

**2024-2025**

# **Policies and Procedures**

**Master of Athletic  
Training Program**

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## 2024-2025 Policies and Procedures

This manual provides valuable information regarding the Mercer University Master of Athletic Training (MAT) Program. You are encouraged to refer to this manual throughout your time in the program, as it addresses many questions that you may have regarding the program curriculum and clinical experiences. The materials in this manual are not intended to supersede any policies in the Mercer University Student Handbook or the College of Health Professions Graduate/Professional Student Handbook, or to duplicate material already in print, but rather to provide clarification of policies and procedures specific to the Mercer University MAT Program. The University Student Handbook supersedes all College and Program Student Handbooks. This manual is intended to provide clarification of policies and procedures specific to the Mercer University MAT Program as well as rules that you should follow to remain in good standing in the program. For additional information regarding student life and university policies, please refer to the Mercer University Student Handbook available online at: <https://provost.mercer.edu/handbooks/studenthandbook.cfm>.

Welcome to the Mercer University MAT Program!!

*Dr. Rachel Le*

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Assistant Professor, Program Director, Master of Athletic Training Program  
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## ATHLETIC TRAINING OVERVIEW

### MERCER UNIVERSITY MAT PROGRAM

Athletic training is a critical element of the Sports Medicine profession. Athletic training requires many hours of educational coursework and practical experience to meet the entry-level expectations of a Certified Athletic Trainer (ATC).

An AT is a highly educated and skilled professional whose primary emphasis is assisting active populations during the injury process. In cooperation with physicians and other healthcare providers, the athletic trainer functions as an integral member of the athletic healthcare team in secondary schools, colleges and universities, sports medicine clinics, professional sports programs, and other healthcare settings. Athletic training students (ATS) are educated in a number of content areas:

- Prerequisite Coursework and Foundational Knowledge
- Core Competencies
  - Patient-Centered Care
  - Interprofessional Practice and Interprofessional Education
  - Evidence-Based Practice
  - Quality Improvement
  - Healthcare Informatics
  - Professionalism
- Patient/Client Care
  - Care Plan
  - Examination, Diagnosis, and Intervention
- Prevention, Health Promotion, and Wellness
- Health Care Administration

To become a Certified Athletic Trainer, students must obtain a degree in athletic training from a program accredited by the Commission on Accreditation of Athletic Training Education (CAATE). Athletic training students will participate in extensive clinical education rotations with athletic teams and a variety of other patients where they receive clinical instruction from approved preceptors.

To become a Certified Athletic Trainer, one must fulfill the requirements for certification established by the Board of Certification Inc. (BOC). The certification examination administered by the BOC consists of a computer-based exam that evaluates the five athletic training domains: Injury and Illness Prevention and Wellness Promotion; Examination, Assessment and Diagnosis; Immediate and Emergency Care; Therapeutic Intervention; and Healthcare Administration and Professional Responsibility. Athletic training students, who pass the certification examination, proving they have the entry-level skills and knowledge within each of the domains, earn the credential “ATC.”

The athletic training profession is very dynamic, offering new challenges every day. In the classroom, students are challenged to learn the most up-to-date methods for injury prevention, recognition, and care. Athletic training students also learn from preceptors during their clinical education experiences within the MAT Program. The student must learn early how to take full advantage of both types of learning environments.

During the next six semesters at Mercer University, you, as an ATS, will face many challenges. One of the hardest things is balancing a full class load with your clinical experiences, while trying to maintain a normal life. Your first obligation is to school so make sure you are attending and participating in all of your classes in

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order to maintain a minimum GPA of 3.0. As a student in the MAT Program, you are expected to be committed to your clinical assignment which requires you to log many hours, master many competencies, and complete clinical standard assessments. The specific requirements for your clinical experience are provided within this document. It is imperative that you take advantage of any time and experience that you can while in the MAT Program. Students who use sound time management skills should be able to handle the stresses placed on them in life along with this demanding academic program. You should understand that your education includes classroom, laboratory, and clinical experiences, and all are critical for your success. You will get out of this experience what you put into it, so study hard and always look to learn in any situation you are placed during your participation in the MAT Program at Mercer University.

### **MISSION STATEMENTS** MERCER UNIVERSITY MAT PROGRAM

#### **MERCER UNIVERSITY ACADEMIC MISSION STATEMENT**

##### *Our Mission*

Mercer University's mission is to teach, to learn, to create, to discover, to inspire, to empower and to serve.

#### **MERCER UNIVERSITY COLLEGE OF HEALTH PROFESSIONS VISION AND MISSION STATEMENT**

##### *Vision*

The College of Health Professions will be nationally recognized for promoting and improving health through excellence in education, leadership, and innovation.

##### *Mission*

The College of Health Professions seeks to prepare students to improve the health and quality of life of individuals and society through excellence in teaching, research, and service.

#### **MERCER UNIVERSITY ATHLETIC DEPARTMENT MISSION STATEMENT**

The mission of the Mercer University Athletic Department is to develop well-rounded student-athletes academically, athletically, and socially. The program is committed to integrity, sportsmanship, and equal opportunity for all students and staff.

#### **MERCER UNIVERSITY MAT PROGRAM VISION, MISSION, CORE VALUES, AND PROGRAM GOALS**

##### *Vision*

Mercer University's Master of Athletic Training Program will be recognized for improving healthcare for athletes and others through excellence in education, scholarship, leadership, and service.

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### *Mission*

The mission of Mercer University's Master of Athletic Training Program is to prepare patient-centered athletic trainers who are devoted to improving healthcare for athletes and the greater community, and who are committed to professional development, leadership, and advocacy for the profession.

### *Core Values*

The core values of Mercer University's Master of Athletic Training Program are collaboration, compassion, ethical practice, excellence, integrity, and professionalism.

### Program Goals

1. Recruit, admit, and retain highly qualified individuals who are committed to a career in athletic training.
2. Support faculty development and engagement in teaching, scholarship, and service.
3. Deliver a comprehensive curriculum that provides students with knowledge, skills, and clinical abilities included in content areas of foundational knowledge; core competencies; patient/client care; prevention, health promotion, and wellness; and healthcare administration.
4. Provide clinical education experiences that encompass the scope of athletic training practice.
5. Support state-of-the-art technology and facilities to deliver the curriculum.
6. Secure/maintain accreditation from the Commission on Accreditation of Athletic Training Education (CAATE).

## **MERCER UNIVERSITY MAT GRADUATE PROFILE**

The Mercer University Athletic Training Graduate will:

1. Demonstrate the knowledge, skills, and clinical abilities that will prepare her/him for entry-level practice as an athletic trainer.
2. Use patient/client values and circumstances, clinical expertise, and research to guide clinical-decision making.
3. Adhere to professional and ethical standards of conduct in compliance with the National Athletic Trainers' Association (NATA) and to the laws and guidelines that regulate the practice of athletic training.
4. Collaborate effectively as a member and leader of an interprofessional healthcare team to provide evidence-based and patient-centered care.
5. Students/Graduates will pursue professional development through continuing education and active involvement with the NATA.

## **NON-DISCRIMINATION POLICIES**

### **MERCER UNIVERSITY MAT PROGRAM**

Mercer University is committed to providing equal educational programs or activities, and equal employment opportunities to all qualified students, employees, and applicants without discrimination on the basis of race, color, national or ethnic origin, disability, veteran status, sex, sexual orientation, genetic information, gender identity, age, or religion, as a matter of University policy and as required by applicable state and federal laws, including Title IX. Inquiries concerning this policy may be directed to the Equal Opportunity/Affirmative Action

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Officer, Human Resources, 478-301-5121, [whaley\\_ce@mercer.edu](mailto:whaley_ce@mercer.edu) or the Assistant Vice President and Director of Title IX, Office of Audit and Compliance, phone 478-301-2788, [stellato\\_sl@mercer.edu](mailto:stellato_sl@mercer.edu), 1501 Mercer University Drive, 315 Newton Chapel – Suite 315, Macon, Georgia 31207. In cases of Title IX concerns, these concerns may be referred to the Office of Civil Rights.

### Educational Opportunities and Clinical Placement Non-Prejudicial/Non-Discrimination Policy:

All MAT Program educational opportunities are non-prejudicial and are open to all students within the program regardless of race, color, national or ethnic origin, disability, veteran status, sex, sexual orientation, genetic information, gender identity, age, or religion. Clinical site placement will **NOT** be based on race, color, national or ethnic origin, disability, veteran status, sex, sexual orientation, genetic information, gender identity, age, or religion. Placements will be based on student learning styles, student preference, preceptor teaching styles, potential patient encounters, and collaboration between the Coordinator of Clinical Education, Program Director, and affiliated clinical site representatives. If a clinical site requests students based on race, color, national or ethnic origin, disability, veteran status, sex, sexual orientation, genetic information, gender identity, age, or religion, they will no longer be used as a clinical site.

## WITHDRAWAL AND REFUND POLICY MERCER UNIVERSITY MAT PROGRAM

Mercer University will maintain a fair and equitable refund policy by adherence to the Institutional Refund Policy in all programs, in all schools, and on all campuses. Therefore, students who plan to withdraw from the MAT Program are encouraged to refer to the Refund Policy in the Mercer University Catalog.

## REQUIREMENTS AND ADDITIONAL EXPENSES MERCER UNIVERSITY MAT PROGRAM

Students in the MAT Program will incur expenses that are in addition to tuitions and university fees. These may include immunizations, a physical exam, and background check as part of the admissions requirements. Students will be assessed several course fees to cover lab equipment costs and those associated with ATrack access. Students will be required to access internet sites during classes and clinical experiences so a laptop computer or tablet will be required. Students will be required to join the NATA, SEATA, and GATA, purchase textbooks, lab manuals, uniforms, and will be responsible for transportation to their clinical sites. Students are encourage to refer to the CHP Admissions website for a current estimate of additional expenses related to the MAT Program <http://chp.mercer.edu/admissions/tuition-financial-planning/>.

## NATA CODE OF ETHICS

All athletic trainers affiliated with the Mercer University MAT Program should abide by the National Athletic Trainers' Association (NATA) code of ethics. Athletic training students should become familiar with the NATA code of ethics and should abide by all principles that apply to students. In addition, students should adhere to the policies and procedures that are included in this manual.

The National Athletic Trainers' Association Code of Ethics states the principles of ethical behavior that should be followed in the practice of athletic training. It is intended to establish and maintain high standards and



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professionalism for the athletic training profession. The principles do not cover every situation encountered by the practicing athletic trainer, but are representative of the spirit with which athletic trainers should make decisions. The principles are written generally; the circumstances of a situation will determine the interpretation and application of a given principle and of the Code as a whole. When a conflict exists between the Code and the law, the law prevails.

### 1. Members Shall Practice with Compassion, Respecting the Rights, Welfare, and Dignity of Others

- 1.1 Members shall render quality patient care regardless of the patient's race, religion, age, sex, ethnic or national origin, disability, health status, socioeconomic status, sexual orientation, or gender identity.
- 1.2. Member's duty to the patient is the first concern, and therefore members are obligated to place the welfare and long-term well-being of their patient above other groups and their own self-interest, to provide competent care in all decisions, and advocate for the best medical interest and safety of their patient at all times as delineated by professional statements and best practices.
- 1.3. Members shall preserve the confidentiality of privileged information and shall not release or otherwise publish in any form, including social media, such information to a third party not involved in the patient's care without a release unless required by law.

### 2. Members Shall Comply With the Laws and Regulations Governing the Practice of Athletic Training, National Athletic Trainers' Association (NATA) Membership Standards, and the NATA Code of Ethics

- 2.1. Members shall comply with applicable local, state, federal laws, and any state athletic training practice acts.
- 2.2. Members shall understand and uphold all NATA Standards and the Code of Ethics.
- 2.3. Members shall refrain from, and report illegal or unethical practices related to athletic training.
- 2.4. Members shall cooperate in ethics investigations by the NATA, state professional licensing/regulatory boards, or other professional agencies governing the athletic training profession. Failure to fully cooperate in an ethics investigation is an ethical violation.
- 2.5. Members must not file, or encourage others to file, a frivolous ethics complaint with any organization or entity governing the athletic training profession such that the complaint is unfounded or willfully ignore facts that would disprove the allegation(s) in the complaint.
- 2.6. Members shall refrain from substance and alcohol abuse. For any member involved in an ethics proceeding with NATA and who, as part of that proceeding is seeking rehabilitation for substance or alcohol dependency, documentation of the completion of rehabilitation must be provided to the NATA Committee on Professional Ethics as a requisite to complete a NATA membership reinstatement or suspension process.

### 3. Members Shall Maintain and Promote High Standards in Their Provision of Services

3.1. Members shall not misrepresent, either directly or indirectly, their skills, training, professional credentials, identity, or services.

3.2. Members shall provide only those services for which they are qualified through education or experience and which are allowed by the applicable state athletic training practice acts and other applicable regulations for athletic trainers.

3.3. Members shall provide services, make referrals, and seek compensation only for those services that are necessary and are in the best interest of the patient as delineated by professional statements and best practices.

3.4. Members shall recognize the need for continuing education and participate in educational activities that enhance their skills and knowledge and shall complete such educational requirements necessary to continue to qualify as athletic trainers under the applicable state athletic training practice acts.

3.5. Members shall educate those whom they supervise in the practice of athletic training about the Code of Ethics and stress the importance of adherence.

3.6. Members who are researchers or educators must maintain and promote ethical conduct in research and educational activities.

### 4. Members Shall Not Engage in Conduct That Could Be Construed as a Conflict of Interest, Reflects Negatively on the Athletic Training Profession, or Jeopardizes a Patient's Health and Well-Being

4.1. Members should conduct themselves personally and professionally in a manner that does not compromise their professional responsibilities or the practice of athletic training.

4.2. All NATA members, whether current or past, shall not use the NATA logo in the endorsement of products or services, or exploit their affiliation with the NATA in a manner that reflects badly upon the profession.

4.3. Members shall not place financial gain above the patient's welfare and shall not participate in any arrangement that exploits the patient.

4.4. Members shall not, through direct or indirect means, use information obtained in the course of the practice of athletic training to try and influence the score or outcome of an athletic event, or attempt to induce financial gain through gambling.

4.5. Members shall not provide or publish false or misleading information, photography, or any other communications in any media format, including on any social media platform, related to athletic training that negatively reflects the profession, other members of the NATA, NATA officers, and the NATA office.

## STATEMENT OF ACADEMIC INTEGRITY MERCER UNIVERSITY MAT PROGRAM

Mercer University strives to be a *Community of Respect*, which includes respect for academic integrity. Students operate under an honor system and will exhibit the values of honesty, trustworthiness and fairness, regarding all academic matters. Students, faculty, and staff are expected to report any violations, including but not limited to, cheating, plagiarism, and academic dishonesty, to the honor council appropriate for their campus and program.

Visit <https://provost.mercer.edu/handbooks/integrity.cfm> for all details relating to academic integrity.

### Procedure for Reporting Honor Code Violations

Each student is responsible for reporting any and all violations of the Honor Code. The student accepts this responsibility when he or she enters the University and is expected of him or her as a vital participant in the Honor System. The system is so dependent upon this student responsibility that the shirking of this responsibility is considered a serious violation of the Honor System.

The procedure for reporting a violation is:

1. If a student sees, knows, or hears an act of dishonesty, he or she is responsible for reporting the suspected violation to the instructor concerned or to a member of the Honor System. The primary obligation of the student is to see that the alleged violation reaches the Honor System as soon as possible.
2. If one knows of or sees an act of academic dishonesty, a student may go to the student suspected of the violation and ask him or her to report the violation personally, stating that if this is not done within a certain period, and it will be reported.
3. A student should remember in any and all cases that one's primary duty and obligation is to report the act to the Honor Council either directly or indirectly. Even in cases where there is only suspicion, the details of the suspicion should be divulged to the instructor.

## MAT PROGRAM DEGREE REQUIREMENTS MERCER UNIVERSITY MAT PROGRAM

1. Completion of the MAT curriculum (totaling 70 credit hours) with a passing grade in each course and a 3.00 cumulative grade point average.
2. Successful demonstration of professional performance standards throughout the student's career in the MAT Program.
3. Successful completion of comprehensive examinations.
4. Recommendation by the faculty of the MAT Program with final verification by the Program Director.
5. Payment of all financial obligations to the University.

**MAT PROGRAM DEGREE PLAN**  
**MERCER UNIVERSITY MAT PROGRAM**

<b>MAT Year 1 Summer</b>	<b>Cr Hrs</b>	<b>MAT Year 1 Fall</b>	<b>Cr Hrs</b>	<b>MAT Year 1 Spring</b>	<b>Cr Hrs</b>
AT 510 Introduction to Athletic Injuries	3	AT 511 Fundamentals of Athletic Training	2	AT 512 Professionalism and Leadership in Athletic Training	3
AT 520 Basic Taping, Bracing, and Protective Equipment	1	AT 521 Therapeutic Intervention I	4	AT 522 Therapeutic Intervention II	4
AT 530 Athletic Training Emergency Care	4	AT 531 Clinical Examination & Diagnosis I	4	AT 532 Clinical Examination & Diagnosis II	4
		AT 551 Introduction to Athletic Training Clinical	3	AT 552 Athletic Training Clinical II	3
	<b>8</b>		<b>13</b>		<b>14</b>
<b>MAT Year 2 Summer</b>		<b>MAT Year 2 Fall</b>		<b>MAT Year 2 Spring</b>	
AT 610 Sports Nutrition	3	AT 611 General Medical Conditions	3	AT 612 Athletic Training Healthcare Administration	3
AT 620 Research Design and Statistics	3	AT 621 Pathophysiology & Pharmacology for Athletic Training	3	AT 622 Sports Biomechanics and Pathomechanics	1
AT 650 Immersive Clinical	4	MPH 601 Principles of Public Health Practice	3	AT 642 Healthcare Delivery Systems	1
		AT 631 Interprofessional Practice	1	AT 652 Advanced Athletic Training Clinical II	3
		AT 632 Research Capstone	1	AT 662 Athletic Training Curricular Content Standards Review	3
		AT 651 Advanced Athletic Training Clinical I	3		
	<b>10</b>		<b>14</b>		<b>11</b>
<b>Total: 70 Credit Hours</b>					

The calendar for the MAT Program for each academic year can be found on the Registrars website. Please note that the MAT Program has a unique calendar that is found at the bottom of the page at the following <https://registrar.mercer.edu/macon/calendars.cfm>

**CLINICAL ORIENTATION**  
**MERCER UNIVERSITY MAT PROGRAM**

Each fall, ATS are required to attend a clinical orientation that is held the day before the first day of class. The purpose is to provide ATS with procedural information necessary to ensure a smooth transition into the fall semester. Additional information will be provided prior to the end of the summer 1 session.

**MAT PROGRAM STRUCTURING OF CLINICAL EXPERIENCES**  
**MERCER UNIVERSITY MAT PROGRAM**

The MAT clinical education component is planned to include clinical practice opportunities with varied client/patient populations throughout the lifespan (for example, pediatric, adult, elderly), of different sexes, with different socioeconomic statuses, of varying levels of activity and athletic ability (for example, competitive and recreational, individual and team activities, high- and low-intensity activities), who participate in non-sport activities (for example, participants in military, industrial, occupational, leisure activities, performing arts).

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The Program Director (PD) and Coordinator of Clinical Education (CCE) will ensure that the appropriate assignments in all of the above mentioned areas are made for each student in the MAT Program. Students are permitted to make a specific request for an assignment each semester; however, the priority will be to ensure that all students get a varied and appropriate clinical experience. The integrated clinical experience will be designed to provide a logical progression of increasingly complex and autonomous patient-care to prepare students for their transition to practice following graduation.

To provide a varied clinical experience, the MAT Program has established affiliation agreements with off-campus facilities where students can learn from a variety of healthcare providers. It will be necessary for students to travel to these off campus clinical experiences and students are responsible for the costs of travel. Efforts will be made to limit these costs but students should make plans to cover the cost of travel.

To help provide a quality clinical experience, and ensure student and client/patient safety, the MAT Program uses a clinical experience contract between, the CCE, student, and preceptor. The CCE will visit each active clinical site at least once each semester to follow up on this contract. The CCE will complete a clinical site evaluation that includes an interview with the preceptor and students. The CCE will ask specific questions about Emergency Action Plans (EAP), protection from BBP, equipment inspection and calibration, student supervision and the learning environment, awareness of CAATE Standards, and whether students are wearing their nametag that identifies them as a student. If a negative response is noted, the CCE will ask for an explanation and a plan for corrective action.

Each clinical site is required to have a critical incident response plan that includes venue specific EAP. When students first report to a clinical site they will ask the preceptor to go over the venue specific EAP and show them where these are posted for immediate access. This venue specific EAP training and accessibility to students will be verified in the clinical experience contract and during CCE site visits.

During clinical experiences students will use various equipment in patient care. To protect the health and safety of clients/patients and students, this equipment should be calibrated and maintained according to manufacturer guidelines. During regular site visits, the CCE will verify that this equipment is calibrated and inspected on an annual basis and will maintain a copy of these records.

### **CLINICAL STANDARDS ASSESSMENTS (CSAs)**

#### MERCER UNIVERSITY MAT PROGRAM

To help guide the clinical experience and meet the curricular content standards that are defined by CAATE, the AT faculty have developed Clinical Standards Assessments (CSA). The CSAs includes the actual curricular content standard presented in a way where each part of the standard can be graded by a preceptor during your clinical experiences. Therefore, the CSAs have been assigned to AT 551, AT 552, AT 650, AT 651, and AT 652 and should be completed during the corresponding semester. Students will be provided with the complete CSA packet during the first week of Fall semester 1. The goal for each student is to have CSAs scored while working with patients, however simulation is acceptable when the item to be scored is not observed. To increase the use of patient encounters, students are required to be graded on 80% of the individual skills included in the assigned standards during each semester, but are permitted to delay 20% of the individual

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skills to a later semester where the appropriate encounters may occur. At the conclusion of the final semester of the program, completion of all parts of each CSA is required.

You will be scored by your preceptors using the following criteria:

0: Fail= Student is unable to perform the task or puts the safety of the patient/client at risk.

1: Emergent= The student's knowledge is beginning to develop, but they have difficulty performing the task and could not accurately provide proper justification for the task.

2: Competent= The student has the ability to perform the task accurately and provide appropriate justification for the task with some minor guidance from the evaluator.

3: Proficient= The student has the ability to perform the task accurately and provide appropriate justification for the task that requires only verification from the evaluator. The student's clinical performance is consistent with that of an entry-level athletic trainer.

Students who **are** scored as "fail" or "emergent" on any portion of the CSA, must repeat this portion of the CSA until a score of "competent" or "proficient" is earned. To meet this standard and demonstrate that a student is ready to practice in this content area, 80% of the scores for this standard must be "proficient" and there can be no scores less than "competent." Students who have not met this standard will be required to meet with the Program Director (PD), Coordinator of Clinical Education, and Medical Director during the final week of the student's final semester in the Program. The student will be given an opportunity to meet the standard using patient simulation. For example, if a student has earned a score of "emergent" on one of the items, they will have an opportunity to repeat the task and earn an acceptable score of "competent" or "proficient." If a student has scored "proficient" on less than 80% of the graded tasks, they will have an opportunity to repeat tasks on which they were previously scored as "competent." Students must meet this Standard to earn the PD's endorsement for the BOC exam.

## CLINICAL RESPONSIBILITIES AND DOCUMENTATION

### MERCER UNIVERSITY MAT PROGRAM

Athletic training students are required to complete clinical rotations as a part of their four clinical courses. In addition, there is an immersive experience where students will complete a clinical experience that is not limited by time spent in the classroom. This course will allow students to experience the totality of care provided by athletic trainers by participating in the full-time, day-to-day, and week-to-week role of an athletic trainer. The minimum and maximum hour requirements for each clinical experience are included below:

Semester	SEMESTER REQUIREMENT		WEEKLY AVERAGE	
	Minimum hrs.	Maximum hrs.	Minimum hrs.	Maximum hrs.
Summer, semester 1 (6 weeks)	NA	NA	NA	NA
Fall, semester 2 (15 weeks)	200	250*	13	17
Spring, semester 3 (15 weeks)	200	250*	13	17
Summer, semester 4				
4-week immersive	NA	240	NA	60
Fall, semester 5 (15 weeks)	200	250*	13	17
Spring, semester 6 (15 weeks)	200	250*	13	17

\* Clinical experiences should continue throughout the 15-week semester. Clinical experiences do not end when the minimum hours have been fulfilled. If the sport that your preceptor is covering is involved in post-season play (eg. conference tournaments, invitational tournaments, bowl games) an additional 50 hours of clinical experience may be completed pending PD approval.

- Students must have a minimum of one day off in every seven day period except when logging hours during the immersive experience. It is the responsibility of the student to insure that they do not log hours on seven consecutive days.
- Students must not perform skills on patients that have not been taught and evaluated by a preceptor or class instructor.
- Each ATS will inform their individual preceptor of their class schedule prior to the beginning of each semester.
- Students should make a concerted effort to minimize conflicts such as outside work and other activities, which must not interfere with clinical assignments.
- Clinical assignments may include activities in the early mornings, evenings, and on weekends.
- All ATS are responsible for attending the learning activities associated with their clinical assignment. Students should contact their preceptor if they will be absent from an assigned activity.
- All ATS are responsible for recording clinical hours. All hours must be approved by their preceptor.
- Clinical hours must be entered in ATrack at assigned intervals. Students are responsible for maintaining a copy for their own records.

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- All hours that involve clinical education or any athletic training related activities in a clinical education setting under supervision of a preceptor should be documented by the ATS, verified by the preceptor, and entered in ATrack.
- During your clinical assignments there will be periods of “down time” where you are not involved in clinical education and are not performing athletic training related duties (eg. travel to away events, athletes are in meetings, meal breaks). These hours should not be recorded as clinical hours.
- Student are required to notify the CCE if they won't be attending clinicals for a full week including spring break or fall break.
- All ATS will be evaluated by their preceptor twice each semester. A meeting to discuss mid-term evaluations will be held between each student and preceptor.
- For urgent care, students who are away from campus during clinical immersion or while traveling as part of their clinical assignment should go to a facility that is covered by his/her insurance plan. And for emergency care, students should visit the most appropriate emergency care facility.
- Students who are learning in remote clinical sites may reach CAPS for counseling via telephone. If they have met with a counselor previously then the student will connected with their counselor. For those seeking counseling for the first time, CAPS will help them find a counselor in the area where they are living. For after-hours counseling, students can call Mercer Police who will connect them to a counselor who is on call.

## **CLINICAL SUPERVISION POLICY**

### **MERCER UNIVERSITY MAT PROGRAM**

Athletic training students will be learning in a variety of settings as part of the MAT Program at Mercer University. You will have different responsibilities based on the level of supervision that is provided. You will be assigned to a preceptor during each semester of the MAT Program. When you are learning and performing assigned duties under the direct supervision of a preceptor, you are considered to be involved in clinical education. This direct supervision is defined as constant visual and auditory supervision and the intent is that the preceptor will be readily available to intervene and protect the patient should this be needed. If you ever find yourself in a situation where you are not directly supervised, it is your responsibility to find your preceptor or leave the clinical site and contact the CCE. It is only the preceptor who can formally evaluate your proficiency and performance. To improve the clinical experience, there will be frequent communication between the preceptor and CCE via mid-term and final evaluations, and at least one clinical site visit per semester.

The athletic training clinical experience must be supervised by an athletic trainer who is state credentialed, certified, and in good standing with the Board of Certification, or by an appropriately state credentialed physician. In addition, students may be involved in supplemental clinical experiences that are supervised by other appropriately state credentialed medical or allied healthcare professionals.



## **SPECIAL EVENTS AND SCHOLARSHIP PROGRAMS**

### **MERCER UNIVERSITY MAT PROGRAM**

Although not required, ATS are encouraged to participate in clinical education during special events not directly affiliated with your clinical assignment because these opportunities can be very beneficial to your educational experience. Examples of special events are tournaments and sports camps. From time to time, the Mercer University preceptors will post such events. Students can "volunteer" and will not be compensated. The hours that you are under the direct supervision of a preceptor during special events will count toward your semester totals as long as approved by your assigned preceptor. In addition, the clinical staff encourages you to participate in public relations programs, career days, or any other programs, which advocate for, or promote the athletic training profession. It is strongly suggested that each ATS seriously consider applying for scholarship programs through Mercer University and at the state (GATA), district (SEATA), and national levels of the NATA. Some of the scholarships that are available to Athletic Training Students are listed below:

- College of Health Professions awards one scholarship of \$2500 to a student in the MAT Program.
- SEATA offers the following three annual graduate scholarships:
  - The SEATA Memorial Graduate Scholarship in the amount of \$1,000.00.
  - The Jerry Rhea/Atlanta Falcons Graduate Scholarship Award in the amount of \$1,000.00.
  - The Hughston Sports Medicine Foundation Scholarship in the amount of \$500.00.
- The NATAREF offers scholarships for second year graduate students in the amount of \$2300. The total number of awards for program levels is 50-75 annually.
- Professional Football Athletic Trainers offer four scholarships annually in the amount of \$2,000.
- Professional Baseball Athletic Trainers Society offers two scholarships annually (no amount provided).

As an ATS, these programs and awards help establish a resume which will separate you from the hundreds of other ATS who are seeking employment or other postgraduate opportunities. Therefore, when you do engage in one of these special event programs or are awarded scholarships or academic awards, take time to document these experiences. This will help you remember all of your experiences and assist you in preparing a professional resume.

## **ATHLETIC TRAINING STUDENT CONDUCT GUIDELINES**

### **MERCER UNIVERSITY MAT PROGRAM**

- Observe all rules and regulations set by the PD, CCE, Medical Director, Director of Sports Medicine, Preceptors, Head Coaches, Team Physicians, and the Director of Athletics.
- Act with professionalism at all times and treat each individual with respect.
- Act only within the scope of your education and do not exceed the responsibilities of an ATS.
- Wear your nametag that indicates you are a student during all clinical experiences.

**Athletic training students should refrain from the following:**

- Talk to any media personnel (press, radio, TV) about student athletes, injuries, policies or procedures, treatments, return days, or any other material that may be detrimental to the athlete, Mercer University, parents, or yourself.
- Discuss any student athlete's medical conditions or records with anyone other than AT staff or faculty. These discussions are only permitted when they are part of your clinical education.
- Post any information about student athletes, injuries or the healthcare provided, including photos, on any social media site.
- Make any diagnosis, administer treatments, administer medications, or prescribe rehabilitation programs without first consulting a preceptor or team physician.
- Discuss with the athlete the options, seriousness, or surgical procedures associated with an injury.
- Determine the playing status of any athlete.
- Make any derogatory, critical, or judgmental statements about the Department of Intercollegiate Athletics, Mercer University, the National Athletic Trainers' Association, or CAATE.
- Make any medical appointments for athletes without the consent of the preceptor or the team physician.
- Use cell phones in any athletic or athletic training facility for non-medical purposes. Cell phones should be turned completely off.
- Fraternize with athletes outside of the healthcare setting. Students who establish a relationship with an athlete that may compromise medical care for the athlete or interfere with the student's ability to successfully complete their clinical experience will be moved to another setting.

**Academic Misconduct**

- As stated previously, students are expected to abide by the NATA Code of Ethics and the MAT Program guidelines for professional and ethical academic conduct. Unethical academic conduct includes, but is not limited to:
  - Receiving credit for work completed by someone else.
  - Offering information to another student before or during an exam (practical exams are ongoing until all students have completed the exam).
  - Receiving information from another student before or during an exam (practical exams are ongoing until all students have completed the exam).
  - Using unauthorized aides during an exam (notes, previous exams, textbook, etc.).

## 2024-2025 Policies and Procedures

- Plagiarism, which is defined as using someone else's work without giving proper credit to the creator of the work.
  - Selling, lending or giving away information, questions or answers to quizzes or exams, when these items are not available to all students.
  - Failure to uphold the ethical principles of the MAT Program or the University.
- When, in the opinion of the instructor of record, a student is guilty of academic misconduct, the instructor must first notify the student(s) involved, the PD, and the Dean of the College of Health Professions of their intent to take action. The instructor may do one of the following:
- Grant the student(s) an "F" in the course
  - Grant the student(s) an "F" on the assignment or exam
  - Mutually agree with the student to another appropriate disciplinary action
- When, in the opinion of the instructor of record, the student is guilty of academic dishonesty to a degree which warrants an "F" in the course, the instructor must notify the Dean of the College of Health Professions who follows University procedures.
- If found guilty of academic misconduct a second time, the student will be dismissed from the MAT Program.

### **Attendance for class, clinical experiences, in-services, and MAT Program Meetings**

- The AT curriculum is very demanding and rigorous. Athletic training students are held to a high standard because of the potential risks and medical emergencies to which they may be exposed in the course of their career. To be late or to miss class demonstrates a lack of understanding of the standard by which ATs are measured.
- All students are expected to be in attendance for every class, laboratory session, clinical assignment, in-service, or required meeting throughout their time in the MAT Program.
- The syllabus for each class is an agreement between the instructor and the students. Students are encouraged to be familiar with, and abide by, the policies of each class and note that the policies may be different for each instructor.
- Attendance is excused for travel that is related to the clinical assignment with an athletic team. Attendance is excused for bereavement and jury duty. Students are to notify the instructor prior to the absence in order to remain up-to-date on the class content and assignments. Students are responsible to complete all missed assignments and to be familiar with the information from the missed class.
- At no time are students excused from class to cover home events and/or practices.
- Students should refer to the University Catalog for additional information regarding emergency absences.

## Temporary Academic Leave

- The MAT Program is limited access and students are admitted as a cohort. Students must progress through the 6-semester program by taking all required classes included for each semester in the degree plan.
- Students may request temporary academic leave. Students are encouraged to discuss their options with the PD before making the final decision regarding a temporary academic leave.
- A contract which stipulates the conditions of temporary academic leave and return to the MAT Program will be created on a case-by-case basis, and will be signed by the ATS, PD, and Dean of the College of Health Professions.
- A student must be in good academic standing in order to apply for temporary academic leave.
- The student is responsible for submitting a letter requesting temporary leave to the PD. Students who leave the program without approval will be dismissed from the program. The letter should include the following items:
  - Name, Address, Phone Number, E-mail
  - Reason for requesting the leave
  - Expected length of the academic leave
- The student is responsible to contact the PD 60 days prior to the date of anticipated return or the request will be denied.
- Reinstatement is not guaranteed, and may be affected by the number of students in the cohort that the student is attempting to join.

## STUDENT CONDUCT AGREEMENT

### MERCER UNIVERSITY MAT PROGRAM

*As an ATS in the Master of Athletic Training Program at Mercer University, students must agree to abide by the following expectations to retain a position in the program. Students will be given a copy of this contract to keep in their MAT Program folder. Review each statement and initial in the space provided to acknowledge your understanding.*

I understand that I am required to have a pre-participation screening completed by a physician along with a copy of my immunization record. I understand that I must submit these documents to the Program Director (PD) before the first day of class for my first semester of the MAT Program. If medical conditions change, additional screening by a physician is required.

**Student initials:** \_\_\_\_\_

I understand that I must complete the following classes by the semesters outlined below, or as amended by the PD:

Semester 1: AT510, AT520, AT530

Semester 2: AT511, AT521, AT531, AT551

Semester 3: AT512, AT522, AT532, AT552

Semester 4: AT610, AT620, AT650

Semester 5: AT611, AT621, MPH601, AT631, AT632, AT651

Semester 6: AT612, AT622, AT642, AT652, AT662

**Student initials:** \_\_\_\_\_

I understand that I must not take any classes that are not included on the plan of study for the current semester.

**Student initials:** \_\_\_\_\_

I understand that I must maintain a cumulative collegiate GPA of 3.0 at all times and that if I fail to maintain this GPA I will be placed on academic probation from the MAT Program. I understand that I will have one semester to raise my GPA to the minimum standard of 3.0 or I will be dismissed from the program.

**Student initials:** \_\_\_\_\_

I understand that I must complete all assignments related to my clinical experience and ensure that they are submitted in a timely manner as assigned by the PD and the Coordinator of Clinical Education (CCE). I understand that if I do not complete these assignments by the deadline I will receive a failing grade in the corresponding clinical class.

**Student initials:** \_\_\_\_\_

I understand that I must report for athletic training in-service orientation during the week prior to the start of each fall semester. I understand that failing to report during this time will result in an official infraction notice.

**Student initials:** \_\_\_\_\_

## 2024-2025 Policies and Procedures

I understand that I am required to gain clinical internship hours as an ATS for a **minimum** of 5 semesters consisting of a **minimum** of 200 hours each semester and full-time hours during the immersive experience; while in the MAT program.

Student initials: \_\_\_\_\_

I understand that if I do not gain the **minimum** number of clinical internship hours per semester I will receive a failing grade in the corresponding clinical class.

Student initials: \_\_\_\_\_

I understand that if I receive a failing grade in one of my clinical classes I will be placed on probation until I can remediate the class, which will delay my graduation by one academic year.

Student initials: \_\_\_\_\_

I understand that I will be required to submit my logged clinical hours within 7 days of completion.

Student initials: \_\_\_\_\_

I understand that if I fail to submit my logged clinical hours within 7 days, the hours **will not** count towards the minimum semester hour requirement, but will count toward the maximum hours.

Student initials: \_\_\_\_\_

I understand that I will have a mandatory conference at least 1 time per semester with the PD for academic advising.

Student initials: \_\_\_\_\_

I have access to a copy of the Mercer University MAT Program Personal Appearance Policy and will abide by the policy at all times.

Student initials: \_\_\_\_\_

I understand the Mercer University Athletic Training Policies and Procedures and will abide by the policies and procedures at all times.

Student initials: \_\_\_\_\_

I have been given a copy of the Mercer University MAT Program Student Illness Policy and will abide by the policy at all times.

Student initials: \_\_\_\_\_

I understand that I should inform my preceptor whenever I will be absent from an assigned clinical activity.

Student initials: \_\_\_\_\_

## 2024-2025 Policies and Procedures

I understand that if it becomes necessary to request an extended leave of absence I must request it in writing from the PD and it must be approved before my leave of absence begins. I understand that a leave of absence may delay my date of graduation.

Student initials: \_\_\_\_\_

I understand that if I am employed, my employment **must not** conflict with my clinical assignment. If my employment conflicts with my athletic training clinical experience **I will adjust my employment schedule** around my athletic training clinical assignment.

Student initials: \_\_\_\_\_

I understand that I may be given an infraction notice for violations of policies and procedures, or exhibiting inappropriate behavior.

Student initials: \_\_\_\_\_

I understand that if I obtain any infraction as an ATS, I will have a meeting with the PD and CCE. I understand that subsequent infractions have further consequences in addition to meeting with the PD and CCE. I understand that infraction notices accumulate throughout my education in the Mercer University MAT Program and they are never expunged from my record.

- First infraction: Meeting with PD and CCE
- 2 Infractions: Suspension from the MAT Program for 1 week
- 3 Infractions: Suspension from the MAT Program for 1 month
- 4 Infractions: Dismissal from the MAT Program

Student initials: \_\_\_\_\_

I understand that the PD and CCE will ask for my input on which clinical assignments I have each semester; but the PD and CCE have the final determination on which clinical assignment I receive.

Student initials: \_\_\_\_\_

I understand that some clinical assignments are **not** on the Mercer University campus (high schools, other colleges, or healthcare facilities). I understand that when I am assigned to any of these clinical experiences **I must provide** my own transportation to and from the facility and that the Mercer University MAT Program or the College of Health Professions **will not** reimburse me for any travel expenses I incur.

Student initials: \_\_\_\_\_

I understand that my preceptor will evaluate me 2 times each semester.

Student initials: \_\_\_\_\_

I understand that I will evaluate my clinical site and preceptor 1 time each semester.

Student initials: \_\_\_\_\_

2024-2025 Policies and Procedures

I understand that I will evaluate myself 1 time each semester.

Student initials: \_\_\_\_\_

I understand that I may be put on probation or terminated from the MAT Program at any time during my 6 semesters for failure to progress academically or clinically, for accumulation of infraction notices, or for inappropriate behavior as outlined by the Mercer University Athletic Training Policies and Procedures.

Student initials: \_\_\_\_\_

**STATEMENT OF AGREEMENT**

I have read the expectations herein set forth by the Mercer University MAT Program Student Contract and have initialed the statements with the understanding that I will abide by these expectations to retain my position as a student in the MAT Program. I understand that failure to comply with these expectations may result in a probationary period and possible termination from the MAT Program.

Student Name: \_\_\_\_\_

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

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

PD Signature: \_\_\_\_\_

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



## **STUDENT GRIEVANCE PROCEDURES**

### **MERCER UNIVERSITY MAT PROGRAM**

- The MAT Program follows the policies of the College of Health Professions and Mercer University in cases of academic grievances. The MAT Program supports each student's right to a fair and impartial evaluation of their academic experience, and to petition for review of grievances.
- Students with grievances over final course grades are to follow the Mercer University procedures outlined in the University Student Handbook.
- Students with concerns regarding specific academic courses should first talk with the instructor of record for the specific course.
- All other matters should first be brought to the attention of the PD who will follow University procedures to address the grievance.
- Students should note that any delay in bringing the grievance to the attention of the PD may result in delays in addressing the grievance.

## **CURRENT STUDENT CONTACT INFORMATION**

### **MERCER UNIVERSITY MAT PROGRAM**

Students must notify the Registrar's Office of any changes in contact information. Contact information includes name, phone number, current and permanent address, and Mercer email address.

## **NATA MEMBERSHIP REQUIREMENT**

### **MERCER UNIVERSITY MAT PROGRAM**

Students are required to join the NATA during their second semester in the program and maintain membership for the duration of the program.

# MAT PROGRAM POLICY STATEMENTS

Alcohol and Drug Policy

Professional Setting Personal Appearance Policy

Student Illness and Communicable Disease Policy

Gambling Policy

Compensation for Clinical Experience Policy

## ALCOHOL AND DRUG POLICY MERCER UNIVERSITY MAT PROGRAM

The Master of Athletic Training Program at Mercer University does not condone or tolerate the misuse or abuse of alcohol and the use of other recreational drugs. Mercer University provides services through \*Counseling & Psychological Services for students seeking help for problems with alcohol or drugs. The consumption of alcoholic beverages and use of recreational drugs by any ATS is prohibited while participating in any clinical experience. If an ATS reports to any clinical site while under the influence of drugs or alcohol, he or she will be immediately removed from that clinical site.

Possible sanctions include:

- Written warning from the MAT Program Director
- Removal from the clinical site
- Removal from the MAT Program

Each infraction will be handled on a case by case basis, and sanctions will be determined by the MAT Program Director.

### STATEMENT OF AGREEMENT

By signing this document, I have read and acknowledge the Drug and Alcohol policy of the Mercer University MAT Program. I understand this policy is in effect while I am enrolled as an ATS at Mercer University.

Student Name: \_\_\_\_\_

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

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

\* Counseling & Psychological Services (CAPS)  
1501 Mercer University Drive  
Macon, GA 31207  
Phone: (478) 301-2862

## PROFESSIONAL SETTING PERSONAL APPEARANCE POLICY

### MERCER UNIVERSITY MAT PROGRAM

***In order to maintain an expected level of professionalism it is required that all ATS at Mercer University follow guidelines for dress and appearance. Personal hygiene and appearance are a reflection on Mercer University athletics, other affiliates and the Mercer University MAT Program. Athletic trainers are healthcare professionals requiring themselves and their working environment to remain sanitary.***

Students will purchase or be issued clothing approved by the department of athletics that may be worn during any clinical experience at Mercer University. Students will be required to provide khaki shorts and slacks. Khaki shorts or slacks should be of neutral colors such as black, beige, or tan. Belts are to be worn at all times if pants, slacks, or shorts have belt loops. Pants should be worn at waist level and the length of shorts should be no more than three finger widths from the patella. Shorts or pants such as swim trunks, cutoffs, tight-fitting cycling shorts, or spandex are not permissible.

Students must wear a collared shirt at any time they are inside the athletic training clinic or on game days. Appropriate t-shirts may be worn when outdoors. Shirts must be tucked in at all times unless the shirt is designed to be un-tucked. These shirts must be at a length where the bottom of the shirt reaches well below the top of the pants (skin of the back and/or abdomen should not be visible). V-neck and tank top shirts are not permitted. Undershirts are permitted only if they are of the solid colors: orange, black, white, or beige with no prints and patterns. Shirts should include no profanity, innuendos, or any suggestive materials. Shirts should have no logos from schools other than Mercer University. In cases where students are at a clinical site off-campus, t-shirts or polo shirts with the logo from that clinical site may be worn. Clothing should have no permanent stains, rips, tears, holes, fraying, and should not be cutoff.

Hair (including facial hair) will be neatly groomed and an acceptable color. Hair-length that may interfere with daily treatment of athletes will be pulled back and tied up. Facial jewelry shall not be worn at any time for the safety of the ATS during unexpected incidences on the field of play (i.e. strikes from soccer balls, volleyballs, football, etc.). Female ATS may wear stud earrings in the ear lobes. Tattoos should be covered with clothing or bandages and not visible to athletes or other patients. Appropriate hair and jewelry standards are interpreted by the PD, CCE, Director of Sports Medicine, and preceptors at affiliated clinical settings.

Hats are not permitted in any athletic training facility at any time. Mercer University issued hats along with sunglasses may be worn during outdoor events. Tennis shoes or dress shoes are required at all times. Sandals, open toe shoes, heels, boots, clogs, platforms, flip-flops, or other footwear are not appropriate at any time. A watch with seconds display should be worn.

This policy is in effect at all times and covers all athletic training facilities. If you are not dressed appropriately please do not enter any athletic training facility or perform any duties until your appearance is appropriate.

If your appearance is not appropriate, you will be asked to leave the facility by a preceptor, PD, or CCE with the expectation that when you return, your appearance conforms to these standards. The final decision on personal appearance is the interpretation of your preceptor, PD, or CCE. Continually failing to follow these guidelines may result in an official infraction notice.

## 2024-2025 Policies and Procedures

At no time should Mercer University athletic training apparel be worn to bars, nightclubs, or other similar adult establishments.

In addition to the general guidelines there will be specific guidelines that apply to particular clinical assignments. Students should follow the specific guidelines required by each preceptor at specific assignments and sites.

Mercer University ATS should maintain professional appearance and dress when participating in clinical experiences at off campus affiliated sites. Clinical affiliates may have additional guidelines that should be followed at all times. Students may wear any clothing that is provided by the clinical affiliate that meets the general Mercer University guidelines.

### STATEMENT OF AGREEMENT

By signing this document, I have read and acknowledge the personal appearance policy of the Mercer University MAT Program. I understand that if my appearance is not appropriate, I will be asked to leave and return when my appearance conforms to these standards. I understand that my preceptor, PD, or CCE has the final judgment as to whether I am following the personal appearance policy.

Student Name: \_\_\_\_\_

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

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

## STUDENT ILLNESS AND COMMUNICABLE DISEASE POLICY

### MERCER UNIVERSITY MAT PROGRAM

We understand that illnesses are common amongst college-aged students and that illnesses are usually difficult to predict. We want all of our ATS to remain healthy but understand that illnesses do occur. If you become ill and feel that you are unable to attend class and/or your clinical assignment you must contact your individual preceptor, as well as any instructors in any class you are missing in a timely manner. It will be noted that your absence was because of an illness and the absence may be excused. Your instructors will determine if any assignments and/or tests missed during your absence may be “made-up” based on their particular guidelines described in the syllabus of each class.

If you are ill for more than 2 days, we will ask you to see a physician for your health and the health of others (classmates, instructors, athletes, and coaches) to determine if your condition is communicable or requires further treatment. If the physician believes you should not return to class or your clinical assignment because the illness is contagious, please inform the PD, CCE, and your individual preceptor so you are not unfairly penalized.

If you attend a practice, game, or event and your preceptor determines that you are ill or if your preceptor believes that you may spread the illness to athletes, coaches, clinical staff, or other students; the preceptor may require you to leave the facility and return when your symptoms have resolved. The preceptor may require you to leave for the health of others despite how many hours you are deficient in your clinical assignment or how your departure may affect your grade. If this occurs, it is your responsibility to arrange to make-up the missed hours or assignments that you were unable to perform because of the illness.

You may ask for an extended leave of absence from the Mercer University MAT Program if you are diagnosed with a condition that requires further treatment or the condition prevents you from continuing your education while you are being treated. If this occurs *you must* request an extended leave of absence from the Mercer University MAT Program from the PD. An extended leave of absence may delay your date of graduation.

Please note: During epidemic or pandemic outbreaks like COVID-19, students are encouraged to follow all CDC recommendations that are designed to protect individuals and prevent the spread of infection.

### STATEMENT OF AGREEMENT

By signing this document, I have read and acknowledge the Mercer University MAT Program Student Illness and Communicable Disease Policy. I understand this policy is in effect while I am enrolled as an ATS at Mercer University.

Student Name: \_\_\_\_\_

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

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

## **GAMBLING POLICY**

### **MERCER UNIVERSITY MAT PROGRAM**

Athletic training students are not permitted to gamble on any NCAA sanctioned athletic events or on any sport where Mercer University participates. Information that may be gained as a result of time spent in the athletic training clinic may not be divulged to anyone for the purpose of monetary gain.

### **STATEMENT OF AGREEMENT**

By signing this document, I have read and acknowledge the Mercer University MAT Program Student Gambling Policy. I understand this policy is in effect while I am enrolled as an ATS at Mercer University.

Student Name: \_\_\_\_\_

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

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

## **COMPENSATION FOR CLINICAL EXPERIENCE POLICY**

### **MERCER UNIVERSITY MAT PROGRAM**

The CAATE standards provide that all clinical education must be educational in nature. Students may not receive any payment during this education experience. However, this does not include scholarships. Therefore, you may not be paid but may receive scholarships associated with your clinical experience as part of the Mercer University MAT Program.

### **STATEMENT OF AGREEMENT**

By signing this document, I have read and acknowledge the Mercer University MAT Program Compensation for Clinical Education Policy. I understand this policy is in effect while I am enrolled as an ATS at Mercer University.

Student Name: \_\_\_\_\_

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

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

# MAT PROGRAM FORMS

HIPAA Letter of Instruction Form

First Responder Statement Form

Technical Standards for Participation Form

Infraction Notice Form

General Physical Examination Form

Release of Information



## HIPAA AND FERPA LETTER OF INSTRUCTION FORM

### MERCER UNIVERSITY MAT PROGRAM ANNUAL NONDISCLOSURE ACKNOWLEDGEMENT

Name: \_\_\_\_\_ Starting Date: \_\_\_\_\_ Position: AT Student \_\_\_\_\_

As a student in the MAT Program with access to private health information, I am expected to maintain the privacy and confidentiality of student-athlete health information, as well as personal information such as age, address, telephone, marital status, etc. The Health Insurance Portability and Accountability Act (HIPAA) mandates requirements designed to enhance patient privacy, and the Family Educational Rights and Privacy Act of 1974 (FERPA) mandates requirements designed to enhance privacy of student records. In an effort to maintain the privacy of student-athlete information, Mercer University Sports Medicine Department has required that I reaffirm my commitment made at the time of my employment/assignment to protect the confidentiality of health information.

I understand that I may be reminded of these confidentiality obligations on a periodic basis to help ensure compliance, due to the significance of this issue. By my signature below, I acknowledge that I made the commitment set forth below at the time of my assignment, I confirm my past compliance with it, and I reaffirm my continued obligation to it.

I understand that I have a legal and ethical responsibility to safeguard the privacy of all patients and to protect the confidentiality of their health information. In the course of my assignment at Mercer University, I may come into possession of confidential patient information, even though I may not be directly involved in providing patient care.

I understand that such information must be maintained in the strictest confidence. As a condition of my assignment, I hereby agree that, unless directed by my supervisor, I will not at any time during or after my assignment with Mercer University Sports Medicine Department or other affiliated sites disclose any patient information to any person whatsoever. I will not permit any person whatsoever to examine or make copies of any patient reports or other documents prepared by me, coming into my possession, or under my control. I will not use patient information other than as necessary in the course of my assignment. When patient information must be discussed with other healthcare providers in the course of my clinical internship, I will use discretion to ensure that others who are not involved in the patient's care cannot overhear such conversations.

The violation of these rules could result in significant civil and criminal penalties for me and Mercer University, particularly if an improper disclosure of information is done knowingly and for personal gain. Disclosure of health information to anyone other than the student-athlete typically requires their express written authorization except in the following situations: 1) to co-workers who need the information for their job, or to a supervisor, 2) to another medical provider for treatment purposes, or 3) to an insurance company to obtain payment for a service.

As part of my clinical assignment, I am expected to comply with HIPAA and FERPA, and all procedures developed for its implementation. I understand that violation of these rules may result in discipline up to, and including, termination for a first offense. If you have questions, please discuss this policy with your supervisor or the designated privacy officer. Please acknowledge receipt of this letter by signing below.

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

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

## FIRST RESPONDER STATEMENT FORM

### MERCER UNIVERSITY MAT PROGRAM

When an athletic training student (ATS) is not under the direct supervision of a preceptor, the ATS is not permitted to act in the role of a First Responder. To be in direct supervision, the preceptor must be in direct sight and sound of the ATS and possess the ability to intervene immediately to protect patients and the ATS from hazards that may occur without proper supervision.

Mercer University ATS are not authorized to function as a First Responder in conjunction with their clinical assignment.

### STATEMENT OF AGREEMENT

I have read and understand the First Responder Statement. I will comply with this policy during all practices, games, and events I attend as an ATS in the Mercer University MAT Program. I will also comply with this policy during any road practices, games, and events I may attend.

Student Name: \_\_\_\_\_

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

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

## **TECHNICAL STANDARDS**

### **MERCER UNIVERSITY MAT PROGRAM**

The Master of Athletic Training is an intense program which places specific physical and intellectual demands on students enrolled in the program. These abilities and clinical skills are integral to the successful completion of didactic and clinical components of athletic training education. These abilities and clinical skills, which candidates and students must possess in order to successfully complete their professional training, are referred to as the “Technical Standards”.

The five categorical areas listed below represent the essential qualities that are considered necessary for students to achieve the knowledge, clinical skills, and levels of competency stipulated for graduation by the faculty and expected by the athletic training profession.

These technical standards are provided for your review and careful consideration.

#### **Observation**

- Accurately and in entirety observe patients during examination, evaluation, and interventions.
- Ability to visually observe materials presented in the classroom and laboratory environment including audiovisual presentations, written documents, tissues and gross organs, and diagnostic images.

#### **Communication**

- Effectively speak, hear, and observe patients in order to elicit information, perceive nonverbal communication, and describe changes in mood, activity, and posture.
- Communicate effectively and sensitively with patients and their families through oral and written language.
- Communicate accurately and efficiently in oral, written, and electronic form with members of the healthcare team.

#### **Psychomotor**

- Elicit information from patients by palpation, auscultation and percussion, and clinical diagnostic testing.
- Execute movements required for patient examination, evaluation, and interventions. Such skills require coordination of gross and fine muscular movements, equilibrium, strength, and sensation.
- Safely lift and transfer patients.

## 2024-2025 Policies and Procedures

- Possess physical stamina sufficient to complete the rigorous course of didactic and clinical study, which may include prolonged periods of sitting and/or standing, twisting, bending, reaching, lifting, and continuous use of hands with firm grasp and manual dexterity.
- The perseverance, diligence, and commitment to complete the MAT Program as outlined and sequenced. This includes a minimum of 960 hours of clinical experience. The clinical experience may include activities during early mornings, late evenings, weekends and time outside of the academic calendar.

### **Cognitive/Critical Reasoning Skills**

- Demonstrate the ability to measure, calculate, reason, analyze, and synthesize information.
- Demonstrate the ability to acquire, retain, and apply new and learned information.
- Demonstrate appropriate judgment in patient examination, evaluation, diagnosis, prognosis, interventions, and outcomes including planning, time management and use of resources.
- Comprehend three-dimensional relationships and understand the spatial relationships of structures.
- Reflect on, assess, and report on performance of self and others.

### **Behavioral and Social Attributes**

- Possess the emotional health required for full utilization of his/her intellectual abilities, exercise good judgment, and promptly complete all responsibilities attendant to the diagnosis and care of patients.
- Demonstrate mature, receptive, and effective relationships with faculty, preceptors, patients, fellow students, and members of the healthcare team.
- Possess qualities of flexibility and the adaptability in functioning in an environment of uncertainty inherent in the clinical problems of many patients.
- Demonstrate the capacity to tolerate taxing workloads and function effectively under stress. These workloads will include outdoor activities in harsh weather environments (e.g. hot and humid).
- Display the personal qualities of compassion, integrity, commitment, motivation, and genuine concern for others that are intrinsic to the medical profession, and will be assessed during the admissions and educational process.

Candidates are encouraged to ask questions about the program's technical standards for clarification and to determine if they meet the standards with or without reasonable accommodation. The Athletic Training Program acknowledges Section 504 of the 1973 Vocational Rehabilitation Act and the Americans with Disabilities Act of 1990, and asserts that the ability to meet certain essential technical standards with or

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without reasonable accommodation must be present in the prospective candidate. Disclosure of a disability is voluntary; however, admitted students who wish to request accommodations should contact:

Ms. Katie Johnson, Director  
The ACCESS and Accommodation Office  
Mercer University  
1501 Mercer University  
Macon, GA 31207  
(478) 301-2778  
[Johnson\\_kc@mercer.edu](mailto:Johnson_kc@mercer.edu)

During enrollment, the Athletic Training Program faculty will monitor students for continuing compliance with the technical standards. The faculty of the Athletic Training Program recognizes and embraces the responsibility of presenting candidates for graduation who have the education and skills to function in a wide variety of clinical situations and to provide competent patient-centered care to a diverse population of patients.

Candidates for admission to the Athletic Training Program are required to verify that they understand and meet these technical standards with or without reasonable accommodation.

I certify that I have read, understand, and meet the technical standards for athletic training listed previously.

---

Student Signature

Date

**INFRACTION NOTICE FORM**  
**MERCER UNIVERSITY MAT PROGRAM**

Athletic Training Students are expected to follow all policies and procedures associated with the MAT Program. Any behavior that violates the policies and procedures may result in infractions. Each infraction will be documented on an infraction notice form and discussed with the student, preceptor, CCE, PD, and Director of Sports Medicine. Patterns of behavior or an increase in frequency of inappropriate behavior will be weighed. Continued infractions may result in termination from the program. Infractions are never expunged from the student's record and the following actions may be taken:

- First infraction: Meeting with PD and CCE
- 2 Infractions: Suspension from the MAT Program for 1 week
- 3 Infractions: Suspension from the MAT Program for 1 month
- 4 Infractions: Dismissal from the MAT Program

Students Name: \_\_\_\_\_

Date of Notice: \_\_\_\_\_ Date of Occurrence: \_\_\_\_\_

Incident: \_\_\_\_\_

Category of Infraction:            **MILD**                            **MODERATE**                            **SEVERE**

Date of meeting with student: \_\_\_\_\_

Outcome of meeting: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Student Response: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Preceptor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

MAT Program CCE: \_\_\_\_\_ Date: \_\_\_\_\_

MAT Program PD: \_\_\_\_\_ Date: \_\_\_\_\_

## GENERAL PHYSICAL EXAMINATION, IMMUNIZATIONS, AND CPR CERTIFICATION MERCER UNIVERSITY MAT PROGRAM

As part of the admissions process to the MAT Program, students were required to provide immunization records. Mercer requires immunization for Measles, Mumps, and Rubella. To protect both students and patients during clinical experiences, documentation that demonstrates the following additional immunizations and screening is required:

**COVID-19.** Mercer currently requires all students in health science programs, including the MAT, to be vaccinated for COVID-19. Booster vaccinations are not currently required.

**Tetanus.** Tdap (Tetanus, Diphtheria, and Pertussis) is preferred. The Tetanus immunization or booster must have been completed within the past 10 years.

**Hepatitis B.** Immunization requires a series of 3 doses during a prescribed timeframe. Students must document that the series is complete, or students must document that the first dose was received and provide a schedule for the remaining doses. Students are also required to provide documentation when the immunization series is completed.

**Tuberculosis (TB) Screening:** Documentation of a negative TB screen must be provided prior to entering the MAT Program. TB screening must be repeated on an annual basis. It is the student's responsibility to complete TB screening and submit the results to the PD before the previous screening expires.

### **Influenza Vaccination:**

It is recommended that students in the MAT Program receive an annual influenza vaccination during each fall semester. The CDC emphasizes to clinicians the urgency of vaccination for those who care for people at higher risk for influenza-related complications. The recommendation is consistent with the CDC recommendation as during clinical experiences and service-learning, students are in contact with higher risk populations.

Applicants to the MAT Program completed a general physical examination using the form that appears on the following page. Prior to the start of summer semester in year 2, students must do one of the following:

1. Sign the general physical examination waiver attesting that your physical health has not changed.
2. Complete an additional general physical examination using the form on the following page.

### General Physical Examination Waiver

I \_\_\_\_\_ attest that my health status has not changed since I completed the general physical exam during the MAT Program admission process. Therefore, I am waiving the opportunity to complete an additional exam at this time. However, if my health status changes while I am in the MAT Program I will complete the general physical examination to insure that my health status allows safe participation in the clinical program.

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

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

# MEDICAL HISTORY AND PHYSICAL EXAMINATION FORM

## MERCER UNIVERSITY MAT PROGRAM

Name \_\_\_\_\_

Date of Birth \_\_\_\_\_

Mercer University complies with state and federal disability laws. To ensure opportunity for all qualified persons, the university will make reasonable accommodation for its students with qualified disabilities that might affect the application process or participation in the Mercer University MAT Program. To qualify for accommodation students must contact the ACCESS and Accommodation Office. If this form is needed in an alternate format, please contact Dr. Rachel Le at 478-301-5129.

### Please complete the following Health History

Drug Allergies \_\_\_\_\_

Other Allergies \_\_\_\_\_

List any prescription, over-the-counter, or herbal medications that you take

\_\_\_\_\_

Medical problems and chronic illnesses \_\_\_\_\_

\_\_\_\_\_

Have you had any of the following in the past 6 months?	Yes	No	Please explain "yes" responses
1. Weakness of the arms, hands, legs, or feet			
2. Difficulty fully moving arms and/or legs			
3. Pain or stiffness when you lean forward or backwards at the waist			
4. Difficulty fully moving head up or down			
5. Difficulty fully moving head side to side			
6. Difficulty squatting to the ground			
7. Difficulty climbing a flight of stairs			
8. Difficulty carrying more than 25 pounds			
9. Difficulty with vision or loss of an eye			
10. Surgery, an illness, or injury in the past 2 months			
11. Has a physician ever disqualified you from physical activity?			

12. Please list any other health or physical problems that might affect your duties as an ATS:



Please use this space for additional explanation: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Please check all of the following conditions that you have ever had**

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Lost consciousness | <input type="checkbox"/> Asthma                            | <input type="checkbox"/> Chest pain or discomfort |
| <input type="checkbox"/> Concussion         | <input type="checkbox"/> Lung problems                     | <input type="checkbox"/> Heart murmur             |
| <input type="checkbox"/> A seizure          | <input type="checkbox"/> Tuberculosis                      | <input type="checkbox"/> High blood pressure      |
| <input type="checkbox"/> Fainting spell     | <input type="checkbox"/> Exposure to tuberculosis          | <input type="checkbox"/> Irregular heart beat     |
| <input type="checkbox"/> Hernia             | <input type="checkbox"/> Shortness of breath with exercise | <input type="checkbox"/> Rheumatic fever          |
| <input type="checkbox"/> Eating disorder    | <input type="checkbox"/> Fatigue with exercise             | <input type="checkbox"/> Heart problems           |

Please explain any items you checked above: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Physical Examination**

<b>Height</b>	_____	<b>Weight</b>	_____	<b>Blood Pressure</b>	_____	<b>Pulse</b>	_____
<b>Visual Acuity</b>	<b>Right</b>	20 / _____	<b>Left</b>	20 / _____	<b>With / Without Correction</b>	<b>Pupils: L &gt; = &lt; R</b>	
<b>Flexibility</b>	_____		<b>CBC Drawn?</b>	<b>YES</b>	<b>NO</b>	_____	_____
<b>Grip Strength:</b>	<b>Right</b>	_____	<b>Left</b>	_____			
<b>Heart Auscultation in Standing</b>	_____		<b>Heart Auscultation in Supine</b>	_____			
<b>Femoral Pulses:</b>	<b>Right</b>	_____	<b>Left</b>	_____	<b>Marfanoid:</b>	<b>YES</b>	<b>NO</b>
						_____	_____

**Lungs** \_\_\_\_\_  
 \_\_\_\_\_

**Abdomen** \_\_\_\_\_  
 \_\_\_\_\_

**Musculoskeletal: General Posture / Deformities** \_\_\_\_\_  
 \_\_\_\_\_

**Neck / Back / Cervical Spine** \_\_\_\_\_  
 \_\_\_\_\_

**Shoulder / Arm / Elbow / Wrist / Hand / Fingers** \_\_\_\_\_  
 \_\_\_\_\_

**Hip / Thigh / Knee / Shin / Calf / Ankle / Feet / Toes** \_\_\_\_\_  
 \_\_\_\_\_

**Additional Findings (skin, ENT, etc)** \_\_\_\_\_  
 \_\_\_\_\_

**Assessment** \_\_\_\_\_  
 \_\_\_\_\_

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Disposition      Not Cleared      Cleared with Concerns      Full Medical Clearance

\_\_\_\_\_

Physician's Name (MD, DO, NP, PA): \_\_\_\_\_

Physician's Signature: \_\_\_\_\_

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

**Medical History Signature Form**

**Please read and sign both statements below.**

I hereby state that I have fully and completely disclosed and described every part of my medical history of which I have knowledge. I have disclosed any medical conditions which would potentially cause me to be unable to perform as an ATS. As to anything which I have not disclosed, I hereby waive all my rights to any claims against Mercer University, the College of Health Professions and their employees, and the physicians associated with Mercer University Athletics for medical expenses, and any or all other claims.

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

\_\_\_\_\_  
**Date**

.....

I authorize Mercer University and its designated medical facility to perform an evaluation as deemed necessary or requested to determine my ability to safely participate in Mercer University Master of Athletic Training (MAT) Program. I authorize the full release of the results of this evaluation to Mercer University to enable the Mercer University MAT Program Director to evaluate my ability to safely participate in the Mercer University MAT Program. I understand that incorrect information or omission of information could endanger my health and others by promoting a misinformed medical determination to Mercer University. I further understand that this evaluation is specific for my participation in the Mercer University MAT Program and is not meant to take the place of routine medical health evaluations.

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

\_\_\_\_\_  
**Date**

## **CRIMINAL BACKGROUND AND DRUG SCREENING**

### **MERCER UNIVERSITY MAT PROGRAM**

Background checks and drug screening may be required for MAT students as part of their participation in service learning and clinical experiences. Students will be responsible for cost associated with background checks and drug screening. Details will be provided prior to the first clinical experience.

**RELEASE OF INFORMATION**  
**MERCER UNIVERSITY MAT PROGRAM**

NAME: (print) \_\_\_\_\_

By signing below, I give the Master of Athletic Training Program, and its representatives, permission to release the following information to any sites/organizations related to Service-Learning and Clinical Experiences in which I will be involved.

- Name and contact information (Mercer email and/or other contact info as supplied by you)
- Information found on the Student Record of Immunizations and Health Screening
- Information found on the Student Physical Examination Form
- Release of results of criminal background check and/or drug screening results in compliance with the Criminal Background Check and Drug Screening Policy for the Program

I may revoke this release at any time by providing a written statement to the Coordinator of Clinical Education.

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

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

**Photo and Media Release Form**

I hereby grant Mercer University permission to use my likeness in a photograph and/or any other form of media (eg. web, video, audio, podcast, etc.) in any and all of its publications and marketing materials, including website entries, without payment or any other consideration. I understand and agree that these materials will become the property of Mercer University and will not be returned. I hereby authorize Mercer University to edit, alter, copy, exhibit, publish, or distribute this photo and/or other forms of media for the purposes of publicizing Mercer Programs or for any other lawful purpose. In addition, I waive the right to inspect or approve the finished product, including, but not limited to, written, electronic, or broadcast copy, wherein my likeness appears. Additionally, I waive any right to royalties or other compensation arising or related to the use of the photograph and/or other media format. I hereby hold harmless and release and forever discharge Mercer University from all claims, demands, and other causes of action, which I, my heirs, representatives, executors, administrators, or any other persons acting on my behalf of my estate have or may have by reason of authorization. I am 18 years of age and am competent in my own name. I have read this release before signing below, and I fully understand the contents, meaning, and impact of this release.

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **BLOOD BORNE PATHOGENS PROTECTION AND EXPOSURE CONTROL PLAN**

### **MERCER UNIVERSITY MAT PROGRAM**

This exposure control plan has been implemented in order to minimize the exposure to disease transmitted by blood borne pathogens (BBP).

This is accomplished by:

1. Educational Program
2. Hepatitis B Vaccination
3. Standard Precautions
4. Post Exposure Follow-up
5. Record Keeping

#### 1. Educational Program

All students will receive annual training in BBP with the first training in the summer prior to the first clinical assignment. This will include the hazards and the procedures necessary to minimize risks associated with BBP.

The educational program will include:

- A. How to access the Exposure Control Plan
- B. Epidemiology and symptoms of bloodborne diseases
- C. Modes of transmission
- D. How to limit the risks of exposure
- E. Personal protective equipment (PPE)
- F. Hepatitis B vaccine information
- G. Steps to take and who to contact in case of a potential exposure
- H. Information on signs and labels of potentially hazardous material
- I. Opportunity for questions
- J. Written Records of training sessions will be kept in each student's file or in a separate folder when group training is completed
  - a. Date of training session
  - b. Content summary
  - c. Names and qualifications of people conducting training
  - d. Names and signatures of students completing the training

#### 2. Hepatitis B Vaccination

All students entering the Master of Athletic Training (MAT) Program will be required to have a Hepatitis B vaccination or have written documentation of declining the vaccination. Records of this vaccination will be kept in the students' files.

#### 3. Standard Precautions

All students will utilize standard precautions during healthcare practice.

- A. Hand washing facilities and waterless hand cleaners are available in all patient care areas.
- B. Dispose of sharp materials in the designated "Sharps" container. (Red label)
- C. Dispose of bio-hazardous materials in the designated "Biohazard" container. (Red Label)
- D. Surfaces, such as treatment tables should be cleaned and disinfected between patients.

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- E. PPEs will be provided in all patient care facilities. (May include gloves and CPR masks).
- F. Gloves shall be worn when in contact with blood, mucous membranes, non-intact skin, or other potentially hazardous materials. These should be changed between patients.
- G. CPR masks shall be used in place of mouth-to-mouth resuscitation and afterwards decontaminated or disposed of.

\*During visits to clinical sites each semester, the CCE will insure that these standard precautions are available to students.

### 4. Post-Exposure Evaluation and Treatment Procedure

It is mandatory that any exposure to blood or bodily fluids or needlestick injury be reported in a prompt manner. It is the responsibility of the injured individual to report to the proper authority all relevant information pertaining to the specifics of the event. Students are required to report all incidents to the Student Health Center at the time of the exposure and follow-up within 48 hours. If unable to reach the Student Health Center personnel, please leave a detailed voice message with date and phone number.

- A. Follow the recommended procedures for an exposure/injury of the facility in which you are located at the time of the incident.
- B. If on campus, contact the Student Health Center at 478-301-2696 for additional assistance in the reporting procedure.
- C. In the event that the injury occurs after hours, the injured person should immediately report to the nearest Emergency Room or Urgent Care Center with a completed injury report.
- D. Complete a Mercer University Report of Injury Form and take this form to the Health Care facility. If the injured person is forced to report to the Emergency Room, please request and obtain a copy of the physician's notes and the Injury Report for use in the Campus Health Care follow up procedure.

Post Exposure Procedure and Guidelines to follow after a potential exposure incident:

- A. First Aid
  - a. Contaminated wound – Wash the injured area with soap and water
  - b. Contaminated intact skin – Wash the area with soap and water
  - c. Contaminated eyes – Gently rinse the eyes while open with saline or water
  - d. Contaminated mouth – Rinse mouth with water multiple times
- B. Report to an approved healthcare provider without delay
  - a. If possible, please provide a verbal notification to Supervising Faculty, Dean's Office, or Student Affairs Office (or have a colleague provide a verbal notice)
- C. After receiving treatment, you must report the exposure as soon as possible and complete requested documentation from the following officials:
  - a. Supervising Faculty, Dean's Office, or Student Affairs Office
  - b. Mercer Police – Complete the 1st report of injury as soon as possible
- D. Blood Testing (Consent is required, a form is provided)
  - a. HIV, Hepatitis B, and Hepatitis C
  - b. Source, if possible: HIV, Hepatitis B, and Hepatitis C

- E. Follow-up Action
  - a. Complete all procedures prescribed by the attending physician and staff
  - b. Provide all requested information to Personal Insurance Representative:
    - i. Coordinate communication with Supervising Faculty, Dean's Office, or Student Affairs Office

#### 5. Record Keeping

The following records will be kept of all students currently in the MAT Program in order to ensure compliance with CAATE standards.

- A. Copy of Hepatitis B vaccinations which include the date of vaccination
- B. Initial notification record of exposure
- C. Copies of the results of any post-exposure examinations
- D. Any copies of evaluating medical professional's written opinion of an exposure
- E. Any subsequent post-exposure follow-up instructions

## **RETENTION AND PROGRESSION EXPECTATIONS AND STANDARDS**

### **MERCER UNIVERSITY MAT PROGRAM**

The PD and CCE will evaluate retention in the MAT Program. Athletic training students will be required to maintain identified retention standards to remain in the MAT Program. Retention standards are as follows:

- Athletic training students who fall below a cumulative collegiate GPA of 3.0 will be placed on one semester of academic probation. During the probation semester, the ATS will be permitted to take the scheduled MAT Program clinical course and will be given a clinical assignment. However, if the cumulative collegiate GPA remains below 3.0 at the end of the probationary semester, the student will be removed from the MAT Program and must re-apply for admission.
- Any student who earns a grade lower than "C" in any class required for the MAT Program will be placed on probation and will not be able to proceed in the clinical courses until the class is remediated. Because the MAT Program courses are only offered once per year, this will delay graduation by one academic year. A student may repeat any required course one time, but may only repeat two required courses during their enrollment in the MAT Program. A withdrawal (WP) counts as one of the classes for which a repeat is used. Students who do not meet the grade requirement after a second attempt at a required class will be dismissed from the MAT Program.
- Students who earn a grade lower than "C" in any class required for the MAT degree must inform the PD of their intent to retake the class. This must be done prior to the program's application deadline for the following cohort so that a position in the new cohort can be reserved.
- Students must successfully complete the Year One comprehensive examination for entry into the second professional year. A passing score is 70%. Students who do not earn a passing score will be given the opportunity to prepare for a retake during the intersession. Students will return to campus one week prior to the start of summer classes to retake the exam. Students who do not pass on the second attempt will be required to write a statement for each question on the exam which identifies and explains the correct answer. The assignment will be reviewed by the PD and discussed with the student before the student



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continues in the program. Students must pass the Year Two comprehensive examination in order to complete the academic obligations of the program, and earn BOC endorsement from the PD. A passing score is 80%. Passing this exam is a pass/fail requirement for AT 662. Students who have not passed the exam by the end of the semester will earn a grade of incomplete until they have remediated the failed exam. The exam will first be offered as part of AT 662 so that students may meet the BOC deadline for the May/June exam. The Year Two exam may be repeated on one occasion. After a second failed attempt, students will be required to remediate the exam after the completion of final exams. Remediation will require students to correctly answer each question using the aid of class textbooks and then provide a written statement for each question on the exam which identifies and explains the correct answer. If remediation is necessary, students will not meet the deadline for the May/June exam. Remediation must be completed by the end of Summer 1 or the incomplete grade will be changed to a failing grade.

- Athletic training students are required to accept all clinical assignment responsibilities. Clinical settings and rotations require that students conduct themselves in a professional manner, including a strict professional dress code as established by the clinical site. Lack of attendance, excessive tardiness, the inability to fulfill technical standards or function safely in a clinical setting are causes for dismissal from the program. It will be the responsibility of each preceptor to document any infractions committed by ATS.
- The MAT PD, CCE, and the preceptor will then discuss these behaviors with the ATS. Patterns of behavior, which are not consistent with the expectations of the preceptor, Mercer University Director of Sports Medicine, the CCE, and PD, may result in termination from the MAT Program.
- Each student must log a minimum of 200 clinical hours in each of the four clinical classes, and hours in the immersive clinical experience that mimic the hours worked by their preceptor. These hours are to be accumulated from the first day to the last day of instruction for each semester. Hours logged prior to and after the conclusion of the semester will not be used to meet the minimum required hours for that semester. It is important to emphasize that these are minimum requirements. Students are encouraged to accumulate as many hours as necessary to ensure a quality clinical experience, but not to exceed the set maximums of 250 hours in each semester (240 in the immersive experience). Athletic training students are required to maintain accurate documentation of clinical hours. Clinical hour documentation will be checked on a regular basis. Students who fail to remain current with their clinical hour documentation will receive one verbal warning from the CCE. After one warning, all delinquent hours will not count toward the clinical hour minimum requirement but will count toward the maximum requirement.
- It will be the responsibility of the CCE and the preceptor to determine the validity and quality of documented clinical hours.
- Athletic training students are required to achieve standards of clinical competence during clinical rotations. This includes passing the Clinical Standards Assessments (CSAs) which were provided to you during semester 2. Athletic training students matriculate from one clinical semester to the next by demonstrating clinical competence, logging the required minimum hours, and receiving satisfactory evaluations from their preceptor.
- Athletic training students are expected to abide by the conduct expectations as outlined in the Mercer University MAT Program Policies and Procedures, Mercer University Student Code of Conduct and the

## 2024-2025 Policies and Procedures

National Athletic Trainers' Association Code of Ethics. Failure to comply with conduct regulations may result in expulsion from the MAT Program and/or the university.

### **PROCEDURES FOR INJURIES SUSTAINED DURING CLINICAL EXPERIENCE**

#### **MERCER UNIVERSITY MAT PROGRAM**

While at a clinical site, students are not covered under the clinical sites' Workers Compensation Plan. Consequently, students must maintain personal health insurance to cover the expenses associated with injuries that may occur while participating in clinical education. Students are responsible for any medical costs that are not covered by health insurance. The injury should be reported to the Coordinator of Clinical Education and a Report of Personal Injury Form should be completed (on the following page). If you are working at a remote clinical site then please refer to the Student Support Services page where you can find contact information for health services.

**REPORT OF PERSONAL INJURY**  
MERCER UNIVERSITY MAT PROGRAM

Date Submitted to MAT Program: \_\_\_\_\_ Date of Injury: \_\_\_\_\_

Name: \_\_\_\_\_

Mercer Employee \_\_\_\_\_ Student \_\_\_\_\_ Guest \_\_\_\_\_

MAT Course: \_\_\_\_\_

Location of accident: \_\_\_\_\_

Course of Action (circle all that apply):

Mercer Police      Student Health Services      Emergency Room      Other

Date Injury Reported to Mercer Police: (If injury occurred on campus) \_\_\_\_\_

Explanation of Injury (who, what, when, where, how):

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Signature of person who was injured: \_\_\_\_\_

Signature of person who was injured: \_\_\_\_\_

\_\_\_\_\_  
CCE Signature

\_\_\_\_\_  
Program Director Signature

## **STUDENT SUPPORT SERVICES AT REMOTE CLINICAL SITES**

### **MERCER UNIVERSITY MAT PROGRAM**

When away from campus at a remote clinical site, students have access to all student support services that are available when on campus. If you are in need of support, please contact the appropriate offices that are listed below.

#### **Advising**

Dr. Rachel Le, Program Director (Le\_RK@mercer.edu; 478-301-5129)

#### **Counseling Services**

Confidential counseling sessions are available to all students at no charge through Counseling and Psychological Services (CAPS). Students who are learning in remote clinical sites may reach CAPS for counseling via telephone. Phone lines are answered at CAPS during normal business hours (478-301-2862). For after-hours counseling, students can call Mercer Police who will connect them to a counselor who is on call (478-301-2970). In addition, students can access the free Georgia Crisis and Access Line at 1-800-715-4225 for either crisis assistance or assistance with locating mental health resources in their area.

#### **Health Services**

Students who are away from campus during clinical immersion or who are traveling as part of their clinical assignment are to seek urgent care at a facility that is covered by his/her insurance plan. For emergency care, students should visit the most appropriate emergency care facility. Students can contact Student Health at Mercer with any questions (478-301-2696).

#### **Disability Services**

The ACCESS and Accommodation Office is available to all students and assists students with documented disabilities by informing them of specific services available. They can be reached at (478) 301-2778.

#### **Financial Aid Services**

Students can reach financial aid at (478) 301-2778.

**ACKNOWLEDGMENT OF UNDERSTANDING**  
MERCER UNIVERSITY MAT PROGRAM

This is to verify that I understand the policies and procedures associated with the Master of Athletic Training Program at Mercer University. It is also my understanding that the policies and procedures are subject to change at any time, with notice given of any changes. Students must abide by the current policies and procedures. I am aware that a current electronic copy of this manual is available on the program’s website and a hard copy of this manual is available for review in the Program Director’s office.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Witness \_\_\_\_\_

Date \_\_\_\_\_