

Student Athletic Trainer
Policy and Procedure
Handbook

Southwestern Oklahoma State
University

INTRODUCTION

Athletic training is a part of the Sports Medicine profession that may require many hours of total dedication, hard work, self-discipline, and extensive educational course work in a CAAHEP accredited undergraduate curriculum.

The NATABOC certified athletic trainer, or ATC, is a highly educated and skilled professional whose specialty is in athletic health care. The ATC is recognized as an Allied Health Professional. As a sports medicine expert and member of the complete health care team, the ATC works under the direction of a licensed physician and in cooperation with other health care professionals and sports team members. The ATC is skilled and knowledgeable in five areas, known as the five domains of athletic training. They are:

- Prevention of athletic injury
- Recognition, evaluation and immediate care of athletic injuries
- Rehabilitation and reconditioning of athletic injuries
- Health care administration
- Professional development and responsibility

The purpose of this manual is to identify the operating policies and procedures for athletic training students within the Athletic Training Department at Southwestern Oklahoma State University. This handbook is not all encompassing nor does it have all the answers. Questions should be directed to either the Head Athletic Trainer for the ATEP faculty.

As a part of this program, you agree to abide by the rules and regulations set forth in this handbook. Failure to follow policies or directions of the Head Athletic Trainer, ATEP faculty, ACI, or team physician(s) may result in suspension or separation from the program. This decision is made by the Athletic Training Advisory Committee in consort with the ATEP director.

As a student athletic trainer you have certain responsibilities to you education. Your decisions should be an extension of the program. However, the staff athletic trainers are ultimately responsible for the health and well being of the athletes and the operation of the athletic training rooms.

PHILOSOPHY

Mission Statement

It is the mission of the Athletic Training Department to provide reasonable medical coverage for all student-athletes who compete in intercollegiate athletics at Southwestern Oklahoma State University. In addition to providing medical coverage for student-athletes, it is also the mission of the Athletic Training Department to facilitate educational development of the athletic training student through clinical instruction.

General Policy Statement

The athletic training staff will operate within the guidelines outlined in the SWOSU Athletic Training Department Policies and Procedures Manual, the NCAA Sports Medicine Handbook, the NCAA Manual, and the Lone Star Conference Handbook.

At all times, the welfare of the student-athlete will be of utmost priority in the actions of the sports medicine staff.

All medical decisions are made under the direct supervision of the SWOSU team physicians. The athletic training staff will make no decisions regarding the status of a student-athlete without first consulting the team physicians.

The athletic training staff is expected to perform designated functions necessary to provide an operational sports medicine program. In addition, the athletic training staff will do whatever is possible to insure all standards are met within the Department of Athletics.

The SWOSU athletic training staff will not discriminate in providing any services to any student-athlete regardless of race, sex, religion, or other legally protected class.

GENERAL RULES

1. Only athletic trainers, coaches, and physicians are allowed in the athletic training room office.
2. Do not sit on the desks, tables, cabinets, or kits.
3. All dressing will be done in the locker room.
4. No use of tobacco products while in the athletic training room or covering practices/events.
5. Arrive promptly when you are scheduled to be in the athletic training room.
6. No one, except athletic trainers are allowed in the supply room.
7. Do not let an athlete perform self-treatment.
8. Do not let an athlete get into a whirlpool and turn it on him/herself.
9. Do not congregate or sit down during practice.
10. Watch for and call attention to dangerous situations.
11. Do not play with equipment at practices.
12. Memorize emergency procedures so that in any situation, you are able to react automatically.
13. Do not administer treatment to yourself during your scheduled work hours.
14. Only SWOSU athletes associated with a varsity team are to receive treatment, rehabilitation, preventative techniques, and wound care.
15. Do not give you scissors to athletes to cut equipment.

PERSONNEL

Head Athletic Trainer: Report to athletic director. Direct the health care program of intercollegiate athletics including prevention, emergency care, evaluation, and rehabilitation of athletic injuries and illnesses. Responsible for operating the training and rehabilitation facilities, supervising the training of all student-athletes, and coordinating the prevention and treatment of athletically-related injuries to student-athletes.

Duties and Responsibilities:

- Directs and supervises the operations of the athletic training room, to include developing necessary procedures and schedules.
- Confers with the team physician to ensure proper evaluation, treatment, and rehabilitation of injured student-athletes.
- Supervises all assistant athletic trainers, graduate assistants, and athletic training students.
- Administers the drug testing program for student athletes.
- Submits budget requests for athletic training room operations. Coordinates the purchase of all supplies and equipment, and ensures efficient and economical methods of purchasing supplies and equipment.
- Follows NCAA Rules and Regulations and the NATA Code of Ethics. Remains current on all state and national requirements for license renewal.
- Teach classes as assigned by department chair.
- Travel with football team.

- Performs other duties and special projects as requested and assigned by the Athletic Director.
- Comply with and establish a line of communication among parents, physicians, athletes, and coaches.
- Offers continuing education courses to educate and counsel coaching staffs, student-athletes, students, physicians, and co-workers.
- Serves on student athletic trainer selection committee for athletic training students.

Graduate Assistant Athletic Trainer: Reports to Head Athletic Trainer. Is responsible for assisting in all aspects of the athletic training program following university guidelines and Athletic Training Department Policies and Procedures.

Duties:

- Provide therapy and rehabilitation to athletes during regular scheduled morning and afternoon clinic hours as arranged with the Head Athletic Trainer
- Assist in the daily clinical instruction of student athletic trainers
- Teach classes as needed within the curriculum as assigned by the Athletic Training Program Director
- Assist in the administration of the department's drug testing policy
- Assist in the coverage of in-season and off-season practices and competitions as well as coverage of other home events
- Assist in the management of inventory
- Assist in the maintenance of student athlete's files
- Organize and maintain daily medical records
- Assist in the care, treatment, and prevention of athletic injuries and related illnesses
- Establish and comply with a line of communication with athletes, parents, physician, and coaches
- Other duties assigned by the Head Athletic Trainer and/or Athletic Director
- Follows the NATA Code of Ethics. Remains current on all state and national requirements for license renewal
- Upholds NCAA and LoneStar Conference Guidelines

Athletic Training Students: Reports to supervising clinical instructor. Responsibilities include the prevention, treatment, evaluation and rehabilitation of athletic injuries for assigned sport.

Duties:

- Attend all practices and games, including away games and practices, as assigned by supervising clinical instructor
- Assist in administering treatment and rehabilitation to athletes during afternoon hours
- Assist in the maintenance of student athlete files

- Maintain daily records of treatment and rehabilitation
- Assist in prevention, treatment, evaluation, and rehabilitation of athletic injuries and related illnesses
- Assist in cleaning of athletic training room
- Restocking of medical supplies in both athletic training rooms
- Set up field with necessary medical equipment and supplies
- Break down field, clean all coolers and water bottles after practice
- Adhere to policies and procedures outlines in the student athletic trainer handbook
- Uphold all NCAA and Lonestar Conference rules and guidelines
- Maintain confidentiality of athletes and medical conditions
- Other duties assigned by the Graduate Assistant Athletic Trainer, Clinical Instructor, and Head Athletic Trainer

RESPONSIBILITIES AND EXPECTATIONS

GENERAL RESPONSIBILITIES

1. Laundry-retrieve, fold, and deliver.
2. Restocking-replenish supplies on tables and in cabinets daily. When getting supplies from the storage room, make sure to use the oldest supplies first.
3. Cleaning-maintain general cleanliness of table, whirlpools, cabinets and floors.
4. Treatments-as instructed by a staff, faculty, or graduate assistant athletic trainer.
5. Practice preparation-water coolers, ice bags, field set-up.
6. Practice skill-when athletic training room activity is slow, practice athletic training skills as learned during clinical course work
7. While at practice:
 - a. Keep water bottles off of the ground
 - b. Face the field at all times
 - c. Watch for and call attention to dangerous situations
 - d. Avoid congregating in groups or sitting down at practice

Though these jobs may seem trivial, they are very important to the operation of the athletic training room. No student will be asked to perform a job that a staff or faculty athletic trainer has not performed at sometime during his/her career.

PERSONAL QUALITIES

DEPENDABILITY: Dependability includes, punctuality, following directions, completion of tasks as assigned, enforcing the rules of the athletic training room, asking for help if needed, and showing initiative.

DEDICATION: You must be dedicated to your personal success in the athletic training program.

SINCERITY, HONESTY, LOYALTY AND INTEGRITY: We work in an environment governed by many rules and requirements. Each student is responsible to ensure that rules are followed. As an athletic training student you are in a very precarious position. You are undoubtedly friends with many of the athletes; you must not let this relationship affect your judgment.

Finally, *FRIENDLINESS* and a *SENSE OF HUMOR* are a necessity. As a staff, we all put in long hours.

PROFESSIONALISM

Please keep in mind you are a representative of the SWOSU ATEP and Athletic Department. Your words and actions will have a direct reflection on the entire program. You are expected to act as a professional while at work. Excessive socializing, flirting and any other unprofessional behavior will **NOT BE TOLERATED**. You are also expected to act in a mature and responsible manner while away from the athletic training room.

There will be **NO TOLERANCE** for any athletic training student caught using or in the possession of illegal drugs, nor will there be any consumption of alcoholic beverages while on duty in the athletic training room or while working with athletic teams. This includes while traveling.

CONFIDENTIALITY

ALL information regarding an athlete's injury or condition is strictly confidential. Unless instructed by a supervising athletic trainer you are not to discuss information with anyone outside of the athletic training room. All questions regarding an injury should be directed to the supervising athletic trainer

PUNCTUALITY

Tardiness will **NOT BE TOLERATED**. You will be on time for work, practices, games, and travel. **DO NOT** make a team wait for you under any circumstances. If you find yourself in a situation that will cause you to be late for either athletic training room hours or games, let the staff athletic trainers know **ASAP**. Excessive tardiness without proper notification (3 or more) will result in a clinical internship suspension.

DRESS CODE

A neat clean, personal appearance while working in the athletic training room is an important step in gaining the respect of the athletes, coaches and the general public, and adhering to OSHA guidelines and standards. You are required to wear a uniform that is both professional and functional as deemed appropriate by the supervising athletic trainer. Please keep in mind when choosing your attire:

1. While working in the athletic training room or covering sport practices, you should wear SWOSU issued athletic training room shirts, shirts with the SWOSU logo, or shirts that are neutral (i.e.-NO logos of other schools, brand name logos, etc.).
2. Jeans will not be permitted in the athletic training room. Blue or Khaki pants/shorts should be worn while working. Athletic shorts, warm-up pants, and sweats may also be worn, given that they are tasteful and are appropriate for the situation.
3. Keep in mind that your clothes should set you apart from the athletes.
4. You may be asked to act in an official capacity for the athletic training staff and therefore should be prepared to make a good impression.
5. Your shoes should be comfortable and functional. You will be standing much of the time you are working, and you may need to run onto the field/court at any time. Clogs, sandals and other non-functional shoes are NOT acceptable.
6. Game day attire will vary according to the sport and weather. Discuss the appropriate attire with your supervising athletic trainer prior to game day.
7. Personal hygiene and appearance should be of the utmost importance, this includes properly groomed hair, clean clothes, etc.

REQUEST FOR TIME OFF/LEAVE OF ABSENCE

In the event that you would like to request a particular day or days off for non-academic or non-emergency reasons, a written request must be made for approval to the supervising ATC at least 2 weeks prior to the day(s) requested. Request for leave of absences (e.g. semester or academic year) should be submitted to the ATEP director in order to resume internship and academic roles upon return.

PHONE USE

Phone use should be limited to an emergency only. Turn off your cell phone, unless directed by the supervising athletic trainer for use as an emergency phone.

Use professional mannerisms when answering the phone in the athletic training room, for example:

“Athletic Training this is (your name) speaking.”

Take messages accurately and deliver them promptly. A thorough message should include the name of the person it is for, the name of the person calling, time and the date of the call, and the subject of the call.

TRAVEL POLICY

As an athletic training student you may have the opportunity to travel with your assigned team. Travel can only be counted toward your competency in the ATEP if accompanied by an ACI. If you are traveling without direct supervision of your ACI, you will be

considered a first responder. It is your responsibility to review with your ACI the policies and procedures for travel. Some areas to review may include:

- Emergency Care Policy
- Expected Conduct
- Record Keeping Policies
- Kit (supplies)

Remember you are representing not only yourself, but your team, school, and ATEP, so conduct yourself accordingly. You need to understand your limitations as first responders. DO NOT put yourself in a position that may jeopardize you legally and/or ethically. Athletic training students must follow their respective team guidelines when traveling with athletic teams.

Travel without an ACI is on a voluntary basis and with an understanding of the tasks that they are allowed to perform. Volunteers are allowed to travel to events in which the host institution provides an ATC on site to assist the ATS should a situation arise that is outside the limitations of a first responder.

SWOSU ATS's are allowed to perform:

- Preventative taping
- Preventative stretching
- Primary evaluation of acute injuries to determine need for referral or activation of Emergency Medical Services
- Immediate care of acute injuries following the Rest, Ice, Compression, and Elevation principles
- Application of ice packs to individuals free of contraindications
- Wound care utilizing OSHA procedures as outlined in annual workshops
- Emergency splinting of injured extremity
- Documentation of the above tasks performed

SWOSU ATS's are not to perform the following tasks:

- Evaluation of acute injuries to determine health status
- Application of therapeutic modalities
- Prescription of therapeutic exercise
- Decision to return injured athlete to activity

Protocol for Out of Town Events

1. When you arrive at an event locate medical personnel at your institution to discuss the availability of medical care.
2. Consult the host certified athletic trainer in the event of an injury.
3. If the injured student-athlete is referred to a hospital or a clinic, accompany the student-athlete and ensure that all necessary information is available.
4. Call the Head Athletic Trainer and inform them of the athlete's status.

5. When traveling, pack all pertinent insurance documents as well as emergency phone numbers for notification of parents.