

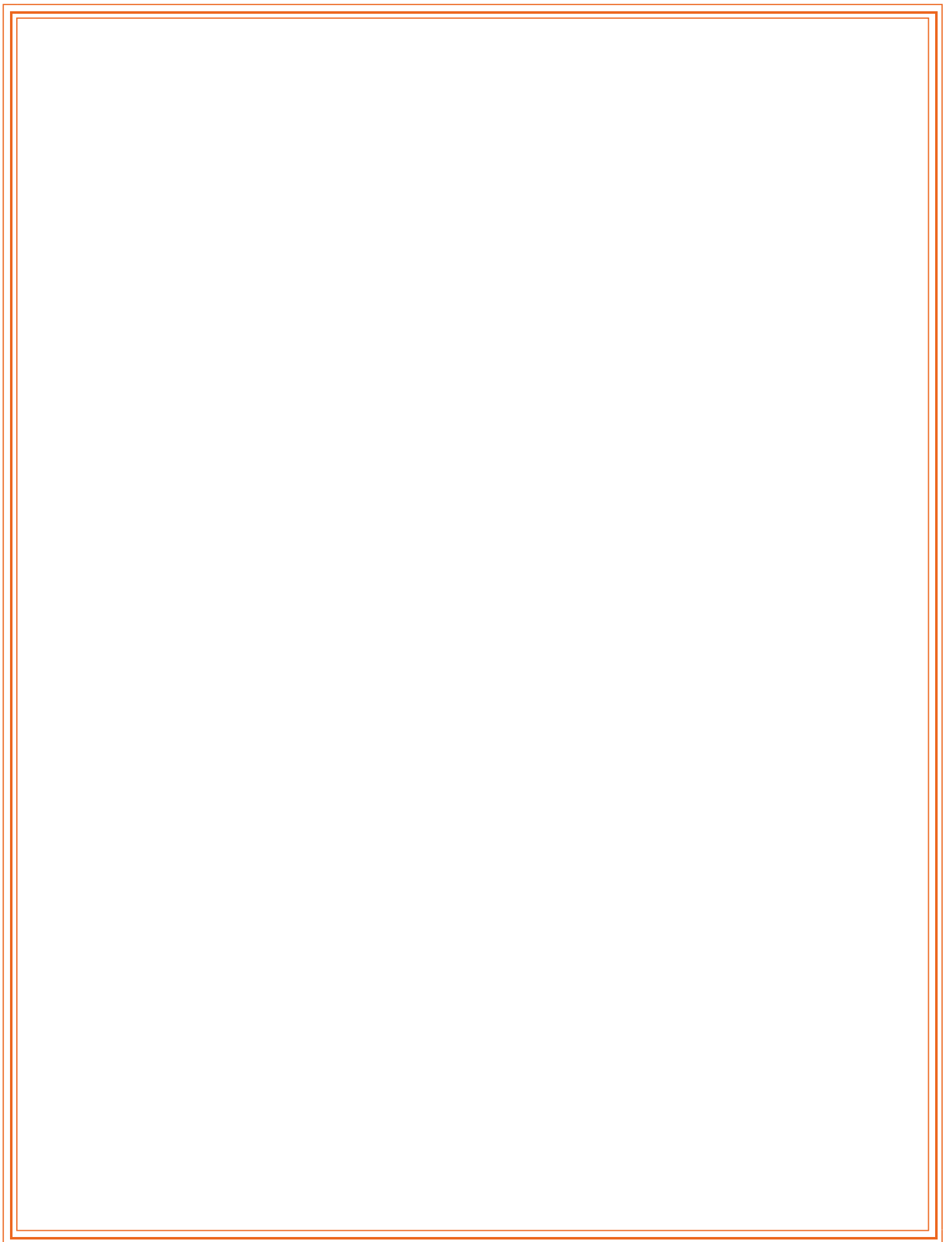


**CARROLL**  
UNIVERSITY

**ATHLETIC TRAINING  
PROGRAM**

# **MSAT PROGRAM STUDENT HANDBOOK**

**2024-2025 ACADEMIC YEAR**



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## FOREWORD

Welcome to the Master of Science of Athletic Training Program at Carroll University (MSAT) and the world of athletic training! This handbook has been assembled to provide students with a summary of the MSAT and the approved program policies and procedures through which and by which the program operates. This handbook should be used by the student in conjunction with the applicable [Carroll University student handbook](#) and the Carroll University Graduate catalog.

This handbook applies to students accepted into the Carroll University Master of Science of Athletic Training Program.

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**CARROLL UNIVERSITY**  
**COLLEGE of HEALTH SCIENCES**

**Master of Science of Athletic Training**  
**Program Introduction to the Curriculum**

The MSAT Program at Carroll University is accredited by the Higher Learning Commission of the North Central Association and the Commission on Accreditation in Athletic Training Education (CAATE), 2001 K Street NW, 3<sup>rd</sup> Floor North, Washington, DC 20006; telephone: 844-462-2283; website: <https://caate.net>. Current CAATE accreditation status: Active – In good standing.

**Carroll University Mission Statement**

Carroll University provides a superior education, rooted in its Presbyterian and liberal arts heritage, and draws upon its Christian tradition to prepare all students for vocational success, lifelong learning and service in a diverse and global society. The University's educational philosophy is sustained by the four pillars of:

- *Integrated Knowledge* which speaks to the breadth and depth of learning, integral to the Carroll experience,
- *Lifelong Skills* to instill an ability to think creatively, cohesively, and responsively,
- *Gateway Experiences* to extend the boundaries of the classroom, preparing students to make the transition from high school to university and from university to the working world or graduate school, and
- *Enduring Values* to ensure that Carroll students always consider the impact their actions have on the world around them.

**Master of Science of Athletic Training Program**  
**Mission Statement**

The mission of Carroll University's Master of Science of Athletic Training program is to prepare students to become ethical health care practitioners who incorporate evidence-based principles and interprofessional practice, in the comprehensive management of health and wellness of physically active populations across the lifespan.

**CARROLL UNIVERSITY**  
**COLLEGE of HEALTH SCIENCES**

The Carroll University Graduate Student Learning Goals are as follows:

1. Students will demonstrate advanced knowledge, skills, dispositions, and values appropriate to the discipline.
2. Students will demonstrate the ability to be creative, analytical, and critical thinkers.
3. Students will demonstrate the ability to work as individual researchers/scholars, as well as in collaboration with others in contributing to the scholarship of their disciplines, as appropriate.
4. Students will demonstrate relevant knowledge and dispositions enabling work with diverse populations as appropriate to their individual discipline.
5. Students will demonstrate knowledge of new and various methods and technologies as appropriate to the discipline.
6. Students will be required to demonstrate advanced oral and written communication skills, complemented, as appropriate to the discipline, by the ability to access and analyze information from a myriad of primary, print, and technological sources.
7. Students will demonstrate ethical standards of behavior, both personally and professionally.

The Athletic Training Program Goals are as follows:

**Upon successful completion of the Carroll University MSAT program the student will:**

1. Demonstrate knowledge, skills and abilities in the domains of practice for entry-level athletic training practice as delineated by the National Athletic Trainers' Association (NATA) and Board of Certification for the Athletic Trainer (BOC).
2. Apply athletic training skills in traditional and emerging health care settings with diverse patient populations across the lifespan.
3. Exhibit qualities necessary for successful interprofessional health care practice.
4. Demonstrate evidence-based practice principles and clinical reasoning strategies within the International Classification of Functioning Disability and Health (ICF) model.
5. Demonstrate professionalism and an appreciation for the impact and influence of the NATA code of ethics and regulatory considerations on the practice of athletic training.

**CARROLL UNIVERSITY**  
**COLLEGE of HEALTH SCIENCES**

**Master of Science of Athletic Training Program**  
**Curricular Philosophy**

To meet its *Goals*, the MSAT curriculum meets accreditation standards with content sequencing that enables students to develop the competencies necessary for current and evolving practice in a variety of settings. Throughout the curriculum, subject matter progresses from the basic sciences to clinical sciences to professional content.

In conjunction with academic coursework, learning occurs by interaction with athletic training preceptors and other health care professionals through field experiences in traditional and emerging athletic training settings, as well as other health care settings. Throughout the program, students are evaluated on the attainment of knowledge, skills, and abilities defined as the core competencies of the 2020 Standards for Accreditation for Professional Athletic Training Programs. Core competencies include patient-centered care, interprofessional practice/education, evidence-based practice, quality improvement, health care informatics, and professionalism. Students will complete clinically immersive experiences, during clinical practicum course work. Student outcomes are measured through ongoing self, peer, preceptor, and other health care professional's assessment.

Ongoing program assessment will include student evaluations and feedback, peer review, preceptor evaluations, site evaluations, curriculum evaluations, institutional program assessment, alumni and employer's assessments, self-study, and site visits by the Commission on Accreditation of Athletic Training Education Programs (CAATE).



**CARROLL UNIVERSITY**  
**COLLEGE of HEALTH SCIENCES**

**Master of Science of Athletic Training Program**  
**Course Sequence**

<b>2 Year MSAT Plan of Study</b>	
<b>Class/Term</b>	<b>Cr</b>
<b>Year 1 - Fall</b>	
ATH 5412 +L Foundations of Athletic Training	4
ATH 5424 Patient-Centered Care in Athletic Training	2
ATH 5450 +L Assessment and Evaluation I	3
ATH 5451 Athletic Training Practicum I	2
PTH 5422 +L Anatomy	5
<b>Total Credits</b>	<b>16</b>
<b>Year 1 - Spring</b>	
ATH 5403 +L Therapeutic Exercise	2
ATH 5455 +L Assessment and Evaluation II	3
ATH 5461 Athletic Training Practicum II	2
PTH 5401 Statistical and Research Methods	3
PTH 5424 +L Kinesiology	4
PTH 5426 +L Exercise Physiology	3
<b>Total Credits</b>	<b>17</b>
<b>Year 2 - Summer</b>	
ATH 6504 +L General Medicine and Pharmacology for Athletic Training	3
ATH 6551 +L Applied Interventions for Musculoskeletal Injuries	3
ATH 6560 Athletic Training Practicum III	2
ATH 6565 +L Assessment and Eval III	3
HSC 6520 IPE: Collaboration, Communication, and Cultural Competency	2
PTH 6500 +L Physical Agents	3
<b>Total Credits</b>	<b>16</b>
<b>Year 2 - Fall</b>	
ATH 6509 Athletic Training Clinical Diagnostics	2
ATH 6515 Nutrition and Sport Performance	3
ATH 6540 +L Foundations in Surgery	1
ATH 6561 Athletic Training Practicum IV	5
ATH 6612 +L Orthopedic Casting, Bracing and Device Fitting	1
ATH 6620 Administration and Professional Issues	3
ATH 6640 Athletic Training Benchmark	1
<b>Total Credits</b>	<b>16</b>
<b>Year 2 - Spring</b>	
ATH 6670 Capstone Internship Experience	12
<b>Total Credits</b>	<b>12</b>
<b>Total Program Credits</b>	<b>77</b>

# **PROGRAM ADVISING**

**CARROLL UNIVERSITY**  
**COLLEGE of HEALTH SCIENCES**  
**Master of Science of Athletic Training Program**  
**Advising**

**Undergraduate Student Advising**

Undergraduate students that declare athletic training as an emphasis upon admission to Carroll will be assigned a program faculty member as a secondary advisor.

**MSAT Student Advising**

Graduate students who have been accepted into the MSAT program will be assigned a program faculty member as their advisor.

Each MSAT faculty member meets with their athletic training student advisees (graduate/undergraduate) individually or as a group during the University assigned advising periods. During these meetings, the advisors discuss relevant topics. Throughout the remainder of the program, the advisors are available to meet with their advisees individually on an as-needed basis. Advisors summarize, in writing, the outcomes of advisor/advisee meetings as appropriate. The summaries are maintained on the University's electronic advising database. Also, faculty are mandatory reporters for issues related to harassment. Such issues are overseen by Student Life or the Title IX Coordinator.

Faculty advisors can refer student advisees to [Academic Advising Services](#) or the [Office of Student Success](#). Additional resources available include the [Learning Commons](#) for individual and group tutoring, writing assistance, help with study skills or academic strategies, group study sessions, and Supplemental Instructional Programs. The [Walter Young Center](#) offers professional counseling, student support services and accessibility services. Advisors may inform the Walter Young Center of the reason for the referral and other facts pertinent to the referral prior to the student advisee making an appointment with a Walter Young Center counselor. Students and alumni also have access to Carroll's [Career Services Office](#), where they can meet with trained professionals to develop both personal and professional skills, explore graduate school and career options, and access job search engines and networking opportunities.

All full-time faculty members participate as program representatives during Campus Days, meeting with prospective applicants and their families to discuss the University, the program, and the profession.

**Carroll University**  
**Master of Science of Athletic Training**  
**PROGRAM POLICIES**

**CARROLL UNIVERSITY**  
**COLLEGE of HEALTH SCIENCES**

**Master of Science of Athletic Training**  
**Program Policies**

The MSAT program does not discriminate in any manner contrary to law or justice based on race, color, sex, age, religion, sexual orientation, national origin, disability or veteran's status in administration of its educational, admission, financial aid, athletic or other university policies and programs, nor in the employment of its faculty and staff.

**NATA Membership**

The MSAT program and faculty value membership in the National Athletic Trainers' Association. To support and encourage professionalism, the program pays 100% of student national dues during both years of the graduate program.

**CPR Certification**

Students must maintain CPR/AED certification throughout the MSAT program. The CPR certification must be obtained through the American Heart Association, the American Red Cross or other approved provider.

Certification **MUST** include CPR and AED for **adults and pediatrics for the healthcare provider or the professional rescuer**. The initial course must include the completion of an in-person skill check.

Certifications must be current for the duration of each clinical education course for the student athletic trainer to remain in good academic standing. Failure to comply with this policy will prevent students from participating in clinical education, preventing progression in the program.

**Health History, Immunizations and Vaccinations**

To meet clinical and program standards, the Carroll University Health History and Physical Exam form must be current. Details on immunization and vaccination requirements can be found below and in the Health Requirements Appendix. ***It is each student's responsibility to stay current in these requirements and upload proof of completion to the MSAT Program's Typhon Clinical Compliance Database.***

Students enrolled in the MSAT Program will engage in various clinical/capstone education and experiential learning activities. Students are responsible for maintaining current immunization/immunity status and must adhere to program guidelines based on CDC guidelines for healthcare workers. Designated requirements must be completed by specified deadline dates, and tuberculosis screening and influenza vaccination must be updated annually throughout the didactic and clinical years to continue clinical/capstone rotations. Failure to provide updated documentation of immunization and screening requirements may result in withdrawal from clinical/capstone courses, potentially affecting the student's graduation timeline and/or progression standards.

Additional tests, immunizations, titers, TB screenings, drug screenings, or background checks may be required by clinics where students undergo clinical experiences. The clinical/capstone site will

inform the MSAT program of any additional health requirements, and the MSAT program will notify the student accordingly.

The COVID-19 vaccine is strongly recommended but not mandatory. It's important to note that students majoring in any health science program may need to be fully vaccinated against COVID-19 for their clinical/capstone rotations.

Clinical/capstone education experiences overseen by Carroll University may necessitate additional vaccinations, including COVID-19, for students undergoing training. These requirements align with CDC recommendations for healthcare providers and are subject to approval for medical or religious exemptions.

Similarly, students placed in external healthcare sites may face similar or unique vaccination requirements. Compliance with host site vaccination policies, are in line with CDC Healthcare Provider recommendations and are mandatory. Individual sites may have their own exemption processes, may defer exemption screening to the University, or may not offer an exemption option.

Students who are incompletely vaccinated may be excluded from classes depending on the circumstances. Requests for medical or religious exemptions in these cases are reviewed by the Carroll University Vaccination Exemption Review Board, and the general University waiver does not apply.

Any questions regarding these requirements should be directed to the MSAT program director and MSAT Clinical Education Coordinator.

The student is responsible for the cost of all medical requirements, including any required lab tests, x-rays, immunizations, or any other medical test required by the clinical facility unless otherwise indicated. Program required immunizations (based on Centers for Disease Control (CDC) recommendations):

- Annual TB skin test\*
- Annual flu shot or immunization waiver
- MMR series immunizations or titer
- Hepatitis B vaccine series
- Varicella series immunization or titer
- Td – Tetanus every 10 years
- Tdap/DTAP/DTP

\*See description of approved and appropriate options for TB Test in Appendix A

### **Caregiver Background and Criminal History Check**

On October 1, 1998, the State of Wisconsin, Department of Health and Family Services mandated that all persons who seek to be employed and/or licensed in the caregiver industry must fulfill the Caregiver and Background Check requirements in Section 50.065 of the Wisconsin statute. Completing the background and criminal history check is an MSAT Program requirement. If the check uncovers prior unlawful activity that may prevent a student from participating in program activities, the student will be notified. When a background check identifies prior unlawful activity, the program does not guarantee clinical internship placement or accommodation. The results of the

background check must also be uploaded by the student to the Typhon Clinical Compliance Database and shared with program constituencies as appropriate.

### **Technical Standards, Informed Consent and Release of Liability**

Students are required to meet the technical standards criteria throughout the duration of the MSAT Program curriculum. The form must be updated immediately if the student has a significant change in their ability to meet technical standards at any point within the program. Changes in status may include surgery, serious illness or decreased ability to perform critical demands associated with courses (i.e., pregnancy, injury or other temporary medical conditions), including clinical education. Students must initial the updated form and may be required to obtain the signature of an appropriate professional qualified to judge the student's ability to meet or exceed the requirements of the MSAT Program. The program academic advisor assists students with this process. The technical standards form is available on Typhon. Forms will also be made available during new student orientation.

Upon beginning the MSAT program, **Informed Consent and Release of Liability forms, a Confidentiality Statement and Student Handbook Acknowledgement** form are completed by each student which outline potential activities of risk during MSAT course work such as athletic training examination or treatment procedures including practicum and capstone experiences. The forms are available on Typhon and explained by the Program Director or a designee.

The student is responsible to upload the signed forms to AHST-Typhon.

### **Course Expectations**

Each course syllabus is prepared by the course coordinator/faculty and contains the course description, learning outcomes, schedule, and assignments. In addition, the course syllabus outlines the course attendance policy, grading system, and any other expectations or special considerations. Per Carroll University policy, "...The instructor and the university reserve the right to modify, amend, or change the syllabus (course requirements, grading policy, etc.) as the curriculum and/or program requires..."

In hands-on laboratory courses in the MSAT program, students must dress appropriately to facilitate learning. Students practice numerous athletic training examination and intervention techniques on each other necessitating the need to dress in an appropriate manner for example, running shorts, tee shirts, or bathing suits to appropriately expose anatomical structures under study. Students are also required to wear professional attire for clinical education experiences. Specific dress requirements will be contained in course syllabi.

### **Jewelry/Body Piercing/Tattoo/Perfume/Cologne Policy**

This policy applies during program related public events and during internship/capstone experiences. Jewelry should be conservative and not interfere with daily activities or present a safety hazard. Students should not wear perfume or cologne as this can affect individuals with allergies or respiratory conditions.

In addition to the above program policy, students will be expected to adhere to the Jewelry/Body Piercing/Tattoo policies and procedures of the organizations that the students are placed at for their clinical and capstone experiences.

## **Student Accessibility Services**

### [Accessibility & Counseling Services](#)

Carroll University is committed to ensuring the full participation of all students in its programs, as required under the Americans with Disabilities Act (ADA). Students with documented disabilities who may need accommodations, or any student considering obtaining documentation should contact Student Accessibility Services at [SAS@carrollu.edu](mailto:SAS@carrollu.edu) or by calling 262-524-7335.

*\*Students are expected to read and sign the MSAT Program Technical Standards Form. If you have specific limitations, please notify the instructor prior to performing labs.*

## **Office of Intercultural and Diversity Engagement**

The [Office of Intercultural and Diversity Engagement](#) supports the mission of Carroll University by providing holistic student support, leading efforts that cultivate a welcoming and inclusive campus community and creating cross-cultural experiences that foster meaningful interactions between individuals of diverse cultures, social identities, perspectives and experiences.

## **Attendance**

Course attendance policies are dictated in the individual course syllabi in accordance with Carroll University syllabi guidelines.

## **Examinations & Assignments**

The schedules of course examinations, laboratory practical examinations, written reports/papers, projects, and assignments during a semester are listed in the course schedules in individual course syllabi. Students are first notified of specific examination dates on the first day of class.

Examinations (quizzes, skill checks, written/practical/oral examinations) must be taken on the scheduled date at the scheduled time, unless criteria described in the Class/Meeting Attendance policy within the course is met. Assignments must be submitted on the scheduled date at the scheduled time unless granted an extension by the instructor(s). Assignments that are not returned to the students and examinations are retained by the course coordinator/faculty for one year following conclusion of the course.

## **Religious Observance Policy**

Students who wish to observe their religious holidays must notify the course coordinator/faculty at the beginning of the semester when they will be absent. Students are responsible for the work missed.

## **Medical or Personal Leave**

If a student must be absent from the program for an extended period for medical or personal reasons or jury duty, written notice must be given to the MSAT Program Director prior to the leave, if possible. Written notice must also be given to the Program Director prior to the student's return to the program. If applicable, the student may be asked to verify that he or she has complied with the athletic training technical standards previously imposed and with conditions for the leave. In addition, remediation or course repetition may be required of the student dependent on the length of the absence or curriculum revisions approved during the leave. Any course, laboratory, outside learning experience, or full-time capstone make-up or remediation is dependent upon academic and clinical faculty and facility availability.

### Procedure:



1. Written request is submitted by the student to the MSAT Program Director.
2. The Program Director considers the request and communicates the program's decision to the student in writing. Conditions/requirements typically accompany any medical or personal leave.
3. If the leave is granted, the student is responsible for initiating communication with the MSAT Program Director prior to the student's return. This timeline is delineated in the letter described in #2 above. Typically, a medical or personal leave maximum duration is one year. Additional documentation to extend a leave beyond 12 months is required.
4. If requirements or conditions set forth by the MSAT Program associated with a medical or personal leave request are not met, the student will be dismissed from the MSAT Program.

### **Withdrawing from the MSAT Program**

Please refer to the Carroll University policy on withdrawing. Students who wish to withdraw from the program must give written notice to the MSAT Program Director and meet with the Office of Student Success.

### **Grievance Procedures**

If an athletic training student or faculty has a grievance regarding the program, they may follow grievance procedures outlined in the University Student Handbook, Faculty Manual or through the University's anonymous grievance reporting mechanism, [Ethicspoint](#).

### **Grade Appeals**

Please see the Carroll University Student Handbook (online at the Student Life website <https://my.carrollu.edu/Departments/Student-Life>) for the grade appeal policy.

### **Academic Standards and Progression in the MSAT Program**

All MSAT degree program requirements must be completed by the student in 21 months unless permission is otherwise granted by the MSAT Program Director. Satisfactory progress is contingent upon satisfying the following academic requirements:

1. Earn a grade of C or better or S in all program courses (includes clinical internships). A student earning a letter grade of D, F or U in a didactic course will be placed on probation and requires the student to repeat the course before progressing to subsequent courses in the program. Students earning a D, F, or U in a clinical education course will be placed on probation and are required to repeat the course, students may continue with didactic coursework in the program.
2. If a student is unable to take further courses in the next occurring semester as a result of this policy, the student is continued on academic probation and repeats the course during the next appropriate semester.
3. When repeating an MSAT program course, a student may be required to successfully complete ancillary learning experiences or clinical competencies/practica that validate theoretical knowledge.
4. Maintain a grade point average of 3.0 or better each semester. If a student earns a semester grade point average between 2.0 and 2.99, they will be placed on academic probation. If a student is placed on academic probation any time during the program, they must meet the academic progression standards in the following semester to be removed from academic probation. Failure to meet

progression standards in the following semester will result in a dismissal from the program.

5. If a student is on academic probation during the last semester of the program, the student must earn an S in the clinical capstone internship ATH6670, to graduate.

6. A student will be dismissed from the program if 1) they are placed on academic probation a second time during their tenure in the program, 2) they fail to meet the criteria for the removal from academic probation, 3) they earn a semester GPA of 1.99 or less or 4) they receive a D, F, or U twice in one MSAT program course or by receiving a D, F or U in any two MSAT program courses, 5) a course may be repeated only one time.

The student must also:

- 1) Demonstrate appropriate behaviors consistent with professional standards as well as Carroll University and MSAT Program policies.
- 2) Attend one professional athletic training conference (e.g., Wisconsin Athletic Trainers Association [WATA], Great Lakes Athletic Trainers Conference [GLATA])
- 3) Present scholarly work.

### **Evaluation of Academic Standing, Progression and Dismissal Appeal**

An interdisciplinary health science committee consisting of health sciences administration and program directors and the Registrar, will conduct evaluation of academic progression at the end of each semester to determine if each student meets program progression standards. A student may appeal probation or dismissal to the Academic Steering Committee (ASC). Students may initiate an appeal of a probation or dismissal decision to the Registrar's Office by submitting an academic petition form, available from the registrar's office or online, [Office of the Registrar | Carroll University](#). The student's petition should carefully explain the nature of the request. The ASC acts as the appeal body for questions related to academic policy, probationary questions, exemptions, etc. The decision of the ASC regarding the appeal is final. During the appeal process, a student may participate in courses.

### **Policy on Reapplication to the MSAT Program**

The Policy on Reapplication to the MSAT Program is the same policy as the Reapplication Policy for Dismissed and Withdrawn Students described in the CU Catalog. It states, "The Policy on Reapplication defines the process by which students may seek readmission to a health sciences program following dismissal of the student from the program for failing to maintain good academic standing. Readmission candidates may apply for readmission to the program no sooner than one year and no later than three years from the date of dismissal. Readmission candidates may exercise their reapplication option only once. Readmission candidates applying to the program must submit the materials required of all applicants for admission. In addition, they must provide transcripts relating to any educational experiences completed since leaving the program. A letter indicating why the readmission candidate believes they will succeed academically and technically in the program must accompany application materials. Candidates readmitted to a health science program must comply with the progression standards in the current catalog."

**Procedure:** The dossier of a candidate seeking readmission to the program is reviewed by a Health Science Admissions Committee. Upon review of the dossier, the committee may render the following

decisions:

- Approval of the request for readmission to the program with the academic condition that the readmission is subject to appropriate program stipulations that may require the applicant to repeat the entire academic program.
- Denial of the request for readmission to the program.

The decision of the committee is communicated to the readmission candidate in writing. In all cases, the decision of the committee is final.

The MSAT Program academic standing and progression policies are consistent with the Carroll University policies and can be found in the Carroll University Graduate Catalog.

### **Grading System**

Can be found in the Carroll University Graduate Catalog at this [link](#).

Specific percentile ranges for assigned letter grades can be found within the specific course syllabi.

### **Written Examination and Remediation Policy**

A score of 70% or better is needed for satisfactory completion of all exams. Students who do not earn at least 70% on their first attempt to complete an exam must remediate with a course instructor. However, students' grades will be taken from the FIRST exam, not on the subsequent remediation trials to complete the 70%. Students are allowed a maximum of three attempts on an exam. All exams must be completed at a 70% or above to achieve a passing grade in the course. Students may be required to complete additional work if the original remediation is deemed unsatisfactory. Remediation is required to ensure that course outcomes are met.

### **Practical Examination and Skill Check Minimum Standard and Remediation Policy**

Assessment of student's competence and proficiency in athletic training will occur throughout the semester to test student's knowledge, intellect, manipulative, and psychomotor skills. These tests will primarily be during lab time to demonstrate skills presented in lectures and previous lab activities. Lab assignments/competencies will be oral/practical or written in format and comprise material from lectures, readings, handouts, and/or laboratory/clinical rotation demonstrations. Practical examinations and Skill Checks will account for 40% of the course grade. Grading for each practical exam and skill check will be determined by the demonstration and level of understanding of the skill performed. Each practical exam and skill check will vary in points depending on the depth and breadth of the activity performed. A score of 80% or better is needed for satisfactory completion of all practical exams and skill checks. Students who do not earn an 80% on their first attempt to complete a practical exam and skill check must remediate by completing the competency/proficiency an additional time with a course instructor. However, students' grades will be taken from the FIRST practical exam and skill check performed, not on the subsequent remediation trials to complete the 80%. Students are allowed a maximum of three attempts on a practical exam and skill check. All practical exams and skill checks must be completed at an 80% or above to achieve a passing grade in the course.

### **Clinical Education**

To meet programmatic goals students are given a variety of real-time opportunities to develop their problem-solving and clinical decision-making skills through their clinical educational experiences.

Students will gain experience in varied athletic training settings which may include but are not limited to high school and college settings; outpatient physical therapy; student health clinics; and other non-traditional/non-sport experiences. The program integrates athletic training knowledge, skills, and clinical abilities by providing clinical education experiences that incorporate both, non-sport and sport populations, as well as providing access to a variety of healthcare professionals and settings. Specific experiences are outlined in the Athletic Training Practicum I, II, III, IV, and in the Capstone-Internship clinical education course syllabi. It should be noted that students will be responsible for transportation and potential housing costs while participating in clinical education practicums and internships.

Full-time, immersive, clinical capstones in the Carroll University MSAT program are scheduled in athletic training settings across the United States. Students are given the opportunity to provide input regarding their placement locations but are not guaranteed placement where they have housing. Students are responsible for the potential additional costs of housing and transportation associated with out-of-area or out-of-state placements. It is advised that students plan loans and other financial arrangements in anticipation of such additional costs during semesters with full-time internships.

*\*Experiences earned prior to, or those that are not directly tied to the Carroll University MSAT program clinical education coursework, are not counted toward the students required clinical experiences.*

### **General Conduct Policy**

To preserve the climate necessary for academic and professional pursuits, it is essential that mutual respect for, and sensitivity to, others be demonstrated by the faculty, staff, and students associated with the program. Expectations of faculty, staff, and students include courtesy, integrity, confidentiality, honesty, and promptness. Violations may lead to disciplinary action including non-academic remediation, probation, suspension and dismissal from the program. The faculty, staff, and students in the program are expected to exhibit the personal discipline necessary to maintain an academic and professional community.

The MSAT students adhere to the University's general conduct rules and regulations published in the Carroll University Student Handbook which are available to all students on the Student Life website. Carroll policies, published in the Carroll University catalogs and the Carroll University Student Handbook, regarding diversity, equity and inclusion, willful property destruction, theft, student records, library, information technology acceptable use including social media, campus security, campus parking, AIDS, alcohol and illegal drugs, psychological disorders, sexual assault, sexual harassment, smoking, special needs, and student organizations apply to students in the MSAT Program.

The program also abides with the grievance and appeal policies and procedures of Carroll University published in the current Carroll University Student Handbook (<https://www.carrollu.edu/policies/student-handbook>) and, for employment matters, the faculty, and staff manuals.

### **Academic Misconduct**

Evidence, through observation or statistical analysis, of academic misconduct by athletic training students will result in disciplinary action including dismissal from the program. Students are

responsible for familiarizing themselves with the Carroll University policy and procedure related to academic misconduct.

### **Policy Regarding Complaints**

An individual or organization that is unhappy with their experience or encounter with any student, faculty or staff member of the Carroll University MSAT Program is encouraged to communicate the complaint orally or in writing to university personnel. When a complaint falls outside of the realm of the University's grievance procedures, such as complaints from clinical education sites, employers of graduates, and the public, the practice at Carroll University is for the appropriate administration personnel to respond, investigate and document the complaint. Complaints may be addressed to: MSAT Program Director, Carroll University, 100 N. East Ave., Waukesha, WI 53186 if in writing, [lrnyon@carrollu.edu](mailto:lrnyon@carrollu.edu) via email, 262-524-7202 by phone, or in person.

The following procedure describes the process for handling a complaint against the Program. The goal of the procedure is to rectify the situation appropriately.

1. When possible, the Program Director will discuss the complaint directly with the party involved within 7 business days. The Director will report the complaint to appropriate personnel based on the nature of the complaint.
2. If dissatisfied with the discussion with the Program Director, or if the complaint is against the Program Director, the involved party may submit a written or oral complaint to the Dean of the College of Health Sciences.
3. If the party feels that an additional complaint is necessary, the next line of complaint is to the University Provost.

### **Graduation Requirements for the MSAT Program**

To receive an MSAT degree, the student must:

1. Earn a grade of C or better or S in all program courses (includes clinical internships). A student earning a letter grade of D, F or U in a didactic course will be placed on probation and requires the student to repeat the course. Students earning a D, F, or U in a clinical education course will be placed on probation and are required to repeat the course, students may continue with didactic coursework in the program.
2. If a student is unable to take further courses in the next occurring semester as a result of this policy, the student is continued on academic probation and repeats the course during the next appropriate semester.
3. When repeating an MSAT program course, a student may be required to successfully complete ancillary learning experiences or clinical competencies/practical that validate theoretical knowledge.
4. Maintain a grade point average of 3.0 or better each semester. If a student earns a semester grade point average between 2.0 and 2.99, they will be placed on academic probation. If a student is placed on academic probation any time during the program, they must meet the academic progression standards in the following semester to be removed from academic probation. Failure to meet progression standards in the following semester will result in a dismissal from the program.

5. If a student is on academic probation during the last semester of the program, the student must earn an S in the clinical capstone internship ATH6670, to graduate.

6. A student will be dismissed from the program if 1) they are placed on academic probation a second time during his or her tenure in the program, 2) they fail to meet the criteria for the removal from academic probation, 3) they earn a semester GPA of 1.99 or less or 4) they receive a D, F, or U twice in one MSAT program course or by receiving a D, F or U in any two MSAT program courses, 5) a course may be repeated only one time.

The student must also:

- 1) Demonstrate appropriate behaviors consistent with professional standards as well as Carroll University and MSAT Program policies.
- 2) Attend one professional athletic training conference (e.g., Wisconsin Athletic Trainers Association [WATA], Great Lakes Athletic Trainers Conference [GLATA])
- 3) Present scholarly work.

## **Insurance**

### Health Insurance

Your health and well-being are important to your academic success Carroll University. For this reason, the University sponsors two comprehensive health insurance plans available from Wisconsin Physicians Service Insurance Corporation (WPS Insurance). The University-sponsored plans are available to any full or part-time student taking 6 credits or more enrolled and attending for the first 30 days of the semester. Information regarding the cost, coverage and enrollment for the plans can be found at <http://www.wpsic.com/waicu> (scroll down to find information for Carroll University). Purchase of a University-sponsored student health insurance plan is voluntary. Many insurances and/or HMO plans do not provide coverage outside of a particular geographical area, and therefore, families should review coverage under other plans carefully. Students are solely responsible for the cost of their medical care.

Whether students are insured through one of the University sponsored plans or through their own health insurance, students are solely responsible for the cost of all health care needs.

Students are also required to have a personal health history and physical form completed and uploaded to the AHST-Typhon Clinical Education Management website.

### **Clinical/Capstone Medical Requirements**

Clinical facilities may require proof of immunizations or medical information not required for the MSAT program (i.e., drug screening, mandatory vaccinations, etc). The student is responsible for the cost of any laboratory testing. All students are required to maintain Cardiopulmonary Resuscitation (CPR), Automatic External Defibrillator (AED) for Professional Rescuers or Healthcare Providers. Be sure to complete your certification through the American Red Cross or the American Heart Association from a qualified provider. The initial course must include the completion of an in-person skill check.

If you are having trouble finding an appropriate placement, please contact Dr. Runyon at

[lrnyon@carrollu.edu](mailto:lrnyon@carrollu.edu)

### **Injury/Illness at Clinical Site**

If a student is injured or becomes ill while at off-campus educational experiences, either Carroll University or the Clinical Education setting shall provide emergent or urgent medical care as appropriate. Students shall bear financial responsibility for charges associated with said treatment.

### **Professional Liability Insurance**

Students are covered by the University's professional liability coverage while enrolled in the MSAT. Professional liability insurance only covers activities performed in connection with instruction or training in university classes, labs, and clinics while rendering professional services to a patient and under the supervision of a licensed faculty member or preceptor. The activity must be within the course and scope of a student's training for coverage to apply.

### **Access to Program Resources**

#### Building Access

During the Fall, Spring, and Summer Semesters, the Carroll University facilities are open as published at the beginning of each semester.

Access to academic and nonacademic buildings, which MSAT faculty or students may use, is limited to hours of operation of the building with hours differing for each building.

It is the students' responsibility to maintain a clean and safe environment in all buildings. All student possessions must be removed from all rooms within 24 hours following the conclusion of final exams each semester.

#### Faculty Mailboxes

Students may place written communication for a faculty member in the faculty member's mailbox in the reception area of the Center for Graduate Studies with faculty permission only. Students and faculty members can also communicate by email and phone.

#### Computers and Audiovisual Systems

Computers and audiovisual systems in the Student Computer and Media Laboratory are for use by all students and faculty. Students must not store documents on the computer hard drives or desktops. Students are not to lock computers. Food and drink are not allowed in the Student Computer and Media Laboratory. Regarding university technology use policies, faculty, staff, and students are to review the Carroll University Information and Technology Acceptable Use Policy located in the Carroll University Student Handbook.

Computer and audiovisual systems problems, malfunction and breakage are to be reported to the Office of Information Technology (OIT)

### **Student Email**

All Carroll students are issued email accounts through the University's Office of Information Technology Services. Students are asked to check their email daily at minimum. A listserv, to be used for communication, is established for each professional class.

## **Appointments with Faculty and Staff**

Each faculty member has indicated office hours each semester in which students are able to drop-in to meet without a prior appointment. Students can also schedule individual appointments with faculty and staff members.

## **Access to Student Lists**

The program does not release lists of students and graduates to prospective employers or other interested parties. The program will provide students and graduates with information on behalf of correspondents, prospective employers, scholarships, etc.

## **Governance**

The Student Senate is the governing organization of the student body, including athletic training students, elected and operating under provisions of its current constitution.

## **Licensing**

Students are responsible for determining the requirements of the state in which they expect to be licensed, including all arrangements and payment related to any examinations required outside of the Carroll curriculum. After students have met the requirements for graduation, the registrar's office will facilitate students in acquiring required University documentation.

## **CAATE**

Students have access to the CAATE website at <https://caate.net/>. The process for filing a complaint with CAATE is described on the website at <https://caate.net/file-a-complaint/>. Telephone: 844-462-2283; E-mail: [support@ATCAS.myliaison.com](mailto:support@ATCAS.myliaison.com).

## **Safety**

In addition to information provided here, the Department of Public Safety publishes and posts a comprehensive Emergency Response Plan including severe weather, fire, crime reporting, medical emergencies, lockdowns and lockouts on its internal and external website pages:

<https://www.carrollu.edu/public-safety>

### Contacts

- Carroll University Department of Public Safety 262/524-7300
- Fire, Police, Ambulance/Paramedic 911
  - When calling any of these emergency numbers give:
    1. Your name
    2. Exact location
    3. Briefly describe the problem
    4. Stay on the line to answer questions
    5. Have someone meet those responding
- PioALERT - It is highly recommended that students, faculty and staff sign up to receive PioALERT text messages. **PioALERT is the emergency notification system that enables Carroll University to inform members of the campus community quickly** in the event of an emergency. PioALERT uses various communication methods, including text messaging, email and voicemail. Messages



will be brief, stating the nature of the situation and suggested action.

### Standard Precautions

Standard Precautions have been developed by the U.S. Department of Health and Human Services Center for Disease Control and Prevention ([www.cdc.gov](http://www.cdc.gov)). Standard Precautions are the minimum infection prevention practices that apply to all patient care, regardless of suspected or confirmed infection status of the patient, in any setting where healthcare is delivered. These practices are designed to both protect Health Care Practitioners (HCP) and prevent HCP from spreading infections among patients. Standard Precautions include: 1) hand hygiene, 2) use of personal protective equipment (e.g., gloves, gowns, masks), 3) safe injection practices, 4) safe handling of potentially contaminated equipment or surfaces in the patient environment, and 5) respiratory hygiene/cough etiquette.

Students in the MSAT Program are expected to apply standard precautions during all classes, including lecture, laboratory and clinical experiences as appropriate.

### Injury/Incident

In the event of an injury that occurs during program activities, the student must complete a Carroll University Incident Report form as soon as possible. The form used can be found in AHST-Typhon under “Program Documents/Templates” and on Cohort Canvas pages at

### Bloodborne Pathogen Exposure Plan

The Bloodborne Pathogen Exposure Plan was developed by the Carroll University Health Center staff and Public Safety. It is applicable to all MSAT students, faculty, and staff. Exposure at other clinical sites will follow the respective site’s bloodborne pathogen exposure plan.

If a student experiences a bloodborne pathogen exposure, contact one of the athletic training faculty as soon as possible so the University’s exposure plan can be put into action. Below is some helpful information:

**Definition: Significant Bloodborne Pathogen Exposure**—contamination of an individual with another’s blood, tissues, or other potentially infectious body fluids by percutaneous injury (e.g., needle stick or cut with a sharp object), contact with mucous membranes, or contact with non- intact skin (especially when the exposed skin is chapped, abraded, or excoriated).

### **PROCEDURES:**

#### **Prevention of Blood or Body Fluid Exposure:**

1. **Handwashing:** All students and staff using PPE (personal protective equipment) must wash hands before putting on gloves and after removal of gloves.
2. **Exposure to Blood or Body Fluids:** Skin is immediately washed with soap and water thoroughly for 10-15 minutes. Allow blood to flow freely from the wound. Mucous membranes of the eye, mouth, or nose are flushed immediately with water for 10-15 minutes. Bleach is not to be used as a skin disinfectant. If a garment is penetrated, the garment shall be removed as soon as possible and isolated and later washed. Students and faculty will contact the appropriate department at their facility for PEP (post exposure

prophylaxis) consideration and counseling as soon as possible after the exposure. Staff and students at Carroll University will contact Health Services or an Emergency Department at a hospital as soon as possible after the exposure for PEP consideration and counseling.

3. **Preventing Needle sticks and other Parenteral Exposures to Blood:** Needles are not to be recapped or manipulated by hand after use. Used Syringes, Needles, Scalpel Blades, and other Sharp Items are immediately discarded after use in puncture-resistant containers. Safety devices are to be used.
4. **Food and Drink** shall be stored in clearly marked refrigerators.
5. **Personal Protective Equipment:** Specialized clothing or equipment shall be worn to prevent skin or mucous membrane exposure to blood or body fluids. These include gloves, masks, protective eyewear, and gowns. Remove PPE after it becomes contaminated and before leaving the work area.

#### **Reporting Bloodborne Pathogen Exposure:**

1. Students and staff working in hospitals, clinics, long-term health care facilities, or other health care centers, will contact the appropriate department (i.e. ED or Occupational Health Dept.) **at their facility** for PEP (post exposure prophylaxis) consideration and counseling as soon as possible after the exposure. If the exposure occurs at Carroll University, students and staff will contact Carroll University Health Center or an Emergency Department at a hospital as soon as possible after the exposure for PEP consideration and counseling.
2. A history of the incident will be obtained including documentation of route of exposure, how and when the exposure occurred, and where the exposure occurred.
3. Determine if the exposure was significant.
4. If it is determined that no significant exposure has occurred, PEP will not be offered.

#### **Significant Bloodborne Pathogen Exposure:**

1. All individuals with a potential blood or body fluid exposure will be evaluated using Public Health Service and CDC recommendations to determine whether a significant exposure has occurred, the risk associated with the exposure, and what type of PEP is appropriate.
2. Exposed person will be counseled regarding the risk of bloodborne pathogens, statistical exposure information, PEP medication information (risk vs. benefit and medication information sheets), prophylaxis, assurance of confidentiality, follow-up, and post exposure transmission prevention.
3. Baseline labs will be obtained for HIV, HBsAg, HBsAB, and HCAB.
4. Identify source person if possible. Test source person for HIV, HBsAg, and HCAB if status is unknown. If source person is HIV +, gather available information regarding person's stage of infection (i.e., asymptomatic, symptomatic, or AIDS), CD4+ T-cell count, result of viral load testing, current and previous antiretroviral therapy, and results of any viral resistance testing in order to choose an appropriate PEP regimen for the exposed person.
5. For unknown sources, evaluate the likelihood of exposure to a source at high risk for infection when considering PEP therapy.
6. If PEP is initiated, the following is required: Lab testing of the exposed person (in addition to above baseline testing) to include CBC with differential, ALT, Metabolic

Panel, Pregnancy test if indicated, and UA if indicated by PEP medications.  
Confidentiality will be maintained.

7. An informed consent must be signed for each drug that is prescribed.
8. A declination of PEP meds will be signed if the exposed person decides against PEP therapy after counseling.
9. A 2-day or 3-day supply of PEP medications will be prescribed to the exposed person until the source person's laboratory results are obtained and the source person is determined to be HIV AB negative. Medications will be continued and will be prescribed at 1–2-week intervals according to CDC guidelines if source is HIV AB positive.
10. PEP medications will be prescribed at 1–2-week intervals if the exposed person decides to take PEP meds after counseling and the source person is unknown.
11. Follow-up visits will be scheduled at least every 1-2 weeks during PEP therapy to:  
Review medication side effects, vital signs, and consult with NP
12. Lab testing: 2 wk CBC with diff, ALT and Metabolic Panel; 4 wk CBC with differential, ALT. Other tests may be ordered depending on the PEP medication prescribed.
13. Referral to an Infectious Disease Specialist will be made for pregnant women and all others with special concerns.
14. Follow-up laboratory testing for prophylaxis and monitoring of bloodborne pathogens (HIV, Hepatitis B virus and Hepatitis C virus) based on CDC recommendations is outlined on the CDC website, ([www.cdc.gov](http://www.cdc.gov))
15. If the source person is **not infected** with a bloodborne pathogen after lab testing, further follow-up of the exposed person is **not** necessary.

# **MSAT PROGRAM APPENDICES**

**Carroll University Master of Athletic Training Program**

**HEALTH HISTORY AND PHYSICAL EXAM FORM**

To be completed by the student and reviewed with your MD, DO, PA, or NP before starting the MSAT program and annually thereafter.

Print Name: \_\_\_\_\_ DOB \_\_\_\_\_ Date \_\_\_\_\_

Check and list year of illness after any of the following that you have had. Describe any complications or effects still present under remarks.

- |   |  |   |  |
|---|--|---|--|
| <input type="checkbox"/> Chicken Pox    | <input type="checkbox"/> German Measles    | <input type="checkbox"/> Infectious mononucleosis       | <input type="checkbox"/> Measles           |
| <input type="checkbox"/> Mumps          | <input type="checkbox"/> Scarlet Fever     | <input type="checkbox"/> Infectious hepatitis           | <input type="checkbox"/> Encephalitis      |
| <input type="checkbox"/> Meningitis     | <input type="checkbox"/> Amebiasis         | <input type="checkbox"/> Anemia                         | <input type="checkbox"/> Arthritis         |
| <input type="checkbox"/> Kidney Disease | <input type="checkbox"/> Nervous Breakdown | <input type="checkbox"/> Intestinal Parasitic Infection | <input type="checkbox"/> Pneumonia         |
| <input type="checkbox"/> Pleurisy       | <input type="checkbox"/> Tonsillitis       | <input type="checkbox"/> Venereal Disease               | <input type="checkbox"/> Rheumatic Fever   |
| <input type="checkbox"/> Diabetes       | <input type="checkbox"/> Epilepsy          | <input type="checkbox"/> Heart Disease                  | <input type="checkbox"/> Tuberculosis      |
|   |  |   | <input type="checkbox"/> Any Other Illness |

Check the following conditions and complaints you have had, or are subject to at present time, and describe further under remarks.

- |   |  |  |  |
|---|--|--|--|
| <input type="checkbox"/> Head Injury          | <input type="checkbox"/> Heart Murmur        | <input type="checkbox"/> Disease or injury of      | <input type="checkbox"/> Any Psychiatric   |
| <input type="checkbox"/> Frequent Headaches   | <input type="checkbox"/> Swelling of feet or | <input type="checkbox"/> Hernia                    | <input type="checkbox"/> Convulsions       |
| <input type="checkbox"/> Visual Difficulty    | <input type="checkbox"/> Shortness of breath | <input type="checkbox"/> Jaundice                  | <input type="checkbox"/> Paralysis         |
| <input type="checkbox"/> Dizziness            | <input type="checkbox"/> Asthma              | <input type="checkbox"/> Chronic Diarrhea          | <input type="checkbox"/> Severe Anxiety    |
| <input type="checkbox"/> Sinus Trouble        | <input type="checkbox"/> Chronic Cough       | <input type="checkbox"/> Difficulty with urination | <input type="checkbox"/> Tendency to Worry |
| <input type="checkbox"/> Hay Fever            | <input type="checkbox"/> Loss of Weight      | <input type="checkbox"/> Sugar or albumin in       | <input type="checkbox"/> Depression        |
| <input type="checkbox"/> Frequent Sore Throat | <input type="checkbox"/> Digestive upsets    | <input type="checkbox"/> Skin Disease              | <input type="checkbox"/> Fainting Spells   |
| <input type="checkbox"/> Abdominal Cramps     | <input type="checkbox"/> Difficulty Sleeping | <input type="checkbox"/> Any unusual bleeding      | <input type="checkbox"/> Frequent Colds    |
| <input type="checkbox"/> Persistent Backache  | <input type="checkbox"/> Menstrual Problems  |  |  |

Remarks:

List surgical operations you have had, with dates:

List any serious accidents or injuries, with dates:

List any allergies to drugs or foods:

List medications taken at present:

Please describe your general state of health now:

Please describe any physical, mental, or emotional problems not mentioned above:

Family History:

- Migraine                       Diabetes                       Kidney Disease                       Mental Illness
- Blood Diseases                       Heart Disease                       Epilepsy                       Tuberculosis
- High Blood Pressure                       Stomach Trouble

To the licensed healthcare provider: Please review the complete history filled in by the student and add/or complete anything of significance.

Name: \_\_\_\_\_ DOB \_\_\_\_\_  
(Print)                      (Last)                      (First)                      (Middle)

Height \_\_\_\_\_ Weight \_\_\_\_\_ Blood Pressure \_\_\_\_\_ Pulse \_\_\_\_\_

<u>Conditions</u>	<u>Normal</u>	<u>Abnormal</u>	<u>Comments</u>
General Appearance	N	A	_____
Eyes, Pupils, Lids	N	A	_____
Fundi	N	A	_____
Ears	N	A	_____
Nose, Throat	N	A	_____
Teeth, Gums	N	A	_____
Thyroid, Neck	N	A	_____
Lymph Nodes	N	A	_____
Thorax	N	A	_____
Heart	N	A	_____
Lungs	N	A	_____
Abdomen, Hernia	N	A	_____
Back, Spine	N	A	_____
Extremities	N	A	_____
Circulation & Peripheral Pulses	N	A	_____
Neurological	N	A	_____
Skin, Lymphatic	N	A	_____
<b>Lab Studies</b>	N	A	<b><u>Attach results to form</u></b>

I certify based upon my examination that this student appears free of symptoms of illness or communicable disease that may be transmitted through normal contact.

Synopsis/Comments:  
\_\_\_\_\_  
\_\_\_\_\_

Licensed Healthcare Provider Signature  
\_\_\_\_\_

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

Print Name \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

# TECHNICAL STANDARDS FOR ADMISSION TO AND PROGRESSION IN THE CARROLL UNIVERSITY ATHLETIC TRAINING PROGRAM

Legal Name:

Last

First

Middle

Carroll ID (if known)

Successful participation in the Carroll University Athletic Training Program requires that a candidate possess the ability to meet the requirements of the program. Though the program may modify certain course requirements in order to provide a person with a handicap an equivalent opportunity to achieve results equal to those of a person without a handicap, there are no substitutes for the following essential skills. With or without accommodation, the applicant/candidate must initially meet the technical standards described below to gain admission to and to progress through the AT program. If a student has a change in ability to meet these standards while enrolled in the AT program, the student is required to inform their program advisor and update the technical standards form. Where applicable, the AT program may require submission of supporting documentation from appropriate providers.

## Requirements:

1. Completion of the technical standards form is required upon application to the AT program.
2. The form must be updated immediately if the student has a change in their ability to meet technical standards at any point in the program.

## Directions:

To indicate you are able to meet the technical standards described below, initial each paragraph and sign at the bottom of page 2. Any evidence of inability to meet the technical standards may be cause for further evaluation at the university's discretion and/or dismissal from the AT Program. Evidence of inability may be obtained from the application materials, interviews or visual observations. Further evaluation may entail an interview or a physical examination by a physician or other provider of the university's choice.

## Technical Standards for Carroll University Athletic Training Students

In preparation for professional roles athletic training students are expected to demonstrate the ability to meet the demands encountered in an athletic training career. Certain functional abilities are essential for the delivery of safe and effective care. An applicant to the AT Program must meet and maintain the following technical standards for progression throughout the program. Students unable to meet these technical standards will not be able to complete the program. Students shall notify the program in a timely manner of any change in their ability to meet technical standards.

Initial here

The technical standards include but are not limited to the following:

### General Ability

The student is expected to possess functional use of the senses of vision, touch, hearing and smell so that data received by the senses is integrated, analyzed and synthesized in a consistent and accurate manner. The student is expected to possess the ability to perceive pain, pressure, temperature, position, vibration and movement in order to effectively evaluate patients. A student must be able to respond promptly to urgent situations.

Initial here

### Observational Ability

The student must have the ability to make accurate visual observations and interpret them in the context of clinical/laboratory activities and patient care experiences. The student must be able to document these observations accurately.

Initial here

### Communication Ability

The student must communicate effectively verbally and non-verbally to obtain information and explain that information to others. Each student must have the ability to read, write, hear, comprehend and speak the English language to facilitate communication with patients, family members and other members of the health care team. The student must be able to document and maintain accurate records, present information in a professional manner and provide patient instruction to effectively care for patients and their families.

Initial here

### Psychomotor Ability

The student must be able to perform gross and fine motor movements with sufficient coordination needed to provide complete safe effective care for patients. The student is expected to have psychomotor skills necessary to safely perform examination procedures and treatment interventions, including CPR/AED if necessary. Examples of examination procedures include, but are not limited to, cognitive assessment, range of motion, manual muscle testing, sensation, balance, functional abilities, pain, cardiopulmonary status, percussion, palpation, and anthropometrics.

Treatment interventions include, but are not limited to, patient education, manual therapy, functional training (transfers, bed mobility, activity of daily living training, etc.), application of therapeutic physical agents such as electrotherapy, radiation, heat, and cold, and wound care.

The student must have sufficient levels of neuromuscular control and eye-to-hand coordination as well as possess the physical and mental stamina to meet the demands associated with extended periods of sitting, standing, moving and physical exertion required for safe patient care. Students must be able to bend, squat, reach, kneel or balance. The AT Program curriculum may require students to carry and lift loads from the floor, from 12 inches from the floor, to shoulder height and overhead. The student must be able to occasionally lift 50 pounds, frequently lift 25 pounds and constantly lift 10 pounds. The student is expected to be able to maintain consciousness and equilibrium and have the physical strength and stamina to perform satisfactorily in clinical settings.

Initial here

### Intellectual/Cognitive Ability

The student must have the ability to develop critical thinking and problem-solving skills essential to professional athletic training practice. Problem solving skills include the ability to measure, calculate reason, analyze, synthesize, and judge objective and subjective data, and to make decisions in a timely manner that reflects thoughtful deliberation and sound clinical judgment. The student must demonstrate application of these skills and possess the ability to comprehend, retain, retrieve and incorporate prior knowledge with new information from multiple sources including, but not limited to self, peers, instructors and related literature to formulate sound judgment for competent patient/client management, practice management, and functions required for clinical scholarship.

Initial here

### Behavioral and Social Attributes

The student is expected to have the emotional stability required to exercise sound judgment, complete assessment and intervention activities. Compassion, integrity, motivation and concern for others are personal attributes required of those in the AT program. The student must fully utilize intellectual capacities that facilitate prompt completion of all responsibilities in the classroom and clinical settings; the development of mature, sensitive and effective relationship with patients and other members of the healthcare team. The student must have the ability to establish rapport and maintain respectful interpersonal relationships with individuals, families and groups from a variety of social, emotional, cultural and intellectual backgrounds. Each student must be able to adapt to changing environments; display flexibility; accept and integrate constructive criticism given in the classroom and clinical settings; and effectively collaborate with others. Students must continuously self-assess to improve as a professional.

Initial here



### Ability to Manage Stressful Situations

The student must be able to adapt to and function effectively in relation to stressful situations encountered in both the classroom and clinical settings, including emergency situations. Students will encounter multiple stressors while in the AT program, and must effectively manage these stressors throughout entire workdays. These stressors may be (but are not limited to) personal, patient care/family, faculty/peer and/or program related.

Initial here

### Background Check

Clinical facilities require that Carroll University perform background checks on all students before participation in clinical courses. The background check result is shared with the clinical facility.

Initial here

### Evaluation

An applicant/candidate with a handicap shall not, on the basis of his or her handicap be excluded from participation in, denied the benefits of, nor be subjected to discrimination in the program. Carroll University may require that the applicant/student undergo a physical examination and/or an occupational skills evaluation. All AT students must be able to perform the essential functions of a student athletic trainer. Reasonable accommodations will be afforded to students with disabilities as required under accommodations required by the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1990. A student who can no longer perform the essential functions of a student athletic trainer must report this to their program advisor. If reasonable accommodations cannot be made, the student will not be able to remain in the AT program. I certify that the information submitted in this form is complete and correct to the best of my knowledge.

I certify that the information submitted in this form is complete and correct to the best of my knowledge.

Student Signature:  Date

Print name here:

Signature of care provider:  Date

*(Note: Signature of care provider is not required at the time of application.)*

Print name here:



Waiver and Release of Liability for Volunteer Participants

- 1. I, A, have volunteered to participate in Carroll University's Athletic Training ("AT") training program ("Program") as a patient/subject participant ("Participant") in the Program. I understand that as a volunteer, I am entitled to no compensation.
2. I have volunteered to serve as a Participant for the purpose of providing AT students an opportunity to develop hands-on athletic training skills or for research purposes, while under the supervision of Program faculty. I understand that I may withdraw as a Participant at any time without penalty or loss of any benefit to which I am entitled.
3. I am aware of and accept that there are certain inherent risks involved in allowing (a) an AT student to touch my body with the intent of practicing AT skills, (b) Program faculty to touch my body with the intent of teaching AT skills, and (c) students or Program faculty using AT equipment or supplies on my body.
4. I understand certain inherent risks of participation as a Participant include, but are not limited to, temporary or permanent physical injury of the type listed on the reverse side of this form. I also understand that certain symptoms, including, but not limited to, those listed on the reverse side of this form, indicate the need for prompt medical attention because, if those symptoms are left untreated, they may lead to serious injury or death.
5. Program faculty have reviewed with me the inherent risks of my participation as a Participant and I have had the opportunity to ask questions regarding the Program, student preparation for participation in the experience, the skills that will be practiced on my body, and the purpose of this Waiver and Release of Liability.
6. Waiver and Release of Liability. I hereby release and hold harmless Carroll University, Inc., its students, faculty, employees, agents, directors and officers from any liability for all loss, injury, and/or claims based upon those risks and the negligent acts or omissions of Carroll University, Inc., its students, faculty, employees, agents, directors or officers that cause injury to me, relating to my decision to be a Participant. It is further understood and agreed that this waiver, release and assumption of risks is to be binding on my heirs and assigns.

Subject Signature

Print Name

Date

Witness Signature

Print Name

Date



Statement of Health Condition and Notice of Risks to Participants

- 1. I, \_\_\_\_\_, represent that I am at least 18 years old and have volunteered to participate in Carroll University's Athletic Training Program ("Program") as a patient/subject participant ("Participant") in the Program.
2. I certify that I have disclosed my medical history to the Program prior to participation. I am not aware of any medical problems or conditions that might restrict my participation as a Participant and have had the opportunity to consult a physician regarding the health implications of my participation. I have completed the Program's Informed Consent Form for Course Participation truthfully and completely and have answered all questions regarding the current state of my health. I understand that answering those questions regarding my health is not a substitute for a physician's assessment that participation in the Program poses no threat to my health.
3. I also certify that I have had the opportunity to discuss the risks of my participation with Program faculty and understand that I may withdraw my participation at any time. I understand that avoidance of injury (or death) to myself depends, in part, on my prompt communication to the AT student and/or faculty supervisor that a procedure causes me pain, discomfort, or any of the symptoms noted below.
4. By my initials, I certify that I am aware of the following inherent risks to my health related to participation as a Participant:

Table with 2 columns: Risk Description, and an empty column for initials. Rows include: Muscle or joint strain, soreness and/or stiffness, perhaps so extreme as to limit flexibility and movement for an extended period after serving as a participant; Allergic reaction to creams, lotions, or other dermalogical lubricants used on the body, symptoms of which may include, without limitation, itching, blotching, or rash; Headaches or dizziness (which may lead to a fall); Bruising of body parts; Increased heart rate and/or blood pressure (which may lead to cardiac arrhythmia, and cardiac arrest). (Such symptoms require prompt medical attention); Not all risks are foreseeable, and this list of inherent risks is not exhaustive.

- 5. I hereby certify that I have read and understand all of the information I have been given regarding the inherent risks, foreseen and unforeseen, related to participation as a Participant in the Program. and accept those risks. I have also completed the reverse side of this form: Waiver and Release of Liability.

Subject Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

Witness Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_



**Informed Consent for Participation in Athletic Training Coursework**

**Participant's Name** \_\_\_\_\_

**DESCRIPTION OF ACTIVITY:**

**1. SCOPE OF THIS INFORMED CONSENT:**

This informed consent applies to my participation in course laboratory and clinic related activities within the Carroll University Athletic Training Program. Specifically this informed consent form applies to my participation in the following courses within the Athletic Training Program: ATH5412, ATH5450, ATH5451, PTH5422, ATH5403, ATH5455, ATH5461, PTH5424, PTH5426, ATH6504, ATH6551, ATH6560, ATH6565, PTH6500, ATH6540, ATH6561, ATH6612, and ATH6670. This also applies to open lab sessions.

**2. PROCEDURES AND EXPECTED RISKS:**

Procedures that may result in discomfort and/or bodily injury are laboratory and clinic related skills and activities within specific courses as listed above in the Athletic Training program. Procedures include, but are not limited to, cardiorespiratory, musculoskeletal, neuromuscular, integumentary, and metabolic assessments and interventions. Risks of procedures include mild joint and/or muscle strain, soreness, stiffness, swelling, and tissue injury. Bums or skin irritation may also occur. There is a risk of increased heart rate and/or blood pressure which may lead to cardiac arrhythmia and/or cardiac arrest. Dizziness or headaches may occur. Allergic reaction to creams, lotions, or other dermatologic lubricants used on the body which may result in itching, blotching, or rash may occur. During activities you should never push to a point of overexertion or beyond what you feel is safe. You should immediately notify the person monitoring your assessment or intervention if you feel any discomfort or experience any unusual physical symptoms such as shortness of breath, dizziness, irregular heartbeat, numbness, loss of balance, nausea, blurred vision, or other unusual symptoms. You may discontinue participation in these activities whenever you wish and should inform your instructor. If you have a pre-existing condition that may place you at increased risk, you should inform the instructor(s) and avoid participating in testing and/or intervention activities that would place you at higher risk than normal. Demonstration and/or supervision of procedures will be performed by experienced and skilled instructors.

**3. BENEFITS OF THESE PROCEDURES:**

The procedures performed and skills obtained as a result of participation in these course activities are critical for learning comprehensive and competent patient evaluation and treatment within the scope of athletic training practice or research.

**4. SPECIAL CIRCUMSTANCES:**

Confidentiality: Any information obtained about me in this course will be treated as confidential and will be safeguarded in accordance with state and federal law, including the Privacy Act of 1974.



Informed Consent for Participation in Athletic Training Coursework

**PARTICIPANTS RIGHTS:** I have read or have had read to me all of the above. A program faculty member has overviewed and explained laboratory and clinic related skills and activities within the Athletic Training Program to me and answered all of my questions. I have been informed of the risks and discomforts and possible benefits of these procedures. If I have additional questions, I understand that I may contact Dr. Lacey Runyon, Athletic Training Program Director, at 262-524-7202 or [lrunyon@carrollu.edu](mailto:lrunyon@carrollu.edu).

I agree to monitor my own physical condition during assessments and interventions I am asked to perform, and I agree to stop my participation and inform the instructor if I feel uncomfortable or experience any unusual symptoms.

I understand that should I suffer an injury or become ill as a result of my participation in these activities, I will be financially responsible for any treatment I may require. I understand that the University does not provide insurance to cover any medical costs I may incur.

My signature below indicates that I have had an opportunity to ask and have answered any questions I may have had, and that I freely consent to participate in the laboratory and clinic related skills and activities within the Athletic Training Program. I understand that I may withdraw such consent in writing, but that such withdrawal may impact my ability to continue in the Athletic Training Program. I will retain a signed copy of this consent form.

\_\_\_\_\_  
Participant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Printed Name

\_\_\_\_\_  
Signature of Program Faculty Member

\_\_\_\_\_  
Date



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**Student Handbook Policy and Procedures Acknowledgement Form**

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I have ***read and understand*** the Carroll University Athletic Training Program student handbook policies & procedures and related Carroll University policies. I agree to adhere to all policies & procedures and understand the consequences of my failure to oblige to each.

Student: \_\_\_\_\_  
(print name)

Signature of Student: \_\_\_\_\_

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

Signature of Witness: \_\_\_\_\_

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



**Athletic Training Facility Confidentiality Statement**

The patient’s medical record plays a vital role in our effort to provide optimum medical care. It is a record of the patient’s medical history for the use of the physician and must be kept strictly confidential. It is essential to the patient/physician relationship that all information exchanged is kept in strict confidence.

No patient information is to be released to anyone – relatives, friends, employers, insurance companies, and lawyers – **without the patient’s written consent.**

If you read or discuss a patient’s record without having a specific clinic related reason, or use any information contained in a patient’s record for non-clinic business, **you will be immediately discharged from student work study in the Athletic Training Facility. Per the Athletic Training Student Handbook, violations may lead to disciplinary action including non-academic remediation, probation, suspension and dismissal from the program.**

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

Date of Incident:

Location of Incident:

Name of Person Completing Report:

Phone of Person Completing Report:

Email of Person Completing Report:

Name of person(s) involved in incident (include Name, email, phone, etc.)

Detailed description of the accident/incident:

Was Public Safety (262-524-7651) called/notified at the time of incident?

Yes  No

Was Waukesha Police called/notified at the time of the incident:

Yes  No

Additional action or follow-up care needed as a result of the accident/incident:

Please email this completed form to the following individuals:

- Public Safety: Michael Bagin [msbagin@carrollu.edu](mailto:msbagin@carrollu.edu)
- CHS Office: Renee Bubrozek [rbubroze@carrollu.edu](mailto:rbubroze@carrollu.edu)
- Legal Counsel: Catherine Jorgens [cjorgens@carrollu.edu](mailto:cjorgens@carrollu.edu)
- Department Chair
- Department Administrative Assistant (if applicable)



**Carroll University MSAT Health Requirements**  
**for Students Starting Clinical Rotations**

<p><b>Measles, Mumps &amp; Rubella (MMR)</b></p>	<ul style="list-style-type: none"> <li>• Two (2) doses of vaccines documented by a health care provider. Vaccines must be appropriately spaced and given according to CDC guidelines (on or after first birthday and must be at least 28 days apart)</li> <li>• Documentation by a health care provider of serologic immunity (titer)</li> </ul> <p>OR</p>
<p><b>Varicella (Chicken Pox)</b></p>	<ul style="list-style-type: none"> <li>• Two (2) Varicella vaccination dates documented by a health care provider. Vaccines must be appropriately spaced and given according to CDC guidelines (after first birthday and must be at least 28 days apart)</li> <li>• Positive Varicella titer that is documented by a health care provider (history of the disease is not sufficient).</li> </ul> <p>OR</p>
<p><b>Influenza Vaccination</b></p>	<p>Prior to October 1st for Fall session/semester, and prior to any Winter/Spring session/semester.</p> <p>Students in clinical placements between April 1st and September 30th are exempt from flu requirement.</p> <p>If a student identifies a “medical exemption”, documented validation by a MD or DO is required. Medical exemptions are granted for recognized contraindications:</p> <ul style="list-style-type: none"> <li>• Previous reaction to influenza vaccine (e.g., hives, difficulty breathing, swelling of tongue or lips)             <ul style="list-style-type: none"> <li>o The above does not include sensitivity to the vaccine such as an upset stomach or mild to moderate local reactions such as soreness, redness, itching, or swelling at the injection site.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>o The above does not include subsequent upper respiratory infection or low-grade or moderate fever following a prior dose of the vaccine.</li> <li>• History of Guillain-Barre Syndrome (GBS) within 6 weeks of a previous dose of an influenza vaccine <ul style="list-style-type: none"> <li>• The student granted an influenza vaccine medical exemption is to follow facility-specific masking requirements during the influenza season (i.e., to wear a surgical mask whenever in patient care buildings, or whenever in patient care areas)</li> </ul> </li> </ul>
<p style="text-align: center;"><b>Tetanus, Diphtheria &amp; Pertussis Vaccination (Tdap)</b></p>	<ul style="list-style-type: none"> <li>• Documentation of one-time dose of the Tdap vaccine and then Td every 10 years</li> </ul>
<p style="text-align: center;"><b>Hepatitis B Vaccination</b></p>	<p>Immunization Series or Post Vaccination Antibody Screen: This is a series of three vaccinations and post vaccination antibody screen.</p> <p>Students must provide <b>one</b> of the following:</p> <ul style="list-style-type: none"> <li>• Documentation by a health care provider of serologic immunity (a quantitative, numeric Hepatitis B antibody level with interpretation/ scale that indicates immunity.) This testing must be dated at least one month after completion of the 3-dose vaccine series</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>• Documentation by a health care provider stating that student is in the process of receiving the 3-dose Hepatitis B vaccination series,</li> <li>• appropriately spaced per CDC guidelines</li> </ul>
<p style="text-align: center;"><b>Tuberculosis (TB) Screening</b></p>	<p>Tuberculosis Screening is to take place within 90 days of starting the program (not the clinical placement) and annually thereafter. Screening may be done via Mantoux</p>

	<p>tuberculin skin test or Interferon Gamma Release Assay (i.e., QuantiFERON Gold, T-spot)</p> <ul style="list-style-type: none"> <li>• Initially, provide documentation of two Mantoux tuberculin skin tests (“two- step”) administered one (1) to three (3) weeks apart (requires 4 total visits to healthcare provider). <ul style="list-style-type: none"> <li>o Students with a documented 0 mm induration Mantoux skin test within the past 12 months only need one additional skin test done within 90 days of starting the program.</li> </ul> </li> <li>• One Mantoux tuberculin skin test annually thereafter</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>• An IGRA (Interferon Gamma Release Assay) test within 90 days of starting the program (not the clinical placement) and annually thereafter.</li> </ul> <p>If a student has received a positive tuberculin skin test (TST) or IGRA result, the student must provide the following:</p> <ul style="list-style-type: none"> <li>• Medical documentation of the positive TST or IGRA results</li> </ul> <p>AND</p> <ul style="list-style-type: none"> <li>• Negative chest x-ray report dated post positive TB skin test or IGRA</li> </ul> <p>AND</p> <ul style="list-style-type: none"> <li>• Complete annual TB symptoms survey / questionnaire</li> </ul>
<p><b>Post TB Skin Test Conversion – Chest X-ray</b></p>	<p>If a student has received a positive tuberculin skin test (TST) or IGRA result, the student must provide the following:</p> <ul style="list-style-type: none"> <li>• Medical documentation of the positive TST or IGRA results</li> </ul> <p>AND</p> <ul style="list-style-type: none"> <li>• Negative chest x-ray report dated post positive TB skin test or IGRA</li> </ul> <p>AND</p> <p>Complete annual TB symptoms survey / questionnaire</p> <p>If a student is positive for active TB disease,</p>

	<ul style="list-style-type: none"> <li>they must participate in an active treatment plan to be reviewed annually. The student will not be eligible to participate in clinical practicum until such time as their medical provider determines that they are not communicable.</li> </ul>
<b>Drug Screen</b>	<p>Drug screens may be required by certain</p> <ul style="list-style-type: none"> <li>agencies.</li> </ul>
<b>Physical Health Screening</b>	<p>Physical exams are required within the year of enrollment and maintained annually. Exams are to include documentation of:</p> <ul style="list-style-type: none"> <li>A health history</li> <li>Physical examination by an MD, DO, NP, or PA</li> <li>The student is free of clinically apparent communicable disease</li> </ul>
<b>Medical Conditions / Injuries Requiring Student Restrictions</b>	<p>Students are not to report to a clinical setting if they are experiencing signs or symptoms of a communicable disease.</p> <p>Students are responsible to immediately notify their School/College designee of changes in their medical conditions or injuries prior to next scheduled clinical day.</p> <ul style="list-style-type: none"> <li>Students are also required to notify their school/college of any needed accommodations prior to or during their clinical rotations.</li> </ul>