

# UTC ATEP POLICY MANUAL

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## **Academic Retention Policy – Continuation Standards**

### **Attendance Policy**

### **Holiday and University-Scheduled Break Policy**

### **Vacation Policy**

### **Inclement Weather Policy**

### **Communicable Disease Policy**

### **Facility Maintenance Policy**

### **Professional Appearance Policy**

### **Documentation Policy**

### **Medical Records and Confidentiality**

### **Alcohol and Other Drugs Policy**

### **Non - Discrimination Policy**

### **Sexual Harassment Policy**

### **Student Employment Policy**

### **Student Relationships Policy**

### **CPR/AED Certification Policy**

### **Health Care Provision Policy**

### **Universal Precautions**

### **Disciplinary Policy – Professional Fitness Policy**

### **Student Grievance Policy**

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## **ACADEMIC RETENTION POLICY – CONTINUATION STANDARDS**

The ATEP adheres to the Continuation Standards set forth in the UTC Graduate Catalog, where descriptions for Continuation, Probation and Dismissal are clearly outlined. The ATEP reserves the right to establish and enforce retention requirements above and beyond those established by The Graduate School. All Practicum courses (HHP 553, 563, 573 & 583) must be passed with a grade of "C" or better for program progression. Adherence to the ATEP policies and procedures, including the Professional Fitness Policy is also required.

## **ATTENDANCE POLICY**

### Classroom

The athletic training student is expected to perform to the best of his/her ability in the classroom. The theoretical concepts and clinical skills learned in class provide the foundation for growth and development as an athletic trainer. All athletic training students are expected to attend class regularly, turn in assignments and take exams on schedule. Poor attendance will be reflected in the student's grade and may delay progression through the ATEP. Do not schedule activities (i.e., outside employment) that meet during class and clinical education times. If unavoidable conflicts arise, discuss your schedule with the ATEP Director. Clinical experiences should not be used as reasons for missing class without approval from the ATEP Director and the instructor of the course. Please discuss any scheduling issues with the ATEP Director or Coordinator of Clinical Placement as soon as possible. Everything you learn will improve the care you are able to give your athletes and patients.

### Clinical Education

The hours you spend in the clinical education component of the Program are just as important as those spent in the classroom. While completing clinical education experiences in the ATEP clinical sites, students are expected to follow the policies and procedures established by that particular clinical

facility (i.e., dress, assignment schedule, etc.). Athletic training students are expected to arrive on time wearing the designated clinical attire and behave in a professional manner as described by the ATEP Professional Fitness Policy. Remember, your clinical experience gives you the opportunity to apply what you have learned in the classroom toward the actual care of patients and athletes while also developing clinical decision-making skills. Take advantage of every opportunity for learning. Be proactive in your quest for knowledge. Don't be afraid to ask questions. Studying during clinical experiences is discouraged unless permission is granted by your supervisor; you are encouraged to practice your psychomotor skills and integrate the clinical proficiencies. Attendance in academic courses and clinical education associated with practicum course credit is mandatory.

## **HOLIDAY AND UNIVERSITY-SCHEDULED BREAK POLICY**

The ATEP does not require students to participate in clinical experiences when the University is officially closed. Athletic training students assigned to ACIs or CIs covering sports which practice or compete during holidays or breaks **may volunteer to participate in supervised clinical experiences** during these times and should discuss their clinical hours with his/her ACI or CI.

Second year students must return for clinical experiences before the fall semester begins as part of the HHP 573 – Athletic Training Practicum III course.

## **VACATION POLICY**

Students requesting time off from scheduled clinical experience dates must do so in advance by submitting a **Vacation Personal Request Form**. This form can be located under the "Forms" section of the program website and must be signed by the ACI/CI and the ATEP-Director. The form will be filed in the student's clinical folder.

## **INCLEMENT WEATHER POLICY**

In the event of inclement weather with closure of UTC or other affiliated clinical sites, you will not be required to complete your clinical hours for that day. If you chose to complete your clinical hours, you do so at your own risk as the University is closed and all associated functions are cancelled. The main UTC line, 425-4111, will be programmed with current information, as will the UTC Inclement Weather Line, 425-4SNO (4766) and the University Relations main line, 425-4363. Local radio and TV stations will also provide updated information on closures due to inclement weather.

## **COMMUNICABLE DISEASE POLICY**

The purpose of the University of Tennessee at Chattanooga Athletic Training Education Program (UTC ATEP) Communicable Disease Policy is to protect the health and safety of the students enrolled in the UTC ATEP. The UTC ATEP recognizes the importance of minimizing the exposure of athletes or patients in a clinical setting to communicable diseases. Therefore, it is recommended that athletic training students not report to their clinical site if they have *active* signs or symptoms of a communicable disease.

This policy is designed to provide athletic training students, clinical instructors, and athletic training faculty with a plan to assist in the management of students with infectious diseases as defined by the Centers for Disease Control and Prevention (CDC). This policy was developed using the recommendations established by the CDC for health care workers ([www.cdc.gov](http://www.cdc.gov)).

In situations where the Athletic Training Student is ill, he/she should immediately notify the Approved Clinical Instructor/Clinical Instructor they are currently assigned to and either the UTC ATEP Director or the Athletic Training Clinical Coordinator of their status. Athletic Training Students with illnesses are required to see a physician or nurse practitioner to determine if the illness is actively communicable or their illness has caused them to miss one day of class and/or clinical responsibilities. Athletic Training Students may use

their own personal physician. If the student does not have access to their own physician they may also utilize the UTC Student Health Center or UTC team physicians if available. (The ATS is responsible for his or her health insurance and are responsible for all related charges). The ATS is to follow the recommendations and guidelines of that physician.

In the event that an ATS will be missing an inordinate amount of time due to adherence to the communicable disease policy, a decision of the student's clinical status will be decided by the Clinical Coordinator and ATEP Director. This may result in a reassignment of clinical responsibilities, a grade of incomplete due to medical reasons, and/or opportunities to make up lost experiences.

**What are Communicable Diseases?**

A communicable disease is a disease that can be transmitted from one person to another. There are four main types of transmission including direct physical contact, air (through a cough, sneeze, or other particle inhaled), a vehicle (ingested or injected), and a vector (via animals or insects).

**Communicable Diseases Cited by the CDC:**

Bloodborne Pathogens	Hepatitis viruses	Retroviral infections
Conjunctivitis	Influenza	Rubella
Cytomegalovirus infections	Measles	Scabies
Diarrhea diseases	Meningococcal infections	Staphylococcus aureus infection
Diphtheria	Mononucleosis	Streptococcal infection
Gastrointestinal infections (acute)	Mumps	Tuberculosis
Herpes simplex	Parovirus	Varicella
Human immuno-deficiency virus (HIV)	Pediculosis	Viral respiratory infections
	Pertussus	Zoster
	Poliomyelitis	
	Rabies	

## **Guidelines for Prevention, of Exposure and Infection**

1. Students must successfully complete annual blood borne pathogens training.
2. Students are required to use proper hand washing techniques and practice good hygiene.
3. Students are required to use Universal Precautions at all times when functioning as an ATS in the ATEP. This applies to all on and off-campus clinical sites.
4. Students are not to provide patient care if they have active signs or symptoms of a communicable disease.

## **FACILITY MAINTENANCE POLICY**

Be ready to take part in facility maintenance during clinical experiences. Take initiative and pride in maintaining an organized and clean environment. These activities supplement the clinical experience to facilitate student understanding of the responsibilities of an athletic trainer in addition to health care provision and administration. Check with your ACI /CI to determine daily tasks and expectations. There are always activities (e.g., cleaning, preparation duties, etc.) that can be completed.

You must adhere to the guidelines posted in all of the facilities utilized during your clinical education assignments (including, but not limited to OSHA guidelines). If there are no guidelines or they are outdated, you must notify the ATEP Director. The athletic training facilities are designated medical facilities and should be maintained as such. Treatment areas, surfaces, floors, modalities, and workspace should be kept clean at all times. Report any equipment concerns/malfunctions to a staff or ATEP faculty member and remove it from use if a potential for harm is evident.

Keep supplies adequately stocked. Please notify the appropriate personnel from the clinical site or affiliate site when supplies are needed. Properly shut down any electrical modality or equipment that may have been used (e.g., Biodex, Trazer, electrical stimulation, ultrasound) at the end of the day. Leave the facilities neat, clean, and organized at the end of the day. Electrical equipment should be wiped down with a dry towel. Treatment surfaces (such as chairs, treatment tables, exercise equipment) should be cleaned with an OSHA acceptable cleaner (e.g., Biozide, Virahol, Whizzer, etc.).

## **PROFESSIONAL APPEARANCE POLICY**

### Policy Overview

Athletic Training Students (ATS) are expected to display the type of personal appearance and attire reflective of professionalism and consistent with other allied health care professions. The attire must reflect consideration of image, safety, infection control and appropriateness for the activities to be performed in the clinical practicum in athletic training or an allied health care discipline. Unless otherwise defined in this policy, the athletic training student Professional Appearance Policy will be generally considered basic business casual. This policy is in effect during all aspects of the clinical education component. Furthermore, when performing skill or proficiency evaluations in the primary UTC Athletic Training Facility, students (and their models) must adhere to the Professional Appearance Policy.

### Identification Badge

Athletic Training Students are required to wear their identification badge at all times during clinical experiences. Lost badges must be replaced at a cost of \$2.00 per badge. Contact the Coordinator of Clinical Placement for new IDs.

### Basic Business Casual

Basic business casual does not mean sloppy or baggy. Clothing should fit appropriately, be clean, pressed or wrinkle free and without holes or frayed areas. Basic business casual provides more varied and comfortable options but dress shall be suitable for clinical practicum activities, safe, and not extreme in style. Attire should allow for freedom of movement while in keeping with principles of modesty and propriety. Clothing provided by the Program is acceptable, and in many cases, preferred.

The following clothing is considered not suitable to wear:

- Tight leggings, (i.e. spandex)
- Denim pants
- Clothing which is too revealing, suggestive, or tight fitting is not acceptable (i.e. halter, tank tops, see-through garments, or clothing with revealing/provocative necklines, bare backs, bare midriff, or spaghetti straps).
- Clothing with symbols, phrases, or slogans representing/advertising gangs, sexism, tobacco, alcohol products, or controlled substances or representing another university.
- Clothing that exposes the stomach or other areas of the body inappropriately.
- Hats/caps (acceptable in outdoor work place settings only), head covers (religious reasons exempted), or head rags are not acceptable in the work place.

### Footwear

Shoes in athlete/patient care areas, and/or required by Occupational Safety and Health Administration (OSHA) standards, will have a closed toe and either a closed heel or a strap support. Shoes should be kept clean, in good repair, and appropriate for professional attire. Socks, as appropriate, should be worn at all times.

### Grooming Guidelines

Personal cleanliness/hygiene will reflect professional standards (clean and neat) to include at least:

- Free of unpleasant body odors or breath.
- Hair is to be clean, neatly arranged and does not interfere with clinical practicum functions. Hair should not be extreme in color or styling.
- Face is shaved or mustache/beards/sideburns, etc., if worn, are to be neatly trimmed, clean, and appropriate for business appearance.
- To promote a "Fragrant Free Environment" no strongly scented personal products shall be worn (i.e., cologne, aftershave, hair spray, perfume, deodorants) for the clinical practicum and should reflect a concern for professionalism, safety, infection control precautions, and the athlete/patients' clinical conditions.
- Cosmetics in moderation are acceptable.
- Selection of jewelry for the clinical practicum should reflect a concern for professionalism, safety and infection control precautions. Women should limit earrings to one/two per ear and men should remove all earrings.
- Tattoos or non-ear piercings should be kept out of sight during the clinical practicum work hours.
- Men and women fingernails should be short and clean. In conservative industries, women's nails usually extend no longer than about ¼" beyond the fingertip. Please note in hospital settings that OSHA policies, for the purpose of infection control, do not allow acrylic nails.
- Athletic Training Students failing to meet the Professional Appearance Policy requirements may be placed in a progressive disciplinary process or clinical probation and required to obtain suitable grooming before being allowed to continue the clinical practicum.

## **DOCUMENTATION POLICY**

Daily treatment logs, injury evaluation forms, exercise sheets, and progress notes provide a detailed record of a patient's injury. You must complete detailed records during each clinical experience. All new injuries must be recorded using appropriate forms. There may be different forms for each clinical site. Please make sure that you are using the correct forms for the given situation. Notify the ATEP Director if your ACI/CI does not supply injury and rehabilitation recording forms. Maintaining medical records is an important mechanism to help protect athletic trainers from faulty litigation.

## **MEDICAL RECORDS AND CONFIDENTIALITY**

### **HIPAA Regulations**

The Health Insurance Portability and Accountability Act (HIPAA) was enacted in 1996 to address the privacy and security of patients' medical records. Simply put, no one should have access to a patient's medical records unless the patient has given permission for that individual or agency to view them. This not only applies to physician offices but to athletic training and clinic facilities. Any record of treatment or rehabilitation program should not be visible to other patients and information on injury should not be shared with anyone even a coach, another player, media, etc., unless the patient has given written permission to do so. You should ask about the HIPAA compliance forms that are used at the facility to which you are assigned.

***All students are required to attend a UTC-ATEP [HIPAA Training](#) session before beginning the clinical education component of the ATEP.***

A patient's medical record is confidential. Medical records should remain in a secure area. Any detail from the medical record should only be discussed when it relates to the care of patients. You should also be aware of your surroundings while discussing medical records. You should never talk to anyone other than those individuals associated to the ATEP or clinical site about a patient's condition. Never answer any questions concerning the status or medical care of a patient. Direct these questions to your supervisor.

The security, record-keeping, and confidentiality requirements and concerns that relate to athletes' medical records generally apply equally to those portions of athletes' medical records that concern blood borne pathogens. Since social stigma is sometimes attached to individuals infected with blood borne pathogens, athletic trainers should pay particular care to the security, record-keeping, and confidentiality requirements that govern the medical records for which they have a professional obligation to see, use, keep, interpret, record, update, or otherwise handle.

Security, record-keeping, and confidentiality procedures should be maintained with respect to the records of other athletic trainers, employees, athletic training students, and athletes, to the extent that the athletic trainer has responsibility for these records.

## **ALCOHOL AND OTHER DRUGS POLICY**

The use of alcohol and other drugs during the didactic or clinical education component of the ATEP is strictly prohibited. If a member of the ATEP faculty or staff suspects that you are under the influence of alcohol and/or other drugs, you will be dismissed for the day. A second incidence requires student referral to counseling and suspension of clinical responsibilities until the student demonstrates compliance with the counseling and the policy. A third incidence will be grounds for dismissal. [See Professional Fitness Policy](#)

## **STUDENT MEMBERSHIP IN PROFESSIONAL ORGANIZATIONS**

Graduate athletic training students are strongly encouraged to join and actively participate in athletic training organizations at local, district, and national level. These organizations provide many benefits including scholarships, informational service, educational symposiums, scholarly journals, and networking opportunities and job placement services.

## **NON - DISCRIMINATION POLICY**

In compliance with University policy, the ATEP does not discriminate on the basis of race, sex, national origin, handicap, religion, age, or sexual orientation. The University of Tennessee at Chattanooga is an equal employment opportunity/affirmative action/Title VI/Title IX/Section 504/ADA/ADEA institution. These principles extend into all aspects of the ATEP. All coaches, staff, and patients must be treated under these same conditions. If you believe that you have been discriminated against, or have witnessed discrimination please notify a member of the ATEP faculty immediately. [See Professional Fitness Policy](#)

## **SEXUAL HARASSMENT POLICY**

Any action deemed as, construed as, or pertaining to sexual harassment as defined in The University Student Handbook by any student in the ATEP will result in referral to The University Disciplinary Committee for appropriate action and possible removal from the program. Any form of sexual harassment will not be tolerated. Please notify a member ATEP faculty if you feel that you have been harassed or you have witnessed sexual harassment. In the case of sexual harassment, a student has the right to pursue the equal employment opportunity grievance procedure for redress. The affirmative action office should be contacted for this procedure. [See Professional Fitness Policy](#)

## **STUDENT EMPLOYMENT POLICY**

The ATEP faculty recognizes that it is frequently necessary for students to hold part-time positions while attending the University. Students are permitted to pursue employment opportunities (on and off campus) provided the work does not interfere with regular academic responsibilities, including the clinical education component. Students are advised to use good judgment enrolling in courses under these conditions. If outside employment is expected to interfere with the normal academic load, the student should reduce the enrollment accordingly, but expect program completion to exceed the normal two-year time frame. It is suggested that students plan their schedules based on spending three hours time per week for each credit hour taken. This may be considered sufficient time to enable a student to do satisfactory work. Students with a desire to achieve "A" grades will need to spend proportionately more time in their studies.

There are scholarship, assistantship and federal work-study opportunities for students based on established criteria. Regardless of the source of funding, students are not permitted to provide athletic training services during these employment opportunities. Utilizing students for service purposes contradicts the program's mission, primary objectives and entry-level athletic training education philosophy.

## **STUDENT RELATIONSHIPS POLICY**

Athletic Training Students are required to maintain professional relationships.

### **[See Professional Fitness Policy](#)**

#### **1. ATS and ATEP Faculty and Staff**

The ATEP faculty are your immediate supervisors. You will be responsible to them at all times during the completion of your didactic and clinical education components of the program. Faculty and student relationships should remain professional and there should be an open line of communication at all times.

#### **2. ATS and ACI**

Student must treat assigned ACIs with respect and dignity. The ACI should be available at all times during your clinical education rotations and should continuously review and evaluate clinical proficiencies. The ATS should learn to trust and respect the ACI, and the ACI should learn the capabilities of the ATS, always applying challenging skills and increasing student responsibilities appropriately. The relationship should remain professional, with an open line of communication. Dating or any other personal/intimate relationship is not permitted.

#### **3. ATS and CI**

Clinical instructors should be available to the ATS and should be an extremely valuable source of information. The CI will not be responsible for the final evaluation of clinical proficiencies but will have an intimate knowledge with the goals and objectives of the clinical experiences. For a detailed description of the supervision requirements please refer to the document entitled: **Clinical Instruction Plan**. The ATS should learn to trust and respect the CI, and the CI should learn the capabilities of the ATS, always applying challenging skills and increasing student responsibilities appropriately. The relationship should remain professional, with an open line of communication. Dating or any other personal/intimate relationship is not permitted.

#### **4. ATS and Physicians (and other Health Care Providers)**

You will have a numerous opportunities to interact with physicians and other medical specialists. Tremendous learning can occur by observing and listening to them as they interact with patients, colleagues and students. Questions should be asked during appropriate times. If you are called upon to report to a physician, be sure to give detailed information and follow orders immediately and efficiently. Relationships with physicians and other health care providers should remain professional and therefore "dating" or any other personal/intimate relationship is not permitted.

#### **5. ATS and Coaches**

Students have the opportunity to develop a positive rapport and enhance the clinical experience through interactions with coaches. Problems encountered can and should be discussed freely with ATEP Director and your ACI/CI. Do not let any member of the coaching staff force you into a situation of applying skills beyond your competency or to compromise an athlete's safety, especially if the condition is life threatening. Adherence to the ATEP supervision policy should minimize the potential for these exposures. The ATEP will always defend your actions/decisions when they are within your current level of competency and are made with the athlete's safety as the primary concern. Relationships with the coaching staff should remain professional and therefore "dating" or any other personal/intimate relationship is not permitted.

## 6. ATS and Patients (Athletes)

This policy is directed at all patients (athletes are patients) affiliated with on and off-campus clinical sites; patients do not have to be currently receiving care in the facilities to fall under this policy. The athletic trainer-patient relationship is fundamental to providing and receiving excellent care, to the healing process and to improved outcomes. This relationship is founded on trust and confidentiality. Students may feel uncertain about their role in patient care. However, it is crucial for building trust that you begin this relationship in an honest and straightforward manner. A critical part of this is being honest about your role and letting the patient know you are an athletic trainer-in-training. In some settings, an ACI or CI can introduce the student to initiate a trusting relationship. In other settings, students may need to introduce themselves. One form of introduction would be "Hello, I am Joe Smith. I'm a second year athletic training student who is part of the team that will be helping you return to competition. I'd like to hear about how your injury happened." Many patients will feel quite close to the student on the team. Students usually have more time to spend with a patient, listening to the patient's history and health concerns, and patients certainly notice and appreciate this extra attention. Since the athletic trainer-patient relationship must be built on trust and respect, **relationships with patients must remain professional; therefore "dating" or any other personal/intimate relationship (including social activities outside of the clinical education component) is not permitted.**

### CPR/AED CERTIFICATION POLICY

Current CPR certification is required annually for the ATS. The student **must provide a copy of the CPR certification card, prior to beginning the clinical experience, each year.** The minimal CPR certification required is CPR for the Professional Rescuer with AED. Acceptable agencies that deliver this type of certification are American Red Cross, American Heart Association and National Safety Council. The minimal requirement to be eligible to sit for the BOC examination is CPR for the Professional Rescuer with AED. Online CPR courses are not acceptable.

### HEALTH CARE PROVISION POLICY

Never leave the athletic training facilities unattended. If you must leave, the door must be closed and locked. No patient should be allowed in the athletic training facilities without a credentialed health care provider present. An ATS is not permitted to initiate patient care or make a clinical decision without ACI or CI supervision.

The ATS should apply only those skills in which they have been instructed, evaluated and have demonstrated the minimum level of competency. Standard treatment practices should be followed. The ATS must confer regularly with your ACI/CI concerning evaluation and rehabilitation program initiation and implementation. Patients are NOT PERMITTED to initiate their own treatments. However, evidence-based clinical practice should always involve constant input from the patient, and a professional demeanor must be maintained at all times. **At no time should an ATS be used as replacement for staff or faculty; at no time should an ATS be used in the role of a First Responder.**

### UNIVERSAL PRECAUTIONS/BLOOD BORNE PATHOGENS POLICY

Blood borne pathogen/OSHA training is required annually for all students accepted into the ATEP. Yearly, training will be offered to all athletic training students (ATS) and conducted by the UTC-Athletic Training Department OSHA Compliance Officer. **Every ATS will be required to attend the annual training session.** Announcements and information as to the date and times will be made in classes and during Program meetings.

The ATEP adheres to the NATA Blood Borne Pathogens Guidelines for Athletic Trainers. Universal precautions should be utilized whenever you suspect bodily fluids to be present. Each on and off-campus clinical site has policies and equipment regarding blood borne pathogens and proper handling, disposal, and cleaning procedures. Blood borne pathogen procedures may differ slightly at clinical sites. Make certain that you know the policies and procedures of each site you are assigned. When contamination occurs, there must be written notification followed by notice to the ATEP faculty.

**Refer to the UTC AT OSHA MANUAL for detailed information.**

## **UTC ATEP DISCIPLINARY POLICY (Professional Fitness Policy)**

Failure to comply with any of the policies and procedures described within the Student Policy Manual may result in termination of any scholarship or assistantship funding and/or result in remediation, program suspension or dismissal. The student will be informed in writing of any disciplinary action and will be given due process as described in the Professional Fitness Policy. All decisions will be determined through a majority vote of the Athletic Training Review Committee (ATRC - described below). In certain circumstances in which the offense warrants immediate action, suspension may ensue immediately and will remain in effect until a deciding action can be made by the ATRC.

### **UTC ATEP– PROFESSIONAL FITNESS POLICY**

The Athletic Training Education Program (ATEP) has established standards of professional fitness in compliance with the National Athletic Trainers' Association (NATA) Code of Ethics, Foundational Behaviors of the NATA Educational Competencies (4<sup>th</sup> ed), and the Board of Certification Standards of Practice. ATEP students are required to adhere to, and will be evaluated on, these standards for program continuance and graduation.

- When a student fails to meet the ATEP professional fitness standards, a recommendation for dismissal can be made by a majority vote of the Athletic Training Review Committee (ATRC) (see below).
- Students are first notified of the assessment process after their expression of interest in the program.
  - Students are notified during the admissions process that they will be evaluated on their professional and personal competencies through the program. The assessment process, including the evaluation instrument and the grievance procedure is included in the admissions materials on the website and Graduate Catalog as well as in the Program Policy Manual.
  - Students are also informed during annual orientation sessions, through practicum course syllabi (HHP 553, 563, 573, & 583) and verbally on the first day of each practicum class about the specific criteria on which they will be evaluated.
- The evaluation instrument (**Professional Fitness Evaluation Form**) will be completed at the two times (mid-term and end) by the instructor of the course for HHP 553 and 563 based on input from all of the respective clinical instructors from that semester. The evaluation instrument will be completed two times (mid-term and end) for HHP 573 & 583 by the assigned clinical instructor. The forms are reviewed with the student by a faculty or staff member (for first year students) and by the ACI/CI for second year students. Evaluator and student signatures on the PFE form indicate that the evaluator has reviewed the form with the student. Signatures do not imply that the student agrees or disagrees with the review. Students must receive satisfactory scores (no zeros) on the evaluation to pass the practicum class.
- When a problem is identified (e.g., zeros on the evaluation form), a faculty or staff member will meet with the student to communicate the concern and afford him or her the opportunity to address the problem (e.g. student may offer remediation suggestions).
  - No decision concerning the student and/or remediation plans will be made or expressed prior to this initial meeting with the student nor will finalized decisions be expressed to the student during this initial meeting.

- If the problem is not resolved, the faculty member submits a letter to the Program Director requesting that the student meet with the Athletic Training Review Committee (ATRC).
- Upon receipt of the letter from a faculty member requesting review of a student, the Program Director informs the student in writing and requests his or her presence at the review meeting within five-working days subsequent to the mailing of the letter to the student. The student may bring a representative of choice to the review to assist him or her in the process.
- The ATRC will assess the student's performance and recommend a course of action that may include any of the following:
  - The student is ready and fit to continue,
  - The student should undergo remediation
  - The student should be dismissed from the ATEP
- After meeting with the ATRC, a recommendation by the committee is made to the Program Director who notifies the student of the committee's decision.
- The student has the right to appeal the final decision. The appeal process (below) can also be located in the UTC graduate catalog.

### **The Athletic Training Review Committee (ATRC)**

The athletic training review committee will consist of the Program Director (committee chair), the ATEP Medical Director, an ATEP faculty member, an ATEP staff member, and a member of the allied health community.

### **Program Dismissal for Reasons Other Than Grades**

The director shall provide written notification of dismissal to the student with-in five working days of the ATRC decision. Such notice shall inform the student of the right to appeal and specific procedures to be followed. Following written notification of dismissal from the program, the student has the right to appeal. A written appeal, including a documented rationale for the basis of the appeal, must be submitted to the Program Director within five working days. In all cases, the program faculty shall be presumed to have taken appropriate action and the student appealing shall have the burden of proof to the contrary. The question of whether or not the student may continue to attend classes during the appeal process or register for subsequent semesters will be determined on a case by case basis. In particular, if the student's presence poses a continuing threat to persons or property or an ongoing risk of disrupting the academic process, the student may be immediately removed and may not attend classes while his/her appeal is in process. Any such determination shall be included as part of the Program Director's written notification to the student.

### **APPEALS PROCESS**

**Step 1.** Within five working days of receipt of the student's written appeal, the Department Head/Program Director will meet with the student and review the student's written appeal with him/her in person. If the student declines such a meeting, the department head/director will proceed to Step 2.

**Step 2.** Within five working days of the meeting described in Step 1, the Department Head/Program Director (in consultation with the dean of the academic college) will notify and confirm in writing to the student the results of this appeal. The head/director will also notify the Dean of the Graduate School regarding the results of this appeal. Copies of this notification will be sent to the program faculty.

**Step 3.** If the student is not satisfied with the decision of the Department Head/Program Director, he or she may appeal this decision to the Graduate Council Appeals Committee. Such appeal must be made within five working days of notification of the head/director's decision.

**Step 4.** Within five working days of receiving the student's written appeal, the Graduate Council Appeals Committee will meet to hear the student's appeal. The Chair of the Graduate Council shall preside over this hearing as a non-voting chair. The student may bring such materials and/or witnesses as necessary to support his or her position. The Department Head/Program Director and/or a representative(s) of the program faculty may also attend this hearing in order to explain

the reason(s) for the dismissal and answer questions. After the hearing, the Dean of the Graduate School will notify and confirm in writing to the student the results of this appeal. The graduate dean will also notify the college dean and the department head/director, who will in turn notify the program faculty.

**Step 5.** If the student remains unsatisfied with this decision, he or she may appeal in writing to the Chancellor of the University. Such request must be made within five working days of notification from the Dean of the Graduate School. The Dean of the Graduate School shall forward all pertinent information to the Chancellor with a recommendation. The Chancellor's decision shall be made within ten working days and shall be considered final.

## **GRIEVANCES**

### ▪ **Grade Appeals**

The grade appeals policy is published in the UTC Student Handbook and in the UTC Graduate Catalog (under General Rules and Regulations).

### ▪ **Professional Fitness Policy Grievance**

The appeals process for the Professional Fitness Policy and subsequent program dismissal for reasons other than grades (i.e., conduct, inadequate skill progression) is located in the Professional Fitness Policy above and in the UTC Graduate Catalog (under General Rules and Regulations)

### ▪ **Fairness and Accommodations Grievances**

Fairness and accommodations grievances are handled through the Office of Affirmative Action.

## UTC - Athletic Training Education Program

### Athletic Training Student Signature Page

The ATEP Policy Manual is provided to the ATS and ACI/CI to help guide the clinical experiences. This document should be reviewed once a year with a member of the ATEP faculty present. Please indicate your understanding and agreement with the policies as described in this document by signing below. Your signature will also indicate that a member of the ATEP faculty reviewed this manual and was physically present for questions. Finally, your signature will indicate that you understand the professional and ethical expectations of the program as described in the ATEP Policy Manual and will abide by the guidelines provided. Any breach of conduct as described in this document will result in a disciplinary action by the program.

The accompanying document, **Clinical Instruction Plan** is provided to clearly state the guidelines related to clinical education component of the ATEP. Your signature indicates that a member of the ATEP faculty was physically present to answer questions and review this document. Your signature also indicates that you understand your responsibilities as an athletic training student and associated limitations as they relate to patient care. Any breach of conduct that is not brought to the attention of the ATEP faculty will result in disciplinary action.

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

Faculty Member Present \_\_\_\_\_

Signature \_\_\_\_\_