honor system”. If a donation is not made and the individual participates in “Causal Friday” the individual will not be able to participate in “Casual Friday” for the remainder of the semester under any circumstances.

Clothing worn during “Casual Friday” may still be deemed inappropriate by a consensus vote by the Missouri Valley College preceptors and will be determined in the same manner as described in the Minimum Dress Standards.

Missouri Valley College Athletic Training Education Program Handbook Acknowledgment Form

The Missouri Valley College Athletic Training Program has policies and procedures designed to foster the development of admitted athletic training students with the graduates of this program prepared to challenge the BOC exam and function as entry-level athletic trainers. These policies and procedures are described in full in the most current Missouri Valley College Athletic Training Program Athletic Training Student Handbook (2017 – 2018, revised date August 1, 2017).

It is the responsibility of each Missouri Valley College athletic training student to:

- Review and follow the policies and procedures which are included in the most-recent Missouri Valley College Athletic Training Program Athletic Training Student Handbook.
- Review and discuss the Emergency Action Plan (EAP) for each clinical site with the preceptor of that clinical site before the athletic training student participates in any patient care at that clinical site.
- Ask for clarification if a question and/or situation arises about the policies and procedures which are included in the most-recent Missouri Valley College Athletic Training Program Athletic Training Student Handbook before acting in a manner which may be perceived as failure to follow a policy or procedure.

It is the responsibility of the Missouri Valley College Athletic Training Program to:

- Inform the athletic training students of any pertinent change(s) to any current Missouri Valley College Athletic Training Program policies or procedures and when those pertinent changes will be implemented.
- Inform the athletic training students of any newly developed policies or procedures for the Missouri Valley College Athletic Training Program and when those policies or procedures will be implemented.
- Any pertinent change(s) or newly developed policy or procedures will be articulated and/or distributed to the athletic training students by the clinical education coordinator and/or the program director during an assigned meeting of a clinical course or during a meeting or gathering where each athletic training student is present (i.e., clinical class, social gatherings, or guest lectures).
- Enforce the described policies and procedures in a fair and un-biased manner consistent with the most current Missouri Valley College catalog, student handbook, and the Missouri Valley College mission and philosophy.
- Maintain the most current Missouri Valley College Athletic Training Program Athletic Training Student Handbook along with each separate policy and procedures on the Missouri Valley College Athletic Training Program website.

The undersigned athletic training student has reviewed most current Missouri Valley College Athletic Training Program Athletic Training Student Handbook (2017 – 2018, revised date August 1, 2017) and has the opportunity to ask questions and seek clarification. I agree to follow the policies and procedures described and any new or revised policies and/or procedures during this academic year. I understand that failure to comply with a policy and/or procedure will result in the consequence described with that policy and/or procedure.

Athletic Training Student Print Name

Signature of Athletic Training Student

Date

Missouri Valley College Athletic Training Program Missouri Department of Health & Human Services Family Care Safety Registry Instructions

Directions for completing the Missouri Department of Health and Senior Services Family Care Safety Registry are below. More detailed directions can be found at <http://health.mo.gov/safety/fcsr/pdf/registrationinstructions.pdf>

This process must be completed the summer before any clinical rotation within the Missouri Valley College ATP (sophomore or junior year) can begin as it is required by several clinical sites. A United States social security number (and card for the paper application) is required to complete this application process. If an athletic training student does not possess a United States social security number inform the Program Director immediately.

- Online application process (*strongly referred*) - \$15 fee:
 - Click on the following link to access the online application process; there is an extra \$1 fee for utilizing the online application process vs. the paper application <https://webapp02.dhss.mo.gov/bsees/main.aspx>.
 - Click “registration.”
 - Search for your SSN under “is a person registered.”
 - Those not registered, will be able to complete the registration process under “register.”
 - Some individuals may already be registered as part of previous employment. If an athletic training student has previously registered; inform the program director as this requirement is satisfied.
 - Complete the form in its entirety with the required information and submit it online. Athletic training students are considered “voluntary” registrants.
 - Pay the \$11 fee at time of submission with a credit/debit card that is in your name.
- Paper application process - \$11 fee:
 - Click on the following link to access the paper application form <http://health.mo.gov/safety/fcsr/pdf/WorkerRegistration.pdf>. The form must show your original signature. Signatures that are (or appear to be) scanned or faxed will be rejected by the processing agency.
 - Complete the form, print, and hand it to the Program Director before leaving for the summer. Athletic training students are considered “voluntary” registrants.
 - Attach \$10 cash, or a personal check made out to “MVC School of Nursing and Health Sciences”, when the form is given to the Program Director.
 - The Program Director must receive a copy of your *original* United States social security card. The Program Director must have the card by June 1st to ensure adequate processing time. ***The copy or fax needs to clearly show your Social Security Number.***

We will obtain the results from the Missouri Department of Health and Senior Services. If you provide incomplete information your application will not be processed. If you perform the paper application we will mail it for you this summer.

Missouri Valley College
WAIVER OF LIABILITY AND HOLD HARMLESS AGREEMENT

1. As a student enrolled in a professional program within the Missouri Valley College Division of Health Sciences, I hereby RELEASE, WAIVE, DISCHARGE AND COVENANT NOT TO SUE Missouri Valley College, the Board of Regents, or their officers, servants, agents, and employees (hereinafter referred to as RELEASEES) from any and all liability, claims, demands, actions and causes of action whatsoever arising out of or related to any loss, damage, or injury, including death, that may be sustained by me, or to any property belonging to me, WHETHER CAUSED BY THE NEGLIGENCE OF THE RELEASEES, or otherwise, while participating in such activity, or while in, on or upon the premises where the activity is being conducted or in transportation to and from said premises.

2. To the best of my knowledge, I can fully participate in this activity. I am fully aware of risks and hazards connected with the activity, including but not limited to the risks as noted herein, and I hereby elect to voluntarily participate in said activity, and to enter the above-named premises and engage in such activity knowing that the activity may be hazardous to me and my property. I VOLUNTARILY ASSUME FULL RESPONSIBILITY FOR ANY RISKS OF LOSS, PROPERTY DAMAGE OR PERSONAL INJURY, INCLUDING DEATH, that may be sustained by me, or any loss or damage to property owned by me, as a result of being engaged in such an activity, WHETHER CAUSED BY THE NEGLIGENCE OF RELEASEES or otherwise.

3. I further hereby AGREE TO INDEMNIFY AND HOLD HARMLESS THE RELEASEES from any loss, liability, damage or costs, including court costs and attorney's fees, that may incur due to my participation in said activity, WHETHER CAUSED BY NEGLIGENCE OF RELEASEES or otherwise.

4. It is my express intent that this Release and Hold Harmless Agreement shall bind the members of my family and spouse (if any), if I am alive, and my heirs, assigns and personal representative, if I am not alive, shall be deemed as a RELEASE, WAIVER, DISCHARGE AND COVENANT NOT TO SUE the above named RELEASEES. I hereby further agree that this Waiver of Liability and Hold Harmless Agreement shall be construed in accordance with the laws of the State of Missouri.

5. I UNDERSTAND THAT THE COLLEGE WILL NOT BE RESPONSIBLE FOR ANY MEDICAL COSTS ASSOCIATED WITH AN INJURY I MAY SUSTAIN.

6. I further agree to become familiar with the rules and regulations of the College concerning student conduct and not to violate said rules of any directive or instruction made by the person or persons in charge of said activity and that I will further assume the complete risk of any activity done in violation of any rule or directive or instruction.

7. I also understand that I should and am urged to obtain adequate health and accident insurance to cover any personal injury to myself which may be sustained during the activity or the transportation to and from said activity.

IN SIGNING THIS RELEASE, I ACKNOWLEDGE AND REPRESENT THAT I have read the foregoing Waiver of Liability and Hold Harmless Agreement, understand it and sign it voluntarily as my own free act and deed; no oral representations, statements or inducements, apart from the foregoing written agreement, have been made; I am at least eighteen (18) years of age and fully competent; and I execute this Release for full, adequate and complete consideration fully intending to be bound by same.

IN WITNESS WHEREOF, I have hereunto set my hand on this _____ day of _____, 20__.

Participant

Parent (if Participant is under 18 years of age or a dependent on parent's insurance and taxes for the period of the event)

MEDICAL TREATMENT PERMISSION FORM

Student's Name _____

I, _____, hereby give my permission, consent and authorization for any medical treatment deemed necessary by a hospital or physician. I appoint the event coordinator and/or director my lawful agent with power to authorize and consent to the administration of medical treatment during the aforementioned event.

Home Phone (_____) _____ Alternate Phone (_____) _____

Health Carrier: _____ Policy No.: _____

Other Emergency Contacts: _____

Please list all allergies, restrictions or health exceptions: _____

This form should be properly signed and turned in at the time of registration. In case of such accident or illness, I give permission for medical treatment to be given to me as deemed appropriate. I will assume responsibility for any medical treatment as deemed appropriate. I will assume responsibility for any medical bills incurred on my behalf.

Student Signature

Appendix D – Clinical Sites Emergency Action Plans

Missouri Valley College Athletics

Missouri Valley College Health Sciences Building

Missouri Valley College Student Health Center

Fitzgibbon Hospital (Marshall Orthopedics and Fitzgibbon Therapy)

Marshall High School

Columbia Orthopaedic Group

Cooper County Memorial Hospital

Bothwell Regional Health Center

Smith-Cotton High School

PEAK Sport and Spine – Marshall Clinic

Reid Medical Clinic

Missouri Valley College Athletic Department

Emergency Action Plan

Emergencies can occur at any time during athletic participation. The Missouri Valley College Emergency Action Plan (EAP) is designed to outline the course of action to be taken in case of emergency. The goal is to ensure that the best care is provided in a timely manner. The EAP is broken down into each location where athletic practice or competition takes. EAP's for each location will contain the following elements:

1. Emergency Personnel
2. Emergency Communication
3. Emergency Equipment
4. Written directions to each facility

Emergency Personnel

In most cases at Missouri Valley College in-season practices and events, the first responder to an emergency situation will be a Certified and Licensed Athletic Trainer (ATC, LAT) along with athletic training students. A team physician may be present at certain events. Saline County Ambulance Service will be on-site during home football games unless they are called away for another emergency situation. The type and degree of sports medicine coverage for an athletic event may vary widely, based on such factors as the sport/activity, the setting, in-season vs. off-season, and the type of training or competition. The first responder in some instances may be a coach or other institutional personnel. Certification in cardiopulmonary resuscitation (CPR) and first aid is required for all athletics personnel associated with practices, competitions, skills instruction, and strength and conditioning.

Emergency Team—*There are three basic roles within the emergency team.*

The first and most important role is immediate care of the patient—provided by the “Charge Person.” Acute care in an emergency situation should be provided by the most qualified individual on the scene. Individuals with lower credentials or less experience should yield to those with more appropriate training.

The second person is known as the “Call Person.” This person will activate EMS as soon as the need for advanced medical care becomes apparent. If calling from a campus land line phone you must dial 9-9-1-1. The “Call Person” should provide the following information to the 9-1-1 dispatcher:

- *Name and call-back number of the caller
- *Number of injured people
- *Condition of injured people
- *Acute care given by the “Charge Person”
- *Specific directions to the site of the emergency

****NEVER hang up first!**

After activating EMS, the call person should (or specifically designate an individual to) meet the ambulance as they arrive. They should have access to keys that open all gates and know the best route to the injured individual.

The third person is known as the “Control Person.” This person’s role is to retrieve any emergency equipment needed and assist the “Charge Person” in providing appropriate care. The “Control Person” will also help keep unnecessary people away from the emergency scene.

Emergency Communication

It is essential to have access to a telephone at all Missouri Valley College Athletic functions. For events in and around the gym, land line telephones are located in the Athletic Training Room, Men’s Basketball, Athletic Director, Wrestling, and Soccer offices. For all off-campus events, cellular phones should be readily available.

Emergency Equipment

A list of emergency equipment available at each site will be included in the site-specific EAPs. Emergency team members should be familiar with the location and function of all emergency equipment.

Emergency Action Plan Burns Gymnasium

Emergency Personnel

Certified and Licensed athletic trainer and athletic training students will be on-site for practices and competitions. If no ATC/LAT present on the main gym floor, the wrestling room, or the athletic training room; one may be reached by cellular telephone. A physician may be on-site for certain events. All coaches supervising practice/games are certified in CPR and first aid.

Emergency Communication

Land line phones are located in the Athletic Training Room, Athletic Director Office, and Wrestling Office, Soccer Office, and Men's Basketball Offices. ATC/LAT, athletic training students, and coaches will have access to cell phones.

Emergency Equipment

An AED is located on north gym wall outside the Men's Basketball Office. First aid supplies are located in the medical kits carried by ATC/LAT. Additional supplies (including vacuum splints) are located in the Athletic Training Room (ground floor of Burns Gymnasium).

Roles of First Responders

- Immediate care of injured individual
- Emergency equipment retrieval
- Activation of emergency medical system (EMS). CALL 9-1-1 [Dial 9-9-1-1 from campus land lines]**
 - provide name
 - address
 - telephone number
 - number of individuals injured
 - condition of injured
 - care currently being given
 - specific directions
 - other information as requested
- Direction of EMS to scene
- Open appropriate gates/doors
(Keys to the garage door can be found in Men's Basketball Office, Athletic Training Office, or Wrestling Office)
- Designate individual to "flag down" EMS and direct to scene
- Scene control
 - Limit scene to first aid providers and move bystanders away from area

Directions

Burns Gym is located on the Missouri Valley Campus at 542 Morrow St. The ambulance entrance to the gym is at the south end of the parking lot through the garage door where the ambulance can drive on to the track surrounding the main court. If unable to open the garage door, the ambulance can access the building through the doors by the football locker room.

Below are the access plans for different parts of the gym:

Athletic training room and locker rooms are located down the west hall on the floor level of the gym.

Weight room is located on the north side of the floor level of the gym.

Wrestling room is located along the west side of the gym on the second level of the gym. The wrestling room can be reached via the south stairway or through the main entrance of the gym if the ambulance parks by the garage door. If an injury occurs in the wrestling room in which the individual will need to be removed from the facility on a stretcher the east doors (by the soccer office) should be utilized. In this scenario the ambulance should park at the main entrance to the gym.

Emergency Action Plan
Volney C. Ashford Stadium
(Turf Football and Soccer Field)

Emergency Personnel

Certified and Licensed athletic trainers and athletic training students will be on-site for in-season practices and competitions. Saline County Ambulance Service will be on-site for all home football games. If no ATC/LAT is present, one may be reached by cellular telephone. A physician may be on-site for certain events. All coaches supervising practice/games are certified in CPR and first aid.

Emergency Communication

Land line phones are located in the Athletic Training Room, Athletic Director Office, and Wrestling Office, Soccer Office, and Men's Basketball Offices. ATC/LAT, athletic training students, and coaches will have access to cell phones.

Emergency Equipment

AED, vacuum splints, and crutches will be on the sideline for all home competitions. During practices the AED is located on north gym wall outside the Men's Basketball Office. A portable AED is available on-site during some practices. First aid supplies are located in the medical kits carried by ATC/LAT. Additional supplies are located in the Athletic Training Room (ground floor of Burns Gymnasium).

Roles of First Responders

- Immediate care of injured individual
- Emergency equipment retrieval
- Activation of emergency medical system (EMS). CALL 9-1-1 [Dial 9-9-1-1 from campus land lines]**
 - provide name
 - address
 - telephone number
 - number of individuals injured
 - condition of injured
 - care currently being given
 - specific directions
 - other information as requested
- Direction of EMS to scene
- Open appropriate gates/doors
- Designate individual to "flag down" EMS and direct to scene
- Scene control
 - Limit scene to first aid providers and move bystanders away from area

Directions

Volney C. Ashford Stadium is located at the corner of Conway St. and Morrow St. Ambulance entrance to the field is through the gate along Conway St.

Emergency Action Plan Practice Fields (South & East Sides of Burns Gym)

Emergency Personnel

Certified and Licensed athletic trainers and athletic training students will be on-site for in-season practices and competitions. If no ATC/LAT is present, one may be reached by cellular telephone. A physician may be on-site for certain events. All coaches supervising practice/games are certified in CPR and first aid.

Emergency Communication

Land line phones are located in the Athletic Training Room, Athletic Director Office, and Wrestling Office, Soccer Office, and Men's Basketball Offices. ATC/LAT, athletic training students, and coaches will have access to cell phones.

Emergency Equipment

AED located on north gym wall outside the Men's Basketball Office. First aid supplies are located in the medical kits carried by ATC/LAT. Additional supplies (including vacuum splints) are located in the Athletic Training Room (ground floor of Burns Gymnasium).

Roles of First Responders

- Immediate care of injured individual
- Emergency equipment retrieval
- Activation of emergency medical system (EMS). CALL 9-1-1 [Dial 9-9-1-1 from campus land lines]**
 - provide name
 - address
 - telephone number
 - number of individuals injured
 - condition of injured
 - care currently being given
 - specific directions
 - other information as requested
- Direction of EMS to scene
- Open appropriate gates/doors
- Designate individual to "flag down" EMS and direct to scene
- Scene control
 - Limit scene to first aid providers and move bystanders away from area

Directions

The practice fields are located on the south and east sides of Burns Gym on the Missouri Valley Campus at 542 Morrow St. The ambulance entrance to the field is through the south end of the parking lot.

Emergency Action Plan Baseball Field & Tennis Court

Emergency Personnel

Certified and Licensed athletic trainers and athletic training students will be on-site for most in-season baseball practices and all home competitions. During home tennis tournaments, an ATC/LAT will be present or immediately on-call. If there is no ATC/LAT present, one may be found in the athletic training room or reached by cell phone. All coaches supervising practice/games are certified in CPR and first aid.

Emergency Communication

ATC/LAT, athletic training students, and coaches will have access to cell phones.

Emergency Equipment

First aid supplies are located in the medical kits carried by ATC/LAT. AED may be found in home baseball dugout for in-season practices and home competitions. During home tennis tournaments, an AED will be present. Additional supplies (including vacuum splints) are located in the Athletic Training Room (ground floor of Burns Gymnasium).

Roles of First Responders

- Immediate care of injured individual
- Emergency equipment retrieval
- Activation of emergency medical system (EMS). CALL 9-1-1**
 - provide name
 - address
 - telephone number
 - number of individuals injured
- Direction of EMS to scene
- Open appropriate gates/doors
- Designate individual to "flag down" EMS and direct to scene
- Scene control
 - Limit scene to first aid providers and move bystanders away from area
- condition of injured
- care currently being given
- specific directions
- other information as requested

Directions

The baseball field and tennis courts are located at Indian Foothills Park at 1538 E. Vest St. Go east on Yerby St. and follow the curve to get to the baseball field and tennis court.

Below are the access plans for different parts of the baseball/tennis complex:

Home baseball dugout through the parking lot by the city parks and recreation department.

Main baseball field through a gate in the outfield located along Osage Drive (coaches have the key to gate).

Tennis courts through the parking lot on Vest St.

Emergency Action Plan Softball Field

Emergency Personnel

Certified and Licensed athletic trainers and athletic training students will be on-site for most in-season softball practices and all home competitions. If there is no ATC/LAT present, one may be found in the athletic training room or reached by cell phone. All coaches supervising practice/games are certified in CPR and first aid.

Emergency Communication

ATC/LAT, athletic training students, and coaches will have access to cell phones.

Emergency Equipment

First aid supplies are located in the medical kits carried by ATC/LAT. AED may be found in home dugout for in-season practices and competitions. Additional supplies (including vacuum splints) are located in the Athletic Training Room (ground floor of Burns Gymnasium).

Roles of First Responders

- Immediate care of injured individual
- Emergency equipment retrieval
- Activation of emergency medical system (EMS). CALL 9-1-1**
 - provide name
 - address
 - telephone number
 - number of individuals injured
 - condition of injured
 - care currently being given
 - specific directions
 - other information as requested
- Direction of EMS to scene
- Open appropriate gates/doors
- Designate individual to "flag down" EMS and direct to scene
- Scene control
 - Limit scene to first aid providers and move bystanders away from area

Directions

The softball field is located in Indian Foothills Park off of Osage Drive. Go east on Yerby St. and follow the road past the baseball field and the swimming pool. Turn into the parking lot on the north side of the swimming pool. Ambulance entrance to the field is through the gate on the west side of the parking lot.

Emergency Action Plan Reid Keptner Memorial Soccer Fields

Emergency Personnel

Certified and Licensed athletic trainers and athletic training students will be on-site for in-season practices and competitions. All coaches supervising practice/games are certified in CPR and first aid.

Emergency Communication

Land line phones are located in the Athletic Training Room, Athletic Director Office, and Wrestling Office, Soccer Office, and Men's Basketball Offices. ATC/LAT, athletic training students, and coaches will have access to cell phones.

Emergency Equipment

An AED is located on north gym wall outside the Men's Basketball Office. First aid supplies are located in the medical kits carried by ATC/LAT. Additional supplies are located in the Athletic Training Room (ground floor of Burns Gymnasium).

Roles of First Responders

- Immediate care of injured individual
- Emergency equipment retrieval
- Activation of emergency medical system (EMS). CALL 9-1-1 [Dial 9-9-1-1 from campus land lines]**
 - provide name
 - address
 - telephone number
 - number of individuals injured
 - condition of injured
 - care currently being given
 - specific directions
 - other information as requested
- Direction of EMS to scene
- Open appropriate gates/doors
- Designate individual to "flag down" EMS and direct to scene
- Scene control
 - Limit scene to first aid providers and move bystanders away from area

Directions

The soccer fields are located between on Morrow St. between Redman St. and Conway St. at 542 east Morrow St. Ambulance access to the field is through the gates on the southeast side of the field. The ambulance must turn north at the crosswalk at 542 Morrow St. where the "Hall of Fame Plaza" is visible and drive up to the gates from the grass. If the ambulance must access the top field, it must first enter the bottom gate, then drive west through the grass to the graded hill before going onto the top field. The integrity of the grass must first be check to ensure the ambulance will not get stuck.

Emergency Action Plan Morrison Gymnasium

Emergency Personnel

Certified and Licensed athletic trainers and athletic training students will be on-call during approved athletic practices. All coaches supervising practice/games are certified in CPR and first aid.

Emergency Communication

Land line phones are located in the dance and theatre offices inside Morrison Gymnasium. ATC/LAT, athletic training students, and coaches will have access to cell phones.

Emergency Equipment

An AED is located on north gym wall outside the Men's Basketball Office. First aid supplies are located in the medical kits carried by ATC/LAT. Additional supplies are located in the Athletic Training Room (ground floor of Burns Gymnasium).

Roles of First Responders

- Immediate care of injured individual
- Emergency equipment retrieval
- Activation of emergency medical system (EMS). CALL 9-1-1 [Dial 9-9-1-1 from campus land lines]**
 - provide name
 - address
 - telephone number
 - number of individuals injured
 - condition of injured
 - care currently being given
 - specific directions
 - other information as requested
- Direction of EMS to scene
- Open appropriate gates/doors
- Designate individual to "flag down" EMS and direct to scene
- Scene control
 - Limit scene to first aid providers and move bystanders away from area

Directions

The Morrison Gymnasium is located on Redman St. between College Ave. and Morrow St. Ambulance access to the Morrison Gymnasium is through the street between McDonald Hall and Men's Honors Hall. The ambulance goes up the street to access Morrison Gymnasium.

Below are the access plans for different parts of Morrison Gymnasium:

Dance studio and basement access is through the glass door located on the south side of Morrison Gymnasium.

Basketball court access (where cheerleading practices) is through the main door on the east side of Morrison Gymnasium. The ambulance would park by Young Hall. Alternatively, through the wooden deck located on the west side of Morrison Gymnasium there is a more narrow access point to the court area.

Missouri Valley College Health Sciences Building Emergency Action Plan

Emergency Personnel

All full-time faculty who work in this building are licensed health care professionals and trained in emergency procedures; specifically certified and licensed athletic trainers. Additionally, many of the students in this building are trained in basic emergency procedures. The Missouri Valley College Health Sciences Building is open from 7:30AM until 4:30PM Monday through Friday.

Emergency Communication

The land line telephone on the administrative assistant's desk located inside the main entry door office (#10) should be utilized. Land line phones are also located inside each faculty member's office (#14, #16, and #19). For each phone press the red button on the top left by the phone receiver to obtain a dial tone; then press "9" to obtain an outside line. Cellular telephones may also be utilized; however the caller may need to make the emergency call from the main entry area to obtain a cellular telephone signal. USE LAND LINE TELEPHONES IF ACCESS TO THEM IS AVAILABLE.

Emergency Equipment

No advanced life-saving supplies are available. All Missouri Valley College faculty and staff who work in this building have access to all door keys. Fire extinguishers are located on the walls between room #12 and #13 and inside the kitchen across from room #20.

Roles of First Responders

- 1) Recognition of an emergency and immediate care of any potentially life-altering conditions.
- 2) Retrieval of emergency equipment.
- 3) **To use campus landline telephones, first press the red button on the top left by the phone receiver, then dial 9-9-1-1 to reach an emergency dispatcher. Usage of the phone system is above under "emergency communication." "9" must first be dialed to reach an outside line. Missouri Valley College Public Safety can always be reached at 660-815-0111.**
- 4) Provide the following information to the emergency dispatcher in a calm, clear, and slow manner.
 - a. Caller's name and telephone number (660-831-4063).
 - b. Street address of the emergency (1674 South Odell, Marshall, MO 65340)
 - c. Directions to the building (bottom of this sheet; read the "Directions" to the dispatcher).
 - d. Condition of the injured individual(s).
 - e. Number of individual(s) requiring assistance.
 - f. Medical care currently being provided to the individual(s).
 - g. Answer questions from the emergency dispatcher.
- 5) Open door marked "exit" located on the west side of the building and the external door to the wheelchair ramp (where EMS will park).
- 6) Remove any object(s) which may hamper EMS once inside the building (i.e. tables, chairs, and exercise equipment located in the main room).
- 7) Designate an individual to "flag down" EMS and assist them find the building; preferable 1 individual at the street intersection and 1 in the parking lot.
- 8) Scene control; limit the scene only to those who are directly providing medical care; direct bystanders away from the scene.

Directions

The Missouri Valley College Health Sciences Building is the smaller portion (east side) of the cream colored building with the red roof located at the corner of South Odell and Black Street (one street South of Dairy Queen and BP Gas Station) at 1674 South Odell Street, Marshall, MO 65340; the building has external Missouri Valley College signage. Emergency personnel will be met and directed to the proper location. In the event nobody is present; emergency personnel can enter through the handicap ramp located between the buildings. The doorway with the external steps can alternatively be used for entrance. The GPS location of the Missouri Valley College Health Sciences Building is latitude: 39.05225165582583 longitude: -93.13728332519531.

Revised: August 10, 2016

Missouri Valley College Student Health Center

Emergency Action Plan

Emergency Personnel

When the Student Health Center is open (7:30AM to 12:30 PM Monday thru Friday) it is staffed by a Nurse Practitioner. Athletic training, nursing, and/or counselors may also be present.

Emergency Communication

Land line phones are located inside the Student Health Center and down the hallway in the campus life and public safety offices. Cellular telephones may also be utilized.

Emergency Equipment

An AED is located in the hallway between the fitness center and student affairs. Basic first aid and medical evaluation tools are located inside the Student Health Center office. No advanced life-saving supplies are available.

Roles of First Responders

- Recognition and immediate care of potentially life-altering conditions
- Emergency equipment and supplies are retrieved
- Activation of emergency medical system (EMS). CALL 9-1-1 [Dial 9-9-1-1 from campus**

land lines]

- provide name
- address
- telephone number
- number of individuals injured
- condition of injured
- care currently being given
- specific directions
- other information as requested
- Direction of EMS to scene
- Open appropriate doors
- Designate individual to "flag down" EMS and direct to scene
- Scene control
 - Limit scene to first aid providers and move bystanders away from area
 - If additional assistance is needed, public safety and campus life offices are located down the hallway.

Directions

The Student Health Center is located on the ground level of the Malcom Center for Student Life on the campus of Missouri Valley College on South Conway Avenue between Morrow and College streets and approximately 50 feet north of the Missouri Valley College football stadium. EMS should park by the glass door on the east side of the building (adjacent to a roll-up-type garage door). This glass door provides direct access to the Student Health Center. If an alternate route is required EMS should park in the same location and enter through the glass doors approximately 20 feet west and turn left immediately past the stairs and enter through the Student Health Center waiting room. The GPS location of the Student Health Center is; latitude: 39.10647 longitude: -93.189299.

**FITZGIBBON HOSPITAL
ORGANIZATION WIDE STATEMENT ON
RESUSCITATION/CODE BLUE**

I. RESUSCITATION STATUS OF PATIENTS

The resuscitation status of a patient is determined by the patient's physician in collaboration with the patient/patient's family. If the patient is not to be resuscitated, the physician must write a **Do Not Resuscitate (DNR)** order or co-sign a verbal order for DNR within 24 hours. Nursing applies purple band designating DNR status.

II. CODE BLUE DESIGNATION

In the absence of a DNR order, all patients are to be resuscitated when suffering from respiratory and/or cardiac arrest.

III. TERMINOLOGY

The designated term for a patient to be resuscitated due to respiratory and/or cardiac arrest is "Code Blue." The term for a patient not to receive Code Blue treatment is "Do Not Resuscitate."

IV. CALLING A CODE

A. Mechanism

Any personnel coming upon an individual, patient/visitor/employee, in respiratory and/or cardiac arrest is expected to initiate a "Code Blue." This is accomplished by dialing extension "222" (emergency phone line) and telling the operator "Code Blue" and the location (e.g., "ED, Room 114"). The operator will then announce this on the overhead page system. Codes can be "silent" in certain areas of the hospital when proper resources are already available (i.e., OR, ICU).

B. Response

A "Code Blue Team" is operational 24 hours/day and the personnel assigned to it are designated on the staffing board. In the event of a "Code Blue," the Code Blue Team responds at once to the scene of the Code.

C. Special Considerations for Codes in Non-Nursing and Public Access Areas

When a resuscitation occurs in non-patient care areas, a stretcher is brought to the patient; the patient is then transported to the Emergency Department (ED) immediately.

1. Professional Building/Home Health/Off-Campus Clinics

For all codes occurring at the Professional Building and off-campus clinics, basic life support (BLS) is initiated by BLS certified staff. 9-1-1 is contacted for ambulance transport of the patient to the Emergency Department (ED). Hospital extension 2-2-2 is called to notify the ED of the situation. The hospital code team is called to the ED to continue resuscitation.

2. The Living Center / Skilled Nursing (TLC/SNU)

BLS is initiated by BLS certified staff. TLC/SNU calls 2-2-2. The Registration clerk calls Respiratory Care and the CCC to respond to TLC/SNU. TLC/SNU staff, Respiratory Care, and the CCC bring the patient to our ED. The code team is called to the ED.

3. **Behavioral Health Unit (BHU)**
BLS is initiated by BLS certified staff. BHU calls 2-2-2. The Registration clerk calls Respiratory Care and the CCC to respond to BHU. BHU staff, Respiratory Care, and the CCC bring the patient to our ED. The code team is called to the ED.
4. **Buckner Wellness Center (BWC)**
BLS and/or Advanced Cardiac Life Support (ACLS) protocols are initiated by BLS/ACLS certified staff. Professional Building Clinic physicians or the Hospitalists are notified for assistance. Emergency services are notified by calling 9-1-1 to transport the patient to our ED. BWC contacts 2-2-2 to alert ED of the code. The code team is called to the ED.
5. **Rehabilitation Services**
BLS is initiated by BLS certified staff. Rehab calls 2-2-2. The Registration clerk calls Respiratory Care and the CCC to respond to the Rehab Department. Rehab staff, Respiratory Care, and the CCC bring the patient to our ED. The code team is called to the ED.
6. **Patient Accounts**
Patient Accounts staff call 2-2-2. The Registration clerk calls Respiratory Care and the CCC to respond to Patient Accounts. Emergency Services are notified by calling 9-1-1 to transport the patient to our ED. The code team is called to the ED.
7. **In-House Clinics/Sleep Lab**
BLS is initiated by BLS certified staff. Clinic/sleep lab calls 2-2-2. The Registration clerk calls Respiratory Care and the CCC to respond to the clinic/sleep lab, and the patient is transported to the ED. The code team is called to the ED.

V. RESPONSIBILITIES

A. General Duties

1. **Physicians**
Attending physician and ED physician – responds to all Code Blues; any FH medical staff member may direct a Code Blue.
2. **Nursing**
Unit nursing staff - the designated Code Blue team staff are expected to bring the crash cart and begin BLS until a physician or ACLS Certified Nurse arrives at the code. They then receive directives from the physician or ACLS Nurse (no physician's order is required for an ACLS Certified RN to initiate ACLS Protocol).
3. **Support Services**
Respiratory Care (RC), Laboratory, and Radiology personnel respond to a Code Blue to render the services within their scope. All support services remain on scene of Code Blue until released by the ACLS RN.

B. Specific Roles and Responsibilities In Code Blue**1. Team Members**

Team members may consist of the following:

- Physician
- ACLS Certified RN
- IV/Med Nurse -- RN
- BLS Certified employee
- Respiratory therapy employee
- Recorder -- RN or LPN
- Laboratory employee
- X-ray employee

2. Duties of Team Members**a. Physician**

- 1) Directs the code team
- 2) Delegates as many procedures as possible in order to maintain overall control
- 3) Follows ACLS protocol
- 4) Performs invasive procedures as indicated
- 5) Provides ongoing patient assessment
- 6) Has authority to discontinue resuscitation efforts

b. ACLS Certified RN

- 1) Attaches patient to cardiac monitor, identifies rhythms, and defibrillates if indicated
- 2) Orders all appropriate medications including correct dosages to be administered as per ACLS protocol until physician present
- 3) Coordinates all activity during a Code Blue until the physician arrives
- 4) Responsible for completion of the Code Blue Summary

c. IV/Med Nurse

- 1) Establishes IV line and hangs appropriate IV fluids
- 2) Administers medication as ordered by the ACLS RN or physician
- 3) Informs recorder of medications given, times given, dosage and route of administration

d. BLS Certified Employee

- 1) Immediately administers cardiac compressions in coordination with ventilations per BLS protocol

e. Respiratory Therapist

- 1) Obtains and maintains airway
- 2) Obtains ABGs if ordered

f. Recorder

- 1) Keeps accurate record of all events occurring during a Code Blue (see Attachment 1 for the "Fitzgibbon Hospital Code Blue Documentation Record").

- g. Laboratory Employee**
 - 1) Provides timely lab draws/results or requested laboratory test
- h. X-Ray Employee**
 - 1) Provides radiology services/results on request.

VI. COMMUNICATION

A. Patient's Family/Significant Other

In the event of Code Blue/emergency care intervention, the patient's family/significant other are taken to a private place until the physician or a Patient Care Coordinator (PCC)/CCC can speak to them. Family may be allowed to witness resuscitative measures if appropriate and per family request. If the family members are not in the hospital, they are notified of the change in the patient's condition as soon as possible. If the patient is transferred prior to the family being notified, it is the responsibility of the department transferring the patient to assure that notification occurs.

B. Other Patients in the Area

If there are other patients in the area where the Code Blue is occurring (such as in ED), every attempt should be made to move the other patients to a different location, or close doors and utilize privacy curtains when possible.

C. Transfer of the Patient to Intensive Care

If the ICU nurse was not involved in the Code Blue, report should be called by the RN in charge of the patient's care. The patient is to be transferred to ICU with continuous cardiac monitoring in place.

VII. TRAFFIC CONTROL

If applicable, the CCC/ACLS RN should ask unnecessary personnel to leave the area.

VIII. DOCUMENTATION

A. Code Blue Record

This form is used as the documentation tool for the Code Blue.

1. The ACLS Certified RN is responsible for directing a team member to record the event.
2. The form must be signed by the recorder, the physician in charge, the med nurse, the ACLS certified nurse, and the CCC.
3. This form serves as the documentation of physician's verbal orders and a record of code activities. It is a permanent part of the medical record. Original goes in the record, 2 copies - send 1 to Service Area Manager and 1 copy to CPR/Codes PIT chairperson for QM.

B. Current Resuscitation Documentation Tool

See ATTACHMENT 1, "Fitzgibbon Hospital Code Blue Documentation Record" ("Adult/Pediatric" and "Neonate").

IX. QUALITY MANAGEMENT (QM)

Every Code Blue is reviewed utilizing the Code Review Form (ATTACHMENT 2). The original form is forwarded to the Service Area Manager and a copy to the CPR/Codes Chairperson for QM. An **Event Report** should be completed for each Code Blue. It is routed to the Risk Management Coordinator (RMC).

A. Code Blue/QA Review Form

After the code has been discontinued, the CCC will complete the Code Blue Review Form. The original is then routed to the Service Area Manager and a copy is forwarded to the CPR/Codes PIT Chairperson.

B. Post Code Blue Debriefing Report

In some circumstances, a debriefing, post code is necessary. The Post Code Blue Debriefing Report (ATTACHMENT 3) is used as a guideline to facilitate discussion and to express feelings. It is recommended that this process occur in collaboration with an LCSW on staff. The report is forwarded to the Service Area Manager and a copy to the CPR/Codes PIT Chairperson.

C. Code Blue Review After Actual Codes

After the Code has been discontinued, the physician, ACLS certified RN, and members of the Code Team will hold a brief "Post Code Blue Conference" to discuss the appropriateness of treatment, any problems encountered and possible ways of improving the Code Blue process. The Post Code Blue sheet will be completed by the ACLS certified RN and forwarded to the Service Area Manager with the copy of the Code Blue Record. A copy of the review tool and the record are also forwarded to the CPR/Codes PIT chairperson.

X. MAINTAINING STAFF COMPETENCY**A. Orientation**

Code Blue procedure is covered for all staff in orientation.

B. ACLS Certification

Certification is required for all ICU, OR, PACU, ED, Women's Center, CPWC & CCC RNs.

C. BLS Certification

Certification is required for all direct patient care providers.

D. Mock Code Blues

Mock Code Blues are held randomly on a monthly basis and critiqued by those present using the "Mock Code Blue Checklist" (ATTACHMENT 4). Mock Code Blue data is reported to the Safety Committee.

E. Special Considerations for Medical Staff

The active Medical Staff requirements for BLS/ACLS/PALS are outlined in the Medical Staff Rules & Regulations.

APPROVED: 03/2008 Safety Committee
 03/2008 Patient Care Council
 04/2008 Patient Services Committee (Episodic Services)
 04/2008 Medical Staff Executive Committee

REVIEWED:

REVISED:

DISTRIBUTED:

Marshall High School Emergency Action Plan

Marshall High School has a written emergency plan that should be followed in the event of an emergency. Any questions should be directed to the head Certified Athletic Trainer (or school administrator, in the absence of a licensed athletic trainer)

An emergency is the need for the Emergency Medical Services (EMS) to give further medical attention and/or transport an athlete to the hospital. It is important in these situations that coordination between the athletic trainer, coaches and administrators be effective. Situations when 911 should be called are:

- An athlete is not breathing
- An athlete has lost consciousness
- It is suspected that an athlete may have a neck or back injury
- An athlete has an open fracture (bone has punctured through the skin)
- Severe heat exhaustion or suspected heat stroke
- Severe bleeding that cannot be stopped

Chain of Command

Team Physician
Certified Athletic Trainer
Athletic Director
Administrator
Head Coach
Assistant Coach
Sports Medicine Student Assistant
Other Athletes

The highest person in the chain of command who is present at a scene will be designated person in charge. That person is responsible for deciding whether or not to call 911, instructing others how they may be of assistance and will be the person who stays with the athlete until EMS arrives. Once it has been decided that EMS should be called, the following protocol should be as followed.

1. The highest person on the chain of command will be deemed the leader and will stay with the athlete to monitor the athlete's condition and administer necessary first aid.
2. The second person on the chain of command will make the call to EMS. EMS should be told
 - Name and call-back number of the caller
 - What the emergency is
 - The condition of the athlete

- How to get to where the athlete is. Also, tell EMS that someone will meet them.

DO NOT HANG UP UNTIL EMS HANGS UP FIRST.

3. The assistant coach, sports medicine student assistant role is retrieve any emergency equipment needed and assist the person in charge. This person may also help to keep unnecessary people away from the emergency scene.
4. If transport is deemed necessary by EMS, the athlete will be taken to Fitzgibbon Hospital, 2305 S Hwy 65, Marshall MO 65340 unless the parent requests otherwise.

Important Phone Numbers:

Athletic Trainer: 660-641-3577

EMS: 911

Ambulance: 660-886-3315

Main Office: 660-886-2244

Athletic Director: 660-8866-2244 ext. 327

School Resource Officer 660-886-2244 ext. 240

Fitzgibbon Hospital: 660-886-7431

Emergency Action Plan for Gym Venue (gym, wrestling room, weight room, commons area)

Emergency Personal: Certified Athletic Trainer (during games and most practices), coaches and administrators (during school hours and school activities).

Emergency Communication: The nearest landline phone is located in the Athletic Training room, Coaches office in the locker room if they have a key or Main office. Certified Athletic Trainers have a cell phone with them at all times. The coaches are asked to carry a cell phone with them in case of an emergency.

Emergency Equipment: AED is located in the Athletic Training room right off the gym and on the wall in the commons area near the gym. All wound care equipment is located with the Certified Athletic Trainer and in the Athletic Training Room. Crutch kit is located in the Athletic Training Room.

Roles of First Responders:

1. Immediate care of injured or ill athlete
2. Emergency equipment retrieval
3. **Activation of EMS as needed: call 911**
 - Provide name and call-back number
 - Address
 - What the emergency is
 - Condition of the athlete
 - Care currently being given
 - Specific directions
4. Direct EMS to site
5. Scene Control: direct bystanders away from the area

Venue Directions: Marshall High School is located at 805 South Miami Marshall MO 65340. EMS will pull up to the front doors of the school. The gym is located directly inside the school to the left.

Emergency Action Plan for Football Field, Track, Soccer Field, Baseball Field

Emergency Personal: Certified Athletic Trainer (during games and most practices), coaches and administrators (during school hours and school activities), team physicians (home varsity football games).

Emergency Communication: The nearest landline phone is located in the school. Certified Athletic Trainers have a cell phone with them at all times. The coaches are asked to carry a cell phone with them in case of an emergency.

Emergency Equipment: AED is located in the concussion stand. For games, AED will be located on the sidelines. EMS will be available on site for football games. All wound care equipment is located with the Certified Athletic Trainer and in the Athletic Training Room. Crutch kit will be on the sidelines of football games; otherwise it will be located in the Athletic Training Room.

Roles of First Responders:

6. Immediate care of injured or ill athlete
7. Emergency equipment retrieval
8. **Activation of EMS as needed: call 911**
 - Provide name and call-back number
 - Address
 - What the emergency is
 - Condition of the athlete
 - Care currently being given
 - Specific directions
9. Direct EMS to site
10. Scene Control: direct bystanders away from the area

Venue Directions: Marshall High School is located at 805 South Miami Marshall MO 65340. EMS will be able to drive through the gate to either the football, soccer or baseball fields. The football field is located on the far right. Soccer is located in the middle behind the concession stand. Baseball field is located on the left.

Emergency Action Plan: Tennis Courts

Emergency Personnel: Certified Athletic Trainer (during games and most practices), coaches and administrators (during school hours and school activities).

Emergency Communication: The nearest landline phone is located in the school. Certified Athletic Trainers have a cell phone with them at all times. The coaches are asked to carry a cell phone with them in case of an emergency.

Emergency Equipment: AED is located in the tennis shed, which is by the tennis courts. All wound care equipment is located with the Certified Athletic Trainer and in the Athletic Training Room. Small first aid kit will be provided to coaches. Crutch kit is located in the Athletic Training Room.

Roles of First Responders:

11. Immediate care of injured or ill athlete
12. Emergency equipment retrieval
13. **Activation of EMS as needed: call 911**
 - Provide name and call-back number
 - Address
 - What the emergency is
 - Condition of the athlete
 - Care currently being given
 - Specific directions
14. Direct EMS to site
15. Scene Control: direct bystanders away from the area

Venue Directions: Marshall High School is located at 805 South Miami Marshall MO 65340. EMS will be able to park in the park lot next to the courts and walk down the hill.

Memo

May 28, 2008

To: COG staff
From: Gene Austin
Re: Emergency Instructions

We are in the process of developing directions designed to insure the safety of our patients and staff in the event of emergency. Laminated cards will be placed throughout the building that identify various emergencies (i.e. fire, weather, public disturbance) and the appropriate response of our staff to each situation.

Below are the instructions to follow in the event the fire alarm sounds or there is a weather emergency. As further directions are developed they will be communicated to you.

In the event of fire; CODE RED is overhead paged.

- Employees should secure their area by making sure all doors are closed and **wait for further directions**.
- **If directions are given to evacuate**, the first priority is to calmly direct patients to the nearest exit [refer to building map in your department or work area].

Clinic personnel are to verify that each exam room and restroom in their area has been cleared.

Front desk staff will direct patients out the main door in the lobby.

- In the event of a building evacuation, all employees, except MRI, are to congregate in the northwest end of the parking lot [employee parking area]; MRI staff will exit to the east end of the Keene Street parking lot. Please make sure to check-in with the managers in the area so we can maintain an accurate count of how many people have left the building.

In the event of a weather emergency; CODE BLACK is overhead paged.

- The first priority is to calmly direct patients out of any room or area with windows into the center of the building [see building map in your department or work area].

If there are blinds on the windows, please lower the blinds as you evacuate the room.

Clinic personnel are to verify that each exam room and restroom in their area has been cleared.

Front desk staff will direct patients out of the lobby into the sub-waiting areas and west hall between the elevator and x-ray department.

- Employees on the third floor should lower the window blinds in their area and evacuate to the second or first floor by means of the west elevator or west staircase.
- When the emergency is over, "All clear" will be over head paged.

Thanks for your help.

Surgical Center at Columbia Orthopaedic Group

SUBJECT: Life Safety Management Plan

Policy # LSMP.01

PURPOSE: To assure implementation of appropriate measures to maintain a safe environment.

To educate staff in the principles and practices of handling emergencies in order to decrease ill effects to patients, staff, and environs.

POLICY: All personnel shall be prepared to carry out the fire and disaster procedures for the facility.

Through the Safety Committee, organization will promote a safe and controlled environment by assessing and minimizing risks associated with fire safety and Life Safety Code requirements.

PROCEDURE:

1. All staff shall participate in the following drills:
 - 1.1 Quarterly fire drills for each shift, including testing fire alarm devices.
 - 1.2 A critique of the drill shall be documented.
2. All staff shall receive initial orientation within 15 days of employment to the location and use of the following:
 - 2.1 Exits
 - 2.2 Fire fighting appliances (Fire extinguishers)
 - 2.3 Fire alarm devices
 - 2.4 Utility shut-off (main and auxiliary)
 - 2.5 Oxygen location and manifold shut-offs
 - 2.6 Air circulating systems (heating and cooling)
 - 2.7 Auxiliary lighting generator
 - 2.8 Auxiliary (emergency) lighting
3. Safety Committee will develop an evacuation plan which will:
 - 3.1 Identify process of notification to fire department and personnel in the facility.
 - 3.2 Delineate personnel responsible for removal of non-ambulating patients from the facility.
 - 3.3 Delineate personnel responsible for directing ambulating patients from the facility.
 - 3.4 Delineate personnel responsible for directing non-patients from the facility.
 - 3.5 Route exit patterns and identify reassembly area outside of building.
 - 3.6 Delineate personnel responsible and process for shutdown of medical gases.
 - 3.7 Identify general rules for exiting a building when smoke and fire may exist.

4. All staff shall observe good Fire Prevention and Life Safety practices:
 - 4.1 By promptly reporting any known fire and life hazard by labeling defective equipment and removing equipment from service.
 - 4.2 By maintaining clear hallways and exits.
 - 4.3 By enforcing the established NO SMOKING RULES.
 - 4.4 By the proper disposal of rubbish.
4. Materials Management will review proposed acquisition of furnishings for appropriate fire safety and provide report to Safety Committee.
5. When facility is under construction, Safety Committee will establish a plan to ensure the continued adherence to Life Safety Codes as outlined by the regulatory agencies.
6. Staff personnel will be educated to the process of reporting any discrepancies, failures or user errors associated with Life Safety Codes and fire protection. Safety Committee will be responsible to investigate said discrepancies, failures or user errors.
7. As part of plant operations, personnel will be assigned to inspect, maintain and test all fire alarm systems as required by federal, state and local authority. Logs shall be maintained and reports will be submitted to the Safety Committee on a monthly basis.
 - 7.1 Fire detection apparatus shall be tested and inspected quarterly.
 - 7.2 Sprinkler system shall be tested quarterly and inspected and certified annually.
 - 7.3 Fire extinguishers shall be inspected monthly and tested annually by certified personnel.
 - 7.4 Automatic doors shall be inspected monthly.
 - 7.5 Operating Room Emergency Lights shall be tested 30 seconds monthly and 90 minutes annually.
 - 7.6 Exit sign lights observed on monthly basis for full lighting function.
8. Safety Committee shall annually review the Life Safety Plan and report to the CQI Committee on the effectiveness of the plan and any recommendations for improvement.
9. Life Safety drills and inspections shall be conducted according to the Life Safety Quality Assurance schedule.

Associated Documents

Form – Orientation & Basic Performance Record: Life Safety Management
Form – Life Safety Quality Assurance Schedule
Form – Fire Extinguisher Log
Form – Simplex Fire Alarm System Operating Instructions
Form - OR Emergency Light Testing
Form - Exit Sign Light Test
Form – Fire Drill Evaluation

Associated Policies

Policy-LSMP.05- Fire & Explosion Hazard
Policy-LSMP.02- Fire Drill Procedure
Policy-LSMP.03- Fire Evacuation Plan
Policy-LSMP.06- Know Your Extinguishers
Policy-LSMP.04- Fire Extinguisher Maintenance
Policy-HRJI.02- Employee Orientation
Policy-EQMP.01- Medical Equipment Management Plan

Surgical Center at Columbia Orthopaedic Group

SUBJECT: Emergency Preparedness (Management Plan)

Policy # EMRG.01

PURPOSE: To establish, support, and maintain an emergency preparedness plan which is designed to implement specific procedures in response to a variety of disasters. This plan is founded upon the following objectives:

- 1) Defining, when appropriate the organization's role with community wide emergency preparedness efforts.
- 2) Notifying proper authorities outside of the organization of an emergency.
- 3) Notifying personnel of an implementation of the emergency preparedness plan.
- 4) Defining, where appropriate, alternate roles and responsibilities of personnel during disasters and emergencies.
- 5) Assigning available personnel to reflect current staffing patterns.
- 6) Managing space, supplies & security during a disaster.
- 7) Providing an emergency communication system during disasters and emergencies.
- 8) Providing an identified alternative source for essential utilities.
- 9) Evacuating the total or partial facility if the organization's environment cannot continue to support adequate patient care and treatment.
- 10) Managing patients during disasters or emergencies, including the scheduling, modification, or discontinuation of services, control of patient information, and admission, transfer, and discharge of patients.
- 11) Requiring an annual evaluation of the objectives, scope, performance, and effectiveness of the documented emergency preparedness management plan.

A disaster is considered a manmade or natural event which causes major disruption in the environment of care such as damage to the organization's buildings and grounds due to severe windstorms, tornadoes, hurricanes, earthquakes; or the impact on patient care and treatment activities due to such things as the loss of utilities (power, water, telephones, computers, etc.); or due to floods, accidents or emergencies within the organization or in the surrounding community that may disrupt the organization's ability to provide care.

This plan will also address the organization's ability to provide patient care to the victims of a disaster whether natural or manmade that would bring a mass quantity of victims requiring healthcare services into our facility.

POLICY: The facility will be prepared to deliver healthcare services to the community we serve in the event of a disaster situation that may impact the delivery of patient care services.

Surgical Center at Columbia Orthopaedic Group

SUBJECT: Emergency Preparedness (Management Plan)

Policy # EMRG.01

PROCEDURE:

1. Component elements of the Emergency Management Plan shall include the following related policies:
 - 1.1 Tornados/Windstorms – ERMG.04
 - 1.2 Earthquakes – ERMG.02
 - 1.3 Loss of Essential Systems – ERMG.05
 - 1.4 Floods - ERMG.03
 - 1.5 Hurricanes – ERMG.04A
 - 1.6 External Disasters – ERMG.06
 - 1.7 Bioterrorism – ERMG.07
 - 1.8 Vulnerability Assessment – ERMG.08
2. The written criteria and performance standards that are used to administer this plan are outlined in each situational guideline.
 - 2.1 Drills will be conducted at least twice a year.
 - 2.2 A critique of the drills will be performed.
 - 2.3 Staff personnel will be monitored and evaluated for knowledge and skills for each type of disaster.
3. The management of the Emergency Preparedness Plan is the responsibility of the Safety Committee and is reported on at each Continuous Quality Improvement Committee meeting and once a year at the Board of Managers Meeting.
4. An annual review will be conducted on by the Safety Committee. This review will be reported to the Board of Managers as part of the review of the entire Environment of Care Program.
5. The objective, scope, performance and effectiveness of the Emergency Preparedness Plan will be evaluated by measurement criteria as established in the Environment of Care Program:
6. All staff personnel will be oriented to the general Emergency Preparedness Plan and to the following specific disaster situations guidelines:
 - 6.1 Tornados/Windstorms
 - 6.2 Earthquakes
 - 6.3 Loss of Essential Systems Failure
 - 6.4 Floods
 - 6.5 Hurricanes
 - 6.6 External Disasters
 - 6.7 Bioterrorism
 - 6.8 Vulnerability Assessment

Surgical Center at Columbia Orthopaedic Group

SUBJECT: Emergency Preparedness (Management Plan)

Policy # EMRG.01

7. Specific goals for the education of staff personnel will include the following:
 - 7.1 Specifying roles and responsibilities during an emergency.
 - 7.2 The information and skills required to perform duties during an emergency.
 - 7.3 Description of back-up communication system that will be used during disasters and emergencies.
 - 7.4 How supplies and equipment will be obtained during an emergency.
 - 7.5 Identify alternate care sites.
 - 7.6 Process for notifying external authorities.
 - 7.7 Notification process that an emergency exists.
 - 7.8 Managing space and security.
 - 7.9 Alternate roles and responsibilities of personnel during an emergency.
8. Twice a year a specific type of an external disaster drill will be conducted, excluding fire drills. Fire drills will be conducted quarterly.
9. A Vulnerability Assessment will be conducted on an annual basis. Findings shall be reported to the Governing Body.
 - 9.1 Recommendations for corrections will be provided to the CQI Committee by the Safety Committee who shall be assigned the task to evaluate methods of data collection, assessment, and improvement.
10. The Administrator and/or Medical Director shall meet with the local community representative organizations on an annual basis and coordinate the Center's plan within the specifications of its defined Scope of Care and services provided.
 - 10.1 The plan with applicable appendices shall be submitted annually to the county emergency assessment agency for review and approval.

Associated Documents

Operating Guideline – Tornadoes/Windstorms

Operating Guideline – Earthquakes

Operating Guideline – Floods

Operating Guideline - Hurricanes

Operating Guideline - Essential Systems Failure

Operating Guideline – External Disasters

Form - Orientation & Basic Performance Record: Emergency Preparedness

Form – Orientation & Basic Performance Record: Environment of Care

Associated Policies

Policy-ENVC.01- Environment of Care Program

Policy-HRJI.02- Employee Orientation

Policy-SCMP.01- Safety Committee

Policy-ERMG.07- Bioterrorism

Policy-ERMG.08- Vulnerability Assessment



Emergency Code Guide

GENERAL INFORMATION

This Emergency Code Guide will be used anytime a fire, severe weather watch, severe weather warning, unmanageable chemical spill, individual without pulse or respiration, bomb threat, hostage situation, radiation emergency, lost/wandering/abducted child, or potentially violent person is reported.

CODE RED: Fire

Immediate response to fire utilizing "R.A.C.E"

1. **RESCUE** all personnel (individual in charge should account for all department personnel)
2. **ALARM** use the pull box and turn in notification. (see below)
3. **CONFINE** the fire by shutting fire and smoke doors and windows
4. **EXTINGUISH** attempt to extinguish the fire if possible using department fire extinguishers or those borrowed from other departments

SEVERE WEATHER WATCH: Severe weather possible

1. Close all doors, window blinds, draperies and curtains
2. Turn off unnecessary electrical equipment (leave lights on)
3. Await further instructions (All clear or Severe Weather Warning)

SEVERE WEATHER WARNING: Severe weather imminent

1. Follow steps 1 and 2 in SEVERE WEATHER WATCH
2. Evacuate patients, visitors and staff to interior corridors or safe areas if possible. Cover non-ambulatory patients and pull cubicle curtain
3. Await further instructions or announcements

CODE CHEMICAL: Unmanageable chemical spill

1. Put on personal protective equipment (PPE)
2. Remove people from danger area
3. Turn off ignition/heat sources
4. Turn in notification (see below)
5. Contain spill if possible
6. Open windows and close doors
7. Warn surrounding areas

CODE BLUE: Individual without pulse or respiration

1. Use patient call light when possible to alert staff or call out "Code Blue"
2. Note time and never leave the victim
3. Initiate CPR if trained and deemed necessary
4. Turn in notification (see below)

CODE GREEN: Bomb threat

1. Keep the caller on line as long as possible
2. Try to establish where/when bomb will explode
3. Try to establish type of bomb and why caller is making threat
4. Listen for background noise
5. Listen closely for voice type (male, female), voice quality, etc
6. Note if caller knows area by description of location
7. Turn in notification (see below)

CODE GRAY: Unusual / suspicious person or hostage situation

1. Notify Nurse Supervisor and the Administrator on call.
2. Secure all internal doors.
3. Assist law enforcement as requested

CODE BLACK: Radiation emergency

1. Remove people from danger area
2. Assemble personnel in safe area until decontamination is performed
3. Turn in notification (see below)
4. Avoid spreading contamination (remain in place, close windows/doors)
5. Control access to affected area

CODE ORANGE: Lost/Wandering Patient or Abducted Child

1. Turn in notification (see below)
2. All available personnel report to affected area
3. Charge Nurse inform sweep team of any special instructions

HOSPITAL EMERGENCIES

EMERGENCY CODES: Dial "111" to notify the operator

Code Blue Medical Emergency

- Call for Help
- Dial "111", tell the operator location of code blue, let the operator hang up first
- Begin CPR
- Respond with the department crash cart to the code blue location

Code Red Fire/Smoke/Explosion

- Follow the R.A.C.E. acronym
 - **R**escue
 - **A**larm
 - **C**onfine
 - **E**vacuate or Extinguish
- Evacuation would be ordered by Security or an administrator and would first move laterally through the nearest fire doors.
- If evacuation becomes necessary, the charge nurse on each unit should obtain a list of patients to present to the Administrative Representative in the "Safe Area"

Code Pink Infant/Child Abduction

- Check your department for unauthorized personnel
- Be alert for anyone carrying an infant/child or an item large enough to conceal an infant/child
- Staff should stand by all stairwells and elevators and be alert for anyone or anything suspicious
- If you see a suspicious individual, maintain visual contact with the person
- Approach the individual at your discretion, informing them that an emergency has occurred and no one is to leave the building
- Keep yourself safe at all times
- Call Security at **777** to clear them for exit
- If the person will not wait/stop, give a detailed description of physical characteristics and clothing to Security, and if they exit the building, observe the automobile and license plate

Severe Weather Alert Weather conditions are favorable for tornado development

- Close windows and window coverings in patient rooms, lounges and offices
- Close privacy curtains between the window and patient beds

- Gather extra blankets, pillows
- Be sure flashlights work
- Notify patients and visitors of watch
- Any patient not involved in a supervised activity should return to the unit

Code Yellow A tornado has been observed in the area

- Move visitors and patients who can sit into the central areas, away from windows
- If a patient cannot sit, turn the bed to face the far wall, close all curtains, have call light in patient's hand, and cover with extra blankets and pillows.
- Turn off all possible gas and anesthesia machines

Code Purple Bomb Threat

• **If You Receive a Telephone Bomb Threat**

- Do not hang up.
- Remain calm.
- Try to prolong the conversation and get as much information as possible.
- Complete the bomb threat checklist immediately. This checklist can be found on the inside of the left flap.
- Then dial 9-911 and report a bomb threat. Give the operator all the information you collected on the checklist. Identify yourself – give your name, address and phone number.
- After this is done, notify your supervisor immediately. Then stand by for further instructions.
- If it is deemed necessary to evacuate, you will be notified by your supervisor or the overhead paging system.

• **If you discover a bomb or a suspicious item**

- Leave it untouched and secure area until police arrive.
- Go to a telephone. Dial 9-911 and report a suspicious item. You may be asked to assist in a search because you are familiar with the area. If so directed, evacuate your area. See your departmental evacuation plan.

Code Orange Hazardous Material Spill

• **Chemical / Mercury Spill**

Action

- Contain and absorb the spill, if possible.
- Contact Environmental Services at ext 512 (page overhead if no response) for clean-up.
- Notify unit manager and/or director.
- Complete event report.

• **Radiation Spills**

In the event that a Radioactive spill occurs, immediately call:

- Radiation safety officer (RSO) at ext. 199.
- Assistant RSO at ext. 185 or 530.
- Department manager at ext. 536 or 530.

Action

- Call the RSO immediately.
- Nuclear Medicine personnel should contain the spill by covering the spill with absorbent paper.
- If possible shield the spill area.
- Close and lock the area, if possible.
- Decontaminate personnel, if necessary.

Questions concerning the receiving, storage or disposal of radioactive substances all the Radiation Safety Officer (RSO). For more information consult the department policy "radioactive material procurement, receiving, storage, and disposal" located in the Nuclear Medicine Manager's Office.

Code Green

Combative Situation

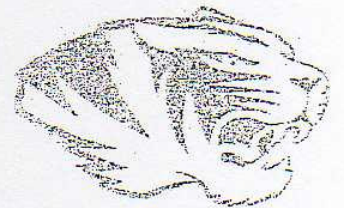
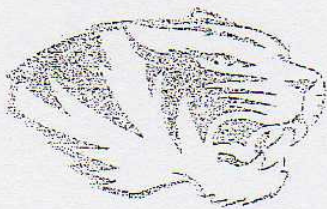
- Dial extension 111 to reach the operator
- Announce Code Green and your name
- Give location where assistance is needed



Smith Cotton Tigers



**Bothwell Regional
Health Center
Sports Medicine Handbook
for Parents and Students**



Bothwell Regional Health Center Sports Medicine Handbook For Parents & Student Athletes

Bryan Smith, ATC, LAT
Head Athletic Trainer Smith Cotton High

Lisha D. King, M.S., ATC, LAT
Head Athletic Trainer Warsaw High

DeLee Leach, ATC, LAT, PTA
Head Athletic Trainer Cole Camp High

A Note from the Sports Medicine Staff “On Athletic Training”

Each year millions of students across the US participate in interscholastic athletic competitions and each year tens of thousands of them suffer and injury that prevents them from participation in practices and/or athletic contests for their schools. While athletic health care is common place in professional and collegiate athletics, most high school student-athletes across the nation are still not afforded even the most rudimentary of athletic health care services.

What exactly is Athletic Training?

Athletic trainers are highly educated and skilled allied health care professionals specializing in athletic health care. In cooperation with physicians and other allied health care providers, athletic trainers function as integral members of the athletic health care team within the school setting. Athletic trainers are required by their national certifying body (NATA Board of Certification and the State of Missouri) to maintain their skills through Continuing Education Requirements or they lose their authority to practice. Athletic Trainers in Missouri are certified by the NATA BOC and licensed by the Missouri Board of Healing Arts. These bodies require that individuals take an extensive computer based examination testing their skills in the five domains, or practice areas of athletic training after they have completed university courses leading to a Bachelors or Masters Degree.

The Domains of Athletic Training are:

- Prevention
- Recognition, Evaluation, and Assessment
- Immediate Care
- Treatment, Rehabilitation & Reconditioning
- Organizations & Administration
- Professional Development & Responsibility

The entire Bothwell Sports Medicine Staff is committed to providing the best possible athletic health care to students participating in athletics at either Smith Cotton, Warsaw or Cole Camp. We are only able to do our job successfully when we have the full cooperation and support of the parents of our student-athletes. It is our hope that this handbook will help us to enhance that level of cooperation and support in the future.

The Bothwell Sports Medicine Athletic Program

Each year more and more students in high school and middle schools across the nation are becoming involved in interscholastic athletics. Sedalia, Warsaw and Cole Camp are no different. Almost 6 million student-athletes participate in high school sports programs nationwide. Each year an average of 600 students from S-C, Warsaw and Cole Camp participate in athletic programs. The large number of students participating, plus the rapid developmental changes in the bodies of young athletes is the reason that we take steps to ensure the health, safety, and enjoyment while an athlete is representing their school. According to the NATA over 1.3 million student-athletes (about 1 out of 7) are injured each year. Fortunately, the vast majority of these injuries are minor. With proper training, conditioning, instruction, diet, and rest habits many of these potential injuries can be eliminated or significantly reduced.

Pre-Participation Physicals

All students who participate in athletics must have a current physical on file in the administrations office. The physical must be obtained prior to participation in any practices, scrimmages, or games. Each year S-C, Warsaw, and Cole Camp separately offer Free Physical Night in May for students. We strongly encourage parents and students to take advantage of this opportunity, but they are always welcome to obtain a physical from their own physician.

Team Medical Release Information

Prior to participating in athletics at either school, your child must complete several forms. These forms include the aforementioned pre-participation physical examination, a parental consent form, a participation waiver form (both of which accompany the physical form), and an Emergency information card. Two of these forms the parental consent form and the emergency information card are especially vital to the Bothwell Sports Medicine Department for they provide valuable information that would be needed in case of an emergency. It is extremely important that you fill these forms out properly and that your child returns them to the Athletic Trainer at their school before participation. These forms provide us with the names and phone numbers of who to contact in an emergency, any special medical information on your child, and a statement authorizing medical care in the event that you can not be reached to authorize such care.

Pre-Season Conditioning

It is important that students who plan to go out for a sport are physically prepared to the challenges of that sport. A pre-season conditioning program is important to that and should include strength, flexibility, and cardiovascular training. By doing a pre-season conditioning program it will decrease chances of injury.

Tips for the Beginning of the Season!

During the first two weeks of any sports season, an athlete can alleviate the discomfort of the increased physical exertion of the sport by doing the following:

Stretch Often

We recommend taking a few moments in the morning, before practice, after practice and before bed. **DO NOT BOUNCE WHEN STRETCHING**, you should be stable when stretching.

Eat Well

An increase in activity causes an increase in energy needs of the body, so plan accordingly. Consume complex carbohydrates such as whole grain breads, cereals, pastas and plenty of fruits and vegetables. Stay away from high fat, high sodium foods.

Drink Plenty of Fluids

Adequate fluid replacement is important in preventing fatigue, excessive weight loss, and heat related illnesses. The recommended is 8-10 glasses of water a day. Sports drinks (Gatorade, PowerAde) are necessary to replenish electrolytes lost in sweat during sports activity. A combination of both water and sports drinks is a good idea. Stay away from caffeinated or carbonated drinks they are not good for your system.

Rest

Rest is extremely important in the first few weeks of the season so the body can adjust to all the increase in activity. The recommendation is at least 8 hours.

During the Season

Dietary Guidelines and Fluid Replacement

Athletic participation places physical and mental stressors on an athlete. It is important that young athletes eat properly in order to provide quality fuel for activity. The following guidelines are general considerations which may assist the athlete in his/her efforts to succeed.

1. Eat a varied diet
2. Eat breakfast.
3. Avoid excessive amounts of fast food.
4. Drink plenty of fluids.
5. Avoid large amounts of red meat
6. Consume complex carbohydrates.

Flexibility Guidelines

We cannot feel ourselves getting tighter, but this does happen each day we do not stretch our muscles. Adequate flexibility helps muscles perform to their fullest capacity, allowing athletes to achieve speed, range of motion, reduce soreness and achieve their greatest level of athletic success.

The following guidelines will allow your child to achieve the type of flexibility needed for athletics:

1. Flexibility is lost quickly and gained slowly.
2. Begin stretching 2-3 weeks prior to season.
3. Stretching should not hurt. You might feel tightness, but should not feel pain.
4. Stretch to a point of tightness and hold for 60 seconds, relax, and repeat 2-3 more times.
5. **DO NOT BOUNCE OR JERK.**
6. Warm muscles stretch more easily than cold muscles do. So a brisk walk, jog, or bike for a few minutes prior to stretching is necessary. We were always told that stretching a cold muscle is like stretching a cold piece of bubble gum, it tears when you stretch it.
7. Relax when stretching, it makes it easier.

A Note on Dietary and Performance Supplements

Our staff does not promote, support, or encourage the use of dietary or performance supplements by student-athletes. Parents and student-athletes should be extremely cautious about using these substances and consult their personal physician or other qualified expert before using these products. The FDA DOES NOT regulate these substances so there is no control over the dosage or actual ability to do what they claim.

In the Event of An Injury

If an athlete gets hurt at practice/game and does not inform the Athletic Trainer at the practice/game or the ATC is not there follow this procedure:

1. Contact the Coach in charge of your sport.
2. Coach contacts me.
3. I contact YOU!
4. We make a decision on what to do.

If an athlete gets hurt at practice/game and does inform the ATC at the practice/game follow this procedure:

1. I contact YOU!
2. We make a decision on what to do.

Questions From Home.....

1. PLEASE CALL YOUR COACH!!!!
2. THE COACH WILL CONTACT THE ATC IF NECESSARY!!!!

It is strongly recommended that you contact the coach so they can contact the ATC in charge before taking your son/daughter to the physician. The reason for this is, is that often student-athletes can be seen more quickly by physicians the ATC's are affiliated with. If you do choose to use another physician (which is your choice) we ask you pick up a referral form from us so that we can appropriately work in conjunction with this physician to treat your child the best we all can.

PLEASE NOTE.....Athletes seen by any physician will be required to submit written treatment plans and a written release from their physician in order to return to participation on their team. Without written instructions, we have no way of confirming whether or not the athlete is actually cleared to participate until such documentation is provided.

General and Follow-Up Care

In order to ensure that athletes recover from their athletic injuries, it is extremely important that they make every effort to come to the Athletic Training Office for care and follow-up until the athletic training staff has determined that they have recovered sufficiently and do not require further medical care.

Due to the expansive nature of our athletic programs the ATC's may not always have an opportunity to track your son/daughter down if they fail to report to the athletic training room for initial or follow-up care of an injury. So we recommend that parents continually check with their child to make sure they are doing what they are supposed to.

Some Tips For Injury Care

The RICE Principle

Please follow the basic first aid treatments if an injury occurs:

R = REST the injured are. Do not move it needlessly, walking on it to test the area, or continue to exercise if it hurts. We will

assign you crutches, a sling, or a splint if necessary.

I = ICE the injured area to reduce swelling within the first 72 hrs after injury. Do not apply heat. Ice should be applied 15-20 minutes on the 60 minutes off.

C = COMPRESSION should be applied to the injured area to reduce swelling. Use an elastic wrap to control the swelling. The wrap should not be applied so tightly that it causes numbness, tingling, or loss of circulation to occur in the injured area or areas below it. The wrap may also be removed at night while you are sleeping.

E = ELEVATE the limb above the heart to reduce swelling.

If there is any doubt as to the severity of the injury, *seek appropriate medical evaluation*. If you seek treatment from a physician or a hospital please be sure to obtain written instructions and medical findings to give to the ATC so the best possible treatment is given to your son/daughter.

Ice or Heat – Which should I use?

1. Pain which is intense, throbbing, stabbing, or sharp is usually the result of nerve irritation or tissue inflammation. In these cases, ICE is the appropriate treatment.
2. Ice should be applied to these injuries for at least 72 hours after initial injury. Treatment time should be 15-20 minutes on 60 minutes off. DO NOT FALL ASLEEP WITH ICE ON it could cause frostbite or skin irritation.
3. Dull, achy pain over large muscle areas or joints, where there is no swelling moist heat is the best. This is usually muscle soreness due to tight muscles or joint stiffness.
4. Heat should be applied only after swelling and inflammation has subsided in the area.
5. Heat should be applied no more than 20 minutes and removed for at least 2 hours.

PLEASE DO NOT USE CHEMICAL ICE PACKS! Chemical ice packs are colder than 32 degrees and can cause FROSTBITE!

Ice can be applied in the form of a bag of ice, ice cup rubbed over injured area for 5-10 min., or ice immersion no less than 55 degrees for 15 minutes.

NEVER USE A SPORTS CREAM UNDER A MOIST HEAT APPLICATION!! THIS CAN LEAD TO SERIOUS TISSUE DAMAGE AND BURNS.

Methods of heat application should all be moist in order to insure penetration to deeper tissues. These include:

MOIST HEAT PACK – Towel soaked in hot water, wrapped in a towel. Applied for 20 minutes to the affected area.

HOT SOAK – Soaking the area in water heated to 96-98 degrees for no more than 20 minutes. If full body soak, time should be less and temperature should be less.

MOIST HEATING PAD – May be purchased commercially. Follow manufacture's instructions.

Skin Wounds and Abrasions:

The leading cause of indirect deaths in athletics is **INFECTION**. Skin wounds and skin abrasions are very common in athletics, especially in collision and contact sports like football, soccer, wrestling, baseball, and softball.

These wounds and abrasions should be kept covered, with antibiotic cream applied to them until the wound has healed and new skin has replaced the damaged tissue. By not keeping them covered the risk of infection increases greatly. If you have any of the following signs you may have an infection:

- Bright red color surrounding the wound
- Bright red streaking leading away from the wound
- Puss oozing from the wound
- Inflammation and/or extreme pain around the wound
- Fever around the wound or whole body

If you experience any of these symptoms, report them to the Coach or ATC as soon as possible or seek medical attention.

Head Injury Guidelines

Any head, face, neck, or jaw injury has the potential to be significant. The danger from a blow to the head area or through significant contact may not appear until later in the day or even the following day after an activity. The following signs, symptoms and suggestions are offered to parents as a reference by which to judge your child's appearance and behavior following an episode of head injury or significant body contact.

- **DO NOT** give pain medications (aspirin, Tylenol, ibuprofen, Advil, Aleve, etc.) unless recommended by your physician or team physicians.
- During the first 24 hours after the injury the athlete should be awakened every 2-3 hours to make sure he/she is not unconscious
- You should notify your physician or seek medical assistance if the following occur:
 - * your child is unusually sleepy
 - * your child is nauseated and/or vomiting
 - * your child cannot see clearly from both eyes, complains, of blurred vision, dizziness, or loss of balance
 - * headache gets worse or lasts more than 24 hours
 - * the child seems to be confused, irritable, has loss of memory, or their personality changes noticeably
 - * the pupil (black spot in the center of the eye) of one eye becomes different size than the other.

PLEASE NOTE....

The guidelines outlined above and on the previous pages are not meant as, and should not be used as a substitute for competent medical care. If you have questions or concerns about the health and well being of your child you should seek medical advice from the sports medicine staff or medical doctor.

Important Phone Numbers

Bothwell Therapy Center (Warsaw) 660-287-3450

Warsaw High School 660-438-7351

Head Athletic Trainer

Lisha D. King, M.S., ATC, LAT

Bothwell Regional Health Center (Sedalia) 660-827-9576

Smith Cotton High School ~~660-827-6300~~ 660 851 5300

Head Athletic Trainer

Bryan Smith, ATC, LAT ^{cell} - 660 257-1225

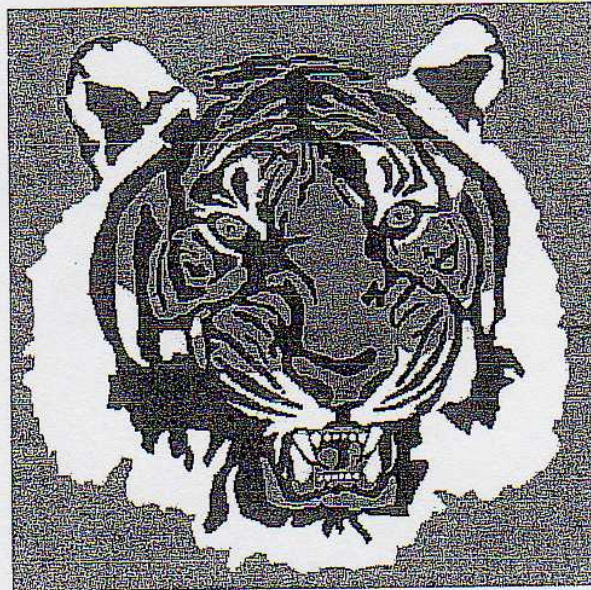
Bothwell Therapy Center (Cole Camp) 660-281-3493

Cole Camp High School 660-668-4427 x330

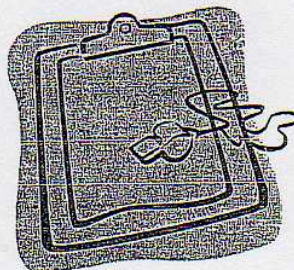
Head Athletic Trainer

DeLee Leach, ATC, LAT, PTA

**SMITH-COTTON
JUNIOR AND SENIOR
HIGH SCHOOL**



**2010-2011
COACH'S HANDBOOK**



FIRST AID REQUIREMENT

MSHSAA Policy 124.0

A school head coach or assistant coach who is entering secondary school coaching for the first time or after being out of coaching for more than three years shall be required to satisfactorily complete a MSHSAA Sports First Aid Course as a prerequisite to coaching for a head coach position and within the first year of coaching as an assistant.

~~All coaches are encouraged to stay certified in first aid and CPR. The athletic office will organize training dates throughout the year.~~

PHYSICALS

All students who participate in the interscholastic program in the Sedalia School District must have a physical examination by a physician of their choice. The results of this examination must be recorded on the form provided by the school district. As per MSHSAA rules, a physical must be dated after February 1 to be good for the current school year.

In addition to ~~the information~~ outlined on the form, the physician, parent or guardian, and the athlete must sign the form ~~in the appropriate spaces~~. Athletes will have an opportunity each spring to get a free physical on a date determined by the administration. Physical forms completed at this time will be sent directly to the athletic office. If an athlete gets a physical on their own, they are to bring it to the head coach who will then turn them in to the athletic secretary for processing. ~~Coaches are responsible for knowing the information contained on the physical including existing conditions, medications, etc.~~

The original physical must be kept in the athletic office. Coaches will be responsible for obtaining a copy from the physical ~~file~~ held in the athletic office. This copy must accompany the head coach or his designee to all practices, scrimmages, meetings, and competitions. **Student athletes may not receive equipment, practice, or play until a copy of the completed physical form is on file in the athletic office.**

INSURANCE INFORMATION

A student must also provide insurance information on the physical including the name of the company and the policy number. If a student fails to produce this information, they may not participate in any way. Kid Guard provides inexpensive insurance coverage which satisfies this requirement. Kid Guard forms can be found in the athletic office and the central office.

The school provides insurance coverage which covers expenses above and beyond what is covered by the athletes insurance when the athlete is injured during participation. This

coverage has a cap and forms must be completed by the parents and returned to the athletic or central office as expeditiously as possible.

A \$25,000 deductible catastrophic insurance policy is also provided through our membership in MSHSAA.

INJURY PROCEDURE

When a student is injured and requires medical attention, the parents must be notified immediately. If the injury is serious, the student should be taken to a local hospital. The means by which the athlete is transported to the hospital may vary depending on the severity of the injury. The supervising coach should err on the side of caution when determining if an ambulance should be called. When possible, refer to the advice of a certified trainer if one is on duty. The student must be accompanied by an adult, preferably a coach. The adult will remain with the student until released to the parent or guardian. Finally, as soon as possible, contact the Principal or Activities Director.

If an injury causes the athlete to go to a doctor or the hospital, we must receive a release from that doctor before an athlete will be allowed to participate in any way. This is also the case when an athlete suffers a concussion or is suspected of suffering a concussion. In cases of typical athletic injuries, apply any necessary first aid. Refer the athlete to our certified trainer. If the injury is severe enough to cause the loss of competition or practice time, contact the parents as soon as possible. An "Accident/Incident Report Form" must also be completed within 24 hours of the injury. The form will then be distributed to the coach, trainer, principal, nurse, and a copy will remain in the athletic office.

Important Numbers

Emergency/Fire/Police	911
Sedalia Police (non-emergency)	826-8100
Sedalia Fire Department (non-emergency)	826-7990 or 829-2273
Poison Control Center	800-366-8888
Bryan Smith, Trainer	(C) TBA (O) 827-9576
Rob Davis, Activities Director	(C) 460-1246 (O) 829-6311 (H) 827-3136
Martin White, Principal	(C) 460-1248 (O) 829-6302
Steve Triplett	(C) 460-1249

Communicable Disease Precautions

When disinfecting bloody uniforms or other materials in recent contact with body fluids, use ¼ cup sodium hypochlorite (bleach) to one gallon of water. You can also use a 70% isopropyl alcohol (rubbing alcohol) solution, or another approved disinfectant. Coaches should review and follow these and other procedures as outlined in the MSHSAA Sports Medicine Manual.

While the risk of one athlete infecting another athlete with HIV/AIDS during competition is close to nonexistent, there is a greater risk that other blood borne infectious diseases can be transmitted. For example, Hepatitis B can be present in blood and other body fluids. Precautions for reducing the potential for transmission of these infectious agents must include, but not be limited to, the following:

- Routine use of gloves or other precautions to prevent skin mucous-membrane exposure when contact with blood or other body fluids is anticipated.
- Immediately wash hands and other skin surfaces if contaminated with blood or other body fluids. Wash hands immediately after removing gloves.
- The bloodied portion of the uniform must be properly disinfected or the uniform changed before the athlete may continue participation.
- Athletic trainers and coaches with bleeding or oozing skin conditions should not issue direct care to an athlete until the condition is resolved.
- Contaminated towels should be properly disposed of or disinfected.
- Follow acceptable guidelines in the immediate control of bleeding and when handling bloody dressings, mouthparts, or other articles containing body fluids.
- Refer to the specific sport rules for additional information.

PARENTS MEETINGS

In order to help open the lines of communication between coaches and parents and in an effort to be proactive in establishing parent-coach relationships, it is mandatory that coaches have a meeting with players and parents before the start of the season. The following is a list of items that must be discussed in these meetings:

- Team, MSHSAA, and district rules
- Your coaching philosophy
- Eligibility requirements
- Sportsmanship
- Lettering requirements
- Practice times, locations, inclement weather plan, phone tree
- Weekend and holiday practice information
- Transportation issues including practice, contests, pickup sites, departure times, money needed, snacks, coolers, itineraries, etc.
- NCAA clearinghouse, college recruiting
- Booster club
- Admission- activity passes, why we charge, where the money goes
- Injuries, insurance, care and prevention of injuries, safety issues and warnings
- Disciplinary procedures
- Off-season requirements
- Parental support and consequences of negative talk at home
- Sport specific information- equipment, costs, etc.
- Procedure for making up missed school time

- To help insure proper crowd control, coaches and players are expected to be committed to bench discipline and to strictly adhere to bench conduct rules as set forth by the MSHSAA.
- Coaches are not to question judgment calls. If the coach feels a rule has been misinterpreted, he or she will discuss it with the official in a courteous manner.
- Coaches are expected to remain emotionally calm at all times, especially during tense situations. By restricting emotion, the coach will do a better job of coaching and the players will benefit. Coaches set the example. If they lose their cool, the players and crowd will as well.
- Talking between players of opposing teams during the game must not be permitted. It can accomplish nothing and will usually result in ill feelings between teams.
- Coaches need to make their players aware of the following:
 - Only the captain communicates with the officials and then only in a courteous manner (yes, sir; no, sir).
 - Don't talk to opponents.
 - Go to own team bench if trouble develops.
 - Never retaliate. Inform the coach and the officials through the captains.
 - Players will not at any time use motions or language which would be deemed unsportsmanlike.
 - Players should be reminded that any unsportsmanlike act on their part WILL result in disciplinary action as provided by the Athletic Handbook.

POSTPONEMENT OR CANCELLATION OF EVENTS

Since the responsibility for the safety of our student athletes rests jointly with the head coach and Activities Director, the decision to postpone or cancel a contest due to safety concerns, will be made by them. Examples of such situations include inclement weather or dangerous field conditions. The coach will be responsible for notifying participants. Officials, media, and transportation will be contacted by the athletic office.

A phone tree should be established early in the year for notifying participants of schedule changes and cancellations for when students are not in school. When students are in school, as soon as coaches are aware of a schedule change, contact the athletic office. Signs will be posted and an announcement will be read over the school's intercom system.

LIGHTENING POLICY

The Sedalia School District owns two lightening detectors. The Activities Director and Principal will keep them on their person when there is the possibility for severe weather. If we are hosting an event and there is a chance for severe weather, the administrator in charge will have one with them. Any time lightening is detected within

eight miles, all outdoor activities will stop. A phone tree will be started that will notify coaches involved with activities. You will receive this tree at the start of your season.

Once you have been contacted about lightening, you and your team must take shelter immediately. If shelter is unavailable, get to the lowest area possible away from isolated tall structures. Make sure no one in your group is in contact with any metal objects such as bats, clubs, umbrellas, or even jewelry. You are to remain under cover at least thirty minutes after the last lightening strike has been seen or until you receive an "all clear" call.

MEDIA RELATIONS

A very important aspect of a coach's job is dealing with the media. Great effort should be made in keeping a good working relationship with all of our area outlets. You, as coach, are personally responsible for the coverage of your team. Do not expect to be contacted by the media. Most times, you may have to initiate the contact. Some outlets do a much better job than others in covering our teams, however, we must provide appropriate information to all of our local media.

Game scores and highlights, practice information, and special events must regularly be presented to the local media. Although this process demands a lot of extra time, the exposure for our school and athletes is well worth it. Below is a list of all local media that must be given information. At times, other outlets may request information as well. You are expected to answer any reasonable requests asked of them whenever possible.

<u>Sedalia Democrat</u>	660-826-1000 ext. 221 or 800-892-0400 Fax – 660-826-0400
<u>Sedalia News Journal</u>	660-827-3997 Fax – 660-827-2427
KDRO, KPOW	660-826-5005 Fax – 660-826-5557
KIX, KSIS, KSDL	660-826-1050 Fax – 660-827-5072

RELATIONSHIPS WITH OFFICIALS

Officials do a thankless job for very little money. Ninety-nine percent of the time, the official is working hard to do their best to provide a level playing field where the rules of the game are adhered to by both teams. With that being said, coaches should display courtesy and respect towards officials. Challenging judgment calls is inappropriate. If you have a concern about positioning or the interpretation of a rule, politely ask the

Peak Sport and SpINE — Marshall

Life Threatening Medical Emergency Plan

1. Evaluate the situation quickly.
2. Call reception desk to call 911.
3. Begin CPR, if qualified, or administer appropriate first aid.
4. Designate staff to perform the following duties if needed:
 - a. Crowd control
 - b. Clear area for emergency personnel arrival
 - c. Open door and escort emergency personnel to emergency site
5. Record events. **Send a copy of recorded events with the patient to the hospital along with any pertinent medical charts.**

Complete an Incident Report and save it in the Operations Manual.

Peak Sport and Spine - Marshall

**Non Life Threatening
Medical Emergency Plan**

1. Evaluate the situation quickly.
2. Call the designated physician for medical advice:

Physician Dr. Ulbrich

Address 2303 S. Highway 65

Marshall, MO 65340

Phone (660) 886-3364 x 267

3. Begin administering appropriate first aid.

Complete an Incident Report and save it in the Operations Manual.

Reid Medical Clinic

Dr. Timothy Reid M.D.

NAME OF POLICY ***EMERGENCY POLICY***

POLICY STATEMENT This policy is to outline the Emergency Procedures (as they relate to patients). Recognizing that we are not an Emergency Department our goal is to provide basic life support pending arrival of Emergency Medical Services (EMS).

PATIENT ASSESSMENT

Following CPR as age specific protocol if it is determined that the patient has an obstructed airway, cessation of breathing or cardiac arrest. Notify in house physician and call 911.

KEEP CPR QUALIFIED NURSE (or other CPR-certified clinic employee) WITH THE PATIENT AT ALL TIMES

First two responders initiate CPR as per age specific protocol. Third responder should get the Emergency Stat Kit, O₂ and then secure patient chart. In the event only two clinic employees are available, one should stay with the patient and the other should call -911 (or Emergency Medical Services for non -911 settings) and get the Emergency Stat Kit, and Oxygen.

UPON PHYSICIAN RESPONSE

Administer medication as per physician direction recording all events.

FAMILY MEMBERS

Should be escorted to private area and will be informed of patient status periodically. Offer pastoral care services, if appropriate.

STAFF MEMBERS

Have staff member wait at the clinic door to direct Emergency Medical Services personnel to the patient.

Effective Date	970500	Revised Date	*****	Signature	
File	CODEBL~1.WPD	Page	1 of 1	Section	Nursing