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.hpso.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 you 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.