

2023

New Mexico State University MSAT Student Handbook



Kim O'Connell-Brock
New Mexico State University
6/1/2023

Table of Contents

Foreword.....	3
Athletic Training Program Faculty.....	4
College, Department and Program Missions.....	5
College of Health, Education and Social Transformation Mission Statement	5
Department of Kinesiology Mission Statement	5
MSAT Program Mission Statement	5
Accreditation	5
MSAT Program Objectives.....	5
MSAT Admissions Policy	6
Program Overview:	6
Admissions Requirements:.....	6
2023 Deadlines:.....	6
Application Review:.....	6
Prerequisite Coursework:	7
Transfer Students	7
Costs Associated with the Program	8
Estimated Cost of Attendance	8
Tuition and Fees:	8
Refund policies	8
Financial Assistance:	8
Additional potential expenses	8
Academic Policies.....	9
Advising.....	9
Registration	9
Grading Policies and Grade Requirements	9
Requirements for Completion of Program	10
Plan of Study/Degree Course Requirements.....	10
Technology Requirements and Policies.....	12
Computers for Student Use.....	12
Guidelines for Athletic Training Students	12
General Program Expectations	13
Communication	13

Strive for Excellence	13
Attendance	13
Emergency Cardiac Care Certification	13
Conduct.....	14
Time Commitment	14
Role of the Program Director	15
Role of the Coordinator of Clinical Education	15
Role of all MSAT Faculty.....	15
Role of Preceptors	15
Clinical Education Experiences Policies and Procedures.....	16
Clinical Education Course Requirements.....	16
Communicable Disease Policy	16
Liability Insurance	16
Patient/Client Privacy and Confidentiality.....	17
Assumption of Risk.....	19
Personal Appearance & Dress Code	20
Clinical Identification Badges/Clothing	20
Transportation.....	20
AT Milestones & Evaluations	20
Athletic Training Milestones	21
Didactic Evaluations:	21
Clinical Evaluations:.....	21
Preceptor evals of students.....	21
Student evals of preceptors and sites	22
Summative Evaluation:.....	22
NMSU Notice of Non-Discrimination.....	23
Appendix A: Observation Hour Form	24
Appendix B: Application Review Template	26
Appendix C: BOC Standards of Professional Practice	29
I. Practice Standards.....	29
II. Code of Professional Responsibility	29
Appendix D: Immunization Policy.....	33
Appendix E: Technical Standards.....	34

Appendix F: Communicable Disease Policy:	36
Appendix G: Assumption of Risk & Photo/Video Release	37

Foreword

Welcome to the MSAT program, part of the Department of Kinesiology in the College of Health, Education and Social Transformation at New Mexico State University. We look forward to helping you prepare for a career in athletic training.

This student handbook contains policies and procedures, and should be used in conjunction with the *NMSU Student Handbook* (available online at: <https://studenthandbook.nmsu.edu/>) and the *Graduate Catalog* (available online at: <https://gradschool.nmsu.edu/>). The information provided in this handbook is designed to assist students with successfully meeting the requirements for completion of the Master of Science in Athletic Training (MSAT) degree. This information supplements the information in the NMSU Graduate Catalog. Students are expected to know and follow the requirements described in these handbooks. This handbook is subject to updates and changes.

Please do not hesitate to consult with the MSAT Program Director, MSAT program faculty, or the Kinesiology department head if further information is needed. We are here to assist you in attaining your goals!

Athletic Training Program Faculty

Kim O'Connell, MS, LAT, ATC

Program Director, Athletic Training Program

Associate College Professor

Office Phone: 575-646-5744

Mobile Phone: 575-642-0046

email: kbrock@nmsu.edu

Michael Gregory, MA, LAT, ATC

Coordinator of Clinical Education, Athletic Training Program

Assistant College Professor

AT Clinic & Rodeo

Office Phone: 575-646-7574

Mobile Phone: 626-377-5862

email: mgregatc@nmsu.edu

Ben Snyder, DAT, LAT, ATC

Faculty, Athletic Training Program

Assistant College Professor

Office Phone: 575-646-7182

Mobile Phone: 402-419-6839

email: bpsnyder@nmsu.edu

Dr. Claire Shervanick, MD

Medical Director, Athletic Training Program

College, Department and Program Missions

College of Health, Education and Social Transformation Mission Statement

To pursue social change and transformation through education, research, and outreach.

Department of Kinesiology Mission Statement

The Department of Kinesiology seeks to advance the science, practice, and art of human movement. Faculty and students collaborate to explore human movement from biological, behavioral, social, pedagogical, and artistic perspectives. Of critical importance are the dissemination of new knowledge and creative works, and the preparation of future scientists, practitioners, educators, and performers.

MSAT Program Mission Statement

NMSU's Athletic Training Program (ATP) is committed to providing an exceptional athletic training education through a comprehensive curriculum and quality clinical experiences which will prepare students for professional practice in athletic training. The ATP seeks to embrace a diverse student population and provide an avenue towards social mobility in the profession of athletic training. Additionally, the ATP is dedicated to preparing students to become competent, independent clinicians who will enhance the quality of patient health care and advance the profession of athletic training through the application of evidence-based practice and translational research. Upon completion of the MSAT degree, students will be eligible for the Board of Certification (BOC) examination which leads to the nationally recognized ATC credential.

Accreditation

New Mexico State University is accredited by the Higher Learning Commission for the undergraduate athletic training program. The last comprehensive visit for the Las Cruces campus was in 2016-17 resulting in a recommendation of a ten-year review to be conducted in 2027-2028.

NMSU is currently seeking accreditation for the new masters' Athletic Training program and this program is not accredited by the Commission on Accreditation of Athletic Training Education (CAATE) at the time of publication. The institution will be submitting a self-study to begin the accreditation process on July 1, 2023. Submission of the self-study and completion of a site visit does not guarantee that the program will become accredited. Students that graduate from the program prior to accreditation WILL NOT be eligible to sit for the credentialing examination for athletic trainers and will not be eligible for licensure in most states.

MSAT Program Objectives

- ❖ To prepare students to effectively challenge the BOC examination.
- ❖ To prepare students for entry-level careers in Athletic Training
- ❖ To provide a curriculum that exceeds accreditation standards and provides students with opportunities for increased patient care responsibility.

MSAT Admissions Policy

Program Overview:

The MSAT program at NMSU will consist of 60 credit hours of coursework through both traditional and hybrid courses. The MSAT is a 2-year (24 month) program that will start on June 14, 2023, with graduation in May 2025 upon successful completion of the program. Students are admitted as a cohort once per year.

Further information about the program can also be found on our program webpage at:

<https://kind.nmsu.edu/msatprogram.html>

Admissions Requirements:

- Bachelor's degree from an accredited institution completed by program start date.
- Minimum 3.0 GPA (out of 4.0)
 - Official transcripts from all prior colleges or universities must be submitted to ATCAS and the NMSU Graduate School directly.
- Grade of C- or better in all prerequisite courses, with minimum cumulative GPA of 3.0 for prerequisite courses, completed within the last 10 years. (3.5 GPA preferred)
- Personal statement and supplemental questions located on [ATCAS](#).
- Minimum of 50 observation/shadow hours completed with at least one BOC certified Athletic Trainer (more than 50 hours is encouraged) Documented on form (Appendix A) or confirmed with written, signed letter from supervising AT including their BOC # and state license number if applicable.
- 3 recommendations – located within ATCAS
- Acknowledgment that you have reviewed program requirements and will abide by the guidelines included.
- Direct link to ATCAS website: <https://atcas.liaisoncas.com/applicant-ux/#/login>

2023 Deadlines:

Applications for the June 2023 cohort will open in July of 2022, with a priority admissions deadline of December 15th, 2022, followed by rolling admissions.

Qualified applicants will be contacted for an in-person or video conference interview.

We encourage candidates to submit their completed application in ATCAS as soon as possible in order to be considered for the next cohort which begins on June 14, 2023. April 15th, 2023, is a hard deadline for application to the NMSU Graduate School, and applicants need to have a completed ATCAS profile before that date for consideration.

Application Review:

Applications received by the Dec. 15th priority deadline will be reviewed starting December 16th or as soon as they are verified by ATCAS. Applications will be reviewed by all AT faculty members as part of the application committee. (The review template is located in Appendix B for reference.) Once reviewed, applicants who meet the minimum criteria will be invited for an interview with the committee. Following

interviews, the committee will meet to select candidates for acceptance to the MSAT program. Program admission is competitive and based upon the number of available seats with a maximum of 16 MSAT students being admitted in each admission cycle.

Prerequisite Coursework:

Those students interested in pursuing the MSAT program are required to complete an undergraduate degree prior to beginning the MSAT program. At NMSU, the preferred undergraduate degree is kinesiology, as it includes all pre-requisite coursework. Prerequisite courses within the kinesiology degree at NMSU include the following:

Required Prerequisite Courses Courses needed NMSU Equivalent Courses

Biology	1 semester	BIOL 2110G + BIOL 2110L
Chemistry	1 semester	CHEM 1215G
Statistics	1 semester	SPMD 3350 or MATH 1350G or MATH 2350G
Physics	1 semester	PHYS 1230G + PHYS 1230L or PHYS 2230G + PHYS 2230L
Human Nutrition	1 semester	NUTR 2110
Psychology	1 semester	PSYC 1110G
Human Anatomy & Physiology with Lab **	2 semesters	SPMD 2210 + SPMD 2210L SPMD 3210 + SPMD 3210L
Biomechanics or Kinesiology	1 semester	SPMD 3450 + SPMD 3450L
Exercise Physiology	1 semester	SPMD 3410

**If anatomy and physiology courses are completed separately, a minimum of 1 semester of anatomy with lab and 1 semester of physiology with lab are required to meet the prerequisite.

Transfer Students and **Potential students coming from other institutions** can use the NMSU transfer equivalency page to help assess their prerequisites: <https://miniapps.nmsu.edu/transfer>

When evaluating prerequisites for students who completed their undergraduate degree at another institution, the AT program understands that not all courses will be searchable in the transfer equivalency tool, and generally accepts General Chemistry, General Biology (or any life-science base biology), and general physics (algebra-based physics are recommended) courses as long as they include a lab component and are awarded 4 credit hours on the student's official transcript. A stand-alone exercise physiology course is required of at least 3 credit hours. Introductory courses in psychology, nutrition, statistics and kinesiology or biomechanics are all acceptable.

A grade of C- or better is required in all prerequisite courses, with minimum cumulative GPA of 3.0 for prerequisite courses, completed within the last 10 years. (3.5 GPA preferred).

Each applicant will have their prerequisite coursework evaluated through ATCAS and reviewed by MSAT faculty for compliance with these standards.

Questions about the application process can be directed to:

Ben Snyder, Admissions Committee Chair, bpsnyder@nmsu.edu 575-646-7182, or

Kim O'Connell, Program Director, kbrock@nmsu.edu 575-646-5744

Costs Associated with the Program

Estimated Cost of Attendance

Tuition and Fees:

Prospective students can estimate cost of attending NMSU based on current tuition and fee rates found here: https://uar.nmsu.edu/tuition_fees/index.html

NMSU's MSAT program is part of the WRGP where you may be eligible for resident or discounted tuition if you are a resident of one of the 16 WICHE member states and territories. Learn more about this program here: <https://www.wiche.edu/tuition-savings/wrgp/wrgp-savings-finder/school-details/?schoolID=0011H00001Q1eKPQAZ>

Refund policies

Refund policies for NMSU can be found here: <https://uar.nmsu.edu/refunds/index.html>

Financial Assistance:

NMSU is part of the Western Regional Graduate Program (WRGP) through WICHE, and qualified students are encouraged to apply for assistance through the exchange. More information on the WRGP can be found at: <https://www.wiche.edu/tuition-savings/wrgp/>.

ATCAS has a low-income fee waiver program for your first application. Search the ATCAS website for additional details.

Students from El Paso, TX are assessed tuition at 1.1 times the resident rate.

NMSU also offers several scholarships for those formally enrolled in the athletic training program which students can apply for through the Scholar Dollars program within the myNMSU student tab.

Additional potential expenses

1. In addition to the required tuition and fees, students should expect to pay for the following:
2. **Course fees** cover the cost of expendable items and the ATrack student tracking platform which students will have lifetime access to.
 - a. A complete listing of course fees can be found at: <https://uar.nmsu.edu/course-specific-fees/course-specific-summer-2023.html>

Term	Course #	Course Title	Fee
Summer 2023	SPMD 4805	Emergency Response	\$70
	SPMD 5005	Foundations of AT	\$75
Fall 2023	SPMD 5050	Clinical Education I	\$140
	SPMD 5120	Lower Extremity Eval + Lab	\$40
Spring 2024	SPMD 5280	Therapeutic Interventions II	\$80
Fall 2024	SPMD 6050	Clinical Education III	\$50
	SPMD 6280	General Medical Conditions	\$75
Spring 2024			
	SPMD 6110	Professional Preparation	\$75

- **Textbooks and course materials:** Students will be provided with a list of required textbooks upon admission to the program – the cost of these materials will be determined by where/how the student chooses to purchase them (i.e., rentals, new purchase, used purchase, etc.)
- **Background check:** In order to participate in clinical experiences, students must obtain a background check approved by our clinical experience partners. The general cost of these background checks is \$40.
- **Professional apparel:** Students are responsible for replacing program apparel if lost or damaged. Students may need to purchase or replace pants, shorts or shoes as needed to maintain a clean, neat, professional appearance.
- **CPR/ECC renewal:** (see list of acceptable providers here: <https://www.bocatc.org/athletic-trainers/maintain-certification/emergency-cardiac-care/emergency-cardiac-care>)
- **Immunizations:** Students are required to have the following immunizations for participation in clinical education courses/experiences
 - Measles, Mumps & Rubella (MMR)
 - Varicella (chickenpox)
 - Tetanus, Diphtheria and Pertussis (Tdap)
 - Hepatitis B
 - Tuberculosis skin test (TB skin test)

The complete immunization policy with guidelines is located in appendix D. Applicants that cannot provide proof of vaccination must meet with the program director to determine the best course of action.

- **Travel Expenses:** Students are responsible for personal travel to and from clinical sites
 - This includes immersive experiences – the student may choose where to attend an immersive experience, but is responsible for any and all costs associated with this rotation (including but not limited to housing, travel, clothing, food, etc.)
- **NATA membership:** Membership is not required, but strongly recommended.
- **BOC Examination:** In order to practice as an AT, students will need to apply for the Board of Certification Examination during their final semester of the program. The program will provide two practice examinations as part of the professional preparation course (SPMD 6110). All other costs associated with taking this exam are the responsibility of the student. Information on BOC examination can be found here: <https://www.bocatc.org/candidates/steps-to-become-certified/determine-eligibility/determine-exam-eligibility>

Academic Policies

Advising

All MSAT students will meet with the Program director for academic advising upon admission to the program. Advising may take place in person, over zoom or by phone. The MSAT program has a specific plan of study/degree course requirements which will be followed by all students and is listed in detail later in this document.

Registration

NMSU offers registration online and all MSAT students must register for their classes through the myNMSU student tab. Assistance is available from the program director during advising.

Grading Policies and Grade Requirements

Evaluation is a critical component of skill mastery and is a continuous, iterative process within the Athletic Training Program. The faculty view this process as being essential to the development of both

the individual students, and the athletic training program as well. Students are afforded input on their progress by faculty, and students are asked to offer input relative to the program and clinical sites.

In order maintain good standing with the Athletic Training Program and the Graduate School, students must maintain a cumulative GPA of 3.0 or higher. All courses within the MSAT program require a grade of B- or better in order to demonstrate proficiency of material and progress within the program. Students must receive a B- or higher in order to progress in the MSAT program & must maintain a minimum cumulative 3.0 GPA to meet graduate school requirements for continuation. Please note that a B- is recorded as a 2.7 on a 4.0 scale. A grading scale is provided below for reference.

Graduate degrees require a cumulative graduate GPA of 3.0 or higher for degree completion at NMSU. The program director will review grades and cumulative GPA at the end of each semester. Students who do not meet academic progress requirements will be dismissed from the MSAT program.

Program grades will be assigned as follows per the NMSU grading system:

Letter grade	Range		4.0 scale
A	93+		4.0
A-	90-92		3.7
B+	87-89		3.3
B	83-86		3.0
B-	80-82		2.7

**rounding: 0.44 or lower rounds down and 0.45 rounds up

NMSU Academic Regulations concerning grading can be found online here:

<https://catalogs.nmsu.edu/nmsu/regulations-policies/#newitemtext>

Requirements for Completion of Program

1. Maintain appropriate academic progress as stated above and complete all 60 credit hours of program coursework with a B- or better.
2. Complete at least 75% of all Clinical Proficiencies by the end of the year-2 Fall semester.
3. Complete at least 85% of all Clinical Proficiencies prior to registering for the BOC examination.
4. Complete 100% of all Clinical Proficiencies prior to graduation.
5. Attend at least one of the following professional symposia:
 - a. NMATA Annual Clinical Symposium
 - b. RMATA Annual Clinical Symposium
 - c. NATA Annual Clinical Symposium
 - d. SCATA Annual Clinical Symposium
 - e. Other state or regional symposium as approved by the Program Director

Once criteria 1-3 are met, the student may apply to sit for the BOC examination and request endorsement to sit for the examination from the Program Director, provided the student has enrolled in their final semester of the MSAT program. Students should be aware that the Program Director does reserve the right to remove the endorsement if they fail to maintain a GPA of 3.0 in all program coursework. Certification by the BOC will be withheld by the BOC if the student does not meet all requirements for graduation.

Plan of Study/Degree Course Requirements

The 2023-2024 Catalog outlining the MSAT degree requirements can be accessed online at:

<https://catalogs.nmsu.edu/nmsu/graduate-school/athletic-training-master-science/#requirementstext>

The following plan of study/course sequence is in place for those students admitted under the 2023-2024 catalog:

Year 1 Semester	Course #	Class	Credits
Summer I -	SPMD 5005	Foundations of Athletic Training	3
	SPMD 4805	Emergency Response (SSII)	2
	SPMD 5010	Clinical & Functional Anatomy	2
		Total credits	7 cr.
Fall I -	SPMD 5050	Clinical Education I	3
	SPMD 5120	Lower Extremity Injury Evaluation & Treatment +lab	4
	SPMD 5180	Therapeutic Interventions I	4
		Total credits	11 cr.
Spring I	SPMD 5150	Clinical Education II	3
	SPMD 5220	Upper Extremity Injury Evaluation & Treatment + lab	4
	SPMD 5280	Therapeutic Interventions II + lab	4
	SPMD 5510	Psychology of Sport	3
		Total credits	14 cr.
Year 2 Semester	Course #	Class	Credits
Summer II	SPMD 6010	Org and Admin in AT (SSI)	2
	SPMD 5205	Evidence Based Practice (SSII)	2
		Total credits	4-7 cr. *
Fall II	SPMD 6050	Clinical Education III	3
	SPMD 6280	Gen Med Conditions & Therapeutic Medications	4
	SPMD 6020	Head/Neck/Spine Injury Evaluation & Treatment	3
	SPMD 6005	Athletic Training Research I	2
		Total credits	12-15 cr. *
Spring II	SPMD 6150	Clinical Education IV	3
	SPMD 6110	Professional Preparation	3
	SPMD 6999	Capstone Project	3
		Total credits	9-12 cr.*
		Total Degree Credits	60 cr.
Summer/Fall/Spring II	SPMD 5250	Immersive Clinical Education*	3*

*SPMD 5250 - Immersive Clinical education, must be completed in order to graduate – course may be taken in either the summer, fall or spring term of the second year following approval from the coordinator of clinical education.

Technology Requirements and Policies

The MSAT program utilizes a variety of technologies to enhance and facilitate learning including the NMSU learning management system Canvas.

Computers for Student Use

A computer work center is located in Hardman-Jacobs Undergraduate Learning Center. These computers, which are fully networked and have word processing, and some have statistical capabilities, are available for student use. Hours of availability are posted in the building of the computer labs in Hardman-Jacobs Undergraduate Learning Center (HJLC). In addition, there are a number of computer clusters on campus with liberal access times that can be used by students. Please visit the Student Technology website for more information on schedules and availability, <http://studenttech.nmsu.edu/>

MSAT courses require the use of Canvas Learning Management System (LMS). The following is a list of the requirements needed:

Access to a computer with a high-speed internet connection is required. All incoming students are required to have an iPad or laptop computer to allow for computer-based testing using Canvas.

- A web browser that supports the Canvas learning management system
<http://studenttech.nmsu.edu/faqs-for-students/>
- A current version of **JAVA** (www.java.com)
- Microsoft Office 2010 or higher (for documents and presentations)
- Both PC and Mac environments are supported at NMSU
- Adobe Reader (for opening PDF files at www.adobe.com)

NMSU's ICT (Information & Communication Technologies) Customer Service Center is equipped to deal with your information technology and telecommunications needs at NMSU. Please feel free to contact them at 646-1840 or via e-mail at help@nmsu.edu or visit them at <http://help.nmsu.edu/> for hours of operation. The ICT Office has developed a Student Technology Help web page with information on NMSU Technology requirements and services.

Guidelines for Athletic Training Students

Courses for the didactic and clinical components of the program must be taken in the sequence outlined by the MSAT Plan of Study as indicated in the previous section. The MSAT program is a 23-month program starting in June of each year and finishing 23 months later in May with graduation.

The clinical education component consists of four (4) clinical education courses, one taken each fall and spring semester of the program, and one (1) immersive clinical experience which may be taken in the summer, fall or spring of the second year. Clinical Education courses may include rotations with NMSU athletics, local high schools, the NMSU Athletic Training Clinic, local sports medicine clinics and general medical offices. Immersive clinical experience may take place at a location of the student's choosing as long as all proper documentation can be completed prior to the experience. Supplemental clinical experiences may be available to students depending upon the semester/availability of sites and should be discussed on a case-by-case basis with the Coordinator of Clinical Education.

The following guidelines delineate the expectations and role of an athletic training student as well as the Program Director (PD), Coordinator of Clinical Education (CCE) and The Preceptor. As a student in the MSAT Program at New Mexico State University you are expected to conduct yourself in accordance with these guidelines during any didactic and clinical experience (on- or off-campus).

General Program Expectations

Communication

The NMSU email system is the official communication avenue for the MSAT Program. All faculty and students have an email account (@nmsu.edu) on the University's centralized mail server. Web access to email is available when you log in to my.nmsu.edu. Email sent to our central server can also be redirected to any other existing email accounts on or off campus. Please email NMSU faculty from your NMSU email account.

Strive for Excellence

As an athletic training student, you are a part of continuing a long tradition of Athletic Training Education at New Mexico State University. We strive to maintain a reputation for preparing students to become exceptional certified athletic trainers and for promoting the profession of athletic training. To this end, it is important that athletic training students excel both academically and clinically.

Attendance

Students are expected to attend all of their classes, labs, and clinical rotations.

- a. You cannot gain the knowledge base necessary to perform clinical skills without attending classes, actively participating in classes and clinical education rotations, and studying outside of your rotations and classes.
- b. Class attendance and academic progress will be monitored throughout the academic year.
- c. If you are struggling in a class, it is important that you speak to the instructor and seek extra help early in the semester.
- d. Do not hesitate to approach the AT faculty if you need help with your courses or clinical rotations.

Emergency Cardiac Care Certification

Each athletic training student must maintain a current certification in Emergency Cardiac Care (ECC). Acceptable ECC providers are those adhering to the most current "International Guidelines for Cardiopulmonary Resuscitation and Emergency Cardiac Care." Please check with your ECC provider to confirm that the course includes all components. The BOC lists common courses which meet the requirements such as:

Provider Name	Course Title
American Heart Association	ACLS or BLS Healthcare Provider
American Red Cross	CPR/AED for the Professional Rescuer Basic Life Support (BLS) for Healthcare Providers
American Safety and Health Institute	Basic Life Support (BLS)
Emergency Care and Safety Institute	Health Care Provider CPR
National Safety Council	Basic Life Support (BLS) for Health Care & Professional Rescuers

Conduct

Students, faculty, staff, and preceptors are expected to always conduct themselves as a professional, and adhere to the BOC Standards of Professional Practice as outlined in Appendix D.

- a. All athletic training students are expected to treat each other, the faculty, and professional staff, as well as the athlete/patient with respect.
- b. If there is a conflict, it should be dealt with privately and professionally.
- c. Individuals associated with the MSAT (Students, faculty/staff, and preceptors) should not speak poorly of each other, or of the program to others.
- d. Follow the 3 R's
 - **Respect** for self
 - **Respect** for others
 - **Responsibility** for all your actions

Time Commitment

Obtaining a professional degree in athletic training at the graduate level requires a significant time commitment on the part of the student. NMSU policy on credit hour calculations states that the student should anticipate spending two hours on out-of-class work each week for every one hour of classroom instruction. Clinical experiences courses are included in the MSAT program, and as a clinical practicum, the NMSU policy expectation is a minimum of 40 hours of direct experience per credit hour. Students require significant clinical experience to master the knowledge, skills, and abilities to become a competent, proficient athletic trainer.

The MSAT program has instituted the following policies and procedures to ensure the students successfully complete program requirements while receiving important opportunities to participate in clinical education experiences.

Clinical Education Hour tracking: students will be responsible for utilizing the ATrack online management tool for documenting hours spent in their clinical education experiences. Clinical sites have varied schedules and time demands which are often determined by the client/patient population, level of competition and sport or activity. Therefore, the following guidelines have been set to ensure students have ample opportunity without the time commitment becoming excessive.

- The goal for time spent in clinical education experiences courses (SPMD 5050, 5150, 6050 and 6150) is 25 hours per week on average.
- The Clinical Education Coordinator (CCE) will review hours two times per month to screen for those that are consistently falling below 20 hours per week or above 30 hours per week which will be considered a red flag for time commitment. Should there be 2 or more red flags on any student within the same clinical experience rotation, the CCE will arrange a meeting with the student and preceptor to discuss the situation. The program reserves the right to mandate a reduction in clinical experience hours if deemed necessary for the success of the student.
 - Hours spent in clinical experiences will be examined on a case-by-case basis by the CCE in coordination with the program director, assigned preceptor and student to ensure student success.
- A minimum of 200 hours over a 16-week clinical experience is required to fulfill the course time commitment requirement for each of the clinical education courses (SPMD 5050, 5150, 6050 and 6150).

- Students will be responsible for accurately reporting their clinical experience hours daily so that preceptors may review these and approve/verify them on a weekly basis.

Role of the Program Director

The Program Director (PD) is responsible for the management and administration of the MSAT program including program planning and operations, program evaluation, maintenance of accreditation, fiscal management, and oversight of all program personnel. The PD is a full-time faculty member who is actively engaged in didactic instruction.

Role of the Coordinator of Clinical Education

The Coordinator of Clinical Education (CCE) is responsible for the direction of clinical education including the coordination of all clinical education experiences. This includes oversight of student clinical progression, student assignments to athletic training clinical experiences and supplemental clinical experiences, clinical site evaluations and student clinical evaluations. The CCE will engage in regular communication with preceptors, providing professional development and overseeing selection and evaluation of program preceptors.

Role of all MSAT Faculty

All faculty members are involved in the design and delivery of the MSAT program and are committed to helping students prepare for a career in athletic training. MSAT faculty are employed by New Mexico State University, credentialed by the state of New Mexico, certified, and in good standing with the Board of Certification. Faculty seek to educate, support, mentor and advise students in their journey toward their professional goals.

Role of Preceptors

Preceptors are licensed health care professionals, credentialed by the state in which they practice. Preceptors who are athletic trainers are state credentialed, certified, and in good standing with the Board of Certification. Preceptors' role is to supervise, instruct, engage, and mentor students in clinical education. Preceptors who are athletic trainers or physicians may be asked to assess students' abilities to meet clinical competencies as part of the MSAT program's curricular content.

Preceptors are responsible for:

- Providing students with an On-Site Orientation prior to any patient encounter utilizing the On-Site Orientation Checklist (OSOC) provided within ATrack
- Reviewing and verifying clinical experience hours of students they supervise on a weekly basis.
- Completing an evaluation of the student's knowledge, skills, and abilities two times during a semester-long rotation using the ATrack online management tool

Role of Clinical Sites

All clinical sites utilized by the MSAT program will follow the following guidelines to ensure safe participation in clinical assignments:

- Ensure all modalities are calibrated and maintained per the manufacturer guidelines.
- Provide On-Site Orientation to students prior to any patient contact.
- Provide personal protective equipment appropriate to the appropriate level of exposure.
- Provide sufficient access to sanitation including handwashing prior to and after patient encounters.

- Provide venue-specific training, including emergency action plans, to students prior to patient contact as part of the OSOC.

Clinical Education Experiences Policies and Procedures

Clinical Education Course Requirements

Prior to beginning clinical education assignments, clinical clearance must be obtained which includes the following items:

- Submission of proof of current vaccines per the vaccine policy (appendix D).
 - Additional requirements such as proof of a TB test may be required for some clinical sites. A negative skin test within the last 12 months from the first day of the fall semester will satisfy this requirement.
- Signed Technical Standards form (appendix E) verifying students are able to meet the demands of the athletic training profession.
 - Students unable to meet the technical standards may contact Disability Services to determine if special accommodation can be provided.
- Signed Communicable Disease policy statement (appendix F).
- Satisfactory completion of all Blood Borne Pathogen, OSHA, FERPA and HIPAA training components (embedded within SPMD 5005).
- Proof of current Emergency Cardiac Care training (ECC) and certification.

Non-discrimination policy

The MSAT program is committed to continuously addressing issues of diversity and multiculturalism and engaging in practices that reflect the belief that the program will thrive when creating an inclusive learning community. This commitment is fully aligned with the values of our institution which prohibits discrimination on the basis of age, ancestry, color, disability, gender identity, genetic information, national origin, race, religion, retaliation, serious medical condition, sex (including pregnancy), sexual orientation, spousal affiliation or protected veteran status in its programs and activities as required by equal opportunity/affirmative action regulations and laws and university policy and rules. A copy of NMSU's non-discrimination policy is included in the Appendix section.

Liability Insurance

Each athletic training student is covered by the university's liability insurance during clinical education courses associated with the MSAT program. There is no coverage when performing unauthorized duties or duties in a non-student role. Students may choose to also carry their own malpractice liability insurance coverage.

Communicable Disease Policy

The following policy and procedures are designed to address appropriate notification and control of communicable diseases. This policy is designed to minimize risk to athletic training students, patients, the NMSU campus community, and the Las Cruces and surrounding communities. All students must sign the communicable disease policy statement (appendix F) prior to the start of the fall semester clinical experience course at the beginning of each academic year.

Any Athletic Training Student that is diagnosed with having a communicable disease must notify the Athletic Training Program Director (PD) and the NMSU Aggie Health and Wellness Center (AHWC) immediately. Once notified, the PD and the AHWC will follow the NMSU protocol for campus communicable disease outbreaks. Information provided by the student will be directed to the appropriate

officials (e.g., University Emergency Response Team, New Mexico Department of Health, and Center for Disease Control) if it is determined there is a risk to others. The student's name will remain confidential when reporting the incident.

Students who acquire a communicable disease while engaging in clinical rotations are required to follow the guidelines given by their physician and the recommendations of the NMSU AHC. Students must notify their preceptor, PD, and the CCE immediately.

Students may not participate in clinical assignments while they are affected by a communicable disease, which may pose a threat to those they come into contact with. Students may return to clinical assignments once they are cleared by their treating physician, and they have notified the NMSU AHC, PD and CCE they have been cleared by their physician to return.

The following is a list of common communicable diseases. This list is not all inclusive:

Diseases preventable by vaccination:

- Diphtheria
- Influenza
- Measles
- Mumps
- Rubella
- Meningococcal disease
- Pneumococcal infections

Air-borne diseases

- Tuberculosis

Zoonoses:

- Brucellosis
- Echinococcosis

Special Health Issues:

- Nosocomial infections
- Antimicrobial resistance

Food & Water-borne diseases & diseases of environmental origin:

- Botulism
- Giardiasis
- Listeriosis
- Infection with Enterohaemorrhagic *E. coli*
- Trichinosis

Sexually transmitted diseases:

- Chlamydia infections
- Gonococcal infections
- Syphilis

Serious imported diseases:

- Cholera
- Malaria
- Typhoid

Viral Hepatitis:

- Hepatitis A, B & C

***ANY EMERGING DISEASE as identified by the public health department**

Bloodborne Pathogen Policy

All MSAT students receive bloodborne pathogen training as part of SPMD 5005 Foundations of Athletic Training course. All training activities and quizzes must be completed with an 80% or better before students may be placed in a clinical education assignment rotation. All students will be provided with barrier and control measures such as gloves and appropriate access to handwashing at all clinical experience sites. All clinical sites are to review their bloodborne pathogen protection and exposure plan procedures during onsite-orientation and this must be documented as part of the On-Site Orientation Checklist (OSOC) form in ATrack prior to any patient contact.

Confidentiality, HIPAA and FERPA

It is the responsibility of each MSAT student to safeguard client/patient rights to confidentiality in all aspects of care. The client/patient determines the degree of self-disclosure and to whom. Students are expected to honor the element of trust placed in them by clients/patients as they share potentially vulnerable aspects of their lives.

Athletic Training Students have access to private information, including medical and personal information. Patient/client and student athlete records must remain within the clinical site at all times. All

MSAT students must sign the confidentiality agreement (appendix H) prior to the start of the fall semester clinical experience course at the beginning of each academic year. Confidentiality, HIPAA and FERPA rules will be reviewed during orientation each fall. Violation of this policy is subject to dismissal from the program.

Health Insurance Portability and Accountability Act (HIPAA)

HIPAA is the act passed in 1996 to protect health insurance, the privacy of medical records, and how they are shared. Specifically, HIPAA does the following:

- Provides the ability to transfer and continue health insurance coverage for workers & their families when they change or lose jobs;
- Reduces health care fraud and abuse;
- Mandates industry-wide standards for health care information on electronic billing and other processes;
- Requires the protection and confidential handling of protected health information.

Family Educational Rights & Privacy Act (FERPA)

This act is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he/she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Generally, schools must have written permission from the parent or eligible student to release any information from a student's education record. FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies;
- State & local authorities, within a juvenile justice system, pursuant to specific state law

HIPAA, FERPA and Confidentiality in Athletic Training

The above information on HIPAA and FERPA are consistent with the Board of Certification for Athletic Training, Code of Professional Responsibility for the Athletic Trainer (BOC 1.4) which states that an individual must "maintain the confidentiality of patient information in accordance with applicable law", the National Athletic Trainers' Association Code of Ethics (NATA 1.3) which states that "members shall preserve the confidentiality of privileged information, and shall not release such information to a third party not involved in the patient's care without a release unless required by law" and, patient information must be maintained in accordance with applicable law.

The AT student will use confidential information only as needed to perform the duties as a student within the NMSU MSAT program. This includes, but is not limited to:

- The MSAT student will only access confidential information for which the student has a need to know.
- The MSAT student will respect the confidentiality of any verbal communication or reports printed from any information system containing patient's/client's information and handle, store and dispose of these reports appropriately at the university and associated clinical sites.
- The MSAT student will not in any way express, copy, release, lend, modify, or destroy any confidential information except as properly authorized within the scope of all professional activities.
- The MSAT student will carefully protect all confidential information and will take every precaution so that the patient/client, their families, or other persons do not overhear conversations concerning patient/client care or have the opportunity to view client/patient records.
- The MSAT student will comply with all policies and procedures and other rules of NMSU and associated clinical sites relating to confidentiality of information.
- The MSAT student will understand that the information accessed through all clinical information systems contains sensitive and confidential patient/client care, business, financial and other information that should only be disclosed to those authorized to receive it.
- The MSAT student will not knowingly include or cause to be included in any record or report of false, inaccurate, or misleading entry.

The MSAT student will understand that violation of this confidentiality policy may result in disciplinary and legal action with fines.

Compliance for MSAT students

In order to protect client/ patient privacy, all personally identifying information must be removed from student papers prior to the student leaving the facility (e.g., care plans & evaluation/treatment sheets). Information to be removed includes the individual's name, initials, address, phone number, fax number & social security number. Students may not remove or duplicate any personal or healthcare records from any clinical site (i.e., photocopies, screen shots, etc.). Students should not take photos, audio- or video-record any activity in clinical settings. Written documents containing private health information must be either carefully stored or shredded to prevent the circulation of confidential patient information. Confidentiality & privacy also extends to oral communications which extend beyond the need to know for treatment &/or educational purposes.

Elements of client/patient information can be discussed only within the realm of the appropriate clinical/educational settings (i.e., post clinical conferences/debriefings, classroom seminar/discussion). It is a serious breach of confidentiality to discuss information outside of these areas with family, friends, and on social media sites.

Any MSAT student who breaches privacy or confidentiality is subject to disciplinary action, which could include dismissal from the program.

Assumption of Risk

While every safety measure possible is taken into consideration, it is impossible to remove all risks from participation in a professional degree program with clinical assignments that occur in and around sporting events. In signing the Assumption of Risk form (Appendix G), I understand that while I am participating in clinical assignment rotations as part of my education in Athletic Training, there is an inherent risk of injury and/or illness. I understand that such an injury or illness can range from a minor injury/illness to a major injury/illness. Participation in your clinical rotation could result in death, serious neck and spinal injuries which may result in complete or partial paralysis, brain damage, serious injury to all internal

organs, serious injury to all bones, joints, ligaments, muscles, tendons and other aspects of the musculoskeletal system, and serious injury or impairment to other aspects of your body, general health, and well-being. Such injuries/illnesses could cause permanent disability such as paralysis, permanent bone or joint injury, permanent scars, or other chronic disabling conditions.

Personal Appearance & Dress Code

The MSAT at New Mexico State University is committed to preparing you for a future in allied health care. Part of this commitment involves professionalism. Professionalism is comprised of many portions, one of which is professional attire. The dress code for the MSAT is mandatory and must be followed at all times during clinical education experiences. Preceptors associated with the MSAT have the authority to enforce this policy and assign demerits for non-compliance.

Appropriate attire includes:

- MSAT Program Name Badge or Official Polo/shirt – you **MUST** be wearing one of these whenever you are in a clinical education rotation in order to clearly identify you as a MSAT student.
- Closed toed shoes appropriate to the setting;
- Appropriate grooming and hygiene;
- Khaki style pants/slacks/shorts;
- Athletic training polo/t-shirts;
- Long or short sleeved collared shirts.

If applicable, additional dress code policies specific to your assigned clinical site should also be followed. Please consult with the CCE for any questions or discrepancies regarding the dress code

Clinical Identification Badges/Clothing

Students will be provided with an official program name badge. Students should have their badge with them at all times while engaged in classroom or clinical experiences. This allows for identification of the student in clinical assignment rotations as an officially enrolled MSAT student from New Mexico State University.

Students will be provided with official program shirts to be worn at clinical assignment rotations for ease of identification as an athletic training student in order to differentiate students from credentialed providers.

Transportation

Clinical sites, days and times will vary within a clinical rotation and between different clinical experience courses. Clinical sites may not be in the same location as the Athletic Training program. Students must provide their own transportation to and from clinical sites. Students may not transport clients/patients to or from clinical sites.

AT Milestones & Student Evaluations & Program Assessments

Students will be evaluated regularly throughout the MSAT program in both the didactic (classroom) and clinical settings as well as within the AT Milestones framework. These evaluations are intended to assess student performance, inform strengths and weaknesses, and allow for adjustments leading to maximum growth during the MSAT program. The various evaluations are described below and include timelines of when these evaluations are performed.

Athletic Training Milestones

The Athletic Training Milestones are designed for use in evaluation of athletic trainers within the context of their participation in a CAATE accredited professional education program and beyond. They provide a framework for the assessment of individual development in key dimensions of athletic trainer competency and have been developed to capture the breadth and depth of athletic training knowledge, skills, attitudes, and behaviors.

Within the MSAT program at NMSU, students will be evaluated within the six general competencies of:

- Patient Care and Procedural Skills
- Medical Knowledge
- Practice-Based learning and Improvement
- Interpersonal and Communication Skills
- Professionalism
- Systems-Based Practice

Assessment of competency will be recorded with the following levels:

Level 1: Emerging – this level describes the behaviors of an early learner.

Level 2: Level Appropriate – this level describes behaviors of a learner who is advancing and demonstrating improvement in performance related to their course work and clinical placements within the program.

Level 3: Ready for Unsupervised Practice – this level is the target for students upon graduation from the MSAT program.

Didactic Assessment of Students:

Didactic assessments/evaluations are those that take place within the classroom setting. These will vary by class but may include written exams, computerized exams, quizzes, worksheets, papers, discussions, projects, or presentations. Physical demonstration of athletic training skills and abilities may be assessed within a structured practical examination as part of both a didactic and clinical evaluations.

Clinical Assessment of Students:

Clinical assessments/evaluations will assess the student's practical application of athletic training knowledge, skills, and abilities. These may include assessment of the student the field at a clinical assignment rotation, or in a controlled lab setting such as the CATS Lab.

Preceptor evaluations of students (PEoS)

Students will be evaluated by their preceptor as part of each clinical education course. These evaluations will take place two times during a semester-long clinical assignment rotation using the ATrack online management tool. These evaluations will happen at mid-semester, and again at the end of the semester or completion of the clinical assignment rotation.

Clinical Athletic Training Skills Lab (CATs Lab)

The CATS lab will be utilized for simulation-based practice and assessments as needed to ensure the student has an opportunity to apply KSAs that may not otherwise present themselves during the clinical assignment period. These could include injury evaluations, emergency care/triage scenarios, or equipment removal as examples. The CATS Lab is run by AT faculty utilizing a standardized patient model or simulation equipment/technology to closely approximate real-life scenarios.

Program Assessments:

Student evaluations of preceptors and sites

As part of the MSAT program's desire for continuous quality improvement, students are asked to evaluate their preceptors and their clinical sites at the end of each clinical assignment rotation. This data is utilized as part of the Comprehensive Assessment Plan's ongoing assessment relating to program outcome Goal #3. This data is examined by both the CCE and PD at the end of each semester and yearly.

Student end of course evaluations

As part of each course within the MSAT program, students will be asked to complete an end of course evaluation/survey to help both the program and department evaluate teaching effectiveness and areas for growth.

Exit Surveys

Students will be asked to complete an exit survey upon completion of the MSAT program approximately 2 weeks prior to graduation for the purpose of reflective program assessment. Students will be asked to rate their level of confidence with material presented throughout the program and testable on the national Board of Certification (BOC) examination.

Summative Evaluation:

In an effort to provide guidance and progressive growth, summative feedback will be shared with students by an AT faculty member in a one-on-one environment each semester.

- Year One Students: evaluations will be completed at mid and end of the fall and spring semesters. The MSAT faculty will schedule a meeting with individual students to discuss academic and clinical performance up to that date. These meetings will be scheduled between week 6 and 8 of the semester in order to provide feedback in a timely manner allowing for changes to be implemented, or new goals set for the second half of the semester.
- Year Two Fall: Mid-semester meetings will be scheduled for each individual student with the program director following mid-semester grades and preceptor evaluations in order to guide the student's remaining time in the MSAT program. These meetings will focus on the student's professional goals, how their progress in the program is helping meet these goals, and what changes may need to be made to ensure student success. Professional planning and preparation will also be discussed in these meetings including mentoring for next steps. This may include but is not limited to immersive experience options, further educational pathways such as residencies, DAT or PhD/EdD programs, BOC preparation strategies and job search guidance.

Caveat

This handbook is an important, guiding document which will be updated as needed or required. All program students will be provided with updated sections should they become necessary during the course of the year. Handbooks are updated yearly and published online in July of each year. Every attempt is made to keep the online document up to date, but online publishing may lag behind actual updates distributed to those students currently enrolled in the program. An up-to-date handbook may always be obtained by contacting the program director at kbrock@nmsu.edu.

Appendices

NMSU Notice of Non-Discrimination

NMSU NOTICE OF NON-DISCRIMINATION AND EQUAL OPPORTUNITY

New Mexico State University (NMSU) is dedicated to providing equal opportunities in our employment and learning environments. NMSU does not discriminate on the basis of age, ancestry, color, disability, gender identity, genetic information, national origin, race, religion, retaliation, serious medical condition, sex (including pregnancy), sexual orientation, spousal affiliation or protected veteran status in its' programs and activities as required by equal opportunity/affirmative action regulations and laws and University policy and rules.

NMSU's Office of Institutional Equity is responsible for compliance with state and federal equal employment opportunity laws and affirmative action regulations. This incorporates implementation of the University's Affirmative Action plan including equal opportunity practices, monitoring, and reporting. If you believe you have been treated in a manner inconsistent with equal opportunity, contact the Office of Institutional Equity.

NMSU has designated Dr. Laura Castille as the Title IX Coordinator and she is responsible for ensuring compliance with Title IX and other state and federal laws addressing sexual and gender-based harassment, including sexual assault, sexual exploitation, sexual intimidation, intimate partner abuse, stalking, and other forms of sexual violence based on sex, gender, sexual orientation, or gender identity.

NMSU recognizes that individuals with disabilities are entitled to access, support and, when appropriate, reasonable accommodation. Dr. Castille is also assigned to coordinate compliance with the Americans with Disabilities Act (ADA), Section 504, and other state and federal laws that prohibit discrimination on the basis of disability in admission, treatment and/or access to its programs and activities.

Inquiries regarding equal opportunity, affirmative action, Title IX, ADA and/or Section 504 should be directed to:

Office of Institutional Equity
Dr. Laura M. Castille
Executive Director, Title IX Coordinator, ADA, AA

O'Loughlin House
Las Cruces, NM 88003
Office: (575) 646-3635
TTY: (575) 646-7802
Website: equity.nmsu.edu
Email: equity@nmsu.edu

Annamarie DeLovato is NMSU's Deputy Title IX Coordinator, ADA, AA and can be contacted at the O'Loughlin House or by telephone (575) 646-3635.

Complaints of discrimination, harassment, sexual violence, and retaliation may be directed to the Office of Institutional Equity at equity@nmsu.edu. Complaints may also be filed with the United States Department of Education, Office for Civil Rights, U.S. Equal Employment Opportunity Commission, and/or New Mexico Human Rights Bureau.

Be Bold. Shape the Future.
New Mexico State University
equity.nmsu.edu





NMSU Master of Science in Athletic Training
Observation Hours Documentation



Name of Applicant: _____

Instructions for Applicant:

Observation/shadowing hours provide candidates an opportunity to "shadow" athletic trainers. It is meant to be an **active process** where you can ask questions, and observe treatments, evaluations, rehabilitation programs, practice coverage, etc. Applicants must complete a minimum of 50 hours of observation with a BOC Certified Athletic Trainer (more hours are encouraged). Multiple athletic trainers and settings can be utilized to complete the 50 hours. Each supervising AT must sign for the hours completed under their supervision. Documentation for observation hours must be submitted with all other application materials.

Instructions for Athletic Trainer:

The observation/shadow hours are to provide the applicant with insight into the athletic training profession to help them determine whether or not they truly want to pursue athletic training as a career. It is meant to be an **active process**, where they can ask questions about and observe what you do on a daily basis as an athletic trainer. It is not intended for the applicant to "do" any athletic training independently.

Please sign for each block of time that a student completes observation/shadow hours with you. Should you have any concerns about an observation applicant, please contact the program director. Email address and BOC number is only required once.

****If you are unable to provide active observation/shadow opportunities, please request that the student select a different athletic trainer to observe/shadow.**

Date(s)	Hours Observed	Organization	Print Name of ATC, email address, BOC #	ATC Signature
Example: Jul. 10, 11 & 13, 2022	20	Anytown HS	Jane Doe, MS, ATC, janed@atc.edu , 0818881888	<i>Jane Doe</i>

[illegible]

ATP-KOC 5.13.22

Appendix B: Application Review Template

Application Review Rubric:

New Mexico State University – Master of Science in Athletic Training

Applicant Name:

Date of Review:

1) Bachelor's degree from an accredited institution completed by program start date **(Y/N)**

Bachelor's degree from an accredited institution completed by June 12, 2023	Yes	Date of completion	No

2) Cumulative GPA: Minimum cumulative 3.0 GPA (out of 4.0) **(20pt)**

Candidate overall GPA	≥ 3.75	$\geq 3.74 < 3.5$	$\geq 3.4 < 3.25$	$\geq 3.24 < 3.0$	≤ 3
	20	15	10	5	0 = DQ

3) Prerequisite Coursework Completed: **(Y/N)**

Required Prerequisite Courses	Courses needed	Yes	No	<u>grade</u>
Biology	1 semester			
Chemistry	1 semester			
Statistics	1 semester			
Physics	1 semester			
Human Nutrition	1 semester			
Psychology	1 semester			
Human Anatomy & Physiology with Lab **	2 semesters			
Biomechanics or Kinesiology	1 semester			
Exercise Physiology	1 semester			

**If anatomy and physiology courses are completed separately, a minimum of 1 semester of anatomy with lab and 1 semester of physiology with lab are required to meet the prerequisite.

4) Prerequisite course work GPA: Grade of C- or better in all prerequisite courses, with minimum cumulative GPA of 3.0 for prerequisite courses, completed within the last 10 years. (3.5 preferred) **(30pts)**

Candidate Pre-req GPA	$4.0-3.9$	$\geq 3.75 \leq 3.89$	$\geq 3.5 \leq 3.74$	$\geq 3.25 \leq 3.49$	$\geq 3.0 \leq 3.24$	≤ 3.0
	30	25	20	15	10	0 = DQ

- 5) **Personal statement and supplemental questions** located on [ATCAS \(https://atcas.liaisoncas.com/applicant-ux/#/login\)](https://atcas.liaisoncas.com/applicant-ux/#/login) **(20pts – 10 PS & 10 essay)**

ITEM	Content/Writing (Grammar/spelling/punctuation)	Impression
Personal Statement	1-5	1-5
Supplemental Questions (essays)	1-5	1-5
Column Total points	/10	/10
Total Category Points		/20

- 6) **Observe Hours:** Minimum of 50 observation/shadow hours completed with at least one BOC certified AT **(10 pts – 10 if 50 hrs+ / 0 if less than 50 hrs)**

Hours completed	Min. 50 hours met		Points
	Yes	No	/10

- 7) **3 recommendations (20 pts – 5 pts each letter + 5 from reviewer)**

<u>Letters</u>	<u>Rating</u>				
	Highly Rec = 5	Recommend = 4	Neutral = 3-2	With hesitation = 2-1	Do not = 0
<u>1</u>					
<u>2</u>					
<u>3</u>					
<u>Reviewer</u>					

Overall Score _____ out of 100 pts

Invite for Interview		Decline
----------------------	--	---------

Interview Question Bank:

- Introduction
- Why NMSU? Why do you want to be admitted to this MSAT?
- Professional Goals (5 yr / 10 yr)
- What do you bring to the program that is unique?
- Define professionalism as it applies to you?
- Describe a challenge you have faced in your academic career and how you met this challenge.

Post interview Review:

	Accept	Conditionally Accept	Decline
Reviewer #1			
Reviewer #2			
Reviewer #3			

If Conditional Acceptance, Conditions that need to be met are:

Condition	Deadline

Final Decision: **Accept** **Decline** **Date** _____

Candidate Notified on: _____ **Via:** _____

Confirmation of acceptance received on: _____

Appendix C: BOC Standards of Professional Practice

I. Practice Standards

CERTIFIED ATHLETIC TRAINERS

PREAMBLE

The primary purpose of the Practice Standards are to establish essential duties and obligations imposed by virtue of holding the ATC® credential. Compliance with the Practice Standards are mandatory.

The BOC does not express an opinion on the competence or warrant job performance of credential holders; however, every Athletic Trainer and applicant must agree to comply with the Practice Standards at all times.

STANDARD 1: DIRECTION

The Athletic Trainer renders service or treatment under the direction of, or in collaboration with a physician, in accordance with their training and the state's statutes, rules and regulations.

STANDARD 2: PREVENTION

The Athletic Trainer implements measures to prevent and/or mitigate injury, illness and long-term disability.

STANDARD 3: IMMEDIATE CARE

The Athletic Trainer provides care procedures used in acute and/or emergency situations, independent of setting.

STANDARD 4: EXAMINATION, ASSESSMENT AND DIAGNOSIS

The Athletic Trainer utilizes patient history and appropriate physical examination procedures to determine the patient's impairments, diagnosis, level of function and disposition.

STANDARD 5: THERAPEUTIC INTERVENTION

The Athletic Trainer determines appropriate treatment, rehabilitation and/or reconditioning strategies. Intervention program objectives include long and short-term goals and an appraisal of those which the patient can realistically be expected to achieve from the program. Appropriate patient-centered outcome assessments are utilized to document efficacy of interventions.

STANDARD 6: PROGRAM DISCONTINUATION

The Athletic Trainer may recommend discontinuation of the intervention program at such time the patient has received optimal benefit of the program. A final assessment of the patients' status is included in the discharge note.

STANDARD 7: ORGANIZATION AND ADMINISTRATION

The Athletic Trainer documents all procedures and services in accordance with local, state and federal laws, rules and guidelines.

II. Code of Professional Responsibility

PREAMBLE

The Code of Professional Responsibility (Code) mandates that BOC credential holders and applicants act in a professionally responsible manner in all athletic training services and activities.

The BOC requires all Athletic Trainers, specialists and applicants to comply with the Code. The BOC may discipline, revoke or take other action with regard to the application or certification of an individual that does not adhere to the Code. The “Professional Practice and Discipline Guidelines and Procedures” may be accessed via the BOC website.

CODE 1: PATIENT CARE RESPONSIBILITIES

The Athletic Trainer, specialist or applicant:

1.1 Renders quality patient care regardless of the patient’s age, gender, race, religion, disability, sexual orientation, gender identity, or any other characteristic protected by law.

1.2 Protects the patient from undue harm and acts always in the patient’s best interest and is an advocate for the patient’s welfare, including taking appropriate action to protect patients from health care providers or athletic training students who are, impaired or engaged in illegal or unethical practice.

1.3 Demonstrates sound clinical judgment that is based upon current knowledge, evidence-based guidelines and the thoughtful and safe application of resources, treatments and therapies.

1.4 Communicates effectively and truthfully with patients and other persons involved in the patient’s program, while maintaining privacy and confidentiality of patient information in accordance with applicable law.

1.4.1 Demonstrates respect for cultural diversity and understanding of the impact of cultural and religious values.

1.5 Develops and maintains a relationship of trust and confidence with the patient and/or the parent/guardian of a minor patient and does not exploit the relationship for personal or financial gain.

1.6 Does not engage in intimate or sexual activity with a patient and/or the parent/guardian of a minor patient.

1.7 Informs the patient and/or the parent/guardian of a minor patient of any risks involved in the treatment plan.

1.7.1 Does not make unsupported claims about the safety or efficacy of treatment.

1.8 Does not practice athletic training, or otherwise render patient care, while under the influence of alcohol, drugs, or any other substance that may or is likely to impair the Athletic Trainer’s ability to render quality, skilled care to the patient.

CODE 2: COMPETENCY

The Athletic Trainer, specialist or applicant:

2.1 Engages in lifelong, professional and continuing educational activities to promote continued competence.

2.2 Complies with the most current BOC recertification policies and requirements.

CODE 3: PROFESSIONAL RESPONSIBILITY

The Athletic Trainer, specialist or applicant:

3.1 Practices in accordance with the most current BOC Practice Standards.

3.2 Practices in accordance with applicable local, state and/or federal rules, requirements, regulations and/or laws related to the practice of athletic training including, without limitation, applicable state licensing and ethical requirements.

3.3 Practices in collaboration and cooperation with others involved in a patient’s care when warranted; respecting the expertise and medico- legal responsibility of all parties.

3.4 Provides athletic training services only when there is a reasonable expectation that an individual will benefit from such services.

3.5 Does not misrepresent in any manner, either directly or indirectly, their skills, training, professional credentials, identity or services or the skills, training, credentials, identity or services

of athletic training.

3.5.1 Provides only those services for which they are prepared and permitted to perform by applicable local, state and/or federal rules, requirements, regulations and/or laws related to the practice of athletic training.

3.6 Does not guarantee the results of any athletic training service.

3.7 Complies with all BOC exam eligibility requirements.

3.8 Ensures that any information provided to the BOC in connection with exam eligibility, certification, recertification or reinstatement including but not limited to, exam applications, reinstatement applications or continuing education forms, is accurate and truthful.

3.9 Does not possess, use, copy, access, distribute or discuss certification exams, self-assessment and practice exams, score reports, answer sheets, certificates, certificant or applicant files, documents or other materials without proper authorization.

3.10 Takes no action that leads, or may lead, to the conviction, plea of guilty or plea of nolo contendere (no contest) to any felony or to a misdemeanor related to public health, patient care, athletics or education; this includes, but is not limited to: rape; sexual abuse or misconduct; actual or threatened use of violence; the prohibited sale or distribution of controlled substances, or the possession with intent to distribute controlled substances; or improper influence of the outcome or score of an athletic contest or event.

3.11 Reports any suspected or known violation of applicable local, state and/or federal rules, requirements, regulations and/or laws committed by themselves and/or by another Athletic Trainer that is related to the practice of athletic training and/or that may impact the Athletic Trainer's ability to practice athletic training in accordance with "BOC Standards of Professional Practice."

3.12 Reports any criminal convictions (with the exception of misdemeanor traffic offenses or traffic ordinance violations that do not involve the use of alcohol or drugs) and/or professional suspension, discipline or sanction received by themselves or by another Athletic Trainer that is related to athletic training.

3.13 Complies with applicable local, state and/or federal rules, requirements, regulations and/or laws related to mandatory reporting when identified as a "mandatory reporter" or "responsible employee."

3.14 Cooperates with BOC investigations into alleged illegal and/or unethical activities and any alleged violation(s) of a "BOC Standard of Professional Practice." Cooperation includes, but is not limited to, providing candid, honest and timely responses to requests for information and/or documentation.

3.15 Complies with all confidentiality and disclosure requirements of the BOC and existing law.

3.16 Does not endorse or advertise products or services with the use of, or by reference to, the BOC name without proper authorization.

3.17 Complies with all conditions and requirements arising from certification restrictions or disciplinary actions taken by the BOC, including, but not limited to, conditions and requirements contained in decision letters and consent agreements entered into pursuant to Section 4 of the "BOC Professional Practice and Discipline Guidelines and Procedures."

3.18 Fulfills financial obligations for all BOC billable goods and services provided.

CODE 4: RESEARCH

The Athletic Trainer, specialist or applicant who engages in research:

4.1 Conducts research according to accepted ethical research and reporting standards established by public law, institutional procedures and/or the health professions.

4.2 Protects the human rights and well-being of research participants.

4.3 Conducts research activities intended to improve knowledge, practice, education, outcomes and/or public policy relative to the organization and administration of health systems and/or health care delivery.

CODE 5: SOCIAL RESPONSIBILITY

The Athletic Trainer, specialist or applicant:

5.1 Strives to serve the profession and the community in a manner that benefits society at large.

5.2 Advocates for appropriate health care to address societal health needs and goals.

CODE 6: BUSINESS PRACTICES

The Athletic Trainer, specialist or applicant:

6.1 Does not participate in deceptive or fraudulent business practices.

6.2 Seeks remuneration only for those services rendered or supervised by an Athletic Trainer; does not charge for services not rendered.

6.2.1 Provides documentation to support recorded charges.

6.2.2 Ensures all fees are commensurate with services rendered.

6.3 Maintains adequate and customary professional liability insurance.

6.4 Acknowledges and mitigates conflicts of interest.

Appendix D: Immunization Policy

New Mexico State University

Athletic Training Program

IMMUNIZATION POLICY

Students admitted to the Athletic Training (MSAT) program must submit a copy of vaccination verification for the following:

Vaccination:	Dosage and Screening Information per CDC Guidelines
Mumps, Measles, and Rubella (MMR)	Two doses; OR positive titer (laboratory evidence of immunity – titers to all 3 are required)
Varicella (Chickenpox)	Two doses; OR positive titer (laboratory evidence of immunity)
Tetanus, Diphtheria and Pertussis (Tdap)	1 dose within the last 10 years
Hepatitis B	two to four doses depending on vaccine; OR positive titer (laboratory evidence of immunity)
Tuberculosis skin test (TB skin test)	Negative skin test within the last 12 months from the first day of the fall semester in the program

Students should include a copy of their immunization record and/or documentation of positive titers for review as soon as possible after being formally accepted into the program, and no later than July 1st of their first term of admission in order to prevent delays in fall clinical education placements.

Applicants that cannot provide proof of vaccination must meet with the Program Director to determine course of action.

As part of the review, compliance with vaccination requirements listed above will be verified by the program director in consultation with the program medical director when needed to comply with health and safety standards.

NMSU Immunization Requirements for all students can be found at:

https://studenthandbook.nmsu.edu/immunizations/immunization_policies1.html

*All students should obtain their childhood shot records from their parents, primary care provider, public schools or the New Mexico State Immunization Information System (NMSIIS) for verification of the above immunizations. Further information is available at:

<https://wellness.nmsu.edu/healthcare%20services/immunizations.html>

Appendix E: Technical Standards

TECHNICAL STANDARDS FOR ADMISSION NMSU Athletic Training Program

The New Mexico State University (NMSU) Athletic Training Program (ATP) is committed to the policy that all persons shall have equal access to its programs, facilities and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status or sexual orientation.

In adhering to this policy, the University abides by the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, and other applicable statutes and regulations relating to equality of opportunity. In this venue, the College of Education encourages all qualified individuals to apply for admission to the Athletic Training Program.

The ATP at NMSU is a rigorous and intense academic and clinical educational program which places specific requirements and demands upon students enrolled in the program. The objective for the NMSU ATP is to prepare graduates to enter a variety of employment settings in order to render care to a variety of individuals engaged in physical activity. Athletic training students are expected to demonstrate cognitive and physical tasks that may be challenging. The general purpose of the technical standards document is to describe the demands of the ATP in a manner that allows students to compare their own skills and abilities to the cognitive and physical demands they may face as athletic training students.

The technical standards set forth by the Athletic Training Program establish the essential qualities considered necessary for students admitted to this program to achieve the knowledge, skills, and competencies of an entry-level athletic trainer, as well as meet the expectations of the program's accrediting agency (Commission on the Accreditation of Athletic Training Education [CAATE]). The following abilities and expectations must be met by all students admitted to the Athletic Training Educational Program. In the event a student is unable to fulfill these technical standards, with or without reasonable accommodation, the student will not be admitted into the program. Compliance with the program's technical standards does not guarantee a student's eligibility for the National Athletic Trainers' Association Board of Certification (BOC) examination.

Candidates seeking admission to the ATP program should have (****please initial next to each point acknowledging your understanding of each statement**):

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

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

If a student requires accommodation due to disability or impairment, they should apply with the Disability Access Services department and follow the established process. More information can be found at <http://das.nmsu.edu>, (575)646-6840 or email: das.nmsu.edu.

STUDENT STATEMENT

I certify that I have read and understand the technical standards for selection listed above, and I believe to the best of my knowledge that I meet each of these standards without accommodation. I understand that if I am unable to meet these standards I will not be admitted into the program.

Printed Name of Applicant

Date

Signature of Applicant

Date

STATEMENT FOR STUDENTS REQUESTING ACCOMMODATIONS

I certify that I have read and understand the technical standards of selection listed above and I believe to the best of my knowledge that I can meet each of these standards with certain accommodations. I will contact Disability Access Services at (575) 646-6840 or email: das@nmsu.edu to determine what accommodations may be available. I understand that if I am unable to meet these standards with or without accommodations, I will not be admitted into the program.

Printed Name of Applicant

Date

Signature of Applicant

Date

Appendix F: Communicable Disease Policy Acknowledgement:

NEW MEXICO STATE UNIVERSITY

ATHLETIC TRAINING PROGRAM

COMMUNICABLE DISEASE POLICY

I, _____, have read, understand, and agree to abide by the ATP Communicable Disease Policy as stated in the MSAT Student Handbook. I agree to notify the appropriate personnel if I am diagnosed with a potentially infectious disease (all names will remain confidential). I understand that I will not be able to attend clinical rotations while affected by a communicable disease that could pose a threat to those I come in contact with.

ATS Signature

Date

Appendix G: Assumption of Risk & Photo/Video Release

New Mexico State University Athletic Training Program

ASSUMPTION OF RISK & Photo/Video Release

I understand that while I am participating in clinical rotations as part of my education in Athletic Training, there is an inherent risk of injury or illness. I understand that such an injury or illness can range from a minor injury or illness to a major injury or illness.

DESCRIPTION OF RISK, MEDICAL RELEASE, AND PHOTO, VIDEO, AUDIO RELEASE

Student's Name	
Aggie ID	
Event	Clinical Education Experiences
Additional Inherent Risks of Participating in the Event	Sports implements and sports environment risks associated with unpredictable practice/game situations

This Description of Risk, Medical Release, and Photo, Video and Audio Release (Agreement) is intended to provide you with information about the risks involved in your voluntarily participating in Athletic Training clinical education experiences (the Event). I understand that there are inherent risks in participating in the Event, including but not limited to, the following: falls, falling objects, fractures, concussions, dangerous or unanticipated weather, overexertion, over exposure to the sun, overheating, injuries from my lack of fitness or conditioning, venomous or disease-carrying animals or insects, communicable diseases, exposure to allergens, equipment failures, the negligence of others, and the Additional Inherent Risks of Participating in the Event as listed above.

I understand that the above list is not inclusive of all possible risks associated with my participation in the Event, and that I am aware of the risks involved whether described or not. I further understand that my participation in the Event presents a of risk of injury, illness, death or financial loss. **I HEREBY CERTIFY THAT I HAVE FULL KNOWLEDGE OF THE NATURE AND EXTENT OF THE RISKS INHERENT IN PARTICIPATING IN THE EVENT. I AFFIRM ON BEHALF OF MY FAMILY, HEIRS, AND PERSONAL REPRESENTATIVE(S) THAT I PROCEED WITH PARTICIPATION WITH CLEAR EXPLANATION FROM NMSU FOR THE POTENTIAL OF THE RISKS RELATED TO MY PARTICIPATION IN THE EVENT, WHETHER KNOWN OR UNKNOWN.**

I understand that I am required, as a condition of participation in the Event, to carry health insurance and that I am solely liable for all personal medical expenses that may be incurred as a result of my voluntary participation in the Event.

I HEREBY RELEASE THE REGENTS OF NEW MEXICO STATE UNIVERSITY AND ITS OFFICERS, EMPLOYEES, REPRESENTATIVE AND AGENTS FROM ANY LIABILITY FOR MEDICAL EXPENSES ARISING FROM MY PARTICIPATION IN THE EVENT.

Photo, Video, Audio Release: I understand that during the Event, I may be photographed or videotaped. To the fullest extent allowed by law, I waive all rights of publicity or privacy or pre-approval that I have for any such likeness of me, including audio, or use of my name in connection with such likeness, and I grant to NMSU and its assigns permission to copyright, use, and publish (including by electronic means) such likeness of me, including any audio, whether in whole or part, in any form, without restrictions, and for any purpose.

This Agreement will be construed broadly to provide a release to the maximum extent permissible under applicable law.

I CERTIFY THAT I HAVE READ THIS DOCUMENT, AND I FULLY UNDERSTAND ITS CONTENT. I AM AWARE THAT THIS AGREEMENT IS A CONTRACT AND I SIGN IT OF MY OWN FREE WILL.

Participant's Signature

Age

Date