

2025-26

New Mexico State University MSAT Student Handbook



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New Mexico State University
6/15/2025

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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!

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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 broad 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. 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.

The MSAT program at New Mexico State University is accredited by the Commission on Accreditation of Athletic Training Education (CAATE), 2001 K Street, NW, Washington, DC, 20006.

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 Student Learning Outcomes

Student Learning Outcome (Goal) #1:

Students will gain mastery of the knowledge and skills needed to practice as an entry level athletic trainer.

Objectives (Indicators):

SLO 1.1 Students will demonstrate satisfactory progress in the program curriculum (cumulative GPA and individual course grades)

SLO 1.2 Students will demonstrate requisite clinical competence to progress to a subsequent athletic training clinical experience. (CP manuals)

SLO 1.3 Students will demonstrate progressive competency of clinical skills and abilities towards the goal of autonomous practice. (Preceptor Evaluations of Student)

Benchmarks:

SLO 1.1a 90% of ATS ≥ 3.0 cumulative GPA

SLO 1.1b 90% of ATS have B- or better in all program courses

SLO 1.2 ATS score a 2 or higher on 80% of first attempts of Clinical Proficiency assessments and complete all requisite competencies at a 2 or higher prior to the end of each assessment period (3-point scale) (End of CE1 and CE2 and end of Year 2)

SLO 1.3 All ATS demonstrate progression in their clinical competence compared to previous evaluations and demonstrate clinical skills appropriate for their developmental level.

Student Learning Outcome (Goal) #2:

Students will demonstrate competency in the Core Competency areas of: Patient-Centered Care, Interprofessional Practice and Education, Evidence-Based Practice, Quality Improvement, Healthcare Informatics and Professionalism

Objectives:

SLO 2.1 ATS recognize the primacy of the patient.

SLO 2.2 ATS will engage in collaborative practice with other health care and wellness professionals.

SLO 2.3 ATS will use evidence-based practice as a foundation for the delivery of care.

SLO 2.4 ATS will use systems of quality assurance and quality improvement to enhance patient care.

SLO 2.5 ATS will demonstrate knowledge, attitudes, behaviors, and skills necessary to achieve optimal health outcomes for a variety of patient populations.

SLO 2.6 Comply with the NATA Code of Ethics and the BOC's Standards of Professional Practice

SLO 2.7 Advocate for the profession of Athletic Training, demonstrating honesty, integrity, compassion, empathy, and effective communication with the patient and others.

Benchmarks:

SLO 2.1-2.7 ATS score ≥ 3.0 on 80% of evaluation items in the preceptor evaluation of the student.

Student Learning Outcome (Goal) #3:

Students will demonstrate knowledge and ability to apply current best-practices and evidence-based practice in the 5 domains of athletic training as outlined in the Practice Analysis 8 document (BOC)

Objectives:

SLO 3.1. ATS will develop and implement strategies and programs to prevent the incidence and/or severity of injuries and illnesses and optimize their patients' overall wellness, health and quality of life.

SLO 3.2. ATS will demonstrate strong, evidence-based clinical examination skills in order to accurately diagnose and effectively treat the patient.

SLO 3.3. ATS will demonstrate the knowledge and skills in order to respond to, triage and provide emergent care procedures for acute injuries and illnesses and other emergent conditions. (C-spine management, CPR, wound care, splinting, EAP/EMS activation/procedures)

SLO 3.4. Based on clinical evaluation of the patient's status and with consideration of the

stages of healing and goals, the ATS will develop and implement a plan of care (therapeutic intervention) designed to enhance the patient's functional status, and optimize participation and health-related quality of life.

SLO 3.5. The ATS will demonstrate the ability to recognize patients exhibiting abnormal social, emotional, and mental behaviors and determine the appropriate intervention and/or referral.

SLO 3.6. The ATS will demonstrate an understanding of healthcare administration and the ability to apply these concepts to the healthcare system.

SLO 3.7. The ATS will demonstrate the ability to self-assess professional competence and create professional development plans according to personal and professional goals and requirements.

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 in June, with graduation in May 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)
- Submission of a complete application within the ATCAS system to include a personal statement and supplemental questions. ([ATCAS is the central application system for all athletic training professional degree programs](#))
- 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 or registration number.
- 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>

2025 Application Cycle Deadlines:

Applications for the June 2026 cohort will open in July of 2025.

Review of applications will begin on October 1st. Rolling acceptance will continue until all program seats are filled or March 1st. Applicants are highly encouraged to apply by December 1st due to the competitive nature of the application process.

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

Following interviews, accepted applicants will be notified by email (as listed in their application materials) and will have a 7-day window to accept the program offer of admission.

Application Review:

Applications marked as complete and verified in ATCAS 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 may be taken at any accredited institution, and those offered within the kinesiology degree at NMSU are included below for reference:

Required Prerequisite Courses	Courses needed	NMSU Equivalent Courses
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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. Official transcripts must be submitted within the ATCAS portal for verification.

Questions about the application process can be directed to:

Ben Snyder, Director of Clinical Education, 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. At this time there are no graduate assistantships for master level students within the kinesiology department, however, students may be eligible for other assistantships on campus and may find that information here: <https://catalogs.nmsu.edu/nmsu/graduate-school/#fundingopportunities>

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 YR 1	SPMD 5005	Foundations of AT	\$75
Fall YR 1	SPMD 5050	Clinical Education I	\$140
	SPMD 5120	Lower Extremity Eval + Lab	\$40
	SPMD 4805	Emergency Response	\$70
Spring YR 1	SPMD 5280	Therapeutic Interventions II	\$80
Summer YR 2	SPMD 6280	General Medical Conditions	\$75
Fall YR 2	SPMD 6050	Clinical Education III	\$50
Spring YR 2	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 some clinical experiences, students must obtain a background check. Clinical sites use a variety of systems to conduct background checks. The general cost of these background checks is approximately \$40 and is the responsibility of the student.
- **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 or coordinator of clinical education 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 or coordinator of clinical education 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.

To remain in 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. 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 whole letter grades using the scale below with instructor discretion to include a + or – designation on a case-by case basis, as may be appropriate under certain circumstances:

Letter grade	Range		4.0 scale
A	90-100		4.0
B	80-89		3.0
C**	70-79		2.0
D**	60-69		1.0
F**	< 60		0.0

*Scores will be rounded to the nearest whole number: ≤ 0.44 rounds down; ≥ 0.45 rounds up

**Grades below B- will result in removal from the MSAT Program. The instructor must consult the program director before assigning fractional grading. If +/- grading is utilized, it will follow the NMSU grading system which is published as:

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

*Scores will be rounded to the nearest whole number: ≤ 0.44 rounds down; ≥ 0.45 rounds up

NMSU Academic Regulations concerning grading can be found online here:

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

General Assignment Expectations

All assignments are expected to be turned in on the designated day, prior to the assigned time, (during class, or online), or risk a reduction in points awarded for the assignment. Students may be expected to present their information or findings from assignments in class to facilitate discussion and participate in active learning scenarios. Lack of preparation for these active learning assignments will be penalized as an automatic 50% reduction in the active learning assignment grade.

Missed Work/Late Assignment Policy

Work is considered late if it is turned in after the assigned date and time (i.e. Turning in an assignment on Canvas at 12:00 am when the assignment was due at 11:59 pm or turning in work after class when it was due at the beginning of class, etc.).

- All late work will be subject to a **10% reduction** in the overall points earned **for each day (24 hours) the assignment is late**. For example, an assignment due at 11:59pm turned in at any time in the next 24 hours can be assigned a maximum grade of 90%. An **additional 10%** will be **deducted each day up to 3 days (72 hours)** past the original due date/time. Once the **3-day (72 hour) mark is passed**, the assignment will be **assigned a zero (0) grade**. The student may still be required to submit the assignment in order to demonstrate competency and complete the course, despite the assigned score of a '0'.
- Students who miss an assignment due to documented extenuating circumstances such as severe illness, hospitalization, or a death in the family will need to communicate with the program director and course instructor in order to formulate a reasonable time-frame for completion of missed work. Documentation of the extenuating circumstances are required (ie: illness will require documentation from a physician).

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 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 2025-2026 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 students admitted under the 2025-26 catalog:

Semester	Course #	Class	Credits
Summer Year I -	SPMD 5005	Foundations of Athletic Training	3
	SPMD 5010	Clinical & Functional Anatomy in AT	3
		Total Credits	6
Fall Year I -	SPMD 5050	Clinical Education I	3
	SPMD 5120	Lower Extremity Injury Evaluation & Treatment + lab	4
	SPMD 5180	Therapeutic Interventions I + lab	4
	SPMD 4805	Emergency Response	2
		Total Credits	13
Spring Year I -	SPMD 5150	Clinical Education II	3
	SPMD 5220	Upper Extremity Injury Evaluation & Treatment + lab	4
	SPMD 5280	Therapeutic Interventions II + lab	4
	SPMD 5015 (6996)	Behavioral Health & Wellness Promotion	3
		Total Credits	14
		YR 1 total credits = 33	
Summer Year II	SPMD 6280	Gen Med Conditions & Therapeutic Medications	4
	SPMD 5205	Evidence Based Practice	2
	-SPMD 5250-	-Immersive-	-3-
		Total Credits	6-9*
Fall Year II	SPMD 6050	Clinical Education III	3
	SPMD 6010	Org and Admin in AT	3
	SPMD 6020	Head/Neck/Spine Injury Evaluation & Treatment	3
	SPMD 6005	Athletic Training Research I	2
	-SPMD 5250-	-Immersive-	-3-
		Total Credits	10-13*
Spring Year II	SPMD 6150	Clinical Education IV	3
	SPMD 6110	Professional Preparation	3
	SPMD 6999	Capstone Project	1
	-SPMD 5250-	-Immersive-	-3-
		Total Credits	8-11*
		YR 2 total credits = 27	
		Total Degree Credits	60
Summer/Fall/Spring II	SPMD 5250	Immersive Clinical Education*	3

*SPMD 5250 - Immersive Clinical education, must be completed 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 Director of Clinical Education.

The following guidelines delineate the expectations and role of an athletic training student as well as the Program Director (PD), Director of Clinical Education (DCE) 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. Students are given one mental health day each semester. Students are responsible for communicating the use of this day to their faculty instructor.
- d. Being late to class is not acceptable. Students are expected to arrive prior to the scheduled start time of class and those who demonstrate a pattern of tardiness will face disciplinary measures by the program. Two tardy incidents are considered an unexcused absence from class, and will face disciplinary measures by the program.
- e. If you are struggling in a class, it is important that you speak to the instructor and seek extra help early in the semester.
- f. 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

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 C.

- 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 (i.e. two hours outside of class for every 1 credit hour). As an example, the summer I term contains 6 credit hours, therefore, it is expected that students will spend 12 hours per week outside of class time to develop competency of this material.

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 General Policies

Clinical Education Guidelines:

When an MSAT student is assigned to a Preceptor, it is imperative that all individuals within the clinical setting understand the primary purpose of the student's placement: to engage in structured clinical education under the direct supervision of a qualified Preceptor. The MSAT student is not present merely to deliver services, assist support staff, or function as a substitute for certified athletic trainers. The clinical experience is designed to foster professional growth through mentorship, hands-on learning, and guided application of classroom knowledge. Both the MSAT student and the Preceptor play vital roles in upholding the integrity and educational intent of the clinical experience. Outlined below are the defined responsibilities and expectations for both the MSAT student and the Preceptor to ensure a productive and educationally sound clinical placement.

As a valued member of the MSAT program, each student is expected to embrace the following responsibilities to ensure a meaningful and enriching clinical education experience:

1. **Prioritize Academic Success**
Maintain a strong commitment to academic coursework, recognizing that classroom learning provides the foundation for effective clinical practice.
2. **Engage in Open Communication**
Communicate regularly and respectfully with your Preceptor about daily clinical opportunities and expectations.
3. **Develop Clinical Proficiency**
Actively practice assigned competencies with your Preceptor and peers to build confidence and skill mastery.
4. **Support Your Peers**
Take initiative in mentoring and encouraging fellow MSAT students, contributing to a collaborative learning environment.
5. **Apply Professional Skills**
Consistently demonstrate critical thinking, clear communication, and sound problem-solving in both academic and clinical settings.
6. **Be Assessment Ready**
Arrive each day prepared to be evaluated on clinical proficiencies and demonstrate continued growth.
7. **Maximize Supervised Experiences**
Participate fully in clinical education during scheduled hours under the direct supervision of your Preceptor, ensuring patient care aligns with program guidelines.
8. **Perform Skills Responsibly**
Only perform clinical skills on patients after receiving appropriate instruction and supervision.
9. **Stay Open to Learning**
Embrace diverse techniques and approaches to care, remaining flexible and curious about clinical variations.
10. **Offer Constructive Feedback**
Share thoughtful and honest feedback about your clinical experience by completing the Preceptor/Clinical Site Evaluation at the end of each rotation

NMSU Preceptor Responsibilities

As essential mentors in the clinical education of MSAT students, Preceptors help shape the next generation of athletic trainers. The following responsibilities are designed to foster a positive, inclusive, and enriching learning environment:

1. **Welcome Students with Inclusivity**
Accept the assigned MSAT student into the clinical setting without bias or discrimination, fostering a respectful and supportive atmosphere for learning.

2. **Ensure Appropriate Clinical Hours**

Engage the MSAT student in clinical activities for an average of 10–20 hours per week during regular academic semesters. For immersion clinical rotations, students should complete 30–40 hours per week. Any adjustments should be discussed with the Program Director and/or Director of Clinical Education.

3. **Provide Direct Supervision**

Supervise the MSAT student through consistent visual and auditory presence during all patient care activities, ensuring a safe and educational clinical environment.

4. **Encourage Independent Thinking**

Support the student's development by allowing them to use critical thinking and problem-solving skills to explore answers before offering guidance.

5. **Facilitate Active Participation**

Create supervised opportunities that align with the student's practicum course and clinical experience level, allowing them to take part in meaningful patient care.

6. **Support Skill Development**

Permit the student to perform clinical skills on patients only after they have been properly instructed—either in the classroom setting or directly by the Preceptor.

7. **Model Professional Communication**

Guide the student in refining their communication skills and fostering professional, ethical behavior appropriate to clinical practice.

8. **Conduct Competency Evaluations**

Assess the student on designated clinical competencies appropriate to their practicum course and level of training.

9. **Offer Constructive, Ongoing Feedback**

Provide consistent and supportive feedback to help the student develop proficiency and confidence in their clinical skills.

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 Director of Clinical Education

The Director of Clinical Education (DCE) 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 DCE 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 (Clinical Instructors):

The NMSU MSAT uses Preceptors (clinical instructors) to supervise, instruct, and engage in clinical education experiences with students as well as providing mentorship to athletic training students. Preceptors can be state-licensed, certified athletic trainers (ATC) in good standing with the BOC, or state-licensed physicians (MD or DO). In addition, the Preceptor must participate in a Preceptor training offered by the MSAT program or participate in an individualized training program with the Director of Clinical Education prior to supervising students.

Preceptors shall provide direct visual and auditory supervision for the student(s) assigned to them. In coordination with the practicum instructor, the Preceptor works with a student to develop increased proficiency in the skills delineated by the practicum course.

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 Attendance:

Participation in clinical education experiences is a privilege granted to each student enrolled in the MSAT program—it is not a guaranteed right. Students are expected to adhere to the ethical standards and professional conduct always outlined in this handbook during their clinical placements. Clinical education experiences are assigned by the Director of Clinical Education (DCE) and MSAT Program Director (PD). Students are required to attend their clinical assignments at the designated facility and scheduled times. Attendance at clinical experiences must never interfere with scheduled MSAT academic or practicum courses unless prior approval is granted by the course instructor & the DCE. Students who abuse this rule may be subject to additional review. Student academic progress in clinical education may be hindered and subjected to reduction with repeated absences. Furthermore, any student who is dismissed from a clinical site due to disciplinary issues may be subject to further review, which may include probation, suspension, or dismissal from the MSAT program.

Changing a Clinical Assignment:

Students who wish to change their clinical assignment for any reason must first obtain written permission from the DCE, the PD or both. The DCE will then find a new clinical assignment for replacement. Students who are found at a clinical site that they were not assigned to (without receiving prior permission from the DCE) may be suspended from all clinical rotations for up to one week. Students found at the wrong clinical site a subsequent time may risk being suspended or dismissed from the MSAT program.

Clinical Rotation Duration, Hours, & Frequency:

Clinical education experiences are 15- to 16-week rotations. During the clinical education experience, the student must log the number of hours directly supervised by a Preceptor in ATrack within 7 days of the experience. The hours log must be accurate with hours being rounded to the nearest 15 minutes. The NMSU program will follow the 8-minute rule. That means that for every 8 minutes past the “quarter-hour” mark, you may round your hours to the next 15 minutes. The following are examples of hours that cannot/should not be included when logging hours in ATrack:

1. Time spent traveling with a team
2. Academic hours
3. Unsupervised hours
4. Hours spent “on breaks” from clinicals (example = lunch time during fall camps)

Clinical hour requirements vary by each clinical education course level. The required number of clinical hours for each course is listed below, as well as the recommended average number of hours per week.

SPMD 5050 (CE 1) = Minimum of 200 total hours; 12-15 hours per week

SPMD 5150 (CE 2) = Minimum of 250 total hours; 15-17 hours per week

SPMD 6050 (CE 3) = Minimum of 300 total hours; 20 hours per week

SPMD 6150 (CE 4) = Minimum of 250 total hours; 15-17 hours per week

SPMD 5250 (Immersion) = Minimum of 320 hours; 40 hours per week

Students who complete the minimum number of hours will earn 80% or a B for their grade in clinical education courses. Students who do not complete the minimum number of clinical hours for a clinical education course will have a point reduction from their clinical education course grade below 80%. Point deductions will come if a student is 1 - 49 hours short. If a student ends up 1 - 49 hours short, the students will then “owe” those hours the following semester in addition to the minimum number of hours for the clinical education course. (the exception is CE4). If the student is short of 50 or more clinical hours, they will receive an Incomplete for that course grade and are subjected to removal from MSAT program. See clinical education course syllabi for specific grading details.

Students are required to establish a clinical education schedule with their Preceptor which must include a minimum of one day per week without clinical education experience. A student in the clinical education setting does not replace a paid employee nor are they treated as a paid employee. Students will complete 12-20 hours per week during the semester. Occasionally a unique opportunity may present itself for the student to obtain an outstanding educational opportunity requiring more than 20 hours during the week; these opportunities must be discussed with the Program Director and/or Director of Clinical Education and approved in advance whenever possible. In addition, if a student chooses to earn clinical hours outside of a regular semester or when classes are not in session, such as fall pre-season practices or during the summer semester, the student may choose to exceed 20 hours per week. Keep in mind that this is not a requirement by the MSAT.

A couple of other reminders about clinical hours:

- Students may not load clinical experience hours at the beginning, middle, or end of the semester/experience. It is expected that students will be present at their clinical site for the duration of the semester.
- If the DCE or AT Faculty notice academic standing becomes of concern, the student may have reduced time in the clinical rotation. The student will meet with the DCE or other AT Faculty to come up with appropriate strategies for an improvement plan. These will be a case-by-case basis.
- Students should attempt to complete ALL clinical hours with their assigned preceptor and with the assigned preceptor's schedule. All MSAT students may have the opportunity to help with additional clinical responsibilities (e.g. HS tournaments, Special Olympics, Home Rodeo events, Rugby, All-Star, NMAA State Competition, etc.) These opportunities should be balanced and are available to all MSAT students. Students who may have difficulty obtaining all clinical hours with their assigned preceptor should notify the DCE immediately and the DCE & Program Director will discuss supplemental or additional clinical experiences to facilitate the hours. As a reminder, employment status is NOT a priority of the MSAT and will not be considered a valid reason to miss clinical opportunities at the assigned preceptor site.
- Team Travel is a privilege and an extraordinary experience. Students offered a travel opportunity are allowed to take advantage of this and every opportunity for team travel. Keep in mind, if the student chooses to travel and it interferes with an MSAT class, the student must obtain PRIOR permission from the AT Faculty & DCE before accepting & leaving on the team trip.
- It is the student's responsibility to keep track of clinical hours and to work with their preceptor on scheduling. The DCE will be doing weekly checks to monitor student progress.

Unexcused absences and tardiness with clinical education experiences will be reflected in the student's final clinical evaluation by the Preceptor and will negatively impact the student's grade in their clinical education courses.

Patient Encounters:

As part of their clinical and supplemental education, MSAT students are expected to engage meaningfully with a diverse range of patients. These interactions are a vital component of clinical development and are to be documented regularly. During **SPMD 5050**, students must record an average of **two or more patient interactions per week** in ATrack. For each subsequent clinical education course (**SPMD 5150, 6050, and 6150**), students are required to log an average of **three or more patient interactions per week**. All patient interactions must be entered into ATrack **within seven days** of the clinical encounter. Interactions may involve any patient under the supervision of an approved Preceptor within the MSAT program. Detailed instructions for logging these experiences can be found in the respective **clinical education course syllabi**. Timely and accurate documentation is essential to ensuring the quality and integrity of each student's clinical education. A few other reminders when it comes to patient encounters (PETs)

- Students are not to load up on PETs during the beginning, middle, or end of the semester. Documentation should take place regularly throughout the semester.
- PETs should be a variety of encounters (i.e. on-site evaluations, therapies/treatments, rehabilitation, preventative measures, clinic evaluations, etc.)
- Students should communicate with the DCE if there is worry about not being able to meet the number of PETs assigned during a given semester.

Clinical Immersive Experience:

During the second year of the MSAT program, all students will complete an **8-week clinical immersion experience**, designed to provide a comprehensive understanding of the athletic trainer's role across the full continuum of care. This immersive rotation may be scheduled during the **summer, fall, or spring semester** of Year 2, depending on site availability and program coordination. The primary objective of clinical immersion is to allow students to engage deeply in the daily responsibilities of a certified athletic trainer. Students are expected to spend **35–40 hours per week** with their assigned Preceptor throughout the immersion period, gaining exposure to the complete scope of professional practice.

This experience extends well beyond practices and competitions. Students will participate in a variety of professional activities, including but not limited to:

- Morning treatment and rehabilitation sessions
- Administrative and team meetings
- Physician visits and follow-up care
- Communication with parents/guardians, when appropriate
- Collaboration with other healthcare professionals
- Completion of documentation and medical records

The immersive nature of this rotation is intended to simulate the rhythm and demands of full-time clinical practice, offering students an invaluable opportunity to develop autonomy, confidence, and professional insight under direct supervision.

Internships & Summer Camps:

Students may elect to engage in athletic training internships and/or summer camp experiences; however, these opportunities are not mandatory components of the MSAT curriculum and do not fulfill any program requirements. Those who choose to pursue such experiences bear the responsibility of ensuring their involvement complies with applicable athletic training licensure laws and related regulations in the state(s) where the internship or camp is conducted. While the MSAT Program Director is available to assist in reviewing relevant state regulations, the ultimate responsibility for compliance rests with the student.

Furthermore, students participating in these experiences are strongly encouraged to secure appropriate liability insurance to provide coverage throughout the duration of the internship or camp. Prior to committing to any external internship or summer camp, students are advised to consult with the MSAT Program Director to verify that their participation will not conflict with state practice acts or other governing regulations. Additionally, it is required that students meet with the MSAT Program Director before accepting any internship or summer camp placement to discuss potential scheduling conflicts with MSAT coursework during the proposed experience.

Clinical Rotation Assignments:

The NMSU MSAT program is committed to balancing each student's professional aspirations with the educational requirements necessary for clinical competence. Throughout the program, students will be assigned to a range of clinical rotations, both on and off campus, designed to expose them to the breadth and depth of athletic training practice.

Throughout their time in the MSAT, students will gain clinical experience with patients across a spectrum of socioeconomic backgrounds, individual and team sports, a variety of age groups and cultural backgrounds, high school and collegiate athletics, rehabilitation-focused environment such as a physical therapy or sports medicine clinic, and a general medical setting, such as a physician's office.

Clinical sites will vary in setting and location. Some clinical sites will be outside of the NMSU campus. Students are expected to provide their own transportation to their assigned clinical site. The ATP is not responsible for any cost associated with transportation to and from clinical sites. The ATP strives to prevent the undue burden on the ATS by maintaining a variety of clinical sites within the Las Cruces community. At this time, the farthest expected travel from the NMSU campus is approximately 30 minutes/25 miles.

Before each rotation is assigned, students will have the opportunity to submit their placement preferences and disclose any extenuating circumstances that may impact their availability. However, conflicts due to paid employment will not be considered a valid extenuating circumstance. While the MSAT faculty will make a sincere effort to accommodate each student's interests, unique circumstances, and long-term career objectives, placement decisions must ultimately support the program's educational goals and clinical requirements.

Clinical Site Orientation:

Upon learning of a clinical assignment, students are responsible for contacting their assigned preceptor to organize a start date, at the latest during the first week of each semester. Before beginning clinical hours or patient contacts, students must complete an on-site clinical orientation form, found on ATrack. This form, preferably, will be completed prior to the start of the semester. The orientation includes but is not limited to a review of the EAP, discussing site expectations, touring the facilities, meeting with staff (and coaches), establishing a general clinical schedule, discussing of the preceptor's expectations of the student, and developing personal practice goals that align with the clinical site. The student is responsible for completing and submitting the On-Site Clinical Site Orientation form (provided in ATrack) prior to beginning any clinical hours or patient contacts.

Liability Insurance:

For the protection of the student accepted into the MSAT, all students enrolled in SPMD 5050, 5150, 6050, 6150, & 5250 will be required to carry medical liability insurance. This insurance will be provided at no cost to the student through enrollment in the NMSU MSAT program. The liability insurance coverage applies to all classroom and clinical education experiences delineated by the MSAT program. This insurance **DOES NOT** cover independent clinical experiences (i.e., summer internships), transporting an injured or ill athlete, driving an institutional vehicle, acting as an unsupervised first responder, or other similar activities.

Clinical Rotations during Winter Break:

Clinical experiences during the winter break are optional and not required as part of the MSAT program. Students are not obligated to attend practices or competitions during this period. That said, winter break can present unique and valuable learning opportunities, and students are encouraged to pursue additional clinical experiences beyond the traditional academic calendar when appropriate. Any winter break clinical

hours must be approved in advance by the DCE. Students participating in these optional experiences are still required to submit all standard documentation, including clinical hour tracking forms and applicable evaluation materials. Please keep in mind, since these are optional experiences, some sites may be inactive or unavailable during the break. Students should be aware that the DCE and/or the PD are not obligated to arrange alternative placements due to the university's holiday closure.

Requesting Time Off:

Athletic Trainers often work on weekends and holidays. If an Athletic Training Student needs a day off, separate from the required day off, this needs to be communicated with their assigned preceptor before the time that the student is expected to be at the clinical rotation. Students should also submit in writing and communicate with the DCE should a day off be needed using the form in Appendix H.

Clinical Rotation Evaluation:

Evaluations are a crucial part of the academic process, both for the program and the student. These will be completed in ATrack online. At both the mid-semester and the conclusion of each clinical rotation assignment, the Preceptor will evaluate the student. Students will evaluate their preceptors and clinical sites at the conclusion of each rotation.

Transportation to Clinical Experiences:

Students are expected to assume responsibility for their own transportation to the various clinical education experience assignments that are off campus. Please note that the MSAT program attempts to work with those students who do not have their own transportation but remember that the student has the ultimate responsibility to make sure that they arrive to their clinical experience assignment on time. Car-pooling is strongly encouraged and recommended if possible.

Transportation of an Ill or Injured Patient:

A student in the MSAT program **SHOULD NOT** be the driver in the transportation of an injured or ill patient in any circumstances. Students are allowed to attend, if they wish, doctor's appointments and other related events with athletes provided they are not providing transportation to the student-athlete or patient.

Cell Phones, Laptops, & Homework:

Cell phones are to be used for emergencies only while at the clinical education experience. Cell phones must not be used for personal use unless approved by the Preceptor.

Homework or studying should be done on a limited basis when at the clinical education experience, and only with the approval of the Preceptor. Homework or studying is discouraged during medical coverage of events and/or when there are active patient cases.

Dress Code:

The guidelines below reflect the minimum standards for clinical rotations with NMSU athletic teams & MSAT program. Off-site clinical rotations may require a more formal dress code. If you are in doubt, please consult your preceptor and clinical site.

All students enrolled in the Master of Science in Athletic Training Program must wear the following uniform (unless more formal attire is required) while attending clinical education experiences:

1. Polo shirt with NMSU Athletic Training logo or other NMSU logo. If clinical sites provide attire/gear, those are also acceptable
2. Additional tops (e.g., sweatshirt, pullover, etc.) with NMSU AT logo or other NMSU logo. Again, if clinical sites provide attire/gear those will be acceptable
3. Pants or shorts that are of a solid color, neat, and clean. Please note jeans with holes in them are not appropriate.

For outdoor events, students should be prepared to add/remove layers of clothing to accommodate weather changes. Alternative clothing is fine under the following conditions:

1. Clothing represents NMSU and the clinical site in a professional manner.
2. Clothing has been approved by the Preceptor.
3. Clothing does not contain vulgar, profane, or other inappropriate advertising
4. If additional layers are needed for warmth, the student continues to wear an NMSU AT top or clinical site's top underneath them.
5. Hats/caps must have a NMSU logo, the clinical site's logo, or no logo.

For indoor events, students should be prepared to wear appropriate professional dress clothes if deemed by the preceptor. Professional clothes must be functional and appropriate to the event. This clothing should meet the following guidelines:

1. No spiked shoes; no high heels over 2".
2. Skirt length must be knee length or longer.
3. No low cut or see-through blouses.
4. No clothing that exposes undergarments.
5. All ties must be worn with a tie tack/clip.
6. No long jewelry that may interfere with patient care (e.g., long necklaces, dangling earrings, etc.).

All students enrolled in the MSAT program must follow the additional uniform guidelines while attending clinical education experiences:

- All loose-fitting pants/shorts must be held up with a belt.
- All shoes must be closed-toe shoes (NO sandals or flip-flops), and laces must be tied.
- Socks must be worn
- Clothing must be neat and clean.
- No short shorts or low waist pants (i.e., hip huggers).
- Tattoos are acceptable as long as they are not offensive to other cultures, populations, ethnicities, genders, sexual orientation.
- Abide by any other uniform guidelines specific to the clinical site

All students enrolled in the MSAT must follow this additional guideline outside of clinical education experiences:

1. Do not wear any clothing that identifies you as an NMSU Athletic Training Student to any bar, nightclub, gentlemen or ladies clubs, etc.

Dress Code Violations:

The MSAT Program faculty and associated preceptors have the right to interpret what is appropriate and professional at any time. Failure to comply with the MSAT Program dress code can result in dismissal from the classroom and/or clinical site. Repeated violations of the policy will result in disciplinary actions and are subject to a review by the DCE, PD, and the preceptor.

Name Badges:

All students enrolled in the NMSU MSAT Program will be issued a badge prior to beginning their first clinical rotation. MSAT students are required to always wear their official NMSU MSAT name badge at all clinical sites to properly identify themselves with student-athletes, patients, and staff as athletic training students. Failure to wear a name badge will not be accepted as a valid excuse for missed clinical hours or limited participation. Such absences or lack of engagement may negatively affect the student's clinical rotation performance and clinical education grade.

The initial name badge will be distributed prior to the beginning of clinical education in SPMD 5050. If the badge is lost, the student is responsible for purchasing a replacement through the Program Director. The replacement cost is approximately \$10–\$12.

HIPAA, FERPA, Confidentiality, Privacy, & Security:

The New Mexico State University MSAT Program, NMSU Athletic Department, and the clinical rotation sites where the MSAT program has affiliation agreements, are all committed to safeguarding the confidentiality of protected health information (PHI) and other confidential information which is or may be contained in the records of the University and to ensuring that PHI and other confidential information if used/or disclosed only in accordance with the University's policies and procedures and applicable state and federal law.

All Athletic Training students are informed about the Health Insurance Portability and Accountability Act (HIPAA) and Federal Education Rights and Privacy Act (FERPA) during student orientation before beginning the program. Students must hold confidential information used or obtained in the course of their duties in confidence. All protected health information and other individually identifiable health information must be treated as confidential in accordance with professional ethics, accreditation standards, and legal requirements.

Everyone with access to PHI and other confidential information is responsible for safeguarding it confidentiality. Health information and other confidential information may be in paper, electronic, verbal, video, oral, or any other form, and must be protected regardless of form. Access to health information in any format must be limited to those persons who have a valid business or medical need for the information or otherwise have a right to know the information. Individuals who access clinical records from other organization are expected to follow that organization's requirements.

To abide by this policy, one must:

- Discuss patient/student-athlete information with authorized personnel only and only in a private location where unauthorized persons cannot overhear.

- Keep medical records and other confidential information secure and unavailable to persons not authorized to review or obtain those records or information.
- Follow specified procedures for use of electronic information systems, including use of individual passwords, logging off when finished, proper data entry techniques, and protection of displayed or printed information from unauthorized users.
- Omit the patient/student-athlete's name and other unique identifiers when using case reports or hypothetical situations for educational or training purposes.
- Verify with the patient/student-athlete what information may be given to the patient/student-athlete's family and friends with the patient/student-athlete's knowledge and permission.
- Screen requests for access to all patient/student-athlete and other confidential information so that the minimum necessary amount of information is made available and made available only to those persons who are legitimately involved in patient care, billing, or administrative operations.
- Never release patient/student-athlete medical records and other confidential information to external sources. Release of medical and other confidential information is the responsibility of the paid athletic training staff.
- Use appropriate information security procedures for users of electronic information systems.

Any knowledge of a violation of this confidentiality policy must be reported to an immediate supervisor. The supervisor will present the information to the MSAT Program Director and Director of Clinical Education for review and investigation.

Clinical Education Penalties (Probation):

Students who violate clinical education policies may face immediate and appropriate disciplinary action, which may include removal from the clinical site, temporary suspension from clinical activities, placement on clinical probation, and/or suspension or dismissal from the Master of Science in Athletic Training (MSAT) program. The severity of the consequences will be determined by the DCE, the PD, and in consultation with the assigned preceptor.

The student will be required to meet with the DCE and/or PD to review the issue and collaboratively establish goals to support future success. All incidents and corresponding actions will be formally documented and placed in the student's academic file.

Students should understand that if, because of the removal from the clinical site, the student earns below the minimum grade required of the clinical education classes, this could affect the student's standing within the MSAT program. This could result in probation or dismissal from the program. Please refer to the academic policies for further grading clarification.

Clinical Education Additional Policies and Procedures

Clinical Education Course Requirements

Prior to beginning clinical education assignments, clinical clearance must be obtained from the PD 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.
- Completed Background Clearance/Check if required by specific sites including public schools and hospital settings (see below for further information)

Clinical Experience Sites Requiring Background Clearance:

Some clinical sites, such as public-school districts and hospital systems require background clearance (also known as background checks) for all students and employees. An FBI fingerprint background check is most commonly utilized with placement contingent upon the results of the background check. Common disqualifying conditions include homicide, trafficking or trafficking in controlled substances, kidnapping, false imprisonment, aggravated assault or aggravated battery, rape, criminal sexual penetration, or other related felony sexual offenses, and crimes involving child abuse or neglect. This is not an all-inclusive list. Students who are flagged during a background clearance will be required to meet with the PD and/or DCE to discuss potential impact to that student's career path.

Non-discrimination policy

The MSAT program is committed to continuously 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 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 AHWC. Students must notify their preceptor, PD, and the DCE 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 AHWC, PD and DCE 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

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

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

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

Sexually transmitted diseases:

- Chlamydia infections
- Gonococcal infections
- Syphilis

Serious imported diseases:

- Cholera
- Malaria
- Typhoid

Viral Hepatitis:

- Hepatitis A, B & C

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.

Assumption of Risk

While every safety measure possible is taken into consideration, it is impossible to remove all risks from participating 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.

Insurance

It is highly recommended that students maintain appropriate medical and auto insurance due to the inherent risk associated with travel to and from clinical sites, and the risks associated with sports and health care settings.

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 DCE 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



(6/2019 version) OIE - AA/EO

Appendix A: Observation Hour Form

Master of Science in Athletic Training

NMSU Verification of Athletic Training Observation Hours

Student Name: _____ Date: _____
First Last

Please use this form to record the completion of a minimum 50 observation hours. Must be completed with a BOC certified athletic trainer (ATC)

Athletic Trainer that Supervised Hours: _____

BOC #: _____

State License #: _____

Email: _____

Facility: _____

Phone: _____

Observation Time Period (include month & year): _____

Total Hours: _____

Signature of AT Verifying Hours: _____

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	<u>Yes</u>	<u>Date of completion</u>	<u>No</u>

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	<u>4.0-3.9</u>	≥ 3.75 ≤ 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
----------------------	--	---------

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.

STANDARD 8: CULTURALLY CONGRUENT PRACTICE

The Athletic Trainer practices patient centered care that is aligned with the cultural values, beliefs, worldview, and practices of the patient and other stakeholders.

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, certificants 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

Appendix H: Request for Time Off – Clinical Experiences

New Mexico State University MSAT Program - Request of Absence from Clinical Experience

I, _____ (print name), am requesting advanced approval for absence from my assigned clinical experience on the dates and times as listed below. This form is to communicate the approved absence with all parties involved in my clinical education experience.

Clinical Experience Site: _____

Primary Clinical Preceptor: _____

Requested Absence From: _____
(time, date)

To: _____
(time, date)

Reason for Absence:

I understand that I need to have follow up communication prior to these dates with my preceptor (48 hours to 1 week out suggested) if asking for dates far in advance.

Requesting ATS signature _____ Date _____

Approved by:

Preceptor Signature _____ Approval Date _____

DCE Signature _____ Approval Date _____