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FOREWORD

Welcome to the Master of Science of Athletic Training Program at Carroll University (MSAT) and the world of athletic training! This handbook has been assembled to provide students with a summary of the MSAT and the approved program policies and procedures through which and by which the program operates. This handbook should be used by the student in conjunction with the applicable Carroll University student handbook and the Carroll University catalog.

This handbook applies to students accepted into the Carroll University Master of Science of Athletic Training Program.

Because program policies and procedures are subject to change over the course of time, this handbook lists dates of initial policy and procedure adoption and dates of subsequent revision. The handbook is updated annually.

Thomas Pahnke, MS, PT, LAT
Dean, College of Health Sciences
Clinical Associate Professor of Athletic Training and Physical Therapy

Jamie Krzykowski, PhD, LAT, ATC, CISSN, TNC
Director, Athletic Training Program
Clinical Associate Professor of Athletic Training
The MSAT Program at Carroll University is accredited by the Higher Learning Commission of the North Central Association and the Commission on Accreditation in Athletic Training Education (CAATE), 6850 Austin Center Blvd., Suite 100, Austin, TX 78731-3184; telephone: 844-462-2283; website: http://www.caate.net. Current CAATE accreditation status: Active – In good standing.

Carroll University Mission Statement

Carroll University provides a superior education, rooted in its Presbyterian and liberal arts heritage, and draws upon it Christian tradition to prepare all students for vocational success, lifelong learning and service in a diverse and global society. The University’s educational philosophy is sustained by the four pillars of:

- **Integrated Knowledge** which speaks to the breadth and depth of learning integral to the Carroll experience,
- **Lifelong Skills** to instill an ability to think creatively, cohesively and responsively,
- **Gateway Experiences** to extend the boundaries of the classroom preparing students to make the transition from high school to university and from university to the working world or graduate school, and
- **Enduring Values** to ensure that Carroll students always consider the impact their actions have on the world around them.

**Master of Science of Athletic Training Program**

**Mission Statement**

The mission of Carroll University’s Master of Science of Athletic Training program is to prepare students to become ethical health care practitioners who incorporate evidence-based principles and interprofessional practice in the comprehensive management of health and wellness of physically active populations across the lifespan.
CARROLL UNIVERSITY
COLLEGE of HEALTH SCIENCES

The Carroll University Graduate Student Learning Goals are as follows:

1. Students will demonstrate advanced knowledge, skills, dispositions, and values appropriate to the discipline.
2. Students will demonstrate the ability to be creative, analytical, and critical thinkers.
3. Students will demonstrate the ability to work as individual researchers/scholars as well as in collaboration with others in contributing to the scholarship of their disciplines, as appropriate.
4. Students will demonstrate relevant knowledge and dispositions enabling work with diverse populations as appropriate to their individual discipline.
5. Students will demonstrate knowledge of new and various methods and technologies as appropriate to the discipline.
6. Students will be required to demonstrate advanced oral and written communication skills, complemented, as appropriate to the discipline, by the ability to access and analyze information from a myriad of primary, print, and technological sources.
7. Students will demonstrate ethical standards of behavior, both personally and professionally.

The Program Student Learning Outcomes are as follows:

1. to provide students with the knowledge and skills in the domains of practice for entry-level athletic training practice as delineated by the National Athletic Trainers’ Association (NATA),
2. to prepare students for athletic training practice in traditional and emerging health care settings,
3. to foster an understanding of interprofessional health care practice and its impact on the patient experience,
4. to develop students’ abilities to utilize sound evidence-based practice principles and clinical reasoning strategies within the International Classification of Functioning Disability and Health (ICF) model,
5. to prepare students with the situational skills necessary to practice successfully with diverse patient populations and professional environments, and
6. to develop an appreciation for the impact and influence of the NATA code of ethics and regulatory considerations on the practice of athletic training.
To meet its Goals, the MSAT curriculum meets accreditation standards with content sequencing that enables students to develop the competencies necessary for current and evolving practice in a variety of settings. Throughout the curriculum, subject matter progresses from the basic sciences to clinical sciences to professional content.

In conjunction with academic coursework, learning occurs by interaction with athletic training preceptors and other health care professionals through field experiences in traditional and emerging athletic training settings, as well as, other health care settings. Throughout the program, students are evaluated on the attainment of knowledge, skills, and abilities defined as the core competencies of the 2020 Standards for Accreditation for Professional Athletic Training Programs. Core competencies include: patient-centered care, interprofessional practice/education, evidence-based practice, quality improvement, health care informatics, and professionalism. Students will complete clinically immersive experiences, during clinical practicum course work. Student outcomes are measured through ongoing self, peer, preceptor and other health care professional’s assessment.

Ongoing program assessment will include student evaluations and feedback, peer review, preceptor evaluations, site evaluations, curriculum evaluations, institutional program assessment, alumni and employer’s assessments, self-study, and site visits by the Commission on Accreditation of Athletic Training Education Programs (CAATE).
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<td>PTH 413 +L Clinical Anatomy</td>
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<tr>
<td>ATH 455 +L Assessment and Evaluation II</td>
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<td>PTH 416 +L Therapeutic Exercise</td>
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<tr>
<td><strong>Year 2 - Summer</strong></td>
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<tr>
<td>ATH 504 +L General Medicine and Pharmacology for Athletic Training</td>
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<td>PTH 500 +L Physical Agents</td>
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<td>PTH 507 +L Orthopedics I</td>
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<td><strong>Total Credits</strong></td>
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<td><strong>Year 2 - Fall</strong></td>
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<td>ATH 509 Athletic Training Clinical Diagnostics</td>
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Master of Science of Athletic Training Program
Course Descriptions

Course descriptions for the courses offered by the program can be found in the Carroll University Graduate catalog.

Year 1- FALL

ATH 402 Athletic Training Seminar I – 3 credits
- Course Description: This course will provide an overview of basic athletic training theory and techniques as well as basic skills and knowledge used in the athletic training profession. The student will gain an understanding of common injuries associated with physical activity. It will include discussions regarding the role of preventative techniques, emergency management plan, injury management and treatment methods, components of a pre-participation exam, wound management techniques, blood borne pathogen precautions, legal matters and risk management. Competencies for injury prevention will be taught including developing an emergency plan, vision screenings, wound management, advanced taping techniques, wrapping techniques, and taking vital signs. Overall, this course will introduce the student to the sports medicine team, their roles and responsibilities, and how they themselves are a contributing member of the sports medicine team.

ATH 450 Assessment and Evaluation I - 2 credits
- Course Description: This course will provide students with the knowledge and skills for clinical and on-the-field musculoskeletal assessment and evaluation for physically active people. General topics for the course will include patient care, interviewing and history taking, determining subjective and objective findings, and applying assessment and evaluation skills based on the patient presentation. Patient care topics will also include emergency management of injuries/illnesses, referral and return to participation measures for the physically active.

ATH 460 Athletic Training Practicum I - 1 credit
- Course Description: This practicum course is a primary venue for the synthesis and integration of knowledge, skills, and clinical decision-making used in actual client/patient care. Students will gain experience working with patients in clinical settings. Students are not compensated through the University work/study program.

PTH 401 Statistical and Research Methods - 3 credits
- Course Description: This course introduces evidence-based practice and the theory and practice of research. The components and processes of statistical methodology and quantitative and qualitative research designs are emphasized. Learners access a variety of literature sources to develop a research question, proposes methods, and expected clinical outcomes, which are defended orally and evaluated by peers and faculty.

PTH 404 Biomechanics - 2 credits
- Course Description: This course integrates anatomy with mechanical principles to study and understand the causes and effects of forces acting on and produced by biological systems. Connective tissue properties and their relation to function and adaptation are discussed. The interactions of skeletal muscle, tendon, and general properties of human joints are analyzed in the context of normal human movement.

PTH 406 Exercise Physiology - 2 credits
- Course Description: This course provides fundamental knowledge about the adaptability of human physiological systems in meeting a range of exercise demands. Areas covered include nutrition; energy transfer during rest and exercise; function of the cardiovascular, respiratory, and skeletal muscle systems including energy delivery & utilization and exercise performance; acute and chronic physiologic and performance effects of exercise; exercise prescription for healthy adults; and body composition/weight management. Research evidence regarding how exercise and physical activity impact health, performance, and disease is included.

PTH 413 Clinical Anatomy - 3 credits
- Course Description: This course includes a comprehensive study of histology and gross anatomy. For content delivery, a regional approach will be utilized, but all major systems will be covered. Systems include musculoskeletal, neurological, cardiovascular, pulmonary, gastrointestinal, and genitourinary. Emphasis will be placed on clinical application. An overview of topographic and radiologic correlations will also be provided. Understanding of anatomy content will be obtained via lecture, gross anatomy lab, and independent reading.
Year 1 - SPRING
ATH 455 Assessment and Evaluation II – 4 credits
- Course Description: This course will provide students with the knowledge and skills for clinical and on-the-field musculoskeletal assessment and evaluation for physically active people. General topics for the course will include patient care, interviewing and history taking, determining subjective and objective findings, and applying assessment and evaluation skills based on the patient presentation. Patient care topics will also include emergency management of injuries/illnesses, referral and return to participation measures for the physically active.

ATH 461 Athletic Training Practicum II – 2 credits
- Course Description: This practicum course is a primary venue for the synthesis and integration of knowledge, skills, and clinical decision-making used in actual client/patient care. Students will gain experience working with patients in clinical settings. Students are not compensated through the University work/study program.

PTH 412 Tests and Measures – 3 credits
- Course Description: This course emphasizes the clinical test and measure skills needed during patient/client examination. This course strongly emphasizes laboratory experiences where skills are practiced, and content is applied to clinical examination procedures of multiple body systems.

PTH 414 Advanced Kinesiology – 3 credits
- Course Description: This course emphasizes the clinical test and measure skills needed during patient/client examination. This course strongly emphasizes laboratory experiences where skills are practiced, and content is applied to clinical examination procedures of multiple body systems.

PTH 416 Therapeutic Exercise – 4 credits
- Course Description: This course presents fundamental knowledge about prescription of exercise for the purpose of improving neuromusculoskeletal and cardiopulmonary impairments. Areas covered include exercises for improved muscle strength, endurance, range of motion, flexibility, aquatic exercise, aerobic exercise, PNF, and neural mobilization techniques. Information on exercise prescription parameters, communication, documentation, and safety related to therapeutic exercise treatment will be emphasized.

Year 2 - SUMMER
ATH 504 General Medicine and Pharmacology for Athletic Training – 3 credits
- Course Description: Through a systems-based approach, this course will provide students with the knowledge and skills for assessment and evaluation of general medical conditions, systemic illnesses, and psychosocial disorders. Patient evaluation topics will include: clinical interviewing skills, delineating subjective and objective findings, and patient assessment using clinical reasoning and evidence-based scientific methods. Pharmacology topics will include: medication classifications, pharmacokinetics and pharmacodynamics, and drug metabolism of medications and performance enhancing drugs used by the physically active.

ATH 551 Applied Interventions for Musculoskeletal Injuries – 2 credits
- Course Description: The course will explore specific and advanced techniques for the rehabilitation and reconditioning of physically active populations with musculoskeletal injuries or disorders. Rehabilitation principles and programs are explored in the context of normal and impaired tissue healing, functional demands of the patient and contributing factors of musculoskeletal injuries or disorders. Progressions for range of motion, neuromuscular control, proprioception, strength, speed, power, coordination and agility, and cardiorespiratory endurance will be explored to facilitate patient return to function.

ATH 560 Athletic Training Practicum III – 2 credits
- Course Description: This practicum course is a primary venue for the synthesis and integration of knowledge, skills, and clinical decision-making used in actual client/patient care. Students will gain experience working with patients in varied clinical settings with varying patient populations. Students are not compensated through the University work/study program.

HSC 520 Interprofessional Education: Collaboration, Communication, and Cultural Competency – 2 credits
- Course Description: This course will introduce students to interprofessional practice (IPP), IPP core competencies, scope of practice, and integrative primary health in the areas of client-focused disease prevention, health promotion and health literacy. Interprofessional practice skills in teamwork and collaboration will be developed in areas of mutual trust and respect, conflict resolution, and giving/accepting feedback. Interprofessional practice skills in communication will be developed in areas of verbal, nonverbal and digital communication; client/family/stakeholder communication; and mindfulness, self-awareness and empathetic listening and responsiveness. This course will also develop cultural competency through the exploration of student values,
experiences, perceptions, stereotypes and biases and an understanding of models to elicit a patient's perspective on health and illness. Students will be able to identify social determinants of health and explain their connection to health inequities.

**PTH 500 Physical Agents – 3 credits**
- **Course Description:** This course covers the physical, physiological, and therapeutic aspects of physical modalities used as adjunctive interventions in neuromusculoskeletal rehabilitation. This course is also concerned with the physical, biological, physiological and psychological rationale for utilizing therapeutic modalities. The course covers the theoretical and practical knowledge of specific modalities and the integration of these treatment procedures into an overall rehabilitation plan.

**PTH 507 Orthopedics I – 4 credits**
- **Course Description:** Orthopedics I presents information necessary to participate in the medical management of patients with primary musculoskeletal disorders and/or medical disorders that affect multiple systems or regions. Pathology, etiology, and epidemiology of specific disorders and discussion of clinical signs and symptoms, the interpretation of tests, and medical management discussed. Osteoporosis, arthritis, and connective diseases will be explored in depth from a physical therapy perspective, including examination, evaluation, assessment, and intervention. Labs allow students to apply skills, clinical reasoning for systems differential diagnosis based on the Cyriax soft tissue model, and soft tissue mobilization as an intervention.

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**Year 2 – FALL**

**ATH 509 Athletic Training Clinical Diagnostics – 2 credits**
- **Course Description:** This course will provide students with the knowledge to select and perform appropriate diagnostic testing for patients encountered in athletic training clinical practice. Diagnostic modalities to be covered include: basic laboratories, urinalysis, electrocardiogram, and imaging studies. Within their scope of practice, students will learn to interpret radiological or laboratory testing and to articulate the significance of abnormal results. At the completion of the course, students will also emerge with an understanding of indications for referral and treatment planning based on diagnostic test results.

**ATH 510 Nutrition and Sport Performance – 2 credits**
- **Course Description:** The goal of this course is to develop an understanding of the interaction of good nutrition and science habits for optimal functioning of the human body. Focus will be on the nutritional strategies to maximize energy and recovery.

**ATH 602 Orthopedic Casting, Bracing and Device Fitting – 3 credits**
- **Course Description:** Students will be introduced to common casting and splinting techniques as well as specialty bracing for musculoskeletal disorders. Fabrication, design principles, patient fitting and application of appliances is covered. Contraindications and complications to casting and bracing is considered.

**ATH 620 Administration and Professional Issues - 3 credits**
- **Course Description:** This course covers topics associated with the administration and management of an athletic training facility and staff. These topics will be covered through lecture, class discussion, group work, and assignments. Some of the topics that will be covered include: management theories and styles, human resources, finances, facility design, information management, insurance, legal aspects/risk management, ethics, preparticipation physicals, developing a referral system, drug testing programs, and organizational bodies that provide governance/guidance to the field of athletic training/health care.

**ATH 660 Athletic Training Practicum IV - 4 credits**
- **Course Description:** This practicum course is a primary venue for the synthesis and integration of knowledge, skills, and clinical decision-making used in actual client/patient care. Students will gain experience working with patients in varied clinical settings with varying patient populations. Students are not compensated through the University work/study program.

**PHA 520 Surgery - 3 credits**
- **Course Description:** An introduction to the role of the physician assistant in surgery and surgical procedures commonly performed. The course employs a system-oriented, problem-based approach and clinical information is presented in conjunction with appropriate, correlative lectures in anatomy, physiology, pharmacology, pathology, radiology, laboratory diagnostics, and nutrition. This is a lecture/laboratory course.
Year 2 - SPRING  
ATH 670 Capstone Internship Experience – 12 credits

- **Course Description:** Students will gain experience in the field of athletic training and perform competencies and display knowledge expected of the entry-level certified athletic trainer outlined by the National Athletic Trainers’ Association. This internship experience is directly supervised by a certified athletic trainer or health care provider. Students will present a case study modeled after the Journal of Athletic Training’s format for a case study and present to faculty and students.
PROGRAM ADVISING
Undergraduate Student Advising
Undergraduate students that declare athletic training as an emphasis upon admission to Carroll will be assigned a program faculty member as a secondary advisor.

MSAT Student Advising
Graduate students who have been accepted into the MSAT program will be assigned a program faculty member as their advisor.

Each MSAT faculty member meets with their athletic training student advisees (graduate/undergraduate) individually or as a group during the University assigned advising periods. During these meetings, the advisors discuss relevant topics. Throughout the remainder of the program, the advisors are available to meet with their advisees individually on an as-needed basis. Advisors summarize, in writing, the outcomes of advisor/advisee meetings as appropriate. The summaries are maintained on the University’s electronic advising database. Also, faculty are mandatory reporters for issues related to harassment. Such issues are overseen by Student Affairs or the Title IX Coordinator.

Faculty advisors can refer student advisees to Academic Advising Services or the Office of Student Success. Additional resources available include the Learning Commons for individual and group tutoring, writing assistance, help with study skills or academic strategies, group study sessions, and Supplemental Instructional Programs. The Walter Young Center offers professional counseling, student support services and disability services. Advisors may inform the Walter Young Center of the reason for the referral and other facts pertinent to the referral prior to the student advisee making an appointment with a Walter Young Center counselor. Students and alumni also have access to Carroll’s Career Services Office, where they can meet with trained professionals to develop both personal and professional skills, explore graduate school and career options, and access job search engines and networking opportunities.

All full-time faculty members participate as program representatives during Campus Days, meeting with prospective applicants and their families to discuss the University, the program, and the profession.
CARROLL UNIVERSITY
COLLEGE of HEALTH SCIENCES

Master of Science of Athletic Training
Program Policies

The MSAT program does not discriminate in any manner contrary to law or justice on the basis of race, color, sex, age, religion, sexual orientation, national origin, disability or veteran’s status in administration of its policies.

NATA Membership
The MSAT program and faculty value membership in the National Athletic Trainers’ Association. To support and encourage professionalism, the program pays 100% of student national dues during both years of the graduate program.

CPR/First Aid Certification
Students are required to maintain both CPR/AED and First Aid certifications throughout the duration of the MSAT program. The CPR certification must be obtained either through the American Heart Association, the American Red Cross or other approved provider.

Certifications **MUST** include CPR and AED for adults and pediatrics for the healthcare provider or the professional rescuer. Courses must be completed in person with skills checked, not completed fully online. First Aid Certification may be combined with or independent of CPR Certification. If completed independently, First Aid certification must be through an organization recognized as a valid issuer of certification such as the American Red Cross or American Heart Association. Students are responsible for maintaining current certifications throughout the duration of the program.

Certifications must be current for the duration of each clinical education course in order for the student athletic trainer to remain in good academic standing. Failure to comply with this policy will prevent students from participating in clinical education thereby preventing progression in the program.

Health History, Immunizations and Vaccinations
To meet clinical and program standards, the Carroll University Health History and Physical Exam form must be current. Details on immunization and vaccination requirements can be found below and in the Health Requirements Appendix. *It is each student’s responsibility to stay current in these requirements and upload proof of completion to the MSAT Program’s EXXAT Clinical Compliance Database.*

MSAT students are required to have completed the Carroll University Health History and Physical Exam Report Form. Students must have updated immunizations and tuberculosis screening according to current Centers of Disease Control and Prevention (CDC) recommendations for health professionals, criminal background investigation, and drug screening as required by internship placement sites. Exceptions to the immunization requirements will be considered on a case-by-case basis where, for example, a student has an allergy to a vaccine or one of its components. If an exception to the immunization requirements is approved, the University cannot guarantee that its
affiliated hospitals, clinics and other sites will allow the student to participate in patient care, which is a fundamental requirement of the clinical education component of the Program.

The student is responsible for the cost of all medical requirements, including any required lab tests, x-rays, immunizations or any other medical test required by the clinical facility unless otherwise indicated. Program required immunizations (based on Centers for Disease Control (CDC) recommendations):

- Annual TB skin test*
- Annual flu shot or immunization waiver
- MMR series immunizations or titer
- Hepatitis B vaccine series
- Varicella series immunization or titer
- Td – Tetanus every 10 years
- Tdap
- DTAP/DTP

*See description of approved and appropriate options for TB Test in Appendix A

**Caregiver Background and Criminal History Check**
On October 1, 1998, the State of Wisconsin, Department of Health and Family Services mandated that all persons who seek to be employed and/or licensed in the caregiver industry must fulfill the Caregiver and Background Check requirements in Section 50.065 of the Wisconsin statute. Completing the background and criminal history check is an MSAT Program requirement. If the check uncovers prior unlawful activity that may prevent a student from participating in program activities, the student will be notified. When a background check identifies prior unlawful activity, the program does not guarantee clinical internship placement or accommodation. The results of the background check must also be uploaded by the student to the EXXAT Clinical Compliance Database and shared with program constituencies as appropriate.

**Technical Standards, Informed Consent and Release of Liability**
Students are required to meet the technical standards criteria throughout the duration of the MSAT Program curriculum. The form must be updated immediately if the student has a significant change in their ability to meet technical standards at any point within the program. Changes in status may include surgery, serious illness or decreased ability to perform critical demands associated with courses (i.e., pregnancy, injury or other temporary medical conditions), including clinical education. Students must initial the updated form and may be required to obtain the signature of an appropriate professional qualified to judge the student’s ability to meet or exceed the requirements of the MSAT Program. The program academic advisor assists students with this process. The technical standards form is available on EXXAT.

Upon beginning the MSAT program, Informed Consent and Release of Liability forms and a Confidentiality Statement are completed by each student which outline potential activities of risk during MSAT course work such as athletic training examination or treatment procedures including practicum and capstone experiences. The forms are available on EXXAT and explained by the Program Director or a designee who explains the nature of the courses necessitating form completion.

The student is responsible to upload the signed forms to EXXAT.
Course Expectations
Each course syllabus is prepared by the course coordinator/faculty and contains the course description, learning objectives, schedule and assignments. In addition, the course syllabus outlines the course attendance policy, grading system, and any other expectations or special considerations. Per Carroll University policy, “…The instructor and the university reserve the right to modify, amend, or change the syllabus (course requirements, grading policy, etc.) as the curriculum and/or program requires…”

In hands-on laboratory courses in the MSAT program, students must dress appropriately to facilitate learning. Students practice numerous athletic training examination and intervention techniques on each other necessitating the need to dress in an appropriate manner for example, running shorts, tee shirts, or bathing suits to appropriately expose anatomical structures under study. Students are also required to wear professional attire for clinical education experiences. Specific dress requirements will be contained in course syllabi.

Jewelry/Body Piercing/Tattoo/Perfume/Cologne Policy
This policy applies during program related public events and during internship/capstone experiences. Jewelry should be conservative and not interfere with daily activities or present a safety hazard. Students should not wear perfume or cologne as this can affect individuals with allergies or respiratory conditions.

In addition to the above program policy, students will be expected to adhere to the Jewelry/Body Piercing/Tattoo policies and procedures of the organizations that the students are placed at for their clinical and capstone experiences.

Accommodations for Disabilities
Any requests for accommodation must be made through the Walter Young Center via email wyc@carrollu.edu or 262-524-7335. Appropriate accommodations will be made once notification has been received from the coordinator.

Attendance
Course attendance policies are dictated in the individual course syllabi in accordance with Carroll University syllabi guidelines.

Examinations & Assignments
The schedules of course examinations, laboratory practical examinations, written reports/papers, projects, and assignments during a semester are listed in the course schedules in individual course syllabi. Students are first notified of specific examination dates on the first day of class. Examinations (quizzes, skill checks, written/practical/oral examinations) must be taken on the scheduled date at the scheduled time, unless criteria described in the Class/Meeting Attendance policy within the course is met. Assignments must be submitted on the scheduled date at the scheduled time unless granted an extension by the instructor(s). Assignments that are not returned to the students and examinations are retained by the course coordinator/faculty for one year following conclusion of the course.
Religious Observance Policy
Students who wish to observe their religious holidays must notify the course coordinator/faculty at the beginning of the semester when they will be absent. Students are responsible for the work missed.

Medical or Personal Leave
If a student must be absent from the program for an extended period of time for medical or personal reasons or jury duty, written notice must be given to the MSAT Program Director prior to the leave, if possible. Written notice must also be given to the Program Director prior to the student’s return to the program. If applicable, the student may be asked to verify that he or she has complied with the athletic training technical standards previously imposed and with conditions for the leave. In addition, remediation or course repetition may be required of the student dependent on the length of the absence or curriculum revisions approved during the leave. Any course, laboratory, outside learning experience or full-time capstone make-up or remediation is dependent upon academic and clinical faculty and facility availability.

Procedure:
1. Written request is submitted by the student to the MSAT Program Director.
2. The Program Director considers the request and communicates the program’s decision to the student in writing. Conditions/requirements typically accompany any medical or personal leave.
3. If the leave is granted, the student is responsible for initiating communication with the MSAT Program Director prior to the student’s return. This timeline is delineated in the letter described in #2 above. Typically, a medical or personal leave maximum duration is one year. Additional documentation to extend a leave beyond 12 months is required.
4. If requirements or conditions set forth by the MSAT Program associated with a medical or personal leave request are not met, the student will be dismissed from the MSAT Program.

Withdrawing from the MSAT Program
Please refer to the Carroll University policy on withdrawing. Students who wish to withdraw from the program must give written notice to the MSAT Program Director and meet with the Office of Student Success.

Grievance Procedures
If an athletic training student or faculty has a grievance regarding the program, he or she may follow grievance procedures outlined in the University Student Handbook, Faculty Manual or through the University’s anonymous grievance reporting mechanism, Ethicspoint.

Grade Appeals
Please see the Carroll University Student Handbook (online at the Student Affairs website https://my.carrollu.edu/ICS/Departments/Student_Affairs/) for the grade appeal policy.

Academic Standards and Progression in the MSAT Program
All MSAT degree program requirements must be completed by the student in 21 months unless permission is otherwise granted by the MSAT Program Director. Satisfactory progress is contingent upon satisfying the academic requirements that can be found in the Carroll University
Graduate Catalog at the following link.

**Evaluation of Academic Standing, Progression and Dismissal Appeal**

An interdisciplinary health science committee consisting of health sciences administration and program directors and the Registrar, will conduct evaluation of academic progression at the end of each semester to determine if each student meets program progression standards. A student may appeal probation or dismissal to the Academic Steering Committee (ASC). Students may initiate an appeal of a probation or dismissal decision to the Registrar’s Office by submitting an academic petition form, available from the registrar’s office or online, [http://www.carrollu.edu/academics/registrar/academic-petitions.asp](http://www.carrollu.edu/academics/registrar/academic-petitions.asp). The student’s petition should carefully explain the nature of the request. The ASC acts as the appeal body for questions related to academic policy, probationary questions, exemptions, etc. The decision of the ASC regarding the appeal is final. During the appeal process, a student may participate in courses.

**Policy on Reapplication to the MSAT Program**

The Policy on Reapplication to the MSAT Program is the same policy as the Reapplication Policy for Dismissed and Withdrawn Students described in the CU Catalog. It states, “The Policy on Reapplication defines the process by which students may seek readmission to a health sciences program following dismissal of the student from the program for failing to maintain good academic standing. Readmission candidates may apply for readmission to the program no sooner than one year and no later than three years from the date of dismissal. Readmission candidates may exercise their reapplication option only once. Readmission candidates applying to the program must submit the materials required of all applicants for admission. In addition, they must provide transcripts relating to any educational experiences completed since leaving the program. A letter indicating why the readmission candidate believes s/he will succeed academically and technically in the program must accompany application materials. Candidates readmitted to a health science program must comply with the progression standards in the current catalog.”

**Procedure:** The dossier of a candidate seeking readmission to the program is reviewed by a Health Science Admissions Committee. Upon review of the dossier, the committee may render the following decisions:

- Approval of the request for readmission to the program with the academic condition that the readmission is subject to appropriate program stipulations that may require the applicant to repeat the entire academic program.
- Denial of the request for readmission to the program.

The decision of the committee is communicated to the readmission candidate in writing. In all cases, the decision of the committee is final.

The MSAT Program academic standing and progression policies are consistent with the Carroll University policies and can be found in the Carroll University Graduate Catalog.

**Grading System**

Can be found in the Carroll University Graduate Catalog at this [link](http://www.carrollu.edu/academics/registrar/academic-petitions.asp).

Specific percentile ranges for assigned letter grades can be found within the specific course syllabi.
**Practical Examination and Skill Check Minimum Standard and Re-Examination Policy**

Practical examinations and skill checks are formal assessments of student ability to apply psychomotor hands-on skills and/or clinical reasoning skills. They range from a brief assessment and/or demonstration of individual skills to a patient-based clinical simulation environment designed to assess a student’s ability to perform complex patient management processes. The Carroll MSAT Program faculty have established the minimum passing score for practical examinations and skill checks to be 80%. If a student does not pass the exam in the initial attempt, remediation occurs and reassessment is performed to ensure competence. The recorded grade from the initial examination remains unchanged. The maximum number of attempts varies between courses/faculty and depends on examination content and faculty judgment. Failure to meet this standard results in a failing grade in the course and an inability to progress in the program.

**Clinical Education Program**

In an effort to meet programmatic goals students are given a variety of real-time opportunities to develop their problem-solving and clinical decision-making skills through their clinical educational experiences. Students will gain experience in varied athletic training settings which may include, but are not limited to: high school and college settings; outpatient physical therapy; student health clinics; and other non-traditional/non-sport experiences. The program integrates athletic training knowledge, skills and clinical abilities by providing clinical education experiences that incorporate both, non-sport and sport populations, as well as providing access to a variety of healthcare professionals and settings. Specific experiences are outlined in the Athletic Training Practicum I, II, III, IV, and in the Capstone-Internship clinical education course syllabi. It should be noted that students will be responsible for transportation and potential housing costs while participating in clinical education practicums and internships.

Full-time, immersive, clinical capstones in the Carroll University MSAT program are scheduled in athletic training settings across the United States. Students are given the opportunity to provide input regarding their placement locations but are not guaranteed placement where they have housing. Students are responsible for the potential additional costs of housing and transportation associated with out-of-area or out-of-state placements. It is advised that students plan loans and other financial arrangements in anticipation of such additional costs during semesters with full-time internships.

*Experiences earned prior to, or those that are not directly tied to the Carroll University MSAT program clinical education coursework, are not counted toward the students required clinical experiences.*

**General Conduct Policy**

In order to preserve the climate necessary for academic and professional pursuits, it is essential that mutual respect for, and sensitivity to, others be demonstrated by the faculty, staff, and students associated with the program. Expectations of faculty, staff, and students include courtesy, integrity, confidentiality, honesty, and promptness. Violations may lead to disciplinary action including non-academic remediation, probation, suspension and dismissal from the program. The faculty, staff, and students in the program are expected to exhibit the personal discipline necessary to maintain an academic and professional community.

The MSAT students adhere to the University’s general conduct rules and regulations published in
the Carroll University Student Handbook which are available to all students on the Student Affairs website. Carroll policies, published in the Carroll University catalogs and the Carroll University Student Handbook, regarding non-discrimination, willful property destruction, theft, student records, library, information technology acceptable use including social media, campus security, campus parking, AIDS, alcohol and illegal drugs, psychological disorders, sexual assault, sexual harassment, smoking, special needs, and student organizations apply to students in the MSAT Program.

The program also abides with the grievance and appeal policies and procedures of Carroll University published in the current Carroll University Student Handbook (Portal → Departments → Student Affairs → Student Handbook) and, for employment matters, the faculty and staff manuals.

**Academic Misconduct**
Evidence, through observation or statistical analysis, of academic misconduct by athletic training students will result in disciplinary action including dismissal from the program. Students are responsible for familiarizing themselves with the Carroll University policy and procedure related to academic misconduct.

**Graduation Requirements for the MSAT Program**
To receive an MSAT degree, the student must:

1) Earn a grade of C or better or S in all MSAT courses (includes clinical internships).
2) Maintain a grade point average of 2.75 or better each semester. If a student is placed on academic probation any time during the program, the criteria for removal from academic probation must have been fulfilled by the student or the student will be dismissed from the program;
3) Demonstrate appropriate behaviors consistent with professional standards as well as Carroll University and MSAT Program policies.

**Insurance**

**Health Insurance**
Your health and well-being are important to your academic success Carroll University. For this reason, the University sponsors two comprehensive health insurance plans available from Wisconsin Physicians Service Insurance Corporation (WPS Insurance). The University-sponsored plans are available to any full or part-time student taking 6 credits or more enrolled and attending for the first 30 days of the semester. Information regarding the cost, coverage and enrollment for the plans can be found at [http://www.wpsic.com/waicu](http://www.wpsic.com/waicu) (scroll down to find information for Carroll University). Purchase of a University-sponsored student health insurance plan is voluntary. Many insurance and/or HMO plans do not provide coverage outside of a particular area, and therefore, families should review coverage under other plans carefully. Students are solely responsible for the cost of their medical care.

Whether students are insured through one of the University sponsored plans or through their own health insurance, students are solely responsible for the cost of all health care needs.

Students are also required to have a personal health history and physical form completed and
uploaded to the EXXAT Clinical Compliance website.

**Clinical/Capstone Medical Requirements**
Clinical facilities may require proof of immunizations or x-rays. The student is responsible for the cost of any laboratory and x-ray studies. All students and faculty are required to maintain Professional Rescuer Cardiopulmonary Resuscitation (CPR), Automatic External Defibrillator (AED) and First Aid certification for Professional Rescuers or Healthcare Providers.

If a student is injured or becomes ill while at off-campus educational experiences, either Carroll University or the Clinical Education Setting shall provide emergent or urgent medical care as appropriate. Student shall bear financial responsibility for charges associated with said treatment.

**Professional Liability Insurance**
Students are covered by the University’s professional liability coverage while enrolled in the MSAT. Professional liability insurance only covers activities performed in connection with instruction or training in university classes, labs, and clinics while rendering professional services to a patient and under the supervision of a licensed faculty member or preceptor. The activity must be within the course and scope of a student’s training for coverage to apply.

**Access to Program Resources**

**Building Access**
During the Fall, Spring, and Summer Semesters, the Carroll University facilities are open as published at the beginning of each semester.

Access to academic and nonacademic buildings, which MSAT faculty or students may use, is limited to hours of operation of the building with hours differing for each building.

It is the students' responsibility to maintain a clean and safe environment in all buildings. All student possessions must be removed from all rooms within 24 hours following the conclusion of final exams each semester.

**Faculty Mailboxes**
Students may place written communication for a faculty member in the faculty member’s mailbox behind the reception desk in the PT Building with faculty permission only. Students and faculty members can also communicate by email and phone.

**Computers and Audiovisual Systems**
Computers and audiovisual system in the Student Computer and Media Laboratory are for use by all students and faculty. Students must not store documents on the computer hard drives or desktops. Students are not to lock computers. Food and drink are not allowed in the Student Computer and Media Laboratory. Regarding university technology use policies, faculty, staff, and students are to review the Carroll University Information and Technology Acceptable Use Policy located in the Carroll University Student Handbook.
Computer and audiovisual systems problems, malfunction and breakage are to be reported to the Information Technology Services (ITS).

Access to Student Lists
The program does not release lists of students and graduates to prospective employers or other interested parties. The program will provide students and graduates with information on behalf of correspondents, prospective employers, scholarships, etc.

Governance
The Student Senate is the governing organization of the student body, including athletic training students, elected and operating under provisions of its current constitution.

Licensing
Students are responsible for determining the requirements of the state in which they expect to be licensed. After students have met the requirements for graduation, the program will facilitate students in acquiring required University documentation.

CAATE
Students have access to the CAATE website at https://caate.net/. The process for filing a complaint with CAATE is described on the website at https://caate.net/file-a-complaint/. Telephone: 844-462-2283; E-mail: support@caate.net.

Safety
In addition to information provided here, the Department of Public Safety publishes and posts a comprehensive Emergency Response Plan on its internal and external website pages: https://www.carrollu.edu/public-safety

1. Contacts
   - Carroll University Department of Public Safety 262/524-7300
   - Fire, Police, Ambulance/Paramedic 911
     - When calling any of these emergency numbers give:
       1. Your name
       2. Exact location
       3. Briefly describe the problem
       4. Stay on the line to answer questions
       5. Have someone meet those responding
   - PioALERT - It is highly recommended that students, faculty and staff sign up to receive PioALERT text messages. **PioALERT is the emergency notification system that enables Carroll University to inform members of the campus community quickly** in the event of an emergency. PioALERT uses various communication methods, including text messaging, email and voicemail. Messages will be brief, stating the nature of the situation and suggested action.

2. Severe Weather
   If Carroll University cancels classes because of severe weather or for any other reason, cancellations will be announced in the following ways:
- PioALERT system (Current students, faculty and staff receive these email notices and those that have opted in also receive text messages)
- Milwaukee-area television stations during their ‘school closing announcements’ including WTMJ (4), WITI (6), WISN (12) and WDJT (58) and most Milwaukee-area radio stations
- Carroll University homepage
- Carroll University’s official social media accounts: Facebook and Twitter

When a WARNING is issued:
- The University will inform everyone as soon as possible. Upon notification of a weather emergency, individuals may also be instructed to report to a safe location as soon as possible. Everyone must stay in a building until notification that the warning has expired. Stay away from windows and glass doorways.
- Shelter locations, depending on accessibility:
  - **Center for Graduate Studies (CGS):** lower level rooms LL01 and LL02; Area of Rescue Assistance (lower level): hallway near stairs, rooms LL01 and LL02/(first floor): room 106
  - **Ganfield Gymnasium:** lower level restrooms and/or near rooms 006, 007, and 008; Area of Rescue Assistance (lower level): near restrooms / (floors 1-2): West end stairs
  - **Haertel Field:** restrooms and/or locker room
  - **Michael and Mary Jaharis Science Labs:** basement hallways and restrooms; Area of Rescue Assistance (all floors): hallways near restrooms
  - **PT Building:** restrooms
  - **Quad/Graphics Team Center:** restrooms and/or locker rooms; Area of Rescue Assistance: concession stand stairwell
  - **Van Male Fieldhouse:** interior offices, hallways and/or restrooms; Area of Rescue Assistance (lower level): near 002/(first floor): near front desk/(second floor): south exit, end of coaches’ hallway

In the event of severe electrical storms, all computers and computer monitors in the PT Building (e.g., faculty offices, classrooms, student computer and media laboratory) and in the Biomechanics and Exercise Rehabilitation Laboratories in Ganfield Gymnasium and Hastad Hall should be powered down when possible.

When a tornado warning is in effect for the county, sirens are sounded by city officials. When sirens are activated, all students must go to the designated locations of the building for safety. Stay clear from windows and glass doorways. Students must remain in the designated location until the all-clear is declared. All individuals must stay in the building until notification the tornado warning has expired. Any student failing to cooperate will be referred to the conduct system for disciplinary action.

3. **Fire**
   Dial 911. If you discover a fire, activate the alarm system, leave the building and immediately notify the Department of Public Safety. Familiarize yourself with the posted fire evacuation plans and the location of the fire exits, fire extinguishers, and fire alarms in buildings where classes are held (Center for Graduate Studies, VanMale Fieldhouse,
Ganfield Gymnasium, etc.). Fire extinguishers should only be used by individuals trained in the use of an extinguisher. Testing of the alarm system occurs regularly and will only last 5-10 seconds. If an alarm lasts longer than 5-10 seconds, it is required by law that all must evacuate the building. Anyone not leaving the building, or failing to cooperate with University officials/emergency personnel may face disciplinary action.

When reporting a fire, be prepared to provide the following information:

1. Your name and name of building
2. Location of fire (floor, room)
3. Nature of fire (magnitude)
4. Do not hang up until the 911 operator has hung up
5. Have someone meet the fire fighters at the exit and direct them to the fire. Assist individuals in the facility to find the most appropriate exit from the building. Check all areas in the facility to make sure it has been evacuated. Close windows and door but do not lock the door. Stay together if there is smoke impaired vision.

6. Notify Public Safety (262-524-7300)

4. Crime Reporting
Carroll University makes every effort to encourage accurate and prompt reporting of all crimes and emergencies. The University has Public Safety personnel on duty 24 hours a day, seven days a week who can be contacted via several means of communication. The Department of Public Safety telephone number (262-524-7300).

Public Safety personnel will respond to all calls of crimes, non-emergencies or emergencies. Officers will evaluate information and make proper written reports and in certain cases make additional immediate contact with proper University administration for further action. In cases of crimes against members of the University community, the Public Safety staff will encourage reports be made with the local law enforcement agency. University personnel will never impede a member of the University community in reporting a criminal incident to local law enforcement.

5. Medical Emergencies
The following medical emergency procedures must be adhered to in the College of Health Sciences and in the MSAT program:

a. Determine the nature of and seriousness of the emergency.
b. If the injuries are minor and you are trained in First Aid, perform procedures you are certified to perform.
c. If it is a serious injury such as a heart attack, seizure, fracture(s), fainting, etc., call 911. Tell the Waukesha Police and Fire Department your name, the exact location of the injured person and the problem. Have someone meet the responding party as they arrive to the facility.
d. Contact Public Safety (262-524-7300).
e. If you are assisting, clear the area of non-required persons.
f. Complete an Incident Report Form and submit it to the MSAT Program Administrative Assistant. An Incident Report Form can be obtained from the MSAT Program Director. An incident report is to be completed for non-emergencies such as cuts, falls, sprains, etc.
6. **Lockdowns and Lockouts**
   a. A Lockdown is a measure of response to a threat directly to the University or in the surrounding community. In a lockdown:
      - All University activities are moved indoors
      - Interior and exterior doors should be locked
      - No one is allowed to enter or exit the building
      - All persons report to the nearest safe space
      - Doors to every room and office are closed and locked
      - Persons should move to interior walls and away from windows and doors
      - Window shade should be shut, and lights turned off
      - Silence phones and remain quiet
   b. A Lockout recovers all persons from outside the building, secures the building perimeter and locks all outside doors. This would be implemented when there is a threat or hazard outside of the building. Criminal activity and dangerous events in the community are examples that would require a lockout response. While the lockout response encourages greater situational awareness, it allows for educational practices to continue with little interruption or distraction.

   In a crisis, the campus community may receive a PioAlert message that indicates a lockdown or lockout.

7. **Standard Precautions**
   Standard Precautions have been developed by the U.S. Department of Health and Human Services Center for Disease Control and Prevention (www.cdc.gov). Standard Precautions are the minimum infection prevention practices that apply to all patient care, regardless of suspected or confirmed infection status of the patient, in any setting where healthcare is delivered. These practices are designed to both protect Health Care Practitioners (HCP) and prevent HCP from spreading infections among patients. Standard Precautions include: 1) hand hygiene, 2) use of personal protective equipment (e.g., gloves, gowns, masks), 3) safe injection practices, 4) safe handling of potentially contaminated equipment or surfaces in the patient environment, and 5) respiratory hygiene/cough etiquette.

   Students in the MSAT Program are expected to apply standard precautions during all classes, including lecture, laboratory and clinical experiences as appropriate.

8. **Injury/Incident**
   In the event of an injury that occurs during program activities, the student must complete a Carroll University Incident Report form as soon as possible. The form used can be found on the MSAT MyGroups page.

9. **Bloodborne Pathogen Exposure Plan**
   The Bloodborne Pathogen Exposure Plan was developed by the Carroll University Health Center staff and Public Safety. It is applicable to all MSAT students, faculty, and staff. Exposure at other clinical sites will follow the respective site’s bloodborne pathogen exposure plan.

   If a student experiences a bloodborne pathogen exposure, contact one of the athletic training faculty as soon as possible so the University’s exposure plan can be put into action. Below is some helpful information:
Definition: Significant Bloodborne Pathogen Exposure—contamination of an individual with another’s blood, tissues, or other potentially infectious body fluids by percutaneous injury (e.g., needle stick or cut with a sharp object), contact with mucous membranes, or contact with non-intact skin (especially when the exposed skin is chapped, abraded, or excoriated).

PROCEDURES:
Prevention of Blood or Body Fluid Exposure:
1. **Handwashing**: All students and staff using PPE (personal protective equipment) must wash hands before putting on gloves and after removal of gloves.
2. **Exposure to Blood or Body Fluids**: Skin is immediately washed with soap and water thoroughly for 10-15 minutes. Allow blood to flow freely from the wound. Mucous membranes of the eye, mouth, or nose are flushed immediately with water for 10-15 minutes. Bleach is not to be used as a skin disinfectant. If a garment is penetrated, the garment shall be removed as soon as possible and isolated and later washed. Students and faculty will contact the appropriate department at their facility for PEP (post exposure prophylaxis) consideration and counseling as soon as possible after the exposure. Staff and students at Carroll University will contact Health Services or an Emergency Department at a hospital as soon as possible after the exposure for PEP consideration and counseling.
3. **Preventing Needle sticks and other Parenteral Exposures to Blood**: Needles are not to be recapped or manipulated by hand after use. Used Syringes, Needles, Scalpel Blades, and other Sharp Items are immediately discarded after use in puncture-resistant containers. Safety devices are to be used.
4. **Food and Drink** shall be stored in clearly marked refrigerators.
5. **Personal Protective Equipment**: Specialized clothing or equipment shall be worn to prevent skin or mucous membrane exposure to blood or body fluids. These include gloves, masks, protective eyewear, and gowns. Remove PPE after it becomes contaminated and before leaving the work area.

Reporting Bloodborne Pathogen Exposure:
1. Students and staff working in hospitals, clinics, long-term health care facilities, or other health care centers, will contact the appropriate department (i.e. ED or Occupational Health Dept.) at their facility for PEP (post exposure prophylaxis) consideration and counseling as soon as possible after the exposure. If the exposure occurs at Carroll University, students and staff will contact Carroll University Health Center or an Emergency Department at a hospital as soon as possible after the exposure for PEP consideration and counseling.
2. A history of the incident will be obtained including documentation of route of exposure, how and when the exposure occurred, and where the exposure occurred.
3. Determine if the exposure was significant.
4. If it is determined that no significant exposure has occurred, PEP will not be offered.

Significant Bloodborne Pathogen Exposure:
1. All individuals with a potential blood or body fluid exposure will be evaluated using Public Health Service and CDC recommendations to determine whether a significant
exposure has occurred, the risk associated with the exposure, and what type of PEP is appropriate.

2. Exposed person will be counseled regarding the risk of bloodborne pathogens, statistical exposure information, PEP medication information (risk vs. benefit and medication information sheets), prophylaxis, assurance of confidentiality, follow-up, and post exposure transmission prevention.

3. Baseline labs will be obtained for HIV, HBsAg, HBsAB, and HCAB.

4. Identify source person if possible. Test source person for HIV, HBsAg, and HCAB if status is unknown. If source person is HIV +, gather available information regarding person’s stage of infection (i.e., asymptomatic, symptomatic, or AIDS), CD4+ T-cell count, result of viral load testing, current and previous antiretroviral therapy, and results of any viral resistance testing in order to choose an appropriate PEP regimen for the exposed person.

5. For unknown sources, evaluate the likelihood of exposure to a source at high risk for infection when considering PEP therapy.

6. If PEP is initiated, the following is required: Lab testing of the exposed person (in addition to above baseline testing) to include CBC with differential, ALT, Metabolic Panel, Pregnancy test if indicated, and UA if indicated by PEP medications. Confidentiality will be maintained.

7. An informed consent must be signed for each drug that is prescribed.

8. A declination of PEP meds will be signed if the exposed person decides against PEP therapy after counseling.

9. A 2-day or 3-day supply of PEP medications will be prescribed to the exposed person until the source person’s laboratory results are obtained and the source person is determined to be HIV AB negative. Medications will be continued and will be prescribed at 1-2 week intervals according to CDC guidelines if source is HIV AB positive.

10. PEP medications will be prescribed at 1-2 week intervals if the exposed person decides to take PEP meds after counseling and the source person is unknown.

11. Follow-up visits will be scheduled at least every 1-2 weeks during PEP therapy to: Review medication side effects, vital signs, and consult with NP

12. Lab testing: 2 wk CBC with diff, ALT and Metabolic Panel; 4 wk CBC with differential, ALT. Other tests may be ordered depending on the PEP medication prescribed.

13. Referral to an Infectious Disease Specialist will be made for pregnant women and all others with special concerns.

14. Follow-up laboratory testing for prophylaxis and monitoring of bloodborne pathogens (HIV, Hepatitis B virus and Hepatitis C virus) based on CDC recommendations is outlined on the CDC [website](http://www.cdc.gov).

15. If the source person is **not infected** with a bloodborne pathogen after lab testing, further follow-up of the exposed person is **not** necessary.

**Policy Regarding Complaints**

An individual or organization that is unhappy with their experience or encounter with any student, faculty or staff member of the Carroll University MSAT Program is encouraged to communicate the complaint orally or in writing to University personnel. When a complaint falls outside of the realm of the University’s grievance procedures, such as complaints from clinical education sites, employers of graduates, and the public, the practice at Carroll University is for the appropriate administration personnel to respond, investigate and document the complaint. Complaints may be
addressed to: MSAT Program Director, Carroll University, 100 N. East Ave., Waukesha, WI 53186 if in writing, jkrzykow@carrollu.edu via email, 262-951-3035 by phone, or in person.

The following procedure describes the process for handling a complaint against the Program. The goal of the procedure is to rectify the situation appropriately.

1. When possible, the Program Director will discuss the complaint directly with the party involved within 7 business days. The Director will report the complaint to appropriate personnel based on the nature of the complaint.

2. If dissatisfied with the discussion with the Program Director, or if the complaint is against the Program Director, the involved party may submit a written or oral complaint to the Dean of the College of Health Sciences.

3. If the party feels that additional complaint is necessary, the next line of complaint is to the University Provost.
MASTER OF SCIENCE of ATHLETIC TRAINING

PROGRAM OFFICE POLICIES
Student Email
All Carroll students are issued email accounts through the University’s Information Technology Services. Students are asked to check their email on a daily basis at minimum. A listserv, to be used for communication, is established for each professional class.

Appointments with Faculty and Staff
Each faculty member has posted office hours in which students are able to drop-in to meet without a prior appointment. Students can also schedule individual appointments with faculty and staff members.
MSAT PROGRAM
HEALTH REQUIREMENTS
Appendix A
## Carroll University MSAT Health Requirements
for Students Starting Clinical Rotations

The following was developed by several Wisconsin Healthcare Alliances in order to bring continuity to the placement of students in clinical experiences throughout the state.

<table>
<thead>
<tr>
<th>Disease</th>
<th>Requirements</th>
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| **Measles, Mumps & Rubella** (MMR) | - Two (2) doses of vaccines documented by a health care provider. Vaccines must be appropriately spaced and given according to CDC guidelines (on or after first birthday and must be at least 28 days apart)  
  OR  
  - Documentation by a health care provider of serologic immunity (titer) |
| **Varicella (Chicken Pox)**      | - Two (2) Varicella vaccination dates documented by a health care provider. Vaccines must be appropriately spaced and given according to CDC guidelines (after first birthday and must be at least 28 days apart)  
  OR  
  - Positive Varicella titer that is documented by a health care provider (history of the disease is not sufficient) |
| **Influenza Vaccination**        | Prior to November 1st for Fall session/semester, and prior to any Winter/Spring session/semester.  

Students in clinical placements between April 1st and September 30th are exempt from flu requirement.  

If a student identifies a “medical exemption”, documented validation by a MD or DO is required.  

Medical exemptions are granted for recognized contraindications:  
- Previous reaction to influenza vaccine (e.g., hives, difficulty breathing, swelling)
The above does not include sensitivity to the vaccine such as an upset stomach or mild to moderate local reactions such as soreness, redness, itching, or swelling at the injection site.

- The above does not include subsequent upper respiratory infection or low-grade or moderate fever following a prior dose of the vaccine.

- History of Guillain- Barre Syndrome (GBS) within 6 weeks of a previous dose of an influenza vaccine

The student granted an influenza vaccine medical exemption is to follow facility-specific masking requirements during the influenza season (i.e., to wear a surgical mask whenever in patient care buildings, or whenever in patient care areas)

| Tetanus, Diphtheria & Pertussis Vaccination (Tdap) | Documentation of one time dose of the Tdap vaccine and then Td every 10 years |
| Hepatitis B Vaccination | Immunization Series or Post Vaccination Antibody Screen: This is a series of three vaccinations and post vaccination antibody screen. The vaccination series is voluntary, but is strongly recommended for all students entering a health career field. Students must provide one of the following:

- Documentation by a health care provider of serologic immunity (a quantitative, numeric Hepatitis B antibody level with interpretation/scale that indicates immunity.) This testing must be dated at least one month after completion of the 3-dose vaccine series

OR

- Documentation by a health care provider student is in the process of receiving the 3-dose Hepatitis B vaccination series, appropriately spaced per CDC guidelines

OR

- A signed Hepatitis B Vaccine Declination form |
Tuberculosis (TB) Screening

Tuberculosis Screening is to take place within 90 days of starting the program (not the clinical placement) and annually thereafter. Screening may be done via Mantoux tuberculin skin test or Interferon Gamma Release Assay (i.e., Quantiferon Gold, T-spot)

- Initially, provide documentation of two Mantoux tuberculin skin tests ("two-step") administered one (1) to three (3) weeks apart (requires 4 total visits to healthcare provider).
  - Students with a documented 0 mm induration Mantoux skin test within the past 12 months only need one additional skin test done within 90 days of starting the program.
- One Mantoux tuberculin skin test annually thereafter

OR

- An IGRA (Interferon Gamma Release Assay) test within 90 days of starting the program (not the clinical placement) and annually thereafter.

Post TB Skin Test Conversion – Chest X-ray

If a student has received a positive tuberculin skin test (TST) or IGRA result, the student must provide the following:

- Medical documentation of the positive TST or IGRA results

AND

- Negative chest x-ray report dated post positive TB skin test or IGRA

AND

- Complete annual TB symptoms survey / questionnaire
| 
| --- | --- |
| **Drug Screen** | Drug screens may be required by certain agencies. |
| **Physical Health Screening** | Physical exams are required within 90 days of starting the program. Exams are to include documentation of:  
• A health history  
• Physical examination by an MD, DO, NP, or PA  
• The student is free of clinically apparent communicable disease |
| **Medical Conditions / Injuries Requiring Student Restrictions** | Students are not to report to a clinical setting if he/she is experiencing signs or symptoms of a communicable disease. Students are responsible to immediately notify their School/College designee of changes in their medical conditions or injuries prior to next scheduled clinical day. Students are also required to notify their school/college of any needed accommodations prior to or during their clinical rotations. |
| If a student is positive for active TB disease, they must participate in an active treatment plan to be reviewed annually. The student will not be eligible to participate in clinical practicum until such time as his/her medical provider determines that they are not communicable. |