



College of Human Sciences & Education
School of Kinesiology

Bachelor of Science in Athletic Training

2017-2018

Pre-Professional & Athletic Training Student Handbook

School of Kinesiology

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Table of Contents

SECTION 1: GENERAL PROGRAM INFORMATION	4
DISCLAIMER	4
DESCRIPTION OF THE ATHLETIC TRAINING PROFESSIONAL	4
HISTORICAL OVERVIEW OF THE PROGRAM	4
DEFINITION OF “ALLIED HEALTH”	5
ACCREDITATION	5
PROGRAM MISSION AND GOALS (SUMMARY)	5
MASTER ASSESSMENT PLAN (ATP-MAP) - BACHELOR OF SCIENCE IN ATHLETIC TRAINING	6
<i>Mission</i>	6
<i>Program Goals</i>	6
DISCRIMINATION POLICY	6
DISABILITY SERVICES	6
IMPORTANT PHONE NUMBERS	6
SECTION 2: B.S. IN ATHLETIC TRAINING INFORMATION	7
PRE-PROFESSIONAL PHASE	7
PHYSICAL EXAMINATION REQUIREMENTS	8
<i>Pre-Professional Athletic Training Students</i>	8
<i>Athletic Training Students (1st Year and Returning)</i>	9
ATHLETIC TRAINING STUDENT ESSENTIAL FUNCTIONS & TECHNICAL STANDARDS	9
PROFESSIONAL PHASE – ACCEPTANCE CRITERIA (EFFECTIVE FALL 2015)	11
RECOMMENDED CURRICULUM SEQUENCING IN ATHLETIC TRAINING	12
CLINICAL EDUCATION - OVERVIEW	12
<i>General Guidelines for Clinical Education</i>	12
CLINICAL EXPERIENCES REQUIREMENT	13
PRIORITY OF CLINICAL COUREWORK	14
CLINICAL PLACEMENTS	14
POLICY ON ATHLETIC TRAINING STUDENT TRAVEL AND MERIT-BASED AWARDS	14
POLICY ON APPROPRIATE / INAPPROPRIATE CLINICAL SUPERVISION	15
HOST STUDENT CLINICAL ROTATIONS GUIDELINES	15
GENERAL MEDICAL CLINICAL ROTATIONS GUIDELINES	16
GENERAL GUIDELINES	16
PROFESSIONAL MEDICAL ASSOCIATIONS	17
FINANCIAL ASSISTANCE	18
ACADEMIC ADVISEMENT	18
STUDENT PROFESSIONAL LIABILITY INSURANCE	18
MEDICAL INSURANCE COVERAGE	18
TEXTBOOKS, SUPPLIES, AND OTHER FEES	18
SECTION 3: PROFESSIONAL BEHAVIORS & DISCIPLINARY POLICIES	20
DRESS ATTIRE	20
GENERAL APPEARANCE	20
<i>Scented Products</i>	20
<i>Hair (Head & Facial)</i>	20
<i>Fingernails</i>	21
<i>Tattoos</i>	21
<i>Jewelry</i>	21
<i>Other</i>	21
CELLULAR PHONE DURING CLINICAL ACTIVITIES	21
CONDUCT WITH ATHLETES/PATIENTS	21
RELATIONSHIPS WITH ATHLETES/PATIENTS	21
ELECTRONIC COMMUNICATIONS WITH ATHLETES/PATIENTS	22

PROFESSIONAL RELATIONSHIPS WITH PRECEPTORS -----	22
PROFESSIONAL RELATIONSHIPS WITH COACHES AND ADMINISTRATORS -----	22
RELATIONSHIPS WITH OTHER MEDICAL PROFESSIONALS -----	23
PROFESSIONAL ETIQUETTE IN THE CLASSROOM -----	22
<i>Computers, Cell Phones and PDA's</i> -----	22
Breaks -----	22
Punctuality -----	22
Cell Phones -----	23
Conversations -----	23
General -----	23
GUIDELINES FOR APPROPRIATE USE OF THE INTERNET, ELECTRONIC NETWORKING, AND OTHER MEDIA -----	23
<i>General Guidelines for Responsible Internet Use:</i> -----	23
CONFIDENTIALITY OF RECORDS -----	24
POSTING INFORMATION ABOUT PATIENTS -----	24
POSTING INFORMATION ABOUT COLLEAGUES (FELLOW STUDENTS, PRECEPTORS, FACULTY, INTERPROFESSIONAL PROVIDERS) -----	25
POSTING INFORMATION CONCERNING CLINICAL SITES OR OTHER INSTITUTIONS-----	25
OFFERING MEDICAL ADVICE -----	25
PENALTIES FOR INAPPROPRIATE USE OF THE INTERNET -----	26
PUBLIC RELATIONS AND THE PRESS -----	26
DIFFERENCES OF OPINION -----	26
ABSENCE FROM CLINICAL SETTING -----	26
SPORTS PARTICIPATION -----	26
OUTSIDE EMPLOYMENT-----	27
TRANSPORTATION TO CLINICAL SITES -----	27
LEAVE OF ABSENCE (LOA) -----	27
MEDICAL APPOINTMENTS AND MEDICAL PROCEDURES RESULTING IN CLINICAL ABSENCES -----	28
SECTION 4 - ATHLETIC TRAINING STUDENT DISCIPLINARY POLICIES -----	29
ATHLETIC TRAINING STUDENT CODE OF CONDUCT-----	29
A. GENERAL-----	29
B. ACADEMIC -----	29
C. CLINICAL ACTIVITIES -----	29
D. PERSONAL APPEARANCE -----	29
E. RESPONSIBILITY FOR THE EXERCISE OF SOUND JUDGEMENT-----	30
F. COMMUNICATION-----	30
BEHAVIORS/ACTIONS SUBJECT TO DISCIPLINE -----	30
DISCIPLINARY REVIEW PANEL -----	31
DISCIPLINARY ACTION PLAN-----	31
DISCIPLINARY ACTION -----	31
ACTIONS CAUSING IMMEDIATE DISMISSAL FROM THE BS IN ATHLETIC TRAINING -----	32
<i>MISCONDUCT (as defined in the LSU Code of Student Conduct):</i> -----	32
DISCIPLINARY APPEAL PROCESS-----	35
ACADEMIC PROBATION/DISMISSAL -----	35
RE-INSTATEMENT FOLLOWING ACADEMIC PROBATION/DISMISSAL-----	36
THE SCOPE OF PROFESSIONAL AND ETHICAL PRACTICE: -----	36
Louisiana State Board of Medical Examiners (LSBME)	
Board Of Certification (BOC) Standards Of Professional Practice	
SECTION 5: SPECIFIC CLINICAL EDUCATION POLICIES -----	38
INCLEMENT WEATHER OR NON-WEATHER EMERGENCY SITUATIONS-----	38
MINIMUM/MAXIMUM CONTACT HOURS FOR CLINICAL/PRACTICUM COURSES AND DOCUMENTATION/VERIFICATION -----	38

SETUP, APPLICATION, AND CLINICAL DECISION-MAKING FOR THERAPEUTIC MODALITIES FOR ATHLETIC TRAINING STUDENTS -----	39
MANDATORY PRE-CLINICAL IN-SERVICES -----	39
SUBSTANCE ABUSE POLICY (LSU ATHLETIC DEPARTMENT) -----	39
NCAA/SEC RULES -----	39
<i>GAMBLING POLICY</i> -----	39
<i>DISCIPLINARY ACTIONS</i> -----	40
<i>EXTRA BENEFIT TO STUDENT-ATHLETES</i> -----	40
BLOOD-BORNE PATHOGEN POLICY -----	40
<i>INFECTION CONTROL/ OSHA GUIDELINES</i> -----	40
<i>SOUTHEASTERN CONFERENCE (SEC) GUIDELINES</i> -----	41
<i>LOUISIANA STATE UNIVERSITY - BLOODBORNE PATHOGEN EXPOSURE CONTROL PLAN</i> -----	41
PURPOSE -----	41
SCOPE -----	41
DEFINITIONS -----	41
GENERAL PROGRAM MANAGEMENT -----	43
EXPOSURE DETERMINATION -----	43
CONTROL METHODS -----	44
Engineering controls: -----	44
Work practices -----	44
Personal protective equipment -----	44
Housekeeping -----	45
MEDICAL SURVEILLANCE -----	45
Vaccination Program -----	45
Post-Exposure Evaluation and Follow-Up -----	45
INFORMATION AND TRAINING -----	46
Training Topics -----	46
Training Methods -----	46
Record Keeping for Training -----	47
<i>TREATMENT AND DISPOSAL OF BIOHAZARDOUS WASTE</i> -----	47
<i>TREATMENT OF POTENTIALLY INFECTIOUS WASTE</i> -----	47
<i>DISPOSAL OF BIOHAZARDOUS WASTE</i> -----	47
POST-EXPOSURE PROTOCOL: ATHLETIC TRAINING STUDENTS AND PRE-PROFESSIONAL ATHLETIC TRAINING STUDENTS -----	48
TUBERCULOSIS (TB) TESTING -----	51
COMMUNICABLE DISEASE POLICY -----	53

SECTION 1: General Program Information

DISCLAIMER

This is the official student handbook for the Bachelor of Science in Athletic Training (BSAT) in the School of Kinesiology. It is located on the BSAT website:

<http://www.lsu.edu/athletictraining>

This information is not intended to substitute or replace the official documents (catalog, LSU Code of Student Conduct, etc.) of the university or the LSU System.

This handbook was created to inform the athletic training student (ATS) of policies and procedures of the Bachelor of Science in Athletic Training at Louisiana State University. The overall intent of this handbook is to ensure a quality educational experience for each student, and to ensure safe and efficient operation of all athletic training facilities. To achieve the goals of the educational program, each student must be thoroughly familiar with the policies and procedures listed herein. If you feel that a particular policy needs to be reviewed you should bring it to the attention of the Program Director of the Bachelor of Science in Athletic Training. Policies and procedures can be changed but not ignored.

The information in this handbook is not all-inclusive. This handbook should be used as a guide throughout your progression in the Bachelor of Science in Athletic Training. As needed, the handbook will change as policies and procedures are modified, added, or deleted. Any alterations to the handbook will be made available to all students and staff.

DESCRIPTION OF THE ATHLETIC TRAINING PROFESSIONAL

Athletic Trainers (AT) are healthcare professionals who collaborate with physicians to optimize activity and participation of patients and clients. Athletic training encompasses the prevention, diagnosis and intervention of emergency, acute and chronic medical conditions involving impairment, functional limitations and disabilities. Athletic Training is recognized by the American Medical Association (AMA) as a healthcare profession. ATs work under the direction of physicians, as prescribed by state licensure statutes.

The athletic trainer's professional preparation is based on the development of the current knowledge, skills, and abilities (currently the 5th Edition of the NATA Athletic Training Education Competencies), as determined by the Commission on Accreditation of Athletic Training Education (CAATE). The knowledge and skills identified in the Competencies consist of 8 Content Areas:

- Evidence-Based Practice
- Prevention and Health Promotion
- Clinical Examination and Diagnosis
- Acute Care of Injury and Illness
- Therapeutic Interventions
- Psychosocial Strategies and Referral
- Healthcare Administration
- Professional Development and Responsibility

The athletic trainer functions in cooperation with medical personnel, athletic administrators, coaches, and parents in the development and coordination of efficient and responsive athletic health care delivery systems. Louisiana State University provides the students with knowledge and skills necessary to sit for the Board of Certification (BOC) examination.

HISTORICAL OVERVIEW OF THE PROGRAM

Housed in the School of Kinesiology, the Bachelor of Science in Athletic Training (BSAT) originally began in 1999 as a Concentration in Athletic Training of the Bachelor of Science in Kinesiology. In 2012, the concentration was officially eliminated and approved an enhanced Bachelor of Science in Athletic Training by the Louisiana Board of Regents.

A complete historical overview of the Athletic Training degree program can be found on the College of Human Sciences and Education website [<http://chse.lsu.edu>].

DEFINITION OF “ALLIED HEALTH”

The term “Allied Health” has been used for over 35 years to identify a cluster of health professions and educational programs that are administratively aligned as an academic unit of a school, college or university. The health professions represented in each cluster vary across colleges, universities, and governmental agencies. Within the LSU Athletic Training Program, students receive extensive interprofessional interaction with wide variety of healthcare professionals: Athletic Trainers, Chiropractors, Dentists, Registered Dietitians, Emergency Medical Technicians, Nurse Practitioners, Nutritionists, Occupational Therapists, Optometrists, Orthotists, Paramedics, Pharmacists, Physical Therapists, Physician Assistants, Physicians (MD/DO), Podiatrists, Prosthetists, Psychologists, Registered Nurses, or Social Workers.

These individuals must hold a current credential to practice the discipline in the state and whose discipline provides direct patient care in a field that has direct relevancy to the practice and discipline of Athletic Training. These individuals may or may not hold formal appointments to the instructional faculty at LSU.

ACCREDITATION

The Commission on Accreditation of Athletic Training Education (CAATE) is the recognized accrediting agency that protects the interests of the public and Athletic Training (AT) profession by defining the standards for Athletic Training education and evaluating AT education programs within the territorial United States to ensure their compliance with those standards. The CAATE encourages excellence in AT education through its accreditation process, by establishing and maintaining minimum standards of quality for educational programs. It awards accreditation to programs through a peer review process that includes documentation and periodic site visit evaluation to substantiate compliance with the Accreditation Standards for Athletic Training Education. The program was last accredited in Spring 2009 with an award of ten years. The next site visit is scheduled for 2018-19.

The CAATE (www.caate.net) is recognized as an accrediting agency by the Council on Higher Education (CHEA). More information about CHEA can be found at <http://caate.net/chea-recognition/>.

PROGRAM MISSION AND GOALS (Summary)

The Bachelor of Science in Athletic Training utilizes various measures to assess overall programmatic effectiveness, as well as foundations for improvement. The specific goals/objectives of the Bachelor of Science in Athletic Training address the global outcomes areas for the School of Kinesiology. Data is collected throughout the year and summarized collectively at the end of the Spring semester.

Below are learning outcomes assessment measurement areas identified for the School of Kinesiology (KIN-LOA), as well as the mission and goals of the Bachelor of Science in Athletic Training (“ATP-MAP”). Each goal identified for the Bachelor of Science in Athletic Training is aligned with the KIN-LOA, as well as evaluated by specific measurable indicators.

For formal courses in athletic training, assessment instruments (examinations; projects; papers; etc.) are collected and maintained in the athletic training student’s folder to evaluate the variety of assessment modes that instructors utilize in their courses.

Meetings with athletic training clinical faculty are held periodically throughout the academic year to address clinical and didactic concerns, adjustments, and student progress. This information, along with other formal assessment indicators, are utilized to make overall programmatic changes on a yearly basis.

Starting in the Summer 2008, a yearly program evaluation report will be developed to provide summary data of all identified measure indicators, along with summary action plan to address potential deficiency areas.

Master Assessment Plan - Bachelor of Science in Athletic Training

Mission

The mission of the Bachelor of Science in Athletic Training at Louisiana State University is to produce entry-level BOC Certified Athletic Trainers (ATC) who possess the qualities of cultural competency, clinical proficiency, loyalty, legal and ethical medical practice, professionalism, and accountability in their academic endeavors and career in athletic training.

Program Goals

1. Prepare athletic training students to effectively communicate and build positive professional relationships with patients, administrators, other healthcare providers, and the public.
2. Prepare athletic training students with clinical and didactic experiences to meet the knowledge and skills requirements of the entry-level certified athletic trainer to effectively practice healthcare.
3. Prepare athletic training students to integrate research into daily clinical practice through the acquisition, use, and practice of evidence-based medicine.
4. Develop the foundation of the athletic training students' professional philosophy that reflects primacy of the patient, professional and patient advocacy, and legal/ethical medical practice.

DISCRIMINATION POLICY

The Bachelor of Science in Athletic Training in the School of Kinesiology at Louisiana State University does not discriminate on the basis of race, color, national origin, religion, gender, age, veteran status, political affiliation, sexual orientation or disability (in compliance with the Americans with Disabilities Act) with respect to employment or admissions or in connection with its programs or activities. Inquiries or requests for reasonable accommodation may be directed to the activity coordinator, the appropriate university office, or the Office of Affirmative Action.

DISABILITY SERVICES

The Bachelor of Science in Athletic Training works collaboratively with the Office for Disability Services (112 Johnston Hall) to make accommodations for students with disabilities. It is the student's responsibility to inform faculty about disabilities and needs for accommodation at the earliest opportunity and no later than the end of the first week of the semester. Students who develop disabilities requiring accommodation after the first week of the semester must inform the faculty within one week of learning of the disability.

There are some programmatic requirements, which students with certain disabilities may not be able to complete. Students with disabilities who are considering entering the Bachelor of Science in Athletic Training should meet with the Program Director of the Bachelor of Science in Athletic Training to determine if reasonable accommodation can be made in such instances or if the student should seek a different program of study.

IMPORTANT PHONE NUMBERS

NAME	PHONE NUMBER
School of Kinesiology - Main Office	225/578-2036
Ray Castle, PhD ATC – Program Director - Athletic Training	225/578-7175
Amanda Benson, PhD, ATC – Assistant Program Director and Clinical Education Coordinator – Athletic Training	225/578-3549
Broussard Center for Athletic Training (Main Phone)	225/578-2050
Football Operations Athletic Training Room (Main Phone)	225/578-9244
Jack Marucci, MS, ATC - Director of Athletic Training	225/578-2451
Andy Barker, MS, ATC - Senior Associate Athletic Trainer	225/578-8315
Shelly Mullenix, MS, ATC - Senior Associate Athletic Trainer	225/578-8642
Cory Couture, MS, ATC - Associate Athletic Trainer	225/578-1284
Derek Calvert, MS, ATC - Associate Athletic Trainer	225/578-9244
Shawn Eddy, MS, ATC – Senior Associate Athletic Trainer	225/578-4151
Micki Collins, MS, ATC – Associate Athletic Trainer	225/578-2496
Pamela Workman, MS, ATC – Associate Athletic Trainer	225/578-2050
Joshua Pratt, MS, ATC – Assistant Athletic Trainer	225/578-3894
Mallory Mickus, MS, ATC – Assistant Athletic Trainer	225/578-2050
Hannah Roudebush, MS, ATC – Assistant Athletic Trainer	225/578-2050
Alisha Tolbert, MS, ATC – Assistant Athletic Trainer	225/578-2050
Maria Berthaumaine, MS, ATC – Assistant Athletic Trainer	225/578-2050

SECTION 2: B.S. in Athletic Training Information

PRE-PROFESSIONAL PHASE

The pre-professional phase involves gaining practical experience working in the various athletic training environments at LSU. The purpose of this experience is to help the student better understand the duties and responsibilities of an athletic trainer. This experience gives the student concrete information for deciding whether athletic training is the right profession for him or her. The pre-professional phase is open to any student interested in pursuing a Bachelor of Science in Athletic Training. The pre-professional phase involves a time commitment of at least 100 hours as a Pre-Professional Athletic Training Student in the LSU athletic training setting, and meeting other requirements as set forth by the School of Kinesiology. All prospective students are required to attend an orientation meeting at the beginning of the Fall and/or spring semester. Meeting details can be found on the athletic training program website.

2017-18 LSU Catalog

Admission into the School of Kinesiology for the Bachelor of Science in Athletic Training

Students wishing to enter the School of Kinesiology Bachelor of Science degree program in Athletic Training must satisfy the following minimum requirements:

- 24 earned semester hours with a 2.75 cumulative and LSU GPA;
- General Education English proficiency—advanced placement in, credit for, or a grade of “C” or better in [ENGL 1001 \(ENGL 1004\)](#);
- General Education Math proficiency—advanced placement in, credit for, or a grade of “C” or better in [MATH 1021](#) and [MATH 1022](#); and
- General Education Natural Sciences proficiency—advanced placement in, credit for, or a grade of “C” or better in [BIOL 1201](#) and [BIOL 1202](#).

Students intending to obtain a Bachelor of Science in Athletic Training must be selected for admission after meeting the minimum departmental and degree criteria. Because of a limited number of clinical education sites, meeting all criteria for admission does not guarantee acceptance into the professional (clinical) phase of the degree program.

Admission Requirements in Athletic Training include the following:

Prospective students must attend a Pre-Professional Orientation Meeting to initiate the application process to the professional (clinical) phase and initiate the process for completing the 100 hours of observational experiences under preceptors designated by the Athletic Training Program Director. Dates and times for each meeting are available on the School of Kinesiology website;

- Evaluation of performance during observational experience;
- Grade of “B-” or better in [ATRN 2000](#);
- Interview with program faculty and preceptors;
- Ability to comply with the Bachelor of Science in Athletic Training’s technical standards, with or without accommodation, which establishes the essential qualities considered necessary to achieve the knowledge, skills, and competencies of an entry-level athletic trainer. A copy of the technical standards can be found on the School of Kinesiology website;
- Completion of a physical examination through the LSU Student Health Center (forms obtained in the Pre-Professional Orientation Meeting);
- Completion of pre-observation meeting(s) that address clinical policies and procedures;
- Favorable completion of an application packet and processes provided at the Pre-Professional Orientation Meeting. The deadline to submit the application packet is 12:00 pm on the second Thursday in April. The application materials must be submitted to the designated Athletic Training representative provided on application materials or announced on the School of Kinesiology website.

Completion of Degree

A degree in Athletic Training is conferred when the following conditions have been met:

- Completion of 120 hours with cumulative and LSU averages of 2.75 on all work taken, with no grade less than “B-” in specialized academic courses;
- Successfully demonstrated competence/mastery of knowledge/skills/abilities as mandated by the Commission on Accreditation of Athletic Training Education (CAATE);

- Successfully meet all academic and clinical requirements set forth by the program in Athletic Training;
- Completion of the final 25 percent of the program in residence in the College of Human Sciences and Education on the LSU campus;
- Completion of the appropriate approved curriculum;
- Proficiency in written and verbal expression.

Special Program Requirements and Academic Probation/Dismissal

All students admitted to the Professional Phase of the Bachelor of Science in Athletic Training program must adhere to the program retention policies as stated in the Athletic Training Student Handbook. The following policies apply to all students admitted to the Professional Phase:

The athletic training student will be retained in the Bachelor of Science in Athletic Training provided acceptable academic achievement and clinical progress is made in completing competencies and proficiencies, and professional conduct is maintained. The student may be dismissed from the professional phase of the Bachelor of Science in Athletic Training for any of the following reasons:

1. Semester grade point average below 2.75 for two consecutive semesters.
2. Inability to attain a minimum grade of "B-" in any designated athletic training course.
 - a. Failure to achieve these minimum grades will necessitate retaking the course and may preclude you from registering for courses requiring the deficient course as a prerequisite.
 - b. Because clinical courses are sequential and assume mastery of previous didactic coursework, failure to complete coursework precludes the student from enrolling in future clinical courses.
3. Unsatisfactory evaluations from the athletic training student's preceptor.
4. Unsatisfactory progress in mastering clinical proficiencies required of athletic trainers
 - a. Because clinical courses are sequential and assume mastery of previous knowledge/skills/abilities, failure to complete these proficiencies precludes the student from enrolling in future clinical courses.
5. Inability to perform assigned clinical responsibilities.
6. Inability to complete appropriate coursework or clinical proficiencies.
7. Unprofessional behavior while representing the university, the Bachelor of Science in Athletic Training, or his/her assigned clinical site.
8. Breach of Duty including but not limited to unexcused clinical absences and/or chronic tardiness.
9. Failure to adhere to policies and procedures outlined in the Athletic Training Student Handbook, regulations set forth for athletic trainers by the Louisiana State Board of Medical Examiners, or BOC Standards of Professional Practice for Athletic Trainers.
10. Academic and/or non-academic misconduct as defined in the LSU Code of Student Conduct.

Any student requesting readmission to the Professional Phase must follow the appeal process as outlined in the current Athletic Training Student Handbook. Approval for re-entry is not guaranteed.

The Bachelor of Science in Athletic Training is an accredited professional degree program through the Commission on Accreditation of Athletic Training Education (CAATE). Students graduating with the Bachelor of Science in Athletic Training are eligible to sit for the Board of Certification (BOC) athletic training certification examination in order to become a Certified Athletic Trainer (ATC) and licensure in Louisiana through the Louisiana State Board of Medical Examiners (LSBME). Students should visit the Board of Certification website for a list of minimum credentialing requirements of athletic trainers in other states.

PHYSICAL EXAMINATION REQUIREMENTS

Pre-Professional Athletic Training Students

All prospective students (Pre-Professional Athletic Training Students) must complete a medical history questionnaire and physical examination through a LSU Student Health Center licensed physician prior to the application packet submission deadline in April. In addition to completing the physical examination, the student must read and sign the "Technical Standards" form. The technical standards outline the physical and mental requirements of the Bachelor of Science in Athletic Training that all students must have and maintain throughout their clinical experiences associated with the program. All costs associated with the physical examination process are to be incurred by the student. Forms are obtained from the Program Director of the Bachelor of Science in Athletic Training. Specific directions related to the scheduling of the physical examination will be provided during Pre-Professional Orientation. Failure to

follow directions provided by the Athletic Training Faculty or LSU Student Health Center may result in additional costs to the student and removal from Pre-Professional program roster.

After completion of the physical examination, the LSU Student Health Center will send a physical examination verification form to the Director of the Bachelor of Science in Athletic Training. This form does not provide all specific information regarding the physical examination, but does provide any areas of the physical examination that need to be addressed prior to the student beginning any clinical experiences (e.g., infectious skin disease; learning disorder; vision problems; previous injury/condition that may limit the clinical experiences; etc.). If the student is not initially cleared, then he/she will meet with the Director of the Bachelor of Science in Athletic Training and a formal plan to address the area(s) of deficiency will be established.

In addition to the physical examination, pre-professional athletic training students must complete Tuberculosis (TB) testing (or obtain a medical waiver) as outlined in materials provided by the Bachelor of Science in Athletic Training. This verification must be completed prior to application packet submission deadline in April. More detailed information regarding the TB testing can be found in **SECTION 4** of this manual. All costs associated with TB testing process are to be incurred by the student.

Athletic Training Students (1st Year and Returning)

All students who are initially accepted into the Bachelor of Science in Athletic Training at Louisiana State University are required to complete an "*Annual Health History and Re-Examination*". This re-evaluation will be conducted each academic year prior to initiating any clinical experiences. The re-evaluation is provided by the medical staff of the LSU Athletic Department at no charge to the student. Students are provided the opportunity to declare any illnesses/injuries that have occurred since their previous health history and medical examination completed at the LSU Student Health Center or the previous year's annual health history and re-examination, and to be evaluated by the medical staff. However, any medical bills associated with follow-up medical evaluations, diagnostic testing, etc., associated with the re-examination are the responsibility of the student.

In addition to the annual health history and re-examination, all students must complete Tuberculosis (TB) testing (or obtain a medical waiver) from a licensed physician or the Medical Director of the Bachelor of Science in Athletic Training. This verification must be completed prior to beginning clinical education experiences in August of each year. More detailed information regarding the TB testing can be found in **SECTION 4** of this manual.

ATHLETIC TRAINING STUDENT ESSENTIAL FUNCTIONS & TECHNICAL STANDARDS

The Bachelor of Science in Athletic Training in the School of Kinesiology at Louisiana State University is a rigorous and intense program that places specific requirements and demands on the students enrolled in the program. An objective of this program is to prepare graduates to enter a variety of employment settings and to render care to a wide spectrum of individuals engaged in physical activity. The technical standards set forth by the Bachelor of Science in Athletic Training establish the essential qualities considered necessary for students admitted to and enrolled in the professional phase of this program to achieve the knowledge, skills, and competencies of an entry-level athletic trainer, as well as meet the expectations of the program's accrediting agency (Commission on Accreditation of Athletic Training Education [CAATE]). The following abilities and expectations must be met by all students admitted to and enrolled in the professional phase of the Bachelor of Science in Athletic Training. In the event a student is unable to fulfill these technical standards, with or without reasonable accommodation, the student will not be admitted into the program, nor retained in the program. Compliance with the program's technical standards does not guarantee a student program admission nor eligibility for the BOC certification examination.

Candidates for selection to, and students currently enrolled in the Professional Phase of the Bachelor of Science in Athletic Training must demonstrate:

1. The mental capacity to assimilate, analyze, synthesize, integrate concepts and problem solve to formulate assessment and therapeutic judgments and to be able to distinguish deviations from the norm.

2. Sufficient postural and neuromuscular control, sensory function, and coordination to perform appropriate physical examinations using accepted techniques; and accurately, safely and efficiently use equipment and materials during the assessment and treatment of patients.
3. The ability to communicate effectively and sensitively with patients and colleagues, including individuals from different cultural and social backgrounds; this includes, but is not limited to, the ability to establish rapport with patients and communicate judgments and treatment information effectively. Students must be able to understand and speak the English language at a level consistent with competent professional practice.
4. The ability to record the physical examination results and a treatment plan clearly and accurately.
5. The capacity to maintain composure and continue to function well during periods of high stress.
6. The perseverance, diligence and commitment to complete the athletic training education program as outlined and sequenced.
7. Flexibility and the ability to adjust to changing situations and uncertainty in clinical situations.
8. Affective skills and appropriate demeanor and rapport that relate to professional education and quality patient care.

While the list above provides specific areas, the following list is not inclusive but merely provides examples of various technical standards components:

SPECIFIC COMPONENTS (with sample representative areas)	EXAMPLES
OBSERVATION:	
Ability to observe a patient accurately	Evaluation/assessment of a patient's gait or posture at least 10 feet away Observe patient's response and physical signs Read diagnostic instruments such as thermometer, goniometer, settings on a therapeutic modality device
COMMUNICATION:	
Utilization of verbal and non-verbal communication techniques with patients, peer healthcare providers, family members of patients, etc.	Obtain information from patients and caregivers to develop a written history Explain evaluation and treatment procedures Explain and demonstrate therapeutic exercise programs Written communication of patient or client's responses in a written medical record Present healthcare topics to general public
SENSORIMOTOR:	
Perform athletic training skills in a safe, reliable, and efficient manner Practice within the ethical and legal parameters as defined by state and federal laws Perform athletic training skills and procedures safe and effectively with appropriate tempo, strength, power, endurance for the individual (class partners, self, patients, clients)	Follow policies and procedures outlined in the emergency action plans (EAP) Perform chest and abdominal auscultations Assess and interpret findings of vital signs, special clinical tests, balance and proprioception, neurological function, tissue integrity Measure and appropriate fit assistive ambulatory devices and devices Apply therapeutic devices Apply bracing, taping, splinting, or casting materials appropriate for its intended use/function Administer balance training, cardiovascular function tests, cardiopulmonary resuscitation including adjunct airway devices, therapeutic modalities, soft tissue mobilization techniques, patient transfers
INTELLECTUAL/CONCEPTUAL:	
Ability to problem solve rapidly and the ability to learn and reason Ability to integrate, analyze, and synthesize information in a multitask setting Ability to understand spatial relationship of anatomical structures Understand the scientific process and the ability to apply evidence-based medicine into clinical practice	Adapt available resources to appropriately provide treatment to wounds and other injuries using universal precautions Ability to determine an accurate clinical diagnosis and develop a treatment plan Ability to re-evaluate a patient and apply modifications to existing treatment plans Perform various types of research Interpret patient/client responses and address needs/concerns as part of the evaluation process
JUDGEMENT:	
Practice athletic training in an ethical, legal, and safe manner Ability to respond to medical emergencies Ability to demonstrate effective management skills in medical and non-	Abides by the LSU Code of Student Conduct Complies with policies and procedures within the LSU Athletic Training Student Handbook Adheres to specific policies outlined by clinical sites Complies with the Board of Certification's Standards of Professional Practice for Athletic Trainers

medical emergency situations	
BEHAVIORAL:	
Students must possess the emotional health to exercise good/sound judgment and perform duties to their completion Ability to adapt to changing situations and display flexibility without compromising quality of care and policies/procedures in the clinical setting	Implement effective techniques to establish rapport with patients, clients, coaches, peers, family members, etc. Ability to learn new skills and tasks to improve as a professional, as well as ability to accept feedback/critique Ability to demonstrate lifelong personal and professional growth Ability to recognize the need for professional mental health assistance

Candidates for selection to the Bachelor of Science in Athletic Training will be required to verify (signed affidavit) they understand and meet these technical standards or that they believe that, with certain accommodations, they can meet the standards. Students currently participating in the professional (clinical) phase of the Bachelor of Science in Athletic Training must be able to meet the technical standards, with or without accommodation, at all times. The Office of Disability Services, in coordination with the Program Director and Medical Director of the Bachelor of Science in Athletic Training, will evaluate a student who states he/she could meet the program's technical standards with accommodation and confirm that the stated condition qualifies as a disability under applicable laws. If a student states he/she can meet the technical standards with accommodation, then the University will determine whether it agrees that the student can meet the technical standards with reasonable accommodation; this includes a review of whether the accommodations requested are reasonable, taking into account whether accommodation would jeopardize clinician/patient safety, or the educational process of the student or the institution, including all coursework, clinical experiences and internships deemed essential to graduation. Failure of the student to follow a prescribed plan of accommodation or treatment plan that provides the student a reasonable opportunity to meet the technical standards may result in permanent dismissal from the Bachelor of Science in Athletic Training.

All students must read and sign the Technical Standards on an annual basis form prior to beginning any clinical experiences associated with the Bachelor of Science in Athletic Training.

PROFESSIONAL PHASE – ACCEPTANCE CRITERIA (Effective Fall 2015)

Those students admitted through the application process then begin the three-year (6 semesters) clinical education component of the Bachelor of Science in Athletic Training. Typically fifteen (15) students are accepted per year (Fall only). During that time, students partake in both didactic and clinical education during each of the six semesters. The following policy pertains to selection criteria into the Professional Phase of the Bachelor of Science in Athletic Training:

The following criteria and information will be used to determine the maximum number of students that the Bachelor of Science in Athletic Training will accept and maintain on a yearly basis:

General Criteria and Information

- Semester when students initially approved to enroll in ATRN 2200 – Athletic Training Clinical Practice & Research 1: Fall semester following application year
- Maximum Number of Students Accepted Per Academic Year: 15
- Maximum Total Number of Students in clinical courses: 45
- Final determination of coursework and GPA requirements: end of Spring semester
- Each student must meet the minimum requirements of the concentration (completion of required coursework, minimum GPA, physical examination with technical standards, etc.). **It is the responsibility of the student to ensure that all application data, documents, and cumulative GPA are accurate by the time final grades are posted at the end of the spring semester in which they apply. This includes all work completed at other institutions.**

Specific Selection Criteria

1. Admission will be granted to approximately 15 students who achieve a final combined score of 80.00% or higher on the application materials.
 - a. If more than 15 students achieve the 80.00% or higher score, then the students will be ranked according to their final combined scores, with the top 15 students selected for admission.

- i. If two or more students obtain the same final combined score, then the students will be ranked according to the following calculation: GPA (cumulative GPA on all college work) * CREDITS (total credit hours taken).
2. If less than 15 students meet the criteria set forth in #1 above, then the Bachelor of Science in Athletic Training reserves the right to select students, up to the 15 maximum, based on the students' final combined score. Any student with a final combined score less than 75.00% will not be accepted into the clinical component of the program.
3. After the Bachelor of Science in Athletic Training reaches the maximum number of students in the clinical component for the academic year, the program then reserves the right to accept more than 15 students in any given year based on total number of students participating in the clinical component of the concentration. More than 15 students may be selected due to attrition with student(s) already participating in the clinical component of the program. In this case, prospective students must meet the criteria outlined above.

RECOMMENDED CURRICULUM SEQUENCING IN ATHLETIC TRAINING

NOTE: Refer to the LSU Catalog and the School of Kinesiology's webpage for a detailed 8-semester plan and its critical requirements.

Complete course descriptions may be found in the current LSU Catalog. Personal advising and course sequencing by the Athletic Training Faculty is available and required for each student prior to semester course registration.

CLINICAL EDUCATION - OVERVIEW

Athletic Trainers are healthcare professionals who collaborate with physicians to optimize the activity and participation of patients and clients. Athletic training students at LSU participate in six semesters of clinical education that prepare them in the prevention, diagnosis and intervention of emergency, acute and chronic medical conditions involving impairment, functional limitations and disabilities. Under the direction of Preceptors (approved by the Bachelor of Science in Athletic Training) the athletic training student acquires a minimum of 200 clinical hours per semester. Some clinical education experiences will require afternoon, evening, and weekend commitments. In addition, student may be asked to report for clinical education prior or following the academic calendar (i.e. preseason and post season). Students gain clinical education experiences that address the continuum of care that would prepare a student to function in a variety of settings with patients engaged in a range of activities. Examples of clinical experiences include: Team and individual sports at the high school and collegiate level; Sports requiring protective equipment; Sports with genders opposite the student; Non-sport patient populations at physician offices and clinics. Athletic training students gain valuable interpersonal skills while working closely with preceptors, patients and a wide variety of healthcare professionals during year-long clinical educational experiences. The knowledge and experience gained at LSU prepares students to successfully enter the profession of athletic training. In cases where the minimum requirement of 200 clinical hours is not obtained, **A GRADE OF "I" will be awarded until the minimum hour requirement is met.**

General Guidelines for Clinical Education

- A. Students are referred to the Appearance & Behavior guidelines within this handbook.
- B. Students are expected to be punctual for all clinical education experiences. In the event that you will be late or cannot be present, you must notify your preceptor immediately. Interference with outside employment is not a valid reason for attendance problems. Problems with punctuality are grounds for dismissal
- C. Students must work to develop proficiency in their clinical skills. To this end, clinical proficiency will be regularly evaluated. Students will be provided with access to evaluations and will discuss these evaluations with their supervisors to clarify areas that need improvement. Likewise, students will evaluate their preceptors at regular intervals to provide feedback on their clinical education experience.

Specific guidelines for the completion of required clinical proficiencies will be distributed and discussed in all Athletic Training clinical courses (ATRN 2200/2201/3200/3201/4200/4201). Students must complete all required proficiencies to progress to the next sequence of clinical education.

CLINICAL EXPERIENCES REQUIREMENT

All athletic training students must participate in fall in-services (bloodborne pathogens training; CPR/First Aid; NCAA/SEC rules education; etc.) prior to initiating any clinical education experience, and is a requirement for successful completion of all clinical courses each academic year. All students participating in the required in-services will be provided with a per diem (meal money) for the in-services time period if the in-service is conducted in late July/early August. Students who have a clinical assignment that begins in early August (LSU football, LSU soccer, LSU volleyball, or a off-campus high school clinical site) will be required to complete their clinical experience at the respective site after the conclusion of the in-services. Students who participate in clinical assignments at LSU outside of regularly scheduled classes **may** be offered additional per diem money. Students who are not assigned to a clinical that begins in early August will report at the beginning of the fall semester and must participate in in-service training at designated times prior to initiating clinical education experiences.

Students are assigned to specific Preceptors throughout their six semesters of clinical experiences, and thus, are provided the unique opportunity to fully learn and appreciate the complete season process of the clinical assignment given to the student. **Students are expected to accurately and regularly log clinical (Duty Hours) hours and associated program data requirements related to their clinical experience in the online E*Value system; failure to do so might result in programmatic and/or academic (clinical course grade) penalties.** As part of the programmatic outcome assessments and opportunity for reflective learning students will be asked to record the athletic training services they observe and perform during clinical experiences on the online E*Value system. Students are required to complete their assigned clinical experience from the initial first day of sport activities through the last day of the official sport activity. This may require the student to begin their clinical experience prior to the first day of classes (e.g., football; women's soccer; volleyball; etc.) and/or continue/complete the clinical assignment after the last day of classes for the semester (e.g., football post-season bowl appearance; men's basketball; women's basketball; baseball; softball; track; etc.). This may include official school holiday sessions (e.g., Thanksgiving Holiday; Christmas Holiday; Mardi Gras; Spring Break; etc.). The experiences gained during these out of semester time periods are directly associated with the clinical course the student is enrolled.

*****NEW** Policy Addition (effective 12.07.16) - Students assigned to High School Clinical Sites
(New Policy Addition) Required vs. Optional Clinical Hours
During LSU Breaks for High School Clinical Sites***

In order to define when athletic training students should be attending their clinical rotation at a high school clinical site (including University Laboratory School), the following LSU recognized breaks will be optional for the student to attend:

- Thanksgiving Break (typically Wednesday-Sunday during Thanksgiving week). Exception would be if the school he/she is participating in has a football playoff contest then the expectation is that they are present for clinical during this period.
- Winter Break (last day of finals until the Monday prior to the first day of Spring classes).
- Mardi Gras Break (Saturday through Tuesday)
- LSU Spring Break (Saturday through following Sunday)

Students should be given relief (reduced clinical hours) during Final Examination week for the Fall semesters. For the Spring Semester final examinations, the last required clinical day for students is the Saturday prior to Final Examination week.

Students are required to begin their Fall clinical rotations when the clinical in-services are completed each August.

The LSU Athletic Department will provide per diem (or meals) and housing (optional) to athletic training students who have been given a clinical assignment that occurs prior to the start of the semester, during holiday breaks, and/or after the end of the last day of classes for the semester. The per diem and/or housing provided may vary according to the clinical assignment and the event schedule of the clinical assignment.

PRIORITY OF CLINICAL COUREWORK

The professional (clinical) phase of the BSAT places equal importance/emphasis on didactic (classroom) and clinical coursework. Clinical courses are ESSENTIAL AND CRITICAL to the EDUCATION of the athletic training student. Clinical coursework is not considered “work” nor is the activity voluntary; it is REQUIRED to complete all programmatic criteria to graduate with a degree in athletic training AND eligibility for state and national credentialing examinations.

The clinical coursework allows the athletic training student to put “knowledge into professional practice” to become a competent qualified AT. Clinical coursework is focused on transition to clinical practice to become a highly qualified practitioner upon graduation from LSU.

Clinical assignments and responsibilities take priority over all other elective activities, including but not limited to:

- Elective OR out-of-sequence courses (including study-abroad courses)
- Employment
- Social activities
- Participation in athletic events (triathlons; 5K's; etc)
- Student clubs or Greek organizations
- Professional or religious mission work
- Vacations

While clinical coursework is priority for the student's professional growth, we are very mindful and support each student in pursuing external activities to drive his/her “passions”. The student should communicate with the program faculty and preceptors at the beginning of the rotation the extent that the elective activities may impact the athletic training student overall academic (didactic and clinical) requirements to promote effective life-balancing.

CLINICAL PLACEMENTS

All clinical work is conducted at clinical sites approved by LSU and with preceptors who have completed the BSAT specified Preceptor Training on an annual basis prior to the student's placement. The clinical placement process is complex and the focus is on placing each student in situation where the student will experience continual positive growth and maturity as a health care professional. While the program may take each student's clinical assignment preference into consideration, the program does not make clinical placement decisions based on individual student requests.

The BSAT reserves the right to modify the student's clinical assignment at any time due to, but not limited to: negative student professional conduct; clinical incompetence; issues/concerns of the patient; failure to adhere to the clinical site policies/procedures; or health and safety concerns at the clinical site that pose a perceived or actual risk for the student.

Any student who is removed from a clinical assignment due to disciplinary actions will not be re-assigned to an alternative clinical site; the student should refer to the Disciplinary Policies for actionable items that may result in removal from a clinical site.

POLICY ON ATHLETIC TRAINING STUDENT TRAVEL AND MERIT-BASED AWARDS

- 1) The athletic training student must be enrolled and remain enrolled as a “Full-Time” undergraduate student at LSU each semester (fall; spring). Full-time status is considered 12 or more semester hours. When an athletic training student drops below Full-Time status during a semester term, that individual is not eligible to travel to competitions (practice and games) away from home (outside of a 25 miles from LSU campus) with their assigned clinical experience for the remainder of the academic semester.
 - a) Exception will be if the athletic training student is in his/her:
 - i) Final Academic Semester - If an athletic training student is in his/her final semester (less than 12 semester credits to graduate) then he/she is eligible to travel. *The athletic training student's degree audit and schedule must be reviewed by the Director of the Bachelor of Science in Athletic Training and the review must be submitted to the LSU Athletic Department (for approval to travel with LSU Athletic teams) prior to the start of the semester term.*

- ii) One Academic Semester from Graduation - If an athletic training student is in his/her final academic year (1 semester from graduation) and only has required courses to complete for graduation or cannot take required course(s) due to course scheduling conflicts, the athletic training student may be granted permission to travel. *The athletic training student's degree audit and schedule must be reviewed by the Director of the Bachelor of Science in Athletic Training and the review must be submitted to the LSU Athletic Department (for approval to travel with LSU Athletic teams) prior to the start of the semester term.*
- 2) Grade Point Average Requirements:
 - a) Maintain adequate academic progress by earning a 2.75 or better cumulative GPA and 2.75 or better LSU grade point average. Both cumulative and LSU grade point averages are evaluated each semester. Failure to maintain the 2.75 GPA requirements will result in removal of any merit-based award in the following semester provided by the LSU Athletic Department. Failure to obtain the minimum 2.75 GPA in any given semester (fall; spring) will make the athletic training student ineligible for any merit-based award the upcoming semester.
- 3) Pass a minimum of 24 hours each academic year. The academic year includes the previous academic year (Fall, Spring, Intersession and Summer terms).

POLICY ON APPROPRIATE / INAPPROPRIATE CLINICAL SUPERVISION

Athletic training students **cannot** participate in the delivery of athletic training services **without the physical presence and direction of a Preceptor**. Only credentialed healthcare providers that have completed appropriate background verification, preceptor training, and designation by the Athletic Training Program Director and Clinical Coordinator are permitted to supervise LSU Athletic Training Students.

All athletic training students complete a formal educational session and signature verification that he/she has read and understands the policies and procedures in the LSU Athletic Training Student Handbook prior to initiating clinical experiences each academic year. Additionally, athletic training students formally meet with his/her Preceptor to review policies and procedures of the respective clinical site prior to initiating clinical experiences. Athletic Training Students are not permitted to deliver athletic training services without the physical presence and direction of a Preceptor designated by the Athletic Training Program Director and Clinical Coordinator.

Below are 2012 CAATE Standards that specifically address appropriate supervision of athletic training students:

III. Personnel

E. Preceptor

1. Preceptor Responsibilities: A preceptor must function to:

- a) Supervise students during clinical education.*
- f) Demonstrate understanding of and compliance with the program's policies and procedures*

IV. Program Delivery: Program delivery includes didactic, laboratory, and clinical education courses

M. All clinical education experiences must be educational in nature

4. Students will not replace professional athletic training staff or medical personnel.

N. The program must include provision for supervision clinical education with a preceptor.

- 3. All athletic training students must be directly supervised by a preceptor during the delivery of athletic training services. The preceptor must be physically present and have the ability to intervene on behalf of the athletic training student and the patient.*

Unsupervised activity is not permitted at any time during clinical education and is grounds for immediate disciplinary action, which may include permanent removal of the clinical site and/or dismissal of the athletic training student from the professional phase of the Bachelor of Science in Athletic Training.

HOST STUDENT CLINICAL ROTATIONS GUIDELINES

OVERVIEW

All athletic training students will serve as a "host athletic training student" during selected LSU Athletic Department (and current clinical sites) events. All students will serve in this capacity at a variety of sports outside of his/her assigned clinical sport rotation. Below are guidelines that apply to these rotations:

Attendance

- All students will have a similar number of clinical rotations as a “host” during each academic year. The following rotation plan will exist for “in-season” and “off-season” assignments:
 - A student is “in-season” (i.e., football in the fall, etc.) then he/she will serve as a host student for one-two (1-2) athletic events (LSU Athletics or current approved clinical sites).
 - A student is “off-season” (i.e., volleyball in the spring, etc.) then he/she will serve as a host student for one to three (1-3) athletic events (LSU Athletics or current approved clinical sites).
- Students must contact the staff/GA ATC assigned to the event for which you will be assigned as a host student several days in advance to determine the day, time, and location you should report.
 - *Find out if an event pass is needed to gain access to the field/court and/or team areas.*
- It is imperative that you notify your Preceptor that you will be working an event and that you will need to leave early from your assignment to be present as a host student.
 - Depending on the circumstances, you may be asked to arrive late at your host event to complete your regularly scheduled clinical assignment duties, in which case you will need to coordinate this with your Preceptor and the event’s staff/GA ATC at least one day prior to the event.
- Students are required to accurately record the host rotation and supervision on the duty hours in E*Value.
- You cannot “swap” events with other students unless there is an emergency and/or class conflict.
- You will not be required to “make-up” events if your assigned event has been cancelled.
 - You will be required to attend your assigned event if re-scheduled during the semester.

Duties as a “host student” for LSU Athletic Department (and current clinical sites) Events:

- Assist the sport’s staff and athletic training students in pre-game field/court set-up (water, equipment, etc.).
- Introduce yourself to the visiting team(s) athletic training staff (or student), and discuss the following:
 - Inform them that you will be their host student before, during, and after the event, and that you are present to assist them with any of their medical needs. This may include fluid replacement, additional ice bags during the game, etc.
 - Inform them of the medical equipment and services available to them during the event, and explain that if they need medical assistance (physician, x-rays, etc.) then they are to contact you.
 - Indicate where you will be seated/positioned DURING the event. As a host student you are to remain in the designated location assigned by the staff ATC for each sport.
- Know and be able to implement the Emergency Action Plan for the clinical site if needed. This will require you to study/review the procedures for that site.
- Stay at the event until the visiting team has left or if the supervising staff/GA ATC has informed you that you may be dismissed.
- Be appropriately dressed in event clothing.

GENERAL MEDICAL CLINICAL ROTATIONS GUIDELINES

OVERVIEW

All athletic training students must participate in scheduled clinical interactions with various medical personnel during his/her tenure in the LSU Bachelor of Science in Athletic Training. The primary goal of the general medical rotations is to provide each student with a unique opportunity to interact with various medical personnel (family practice physicians, orthopedic physicians, pharmacists, etc.) that he/she will work with after graduating from LSU.

GENERAL GUIDELINES

- All students will have a similar number and exposure type of general medical clinical rotations during each academic year.
- Attendance is required at all scheduled clinical rotations.
 - Students must accurately report the duty hours and supervision on E*Value to verify his/her interaction with the assigned healthcare professional.
 - Students must notify the Clinical Education Coordinator (or designated staff member) that he/she will not be able to attend if a conflict exists.
- You cannot “swap” general medical clinical rotations with other students unless there is an emergency and/or class conflict, and such “swap” has been approved by the Clinical Education Coordinator.

- Student must adhere to the dress code and professional codes of conduct established for the location of the general medical clinical rotation as established by the clinical site.
- Assignments will be made on a semester basis and coordinated through the Clinical Education Coordinator.

SUMMARY OF DOCTOR NIGHT ROTATIONS PER COHORT:

1st Year Students:

1. *Introduction to Physician's Rounds* in the LSU Athletic Training Room (as assigned).
 - i. Primary role will be to supervise the check-in and check-out area for athletes.
 - ii. Multiple assignments

2nd Year Students:

1. *Pharmacology Rotation* (multiple rotations per semester)
 - i. Required for ATRN 3200 – Athletic Training Clinical Practice & Research III in FALL semester
2. *Orthopedic Physician Rotations* (multiple rotations per semester)
 - i. Required for ATRN 3201 – Athletic Training Clinical Practice & Research IV in SPRING semesters
3. *Physician's Nights* in the LSU Athletic Training Room (as assigned).
 - i. Primary role will be to supervise the check-in and check-out area for athletes.
 - ii. Possible multiple assignments

3rd Year Students:

1. *Family Practice Physician Rotations* (multiple rotations per semester)
 - i. Required for ATRN 4200 (FALL) and/or ATRN 4201 (SPRING) semester
2. Physical Rehabilitation/Alternate Care Non-Athletic Patient Population Rotation (30 hours)
 - i. Required for ATRN 4200 or ATRN 4201 in FALL or SPRING semester
 - ii. Performed at a designated clinical affiliated site. Student will be assigned for a designated period around their assigned primary clinical assignment during the academic year.
 - iii. Student will attend, participate, and be assigned to a specific facility for an estimated 10-20 hour period that will occur during the weekday (Monday-Friday) during the assignment period. The assignment period may cover a 3-4 week time-period.
 - iv. NOTE: This clinical rotation may be required to attend an in-service prior to the start of the clinical rotation. This in-service will not count towards the 30-hour clinical rotation period.
 - v. Student may be required to complete additional training or provide additional information based on the clinical site's health/safety/regulatory requirements.

Other general medical rotations (on-campus; off-campus) may be added during the academic year at the discretion of the Director of the Bachelor of Science in Athletic Training.

PROFESSIONAL MEDICAL ASSOCIATIONS

Students are **strongly advised** to join appropriate professional associations. The most appropriate association is the National Athletic Trainers' Association. Membership is twofold: national membership and district membership (Southeastern Athletic Trainers' Association. – NATA District 9). Both parts are included in the NATA membership dues. Membership in the NATA provides numerous benefits including an on-line subscription to the *Journal of Athletic Training* as well as discounts on conference registration and the national certification exam. Most district and national scholarships require membership for eligibility. **Students are also encouraged to join the Louisiana Athletic Trainers' Association. See one of the athletic training faculty or staff regarding any questions you may have regarding membership in these professional organizations.**

FINANCIAL ASSISTANCE

Procedures for applying for financial aid are available from the Office of Student Aid & Scholarships. Federal Scholarship guidelines include standards of maximum allowable award limits. If any portion of your athletics aid would cause you to exceed federal limitations, your athletics aid could be reduced or cancelled as appropriate. Also, there are several competitive scholarships available through various professional organizations (which generally require membership). Students applying for or awarded a merit-based scholarship available from the LSU Athletic Department and athletic training professional organizations (e.g., LATA; NATA and/or its districts) must be a "student member in good standing" with the National Athletic Trainers' Association (www.NATA.org) at the time of application of the scholarship(s) and throughout the duration of the scholarship. These scholarships require letters of recommendation from your Athletic Training faculty/staff person(s). Obtaining a student

membership with the NATA also includes membership in the Southeast Athletic Trainers' Association (www.SEATA.org) and the Louisiana Athletic Trainers' Association (www.LATAINC.org). Consult with the program faculty & staff regarding potential scholarship opportunities.

ACADEMIC ADVISEMENT

Academic advisement is available throughout the academic year by athletic training program faculty in the School of Kinesiology and through the CHSE Office of Student Services for students who have been officially accepted to the Professional Phase (clinical phase) of the Bachelor of Science in Athletic Training.

Prospective students are encouraged to contact first the University College of the Freshman Year (or University College Academic Center) if he/she is: a) a student in the College for the Freshman Year; b) a prospective student changing majors; or c) a transfer student.

Students must meet on a semester basis with their designated Athletic Training program faculty member after formal acceptance into the Bachelor of Science in Athletic Training to ensure proper progression towards meeting all degree requirements.

STUDENT PROFESSIONAL LIABILITY INSURANCE

All students who are enrolled in Athletic Training clinical courses must purchase a liability insurance policy providing a minimum \$1,000,000/ \$3,000,000 coverage, and must be maintained throughout their clinical activities. The student must provide proof of continual coverage prior to beginning any clinical activities. Several companies provide such policies, and students may obtain their insurance from a company of their choosing. Two such companies, Marsh Affinity Group (<http://www.maginnis-ins.com>) and HPSO (www.hpsso.com) provide a student policy at a reasonably affordable price (Approximately \$30.00 per year).

MEDICAL INSURANCE COVERAGE

All students are highly encouraged to obtain and maintain medical insurance coverage prior to performing any clinical experiences related to the Bachelor of Science in Athletic Training (e.g., pre-professional observational experiences; clinicals associated with athletic training coursework; etc.). All students who do not have health insurance are encouraged to purchase the LSU Sponsored Student Accident and Sickness Insurance Plan, commonly known as Student Insurance. This is low cost health insurance designed for students and their dependents. For more information on the Student Insurance plan, please contact the LSU Student Health Center at #225/578-6271, or visit the Student Health Center website located in the LSU website (<http://www.lsu.edu>).

TEXTBOOKS, SUPPLIES, AND OTHER FEES

Below is a summary of costs that the student can expect to spend during an academic associated with the program (this list is not inclusive):

Textbooks and Course Materials/Fees	<ul style="list-style-type: none"> Approximately \$200-\$300 per semester Students are responsible for associated laboratory/course fees, as well as required equipment/clothing that is required to participate in the professional phase of the program.
Professional Malpractice Insurance	<ul style="list-style-type: none"> Approximately \$25-\$30 per year Student responsibility <u>Must be obtained prior to beginning clinical experiences in August</u> and must be current throughout academic year.
Uniforms/Clothing	<ul style="list-style-type: none"> Students are provided uniforms at no charge through the LSU Athletic Department Additional attire (e.g., dress slacks, dress jacket, etc.) will vary according to the clinical assignment and will be the responsibility of the student to purchase (if needed). Minimal required clothing will be provided by the primary clinical site the athletic training student is assigned; however, the student may be responsible for purchasing additional clothing as required for other sites in completion of his/her educational requirements of the Bachelor of Science in Athletic Training.
Health/Dental Insurance and General Medical Services	<ul style="list-style-type: none"> Varies per student; Student responsibility Student health insurance can also be obtained through LSU Student Health Center
Hepatitis B Vaccination	<ul style="list-style-type: none"> Optional for the student; must provide documentation or signed waiver

	<ul style="list-style-type: none"> • Approximately \$120-150 for the three-shot series • Can be obtained through LSU Student Health Center
Physical Examination	<ul style="list-style-type: none"> • Initial examination must be obtained through LSU Student Health Center at student's expense (approximately \$30) prior to beginning application process to program. • Yearly follow-up examinations are performed by the medical staff of the LSU Athletic Department at no charge to the student, however, student is responsible for any charges associated with the physical examination.
Tuberculosis (TB) Testing	<ul style="list-style-type: none"> • Can be obtained at the LSU Student Health Center or local Public Health Center • Student responsibility • Approximately \$5-10 for the test, which requires two visits (1st visit to be injected with testing agent; 2nd visit must occur 2-3 days after 1st visit to assess injected area) • Student may also provide proof of verification from another medical provider; the student must verify AND maintain compliance throughout each academic year
Travel To Off-Campus Clinical Affiliated Sites/Assignments	<ul style="list-style-type: none"> • Students are responsible for obtaining transportation to/from a designated off-campus clinical affiliated site. The student is encouraged to car-pool with the Preceptor or fellow student (when available).
American Red Cross Basic Life Support (BLS) Certification	<ul style="list-style-type: none"> • The certification and re-certification is offered as part of annual in-service training during the first week of each August by our athletic training faculty and staff. • All students are required to participate in the BLS training each year prior to beginning clinical experiences, with the First Aid certification training required for 1st year cohort students and optional for 2nd and 3rd Year cohort students. • The BLS certification is valid for 2 year of date of issuance; First Aid certification is valid for 2 years from the date of issuance. • All students must complete the "blended" training format (online + live skills testing) through the American Red Cross • Associated fees: <ul style="list-style-type: none"> ○ Basic Life Support (BLS) certification is approximately \$20 • First Aid and wound care skills will be taught within the curriculum for the purposes of performing these skills during structured clinical experiences associated with the LSU Athletic Training Program; ANY OPTIONAL experiences the student performs (e.g. volunteer at races; etc.) IS NOT COVERED BY YOUR EDUCATION/TRAINING! It is HIGHLY RECOMMENDED that you obtain the First Aid training to complement your BLS certification.
Criminal Background Checks	<ul style="list-style-type: none"> • All students who have a clinical assignment to a high school or other clinical affiliation site may be required to have a personal criminal background check conducted. This background check will provide a comprehensive review of any criminal background history as students will be directly involved the healthcare of minors or may be required as a standard operating procedure for all personnel participating in the facility activities on a consistent basis. Each student will be responsible for fees associated with background checks should it be a requirement to participate in the affiliated clinical site.

SECTION 3: PROFESSIONAL BEHAVIORS & DISCIPLINARY POLICIES

There are few things more important for the student than developing the professional respect and confidence of their patients and colleagues. Respect can never be demanded, it is always earned, usually over a long period of time. To that end, the following guidelines are adopted to aid in the development of professional conduct.

DRESS ATTIRE

An important part of professional conduct is appearance. Athletic training students should be aware that clinical rotations require specific professional attire. Athletic training students who do not comply with the dress code for their clinical assignment may be excused from the rotation for the day. An ongoing pattern of inappropriate dress may be grounds for disciplinary action. Athletic training students should clarify the dress code for their specific clinical assignment with their Preceptor before the first day of the assignment. General guidelines are:

Pre-Professional Athletic Training Students

- Khaki shorts or pants (shorts to be no more than 4 inches above knee).
- Solid color collar shirt.
- LSU hat (optional), worn straight
- LSU sweatshirt (optional)
- Sneakers
- Name tag
- **Watch (digital or analog; water-resistant with ability to record seconds)**

Athletic Training Students

- Issued athletic training shirt
- khaki shorts or pants
- Issued Athletic Training sweatshirt
- Issued LSU hat (optional), worn straight
- Issued sneakers
- **Watch (digital or analog; water-resistant with ability to record seconds)**

GENERAL APPEARANCE

Good grooming and personal hygiene are essential for health care providers. Along these lines, athletic training students should maintain a neat and professional appearance at all times during clinical rotations. Their appearance should not distract from the professional image they are trying to develop. Extremes of appearance are to be avoided during clinical education. In-service training sessions will provide clarification on acceptable and non-acceptable areas of general appearance.

Students should have good daily hygiene that includes clean teeth, hair, clothes, and body, including use of deodorant. Clothing should be clean, ironed/pressed, and in good condition.

Scented Products

Students should not wear excessive perfume, cologne, aftershave or powder. Some clinical settings ask that persons refrain from use of scented products on site because of other's sensitivity and allergies to fragrances.

HAIR (Head & Facial)

Hair should be pulled back or otherwise kept out of the face so that it does not interfere with vision, communication or the performance of clinical skills. Hair pulled back into "pony-tails" should be well-maintained; Hair should be pulled back to be behind the head and not to the sides of the head. During athletic competition events where dress is more formal (e.g., basketball games where staff where business slacks/attire, etc.), hair may be left down, however final decision is given to the preceptor in those situations. Facial hair must be kept neat and well trimmed. Artificial hair extensions are permitted but must be well-maintained at all times. Unusual braids or artificial attachments (other than artificial hair extensions) are not permitted. No un-natural hair colors are permitted. Students are permitted to use artificial hair coloring but may only be in hair colors that a person is naturally born (e.g. brown; blonde;

black; etc.). Non-natural hair colors (e.g. purple; gold; green; pink; silver; etc.) are not permitted. In-service training session will provide clarification on acceptable hair color and form.

Fingernails

Fingernails should be kept clean and trimmed, and not exceed ¼ inch past the end of the fingernail bed. Artificial/Acrylic nails/wraps or acrylic overlays are not permitted. Nail polish may be worn if neat and not chipped. Multicolored nail polish and designer paintings/decals are inappropriate. Artificial nail attachments are not permitted. Nail polish should be the same color for all fingers.

Tattoos

Tattoos and body markings must be concealed if feasibly possible. If the tattoo is on an extremity and requires clothing to conceal the tattoo, students should take appropriate steps to prevent heat-related illnesses/dehydration. If the tattoo is on an area that cannot be covered by clothing, the student should take appropriate steps to ensure the tattoo is not visible (e.g. hair covers the tattoo; hypoallergenic tape; etc.).

Jewelry

Acceptable jewelry includes: one ring per hand (no large, dangling or sharp rings), watch with second hand, no more than two earrings per ear (studs not to exceed one inch in diameter and small hoops not to exceed 1 inch in diameter), and no more than two chains or necklaces (must not dangle and must be worn inside clothing). Unacceptable jewelry includes: bracelets, long necklaces, pins (lapel pins are acceptable) other than for identification, dangling earrings, embedded earloops, and large rings. Studs or rings in any visible body pierce other than the ears are not allowed. Exceptions for religious or medical alert jewelry will be considered.

Other

Extremely brief or revealing clothing is not permitted, and proper undergarments should be worn. Pants should be worn at the natural waistline, and undergarments should not show. Shirts, tops, blouses, and dresses should have sleeves. The length of skirts, dresses, etc. must not be shorter than three inches above the top of the knee. Clothing should not be tight fitting. All shirts, tops, and blouses must either overlap the bottom garment or be tucked inside the bottom garment. Headwear (e.g., hats; caps; scarfs; bandanas; etc) should be only items authorized by the LSU Athletic Training Program or by the student's clinical site.

CELLULAR PHONE DURING CLINICAL ACTIVITIES

Students should have cellular phones turned to silent mode during clinical activities. Students are not to use his/her cellular phone when assisting/performing patient care activities. Use of cellular phone during clinical activities is not permitted unless approved by the supervising preceptor.

CONDUCT WITH ATHLETES/PATIENTS

The role of an athletic training student is twofold: student roles and athletic trainer roles. Both in and out of the clinical settings, students should remember that they are filling both of these roles and act accordingly. It is recognized that in working closely with a team friendships may arise between athletic training students and athletes. A professional demeanor should be exercised at all times. In the clinical setting, students should act as athletic trainers for their respective teams/patients. In this role, they are responsible for the care of that team's athletes. They are also there, however, to learn and increase their athletic training skills.

RELATIONSHIPS WITH ATHLETES/PATIENTS

Athletic training students participating in intimate relationships (casual or sustained) with patients is unethical and can lead to very compromising situations. Unethical patient relationships **will not be tolerated and will result in disciplinary action, which may include immediate dismissal from the Pre-professional and/or the Professional Phase of the Bachelor of Science in Athletic Training.** Questions regarding relationships with patients should be directed/reported to the Director of the Bachelor of Science in Athletic Training and/or the Clinical Education Coordinator to avoid any potential ethical/medical conflicts of interest.

The patient's mental and physical welfare is paramount in providing healthcare services. If the athletic training student cannot perform his/her duties effectively so that the relationship interferes with the athlete's performance or the coach or supervisor feels the relationship is beginning to affect the athlete/patient, or team, the athletic training student may be reprimanded or removed from assigned duties.

Athletic Training Students must also avoid verbal and/or physical arguments outside of the clinical setting with athletes/patients. **Determination of any altercation (verbal and/or physical) with an athlete/patient will not be tolerated, and may result in immediate dismissal from the Professional Phase of the Bachelor of Science in Athletic Training.**

ELECTRONIC COMMUNICATIONS WITH ATHLETES/PATIENTS

Athletic training students are not to utilize text messaging or other forms of electronic communication to communicate with athletes/patients unless specifically approved by his/her preceptor. Under no circumstance are students permitted to communicate with minors associated with a clinical site. Exceptions to communications with minors are those minors who are participating in intercollegiate athletics at LSU; however communication modes must be approved by the supervising preceptor. Students are not to communicate health information or treatment information via electronic means unless he/she has been given explicit instructions by the student's supervising preceptor. Students participating in clinical experiences at high schools or other settings (outside LSU Athletic Department athletes/patients) where a minor is an athlete/patient are not permitted at any time to communicate to the minor via text messages, internet platforms/social media, or by telephone.

PROFESSIONAL RELATIONSHIPS WITH PRECEPTORS

In order to ensure the best educational experience, it is imperative that students and Preceptors develop and maintain a professional relationship. Specific expectations for clinical rotations will be discussed prior to the start of the rotation. Any issues with your clinical site should be initially discussed with the Preceptor followed by the clinical coordinator. Any conduct among students and Preceptors deemed inappropriate will result in disciplinary actions.

PROFESSIONAL RELATIONSHIPS WITH COACHES AND ADMINISTRATORS

It is important that students develop professional relationships with the coaches of teams with which they work. Usually your Preceptor will provide status reports to coaches, although students will be required to do this on occasion. You should discuss how to handle coaches' questions with your Preceptor. Generally, students' interaction with coaches should increase with their clinical experience. Occasionally such interactions can present difficulties. If a student has difficulty with a coach or an athlete, he/she should make this known to the Preceptor immediately. Most problems can be easily resolved if approached early.

RELATIONSHIPS WITH OTHER MEDICAL PROFESSIONALS

Athletic training students should be professional when interacting with physicians and other medical professionals. These interactions are exceedingly important to the clinical education of the student and they are to be actively sought out. Students are encouraged to ask questions when appropriate and to use appropriate professional jargon.

Professional Etiquette in the CLASSROOM

Computers, Cell Phones and PDA's

Computers in the classroom environment should be used for note taking or instructor approved activities only. Web surfing, instant messaging, texting, etc. are not allowed. Students may be removed from the class at the discretion of the course instructor for inappropriate use of computers, tablets, cell phones, etc.

Breaks

Students should take advantage of formal breaks offered during lengthy classes. Only in rare instances, should it be necessary for a student to leave and return to the classroom.

Punctuality

Students should be on time to class and stay the entire session. If the student is going to be late or needs to leave early, arrangements should be made with the instructor prior to class. See absentee section for

more information.

Cell Phones

Cell phone should either be switched off or kept in the silent mode during class sessions. Text messaging or taking calls during class or clinic is not allowed. The student is required to provide the department with a reliable contact number (cell phone) at all times.

Conversations

If students have questions, they should ask them at appropriate times, and should avoid talking and participating in other conversations during classes.

General

- Disruptive behavior will not be tolerated. You may be penalized for these behaviors as deemed necessary by the instructor(s).
- Posting of Powerpoint slides before, and/or after a lecture is not required. If available, the instructor may provide to the students via Moodle; however, if changes are made to an advanced posting, it is your responsibility to incorporate those updates as necessary.
- Real-time lecture recording via lecture capturing systems (e.g. Panopto) is not a requirement; instructors (including guest lecturers) are asked in advance if they are willing to record their presentation.
- Breaks are not required for a 2-hour lecture/lab unless you have an approved ADA accommodation. Breaks in courses are at the discretion of the instructor. Only if you have an emergency, should you leave class. Notify the instructor after class if you have such an emergency.
- The end period of a lecture is ten minutes to the hour to allow transitioning between classes and classrooms. Please remain seated and quiet until that time. You may respectfully alert a faculty member if the end-point is surpassed; however, *faculty* are responsible for alerting a guest lecturer.

GUIDELINES FOR APPROPRIATE USE OF THE INTERNET, ELECTRONIC NETWORKING, AND OTHER MEDIA

These guidelines apply to all athletic training students. Use of the Internet includes posting on blogs, instant messaging [IM], social networking sites, e-mail, posting to public media sites, mailing lists and video-sites.

The capacity to record, store and transmit information in electronic format brings new responsibilities to those working in healthcare with respect to privacy of patient information and ensuring public trust in our hospitals, institutions and practices. Significant educational benefits can be derived from this technology but students need to be aware that there are also potential problems and liabilities associated with its use. Material that identifies patients, institutions or colleagues and is intentionally or unintentionally placed in the public domain may constitute a breach of standards of professionalism and confidentiality that damages the profession, our athletic training program, and/or the University. Guidance for athletic training students in the appropriate use of the Internet and electronic publication is necessary to avoid problems while maintaining freedom of expression. LSU is committed to maintaining respect for the core values of freedom of speech and academic freedom. **Students are reminded that they must meet multiple obligations in their capacity as students as members of the athletic training profession. These obligations extend to the use of the Internet at any time—whether in a private or public forum.**

Athletic training students are also subject to all HIPAA and FERPA rules and regulations.

The clinical and academic faculty associated with the Bachelor of Science in Athletic Training actively monitor various websites, blogs, etc., that may contain unprofessional expression of thought created by the students participating in the Bachelor of Science in Athletic Training. Additionally, students are also responsible for insuring that other individuals do not post direct information (verbal, written, visual) on their websites that may reflect negatively upon the student and/or the Bachelor of Science in Athletic Training and its faculty and students. **Inappropriate content (verbal; written; visual) directly posted by the student (or found to be directly associated with another person posting the content) participating in the Bachelor of Science in Athletic Training will result in immediate disciplinary action, which may result in permanent suspension from the Bachelor of Science in Athletic Training.**

General Guidelines for Responsible Internet Use:

These Guidelines are based on several foundational principles as follows:

- Privacy and confidentiality are important to the development of trust between health care provider and

- patient,
- Respect for fellow students, colleagues, and co-workers is an integral part of maintaining an inter-professional environment,
 - The tone and content of electronic conversations should remain professional.
 - Individuals must be responsible for the content they contribute to blogs or social media systems.
 - Published/posted material on the Web must be regarded as permanent
 - All involved in health care have an obligation to maintain the privacy and security of patient records under Health Insurance Portability and Accountability Act (HIPAA) and the Family Educational Rights and Privacy Act (FERPA).
 - Any time an individual identifies himself or herself as being affiliated with LSU and/or LSU Athletic Training Program, he or she should make it clear that the views expressed do not necessarily represent the views of LSU and may not be used for advertising or product endorsement purposes.

CONFIDENTIALITY OF RECORDS

As an athletic training student you have an obligation to yourself, the athletes/patients you work with, the coaches you work with, your supervisors, team physicians, athlete's parents, other athletic training students, and to Louisiana State University. As an athletic training student you should always maintain a professional and working relationship with the people you work with, especially the athletes. This is admittedly difficult at times, as the student athletes/patients are often your peers. As an athletic training student you are to never discuss any information concerning an athlete/patient with anyone other than your immediate supervisor. This includes any information regarding an athlete's/patient's medical condition, treatment or any information which you acquire in a locker room, athletic training room, physician's office, or otherwise which is considered to be non-public information. If someone asks you a question about an athlete/patient, refer him or her to your supervisor. Remember that anything an athlete/patient tells you falls into the area of medical confidentiality. The unique opportunity you have to observe and participate in various clinical settings (intercollegiate athletics; recreational sports; medical clinics; etc.) as an athletic training student can and will be terminated if you violate this confidentiality. The staff athletic trainer, team physician or the coach, will handle all public comments about injuries.

It is the responsibility of the athletic training student to learn and adhere to medical records policies as it relates to FERPA and HIPAA regulations.

POSTING INFORMATION ABOUT PATIENTS

Never post personal health information about an individual patient. Protected Health Information (PHI) is defined by Health Insurance Portability and Accountability Act (HIPAA) on the US Department of Health and Human Services website (www.hss.gov) as follows:

Protected Health Information. The Privacy Rule protects all "*individually identifiable health information*" held or transmitted by a covered entity or its business associate, in any form or media, whether electronic, paper, or oral. The Privacy Rule calls this information "protected health information (PHI)."¹

"Individually identifiable health information" is information, including demographic data, that relates to:

- the individual's past, present or future physical or mental health or condition,
- the provision of health care to the individual, or
- the past, present, or future payment for the provision of health care to the individual,

and that identifies the individual or for which there is a reasonable basis to believe it can be used to identify the individual.² Individually identifiable health information includes many common identifiers (e.g., name, address, birth date, Social Security Number).

The Privacy Rule excludes from protected health information employment records that a covered entity maintains in its capacity as an employer and education and certain other records subject to, or defined in, the Family Educational Rights and Privacy Act, 20 U.S.C. §1232g.

De-Identified Health Information. There are no restrictions on the use or disclosure of de-identified health information.³ De-identified health information neither identifies nor provides a reasonable basis to identify an individual. There are two ways to de-identify information; either: (1) a formal determination by a qualified statistician; or (2) the removal of specified identifiers of the individual and of the individual's relatives, household members, and employers is required, and is adequate only if the covered entity has no actual knowledge that the remaining information could be used to identify the individual.⁴

SOURCES (Listed on the HSS website):

1. 45 C.F.R. § 160.103.
2. 45 C.F.R. § 160.103
3. 45 C.F.R. §§ 164.502(d)(2), 164.514(a) and (b).
4. The following identifiers of the individual or of relatives, employers, or household members of the individual must be removed to achieve the "safe harbor" method of de-identification: (A) Names; (B) All geographic subdivisions smaller than a State, including street address, city, county, precinct, zip code, and their equivalent geocodes, except for the initial three digits of a zip code if, according to the current publicly available data from the Bureau of Census (1) the geographic units formed by combining all zip codes with the same three initial digits contains more than 20,000 people; and (2) the initial three digits of a zip code for all such geographic units containing 20,000 or fewer people is changed to 000; (C) All elements of dates (except year) for dates directly related to the individual, including birth date, admission date, discharge date, date of death; and all ages over 89 and all elements of dates (including year) indicative of such age, except that such ages and elements may be aggregated into a single category of age 90 or older; (D) Telephone numbers; (E) Fax numbers; (F) Electronic mail addresses; (G) Social security numbers; (H) Medical record numbers; (I) Health plan beneficiary numbers; (J) Account numbers; (K) Certificate/license numbers; (L) Vehicle identifiers and serial numbers, including license plate numbers; (M) Device identifiers and serial numbers; (N) Web Universal Resource Locators (URLs); (O) Internet Protocol (IP) address numbers; (P) Biometric identifiers, including finger and voice prints; (Q) Full face photographic images and any comparable images; and (R) any other unique identifying number, characteristic, or code, except as permitted for re-identification purposes provided certain conditions are met. In addition to the removal of the above-stated identifiers, the covered entity may not have actual knowledge that the remaining information could be used alone or in combination with any other information to identify an individual who is subject of the information. 45 C.F.R. § 164.514(b).

POSTING INFORMATION ABOUT COLLEAGUES (Fellow Students, Preceptors, Faculty, Interprofessional Providers)

Respect for the privacy rights of fellow students, preceptors, faculty, and patients are important in a positive inter-professional working environment. If you are in doubt about whether it is appropriate to post any information about colleagues, ask for their explicit permission—preferably in writing. Making demeaning or insulting comments about colleagues to third parties is unprofessional behavior. Such comments may also breach the University's codes of behavior regarding harassment, including the Code of Student Conduct, the Sexual Harassment Policy, and the Nondiscrimination Policy.

POSTING INFORMATION CONCERNING CLINICAL SITES OR OTHER INSTITUTIONS

Comply with the current medical facility or institutional policies with respect to the conditions of use of technology and of any proprietary information such as logos or images.

Athletic training students must not represent or imply that they are expressing the opinion of the organization. Be aware of the need for the clinical site, medical facility, other institution and the University to maintain the public trust. Consult with the appropriate resources such as the AT Program faculty or clinical site director to provide advice in reference to material posted on the Web that might identify the institution. Include a disclaimer that the views expressed do not necessarily represent those of LSU. Adhere to compliance policies, including those pertaining to disclosure of copyrighted or proprietary information

OFFERING MEDICAL ADVICE

Do not misrepresent your qualifications. Athletic training students are reminded that their institutional permit only allows the practice of athletic training in LSU-approved clinical facilities under qualified preceptors. Medical advice outside of this limitation is not protected by your malpractice plan.

PENALTIES FOR INAPPROPRIATE USE OF THE INTERNET

The penalties for inappropriate use of the Internet could include:

- Remediation, suspension, failure to promote, or dismissal
- Discipline for breach of hospital or institutional policy
- Prosecution or a lawsuit for damages for HIPAA violation
- A finding of professional misconduct by the Louisiana State Board of Medical Examiners
- Civil liability, including but not limited to defamation, intentional infliction of emotional distress, and copyright infringement

PUBLIC RELATIONS AND THE PRESS

Athletic training students in clinical education with LSU athletics or professional sports may find themselves in situations where a member of the press asks them to provide information about an athlete. At all times, students should be very mindful about patient / athlete confidentiality in dealings with the press. In dealing with members of the press, 1) always be polite, 2) refer them to your clinical supervisor without providing any patient / athlete information, and 3) nothing you say to the press is ever "off the record." If you wouldn't want your comments to appear next to your name on the news or in the paper, then don't say them.

DIFFERENCES OF OPINION

It is foreseeable that students will have differences of opinion with other students or supervisors regarding patient care. In such cases, students are encouraged to discuss the difference privately with the other person. Never argue in the presence of the patient – it only serves to undermine the patient's confidence in you and the other person.

ABSENCE FROM CLINICAL SETTING

Absence from one's responsibilities is discouraged, however if a situation should arise where a student cannot attend a clinical setting activity (practice; game; medical rotation; etc), he/she should contact the supervising staff member and apprise them of the situation immediately.

*****POLICY ADDITION INSTITUTED on 03/16/17*****

Students will not be automatically excused from clinical rotations in order to take an exam in the LSU Computer Based Testing (CBT Center and/or Office of Disability Services). The CBT testing policy is listed below and there are multiple options for you in regards to CBT times. You should schedule your exam far in advance so that you can take your exam during the normal class time OR during a time prior to the assigned start of clinicals. If you are unable to do so, you should contact your instructor and try to receive a time that will not conflict with your clinical.

If you have exhausted all options and the only available time to take your exam is during a clinical you must do the following:

- Screen shot the only available times
- Provide a copy of the email transaction with you and your professor showing that you tried to get scheduled during normal class time
- Provide proof of the date that you originally registered for your exam
- Get final approval from the Clinical Education Coordinator (CEC) or Program Director (PD)

If approval has not been granted by the CEC or PD it will be counted as an unexcused absence from your clinical rotation and you will be written up.

SPORTS PARTICIPATION

Due to the time commitment required for athletic training, it would be very difficult to participate in an intercollegiate sport while completing the educational requirements of the Bachelor of Science in Athletic Training. To be able to perform to the best of one's ability, sports participation is strongly discouraged.

OUTSIDE EMPLOYMENT

The following applies to students contemplating employment or holding jobs while in the Professional (Clinical) Phase of the Bachelor of Science in Athletic Training.

The Athletic Training (AT) program is a very intense curriculum that demands a great deal of time. It is important that students strive to maintain good life-balance between social activities, recreation, rest, along with the classroom and clinical requirements of the AT program. Athletic training students are advised to forego employment concurrently during clinical coursework requirements. Students should consider and take advantage of various financial aid and scholarship opportunities offered internal and external to LSU.

It is not permissible for students to be paid by their preceptor for clinical tasks during clinical rotations.

Students may receive an educational training stipend, or other training grant funds available at the discretion of the program.

TRANSPORTATION TO CLINICAL SITES

Athletic training students are responsible for their own transportation to and from their clinical assignments. On-campus assignments are typically located at (or very near) sites on the campus bus loop, but some on-campus and all off-campus sites may require you to arrange your own transportation.

LEAVE OF ABSENCE (LOA)

A leave of absence (LOA) is a request that can be made by an athletic training student for either a personal or medical reason in which the student is not able to reasonably complete a portion of the requirements of the program. Upon approval of the LOA, the student will withdraw from selected athletic training course(s).

Prior to submitting a LOA, the student must:

- Meet with the Program Director, Clinical Education Coordinator, and a CHSE Academic Advisor (the meeting with these three persons can be done individually or group meeting) to discuss LOA requirements, potential implications of the LOA, and alternate degree plan options (where applicable).

Personal leave is defined as a leave for a personal nature, such as death in the family, severe illness of a family member, or other extenuating circumstances.

Medical leave is defined as a leave due to an illness or injury as documented by a medical provider (only MD/DO).

“**Significant Absence**” constitutes either: A) continuous period of absence; or B) multiple absence periods. During a clinical semester (first assignment date through final examination period), a student may not miss more than 20% total of clinical dates due to medical/personal leave. Each student is guaranteed one (1) calendar day off every 7 days within the clinical component (refer to “Time Off” policy in this handbook for detailed parameters of the policy), and therefore the 20% total absence maximum will be calculated as follows:

- Total Clinical Days = Potential Clinical Days (from first clinical assignment day of the semester through last final examination date) – Time Off (refer to “Time Off” policy).
- Maximum Allowable Absence Days = 20% of Total Clinical Days (e.g, 20% of 100 Clinical Days = 20 Days)

Should the student’s absence(s) result in days exceeding the Maximum Allowable Absences (as calculated above), the student will be required to either withdraw from the current clinical course OR request a grade of Incomplete. For a grade of Incomplete, the student must complete the requirements set-forth by university regulations to complete the course. Regardless of the pathway, the student cannot continue in the future academic and/or clinical components without successfully meeting the current semester’s coursework.

Medical leave documentation from the student’s medical provider(s) must include:

- Condition(s) the student is being treated and dates the student was(or is) under the care of the medical provider
- Statement from medical provider that the student is cleared to return to the program’s didactic and/or clinical activities (Form provided by the Program Director)
- Medical records sent to the LSU Student Health Center (SHC) to be included in the student’s personal medical

record for review by the SHC's Chief Medical Officer (or designee).

The AT Program will provide the standardized LOA Return Form to the student to provide to his/her medical provider(s) to be returned (along with supporting medical records from his/her medical providers) to the LSU Student Health Center's Chief Medical Officer for review and final determination to full return from LOA. A criterion for the student to return will be the LSU Student Health Center's determination that the student meets the Technical Standards of the program. A letter from the student's medical provider in itself is not justification to return from an LOA; the final determination will be made by the LSU Student Health Center.

Due to the nature and sequence of the program, all students requesting a LOA will matriculate with the next entering class, provided that he/she can complete the course requirements prior to the start of the upcoming semester (via Incomplete grade process). A revised degree plan will be presented with the new graduation date based upon the anticipated re-enrollment date.

The didactic curriculum sequence is designed to prepare students for clinical rotations and therefore, when re-entering, courses already taken may have to be repeated upon re-entering the program if the course(s) have been modified. Courses that the student must repeat will be decided at the discretion of the AT Program Director. In addition, the student must continue to review clinical skills previously learned and evaluated during the LOA because the student must pass a competency-based skills evaluation to demonstrate prior to re-enrollment. Failure to demonstrate competency may delay re-enrollment. In the event of the LOA during the clinical year, future clinical rotations will be scheduled on a case-by-case basis, possibly resulting in a further delay of graduation.

MEDICAL APPOINTMENTS AND MEDICAL PROCEDURES RESULTING IN CLINICAL ABSENCES

Students must communicate with their supervising preceptors and the Clinical Education Coordinator regarding missing clinical assignments due to medical or other appointments. As a general rule, students must schedule their appointments outside of their clinical dates during the assigned DAY OFF for a particular week. The day off is for personal use only and the student should use this day accordingly.

Necessary and Elective Procedures

Any medical procedures that will require the athletic training student to be absent from the clinical assignment must be communicated with the Clinical Education Coordinator and the student's preceptor. Absences due to medical purposes (including medical appointments) will be counted towards total days missed related to the policy on Leave of Absence (LOA).

Students contemplating an elective medical procedure are reminded that such procedures are not a medical necessity (that is, not posing a medical health issue if not performed immediately) and therefore should be scheduled outside of the academic semester and not interfering with the athletic training student's clinical assignment. If the procedure will result in days missed from clinical assignments (or potential to), the student must keep in mind the Leave of Absence (LOA) policy will be enforced for total missed days due to medical reasons. The student should consult directly with the Program Director to determine appropriate times, and if needed, will consult with the program's Medical Director to provide direction/guidance for the athletic training student.

SECTION 4 - Athletic Training Student Disciplinary Policies

ATHLETIC TRAINING STUDENT CODE OF CONDUCT

A. GENERAL

1. The athletic training student is expected to meet all university, academic and athletic appointments and obligations promptly and regularly.
2. The athletic training student is expected to abide by the code of conduct established in this handbook, the LSU Code of Student Conduct (specific areas highlighted in this manual), and the BOC (Standards of Professional Practice (<http://www.bocatc.org>), and applicable state laws regulating the practice of athletic training via the Louisiana State Board of Medical Examiners (www.lsbme.la.gov))

B. ACADEMIC

1. The athletic training student is expected to work toward obtaining a baccalaureate degree in the following ways:
 - a. Attend classes on a regular basis. In certain instances, travel requirements for team competition may require students to miss class. Travel requirements do not excuse a student from class or class assignments. Arrangements should be made by the student to contact the instructor and schedule any "make-ups" prior to the absence.
 - b. Complete all classroom assignments.
 - c. Seek academic advising/counseling when needed.
 - d. Attend tutoring sessions as needed.
2. Maintain standards of professional retention outlined within this handbook.
3. Athletic training students are required to maintain a cumulative GPA above 2.75 to be eligible for a merit-based scholarship.

C. CLINICAL ACTIVITIES

1. The athletic training student is expected to attend all assigned clinical activities unless excused by his/her designated supervisor. The athletic training student is expected to notify his/her supervisor in advance if he/she cannot attend the clinical site/activity.
2. Clinical sites may issue equipment for each athletic training student. The athletic training student is expected to care for equipment properly and to return all equipment after its use. The athletic training student is financially liable for all equipment not returned.
3. The athletic training students are expected to conduct themselves in a manner that will reflect positively on the University, the clinical setting, and the individual.
4. The athletic training student must maintain proper conduct with the game officials at all times.
5. The athletic training student is expected to follow all rules established at their assigned clinical site, by the LSU athletic department, NCAA and each team pertaining to alcohol, drugs, gambling and curfews, etc.
6. If an athletic training student plans to travel either to or from an athletic event apart from the team, he/she is expected to receive advance clearance from his/her Preceptor for his/her plans. In all cases, a travel release request must be filled out prior to the trip. This form may be obtained from the staff athletic trainer in charge of the sport in question.

D. PERSONAL APPEARANCE

Athletic training students are to present themselves in a manner that promotes a professional physical appearance.

1. Clinical Settings [ALL CLINICAL SITES]

- a. The athletic training student is to dress appropriately for all clinical assignments, whether in the athletic training room, healthcare facility, or at sporting events. Approved shorts may be worn when appropriate. At no time may an athletic training student wear torn, tattered, restrictive, or inappropriate clothing when representing the Bachelor of Science in Athletic Training and the assigned clinical activity. Students who fail to dress appropriately are subject to disciplinary action.
- b. A wristwatch with a second hand must be worn at all times during the clinical experience.
- c. When traveling to an athletic event and representing the University, the athletic training student is expected to follow the dress code as established by his/her Preceptor.
- d. Males and females should wear their hair in a manner that prevents it from coming in contact with the athlete or modalities that may be in use. Hands should be washed to prevent contamination. Surgical gloves and other personal protective equipment (PPE) should be

used under appropriate circumstances. Any appearance codes set forth by the clinical site and/or supervisor (coach; Preceptor) of the clinical site are to be followed by the athletic training student assigned to that clinical site.

2. **Classroom Settings** (Bachelor of Science in Athletic Training core courses)
 - a. Athletic training students are not required to wear clothing issued for clinical work to classes, but are required to maintain and present themselves in a manner that promotes a professional appearance.
 - i. Students are highly encouraged to follow a “*business*” casual dress code (khaki or other dress slacks, dress shoes, dress blouse or shirt, etc.).
 - ii. Other acceptable clothing include:
 1. pocket shorts (No Cut-Off Jean Shorts, not restrictive in fit, not higher than mid-thigh);
 2. Blue Jeans (no holes, not restrictive in fit);
 3. Sweat Pants (no holes; not restrictive in fit);
 4. Nylon Warm Up Pants (no holes; not restrictive in fit)
 - iii. Dress code and personal appearance standards for specific class activities and the class in general are at the discretion of the course instructor.

E. RESPONSIBILITY FOR THE EXERCISE OF SOUND JUDGEMENT

Athletic training students should be of sound mind and judgment at all times (as outlined in the Technical Standards section of this document), and must be able to meet the technical standards at all times during his/her clinical experiences:

1. Athletic training students may be called on to assist in emergent and life threatening events at any time during their clinical experience and should not be restricted in action due to any form of physical and/or mental impairment, which may or may not be caused by the use of legal or illegal substances. It is the responsibility of the student to notify his/her supervising clinical staff person or Program Director of any and all impairments that may result in his/her inability to meet the technical standards that have been established for this program.
2. Students must abide by the LSU Code of Student Conduct during any clinical education experience (on-campus; off-campus) and any other activities associated with LSU.
3. Students should not perform the duties of a BOC Certified Athletic Trainer (ATC) or other qualified healthcare provider without direct supervision.

F. COMMUNICATION

Athletic training students should practice communication skills in a manner that separate him/her from the athlete. Common courtesy is a must. There are times when an athlete/patient may demonstrate immature behavior. The athletic training student should not tolerate this behavior. Any problems in dealing with communication between you and the athlete/patient or the coach/supervisor should be directed to the supervising Preceptor or Clinical Education Coordinator. Professional language and mannerisms are to be practiced at all times. Vulgar language by the athletic training students and/or athletes/patients is not appropriate. These instances should be handled immediately and in a proper manner.

Proper nomenclature for identifying various injuries should be used when addressing an athlete. If not sure of an injury, the student should not hesitate to seek help.

BEHAVIORS/ACTIONS SUBJECT TO DISCIPLINE

The following breaches in behavior or inappropriate actions are subject to discipline under the following policy:

- Unprofessional behavior while representing the University, LSU Bachelor of Science in Athletic Training, LSU Athletic Department, or his/her assigned clinical site.
- Breach of Duty including but not limited to unexcused clinical absences and/or chronic tardiness
- Academic Dishonesty including but not limited to plagiarism, falsifying clinical hours, or clinical education documentation
- Any violation of the LSU Athletic Training Student Handbook, LSU Code of Student Conduct, regulations set forth for athletic trainers by the Louisiana State Board of Medical Examiners, or BOC Standards of Professional Practice.

DISCIPLINARY REVIEW PANEL

The Disciplinary Review Panel will be comprised of at least one preceptor (determined by the Program Director), one athletic training student (elected by students in the Professional Phase of the Bachelor of Science in Athletic Training), Clinical Education Coordinator, Assistant Program Director, and the Program Director. The Program Director may appoint other individuals to the committee as needed. A Disciplinary Review Panel will be convened when a formal appeal of a warning or violation has been submitted to the Program Director.

DISCIPLINARY ACTION PLAN

The Disciplinary Action Plan will determine an action plan that must be successfully completed by the student by the determined date, or a subsequent violation incident will follow. The severity and nature of the Disciplinary Action Plan is at discretion of the Program Director and Clinical Education Coordinator. The Disciplinary Action Plan will be submitted to the athletic training student in writing and a copy will be placed in their file (or in the E*Value student clinical tracking system).

DISCIPLINARY ACTION

All offenses are cumulative over the course of the professional phase of the athletic training student. Any offenses as determined by Preceptors, Clinical Education Coordinator, or Program Director should be handled in the following manner:

Verbal/Written Warnings: Warnings should be documented via the appropriate form and will be stored in the student's file (or in E*Value system). Warnings are issued at the discretion of the above clinical personnel and are *not required prior to the 1st violation*.

- The accumulation of 3 verbal/written warnings will result in an automatic 1st violation.

1st Violation: Violations should be documented via the appropriate form and will be stored in the student's file (or in E*Value system). Violations are issued at the discretion of the above clinical personnel. Following the 1st violation the student will be subject to:

- A grade deduction of 5% from the corresponding semester of ATRN 2200/2201/3200/3201/4200/4201.
- Possible removal from the Bachelor of Science in Athletic Training
- Meeting with the Clinical Education Coordinator and/or Program Director
- A Disciplinary Action Plan as decided by the Clinical Education Coordinator and Program Director
- Failure to successfully complete the Disciplinary Action Plan will result in an automatic 2nd violation.

2nd Violation: Violations should be documented via the appropriate form and will be stored in the student's file (or in E*Value system). Violations are issued at the discretion of the above clinical personnel. Following the 2nd violation the student will be subject to:

- A grade deduction of 5% from the corresponding semester of ATRN 2200/2201/3200/3201/4200/4201. If this occurs in the same semester as the first incident, an additional 5% will be deducted.
- Meeting with the Clinical Education Coordinator and/or Program Director
- A Disciplinary Action Plan as decided by the Clinical Education Coordinator and Program Director
- If the violation is due to failure to comply/meet a previous violation, then a revised disciplinary plan will be implemented.
- Failure to successfully complete the Disciplinary Action Plan will result in an automatic 3rd violation.

3rd Violation: Violations should be documented via the appropriate form and will be stored in the student's file (or in E*Value system). Violations are issued at the discretion of the above clinical personnel. Following the 3rd violation the student will be subject to:

- Meeting with the Clinical Education Coordinator and/or Program Director
- A Disciplinary Action Plan that may include the following:
- Removal from the Bachelor of Science in Athletic Training
- A grade no higher than a C in the corresponding semester of ATRN 2200/2201/3200/3201/4200/4201
- Forfeiture of all athletic training scholarship money

Actions Causing Immediate Dismissal from the BS in Athletic Training

The athletic training student will be subject to immediate dismissal from the LSU Bachelor of Science in Athletic Training for any of the following:

- Violation of Medical Confidentiality
- Involvement in a reported NCAA/SEC violation
- Conviction of, plea of guilty, or plea of nolo contendere (no contest) to a felony or misdemeanor.
- Conviction of or plea of guilty to LSU Code of Student Conduct violation.
- A positive violation as determined by the current LSU ADAP policy.
- Violation of any policies outlined in the LSU Athletic Training Student Handbook
- Violation of BOC Standards of Professional Practice
- Violation of laws regulating the practice of athletic training in Louisiana

Disciplinary Actions/Processes handled through the LSU Office of Advocacy & Accountability may fall outside the purview of the disciplinary policies for academic and non-academic (clinical) violations in the Bachelor of Science in Athletic Training. Disciplinary actions within the program cannot supersede University-issued disciplinary actions nor additional penalties imposed.

MISCONDUCT (as defined in the LSU Code of Student Conduct):

The following section has been adopted from the LSU Code of Student Conduct to outline areas of misconduct that students are subject to disciplinary action and/or dismissal from the Professional Phase of the Bachelor of Science in Athletic Training:

(found in SECTION 10.0 of the handbook)

10.0 MISCONDUCT

10.1 Academic Misconduct

High standards of academic integrity are crucial for the University to fulfill its educational mission. To uphold these standards, procedures have been established to address Academic Misconduct. LSU Students are responsible for submitting work for evaluation that reflects their performance. If the Student has a question regarding the instructor's expectations for assignments, projects, tests, or other items submitted for a grade, it is the Student's responsibility to seek clarification from the instructor.

In accordance with the LSU Faculty Handbook, an instructor may not assign a disciplinary grade, such as an "F" or zero on an assignment, test examination, or course as a sanction for admitted or suspected Academic Misconduct in lieu of referring the Student to SAA under the provisions of this Code. Grades assigned as a result of Academic Misconduct must be in accordance with this Code.

A Student found Responsible for Academic Misconduct may NOT drop the course in which the violation occurred or retake the course pursuant to the University's grade exclusion policy without written permission of the SAA office. Any Student who drops the course without written permission from SAA will be re-enrolled in the class and then given the appropriate grade post Outcome. A Student may be charged with Academic Misconduct for the following acts or omissions:

A. Collaboration

Unauthorized interaction between two or more individuals on any academic work by giving, receiving, or otherwise sharing information without permission of the instructor;

B. Collusion

Communicating with another Student(s) or other individual(s) during an examination or assignment without the permission of the instructor;

C. Copying

Copying from another Student's academic work; assisting with Copying by making answers or other completed assignments available, in whole or part, to another Student, whether or not the recipient's intentions to copy were known to the Student prior to the sharing;

D. Failure to Follow Course Requirements

Failure to adhere to standards of conduct for academic integrity that are promulgated by an academic unit and/or instructors;

E. False information

Falsifying and/or fabricating any information, data, or citation in any academic work;

F. Misrepresentation

Misleading an instructor as to the condition under which the work was prepared including, but not limited to, substituting for another Student or permitting another person to substitute for oneself on any academic work;

G. Other Academic Misconduct

Attempting to commit, or assisting someone in the commission or attempted commission of an offense defined in this section, or any other act of Academic Misconduct;

H. Plagiarism

Lack of appropriate citation, or the unacknowledged inclusion of someone else's words, structure, ideas, or data; failure to identify a source, or the submission of essentially the same work for two assignments without permission of the instructor(s);

I. Unauthorized Materials

Using materials, techniques or devices on an academic assignment that are prohibited; having any forbidden and unauthorized material in sight during a test/quiz will be considered utilization of the material;

10.2 Behavioral Misconduct

A Student may be charged with Behavioral Misconduct for any of the following conduct:

A. Alcohol

Unlawful or unauthorized possession, use, distribution, delivery, or sale of alcohol and/or public intoxication; consumption that endangers oneself; or operating a vehicle while intoxicated or under the influence of alcohol;

B. Complicity

Attempting to commit, knowingly permitting, encouraging, or assisting others with the commission or attempted commission of any act, omission or conduct prohibited under this Code;

C. Computer

Misuse Unauthorized access or entry into a computer, computer system, network, software, or data; alteration of computer equipment, software, network or data; failing to comply with laws, license agreements, and contracts governing network, software and hardware use; using University computing resources for prohibited activities; using University computing resources for unauthorized solicitation or commercial purposes or any violation of LSU computer policies;

D. Disorderly Conduct

Behavior that impairs or interferes with the orderly functions or processes of the University and/or the reasonable safety, security, or use of members of the University community;

E. Disruption/Obstruction

Disruption or obstruction of teaching, research, administration, Accountability proceeding, or other University activities and/or the performance of duties of University personnel or contractors;

F. Drugs

Possession, use, public intoxication, sharing, furnishing or distribution of illegal drugs, intoxicants, controlled substances and/or drug paraphernalia; including the distribution, use or possession of prescription medications contrary to a valid prescription;

G. Endangerment

Physical abuse or force against one's self, another individual, or group, or the reasonable apprehension or threat of such harm; conduct that endangers the health, safety, or well-being of one's self or another person or group;

H. Failure to Comply

Defying the order or instruction of an authorized person on behalf of the University and/or any University policy, contract, mandate or rule;

I. False Information

Providing false information to a law enforcement officer, to the University or a University official, or making an intentional or reckless misrepresentation which creates an unfair advantage or is reasonably likely to damage, mistreat or harm another;

J. Forgery

Altering, falsifying, or otherwise misrepresenting documents to or relating to any University official or office;

K. Harassment

Repeated, persistent, severe, or pervasive actions directed toward specific individual(s) with the intent or effect to harass, harm, or alarm, including attempted or threatened physical contact, or acts that create the reasonable apprehension of unwanted contact;

L. Hazing

Any reckless act or activity occurring on or off campus, by one person alone or acting with others, directed toward one or more Students, that subjects that Student(s) to an unreasonable risk, sensation or fear of physical, mental, emotional, and/or academic harm for reasons related to that Student's status at the University. The same act(s) listed above that occur for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any registered organization or group whose members are or include other Students at the University. The intent of any person engaging in hazing activities or the consent or cooperation of any person who is a victim of hazing does not negate a potential violation of the Code. The definition will include any aspect in Policy Statement 108 -- Prohibition of Hazing;

M. Identity Misuse

Illegal or unauthorized use of an identification card, password, access code or number; including, but not limited to permitting another Student or non-Student to use a University issued identification card; alteration or sale of an identification card;

N. Offensive Behavior

Lewd, indecent, or obscene conduct, including, but not limited to, nudity or sexually explicit behavior that would reasonably be offensive to others;

O. Property Misuse

Intentional or reckless destruction, defacement or damage to University property or to the property of any individual or group; unauthorized entry or use of any property or facility;

P. Safety

Tampering with or unapproved activation of any safety equipment and/or warning system; setting or causing a fire; engaging in dangerous activities contrary to posted or verbal warnings;

Q. Sales & Solicitation

Unauthorized or prohibited solicitation, sale, fundraising, canvassing, distribution or posting of any written material, electronic mail, web, or printed material;

R. Sexual Harassment

Repeated, severe, or pervasive actions of a sexual nature directed toward specific individual(s) with the intent or effect to embarrass, harass or alarm, including actual, attempted or threatened physical contact, or acts that create a reasonable apprehension of such behavior, conduct or contact of a sexual nature that creates an intimidating, hostile, or offensive campus, educational, or working environment for another person;

S. Sexual Misconduct

Any sexual act or contact of a sexual nature that occurs, regardless of personal relationship, without the consent of the other person(s), or that occurs when the person(s) is unable to give consent or whose consent is coerced or obtained in a fraudulent manner. This includes, but is not limited to, video voyeurism, violence of a sexual nature, sexual abuse, unwanted sexual contact, and obtaining, posting or disclosure of intimate descriptions, photos or videos without express consent of the other individual;

T. Stalking

Repeated, unwanted conduct toward or contact with another person, including but not limited to, following someone, contacting someone verbally, electronically, via third party, or by any other means with the effect of creating fear and/or emotional distress;

U. Theft

Using, depriving, removing or possessing the property and/or services of the University or another individual(s) without entitlement or authorization;

V. Unauthorized Surveillance

Creating, making, possessing, storing, sharing, or distributing unauthorized video, digital, or photographic images of a person taken in a location in which that person has a reasonable expectation of privacy;

W. Violating a Rule of the University

Violating, attempting to violate, or assisting in the violation of any contract, rule, policy, bylaw, and/or regulation of the University;

X. Weapons

Possession on one's person, which includes any bag, case, container, purse, clothing or backpack and/or use of any weapon, defined as any object used or designed to inflict or attempt to inflict harm or injury or fear of harm or injury. Weapons include, but are not limited to firearms, facsimile guns, air guns, knives, explosives, any dangerous chemical or biological agent or any other object or material capable of causing harm, and used by the offending person to inflict or attempt to inflict fear, harm or injury.

DISCIPLINARY APPEAL PROCESS

1. Academic grievances
 - If the athletic training student alleges a violation of the student rights in an academic matter, he/she may redress through the provisions of the Departmental or University appeal procedures.
2. Non-academic/non-clinical grievances
 - If the athletic training student alleges a violation of the student rights he/she may redress through the provisions of the Departmental or University appeal procedures
3. Clinical grievances
 - Appeal
 - If the athletic training student alleges a violation of the student rights in a clinical matter, he/she should submit in writing an appeal request to the Program Director for the appeal to be reviewed by the Disciplinary Review Panel. The student should submit a written appeal and prepare an oral statement. The student should be prepared to answer questions at the discretion of the Disciplinary Review Panel.

General appeal procedure when charged with misconduct, an athletic training student shall have the right:

- e. To be given notice, in writing, of the specific charge(s) against him/her.
- f. To a hearing.
- g. To be given adequate time to prepare a defense of charges.
- h. To appear alone or with any other person of his/her choice to advise or assist him/her.
- i. To refuse to testify or to answer any questions if his/her testimony or answers would tend to establish against him/her a violation of this code.
- j. To be confronted with the evidence against him/her.
- k. To present evidence on his/her behalf.
- l. To be confronted by his/her accuser(s).
- m. To have reasonable cross-examination of his/her accusers and of the witnesses appearing against him/her.
- n. To have a copy of the proceedings provided at his/her own expense.
- o. To have sanctions imposed that are commensurate with the violations charged.

ACADEMIC PROBATION/DISMISSAL

The athletic training student will be retained in the Bachelor of Science in Athletic Training provided acceptable academic achievement and clinical progress is made in completing competencies and proficiencies, and

professional conduct is maintained. The student may be dismissed from the Bachelor of Science in Athletic Training for any of the following reasons:

1. Semester grade point average below 2.75 for two consecutive semesters.
2. Inability to attain a minimum grade of "B" in any athletic training course.
 - a. Failure to achieve these minimum grades will necessitate retaking the course and may preclude you from registering for courses requiring the deficient course as a prerequisite.
 - b. Because clinical courses are sequential and assume mastery of previous didactic coursework, failure to complete coursework precludes the student from enrolling in future clinical courses.
3. Unsatisfactory evaluations from the athletic training student's clinical supervisor staff athletic trainers
4. Unsatisfactory progress in mastering clinical proficiencies
 - a. Because clinical courses are sequential and assume mastery of previous clinical proficiencies, failure to complete these proficiencies precludes the student from enrolling in future clinical courses.
5. Inability to handle assigned clinical responsibilities.
6. Inability to complete appropriate coursework.
7. Inability to complete appropriate clinical proficiencies.

RE-INSTATEMENT FOLLOWING ACADEMIC PROBATION/DISMISSAL

1. The student must apply in writing to the Program Director to be re-instated.
2. The student must demonstrate competent academic standing the semester prior to re-instatement:
 - a. Successfully complete a minimum of 12 credit hours
 - b. Possess the minimum required 2.75 LSU GPA
 - c. Possess the minimum required 2.75 overall GPA
 - d. Successfully met requirements of all prerequisite course work to continue in educational sequence
3. Re-instatement is not guaranteed and is at the discretion of the Program Director

THE SCOPE OF PROFESSIONAL AND ETHICAL PRACTICE:

The following statements are professional and ethical guidelines that the Bachelor of Science in Athletic Training adopts for all students. A primary objective of the Bachelor of Science in Athletic Training is to prepare students to become a highly qualified and competent healthcare professional. Professional and ethical behaviors do not develop overnight, but the following provides a framework for future development into a credentialed athletic trainer. The guidelines below do serve as a basis for evaluating student performance and professional/ethical conduct in the clinical settings.

The documents below should be downloaded and reviewed on a regular basis; you should direct questions to athletic training program faculty/staff regarding the regulation and practice of athletic training pursuant to the LSBME and BOC documentation (below):

LOUISIANA STATE BOARD OF MEDICAL EXAMINERS (LSBME)

Laws and Rules/Regulations for Athletic Trainers

The practice of athletic training is regulated by the LSBME. The Louisiana Legislature updated the athletic trainer practice act during the 2014 Regular Session of the Louisiana Legislature. Below are relevant links that govern the practice of athletic training, including the abilities and limitations of athletic training students in CAATE-accredited athletic training programs in Louisiana:

- Athletic Trainer Law:
 - <http://www.lsbme.la.gov/sites/default/files/documents/Laws/Practice%20Acts/Athletic%20Trainers/Athletic%20Trainers%20Practice%20Act%202014.pdf>
- Athletic Trainer Rules & Regulations (Due to changes in the Athletic Trainer Law in 2014, a rule making effort to conform the rules to the law is in development. Please note that the law supersedes the rules at this time.)
 - <http://www.lsbme.la.gov/sites/default/files/documents/Rules/Individual%20Rules/Athletic%20Trainers.pdf>

BOARD OF CERTIFICATION (BOC) STANDARDS OF PROFESSIONAL PRACTICE

The *BOC Standards of Professional Practice* is reviewed by the Board of Certification, Inc. (BOC) Standards Committee and recommendations are provided to the BOC Board of Directors. The BOC Standards Committee is comprised of five Athletic Trainer members and one Public member. The BOC Board of Directors approves the final document. The BOC Board of Directors includes six Athletic Trainer Directors, one Physician Director, one Public Director and one Corporate/Educational Director.

The BOC certifies Athletic Trainers (ATs) and provides exceptional credentialing programs that support the protection of the public. An AT is a healthcare professional who renders service or treatment, under the direction of or in collaboration with a physician, in accordance with their education and training and the states' statutes, rules and regulations. As a part of the healthcare team, services provided by ATs comprise, but are not limited to, prevention and education, emergent care, clinical diagnosis, therapeutic intervention and rehabilitation of injuries and medical conditions.

The BOC is the only accredited certification program for ATs in the United States. Every five years, the BOC must undergo review and re-accreditation by the National Commission for Certifying Agencies (NCCA). The NCCA is the accreditation body of the Institute of Credentialing Excellence.

The *BOC Standards of Professional Practice* consists of two sections:

- I. Practice Standards
- II. Code of Professional Responsibility

The full version of the BOC Standards of Professional Practice should be downloaded at:

<http://www.bocatc.org/images/stories/resources/sopp-2016vf.pdf>

SECTION 5: SPECIFIC CLINICAL EDUCATION POLICIES

All athletic training students must complete their clinical education requirements of the Bachelor of Science in Athletic Training through clinical experiences in the LSU Athletic Department, as well as other clinical settings. Students are required to adhere to specific policies established for each clinical setting. Several policies in this section are directly related to professional conduct of students.

INCLEMENT WEATHER OR NON-WEATHER EMERGENCY SITUATIONS

During inclement weather conditions or non-weather emergency situations, students should contact their preceptors to determine if the clinical site is operational and to determine attendance. Students are expected to attend their clinical assignment unless one or more of the following is/has occurred:

- The LSU-Baton Rouge campus has cancelled classes (due to weather conditions or non-weather emergency situations) AND the on-campus clinical site has also cancelled clinical activities.
- The off-campus clinical site has closed or cancelled activities related to the clinical assignment.
- The student feels his/her safety is at risk if he/she were to attempt to travel to the clinical assignment (e.g. road closures; extreme weather conditions that create dangerous driving conditions; etc).

MINIMUM/MAXIMUM CONTACT HOURS FOR CLINICAL/PRACTICUM COURSES AND DOCUMENTATION/VERIFICATION

Louisiana State University outlines credit/contact hours for lectures and laboratory courses per Policy Statement 45 (PS-45) but no current policies are in place regarding contact hours for clinical/practicum courses. The following criteria/processes are therefore implemented for minimum and maximum contact hours for clinical/practicum based courses in athletic training:

- Minimum and Maximum Contact Hours
 - Supervised Experiences
 - Minimum contact hours (per week) required for each clinical course: **average 10 hours of supervised clinical experiences over a three week period during the academic semester.**
 - Maximum average contact hours (per week) permitted as part of each clinical course: **average 45 hours of supervised clinical experiences per week over a three week period during the academic semester; not to exceed 80 hours in any week during non-academic periods.**
 - In the case of Severe Inclement Weather which would delay the start and/or finish of a scheduled athletic practice or event, the athletic training student will not count time delays as part of the maximum contact hours permitted as these times cannot be pre-determined
 - Students are required to attend an athletic practice event through its entirety, however in addressing this policy the supervising Preceptor must provide an advanced written plan to account for scheduled clinical experiences that take into account the athletic event projected time frame.
 - Upon completion of the maximum allowable contact hours per week, students are not required to attend the clinical experience setting. Students should not be penalized nor reprimanded for not obtaining clinical hours beyond the allowable limit.
 - Hours accumulated should be monitored on a weekly basis to ensure the minimum and maximum hours are obtained.
 - Unsupervised Experiences
 - Only supervised clinical experiences may be reported for clinical courses; unsupervised experiences do not count for credit in any clinical course nor as any degree completion requirements of the Bachelor of Science in Athletic Training.
 - Structured Time Off at Clinical Experience Setting
 - The clinical experience week (7 day period) will start with Monday and end with Sunday.
 - Athletic training students must be provided with a structured “time off” which is an actual day (1 calendar day) away from the clinical setting. This “time off” period must be documented on the clinical experience documentation forms.
 - Travel time with an athletic team or to a clinical site does not constitute “time off”.

- The student may elect to attend the clinical setting on his/her designated “time off” but hours obtained may only be documented under OTHER Hours and cannot be counted for course credit.
- Travel with an Athletic Team or to a Clinical Site
 - Travel Time does not count for hands-on clinical patient care
 - Travel Time does not constitute “Time Off” from the clinical experience.
 - Travel Time cannot be counted as supervised clinical experiences
- Documentation
 - Athletic Training Students must utilize and report supervised clinical experiences using E-value system.
 - Every day of the clinical week must be accounted for by signature from the athletic training student’s supervising Preceptor.

SETUP, APPLICATION, AND CLINICAL DECISION-MAKING FOR ATHLETIC TRAINING STUDENTS

Athletic training students are prohibited from performing the clinical application (patient setup; modality application; clinical decision-making) of any skill which they have not been instructed on by a Preceptor.

MANDATORY PRE-CLINICAL IN-SERVICES

All students are required to attend early August pre-clinical in-services prior to engaging in any clinical requirements set forth by the Bachelor of Science in Athletic Training. Students may receive special permission from the Program Director provided the student will be entering his/her 2nd or 3rd clinical year of the Professional Phase and is participating in a healthcare-related experience (e.g., clinical internships; healthcare-related employment; etc.) Students whose clinical assignments are with preceptors at selected clinical sites (LSU Football; LSU Soccer; LSU Volleyball; all High School clinical sites) are required to attend the early August pre-clinical in-services.

All students will be provided per diem for the time spent in the early August in-services, however only students at LSU-designated sites (listed above) will be provided per diem (meal money) between the end of early August pre-clinical in-services and the start of the Fall semester.

Students who have been excused from the early August pre-clinical in-services must complete pre-clinical in-services at the start of the Fall semester but before he/she can participate in their clinical activities at their designated clinical assignments. ADDITIONALLY, DOCUMENTATION MUST BE COMPLETED AND TURNED IN AS VERIFICATION.

Substance Abuse Policy (LSU Athletic Department)

The Bachelor of Science in Athletic Training requires all athletic training students to adhere to the Substance Abuse Policy that is currently utilized by the LSU Athletic Department. **This handbook DOES NOT CONTAIN the policy for the complete substance abuse policy; all students are required to read and sign an informed consent/waiver statement that all athletic training students must adhere to each year.**

NCAA/SEC RULES

As an athletic training student at Louisiana State University, you will participate in clinical activities in the Louisiana State University Athletic Department. As such, all students must be knowledgeable of rules and regulations of both the National Collegiate Athletic Association (NCAA) and the Southeastern Conference (SEC). All athletic training students must complete an NCAA/SEC Rules Education Program prior to beginning clinical activities each academic year. This education program is presented by the Compliance Officer of the LSU Athletic Department. Upon completion of the education program, each student must sign a form stating that he/she has completed the education program.

GAMBLING POLICY

As provided by the NCAA Compliance Director of the LSU Athletic Department, the following NCAA rules must be adhered to by all student-athletes, staff members, and athletic training students:

Staff members of a member conference, staff members of the athletics department of a member institution and student-athletes shall not knowingly: (*Revised: 4/22/98 effective 8/1/98*)

- Provide information to individuals involved in organized gambling activities concerning intercollegiate athletics competition;
- Solicit a bet on any intercollegiate team;
- Accept a bet on any team representing the institution;
- Solicit or accept a bet on any intercollegiate competition for any item (e.g., cash, shirt, dinner) that has tangible value; or (*Revised: 9/15/97*)
- Participate in any gambling activity that involves intercollegiate athletics or professional athletics, through a bookmaker, a parlay card or any other method employed by organized gambling.

DISCIPLINARY ACTIONS

Staff members, pre-professional athletic training students, or athletic training students found in violation of the provisions of this regulation shall be subject to disciplinary or corrective action as set forth in Bylaw, Article 10.3 – 10.4 of the NCAA enforcement procedures, whether such violations occurred at the certifying institution or during the individual's previous employment at another member institution.

EXTRA BENEFIT TO STUDENT-ATHLETES

The following NCAA rule applies to pre-professional and professional phase athletic training students as their establishes role a representative of the institution:

An extra benefit is any special arrangement by an institutional employee or a representative of the institutions athletics interests to provide a student-athlete or the student-athletes relative or friend a benefit not expressly authorized by NCAA legislation. Receipt of a benefit by student-athletes or their relatives or friends is not a violation of NCAA legislation if it is demonstrated that the same benefit is generally available to the institutions students or their relatives or friends or to a particular segment of the student body (e.g., foreign students, minority students) determined on a basis unrelated to athletics ability. (*Revised: 1/10/91*)

BLOOD-BORNE PATHOGEN POLICY

INFECTION CONTROL/ OSHA GUIDELINES

In 1990, the Occupational Safety and Health Administration (OSHA) enacted a law entitled Occupational Exposure to Bloodborne Pathogens; (29 CFR 1910, 1030). This regulation was promulgated in response to OSHA's determination that "individuals whose occupational duties place them at risk of exposure to blood and other potentially infectious materials are at risk of becoming infected with these bloodborne pathogens, developing disease and, in some cases, dying". The intent of the regulation is to minimize incidents of occupational exposure of bloodborne pathogens and other potentially infectious materials.

In compliance with OSHA's bloodborne pathogen regulations, Louisiana State University has implemented an exposure control plan to minimize the risk of infection. As part of the ongoing effort to minimize the risk, the Louisiana State University Athletic Training Department is strongly recommending that all athletic training students be vaccinated against the Hepatitis B Virus. This vaccination is completed in a series of three (3) injections.

These injections are given at:

- (0) month,
- (1) month,
- and (6) months

The cost is approximately \$35.00 per injection for a total of \$105.00 once completed. You do have the option for a titer that will evaluate the level of vaccine in your blood 2-3 months after completion of the injections for a cost of approximately \$50.00. The fee can be paid by check, cash or charge, but will not be permitted to be put on your fee bill.

In order to undergo the Hepatitis B vaccination, you must receive a written prescription from our health center physician or our team physician. Present this to the Shot Clinic at the LSU Student Health Center at the time of the vaccination.

The hours of the Shot Clinic are:
8:30am-11:00am Monday - Friday
1:00pm-3:30pm Monday - Thursday

You will be given an immunization card that you will be responsible to provide the Athletic Training Department as proof of vaccination. The Student Health Center will also maintain your shot record in your medical file at their facility.

SOUTHEASTERN CONFERENCE (SEC) GUIDELINES

The regulation 29 CFR 1910, 1030 is designed to lessen the potential health risk to employees as a result of exposure to bloodborne pathogens. Louisiana State University's Athletic Department has adopted the Southeastern Conference policies and procedures for competition addressing bloodborne pathogen protocols. All students will be provided an in-service related to specific details of this manual.

Due to the serious nature of bloodborne pathogens, it is very important that every medical facility has proper procedures to deal with the control of infectious material to prevent the spread of diseases such as Hepatitis, HIV virus, and AIDS. It is the duty of everyone on Louisiana State University's athletic training staff to follow these procedures to safe guard themselves as well as the athletic training room and the athletes it serves. State and federal regulations also require the safe handling of blood and blood infected materials in all medical facilities. It is also required that any exposure shall be reported and a record of this report kept for the entire term of employment, plus 30 years.

Every student should have in his/her possession at practice or competition a Biohazards Kit. This kit should contain, but is not limited to a pair of gloves, alcohol swab pads, gauze pads, and at least one red biohazard bag. In the event that an athlete receives a cut or wound and blood is present, these materials are to be used.

LOUISIANA STATE UNIVERSITY - BLOODBORNE PATHOGEN EXPOSURE CONTROL PLAN

PURPOSE

The Occupational Safety and Health Administration (OSHA) published the Final Rule on bloodborne pathogens (BBP) in December 1991. This Exposure Control Plan has been written in accordance with 29 CFR 1910.1030 in order to comply with the OSHA regulation. The Exposure Control Plan is for all employees of Louisiana State University that may potentially be exposed to bloodborne pathogens. This program limits occupational exposure to blood borne pathogens which may cause illness among employees and others on campus.

SCOPE

This program covers all employees who could be reasonably anticipated, within the scope of their job duties, to come in contact with blood or other potentially infectious material. Infectious materials include any body fluid which can transmit pathogens, and any tissue, organs or other body parts (living or dead) which have the potential for harboring HIV or HBV organisms. It is expected that departments such as Student Health Center will have internal guidelines and procedures which expand on the basics included in this program.

DEFINITIONS

Blood - human blood, human blood components and products made from human blood.

Bloodborne pathogens - any pathogenic microorganisms that may be present in human blood and can cause human disease.

These pathogens include but are not limited to human immunodeficiency virus (HIV) and hepatitis B virus (HBV).

Contaminated - the presence or reasonably anticipated presence of blood or other potentially infectious materials on any item or surface.

Decontamination - the use of physical or chemical means to remove, inactivate or destroy bloodborne pathogens on a surface or item to the point where they are no longer capable of transmitting infectious particles and the surface or item is rendered safe for handling, use or disposal.

Employee - any permanent or temporary employee, graduate or undergraduate student that receives a University paycheck and could potentially be exposed to bloodborne pathogens in the course of their work.

Engineering controls - controls (e.g. use of sharps disposal containers, self-sheathing needles) that isolate or remove the bloodborne pathogens hazard from the workplace.

Exposure incident - a specific eye, mouth, other mucous membrane, non-intact skin or parenteral contact with blood or other potentially infectious materials that results from the performance of an employee's duties.

Handwashing facilities - a facility providing potable water, soap and single use towels or hot air drying machines.

Occupational exposure - reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties.

Other potentially infectious materials- (Other than blood) means

(1) The following human body fluids:

- semen
- vaginal secretions
- cerebrospinal fluid
- synovial fluid
- pleural fluid
- pericardial fluid
- peritoneal fluid
- amniotic fluid
- saliva in dental procedures
- any body fluid that is visibly contaminated with blood
- and all body fluids in situations where it is difficult or impossible to differentiate between body fluids;

(2) any unfixed tissue or organ (other than intact skin) from a human (living or dead); and

(3) HIV-containing cell or tissue cultures, organ cultures and HIV- or HBV-containing culture medium or other solutions; and blood, organs or other tissues from experimental animals infected with HIV or HBV.

Parenteral- piercing mucous membranes or the skin barrier through such events as needle sticks, human bites, cuts and abrasions.

Personal Protective Equipment - specialized clothing or equipment worn by an employee for protection against a hazard.

Regulated waste- liquid or semi-liquid blood or other potentially infectious materials; contaminated items that would release blood or other potentially infectious materials in a liquid or semi-liquid state if compressed; items that are caked with dried blood or other potentially infectious materials and are capable of releasing these materials during handling; contaminated sharps; and pathological and microbiological wastes containing blood or other potentially infectious materials.

Source individual - any individual, living or dead, whose blood or other potentially infectious materials may be a source of occupational exposure to the employee.

Standard precautions - See universal precautions.

Sterilize - the use of a physical or chemical procedure to destroy all microbial life including highly resistant bacterial endospores.

Universal precautions- an approach to infection control in which all human blood and certain human body fluids are treated as if they are infected with HIV, HBV and other bloodborne pathogens.

Work practice controls- controls that reduce the likelihood of exposure by altering the manner in which a task is performed (e.g., prohibiting recapping of needles by a two-handed technique).

GENERAL PROGRAM MANAGEMENT

Areas of Responsibility - Three areas of responsibility are central to the implementation of the Exposure Control Plan at Louisiana State University and they include:

1. Occupational and Environmental Safety will manage and support the Bloodborne Pathogens Compliance Program. This includes:
 - coordinating implementation of the Exposure Control Plan;
 - developing, in cooperation with administrators, any additional bloodborne pathogens related policies and practices needed to support the effective implementation of this plan;
 - revising, updating and improving the Exposure Control Plan when necessary; and
 - conducting periodic organizational audits to maintain an up-to-date Exposure Control Plan.
2. Deans, Directors, Department Chairs, Principal Investigators, Managers and Supervisors
 - are responsible for compliance in their areas;
 - must identify and provide information and training to all employees who have an anticipated risk of exposure to bloodborne pathogens;
 - must maintain an up-to-date list of LSU personnel requiring training
 - must maintain appropriate training records;
 - and must ensure that proper exposure control procedures are followed.
3. Employees are responsible for following the Exposure Control Plan. They must:
 - know what tasks have a potential occupational exposure to bloodborne pathogens;
 - attend the bloodborne pathogens training session and annual retraining sessions;
 - conduct all operations in accordance with work practice controls;
 - follow the Universal Precautions listed in Section 6;
 - develop good personal hygiene habits.

EXPOSURE DETERMINATION

The OSHA regulations require employers to list jobs in which all employees are potentially exposed, jobs in which some employees are potentially exposed, and to list the tasks which cause the employees to be potentially exposed. The OES staff has determined the following occupations at LSU to be at risk:

- All employees exposed
- University Police
- Athletic Department - Trainers, Equipment Managers
- Student Health Center personnel (physicians, nurses, nursing assistants, medical laboratory, x-ray personnel, and housekeeping)

The following employees are exposed performing specific tasks:

- Custodians that clean medical exam areas and laboratory facilities where blood may be present.
- Plumbers that may be exposed to sanitary wastes as when working in sewers.
- OES personnel who handle biowaste material.
- College of Engineering, Civil Engineering/Environmental: studies involving sewage.
- College of Basic Sciences, Laboratory personnel: Animal HIV/HBV testing and experimentation.
- College of Agriculture, Laboratory personnel: Animal HIV/HBV testing and experimentation.
- School of Veterinary Medicine, Research laboratory personnel: working with human blood.
- Any employees that are required to respond to medical emergencies and are trained in First Aid and CPR are considered exposed.

CONTROL METHODS

Universal precautions are intended to prevent parenteral, mucous membrane, and non intact skin exposures of workers to bloodborne pathogens. All activities involving contact with human blood or other potentially infectious materials (including the handling of contaminated or potentially contaminated equipment) must be conducted as if dealing with contaminated infectious material. In circumstances in which differentiation between body fluid types is difficult or impossible, all body fluids must be considered potentially infectious materials. When performing activities involving potential contact the following standard practices shall be followed:

- Hands must be washed if there is any likelihood of contact with blood, body fluids or human tissue. If soap and water are not immediately available, an antiseptic towelette will be used as an interim measure.
- Gloves must be worn when contact with any of the following is anticipated or when breaks in the skin are present (Double gloves should be worn to protect breaks in the skin.): blood, body fluid, unfixed tissues, mucous membrane or contaminated surfaces.
- An impervious gown or apron must be worn if splattering of clothing is likely to occur.
- If splattering, atomization or aerosolization is anticipated, appropriate protective equipment (such as a mask and eye protection) must be worn at all times.
- Mouthpieces, resuscitation bags and other resuscitation devices must be made available to workers for use in areas where the need for resuscitation is likely. This includes emergency response personnel.

Engineering controls:

Use engineering controls to reduce the possibility of exposure. Such controls include equipment such as:

- self-sheathing needles
- biosafety cabinets
- autoclaves
- sharps puncture proof containers
- handwashing facilities
- eye wash stations
- biological safety cabinets
- ventilating laboratory hoods

Decontaminate equipment by autoclaving or using a 10% bleach and water solution. Autoclaves will be checked by the individual departments, to assure that proper sterilization occurs. Proper instrumentation will be used to verify that time, temperature, and steam are adequate.

Departments will review tasks and procedures performed to determine where engineering controls can be implemented or updated.

OES will upon request consult with departments to identify:

- areas where engineering controls are currently employed;
- areas where engineering controls can be updated;
- areas currently not employing engineering controls, but where engineering controls could be beneficial.

Work practices

Work practice controls such as those listed in PS 65 should be developed by each department where the potential for contamination exists. Examples of typical procedures include:

- Wash hands each time gloves are removed
- Follow department procedures for specific tasks to minimize exposure
- Do not eat, drink, smoke, apply cosmetics, etc, or handle contact lenses in exposure areas
- Do not store food where potentially infectious materials may be present.
- Label laboratories in which exposure may occur with a biohazard label.

Personal protective equipment

Use proper personal protective equipment. Personal protective equipment is provided by LSU at no cost to an employee with a potential occupational exposure to blood or potentially infectious material. This equipment might include: gloves

gowns
face shield/masks
safety glasses
goggles
mouthpieces
resuscitation bags
pocket masks
hoods
shoe covers

The Department Manager or Supervisor will ensure that all work areas have appropriate personal protective equipment available to employees. Employees must be trained regarding the use of the appropriate personal protective equipment for their job classification and the tasks/procedures they perform.

To ensure that personal protective equipment is not contaminated and is in the appropriate condition to protect employees from potential exposure, the following practices are utilized:

- All personal protective equipment is inspected periodically by the department manager or supervisor and repaired or replaced as needed.
- Reusable personal protective equipment is cleaned, laundered and decontaminated as needed.
- Single-use personal protective equipment (or equipment that cannot, for whatever reason, be decontaminated) is disposed of through existing practices and procedures as outlined in the Housekeeping section below.

Housekeeping

Properly dispose of materials, using sharps containers or orange, biohazard labeled bags. Refrigerators, freezers, coolers and other containers used to store or transport blood or other potentially infectious materials must be labeled. (Contaminated laundry which is handled using universal precautions does not need to be labeled).

Blood which has been tested and found to be free of HIV or HBV and released for clinical use does not have to be labeled. Regulated waste which has been contaminated does not need to be labeled.

Label and ship properly (see BFI).

Periodically clean various areas where exposure may occur on an established schedule.

MEDICAL SURVEILLANCE

"Hepatitis B Vaccination" Program and procedure for post-exposure evaluation and follow-up have been established.

Vaccination Program

The vaccination program consists of a series of three inoculations over a six-month period. At the time of the bloodborne pathogen training, occupationally exposed employees will have the opportunity to read and sign a vaccination waiver form that will be turned in to the designated representative in their department (see appendix). Subsequent procedures, depending on their choice, will be coordinated by the department.

Individual departments are responsible for the vaccination program. Employees identified as having a reasonable anticipated risk of exposure to bloodborne pathogens will be registered with each department so that information will be accessible in the event of an emergency. All waiver forms must be completed when applicable and filed by the department. If the employee has received the vaccination at another institution, documentation must be obtained from that institution and filed by the department. The medical release form will also include the name of the institution and the dates of the series. Contact LSU Risk Management at 388-3285 for further information and assistance.

Post-Exposure Evaluation and Follow-Up

It is important to remember that when an exposure has occurred prompt action is important and may be critical to the affected employee. Post exposure prophylaxis inoculations are effective only when given within a specific time period. If an employee is involved in an incident where exposure to bloodborne pathogens may have occurred,

the employee should seek medical consultation and treatment expeditiously. Contact LSU Risk Management at 578-3285.

If contact with blood or other potentially infectious material occurs on skin with cuts, rashes, acne or dermatitis, wash the area for 10 minutes with soap and water. If blood or other potentially infectious material splashes in the eyes or on mucus membranes, flush the area for 15 minutes with water or normal saline. Then, report the incident to a supervisor.

Contact LSU Risk Management to coordinate treatment at the Student Health Center or other provider. Contact person is Sharon Gonzales (578-3285).

Medical Record keeping for Exposure Information

Risk Management must establish and maintain employee medical records relating to vaccination status of LSU employees. All information is confidential. Social Security numbers must be recorded. Information will not be disclosed without the employee's written consent, except as required or permitted by law.

Information regarding the source individual for the HIV/HBV infection will be managed by Risk Management.

INFORMATION AND TRAINING

All employees who have the potential for exposure to bloodborne pathogens must attend a comprehensive training program.

Employees will be retrained at least annually to keep their knowledge current. Retraining will be geared toward specific departments and job tasks. All new employees, as well as employees changing jobs or job functions, will be given any additional training their position requires by their new supervisor prior to beginning their new job assignments.

OES will maintain documentation that all employees who have potential exposure to bloodborne pathogens have received training.

Training Topics

The topics covered in the training program include:

- the Bloodborne Pathogens Standard;
- the epidemiology and symptoms of bloodborne diseases;
- the modes of transmission of bloodborne pathogens;
- the LSU Exposure Control Plan;
- appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials;
- a review of the use and limitations of methods that will prevent or reduce exposure, including: engineering controls, work practice controls, personal protective equipment selection and use of personal protective equipment including: types available, proper use, location, removal, handling, decontamination, disposal;
- visual warning of biohazards including labels, signs and color-coded containers;
- the proper procedures and materials involved in the cleanup of spills of potentially infectious materials;
- information on the Hepatitis B Vaccine, including: its efficiency, its safety, the method of administration, the benefits of vaccination, availability of post exposure vaccination;
- LSU's vaccination program actions to take and persons to contact in an emergency involving blood or other potentially infectious materials;
- the procedures to follow if an exposure incident occurs, including incident reporting;
- information on the post-exposure evaluation and follow-up including medical consultation;
- recommendations specific to a particular department and unique threats posed by potentially infectious materials in that department.

Training Methods

Training presentations make use of several training techniques including:

- personal instruction;
- videotape programs;
- computer aided interactive training;
- training manuals/employee handouts;
- employee review sessions.

Opportunity for employees to ask questions will be provided.

Trainers will be familiar with the OSHA Bloodborne Pathogen Standard, the LSU Exposure Control Plan, and required elements of the bloodborne pathogen training developed by OES staff.

Record Keeping for Training

To facilitate the training of our employees, as well as to document the training process, training records will be maintained and will contain the following:

- Dates of all training sessions;
- Contents/summary of the training sessions;
- Names and qualifications of the instructors;
- Names of employees attending the training sessions.

The training instructor will send a copy of the sign-in form to OES for computerized record keeping purposes.

TREATMENT AND DISPOSAL OF BIOHAZARDOUS WASTE

INFECTIOUS WASTE--waste which contains pathogens with sufficient virulence and quantity that exposure to the waste by a susceptible host could result in an infectious disease.

POTENTIALLY INFECTIOUS WASTE--waste likely to be infectious by virtue of what it is or how it may have been generated in the context of health care or health care like activities. Includes:

- Cultures and stocks of infectious agents and associated biologicals from research and industrial laboratories
- Pathological wastes (human & animal)
- Blood, blood products, collection bags, tubes, vials (human & animal)
- Sharps used or generated in health care or laboratory settings
- Any contaminated disposable material (gloves, towels, etc.)
- SHARPS--needles, syringes, scalpel blades, pipettes, and other medical instruments capable of puncturing or lacerating skin.

TREATMENT OF POTENTIALLY INFECTIOUS WASTE

1. Incineration -- DEQ
2. Steam sterilization -- autoclaving at a temperature of > 120C (248F), and a pressure of at least 15 psi for at least 30 minutes.
3. Thermal inactivation -- dry heat of at least 160C (320F) at atm pressure for at least 2 hours.
4. Chemical disinfection -- the use of a chemical agent must obtain approval from the Office of Campus Safety.
5. Treatment of sharps -- incineration, encasement in plaster (or other product) within a tightly closed container, treatment that renders them unrecognizable as medical sharps.

DISPOSAL OF BIOHAZARDOUS WASTE

- Once treated, Potentially Infectious Waste may be disposed as non-infectious waste in a permitted sanitary landfill.
- Treated but still recognizable Potentially Infectious Waste shall carry a supplemental label specifying the treatment method used, date, and name of the person responsible for assurance of treatment.
- If arrangements have not been made with the School of Veterinary Medicine for disposal of biohazardous material, contact OES regarding disposal.

1910.1030 App A - Hepatitis B Vaccine Declination (Mandatory)

Produced by USDOL OSHA - Directorate of Safety Standards & Directorate of Health Standards

POST-EXPOSURE PROTOCOL: STAFF & GRADUATE ASSISTANT ATHLETIC TRAINERS

In compliance with OSHA bloodborne pathogen regulations and standards, the Louisiana State University Athletic Training Department adheres to university policies for bloodborne pathogens exposures as per policies approved by the LSU Office of Risk Management. The Athletic Training Department requires all staff, graduate assistants, and athletic training students to adhere to bloodborne pathogens exposure incident policies. The following steps outline the process for successfully meeting the exposure incident policies (NOTE: for the following section, “Exposed individual” refers to the person who has been exposed to a bloodborne pathogen.):

1. Wash the exposed body site immediately with soap/hand disinfectant and large quantities of water for at least 10 minutes. If exposure is to the eyes, use an eyewash or eyewash station to rinse eyes with large amounts of water.
2. Notify the appointed supervisor (or designated staff member) immediately.
 - a. Athletic training students should notify their supervising clinical instructor (or designated staff member).
 - b. Graduate assistant athletic trainers should notify their sport supervising staff athletic trainer (or designated staff member). If the supervisor is not available, then a staff member should be notified immediately.
 - c. Staff athletic trainers should notify the Director of Athletic Training immediately.
3. The exposed person should have the notified supervisor immediately obtain the following forms and submit to the Director of Athletic Training immediately upon completion:
 - a. Complete the LSU Office of Risk Management “Occupational Accident or Illness Report”.
4. The Director of Athletic Training (or designated staff member) will receive the information outlined in #3 above and will create a personal file for each exposure incident. The staff athletic trainer (or designated staff member) will complete and follow the “Exposure Incident Protocol” form and will place in the exposed individual’s exposure incident file. Additionally, the Director (or designated staff member) will also place the “Exposure Follow-up Record” form and “Source Individual Identification and Documentation” form in the file to be completed throughout the post-exposure evaluation process. The “Exposure Incident Protocol” form is utilized to track the steps that should be taken in fulfilling the exposure incident policies.
5. The exposed individual (staff, graduate assistant, or athletic training student) must provide a blood sample (OR given the option of having their blood drawn) within 24 hours of exposure incident. This is drawn by a healthcare professional at the LSU Student Health Center for initial testing and post-exposure follow-up. If the exposed individual gives voluntary consent to HBV/HIV antibody testing, the testing will take place as soon as possible (within 48 hours of exposure).
 - a. Testing and follow-up consultation will be provided at no charge to the exposed individual at the LSU Student Health Center if the exposed individual elects to do so.
 - b. Exposed individual will meet with a Team Physician of the LSU Athletic Training Department at the earliest convenience of all parties after the initial visit and blood sample (provided by the exposed individual) at the LSU Student Health Center.
6. If testing is administered and the results of the HIV are seronegative, then test will be repeated at the following intervals: 3 months, 6 months, and 12 months. The exposed individual is responsible for making and following up with these requested intervals.
7. Counseling for the exposed individual will be available from a designated counselor employed by the LSU Athletic Training Department or staff exposed individual at the LSU Student Health Center.

Counseling will include understanding the potential risk of infection and to make decisions regarding the protection of personal contacts. Counseling will be provided at no charge to the exposed individual.

8. The exposed individual's supervisor (or designated staff member) will provide the LSU Student Health Center and/or counselor the following information for review:
 - a. Documentation of the routes of exposure and circumstances under which exposure occurred.
 - i. A copy of the following forms will provide this information:
 1. LSU Office of Risk Management "Occupational Accident or Illness Report"
 2. LSU Student Health Center "Incident Report"
 - b. All medical records relevant to the appropriate treatment, including the exposed individual's vaccination status.
9. The designated healthcare provider at the LSU Student Health Center will provide exposed individual after completion of the post-exposure evaluation.
 - a. Most reported seroconversions have taken place within 6-12 weeks. The exposed individual should take proper precautions during the initial 12 weeks to prevent possible transmission of HBV/HIV to others. The CDC and Surgeon General recommend proper precautions to include:
 - i. Do not donate blood or plasma.
 - ii. Inform potential sex partners of possible exposure so that adequate precautions may be taken.
 - iii. Avoid pregnancy.
 - iv. Inform physicians, dentists, and other health care workers if potential exposure when seeking medical care so that proper precautions may be taken.
 - v. Clean up and disinfect any spills of your blood or bodily fluids.
 - vi. Refrain from sharing items that may be contaminated with blood, such as razors or toothbrushes.

ATHLETIC TRAINING STUDENTS AND PRE-PROFESSIONAL ATHLETIC TRAINING STUDENTS

In compliance with OSHA bloodborne pathogen regulations and standards, the Louisiana State University Athletic Department adheres to university policies for bloodborne pathogens exposures as per policies approved by the LSU Office of Risk Management. The Athletic Training Department requires all staff, graduate assistants, athletic training students, and volunteer students to adhere to bloodborne pathogens exposure incident policies. In the event that an accidental bloodborne pathogens exposure does occur with an athletic training student or volunteer, then the exposed individual assumes all medical costs associated with the exposure. The following steps outline the process for successfully meeting the exposure incident policies (NOTE: for the following section, "Exposed individual" refers to the person who has been exposed to a bloodborne pathogen.):

1. Wash the exposed body site immediately with soap/hand disinfectant and large quantities of water for at least 10 minutes. If exposure is to the eyes, use an eyewash or eyewash station to rinse eyes with large amounts of water.
2. Notify the supervising clinical instructor (or designated staff member) immediately.
3. Athletic Training Students and Volunteers must adhere to the following:
 - b. The exposed person should have the supervising clinical instructor (or designated staff member) immediately obtain and complete the Exposure Incident Report, and then submit to the Director of Athletic Training immediately upon completion:
 - c. The Director of Athletic Training (or designated staff member) will receive the information outlined in #3a above and will create a personal file for each exposure incident.
 - d. The Director of Athletic Training (or designated staff member) will also place the "Exposure Follow-up Record" form in the file to be completed throughout the post-exposure evaluation process.

- e. The Director of Athletic Training (or designated staff member) will meet with the exposed individual to complete the "Exposure Incident Protocol" form. This form will be placed in the individual's exposure incident file.
- f. The Director of Athletic Training (or designated staff member) will meet with the exposed individual's supervisor to locate the source individual (if applicable) and complete the "Identification and Documentation of Source Individual" form. The completed form will be placed in the exposed individual's incident file.
- g. The exposed individual (athletic training student or volunteer) must provide a blood sample within 24 hours of exposure incident. This is drawn by a healthcare professional at the LSU Student Health Center for initial testing and post-exposure follow-up and consultation. If the exposed individual gives voluntary consent to HBV/HIV antibody testing, the testing will take place as soon as possible (within 48 hours of exposure).
- h. If the LSU Student Health Center is closed during the 24 hour period post-exposure, the exposed individual may find an alternate healthcare facility to complete the initial blood sample and initial consultation.
- i. Documentation from the LSU Student Health Center must be submitted to the Director of Athletic Training (or designated staff member) prior to the student's return to clinical activities, which will only provide specific information as it pertains to the exposed individual's clearance to resume normal activities in the clinical setting.
- j. If testing is administered and the results of the HIV are seronegative, then test will be repeated at the following intervals: 3 months, 6 months, and 12 months. The exposed individual is responsible for making and following up with these requested intervals.
- k. Counseling for the exposed individual will be available from a designated counselor employed by the LSU Athletic Training Department or staff at the LSU Student Health Center. The student may choose counseling services outside of the University. Counseling will include understanding the potential risk of infection and to make decisions regarding the protection of personal contacts.
- l. The Director of Athletic Training (or designated staff member) will provide the LSU Student Health Center and/or counselor the following information for review:
 - i. "Exposure Incident Report" form
 - ii. "Identification and Documentation of Source Individual" form
 - iii. Bloodborne Pathogens Policy of the LSU Athletic Department
- m. The exposed individual will be responsible for submitting all medical records relevant to the appropriate treatment, including the exposed individual's vaccination status (if requested by the LSU Student Health Center).
- n. The exposed individual should take note of the following important information after completion of the post-exposure evaluation:
 - i. Most reported seroconversions have taken place within 6-12 weeks. The exposed individual should take proper precautions during the initial 12 weeks to prevent possible transmission of HBV/HIV to others. The CDC and Surgeon General recommend proper precautions to include:
 1. Do not donate blood or plasma.
 2. Inform potential sex partners of possible exposure so that adequate precautions may be taken.
 3. Avoid pregnancy.
 4. Inform physicians, dentists, and other health care workers if potential exposure when seeking medical care so that proper precautions may be taken.
 5. Clean up and disinfect any spills of your blood or bodily fluids.
 6. Refrain from sharing items that may be contaminated with blood, such as razors or toothbrushes.

TUBERCULOSIS (TB) TESTING

All athletic training students must present proof of negative tuberculosis (TB) skin testing on an annual basis. The testing verification must be presented prior to beginning any formal clinical rotation experiences. Prior to testing at a local health unit, physician's office, or LSU Student Health Center, you will be provided several "pre-testing" questions that will determine if you have any contraindication(s) to receiving the test (e.g., specific allergies, prior testing, etc.). The cost for this test is approximately \$5.00, and consists of a series of two visits within a 3 day period: day 1 the test is administered and then return by no later than day 3 to have the skin test evaluated and documentation provided to you as proof of a negative test or additional testing.

The following information has been reproduced by the Centers for Disease Control (www.cdc.gov):

What is tuberculosis?

Tuberculosis (TB) is a disease that usually affects the lungs. TB sometimes affects other parts of the body, such as the brain, the kidneys, or the spine. TB disease can cause death if untreated.

How is TB spread?

TB germs are spread from person to person through the air. TB germs are put into the air when a person with TB disease of the lungs or throat coughs, sneezes, laughs, or sings. TB is NOT spread by sharing silverware or cups, sharing cigarettes, or sharing saliva when kissing someone.

What are the symptoms of TB?

People with TB disease often feel weak or sick, lose weight, have fever, and have night sweats. If their TB disease is in the lungs, they may also cough and have chest pain, and they might cough up blood. Other symptoms depend on what part of the body is affected.

What is the difference between TB disease and TB infection?

People with TB disease are **sick** from the large number of TB germs that are active in their body. They usually have one or more of the symptoms of TB disease. These people may pass the TB germs to others. TB disease can cause permanent body damage and death. Medicines which can cure TB disease are given to these people.

People with TB infection also have the germs that cause TB in their body. But they are **not sick** because there are not as many of the germs, and the germs lie dormant (sleeping) in their body. They cannot spread the germs to others. However, these people could develop TB disease in the future, especially if they are in one of the high-risk groups listed under "Who gets TB disease?" People with TB infection can take medicine to prevent them from developing TB disease.

Who gets TB disease?

Once a person has TB infection, he or she has a higher chance of getting TB disease if the person

- Has HIV infection
- Has been recently infected with TB germs (in the last 2 years)
- Has other health problems, like diabetes, that make it hard for the body to fight germs
- Uses alcohol or injects illegal drugs
- Was not treated correctly for TB infection in the past

How can I tell if I have TB?

Get a TB skin test or the QuantiFERON[®]-TB Gold (QFT) blood test. If you have a positive reaction to either of the tests, you will probably be given other tests to see if you have TB infection or TB disease.

Where can I get a TB skin test or QFT?

You can get a TB skin test from your doctor or local health department. You may be able to get the QFT at your local health department.

How are the TB tests given?

For a TB skin test, a health care worker uses a small needle to put some testing material, called tuberculin, just under your skin. This is usually done on the lower inside part of your arm. After you get the test, you must return in 2 to 3 days to see if there is a reaction to the test. If there is a reaction, the size of the reaction is measured. If your health department does offer the QFT, some of your blood is taken for the test. You will be instructed on how to get the results of your test.

What if the test is negative?

A negative skin test usually means you are not infected. However, the test may be falsely negative if you were infected recently. It usually takes 2 to 10 weeks after exposure to a person with TB disease for your skin test to react as positive. The test may also be falsely negative if your immune system is not working properly. A negative QFT usually means you are not infected.

What if the test is positive?

A positive skin test or QFT usually means that you have been infected with the TB germ. It does not necessarily mean that you have TB disease. Other tests, such as an x-ray or sputum sample, are needed to see if you have TB disease.

What if I had the BCG vaccine?

BCG is a vaccine for TB. This vaccine is not widely used in the United States, but it is often given to infants and small children in other countries where TB is common. The BCG vaccine does not usually protect adults against TB. You may still get TB infection or TB disease. Even if you have had the BCG vaccine, you will need a TB skin test or QFT to see if you may have TB infection or TB disease.

What should I do if I have TB infection or TB disease?

Get the required follow-up tests. Follow your doctor’s advice and take the medicine as prescribed. Today, both TB infection and TB disease can be treated and cured with medication.

Tuberculin Skin Testing
U.S. Centers for Disease Control (www.cdc.gov)

What Is It?

The **Mantoux tuberculin skin test (TST)** is the standard method of determining whether a person is infected with *Mycobacterium tuberculosis*. Reliable administration and reading of the TST requires standardization of procedures, training, supervision, and practice.

How Is the TST Administered?

The TST is performed by injecting 0.1 ml of tuberculin purified protein derivative (PPD) into the inner surface of the forearm. The injection should be made with a tuberculin syringe, with the needle bevel facing upward. The TST is an intradermal injection. When placed correctly, the injection should produce a pale elevation of the skin (a wheal) 6 to 10 mm in diameter.

How Is the TST Read?

The skin test reaction should be read between 48 and 72 hours after administration. A patient who does not return within 72 hours will need to be rescheduled for another skin test.

The reaction should be measured in millimeters of the induration (palpable, raised, hardened area or swelling). The reader should not measure erythema (redness). The diameter of the indurated area should be measured across the forearm (perpendicular to the long axis).

How Are TST Reactions Interpreted?

Skin test interpretation depends on two factors:

- Measurement in millimeters of the induration
- Person’s risk of being infected with TB and of progression to disease if infected

Classification of the Tuberculin Skin Test Reaction

<p>An induration of 5 or more millimeters is considered positive in</p> <ul style="list-style-type: none"> -HIV-infected persons -A recent contact of a person with TB disease -Persons with fibrotic changes on chest radiograph consistent with prior TB -Patients with organ transplants -Persons who are immunosuppressed for other reasons (e.g., taking the equivalent of >15 mg/day of prednisone for 1 month or longer, taking TNF-a antagonists) 	<p>An induration of 10 or more millimeters is considered positive in</p> <ul style="list-style-type: none"> -Recent immigrants (< 5 years) from high-prevalence countries -Injection drug users -Residents and employees of high-risk congregate settings -Mycobacteriology laboratory personnel -Persons with clinical conditions that place them at high risk -Children < 5 years of age - Infants, children, and adolescents exposed to adults in high-risk categories 	<p>An induration of 15 or more millimeters is considered positive in any person, including persons with no known risk factors for TB. However, targeted skin testing programs should only be conducted among high-risk groups.</p>
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What Are False-Positive Reactions?

Some persons may react to the TST even though they are not infected with M. tuberculosis. The causes of these false-positive reactions may include, but are not limited to, the following:

- Infection with nontuberculosis mycobacteria
- Previous BCG vaccination
- Incorrect method of TST administration
- Incorrect interpretation of reaction
- Incorrect bottle of antigen used

What Are False-Negative Reactions?

Some persons may not react to the TST even though they are infected with M. tuberculosis. The reasons for these false-negative reactions may include, but are not limited to, the following:

- Cutaneous anergy (anergy is the inability to react to skin tests because of a weakened immune system)
- Recent TB infection (within 8-10 weeks of exposure)
- Very old TB infection (many years)
- Very young age (less than 6 months old)
- Recent live-virus vaccination (e.g., measles and smallpox)

- Overwhelming TB disease
- Some viral illnesses (e.g., measles and chicken pox)
- Incorrect method of TST administration
- Incorrect interpretation of reaction

Who Can Receive a TST?

Most persons can receive a TST. TST is contraindicated only for persons who have had a severe reaction (e.g., necrosis, blistering, anaphylactic shock, or ulcerations) to a previous TST. It is not contraindicated for any other persons, including infants, children, pregnant women, persons who are HIV-infected, or persons who have been vaccinated with BCG.

How Often Can TSTs Be Repeated?

In general, there is no risk associated with repeated tuberculin skin test placements. If a person does not return within 48-72 hours for a tuberculin skin test reading, a second test can be placed as soon as possible. There is no contraindication to repeating the TST, unless a previous TST was associated with a severe reaction.

What Is a Boosted Reaction?

In some persons who are infected with *M. tuberculosis*, the ability to react to tuberculin may wane over time. When given a TST years after infection, these persons may have a false-negative reaction. However, the TST may stimulate the immune system, causing a positive, or boosted reaction to subsequent tests. Giving a second TST after an initial negative TST reaction is called two-step testing.

Why Is Two-Step Testing Conducted?

Two-step testing is useful for the initial skin testing of adults who are going to be retested periodically, such as health care workers or nursing home residents. This two-step approach can reduce the likelihood that a boosted reaction to a subsequent TST will be misinterpreted as a recent infection.

Can TSTs Be Given To Persons Receiving Vaccinations?

Vaccination with live viruses may interfere with TST reactions. For persons scheduled to receive a TST, testing should be done as follows:

- Either on the same day as vaccination with live-virus vaccine or 4-6 weeks after the administration of the live-virus vaccine
- At least one month after smallpox vaccination

COMMUNICABLE DISEASE POLICY

The purpose of the Louisiana State University Department of Kinesiology and the Bachelor of Science in Athletic Training Communicable Disease Policy is to protect the health and safety of all parties. The purpose of this policy is to ensure the welfare of the students enrolled within this department as well as those patients you may come in contact with during your clinical experiences. It is designed to provide Athletic Training Students, Preceptors, 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).

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:

<i>Bloodborne Pathogens</i>	<i>Conjunctivitis</i>	<i>Cytomegalovirus infections</i>
<i>Diarrheal diseases</i>	<i>Diphtheria</i>	<i>Enteroviral infections</i>
<i>Hepatitis viruses</i>	<i>Herpes simplex</i>	<i>Human immunodeficiency virus (HIV)</i>
<i>Measles</i>	<i>Meningococcal infections</i>	<i>Mumps</i>
<i>Pediculosis</i>	<i>Pertussis</i>	<i>Rubella</i>
<i>Scabies</i>	<i>Streptococcal infection</i>	<i>Tuberculosis</i>
<i>Varicella</i>	<i>Zoster</i>	<i>Viral respiratory infections</i>

Guidelines for Prevention of Exposure and Infection

1. Students must successfully complete annual Bloodborne pathogens training prior to initiating formal clinical experiences.
2. Students are required to use proper hand washing techniques and practice good hygiene at all times.
3. Students are required to use Universal Precautions at all times. This applies to all clinical sites.
4. Patient care should not be performed when the athletic training student has active signs or symptoms of a communicable disease.

Guidelines for Managing Potential Infection

1. Any student who has been exposed to a potential infection before, during, or after a clinical experience should report that exposure to his/her supervising Preceptor **immediately** and to the Clinical Education Coordinator.
2. Any student, who demonstrates signs or symptoms of infection or disease that may place him/her and/or his/her patients at risk, should report that potential infection or disease **immediately** to his/her supervising Preceptor.
3. The student is responsible for keeping the Clinical Education Coordinator informed of his/her conditions that require extended care and/or missed class/clinical time. The student may be required to provide written documentation from a physician to return to class and/or clinical site.
4. If a student feels ill enough to miss ANY class or clinical experience that student should notify the appropriate instructor or supervising Preceptor **immediately**. Any absence must be supported with written documentation from a physician.

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