



*Master of Science in Athletic Training
Program Handbook*

2022 – 2023

Florida International University
Nicole Wertheim College of Nursing and Health Sciences
Department of Athletic Training
11200 SW 8th Street, AHC3 – 336
Miami, FL 33199

Introduction/Scope of the Program Handbook

This handbook will assist you by providing the policies, procedures, and information you need to know as it relates to the Master of Science in Athletic Training program. ***The policies contained in this handbook may be amended or appended.*** The program will provide written updates to any changes to university, college, departmental or program policy. This handbook is not a substitute for the Florida International University Student Handbook or University policies and procedures. In addition, information in this handbook is not intended to be fully comprehensive. It enhances and adds to those documents to provide specific information related to the Master of Science in Athletic Training Program at Florida International University.

As noted, the information contained in this handbook is not exhaustive; therefore, please do not hesitate to ask faculty and staff for clarification or expansion on any subjects. Further clarifications on policies and/or procedures can be found on Florida International University, FIU Graduate School and Nicole Wertheim College of Nursing and Health Sciences websites.

Students and Preceptors are responsible for reading and referencing the information contained in this handbook.

To Our Students - Welcome to the Master of Science in Athletic Training Program!

The next two years will be filled with personal, academic, and professional growth. We are extremely proud of the Master of Science in Athletic Training program as the first of its' kind in the state of Florida! The faculty and I look forward to developing strong relationships with you as you enhance your personal and professional goals. As a member of the Nicole Wertheim College of Nursing and Health Sciences, we ask that you are hardworking, compassionate, and share in the value that mediocrity and selfishness are not part of our culture. Furthermore, appreciate that there is no finish line, and we will work together to ensure the success of the program, department, college and university.

It is our goal to cultivate athletic trainers dedicated to life-long learning and professional engagement. Our full-time, adjunct, and courtesy faculty are student centered and available to assist, guide and mentor you during your journey to becoming an Athletic Trainer. You will also develop strong personal and professional relationships with your cohort members and quickly become part of the fabric of the FIU community. Work together and enjoy the journey that you have chosen.

Thank you for choosing to continue your education at Florida International University. We look forward to working with you and seeing the mark you place on this program and the athletic training profession.

All the best,

Michelle L. Odai. PhD, LAT, ATC
Director, Master of Science in Athletic Training program

Important Contact Information

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Florida International University <https://www.fiu.edu/>

FIU Graduate School <http://gradschool.fiu.edu/>

FIU One Stop (admissions, registration and financial services) <https://onestop.fiu.edu/>

Nicole Wertheim College of Nursing and Health Sciences <https://cnhs.fiu.edu/index.html>

Counseling and Psychological Services 305-348-2277

<https://dasa.fiu.edu/all-departments/counseling-and-psychological-services/>

University Police 305-348-5911 (emergency) or 305-348-2626 (non-emergency)

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Non-Discriminatory Policy

Florida International University affirms its commitment to ensure that each member of the University community shall be permitted to work or study in an environment free from any form of illegal discrimination, including race, color, sex, pregnancy, religion, age, disability, national origin, marital status, and veteran status. The University recognizes its obligation to work towards a community in which diversity is valued and opportunity is equalized. It shall be a violation for any member of the University community to discriminate against or harass any member of the University community or applicant. Discrimination and harassment are forms of conduct that shall result in disciplinary or other action as provided by the Regulations/policies of the University. The full policy can be found at [FIU-106: Nondiscrimination, Harassment and Retaliation \(Title VII\)](#)

Civility Pledge

The FIU Civility Pledge is a collaborative effort by students, faculty, and staff to promote as a cornerstone of the FIU Community. We believe that civility is an essential component of the core values of our University. We strive to include civility in our daily actions and look to promote the efforts of others that do the same.

Civility is...respect, integrity, community. Civility is...FIU.

All students, faculty, and staff are encouraged to sign the civility pledge, committing to showing respect to all people, regardless of differences; acting with integrity, even when no one is watching; and being a positive contributing member of the FIU community.

[Take the Pledge.](#)

Florida International University

We're proud to call Miami our home. It's a dynamic hotspot for innovation and creation. This multilingual, multinational city puts the "I" in FIU. Florida International University is a vibrant, student-centered public research university, ideally located in Miami, that is worlds ahead in its commitment to learning, research, entrepreneurship, innovation, and creativity so that our graduates are prepared to succeed in a global market.

We are Miami's public research university, focused on student success. FIU is ranked a top-50 innovative public university and a top-50 performer in social mobility by U.S. News & World Report and a top-50 national public university by Washington Monthly. FIU is a top U.S. research university (R1), with more than \$200 million in annual expenditures. FIU ranks 15th in the nation among public universities for patent production, which drives innovation, and is one of the institutions that helps make Florida the top state for higher education.

For over four decades, FIU has positioned itself as one of South Florida's anchor institutions by solving some of the greatest challenges of our time. We are dedicated to enriching the lives of the local and global community. With a student body of nearly 54,000, we are among the top 10 largest universities in the nation and have collectively graduated more than 200,000 alumni, 115,000 of whom live and work in South Florida.

On August 28, 2009, Florida International University's fifth president, Mark B. Rosenberg, took the oath of office. Dr. Rosenberg is former chancellor of the State University System of Florida and the first FIU faculty member to ascend to the presidency of the University. FIU has two campuses and multiple centers, and supports artistic and cultural engagement through its three museums. We offer more than 300 academic associations, honor and professional societies, cultural organizations and interest groups. FIU is a member of [Conference USA](#), with more than 400 student-athletes participating in 18 sports.

Committed to both high quality and access, FIU meets the educational needs of full-time and part-time undergraduate and graduate students, and lifelong learners. Reflecting the vibrant ethnic diversity of South Florida, FIU students are 61% Hispanic, 15% White, 13% Black, 4% Asian/Pacific Islander, and 7% other minority groups.

All academic programs of the University are approved by the Florida Board of Governors and the FIU Board of Trustees. The University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS) to award associate, baccalaureate, master's, and doctoral degrees.

Vision

Florida International University will be a leading urban public research university focused on student learning, innovation, and collaboration.

Mission

Florida International University is an urban, multi-campus, public research university serving its students and the diverse population of South Florida. We are committed to high-quality teaching, state-of-the-art research and creative activity, and collaborative engagement with our local and global communities.

Values

Florida International University is committed to the following core values:

- Truth – in the pursuit, generation, dissemination, and application of knowledge
- Freedom – of thought and expression
- Respect – for diversity and the dignity of the individual
- Responsibility – as stewards of the environment and citizens of the world
- Excellence – in intellectual, personal, and operational endeavors

Diversity

Florida International University is committed to providing the highest quality educational and employment experience to its students, faculty, and staff in a nurturing and supportive environment. In doing so, the institution is committed to ensuring that instruction and services are delivered in a manner that is reflective and supportive of diversity as it relates to gender, socioeconomic status, gender identity, race, ethnicity, physical and mental ability, nationality, military status, sexual orientation, spirituality and cultural identity.

We commit ourselves to building an academic community whose members represent and embrace diverse cultures, background and life experiences that reflect the multicultural nature of South Florida and the Global Society. Our goal is to build an intellectually vibrant climate that sustains the inclusiveness and engagement of our diverse community.

We encourage and expect the entire FIU community to model the values as expressed in his mission and to commit to recruit, retain, and support students, faculty, and staff who reflect the diversity of our global society.

University Graduate School

The mission of the University Graduate School (UGS) is to advance graduate education as a critical component in the university's generation and transmission of new knowledge, new research, new ideas, and new scholarship that contributes to the resolution of complex national and global problems. The University Graduate School is committed to providing a rich learning environment that attracts and retains outstanding graduate students to work closely with outstanding faculty to advance knowledge, scholarship and innovation. The Graduate School leads and supports the University's graduate programs and ensures adherence to quality standards and graduate policies. It strives to create a learning environment that will ensure the development of graduate students and postdoctoral scholars to prepare them to be future scholars, scientists and leaders in their respective fields.

To fulfill its mission, the University Graduate School:

- Advocates for graduate education
- Assumes responsibility for matters related to graduate education
- Establishes, enforces and reviews graduate policies, procedures and educational best practices to provide ongoing quality assurance in graduate education and maintain the integrity of master's and doctoral programs
- Partners with academic units and graduate students to enhance the effectiveness of graduate education
- Works with academic units to enhance and enrich the interdisciplinary learning and research environments and the graduate culture at the University
- Promotes the professional, scholarly and leadership development of all graduate students
- Provides essential administrative and support services to the University community

Students are expected to review additional information and FIU Graduate School policies & procedures at <http://gradschool.fiu.edu/>

Pledge: As a student of this university:

- I will be honest in my academic endeavors
- I will not represent someone else's work as my own
- I will not cheat, nor will I aid in another's cheating

All students are deemed by the university to understand that if they are found responsible for academic misconduct, they will be subject to the Academic Misconduct procedures and sanctions, as outlined in Student Handbook.

The Nicole Wertheim College of Nursing and Health Sciences

The Nicole Wertheim College of Nursing and Health Sciences is a vibrant, dynamic and respected college pushing the boundaries of health professions education, leadership, research and cooperation to shape healthcare practice and policy in step with society's needs. Led by Dean Ora Strickland, the college consists of the departments of Athletic Training, Communication Sciences & Disorders, Health Services Administration, Nursing, Occupational Therapy and Physical Therapy.

Our Driving Forces

The FIU Nicole Wertheim College of Nursing & Health Sciences has forged a path of academic excellence and social responsibility that guides our faculty and students to keep the practice of healthcare evolving for the better.

Vision

The vision of the NWCNHS is to be globally recognized as the higher education destination organization that is innovative, inquiry-driven and technologically advanced; drawing diverse top-class faculty, students, staff and others for positive transformation of society with a focus on the health care needs of underserved populations.

"We are fueled by intellect; driven by innovation and caring."

Mission

- To prepare diverse healthcare professionals who are providers and leaders in the delivery of high quality, accessible, culturally-competent, and compassionate care within in a highly technological and global environment.
- To teach, conduct research and practice in service to the community through inter-professional collaboration.
- To create, promote, expand and validate scientific knowledge and evidence-based practice through interdisciplinary research.

Ethos

I will honor and respect NWCNHS's heritage of innovation, excellence, diversity, cultural competence and compassion. I will continuously build on this heritage. Complacency is not part of our culture.

I am committed to the success of the NWCNHS, my teammates, and myself. I am humble, hardworking and compassionate. I will learn from past challenges or past setbacks and seek future success.

I am outcomes driven. I will undertake all of my responsibilities with the utmost of honesty and integrity. I will approach every task with passion, responsibility, creativity, teamwork and innovation. We succeed as a collaborative team.

Mediocrity and selfishness are not part of my fabric and my education is never complete – there is no finish line. I encourage a flexible approach to accomplish milestones but I am inflexible in the stellar nature of my execution. The promotion and delivery of safe, quality, compassionate and evidence-based care is my ultimate goal. Interprofessional teamwork and respect for one another and the services and the care we deliver to others are paramount.

I will positively contribute to our culture and community. I embody teamwork and leadership. I am in control of my environment because I own my actions. I am accountable for myself and for mentoring others.

I will be kind and welcoming to others. I believe it is a privilege to be a member of the NWCNHS community and this honor must be earned every day through my actions and deeds.

I am fueled by intellect; driven by innovation and caring.

The Department of Athletic Training

The Department of Athletic Training is housed within the Nicole Wertheim College of Nursing and Health Sciences and consists of three entities: the Doctor of Athletic Training degree program, the Master of Science in Athletic Training degree program, and the Athletic Training Services Clinic.

The Doctor of Athletic Training (DAT) degree program offers post-professional education to athletic trainers with a focus on entrepreneurial leadership, academic leadership, and athletic training globalization.

The Athletic Training Services Clinic is located in the Wellness & Recreation Center on campus and provides evaluation and care of musculoskeletal conditions to the FIU general student body.

Navigating the Future

In August of 2019, the faculty of the Department of Athletic Training developed a strategic plan for athletic training at Florida International University. An initiative was launched to build a unified process that would lead and direct the future of the profession. The three entities within the department are committed to leading innovate change in the profession. Therefore, all of us within the department, including faculty, staff, and students, will work together to brand our plan of “Navigating the Future”.

In helping us do so, all those affiliated with the department are asked to participate in the following:

1. Support our social media presence
 - Twitter @FIU_AT
 - Instagram @fiu_athletic_training
 - Facebook @FIUAthleticTraining
2. Include FIU Athletic Training as part of your email signature
3. When giving a poster presentation, please use the FIU Athletic Training poster template and logo
4. When giving an oral presentation, please use the FIU Athletic Training slide template and logo

The Master of Science in Athletic Training Program

The Master of Science in Athletic Training Program is a rigorous and intense program that places specific requirements and demands on students to prepare them to enter the Athletic Training profession and to render care to a wide spectrum of individuals engaged in physical activity. The curriculum is grounded in evidence-based practice and features hands-on learning. Athletic training students are required to complete clinical education hours in a variety of settings in addition to their didactic curriculum.

The program is accredited by the Commission on Accreditation of Athletic Training Education (CAATE). The program received initial accreditation from the CAATE in February of 2008. In 2013, the CAATE awarded the program 10 years of continuing accreditation. Students graduate from the program with a Master of Science degree in athletic training and are eligible to sit for the Board of Certification (BOC) examination.

Vision

The vision of the Master of Science in Athletic Training Program is to be nationally recognized for advancing evidence-based athletic training education, research, and clinical practice as well as for cultivating athletic trainers dedicated to life-long learning and professional engagement.

Mission

The mission of the Master of Science in Athletic Training Program involves a comprehensive educational approach in preparing students for a successful career in the athletic training profession. The mission is consistent with the mission of Florida International University. The following are components of the Athletic Training Program mission:

1. To teach the basic and advanced knowledge and skills required to be successful in the athletic training profession through high quality, learner-centered didactic and clinical education components.
2. To instill critical thinking and interpersonal skills required to provide culturally competent and compassionate care to a diverse patient population.
3. To develop scholarly practitioners who appreciate advancing knowledge and critically examine the body of knowledge for evidence-based practice as a foundation for the delivery of athletic training care.
4. To encourage students to become actively involved in the athletic training profession through continuing education, leadership, professional responsibility, and collaborative engagement.

Goals and Objectives

To accomplish the mission of the Athletic Training Program, goals and objectives have been developed to allow for continuous assessment of the program. The goals and objectives of the program are:

1. To create a positive and stimulating learning environment in both the didactic and clinical educational components of the program by providing high quality faculty and preceptors committed to the promotion of athletic training.
2. To prepare students as culturally competent and compassionate athletic training professionals by offering a variety of clinical education experiences under the supervision of skilled preceptors who serve as educators and mentors while working with diverse patient populations.
3. To promote the dedication to life-long learning by exposing students to the need for continually advancing the knowledge of athletic training practice through continuing education and scholarship.
4. To facilitate student involvement in the athletic training profession by assisting and encouraging participation in national, district, and state conventions/meetings and community events.

Admission Process

The Master of Science in Athletic Training program is a 6 semester (58 credits), full-time program. 25 students are accepted annually.

Application Deadline

Applications are due February 15th (February 1st for international students). Applicants must use the Athletic Training Centralized Application System (ATCAS). To access the ATCAS, go to <https://atcas.liasoncas.com/applicant-ux/#/login>.

Admission Requirements

- Bachelor's degree from an accredited institution
- Minimum 3.00 GPA average (based on a 4.0 scale) in the last 60 credits of upper division courses of the bachelor's degree
- Complete the following prerequisite courses with a minimum grade of "C":

✓ General Biology with lab	4 credits
✓ Physics with lab	4
✓ Human Anatomy with lab	4
✓ Human Physiology with lab	4
✓ Principles of Nutrition	3
✓ Statistics	3
✓ General Psychology	3
✓ Kinesiology or Biomechanics	3
✓ Exercise Physiology	3
✓ Chemistry with Lab	4
- Submit the following through the ATCAS:
 - Three letters of recommendation (one must be from a faculty member)
 - A curriculum vitae/resume
 - A personal statement of professional and educational goals
 - FIU supplemental application and fee
- Although not required, applicants should consider submitting the following:
 - A cover letter
 - A writing sample

Review of Applications

Verified applications are reviewed on a rolling basis. Additional information such as formal course descriptions and/or course syllabi may be requested to confirm approval of pre-requisite courses. The course description and /or syllabi are reviewed by the Program Director and a determination is communicated to the applicant.

Applicants who are currently enrolled in a pre-requisite course(s) at the time of application or who have not taken a pre-requisite course(s) yet may still be considered for acceptance into the program. *See Program Conditional Admission policy below.*

Conditional Admittance Policy

Applicants may be admitted on a conditional basis to the Athletic Training Program. There are three conditional admission decisions, which include the following criteria:

Graduate School Conditional 1-term Admission

- Applicant may have courses in progress and/or are pending proof of completed undergraduate degree. This conditional admission gives the students until the start of their second semester in the program to submit their final/official documentation to complete their admissions file. Students who fail to submit all of their documentation before the registration period of the next semester will not be able to enroll for the following term.

Graduate School Conditional 2-term Admission

- Applicants are conditionally admitted because their undergraduate GPA in their upper-level coursework is below 3.0. These students will be admitted with the condition that they earn a cumulative GPA of 3.0 upon the completion of 9 letter graded graduate credits within one year of term of admission or less. If more than 9 credits are completed in the term when the 9 credits milestone is reached, all credits taken will be calculated in the cumulative GPA to determine if the condition has been met. Failure to satisfy this condition will result in automatic dismissal from the program.

Program Conditional Admission

- Applicants are conditionally admitted to the Athletic Training Program because they have not successfully completed all of the prerequisite courses. A plan for completion of the outstanding pre-requisite course(s) must be submitted and is reviewed by the Program Director. All pre-requisite courses must be completed with a minimum grade of “C” before the start of the second semester of the program. Students who fail to complete the prerequisite courses and submit official transcripts before the registration period of the next semester will not be able to enroll for the following term.

Please note: A student may have more than one conditional hold on their account.

Transfer Student Policy

Students interested in transferring to the Athletic Training Program at Florida International University must meet all admission requirements. In accordance with the Florida International University Graduate School Transfer Credit Policy, the Athletic Training Program may accept a maximum of 11 graduate credits (20% or less of the total required credits of graduate coursework) earned from another institution beyond a bachelor's degree, subject to approval by the Program Director. Acceptance of transfer credits for a course is dependent upon the following provisions:

- The student received a grade of 3.0 or better on a 4.0 scale
- The course was taken at an accredited institution
- The course was relevant, as judged by Program Director upon review of the course syllabus, to the Athletic Training Program
- The course is listed on an official transcript received by Graduate Admissions
- The course will be no older than 6 years at the time of graduation from the program.

Students who have completed graduate athletic training coursework at another Athletic Training Program accredited by the Commission on Accreditation of Athletic Training Education (CAATE) or students who have completed graduate credits from a non-CAATE-accredited program may apply for transfer credit. Transfer credits will be reviewed by the Program Director on a case-by-case basis. The Program Director may request additional documentation to render a decision on transfer credits. Graduate credit is not awarded for life experiences.

FIU Email Account

All formal communications related to the program will occur through the student's FIU email account. Email exchanges with faculty, staff, students and others are expected to be kept professional at all times. Students are expected to check their email on a daily basis. If a student uses existing email accounts, and wants to continue to do so, then the FIU email account should be forwarded to that account. It is important to always access the FIU email account as that is where all official university information will originate from.

Academic Calendar

The up-to-date university academic calendar can be found at <https://onestop.fiu.edu/academic-calendar/>. It includes dates and deadlines for registration, enrollment, holidays, and more. Any modifications to the academic calendar specific to the Athletic Training program will be communicated via email to all students by the Program Director.

Program of Study

The courses in the Athletic Training Program encompass the athletic training professional domains, which include:

1. **Injury and Illness Prevention and Wellness Promotion** - Promoting healthy lifestyle behaviors with effective education and communication to enhance wellness and minimize the risk of injury and illness
2. **Examination, Assessment and Diagnosis** - Implementing systematic, evidence-based examinations and assessments to formulate valid clinical diagnoses and determine patients' plan of care
3. **Immediate and Emergency Care** - Integrating best practices in immediate and emergency care for optimal outcomes
4. **Therapeutic Intervention** – Rehabilitating and reconditioning injuries, illnesses and general medical conditions with the goal of achieving optimal activity level based on core concepts (i.e., knowledge and skillsets fundamental to all aspects of therapeutic interventions) using the applications of therapeutic exercise, modality devices and manual techniques
5. **Healthcare Administration and Professional Responsibility** - Integrating best practices in policy construction and implementation, documentation and basic business practices to promote optimal patient care and employee well-being

Required Courses

Semester I (Summer B) - 8 Credits

ATR 5105C	Principles of Athletic Training	4
ATR 5115C	Management of Medical Emergencies	3
ATR 5805	Clinical Education Seminar in Athletic Training	1

Semester II (Fall) - 11 Credits

ATR 5217C	Clinical Evaluation and Diagnosis in Athletic Training I	4
ATR 5305C	Therapeutic Interventions in Athletic Training I	4
ATR 5815L	Clinical Education I	3

Semester III (Spring) - 11 Credits

ATR 5218C	Clinical Evaluation and Diagnosis in Athletic Training II	4
ATR 5316C	Therapeutic Interventions in Athletic Training II	4
ATR 5825L	Clinical Education II	3

Semester IV (Summer C) - 10 Credits

ATR 5219C	Clinical Evaluation and Diagnosis in Athletic Training III	4
ATR 6620	Research and Evidenced-Based Practice in Athletic Training I	3
ATR 5835L	Clinical Education III	3

Semester V (Fall) - 9 Credits

ATR 5517	Administration and Professionalism in Athletic Training	3
ATR 6621	Research and Evidenced-Based Practice in Athletic Training II	3
ATR 5845L	Clinical Education IV	3

Semester VI (Spring) - 9 Credits

ATR 6935	Contemporary Issues in Athletic Training	3
ATR 6855L	Clinical Education V	6

Total Credits Required 58

Course Sequencing

The courses in the Athletic Training Program are offered in a logical sequence to maximize student learning. All courses must be taken in the sequence provided.

Course Descriptions

Visit the online course catalog at <http://catalog.fiu.edu/> for most up-to-date course descriptions.

Academic Standing

Good Standing: To achieve and maintain a classification of good standing, the student must maintain a minimum GPA of 3.0 in the courses required for the Master of Science in Athletic Training degree.

Grading Scale

The Athletic Training program uses the following grading scale for all courses:

93-100	A	87-89	B+	77-79	C+	60-72	D
90-92	A-	83-86	B	73-76	C	0-59	F
		80-82	B-				

When the decimal is .4 or below the grade is rounded down to the nearest whole number. If the decimal is .5 or above the grade is rounded up to the nearest whole number.

Academic Progression

Retention

- The student must maintain a cumulative GPA of 3.0 in required Master of Science in Athletic Training graduate courses with a minimum grade of B- or better in all required courses. Courses in which the athletic training student earns a grade of C or below must be retaken. In accordance with the program course sequencing requirements, matriculation in the program is suspended until the student earns a passing grade of B- or higher. The initial grade and the repeat grade(s) are included in the computation of the cumulative grade point average. The number of credits required for graduation will be increased by the number of credits repeated. However, only two courses can be repeated. Any student who earns a grade of C or below in more than two courses will be terminated from the program.

Academic Warning, Probation, and Dismissal

- Warning: A graduate student whose cumulative graduate GPA falls below a 3.0 for the first time in a given term will be placed on warning, indicating academic difficulty.
- Probation: A graduate student whose cumulative graduate GPA falls below 3.0 for a second term will be placed on probation, indicating serious academic difficulty. Athletic training students who are placed on probation will be given a verbal and written warning. The athletic training student must meet with the Program Director on a regular basis to ensure academic improvement through study hall assignments, tutoring services, and/or other counseling. Students placed on academic probation will also have their clinical education hours restricted.
- Dismissal: A graduate student on probation whose cumulative and semester GPA's fall below a 3.0 for a third term will be automatically dismissed from his, her, or their program and the University. The student has ten working days to appeal the dismissal decision.

Incomplete Grade Policy

An incomplete grade is a temporary designation given at the discretion of the instructor for work not completed because of a serious interruption not caused by the student's own negligence. An incomplete must be made up within two terms or it will automatically default to an F. There is no extension of the two-term deadline, which includes the summer term. To complete the course, the student must consult with the instructor who will define the remaining requirements for successful completion.

Graduation Requirements

To be eligible for graduation the student must:

- Meet all University Graduate School requirements for graduation
- Satisfactorily complete all didactic and clinical education requirements within the Master of Science in Athletic Training degree program
- Have a minimum graduate GPA of 3.0 in program required courses.

Additional University Information and Academic Policies

Student Handbook

The Florida International University Student Handbook is published to help students understand the university and its many elements. It outlines services, programs, and activities of the university, which are designed to enhance the quality of a student's educational experience. It can be found at <https://dasa.fiu.edu/all-departments/student-handbook/>

Academic Integrity

FIU CORE Values: Responsibility, Truth, Freedom, Respect & Excellence

All students are expected to adhere to a standard of academic conduct, which demonstrates respect for themselves, their fellow students, and the core values.

All students should understand that if they are found responsible for academic misconduct, they will be subject to the FIU Academic Misconduct Policies & Procedures. The FIU Academic Integrity home page (<http://integrity.fiu.edu>) provides a flow chart that illustrates the informal and formal resolution process. The Informal Resolution Form is available for completion online.

The instructor abides and endorses the university's policy on academic integrity. Any form of academic misconduct is considered a serious offense. Should you have academic or personal problems that are getting in the way of your academic success, please contact your instructor.

Academic Misconduct

FIU's Policy for academic misconduct includes these definitions for these intentional acts or omissions:

- A. **Cheating:** The unauthorized use of books, notes, aids, electronic sources; or unauthorized use of on-line exams, library materials or assistance from another person with respect to examinations, course assignments, field service reports, class recitations; or the unauthorized possession of examination papers (or on-line examination) or course materials, whether originally authorized or not. Any student helping another cheat may be found guilty of academic misconduct
- B. **Plagiarism:** The deliberate use and appropriation of another's work without any indication of the source and the representation of such work as the student's own. Any student, who fails to give credit for ideas, expressions or materials taken from another source, including internet sources, is guilty of plagiarism. Any student helping another to plagiarize may be found guilty of academic misconduct.
- C. **Self-Plagiarism:** This is using your own work for another assignment without providing a citation indicating that this work was previously used. When citing yourself, use cite in-text citations to identify yourself as the author.
- D. **Misrepresentation:** Intentionally lying to a member of the faculty, staff, administration, or an outside agency to gain academic advantage for oneself or another, or to misrepresent or in other ways interfere with the investigation of a charge of academic misconduct.
- E. **Misuse of Computer Services:** The unauthorized use of any computer, computer resource or computer project number, or the alteration or destruction of computerized information or files or unauthorized appropriation of another's program(s).
- F. **Bribery:** The offering of money or any item or service to a member of the faculty, staff, administration or any other person in order to commit academic misconduct.
- G. **Conspiracy and Collusion:** The planning or acting with one or more fellow students, any member of the faculty, staff or administration, or any other person to commit any form of academic misconduct together.
- H. **Falsification of Records:** The tampering with, or altering in any way any academic record used or maintained by the University.
- I. **Academic Dishonesty:** In general, by any act or omission not specifically mentioned above and which is outside the customary scope of preparing and completing academic assignments and/or contrary to the above stated policies concerning academic integrity.

Charges of Academic Misconduct may be brought against a student (hereafter Charged Student) by a faculty member, a chair, or a dean (hereafter Complainant). Charges may be filed by the aforementioned persons on behalf of a staff person, another student, or a person not affiliated with the University, who reasonably believes that a student has committed academic misconduct.

The Complainant, who suspects academic misconduct, must meet with the student in order to inform him/her of the allegation(s), to provide any evidence, and to allow the student to respond, before either entering into an Informal Resolution, as described below, or filing the Complaint Form Alleging Academic Misconduct with the Faculty Fellow for Academic Integrity.

- [Graduate Academic Misconduct Policy \(Compliance\)](#)
- [Academic Misconduct Procedures Flowchart](#)

For more information, visit <http://integrity.fiu.edu/misconducts.html>

Grievances

These definitions and procedures address grievances by FIU students in which the complaint or controversy alleges:

- A. Arbitrary and capricious awarding of grades
- B. Unprofessional conduct by a professor that affects adversely either the student's ability to satisfy academic expectations, whether in the classroom, a field setting, a laboratory or other setting, or the student's actual performance
- C. Inappropriate or inadequate academic advising concerning requirements not published in official University documents
- D. Arbitrary dismissal from an undergraduate course or program except as described below
- E. Irregularities in the implementation of policies or procedures in grievance hearings at the college or school level

Charges of Academic Grievance may be brought against a faculty member, committee, or department chair by a student.

The student must meet with the faculty member, chair, or dean in order to settle the grievance informally via open and transparent processes of communication. After all means of informal resolution have been exhausted, the student can proceed to file a Formal Academic Grievance with the Faculty Fellow for Academic Integrity.

For more information visit: [Academic Grievances | Division of Academic & Student Affairs | Florida International University \(fiu.edu\)](#)

Sexual Harassment (Title IX) and Sexual Misconduct

Florida International University is committed to encouraging and sustaining a learning and living environment that is free from discrimination based on sex including gender, gender expression, gender identity, and sexual orientation. Discrimination based on sex encompasses Sexual Misconduct, Sexual Harassment, Gender-Based Harassment, Domestic Violence, Dating Violence, and/or Stalking. The University has developed this regulation applicable to the entire University Community (i.e., students, student organizations, faculty, staff, affiliated third parties, and visitors) prohibiting discrimination based on sex consistent with Title IX of the Education Amendments of 1972 (Title IX), relevant provisions of the Violence against Women Reauthorization Act of 2013 (VAWA), the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), along with all applicable implementing regulations, and other applicable federal and state laws. For information on this policy, please visit [FIU-105: Sexual Harassment \(Title IX\) and Sexual Misconduct](#)

Students with Disabilities

If a student has a disability and/or needs assistance, please contact the [Disability Resource Center | Division of Academic & Student Affairs | Florida International University \(fiu.edu\)](#)

Upon contact, the Disability Resource Center will review your request and contact your professors or other personnel to make arrangements for appropriate modification and/or assistance.

Associated Costs and Financial Resources

Tuition and Fees

The tuition costs for the Athletic Training program can be found at [Tuition & Aid | Nicole Wertheim College of Nursing & Health Sciences | Florida International University \(fiu.edu\)](#)

Program Specific Costs

There are additional costs (above tuition and fees) associated with the Athletic Training program, which may include, but are not limited to:

- Textbooks
- Costs associated with the clinical clearance requirements
- Classroom and clinical experience attire
- Transportation to and from campus
- Transportation to and from on-campus and off-campus clinical sites
- National Athletic Trainers' Association student membership
- Commencement regalia and other items

Financial Aid

Information on tuition and fees, how to get financial aid, and how to pay for your education can be found at [Finances | OneStop | Florida International University \(fiu.edu\)](#)

Dropping or Withdrawing from Classes, including refund of tuition and fees

Dropping or withdrawing from classes can affect your enrollment in the Athletic Training program and your financial aid awards. For more information, please visit [Drop or Withdraw from Classes | OneStop | Florida International University \(fiu.edu\)](#)

Scholarships

Scholarships are awards based on merit and/or need which do not need to be repaid. The University offers a variety of opportunities which can be found here [Finances | OneStop | Florida International University \(fiu.edu\)](#)

Many professional organizations also offer scholarships to Athletic Training students. These opportunities are communicated to students as they become available.

Didactic and Classroom Policies

Canvas

Canvas is the learning management system used by FIU for all courses. All students should become familiar with Canvas prior to the start of classes. A link to Canvas information can be found here: <https://canvas.fiu.edu/training/students/>

Attendance and Participation Policy

Students are expected to prepare for each course ahead of class time. Students are also expected to participate in online and in-person class discussions. Students will earn points for attendance and participation as follows:

1. A maximum of 10 points is earned when you come to class on time dressed in accordance with the classroom/lab dress code policy and participate in discussions/activities.
2. Participation points for class will not be awarded nor factored into a student's grade for an excused absence.
3. If you arrive within 5 minutes after class has started and dressed in accordance with the classroom/lab dress code policy and participate in discussions/activities, you will receive a maximum of 5 out of 10 points.
4. If you arrive 5 minutes after class has started or you are not dressed in accordance with the classroom/lab dress code policy, or you do not participate in discussions/activities, you will receive 0 out of 10 points.

Examination Policy regarding Written Exams, Practical Exams, and Simulations

Students are not permitted to use, or be in possession of, the following devices during written exams, practical exams, or simulations: phones, laptops, tablets, watches, calculators, or any other electronic device unless approved by the instructor. Students are not permitted to be in possession of beverages, food, or chewing gum during written exams, practical exams, or simulations. Water bottles are allowed. Restroom breaks may not be provided during written exams, practical exams, or simulations; therefore, students are expected to use restroom facilities prior to examinations.

Exams are written and simulation type tests. The last exam is given during finals week and may be a cumulative exam. Exams are scheduled at logical breaks in the lecture material and dates are tentative. Most of the material that will be on the exam will be covered in class. There will be sections, or even chapters, and supplemental readings that the student will be required to read which may be on the exam. All material covered in class or assigned for reading is eligible to be included on the exams. Exams begin ON TIME. If you arrive later than 15 min after the start of the exam, you will receive a grade of zero. If you are tardy (within 15 minutes after the start of the exam), 1 point for each minute you are late will be deducted from your exam grade.

Students must earn a minimum overall score of 80% or better on a written exam to be deemed proficient. Students not meeting this standard will need to meet with the instructor of the course to answer questions, review key concepts, and discuss intervention strategies for success.

Students must earn a minimum overall score of 80% or better on a practical exam to be deemed proficient. Additionally, each individual section or skill needs a minimum overall score of 80% or better to be deemed proficient. Students not meeting this standard will need to be re-tested by the instructor of the course until the student has obtained a score of 80% or better. However, whatever grade the student earned on their first attempt will be recorded.

Instruction Policy regarding Make-up for Exams, Assignments, or Performance Measures

Students may only be excused from a class under certain circumstances. Proper approval must be obtained by submitting the *Excused Absence Request Form* available on the course website. The *Excused Absence Request Form* must be submitted prior to the date of absence for foreseen circumstances.

Circumstance	Category	Required Documentation
Exam Absence Request*	Foreseen	Required documentation will be determined on a case-by-case basis
Clinical responsibilities	Foreseen	Team schedule, travel confirmation, and/or preceptor correspondence
Athletic training related professional conference	Foreseen	Conference agenda and registration confirmation
Academic responsibilities	Foreseen	Required documentation will be determined on a case-by-case basis
Illness and/or hospitalization	Unforeseen	Health care provider letter stating the dates of excused absence
Family and/or personal emergency	Unforeseen	Required documentation will be determined on a case-by-case basis

If a student is approved for an excused absence from a class session, s/he must make up any coursework, assignments, quizzes, exams, or other learning activities prior to the absence under foreseen circumstances. Students approved for an excused absence under unforeseen circumstances may make up any coursework, assignments, quizzes, exams, or other learning activities after the date of absence at the convenience of the primary instructor. Participation points for class will not be awarded nor factored into a student's grade for an excused absence.

If a student misses a class session without proper approval (an unexcused absence), s/he will not be permitted to make up any coursework, assignments, quizzes, exams, or other learning activities completed on the day of the absence. Participation points for class will be deducted and factored into a student's grade for an unexcused absence.

*Exam Absence Request

Students are limited to **one** exam absence request per semester per class. Students must complete the *Exam Absence Request Form* and obtain approval from the Program Director a minimum of **two weeks prior** to the requested day. If a student is approved for an exam absence request, s/he will be permitted to make up an exam prior to the absence; however, any coursework, assignments, quizzes, or other learning activities will be factored into the student's grade as a zero.

Religious Holy Days

The University's policy on religious holy days as stated in the University Catalog and Student Handbook will be followed in this class. Any student may request to be excused from (on-line) class to observe a religious holy day of his or her faith.

Class Behavior (in-class and out-of-class meetings)

Students are expected to demonstrate respect to one another and to instructors at all in-class and out-of-class meetings. Students who fail to do so will be dismissed from the class or meeting and attendance will be treated as an unexcused absence. Students will not be allowed the opportunity to make up class assignments, quizzes, or tests scheduled for that day (please refer to Class/Laboratory and Clinical Attendance Policy).

Classroom and Laboratory Etiquette Policy

The Athletic Training Program strives to establish productive teaching and learning environments in both the classroom and laboratory settings. The athletic training student must adhere to the following classroom and laboratory etiquette:

1. Be on time
2. Be respectful of the faculty, fellow students, and equipment and supplies
3. Do not use athletic training equipment and supplies for personal use
4. Do not interrupt the instructor or other students
5. Do not text
6. Do not eat
7. Silence cell phones
8. Use laptops, iPads, or other electronic devices for class or laboratory purposes only
9. Do not wear or place shoes on the treatment tables
10. Keep the classroom and laboratories clean at all times

Classroom and Laboratory Dress Code

It is important that all students representing the Athletic Training Program be professionally dressed both in the classroom and laboratory setting. Personal hygiene is necessary while working as a health care professional, therefore; the athletic training student must be clean-shaven, showered with his/her hair combed, and have nails of reasonable length that do not interfere with the application of athletic training skills. Jewelry should safely allow the application of athletic training skills. Long hair that may interfere with the application of athletic training skills must be pulled back.

Program polos and t-shirts will be issued to athletic training students at the beginning of the program. The athletic training uniform is to be clean, presentable, and worn in a professional manner at all times. Clothing issued by the Athletic Training Program is not permitted for social events and should not be worn outside of Athletic Training or Athletic Department events. Blue jeans material, sweatpants, nylon pants, tights (i.e., yoga pants), and cycling shorts are not permitted in the classroom or laboratory setting. Clothing is not permitted if it contains an advertisement for alcohol or tobacco; fraternity or sorority letters; or, logos from other colleges, universities, or professional teams. Hats are not permitted inside buildings. Rumpled or ripped clothing, underwear as outerwear, and inappropriately revealing attire (i.e., bare midriffs) are not permitted at any time. Shorts of a professional length may be worn in the laboratory setting. If an athletic training student is not professionally dressed, he/she will be asked to leave the class and/or laboratory setting.

When utilizing the STAR Center, all students must wear pants, program-issued shirt or similar, nametag and closed-toe shoes.

Social Media Policy

Athletic Training students must adhere to the Nicole Wertheim College of Nursing and Health Sciences Student Social Media Use Policy. This policy specifies specific requirements, student responsibilities and recommends guidelines regarding the use of social media and web-based network platforms. The full policy is included in Appendix A.

Clinical Education

Clinical education provides students with authentic, real-time opportunities to practice and integrate athletic training knowledge, skills, and professional behaviors required of the profession in order to develop proficiency as an Athletic Trainer. The purpose of the clinical education is to promote, reinforce, and transfer the athletic training knowledge that is gained in the didactic component into the clinical setting to enhance student learning. Students must be directly supervised by an approved 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.

Students will be provided with the opportunity to gain clinical education in a variety of settings, including but not limited to, colleges/universities, secondary schools, sports medicine clinics, physician offices, professional sports, and community events while enrolled in clinical education courses. Students will gain clinical practice opportunities with varied client/patient populations including those across the lifespan, of different sexes, with different socioeconomic statuses, of varying levels of activity and athletic ability, and who participate in non-sports activities. Students will also gain experience with patients with a variety of health conditions commonly seen in athletic training practice including prevention and wellness, urgent and emergent care, primary care, orthopedics, rehabilitation, behavioral health, pediatrics, and performance enhancement.

The clinical education rotation plan for each student provides a logical progression of increasingly complex and autonomous patient-care and client-care experiences. However, students shall not replace professional athletic training staff or medical personnel under any circumstances.

Our goal is to provide an exceptional overall clinical education experience to each student. The selection of preceptors is based on preceptor experience, areas of expertise, ability to meet the preceptor and clinical site requirements, and overall commitment to mentorship of students. We are selective in this process and have clinical sites throughout south Florida. Student placements are intentional and based on the best interest and professional goals of each student. Therefore, distance from the student's residence to a clinical site is not a consideration when making assignments.

Health and Safety Policies

In order to protect the health and safety of clients/patients and students, the following policies and procedures are in place for all clinical sites:

Nametags: Students must always wear their program-issued or site-issued name tag during clinical education experiences to allow clients/patients to differentiate them from credentialed providers.

Emergency Cardiac Care: All students are required to have emergency cardiac care training before engaging in clinical experiences. This is a required component of the Clinical Clearance Policy.

Blood-born Pathogen Protection: All students are required to complete Blood-borne Pathogen training before engaging in clinical experiences. This is a required component of ATR 5105C: Principles of Athletic Training. Annual training is required as a component of ATR 5835L: Clinical Education III. Students must have access to and use of appropriate blood-borne pathogen barriers and control measures at each site. The Athletic Training program adheres to the Nicole Wertheim College of Nursing and Health Sciences Blood-Born Pathogen Exposure Policy. The policy is included in Appendix B.

Calibration and Maintenance of Equipment: Equipment being utilized at each clinical site must adhere to manufacturer guidelines for calibration and maintenance. The site must provide the Clinical Education Coordinator with annual calibration and maintenance records as applicable.

Communicable and Infectious Disease Transmission: The Athletic Training program adheres to the Infection Control Guidelines established by the University. The guidelines and reporting process can be found at <https://ehs.fiu.edu/safety-programs/biological/infection-control/index.html>

Immunization Requirements: All students are required to submit proof of the following immunizations before engaging in clinical experiences: varicella, measles, rubella, mumps, Tdap, hepatitis B, and tuberculosis. Specific guidelines are include in the Clinical Clearance Policy.

Patient/client Privacy Protection: All students are required to complete FERPA and HIPAA training before engaging in clinical experiences. This is a required component of ATR 5105C: Principles of Athletic Training.

Radiation Exposure: If there is a potential for exposure to radiation at a clinical site, the site must submit a radiation exposure procedure to the Clinical Education Coordinator and the procedure must be immediately accessible to a student at the clinical site.

Sanitation: Students must have access to sanitation precautions, including the ability to clean hands before and after patient encounters, at every clinical site.

Venue-Specific Training: If a clinical site requires venue-specific training, details of it must be provided to the Clinical Education Coordinator. The venue-specific training must be provided to the student before engaging in clinical experiences.

Critical Incident Response: Emergency action plans and other applicable incident response procedures for each site must be submitted to the Clinical Education Coordinator and the procedures must be immediately accessible to a student in an emergency.

Physical Clinical Incident: The Athletic Training program adheres to the Nicole Wertheim College of Nursing and Health Sciences Physical Clinical Incident Policy when harm occurs to a student or patient/client. The policy is included in Appendix C.

Clinical Clearance Policy

Each student in the Athletic Training Program must complete a clinical clearance process. Each affiliated health care facility has requirements which must be met prior to students being allowed to participate in clinical experiences at the facility. These requirements are to protect the student and the patients for whom they will be caring. The background investigation and health and immunization screening for the Nicole Wertheim College of Nursing and Health Sciences meet most of the clinical requirements for facilities in Miami-Dade and Broward Counties. Once all the requirements are met, you will be authorized to participate in clinical experiences. It is possible that participation at a facility may necessitate additional screening/requirements or that additional screening/requirements may be necessary during the Athletic Training program (this may incur an additional cost at that time). The Centers for Disease Control recommended standards for healthcare workers are followed (www.cdc.gov). The complete policy and guidelines can be found in Appendix D.

Technical Standards

The Technical Standards Policy establishes the physical and mental skills and abilities of a student needed to fulfill the academic and clinical requirements of the program. The Standards promote compliance with the Americans with Disabilities Act (ADA). Athletic Training students are required to verify they understand and meet these technical standards, or they believe that, with reasonable accommodations, they can meet the standards. 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 as required by law. The Technical Standards form must be completed by all students as a component of the clinical clearance process and is included in Appendix E.

Professional Behaviors

The Athletic Training Program seeks to instill professional behaviors in each athletic training student. The professional behaviors expected of athletic training students are defined as follows:

- Demonstrates a professional attitude: The ability to exhibit appropriate conduct that represents the profession of athletic training effectively.
- Demonstrates punctuality and promptness: The ability to arrive on time and prepared for Athletic Training related activities.
- Dresses professionally and maintains professional personal appearance: Dresses in accordance with the guidelines set forth in the Florida International University Athletic Training Program's Policy and Procedure Manual.
- Demonstrates reliability and dependability: The ability to exhibit professional attitude and conduct at a high and consistent level.
- Demonstrates organizational skills and manages time efficiently: The ability to maintain a systematic and effective method for successfully meeting responsibilities.

- Demonstrates the ability to adapt well to changes: The ability to adapt well to changing environments, schedules, and/or experiences.
- Demonstrates emotional maturity: The ability to relate to other people in a consistent manner with mutual satisfaction and helpfulness.
- Maintains rapport with others: The ability to effectively and freely interact with fellow athletic training students, preceptors, staff, and others within the confines of the clinical education setting.
- Maintains a proper professional relationship with athletes/patients: The ability to act in manner that represents the character expected of a properly qualified and competent health care provider.
- Maintains a proper professional relationship with preceptor and other personnel: The ability to act in manner that represents the character expected of a properly qualified and competent health care provider.
- Communicates regularly with preceptor: The ability to discuss ideas and concerns, and to seek feedback from the preceptor.
- Expresses thoughts effectively and concisely in verbal and written form: The ability to sensitively and effectively convey one's thoughts to both peers and superiors alike.
- Uses appropriate medical terminology: The ability to use proper medical terminology when communicating with peers, preceptors, and other health care professionals.
- Demonstrates the ability to understand and follow direction: The ability to be aware of and follow direction given by others.
- Demonstrates appropriate body language: The ability to use appropriate mannerisms, postures, and facial expressions.
- Maintains patient confidentiality: The ability to know and apply commonly accepted standards for patient confidentiality.
- Demonstrates ability to work with others: The ability to work with others in effecting positive patient outcomes.
- Demonstrates ability to work respectfully and effectively with diverse populations: Demonstrates knowledge, attitudes, behaviors, and skills necessary to work respectfully and effectively with diverse populations and in a diverse work environment.
- Demonstrates honesty and integrity: The ability to exhibit behavior that is in accordance with the National Athletic Trainers' Association Code of Ethics and is representative of the athletic training profession.
- Exhibits compassion and empathy: The ability to exhibit humanistic values and a concern for the needs and well-being of others.
- Recognizes sources of conflict that can impact a patient's health: The ability to recognize when and how something may negatively impact a patient.
- Understand duties, ethical, and legal considerations within the scope of practice for athletic trainers: The ability to exhibit behavior that is in accordance with the National Athletic Trainers' Association Code of Ethics, the BOC's Standards of Practice, and state regulations.
- Demonstrates ability to formulate appropriate questions: The ability to recognize the need for better understanding and to formulate appropriate questions based on that need.
- Verifies solutions to problems and accepts more than one answer: Demonstrates the ability to seek answers to problems and respects opinions and expert advice.

- Demonstrates the ability to offer own thoughts and ideas as appropriate: The ability to stimulate discussion by offering own thoughts and ideas.
- Demonstrates self-initiative: The ability to internally motivate oneself to learn and acquire new knowledge about the athletic training profession.
- Seeks out/reads Athletic Training literature, NATA position statements, and additional related sources: The ability to remain up-to-date with the most current information available and understand the connection between continuing education and the improvement of athletic training practice.
- Reflects upon constructive feedback and modifies behavior appropriately: The ability to recognize constructive feedback and utilize it for the purpose of self-improvement.
- Monitors own progress and seeks out feedback from mentors: The ability to self-reflect and seek guidance from others for the purpose of self-improvement.
- Seeks preceptor assistance with proficiency development or assessment in timely and appropriate manner: The ability to monitor progress and seek assistance when needed in a timely fashion and in accordance with discussed expectations.
- Demonstrates confidence in abilities: The ability to exhibit the self-assurance in one's own skills and talents (athletic training or otherwise).
- Demonstrates overall motivation to learn: Demonstrates the initiative to utilize available resources in an attempt to maximize the benefits of the clinical education setting.

The professional behaviors of each athletic training student will be evaluated by a preceptor each semester according to the clinical education course syllabi.

Clinical Experience Dress Code

It is important that all students representing the Athletic Training Program be easily identified and professionally dressed both in the clinical setting. Personal hygiene is necessary while working as a health care professional; therefore, the athletic training student must be clean-shaven, showered with his/her hair combed, and have nails of reasonable length that do not interfere with the application of athletic training skills. Jewelry should safely allow the application of athletic training skills. Long hair that may interfere with the application of athletic training skills must be pulled back.

Program polos and t-shirts will be issued to athletic training students at the beginning of the program. The athletic training uniform is to be clean, presentable, and worn in a professional manner at all times. Clothing issued by the Athletic Training Program or affiliated site is not permitted for social events and should not be worn outside of Athletic Training or Athletic Department events. Blue jeans material, sweatpants, nylon pants, tights (i.e., yoga pants), and cycling shorts are not permitted in the clinical setting. Clothing is not permitted if it contains an advertisement for alcohol or tobacco; fraternity or sorority letters; or, logos from other colleges, universities, or professional teams. Hats are not permitted inside buildings. Rumpled or ripped clothing, underwear as outerwear, and inappropriately revealing attire (i.e., bare midriffs) are not permitted at any time. Shorts of a professional length may be worn in the laboratory setting. If an

athletic training student is not professionally dressed, he/she will be asked to leave the clinical setting.

When in the clinical setting, slacks, approved shirts, and closed-toe shoes should be worn. During team practice hours, shorts of a professional length may be worn. Game day and travel attire is determined by the clinical setting. Name tags must be worn at all times to identify the student appropriately.

Direct Supervision

Students must be directly supervised by an approved 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. The preceptor should be able to provide direct supervision in the form of aid, direction, and instruction when clinical skills and procedures are performed by the student. At no time during the clinical education experience shall an athletic training student be expected to perform tasks that would be in violation of Florida Licensure or the Board of Certification (BOC) Standards of Professional Practice.

Clinical Education Hours

The Athletic Training Program is dedicated to providing all students with the opportunity to be successful in their studies, both academically and clinically. The availability of clinical education opportunities varies by clinical site relative to time of day, days of the week, and team travel. Although students are allowed to maintain outside employment, it cannot interfere with the student's ability to obtain a quality clinical experience.

Students are required to complete the designated number of clinical education hours for academic credit as published on the clinical education courses syllabi. The athletic training student is responsible for inputting their clinical education hours via Typhon on a daily basis for approval by his/her preceptor as verification of meeting clinical education course requirements. Clinical hours will be verified on Monday mornings; hours not entered in by Monday morning for the previous week will be counted toward the required hours. The student will lose 5% points from their final grade for the course for each week they do not meet the clinical hours requirement. Circumstances outside the control of the student will be evaluated on an individual basis by the Clinical Education Coordinator.

The minimum/maximum requirements for clinical hours is as follows:

- ATR 5805 Clinical Education Seminar in Athletic Training
 - Minimum = 20 hours/week
 - Maximum = 30 hours/week
- ATR 5815L Clinical Education I
 - Minimum = 20 hours/week
 - Maximum = 30 hours/week
- ATR 5825L Clinical Education II

- Minimum = 20 hours/week
- Maximum = 30 hours/week
- ATR 5835L Clinical Education III
 - Minimum = 20 hours/week
 - Maximum = 30 hours/week
- ATR 5845L Clinical Education IV
 - Minimum = 25 hours/week
 - Maximum = 40 hours/week
- ATR 6855L Clinical Education V
 - Maximum = 80 hours/week

A Request for Additional Hours form must be submitted and approved by the Preceptor and Clinical Education Coordinator if the student wishes to go above the maximum number of hours in any week. Clinical hours must be completed under the supervision of the assigned Preceptor unless the Clinical Education Coordinator gives approval to complete experiences with another approved Preceptor. The following do not constitute clinical education hours: travel, meals, open labs, and meetings that do not include athletic training experiences.

Immersive Clinical Experience

The 2020 CAATE Standards require the clinical education component to include at least one athletic training immersive experience. An athletic training immersive clinical experience is a practice-intensive experience that allows the student to experience the totality of care provided by athletic trainers. Students must participate in the day-to-day and week-to-week role of an athletic trainer for a period of time identified by the program.

The goal of our program's immersive clinical experience is to place students in a setting of their preferred choice that includes hands-on, autonomous practice, encompassing all aspects of Athletic Training. Students may complete the experience in one of our approved affiliated sites or a new affiliated site may be added to meet student needs in accordance with accreditation standards. Preceptors are made aware of the requirements and expectations of an immersive experience during preceptor training. They may choose not to be a site for clinical immersion. Therefore, only clinical sites and preceptors who can meet the expectations are utilized. Students are made aware of the specific process for selecting immersive sites in ATR 5835L: Clinical Education III.

Our immersive clinical experience is a semester-long rotation in the last semester of the program. The goal is to place each student at a site that matches their desired employment setting post-graduation. Through discussions with each student, we hope to place them in an environment that best prepares them for their future.

During the immersive clinical experience, the students will not have any in-person requirements for the program; however, they will be enrolled in online courses. The coursework in these courses is designed to add to the immersive clinical experience and should not interfere with the

student obtaining a quality experience. Three virtual synchronous meeting sessions will be scheduled over the course of the semester to address coursework and other topics.

Hours and Scheduling

Students are not required to complete a minimum set of hours but are limited to a maximum of 80 hours per week. It is expected that the student is at their clinical site whenever the Preceptor is present. Clinical hours must be completed under the supervision of the assigned Preceptor.

Each student will submit a monthly calendar detailing estimated hours to be accumulated on a daily, weekly, and monthly basis. Calendar submissions must be submitted via Canvas by the first of every month unless otherwise specified. Students are expected to enter their clinical hours daily into Typhon and the hours will be cross-checked with the monthly calendar to ensure completion. In an event the student is not able to complete the anticipated total hours for the week, an email to the Clinical Education Coordinator must be sent explaining why they were short on their hours.

The student will lose points from their monthly calendar submission grade if:

- It is submitted after the due date
- Hours are not entered on a weekly basis by Sunday 11:59 pm
- The student fails to communicate with the Clinical Education Coordinator as to why they were short on hours

Each student is allotted 6 personal days per semester. These personal days should be planned and included on the monthly calendar. Personal days can be used for many reasons, including but not limited to attending conferences, prepping for and taking the BOC Exam, and family events. Emergency situations and illnesses should be handled in the manner that the Preceptor would handle such situation.

Days off for school breaks and holidays are based on the clinical site's schedule and not FIU's schedule. Although students are allowed to maintain outside employment, it cannot interfere with the student's ability to obtain a comprehensive immersive clinical experience. Meetings with faculty members and peers should be scheduled outside of the students' planned clinical hours.

Expectations

The Immersive Clinical Experience must be hands-on, autonomous practice, encompassing all aspects of Athletic Training. Students should be exposed to the totality of care of everyday operations of the assigned clinical site. Each preceptor is expected to provide learning opportunities that prepare the student for the clinical, administrative, and professional roles of an Athletic Trainer.

The following are examples of learning opportunities:

- Evaluation and management of acute, chronic, or insidious musculoskeletal conditions as they present in the clinic or on field/court
- Evaluation and management of general health, behavioral health, and environmental

conditions

- Referral of patients for appropriate follow up care based on findings from previous evaluations
- Designing and implementing rehabilitation protocols of acute, chronic, insidious conditions and pre-operative and post-operative patients
- Scheduling of long-term rehabilitations
- Decision making on return to play and discharge of patients
- Development and implementation of strategies to reduce injury risk such as but not limited to:
 - Prevention programs
 - Nutritional guidance
 - Protective equipment
 - Patient education on pharmacological use and administration upon physician orders
 - Management of urgent and emergent conditions
 - Wound care and closure
 - Individualized/specific team assignments/coverage
 - Traveling with teams to away events, when available
 - Attending staff, coaches, or compliance meetings, when appropriate
 - Communication with coaches either via email or face to face to discuss a patient or situation
 - Communication with team physician and other health care providers
 - Communication with parents and family members, when appropriate
 - Coordinating participation physical examinations and/or exit physicals
 - Coordinating weekly physician clinic, if available
 - Coordinating communications with visiting team Athletic Trainer
 - Coordinating team tournaments
- Administrative duties including but not limited to:
 - Budgeting
 - Inventory
 - Purging
 - Purchasing
 - Development, implementation and revision of policy and procedures of the facility
 - Documentation into electronic medical records
 - Insurance verification

Confidentiality Policy

Disclosing any information about a patient's condition is considered unethical by the Board of Certification (BOC). Information regarding a patient's condition is highly confidential. Any athletic training student that discusses this information outside of the health care system may be dismissed from the Athletic Training Program. Athletic training students are not permitted to speak to the media, classmates, friends, family, or anyone outside of the health care staff regarding a patient's injury/illness.

Athletic Training Practice Policy

This policy encompasses Athletic Training practice that is unsafe and unprofessional.

Unsafe Athletic Training practice is jeopardizing a patient's life, health or safety, engaging in unprofessional conduct, or violating the National Athletic Trainers' Association Code of Ethics.

Unsafe athletic training practice is defined to include, but is not limited to, the following behaviors of a health care professional, a preceptor or an athletic training student:

- Failure to supervise adequately the performance of acts by any person working at the preceptor or athletic training student's direction
- Delegating or accepting the delegation of an athletic training function or prescribed health care function when the delegation or acceptance could reasonably be expected to result in unsafe or ineffective patient care
- Failure to utilize appropriate judgment in administering safe athletic training practices based upon the expected level of athletic training preparation
- Performing new athletic training techniques or procedures without proper education and preparation
- Failure to report through the proper channels the unsafe or illegal practice of any person who is providing athletic training care
- Engaging in activities which do not fall within the realm of standardized athletic training practice
- Endangering the welfare of the patient through own physiological or mental health status

Unprofessional conduct is athletic training behavior (acts, knowledge, and practices) which fails to conform to the accepted standards of the Athletic Training profession including the National Athletic Trainers' Association Code of Ethics and the Board of Certification Standards of Professional Practice. Unprofessional conduct shall include but not be limited to the following:

- Inaccurate recording, reporting, falsifying, or altering client records
- Verbally or physically abusing patients
- Falsifying or manipulating patient records
- Appropriating without authority, medications, supplies or personal items of the patient
- Falsifying documents submitted to the athletic training program
- Leaving an athletic training assignment without properly advising appropriate personnel
- Violating the confidentiality of information or knowledge concerning the client
- Conduct detrimental to the public interest
- Discriminating in the rendering of athletic training services
- Impersonating a licensed practitioner, or permitting another person to use his/her athletic training identification for any purpose
- Aiding, abetting, or assisting any other person to violate or circumvent any law or rule or regulation intended to guide the conduct of a health care professional, a preceptor, or an athletic training student
- Presenting a forged prescription
- Selling or attempting to sell a controlled dangerous substance or otherwise making such

- drugs available without authority to self, friends, or family members
- Socializing with patients or clients at local clubs or establishments
- Dating patients or clients
- While caring for a patient, engaging in conduct with a patient or athlete that is sexual or may reasonably be interpreted as sexual, or in any verbal behavior that is seductive or sexually demeaning to a client, or engaging in sexual exploitation of a client
- Obtaining money, property or services from a patient through the use of undue influence, harassment, duress, deception or fraud
- Engaging in fraudulent billing practices, including violations of federal Medicare and Medicaid laws of the state medical assistance laws
- Allowing own value system to interfere with patient care/well-being
- Lacking respect for human dignity and the uniqueness of the patient, restricted by considerations of social or economic status, personal attributes, or the nature of health problems
- Failing to safeguard the client's right to privacy
- Failing to act to safeguard the client and the public when health care is affected by the incompetent, unethical, or illegal practice of any person
- Failing to assume responsibility and accountability for individual athletic training judgments and actions
- Failing to exercise informed judgment and use individual competence and qualifications when seeking consultation, accepting responsibilities, and delegating athletic training activities to others

If an athletic training student demonstrates unsafe or unprofessional behavior in a course(s) or clinical education assignment, the Athletic Training Program may impose any of the following sanctions:

- Additional learning assignments designed by the faculty and/or preceptor to contribute to the achievement of course objectives and change behavior
- Immediate suspension from the setting
- Immediate dismissal from the course
- Immediate dismissal from the clinical assignment
- Grade of "F" for course
- Dismissal from the Athletic Training Program

Outside Activities Policy

An outside activity is any clinical experience (patient care or observation) obtained at sites that do not have a clinical affiliation agreement or memorandum of understanding with Florida International University. The Athletic Training Program does not recognize or endorse outside activities - supervised, unsupervised, paid, volunteer, or otherwise. Students participating in outside activities are not covered by the Florida International University student medical malpractice liability insurance policy. Participating in outside activities may be a violation of the Board of Certification (BOC) Standards of Professional Practice and/or state regulation.

Appendix A



TITLE: STUDENT SOCIAL MEDIA USE POLICY

POLICY: The Nicole Wertheim College of Nursing and Health Sciences will specify specific requirements, student responsibilities and recommended guidelines regarding the use of social media and web-based network platforms.

RATIONALE: The Nicole Wertheim College of Nursing and Health Sciences recognizes that social media and web-based network platforms and applications including, but not limited to, Facebook, Instagram and Twitter, are an important and timely means of communication. However, students who use these social media sites and applications must be aware of the critical importance of limiting the use of these sites and privatizing the settings of these sites and applications so that only trustworthy “friends” have access to the sites. Students must also be aware that posting certain information is illegal. Violation of existing statutes and administrative regulations may expose the offender to criminal and civil liability, and the punishment for violations may include fines and imprisonment. Offenders also may be subject to adverse academic actions that range from a written of reprimand to dismissal from the program and expulsion from the university.

PROCEDURE

When using these social networking sites, FIU students in the Nicole Wertheim College of Nursing and Health Sciences are expected to conduct themselves in a mature, responsible, and professional manner. Discourse should always be civil, respectful, and in accordance with University Regulations. Student behavior should be in accordance with [FIU's values](#) and are bound by [FIU-2501 Student Conduct and Honor Code](#).

Enrolled students represent the Nicole Wertheim College of Nursing and Health Sciences and Florida International University as a healthcare professional. With regard to Social Media, personal posts on any and all social media platforms, which currently exist or will exist in the future, should be appropriate to your profession in healthcare, and not reflect adversely on the College of Nursing and Health Sciences or the University. Students who violate social media guidelines will be in violation of the [FIU-2501 Student Conduct and Honor Code](#), Section 5-K-1 and may be subject to disciplinary action.

1. Students must NOT transmit or place online individually identifiable patient information; this includes photographs of any kind.
2. Students must observe ethically prescribed professional patient-healthcare provider boundaries.
3. Students should understand that patients, colleagues, institutions, and employers may view postings on personal accounts.
4. Students should take advantage of privacy settings and should seek to separate personal and professional information online.



5. Students should bring content that could harm a patient's privacy, rights, or welfare to the attention of appropriate authorities.
6. Standards of professionalism are the same online as in any other circumstance. This includes postings regarding the University, the Nicole Wertheim College of Nursing and Health Sciences, faculty, staff, and peers.
7. Do not share or post information or photos gained through the healthcare provider-patient relationship.
8. Maintain professional boundaries in the use of electronic media. Online contact with patients blurs this boundary.
9. Do not make disparaging remarks about patients, clinical sites, clinical rotations or field experiences, employers, co-workers, and/or peers even if they are not identified.
10. Do not take photos or videos of patients or any clinical setting on personal devices, including cell phones.
11. Promptly report a breach of confidentiality or privacy.
12. If students choose to list an email address on a social networking site, they should use a personal email address (not their fiu.edu address) as their primary means of identification.
13. Students may not represent themselves as another person.
14. Students may not utilize Web sites and/or applications in a manner that interferes with their academic/clinical responsibilities.
15. The following actions are strongly discouraged:
 - a. Display of vulgar language.
 - b. Display of language or photographs that imply disrespect for any individual or group because of age, race, gender, ethnicity, or sexual orientation.
 - c. Presentation of photographs that may reasonably be interpreted as condoning irresponsible use of alcohol, substance abuse, or sexual promiscuity.

Appendix B

FLORIDA INTERNATIONAL UNIVERSITY
COLLEGE OF NURSING AND HEALTH SCIENCES

TITLE: BLOOD-BORNE PATHOGEN EXPOSURE POLICY

POLICY: A record will be maintained of any clinical incident that occurs in conjunction with Nicole Wertheim College of Nursing and Health Sciences educational experiences if:

- (1) Exposure to any communicable disease including blood borne pathogens, which may be hazardous to patients, students, healthcare providers and or clinical faculty and /or
- (2) There is an exposure for which the clinical agency requires a written report

RATIONALE: The college faculty and administration recognize their obligations to maintain appropriate standards of client care and student safety in all student clinical learning experiences.

PROCEDURE:

A. Action by Faculty Member:
At any time during a clinical experience when a faculty member is made aware of an incident involving actual or potential harm to a client or student, the faculty member should take the following steps:

- (1) Intervene to reduce or prevent harm.
- (2) Confirm with the student that the incident has been reported in accordance with the clinical agency's policy.
- (3) Report the incident to her/his Department Chair/Director/Designee and fill out an Exposure Incident Investigation form (see Attachment # 1) within 48 hours of the incident. **Any incident involving serious harm to either a client or a student should be reported immediately to the Department Chair/Director.**
- (4) Students exposed to blood borne pathogens or a communicable disease will follow the respective FIU Blood borne Exposure Policy and Procedure for all CNHS Faculty
(see Attachment # 2). **Immediate assessment and reporting of the incident per the outlined plan is essential.**

B. Actions by the Department Chair/Director:

- (1) Review the Clinical Incident Form and discuss the matter with the faculty member, providing any needed guidance.
- (2) Complete the Department Chair review of the Clinical Incident Form, sign it and send it to the Associate Dean for Academic Affairs' Office for placement in clinical incident file.
- (3) **If the incident involves potentially serious consequences for the client or student,** discuss the incident with the Associate Dean for Academic Affairs and the Dean in a timely fashion.

**FLORIDA INTERNATIONAL UNIVERSITY
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C. Actions by the Associate Dean for Academic and Student Affairs

FOR INCIDENTS WITH SERIOUS CONSEQUENCES:

- (1) In consultation with the Dean, immediately take all necessary steps for contact with the clinical agency, contact with University legal authorities, and referral of the student for health care, counseling, etc., as may be warranted (see Attachment # 2) regarding specific actions for student exposure to communicable diseases or blood borne pathogens.)
- (2) Following resolution of immediate issues, conduct a review of the incident in conjunction with the Department Chair/Director and make written recommendations regarding prevention of such incident in the future.
- (3) Discuss these recommendations with students, faculty members, and agency staff, as appropriate.
- (4) Prepare a summary of the review and recommendations.

FOR ALL OTHER INCIDENTS:

- (1) Review the Clinical Incident Form upon receipt and file it.
- (2) Conduct an annual review of such forms with the Department Chairs and develop recommendations regarding client and student safety, if warranted.
- (3) Record any such recommendations in the Clinical Incident file and advise the Department Chairs/Directors to discuss recommendations with students or faculty, as appropriate.

Note: Fax Incident form to Biosafety and Associate Dean of Academic Affairs. File of all clinical incidents and related information will be retained in the Office of the Associate Dean for Academic Affairs for three (3) years.



Attachment #1



Exposure Incident Investigation Form

Use this form to report any blood-borne pathogen exposure incidents. Fax completed form to the Biosafety Office at 348-3574.

SECTION I: ALL BBP EXPOSURE INCIDENTS

Date of Report: _____

Name: _____ Date of Exposure Incident: _____

Phone: (W) _____ (H) _____

Hepatitis B Status: vaccine received, date: _____ vaccine declined

Location of Occurrence: On campus Off Campus

Building and Room Number: _____

Potentially Infectious Materials Involved: _____

(Blood, body fluid, etc)

Source: _____ Telephone: _____

(Individual or Supplier)

If source from individual, health status of individual known: yes no

Describe the task being performed at the time of the exposure:

Identify the route of exposure (skin, eye, mucous membrane, etc):

List PPE being used at the time of exposure:



To whom has the incident been reported?

1. Name: _____ Dept: _____ Phone #: _____
2. Name: _____ Dept: _____ Phone #: _____

Witnesses present (P.T.O. for witness statement):

1. Name: _____ Phone # (W/H): _____
2. Name: _____ Phone # (W/H): _____

SECTION II: FIU EMPLOYEES ONLY

Social Security #: _____ Job Title: _____

Injured on the job? yes no Date reported to supervisor: _____

Medical treatment provided? yes no If yes, where: _____

Has claim or injury report been filed with FIU Worker's Comp: yes no

If not, please contact the Worker's Comp Program Manager at 348-7960

Form completed by:

Name: _____
Title: _____
Signature: _____

Forward a copy to Associate Dean of Academic Affairs NWCNHS

Attachment #2

Procedure for Managing FIU Students Who Incur a Blood borne Exposure for all CNHS Faculty
In the event of an exposure, the **Faculty of Record will oversee that the below process will be followed:**

1. Verify with the student that he/she immediately washed the area and scrubbed the skin with soap and water. In the event of an exposure of eyes, mouth or nasal cavity, the student flushed the area with water/saline for several minutes.
2. Verify the student has immediately contacted the CNHS Faculty/Preceptor/Supervisor at the site and also the supervising faculty if not on site, to inform and describe the details of the incident in order to begin the facility's exposure policy and procedure.
3. Direct student to immediately proceed to seek treatment at the facility of practice or nearest appropriate site, at their own expense.
4. Obtain information and assist the student in order to:
 - a. Report all pertinent data to the treating professional designated by the facility regarding the exposure and information on source patient maintaining the student's confidentiality.
 - b. Data/information includes, but is not limited to:
 - i. How exposure occurred
 - ii. What body fluids were involved
 - iii. Social and medical history
 - iv. HIV antibody status of source patient if available
 - v. Hepatitis B surface antigen status of source patient if available
 - vi. Hepatitis C antibody status of source patient if available.
5. Guide the student through the process, to ensure the facility's exposure protocols are followed and implemented. If necessary, consult with the Supervisor/Medical Director of the affiliated hospital or facility for further medical guidance.
6. Direct the student, if local, to report to the FIU University Health Services (UHSC) 305-348-2401 by the next morning. For the distant FIU student, care may be provided by a designated FIU affiliated Health Care Clinic or an accredited health care provider chosen by the student. If the incident occurs on a Friday or a weekend, follow-up care will be done on Monday by the FIU UHSC in the case of a local student or, for distant students, a designated FIU affiliated Health Care Clinic or other accredited health care provider.
7. Notify the FIU Director/Chair of the program, who will in turn notify the offices of Academic Affairs and cc the Dean of CNHS, providing details of the blood borne exposure incident.
8. Contact the student to follow up on their status after the FIU University Health Services (UHSC) or clinic appointment.
9. Provide an incident report within 48 hours of the occurrence using the "Exposure Incident Investigation Form", available from the Environmental Health & Safety & Risk Management Services of FIU, medicine.fiu.edu/_assets/docs/Exposure-Incident-Form.pdf or located at fiu.edu via the search terms "incident report form". Please follow the designated instructions. See attachment.
10. Document in the student's clinical confidential file within 2 business days of the incident, maintaining confidentiality.

Appendix C

FLORIDA INTERNATIONAL UNIVERSITY
COLLEGE OF NURSING AND HEALTH SCIENCES

TITLE: PHYSICAL CLINICAL INCIDENT POLICY

POLICY: A record will be maintained of any clinical incident that occurs in conjunction with Nicole Wertheim College of Nursing and Health Sciences educational experiences if:

- (1) There is harm to a client or student and/or
- (2) There is an event for which the clinical agency requires a written report

RATIONALE: The college faculty and administration recognize their obligations to maintain appropriate standards of client care and student safety in all student clinical learning experiences.

PROCEDURE:

- A. Action by Faculty Member:
At any time during a clinical learning experience when a faculty member is made aware of an incident involving actual or potential harm to a client or student, the faculty member should take the following steps:
 - (1) Intervene to reduce or prevent harm.
 - (2) Confirm with the student that the incident has been reported in accordance with the clinical agency's policy.
 - (3) Report the incident to her/his Department Chair/Director/Designee and fill out an Incident Investigation Form (see Attachment # 1) within 48 hours of the incident. **Any incident involving serious harm to either a client or a student should be reported immediately to the Department Chair/Director.**

- B. Actions by the Department Chair/Director/Designee:
 - (1) Review the Incident Investigation Form and discuss the matter with the faculty member, providing any needed guidance.
 - (2) Sign the Incident Investigation Form and send it to the Associate Dean for Academic Affairs' Office for placement in clinical incident file.

- C. Actions by the Associate Dean for Academic
FOR INCIDENTS WITH SERIOUS CONSEQUENCES:
 - (1) In consultation with the Dean, the Associate Dean for Academic immediately take all necessary steps for contact with the clinical agency, contact with University legal authorities, and referral of the student for health care, counseling, etc., as may be warranted (see BLOOD-BORNE PATHOGEN EXPOSURE POLICY regarding specific actions for student exposure to communicable diseases or blood-borne pathogens.)
 - (2) Following resolution of immediate issues, conduct a review of the incident in conjunction with the Department Chair/Director and make written recommendations regarding prevention of such incident in the future.

- (3) Discuss these recommendations with students, faculty members, and agency staff, as appropriate.
- (4) Prepare a summary of the review and recommendations.

FOR ALL OTHER INCIDENTS:

- (1) Review the Incident Investigation Form upon receipt and file it.
- (2) Conduct an annual review of such forms with the Department Chairs and develop recommendations regarding client and student safety, if warranted.
- (3) Record any such recommendations in the Clinical Incident file and advise the Department Chairs/Directors to discuss recommendations with students or faculty, as appropriate.

Note: File of all clinical incidents and related information will be retained in the Office of the Associate Dean for Academic Affairs for three (3) years.



Incident Investigation Form Attachment #1

*Use this form to report any incidents
Forward to Associate Dean's Office, NWCNHS*

Section I: ALL INCIDENTS

Date of Report: _____ Date of Incident: _____ Program: _____

Name of Student: _____ Panther ID _____

Phone: (C): _____ (H) _____ (W) _____

Location of Occurrence:

___ On Campus Building: _____ Room Number: _____

___ Off Campus Facility/Partner _____

Describe the task being performed at the time of the incident:

Course of action taken and by whom:

Additional notes:



Incident Investigation Form pg-2

Use this form to report any incidents

To whom has the incident been reported?

1. Name _____ Dept: _____ Phone# _____
2. Name _____ Dept: _____ Phone# _____
3. Name _____ Dept: _____ Phone# _____

Witnesses present?

1. Name _____ Dept: _____ Phone# _____
2. Name _____ Dept: _____ Phone# _____
3. Name _____ Dept: _____ Phone# _____

Student Signature _____

Faculty Signature: _____

Appendix D



**Athletic Training Program
Clinical Clearance Policies and Procedures**

As a student in the Athletic Training Program, you must complete a clinical clearance process. Each affiliated health care facility has requirements which must be met prior to students being allowed to participate in clinical experiences at the facility. These requirements are to protect you and the patients for whom you will be caring. The background investigation and health and immunization screening for the Nicole Wertheim College of Nursing and Health Sciences meet most of the clinical requirements for facilities in Miami-Dade and Broward Counties. Once all the requirements are met, you will be authorized to participate in clinical experiences. It is possible that participation at a facility may necessitate additional screening/requirements or that additional screening/requirements may be necessary during the course of the Athletic Training program (this may incur an additional cost at that time). The Centers for Disease Control recommended standards for healthcare workers are followed (www.cdc.gov).

Your prompt completion and documentation of clinical requirements will prevent a delay in your access to clinical experiences. The following pages outline all clinical clearance requirements and instructions for submitting your documentation through the American DataBank Complio system. Because of the need for proper sequencing of immunizations and the time it may take, it is recommended that you review your situation now. It is your responsibility to contact your health care provider and complete any requirements you are missing prior to orientation.

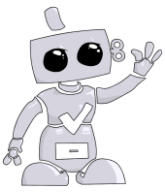
The background check must be completed by **May 15th, 2022**. ***Failure to comply with the May 15th deadline will jeopardize your admission to the Athletic Training Program.*** Results will automatically be sent to Dr. Rodrigo Martinez, the Clinical Education Coordinator. If you believe there is anything in your past history that may appear on the background check, please contact Dr. Martinez before April 30th at martinr@fiu.edu or 305-348-7248. If your background check is flagged, you will be asked to provide additional documentation to determine your admission status in the Athletic Training Program.

All other requirements must be completed by **July 10th, 2022**. It is your responsibility to keep the requirements current for each semester. You are responsible for all costs associated with the clinical clearance process. You should keep all original documents and be prepared to show them each semester if requested by the assigned health care facility.

To begin the clinical clearance process, go to <https://fiu.complio.com> and follow the instructions below.

The background check must be completed by **May 15th, 2022, and
all other requirements must be completed by **July 10th, 2022****

Please contact Dr. Rodrigo Martinez at martinr@fiu.edu or 305-348-7248 with any questions concerning the clinical clearance policies and procedures.



Welcome to Complio Tracking & Screening!

Complio is an online tracking and screening system selected by your school to hold background check details and documentation proving your compliance. Follow these step-by-step instructions to create an account and move towards compliance.



[Video: Complio Overview](#)

http://www.americandatabank.com/VideoDirectory/complio_overview.html

Create your Account

Step 1: Create an account by going to fiu.complio.com. Click **Create an Account** to get started. Enter your personal information. Be extra careful entering your Email Address, as this is the system's main mode of communication with you.



[Video: Creating an Account](#)

<http://www.americandatabank.com/VideoDirectory/account.html>

Step 2: Complio will send an email to the address used during account creation. Click on the **Activation Link** within the message or copy and paste the URL in your web browser.

Place your Order

Step 3: Please note: An Account is not the same as a placing an order or subscribing for tracking your immunizations. Click **Get Started** to begin placing your order. Select your program of study and student or faculty and click Load Packages. Select the packages required by your instructor.



[Video: Subscribe to Complio](#)

<http://www.americandatabank.com/VideoDirectory/subscribe.html>

Step 4: Other names– Provide any alias/maiden names that you have used and click “Next” to continue. Enter previous addresses if applicable.

Electronic Signature

Step 5: Please read the Disclosure and Authorization on the next screen, sign, and click **Accept & Proceed** to continue.



[Video: Signing Forms](#)

<http://www.americandatabank.com/VideoDirectory/SigningForms.html>

Review and Confirmation

Step 6: Carefully review the information you have provided, once the order has been placed you cannot change any information. **If any information is incorrect you will be required to re-order at your own expense.**

Step 7: Confirmation and Receipt – Once you have confirmed that your information is correct, please select payment of Credit Card or Money Order. You will receive a receipt via email to your email address included with your order.

Immunization Details & Documents

Step 8: Click **Upload Documents** and use the **Browse** button to locate documents within your computer. Detailed instructions for document upload are provided in the full User Guide.



[Video: Upload Documents](#)

<http://www.americandatabank.com/VideoDirectory/upload.html>

Step 9: Click **Enter Requirement** to add details for a specific requirement. There may be multiple options, but you may not need to complete them all. Refer to the **Note** for explanation of options.



[Video: Entering Data](#)

<http://www.americandatabank.com/VideoDirectory/data.html>

Step 10: **Select a Requirement**, complete the required fields and select from the drop-down list of documents you've uploaded. Click **Submit** to save what you've entered. You can **Update** the item at any time before it is approved.



[Video: Exceptions - When and How to Apply](#)

<http://www.americandatabank.com/VideoDirectory/exceptions.html>

Wait for Approval At this time, the requirement is pending review and approval by an Administrator. American DataBank verifies items within 1-3 business day (excluding holidays and weekend).

Monitor Your Status We recommend checking Complio regularly. You are not fully compliant until your **Overall Compliance Status = Compliant**, indicated with a **Green Checkmark**. Complio will notify you via email when your compliance status changes, if an item is approaching expiration/deadline, or if a new requirement is added.

Questions? American DataBank is available to assist you Monday-Friday 7am-6pm MST or you can contact us by email complio@americandatabank.com or by calling 1-800-200-0853.

Please complete the following list of requirements and submit all documentation in the American DataBank Complio system. The background check must be completed by **May 15th, 2022**. All other requirements must be completed by **July 10th, 2022**.

Background Check **One Time**
 A copy of the completed Background Check ordered through the American DataBank Complio system. Results will be sent directly to Dr. Martinez and will be uploaded to your account by American DataBank upon completion.

Drug Screening **One Time**
 A copy of the completed Drug Screening ordered through the American DataBank Complio system. Results will be sent directly to Dr. Martinez and will be uploaded to your account by American DataBank upon completion.

Varicella **One Time**
 You must have a Varicella Surface Antibody IGG Titer.

Immune	Submit IGG lab work printout for titer.
Not Immune (Negative or Equivocal)	Submit lab work printout for titer AND submit proof of two Varicella Vaccinations given at any time (before or after the titer). The vaccinations must be at least 28 days apart.

Measles (Rubeola) and Rubella **One Time**
 You must have Measles **and** Rubella Surface Antibody IGG Titers.

Immune	Submit IGG lab work printout for both titers.
Not Immune (Negative or Equivocal)	Submit lab work printout for titers AND submit proof of two (2) MMR Vaccinations given at any time (before or after the titer). The vaccinations must be at least 28 days apart. It is recommended that any student with a negative titer, who has already received 2 MMR vaccinations, receive a booster dose of MMR.

Mumps **One Time**
 You must have either A **OR** B.

A	Submit IGG lab work for an Immune Mumps Surface Antibody Titer. If your titer is not-immune, complete option B.
B	Submit proof of 2 MMR Vaccinations, given at least 28 days apart.

Tetanus, Diphtheria, Pertussis (Tdap) **Every Ten Years**
 You must submit proof of a Tdap (Tetanus Diphtheria and Pertussis) vaccination, given within the last 10 years.

Hepatitis B **One Time**
 You must have a Hepatitis B Surface Antibody IGG Titer.

Immune	Submit lab work printout for titer.
Not Immune (Negative or Equivocal)	Submit lab work printout for titer, AND sign and submit a Hepatitis B Declination Form. It is recommended that you repeat the 3-shot series for Hepatitis B.
Declination	If you have not completed the Hepatitis B 3-Shot Series prior to the start of the Clinical Portion of your program, you must sign and submit the Hepatitis B Declination Form. It is highly recommended that you complete the 3-shot Hepatitis B Shot Series thereafter.

Tuberculosis

Every Year

You must complete one of the two options below.

PPD Negative	First Time	Have a 2-Step PPD, which includes two TB Tests within 1 week to 12 months of each other. Enter those into PPD1 and PPD 2.
	Renewal	Have one TB Test every 12 months. If your TB Tests are more than 12 months apart, you must have an additional test at least 7 days after the first. Enter the renewals into the first available PPD (e.g., PPD 3 for the first renewal, PPD 4 for the following renewal after that, etc.)
PPD Positive	First Time	Submit proof of a Positive TB Skin Test (from any time), and lab results for a Negative Chest X-Ray (given within the last 5 years)
	Renewal	Lab results for a Negative Chest X-Ray, due every 5 years. Every year without a new Chest X-Ray, you must submit a TB Clearance from your Primary Care Provider.

CPR

Every Two Years

You must have an American Heart Association BLS for the Healthcare Provider. **This training will be completed during program orientation in June.**

Health Insurance

Every Year

You must have current Major Medical Health Insurance Coverage, which must include hospitalization coverage. Please submit a copy of the front and back of your Health Insurance Card or other documentation of your current coverage. This must be sent every year, even if the coverage does not change. You are encouraged to discuss coverage with your provider, so that you understand what they will cover if you are injured while in a school activity. You and your insurance provider will be responsible for your healthcare expenses after any incident during school activities, including (but not limited to) bloodborne pathogen exposure.

Technical Standards Form

One Time

You must complete the Technical Standards Form, signed by a healthcare provider. This form can be found on the American DataBank Complio system webpage.

Consent and Release Form

One Time

You must complete the FIU Consent and Release form. This form can be found on the American DataBank Complio system webpage.

Student Attestation

One Time

You must complete the FIU Student Attestation form. This form can be found on the American DataBank Complio system webpage.

FBI Fingerprint

One Time

A copy of the completed Fingerprinting package ordered through American DataBank. This will be uploaded to your account by American DataBank upon completion. ****This will be completed after you start the program.**

Influenza

Every Year

Please submit proof of your yearly flu shot. Documentation must include site of injection, lot number of vaccine, manufacturer of vaccine, name of facility providing vaccine, and expiration date of vaccine. ****This requirement must be completed as needed between August 15, 2022, and October 15, 2022.**

Appendix E

TECHNICAL STANDARDS POLICY

The Athletic Training Program at Florida International 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 Athletic Training Program establishes the essential qualities considered necessary for students admitted to 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]).

Compliance with the program's technical standards does not guarantee a student's eligibility for the National Athletic Trainers' Association Board of Certification (BOC) certification exam. The following abilities and expectations must be met by all students admitted to the Athletic Training Program. In the event a student is unable to fulfill these technical standards, with or without reasonable accommodation, the student will not be permitted to begin the clinical education component of the program.

Candidates for selection to the Athletic Training Program 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.

Candidates for selection to the Athletic Training Program will be required to verify they understand and meet these technical standards or that they believe that, with reasonable accommodations, they can meet the standards.

The Florida International University Office of Disability Services 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 as required by law.

For students not requesting accommodations:

I certify that I have read and understood the technical standards for selection listed above, and I believe to the best of my knowledge that I meet each of these standards without accommodation. I understand that if I am unable to meet these standards, with or without reasonable accommodation, I will not be permitted to begin the clinical component of the program.

I agree to report, in writing, to the Program Director of the Athletic Training Program any changes in my ability to meet these standards within 30 days of the occurrence of any change in my ability to meet these technical standards. If such a change in my ability to meet these standards occurs, I understand that I may be required to obtain a physician's endorsement that I am capable of meeting the technical standards.

Name (please print)

Panther ID

Signature of Applicant

Date

Parent's Signature (If student is under 18 years old)

Date

Alternative statement for students requesting accommodations:

I certify that I have read and understood the technical standards of selection listed above and I believe to the best of my knowledge that I can meet each of these standards with reasonable accommodations. I will contact the Florida International University Office of Disability Services to determine what accommodations may be available. I understand that if I am unable to meet these standards, with or without reasonable accommodations, I will not be permitted to begin the clinical component of the program. I agree to report, in writing, to the Program Director of the Athletic Training Program any changes in my ability to meet these standards within 30 days of the occurrence of any change in my ability to meet these technical standards. If such a change in my ability to meet these standards occurs, I understand that I may be required to obtain a physician's endorsement that I am capable of meeting the technical standards.

Name (please print)

Panther ID

Signature of Applicant

Date

Parent's Signature (If student is under 18 years old)

Date

Physician Endorsement:

I certify that I have examined the above student to determine his/her ability to meet the technical standards as listed above. According to my examination, this student (check one)

_____ is capable of meeting the technical standards without accommodation.

_____ is capable of meeting the technical standards with reasonable accommodation.

_____ is not capable of meeting the technical standards, with or without reasonable accommodation.

Physician Remarks:

Name (please print)

Medical License Number

Address

City, State, Zip

Phone

Fax

Physician Signature

Date

Master of Science in Athletic Training
Program Handbook Acknowledgement Form

Completed Via Typhon

I acknowledge that I have reviewed the Master of Science in Athletic Training Program Handbook, including all appendices, and understand that it is my responsibility to adhere to the information, policies, and procedures within the handbook.

I understand and acknowledge that the information, policies, and/or procedures within the handbook may be amended or appended during my time in the program. Such changes will be communicated via written documentation from the Program Director.

I understand that if I have any questions related to information, policies, and/or procedures within the handbook, it is my responsibility to seek clarification from the Program Director.