UNIVERSITY OF NEW MEXICO
ATHLETIC TRAINING EDUCATION PROGRAM

UNIVERSITY OF NEW MEXICO
ATHLETIC TRAINING EDUCATION PROGRAM:
ATHLETIC TRAINING STUDENT HANDBOOK
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ATEP PROGRAM POLICIES ANNUAL AGREEMENT

By signing below, I, _____________________________ indicate that I have read, understand, and agree to abide by all of the policies and requirements of the University of New Mexico Athletic Training Education Program outlined in the UNM-ArEP: Athletic Training Student Handbook. The UNM-ArEP Program Policies Annual Agreement must be renewed each year.

**Initial each line** indicating that you have read, understand, and agree to abide by each policy and requirement.

I am aware of the program’s requirements for admittance, retention, progression, and graduation.

I am aware of the program’s didactic and clinical education requirements including, but not limited to:

- Passed & Current Background Check (APS)
- Professional Conduct Policy
- Technical Standards for Program Admission and Retention
- Communicable Disease Policy
- University of New Mexico Sports Medicine Blood Borne Pathogens Policy
- Immunization Records Review / Requirements
- Professional and Academic Requirements
- Clinical Education Requirements / Policies
- Monetary Remuneration Policy
- Therapeutic Equipment Safety Policy
- Direct Supervision Policy

I am specifically aware of the program’s professionalism requirements including, but not limited to:

- Board of Certification Standards of Professional Practice
- National Athletic Trainers’ Association Code of Ethics
- New Mexico Athletic Trainer Practice Act
- Professional Appearance Policy
- Patient and Student Confidentiality
- The Pathfinder-UNM Student Handbook

I understand that violation of the UNM-ArEP policies and / or requirements carries consequences as outlined in the UNM-ArEP: Athletic Training Student Handbook.

I authorize that the UNM-ArEP Faculty can provide my academic information to the Commission on Accreditation of Athletic Training Education and the Board of Certification.

_____________________________________________  ______________
Athletic Training Student Signature / Print Last Name  Date
ATHLETIC TRAINING EDUCATION PROGRAM OVERVIEW

The University of New Mexico Athletic Training Education Program (UNM-ATEP) is dedicated to creating and maintaining an educational program that meets the standards and guidelines set forth by the following governing bodies: Board of Certification (BOC), Commission on Accreditation of Athletic Training Education (CAATE), National Athletic Trainers’ Association Executive Committee for Education (ECE).

The University of New Mexico (UNM) grants a Bachelor of Science Degree in Athletic Training upon completion of the UNM-ATEP. Successful completion of the UNM-ATEP is achieved through the content as described below:

The BOC Role Delineation / Practice Analysis 7th Edition (2016) divides the profession into five major domains:

- Injury and Illness Prevention and Wellness Promotion
- Examination, Assessment, and Diagnosis
- Immediate and Emergency Care
- Therapeutic Intervention
- Healthcare Administration and Professional Responsibility

Athletic Training Educational Competencies 5th Edition (2011) categorized the educational curricula into eight content areas which include:

- Evidence Based Practice
- Prevention and Health Promotion
- Clinical Examination and Diagnosis
- Acute Care of Injury and Illnesses
- Therapeutic Interventions
- Psychosocial Strategies and Referral
- Healthcare Administration
- Professional Development and Responsibility

HISTORICAL OVERVIEW

Since its inception in 1969, the University of New Mexico (UNM) has offered a curriculum program in the field of athletic training. The University of New Mexico Athletic Training Education Program (UNM-ATEP) was one of the first of four ATEPs in the United States. It was established by the National Athletic Trainers’ Association (NATA) Hall of Fame Inductee, L.F. “Tow” Diehm. The program offered the courses required by the NATA and provided clinical experiences with teams within the UNM Athletic Department, as it still does today. In 1986, UNM recognized athletic training as a major within the College of Education.
MISSION STATEMENT

The mission is to provide exceptional education and prepare critical thinking professionals for a career in athletic training. Emphasis is placed upon developing skills in assessment, management, and scholarship to become life-long learners and effective healthcare providers. Graduates will provide leadership and service in society and deliver optimal healthcare.

ATHLETIC TRAINING EDUCATION PROGRAM GOALS

UNM-AQTEP is dedicated to graduating students who are prepared to:

1. Demonstrate preparedness to enter the workforce as qualified healthcare providers.
2. Demonstrate the skills necessary to provide optimal healthcare to diverse patient populations.
3. Demonstrate positive leadership and professional skills with an adherence to ethical professional standards.
4. Demonstrate a fundamental understanding and application of scholarship to enhance patient care.
5. Demonstrate fundamental clinical skills and utilize best practices in patient care.
7. Demonstrate a commitment to service in the community.

ATHLETIC TRAINING EDUCATION PROGRAM OUTCOMES

The UNM-AQTEP curricular outcomes are aligned with the eight (8) content areas as designated by the NATA Educational Competencies, 5th Edition. Eleven (11) student learning outcomes (SLOs) have been identified as key curricular assessments, they are:

1. Identify emergency situations / conditions and demonstrate appropriate care.
2. Demonstrate a full evaluation and provide a diagnosis for athletic injuries.
3. Fit appropriate equipment / braces and apply prophylactic tapings.
4. Select appropriate therapeutic modalities to affect and treat athletic injuries.
5. Create rehabilitation / reconditioning plan(s) for the injured patient athlete.
8. Complete a literature review.
9. Present a research topic to peers and other professionals.
10. Differentiate between musculoskeletal injuries / conditions.
11. Design and implement medical personnel coverage protocols for athletic events.
Athletic Training Students must obtain a grade of B- (B- = 2.85) or better in all athletic training courses and selected courses as indicated by (> ) to advance in the University of New Mexico Athletic Training Education Program (UNM-ATEP). A grade of C (not C-) or better is required for all other courses that count toward the 129 hour degree.

STUDENT: ________________________
Banner # ________________________
ADVISOR: ________________________

GENERAL EDUCATION: 49 Hours Required

<table>
<thead>
<tr>
<th>COURSES</th>
<th>HRS</th>
<th>GR</th>
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<tbody>
<tr>
<td>1. Writing and Speaking</td>
<td></td>
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</tr>
<tr>
<td>*English 110/112/113</td>
<td>3hrs</td>
<td></td>
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<tr>
<td>*English 120</td>
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<tr>
<td>*C &amp; J 130</td>
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<tr>
<td>2. Mathematics</td>
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<tr>
<td>Math 121</td>
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<td></td>
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<tr>
<td>*Stat 145</td>
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<tr>
<td>3. Physical and Natural Science</td>
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<tr>
<td>*Biology 123/124L</td>
<td>4hrs</td>
<td></td>
</tr>
<tr>
<td>*Chemistry 111</td>
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<tr>
<td>Biology 237/247L</td>
<td>4 hrs</td>
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<tr>
<td>Biology 238/248L</td>
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<tr>
<td>4. Social and Behavioral Science</td>
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<tr>
<td>*Psychology 105</td>
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<tr>
<td>*Core Requirement</td>
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<tr>
<td>5. Humanities</td>
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<td></td>
</tr>
<tr>
<td>*Core Requirement</td>
<td>3hrs</td>
<td></td>
</tr>
<tr>
<td>*Core Requirement</td>
<td>3hrs</td>
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<tr>
<td>6. Second Language</td>
<td></td>
<td></td>
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<tr>
<td>*Core Requirement</td>
<td>3hrs</td>
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<tr>
<td>7. Fine Arts</td>
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</tr>
<tr>
<td>*Core Requirement</td>
<td>3hrs</td>
<td></td>
</tr>
</tbody>
</table>

Core Requirements must be chosen from the acceptable list of courses. *Count toward core requirement.
ATHLETIC TRAINING EDUCATION PROGRAM CURRICULAR PLAN

Athletic Training Students must obtain a grade of B- (B- = 2.85) or better in all athletic training courses and selected courses as indicated by (>) to advance in the UNM-ATEP. A Grade of C (not C-) or better is required for all other courses that count toward the 129 hour degree.

<table>
<thead>
<tr>
<th>COURSE</th>
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<tr>
<td><strong>First Year</strong></td>
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<tr>
<td><strong>Fall</strong></td>
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<tr>
<td>ENGL 110/112/113 Accelerated Composition / Composition II / Enhanced Composition</td>
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<tr>
<td>CHEM 111 Elements of General Chemistry</td>
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<tr>
<td>&gt;H Ed 164L Standard First Aid/Lab</td>
<td>3</td>
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<tr>
<td>&gt;PE P 273 Introduction to Athletic Training</td>
<td>3</td>
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<tr>
<td>&gt;PE P 284 Athletic Training Observation Lab</td>
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<tr>
<td>ENGL 120 Composition III</td>
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<tr>
<td>MATH 121 College Algebra</td>
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<tr>
<td>BIOL 123/124L Biology for Health Related Sciences &amp; Non Majors / Lab</td>
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<td>C&amp;J 130 Public Speaking</td>
<td>3</td>
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<tr>
<td>&gt;PE P 285 Athletic Training Clinical I</td>
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<td><strong>Total</strong></td>
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<tr>
<td><strong>Second Year</strong></td>
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<td><strong>Fall</strong></td>
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<tr>
<td>&gt;BIOL 237/247L Human Anatomy &amp; Physiology I for the Health Sciences/Lab</td>
<td>4</td>
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<tr>
<td>&gt;EMS 113 Emergency Medical Technician – Basic</td>
<td>8</td>
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<tr>
<td>&gt;EMS 142 Emergency Medical Technician – Basic Lab</td>
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<td>&gt;PE P 286 Evaluation of Athletic Injuries – Extremities</td>
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<td>&gt;BIOL 238/248L Human Anatomy &amp; Physiology II for the Health Sciences/Lab</td>
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<tr>
<td>&gt;PE P 277 Kinesiology</td>
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<tr>
<td>&gt;NUTR 244 Human Nutrition</td>
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<td>PSY 105 General Psychology</td>
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<td>&gt;PE P 287 Evaluation of Athletic Injuries – Trunk/Torso</td>
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<td><strong>Third Year</strong></td>
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<td><strong>Fall</strong></td>
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<td>&gt;PE P 288 Motor Learning and Performance</td>
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<tr>
<td>&gt;PE P 326L Fundamentals of Exercise Physiology</td>
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<td>&gt;PE P 374 Therapeutic Modalities</td>
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<td>&gt;PE P 481 Athletic Training Clinical II</td>
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<td>STAT 145 Intro to Statistics</td>
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<td>UNM Core Second Language</td>
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<td><strong>Spring</strong></td>
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<tr>
<td>PE P 289 Tests and Measurements in Physical Education</td>
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<td>&gt;PE P 473 Rehabilitation of Athletic Injuries</td>
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<tr>
<td>&gt;PE P 375 Pharmacology in Athletic Training</td>
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<td>&gt;PE P 483 Athletic Training Clinical III</td>
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<td>UNM Core Humanities</td>
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<td><strong>Total</strong></td>
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<tr>
<td>Fourth Year</td>
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<td>&gt;PE P 373</td>
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<td>&gt;PE P 488</td>
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<td>&gt;PE P 470</td>
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<table>
<thead>
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<tr>
<td></td>
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<td>Athletic Training Administration</td>
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<tr>
<td>&gt;PE P 474</td>
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<td>Topics in Athletic Training</td>
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<td>&gt;PE P 490</td>
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<td>Upper Division elective ≥ 300 level : Advisor Approval</td>
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<td>Fine Arts</td>
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<tr>
<td></td>
<td>Total</td>
<td></td>
<td>15</td>
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</tbody>
</table>

Curricular Plan Total | 129

*Indicates Athletic Training Course
Admission into the University of New Mexico Athletic Training Education Program (UNM-ATEP) is a highly competitive process and the number of students accepted is limited. Students must complete the following requirements in order to be considered for acceptance into the UNM-ATEP. The following requirements include:

1. Submit a signed Technical Standards Signature Page
2. Submit a signed ATEP Program Policies Annual Agreement
3. Successfully complete Blood-borne Pathogens Training
4. Complete a minimum of 50 clinical observation hours in an approved affiliated site
5. Achieve a “B-” or better in H Ed 164L, PE P 273, and PE P 284
6. Have a 2.85 GPA or better
7. Submit a UNM-ATEP application* to include:
   a. Application document
   b. Unofficial UNM transcript
   c. Copy of First Aid Certification
   d. Copy of American Red Cross CPR / AED for Professional Rescuers and Healthcare Providers certification
   e. Immunization records review by UNM Student Health and Counseling (SHAC)
   f. Completed and passed Background Check (Albuquerque Public Schools)
   g. Three (3) recommendation forms
8. Complete UNM-ATEP Admission Interview.

*Applications will be made available in the Fall Semester of each academic year.

Process for Acceptance:
1. All admission and application criteria must be met
2. Complete UNM-ATEP Admission Interview
3. All admission and application materials will be reviewed and discussed by UNM-ATEP Faculty (Preceptor comments may be considered)
4. Each applicant will be notified of program admission status in writing
5. Applicants who wish to protest the admission decision should refer to The Pathfinder-UNM Student Handbook (www.unm.edu/~pathfind/).

ADDITIONAL PROGRAM COSTS

Athletic training students may incur the following additional costs:

1. Course fees - $40 - $65 for courses with laboratory components
2. Textbooks & Course materials – Approximately $300 - $400
3. Albuquerque Public School Background Check – Approximately $35
4. Apparel – Approximately $30 - $60
5. Liability Insurance – Approximately $99 for three (3) years
6. CPR Renewal – Opportunities available to renew on-campus
7. Immunizations – Required by the University of New Mexico Student Health and Counseling (SHAC); additional immunizations may be required by clinical sites
8. Travel expenses – ATS are responsible for personal travel to and from clinical sites
9. NATA Student Membership – $123 annually; not required, but recommended
Transfer students must apply for admission and be accepted into the University of New Mexico. Upon acceptance into UNM, the following requirements must be presented for consideration into the UNM-ATEP. The following requirements include:

1. Submit a UNM-ATEP application* to include:
   a. Application document
   b. Unofficial transcripts from all institutions attended
   c. Copy of First Aid Certification
   d. Copy of American Red Cross CPR / AED for **Professional Rescuers and Healthcare Providers** certification
   e. Immunization records review by UNM Student Health and Counseling (SHAC)
   f. Completed and passed Background Check (Albuquerque Public Schools)
   g. Three (3) recommendation forms
2. Documentation of UNM acceptance and courses transferred
3. Submit syllabi and coursework to include competencies and / or proficiencies from all previous athletic training courses
4. Demonstrate competencies and / or proficiencies as requested by UNM-ATEP Program Coordinator
5. Complete clinical observation hours at an approved affiliated site as established by UNM-ATEP Faculty
6. Have a 2.85 GPA or better
7. Achieve a “B-” or better in all athletic training courses and selected human anatomy and exercise science courses as indicated on the current UNM-ATEP advisement tool
8. Submit a signed Technical Standards Signature Page
9. Submit a signed ATEP Program Policies Annual Agreement
10. Successfully complete Blood-borne Pathogens Training
11. Complete UNM-ATEP Admission Interview.

*Schedule an appointment with the Program Coordinator and / or Clinical Education Coordinator for a UNM-ATEP Application. In addition, application to the UNM-ATEP requires the purchase of the UNM-ATEP: Athletic Training Student Handbook.

**Process for Acceptance:**
1. All admission and application criteria must be met
2. Complete UNM-ATEP Admission Interview
3. All admission and application materials will be reviewed and discussed by UNM-ATEP Faculty (Preceptor comments may be considered)
4. Each applicant will be notified of program admission status in writing
5. Applicants who wish to protest the admission decision should refer to The Pathfinder-UNM Student Handbook ([www.unm.edu/~pathfind/](http://www.unm.edu/~pathfind/)).

**Additional Program Costs (see p. 7)**
The University of New Mexico Athletic Training Education Program (UNM-ATEP) is an intense program that places specific educational and clinical requirements on the students enrolled in the program. Upon enrollment into this program, students are prepared to enter a variety of athletic training employment settings by achieving the skills, competencies, and knowledge of an entry level athletic trainer. The following technical standards set forth by the UNM-ATEP define the essential qualities necessary for students who are considering admission into the program. These standards are in compliance with the Commission on Accreditation of Athletic Training Education (CAATE).

Candidates for admission and retention in UNM-ATEP must demonstrate:

1. The ability to communicate effectively with patients, colleagues, and instructors. This includes individuals of different social, cultural, and religious backgrounds
2. Students must be able to speak and comprehend the English language at a level capable of communicating in a professional manner while within the health care environment
3. Adequate postural, neuromuscular control, sensory function, and coordination to accurately, and safely perform accepted evaluation techniques
4. The mental capacity to analyze, assimilate, problem solve, and integrate concepts essential to the practice of athletic training
5. The ability to accurately and efficiently document treatments, rehabilitations, and evaluations
6. Affective skills and appropriate conduct that relate to professional education, and superior patient care
7. The capacity to maintain composure and continue to function well during periods of high stress and demands
8. The perseverance, diligence, and commitment to successfully complete the UNM-ATEP as outlined by the UNM-ATEP: Athletic Training Student Handbook.

Candidates for selection into the UNM-ATEP are required to verify that they understand and are able to meet the above technical standards, or that they believe that with certain accommodations they can meet these standards.

If a student states that he or she can meet these standards with accommodations, the UNM Accessibility Resource Center will confirm their need and will work with UNM-ATEP Faculty to identify reasonable accommodations. Accommodations must not in any way jeopardize patient and/or student safety. However, the student must be able to complete all coursework and perform the clinical competencies and proficiencies necessary for graduation from the UNM-ATEP.
Check **only one** of the boxes below and sign where indicated:

☐ I certify that I have read and understand the Technical Standards for selection and retention in UNM-ATEP. I believe to the best of my knowledge that I can meet all of these standards without accommodation. I understand, that if I am unable to meet these standards, I cannot be admitted into the program.

☐ I certify that I have read and understand the Technical Standards for selection into the UNM-ATEP. I believe to the best of my knowledge that I can meet all of these standards with certain accommodations. I will contact the UNM Accessibility Resource Center to determine what accommodations may be available to me. I understand that if I am unable to meet these standards with or without accommodation, I will not be admitted into the program.

__________________________________  ________________  
Student Signature / Print Last Name  Date
COMMUNICABLE DISEASE POLICY

The purpose of the UNM-ATEP Communicable Disease Policy is to protect the health and safety of the students enrolled in the UNM-ATEP. Healthcare personnel are at risk for exposure to infectious diseases. This policy was developed using the recommendations established by the Center for Disease Control (CDC) for health care workers (www.cdc.gov) and the National Institute for Occupational Safety and Health (OSHA) (www.osha.gov).

Athletic training students (ATS) are required to complete an annual blood-borne pathogens training prior to participating in clinical education. In addition, ATS are required to follow all Universal Precautions as set forth by:
- Center for Disease Control (CDC) (www.cdc.gov)
- National Institute for Occupational Safety and Health (OSHA) (www.osha.gov)
- University of New Mexico Student Health and Counseling (shac.unm.edu)
- University of New Mexico Sports Medicine Blood Borne Pathogens Policy (see pg. 47)

Blood-borne Pathogens Guidelines:
1. Utilize proper hand washing techniques and practice good hygiene
2. Utilize Universal Precautions when exposed to blood and other potentially infectious materials
3. Dispose of biohazard waste appropriately and in accordance with the policies and procedures at each affiliated site
4. Follow the post-exposure plan for the affiliated site and/or the University of New Mexico Sports Medicine Blood Borne Pathogens Policy (see pg. 47)
5. Notify the Preceptor and UNM-ATEP Faculty of any incident/exposure
   - Seek medical attention as necessary
6. Students are responsible for notifying Preceptor(s) and UNM-ATEP Faculty of any illnesses, infections or other medical reasons that may expose/infect others
7. Students may be required to provide written documentation from a physician to return to class and the affiliated site.
IMMUNIZATION REQUIREMENTS

Athletic training students are required to complete an immunization records review annually.

Immunization requirements for UNM students in healthcare programs have been established by UNM Student Health and Counseling (SHAC). For further information, refer to the following website: shac.unm.edu/documents/immunizations-healthcare-programs.pdf

The following immunizations and tests will be reviewed by UNM SHAC and official documentation submitted to UNM-ATEP Faculty as part of the UNM-ATEP:

1. Hepatitis B three (3) dose series
2. Hepatitis B surface antibody titer
3. Measles, mumps, rubella (MMR)
4. Seasonal influenza vaccine
5. TDAP (Tetanus, diphtheria, and pertussis)
6. Varicella (Chicken pox)
7. Tuberculosis screening.

Additional immunizations and tests may be required by specific clinical education sites. For instance, seasonal influenza vaccine and tuberculosis screening.

For assistance and to schedule an immunization appointment at UNM SHAC, call (505) 277-3136.
COMMUNICABLE DISEASE AND IMMUNIZATION SIGNATURE PAGE

Your signature below indicates that you have read, understand, and will adhere to the:

– University of New Mexico Athletic Training Education Program (UNM-ATEP)
  Communicable Disease Policy
– University of New Mexico Athletic Training Education Program (UNM-ATEP)
  Immunization Requirements

_____________________________________________  ________________
Student Signature / Print Last Name                   Date
PROGRESSION AND RETENTION POLICY

In order to progress and continue in the UNM-ATEP, the Athletic Training Student must comply with the requirements below:

1. Appropriate progression through the UNM-ATEP Educational Competencies and Clinical Proficiencies Manuals, Levels I-IV
2. Completion of Athletic Training Student / Preceptor evaluations as per course syllabi
3. Maintain compliance with the current UNM-ATEP: Athletic Training Student Handbook
4. Achieve a “B-” or better in all athletic training courses and selected human anatomy and exercise science courses as indicated on the current advisement tool
5. Maintain cumulative 2.85 GPA or better
6. Adhere to the professional standards and comply with their scope of practice as set forth by:
   - Board of Certification (BOC) Standards of Professional Practice (see p. 39)
   - Commission on Accreditation of Athletic Training Education (CAATE) Standards (caate.net/pp/standards)
   - National Athletic Trainers’ Association (NATA) Code of Ethics (see p. 43)
   - New Mexico Athletic Trainers Practice Act (see p. 45)
   - UNM-ATEP: Athletic Training Student Handbook
   - The Pathfinder-UNM Student Handbook (www.unm.edu/~pathfind/).

The following documents must be completed, signed and submitted annually:
1. ATEP Program Policies Annual Agreement
2. Blood-borne Pathogens Training
3. Immunization records review by UNM Student Health and Counseling (SHAC).

The following documents must be completed, signed, submitted, and remain current:
1. Liability insurance
2. Passed background check (APS)
3. UNM COE Field Services portal registration
4. American Red Cross CPR / AED for Professional Rescuers and Healthcare Providers certification
5. Technical Standards Signature Page.

Non-compliance with any portion of the Progression and Retention Policy will result in disciplinary action (see p. 25).
READMISSION POLICY

A University of New Mexico degree-seeking student, who stops attending for three or more sessions, including summer, must file an application for readmission. For further information refer to the following website: http://catalog.unm.edu/catalogs/2017-2018/admissions.html.
In accordance with the UNM policy above, any athletic training student currently in the UNM-ATEP who stops attending for three (3) or more consecutive sessions, including summer, must reapply for program admission (see p. 7). In addition to the reapplication process the student may be required to demonstrate all competencies / proficiencies associated with prior coursework.

MONETARY REMUNERATION POLICY

Athletic training students may not receive any monetary remuneration during educational experiences. Clothing, funds received for meals or travel stipends and / or monetary awards in the form of scholarships are acceptable.
PROFESSIONAL AND ACADEMIC REQUIREMENTS

Professional behavior is expected in the classroom and in the clinical setting, during all community service and volunteer projects, and any other environments associated with UNM-ATEP (to include, but not limited to: professional conferences, student organization functions, off-campus activities, all interactions with patients, etc.). Students who behave in a manner unbecoming to the values of the program and / or profession, regardless of the setting in which these behaviors occur, may be subject to adverse academic and / or professional sanctions.

Students will adhere to the professional standards and comply with their scope of practice as set forth by:
- Board of Certification (BOC) Standards of Professional Practice (see p. 39)
- Commission on Accreditation of Athletic Training Education (CAATE) Standards (caate.net/pp-standards)
- National Athletic Trainers’ Association (NATA) Code of Ethics (see p. 43)
- New Mexico Athletic Trainers Practice Act (see p. 45)
- UNM-ATEP: Athletic Training Student Handbook

Students will adhere to the UNM Academic Dishonesty policy as set forth by The Pathfinder-UNM Student Handbook (https://pathfinder.unm.edu/campus-policies/academic-dishonesty.html):

“Each student is expected to maintain the highest standards of honesty and integrity in academic and professional matters. The University reserves the right to take disciplinary action, up to and including dismissal, against any student who is found guilty of academic dishonesty or otherwise fails to meet the standards. Any student judged to have engaged in academic dishonesty in course work may receive a reduced or failing grade for the work in question and/or for the course.

Academic dishonesty includes, but is not limited to, dishonesty in quizzes, tests, or assignments; claiming credit for work not done or done by others; hindering the academic work of other students; misrepresenting academic or professional qualifications within or without the University; and nondisclosure or misrepresentation in the filling out applications or other University records.”

Students will adhere to the UNM-ATEP course policies as listed below:

**Assignments / Examinations Policies:**
Make up examinations and / or late assignments without PRIOR approval will not be accepted. This includes all educational competencies and clinical proficiencies modules. A point or percentage reduction at the ATEP faculty / instructors’ discretion will occur should the assignment be accepted.

Modules / assignments completed ONE DAY before the due date will be accepted ONLY at the discretion of the instructor.

**Course Policies:**
Athletic Training Students must comply by the UNM-ATEP: Athletic Training Student Handbook.
**Attendance:** Attendance is **MANDATORY**. One absence is allowed without penalty. A second absence may be made up by completing an extra assignment as determined by the instructor. Failure to complete the make-up assignment will affect the final grade for the course. Any further absences will result in further consequence as decided upon by the instructor / UNM-ATEP faculty. Two (2) late arrivals to class will be considered an unexcused absence. Further absences may result in disciplinary action in accordance with the Disciplinary Policy.

**Class Preparation / Participation:** Athletic Training Students are expected to be prepared and participate in class discussions and activities. Lack of preparation and participation may result in an absence.

Academic misconduct such as cheating and / or plagiarism will not be tolerated. Violations of university policy regarding academic misconduct will be dealt with according to the policy stated in The Pathfinder-UNM Student Handbook (www.unm.edu/~pathfind/).

Appropriate and professional dress is required. No hats. No under-garments may be visible during activity and / or when practicing sports medicine techniques (assessments, treatments, stretching, rehabilitation exercises, etc.). Utilize jog bras, spandex shorts, and tank tops under clothing during laboratory sessions. Improper dress may result in an absence for the class period.

**Direct Supervision is Mandatory for clinical education experiences.**

In accordance with the CAATE Standards for Professional Programs (July 2012), Standard 63; The program must include provision for supervised clinical education with a preceptor. Students must be directly supervised by a preceptor during the delivery of athletic training services. The preceptor must be physically present and have the ability to intervene on behalf of the athletic training student and the patient.

**No use of Cell Phones during class.** Any class disturbance because of a cell phone / pager or any other electronic devices will result in an absence. See HESS Cell Phone Policy below.

**HESS Cell Phone Policy:**
In accordance with the Dean of Student’s office, the Department of Health, Exercise and Sports Sciences will not tolerate the use of cell phones, pagers, or other electronic devices in the classroom. Using cell phones, pagers, or other electronic devices in the classroom “is disruptive student behavior that interferes with the educational process of other students or prevents faculty or staff from performing their professional responsibilities”.

**Accessibility Statement:**
Accessiblity Services (Mesa Vista Hall 2021, 277-3506) provides academic support to students who have disabilities. If you think you need alternative accessible formats for undertaking and completing coursework, you should contact this service right away to assure your needs are met in a timely manner. If you need local assistance in contacting Accessibility Services, see the Bachelor and Graduate Programs office.

**Title IX Statement:**
In an effort to meet obligations under Title IX, UNM faculty, Teaching Assistants, and Graduate Assistants are considered “responsible employees” by the Department of Education (see pg 15 - http://www2.ed.gov/about/offices/list/ocr/docs/qa-201404-title-ix.pdf). This designation requires that any report of gender discrimination which includes sexual harassment, sexual misconduct and sexual violence made to a faculty member, TA, or GA must be reported to the Title IX Coordinator at the Office of Equal Opportunity (oeo.unm.edu). For more information on the campus policy regarding sexual misconduct, see: https://policy.unm.edu/university-policies/2000/2740.html
PROFESSIONAL APPEARANCE POLICY

The UNM-ATEP requires specific professional attire, hygiene, and grooming practices. Students must maintain a professional appearance that enables them to perform their duties efficiently and safely. ATS who do not comply with appearance guidelines may be sent home from their clinical site to correct the infraction. A pattern of inappropriate dress will lead to disciplinary actions.

Clothing must provide appropriate coverage and not interfere with the performance of athletic training skills. To include, but not limited to: CPR, evaluations, stabilizations, etc.

Acceptable Attire:

Shirts (Cost: $10-20): UNM logo or plain t-shirt and / or polo, sweatshirt, jacket
- Shirts are to be tucked in at all times
- Must cover all undergarments
Pants / Shorts (Cost: $15-30): Khaki or black-dress pants, slacks, or shorts
- Shorts-mid-thigh / at or above the knee
- Must cover all undergarments
- Belt required
- Appropriate size (Not too tight or baggy)
- Red or black wind pants
Footwear / Shoes: Close-toe / close-back shoes
- Shoes appropriate for the affiliated site
Hats (optional): UNM logo
- Worn facing forward

Unacceptable Attire:

Shirts: Untucked shirts
- Anything other than the above list
- Clothing in poor condition
Pants / Shorts: Blue jeans
- Athletic mesh shorts
- Pants / shorts in poor condition
- Sweatpants
- Anything other than the above list
Footwear / Shoes: Open-toe / open-back shoes
- Sandals and flip flops
- High heeled shoes
Hats: Non-UNM hat
- Hats worn in any direction other than forward
- Hats worn in classrooms
**Grooming (should not interfere with the performance of clinical skills):**
- Hair should be pulled back and kept out of the face
- Facial hair must be groomed
- Jewelry should be at a minimum: necklaces tucked under the shirt, rings and bracelets are discouraged
- Unacceptable jewelry include: facial / tongue jewelry, hoops / dangling jewelry, multiple ear piercings
- Covering of tattoos may be required at the discretion of the Preceptor and / or UNM-ATEP Faculty

**Examination / Presentation / Professional Conference Attire:**
Professional / Business Casual dress is required for all Examinations / Presentations / Professional Conferences:
- Khaki or dress pants
- Collared or Polo shirt / blouse
- Dress shoes and belt
- Appropriate grooming and jewelry as described above
CLINICAL EDUCATION

A strong emphasis is placed on clinical education, which allows the Athletic Training Student (ATS) to apply theories and concepts learned in the classroom. As the ATS progresses through their clinical education, they will be challenged to:

a. Enhance their understanding of the role of the athletic trainer within healthcare  
b. Apply classroom knowledge and theories into the clinical setting  
c. Become increasingly more proficient with the application of clinical skills  
d. Develop and implement best practices to enhance patient outcomes  
e. Accept increasing levels of responsibility  
f. Maintain ethical and professional practices at all times.

Pre-professional Phase:  
Pre-professional phase students complete observations at an athletic training clinical site as part of PE P 284, during the Fall semester. Conduct in this observation will be evaluated and utilized for making UNM-ATEP admissions decisions. Pre-professional students are required to observe and not engage in direct patient care.

Professional Phase:  
Professional phase students will engage in assigned clinical experiences in conjunction with coursework for six (6) semesters. All clinical experiences will be evaluated and utilized for a grade in the corresponding courses with clinical education requirements. Regarding clinical education opportunities occurring beyond the academic calendar year, refer to the Note below.

Note: ATEP Faculty will assign and approve all clinical education. Clinical education opportunities may occur prior to and / or beyond the academic calendar. In order to participate in these clinical educational experiences, the ATS must meet the following requirements:

a. Register for an ATEP course with a required clinical education component and must complete all course requirements as per the syllabus  
b. Have the following clinical prerequisites: FSP Registration / Passed & Current Background Check (APS) / Liability Insurance / BBP Training / Immunization Records Review / American Red Cross CPR / AED Professional Rescuers and Healthcare Providers Certification  
c. Be directly supervised by a Preceptor  
d. Be compliant with the UNM-ATEP Student Handbook

The ATS may count a maximum of ten (10) percent of the total required clinical hours for the course associated with the approved clinical education opportunity.
CLINICAL REQUIREMENTS

The ATS must complete the following to remain in athletic training courses that require clinical experience and/or prior to working in any clinical setting:

1. Register with the College of Education (COE) Field Services Portal (FSP) at https://fsp.unm.edu
2. Complete and pass a background check (Albuquerque Public Schools)
   - Approximately $35 – valid for two (2) years
3. Obtain liability insurance
   - Approximately $99 for three (3) years
   - MARSH Professional Liability Insurance (https://www.proliability.com/)

CLINICAL EDUCATION POLICIES

ATEP Faculty will assign and approve all clinical education. An ATS will be assigned to a Preceptor associated with an UNM-ATEP affiliated site. ATS should create a plan with their Preceptor to achieve the required number of clinical hours. A minimum of 10 hours per week and a maximum of 28 hours per week, with one day off is required*. The required clinical hours are indicated in the appropriate course syllabus and are in compliance with University Student Employment Policy (stuemp.unm.edu/student-employment-handbook/index.html#howm).

1. ATS shall not exceed twenty-eight (28) hours per week.
2. ATS shall have a minimum of one day off in every seven day period.
3. ATS must complete a minimum of ten (10) hours per week*.
4. All ATS must complete a Preceptor / ATS Meeting Form.
5. The following documents must be completed, signed and submitted annually:
   a. ATEP Program Policies Annual Agreement
   b. Blood-borne Pathogens Training
   c. Immunization records review by UNM Student Health and Counseling (SHAC)
5. The following documents must be completed, signed, submitted, and remain current:
   a. Liability insurance
   b. Passed background check (APS)
   c. UNM COE Field Services portal registration
   d. Copy of American Red Cross CPR / AED for Professional Rescuers and Healthcare Providers certification
6. Complete UNMH Shadowing Training and required documentation
7. Clinical education opportunities may occur prior to and/or beyond the academic calendar. Refer to Note (see p. 20).
8. All ATS shall perform within their scope of practice under the direct supervision of a Preceptor. Refer to CAATE Direct Supervision Policy (see p. 22).

*If an ATS is unable to obtain a minimum of 10 hours per week, the Preceptor and Clinical Education Coordinator need to be notified in advance via email.
CAATE Direct Supervision Policy:
In accordance with the Commission on Accreditation of Athletic Training Education (CAATE), within the Standards for the Accreditation of Professional Athletic Training Programs:
“Students must be directly supervised by a preceptor during the delivery of athletic training services. The preceptor must be physically present and have the ability to intervene on behalf of the athletic training student and patient” (Retrieved from http://caate.net).
EMERGENCY ACTION PLANS

Emergency Action Plans (EAPs), as well as the Communicable Disease Policy, are to be discussed, practiced, and reviewed with each Preceptor at each clinical site.

Transportation of an injured patient:
In the case of a non-emergent injury requiring a referral to the UNMH Lobo Clinic and/or other health care facility, the ATS is not responsible for transportation. Should the ATS choose to transport a patient in their personal vehicle, the ATS is advised that they are taking on the liability for the passenger (patient) should an accident/incident occur.

THERAPEUTIC EQUIPMENT SAFETY POLICY

The University of New Mexico Athletic Training Education Program adheres to the safety policies for therapeutic equipment as outlined by the manufacturer’s guidelines and on the recommendations of the local companies that perform safety-checks and/or calibrations at all clinical sites. Athletic training students should only utilize therapeutic equipment that has been appropriately calibrated and maintained in order to ensure patient and clinician safety.
PATIENT AND STUDENT CONFIDENTIALITY

The ATS is expected to respect all patients’ right to privacy. Students shall not discuss confidential patient information with anyone (including: press, fans, family, scouts, roommates, other students, etc.).

Students will adhere to the professional standards and comply with their scope of practice as set forth by:

- Health Insurance Portability and Accountability Act (HIPAA)  
  (https://www.hhs.gov/hipaa/index.html)
- Family Education Rights and Privacy Act (FERPA)  

“The HIPAA Privacy Rule establishes national standards to protect individuals’ medical records and other personal health information and applies to health plans, healthcare clearinghouses, and those healthcare providers that conduct certain healthcare transactions electronically. The Rule requires appropriate safeguards to protect the privacy of personal health information, and sets limits and conditions on the uses and disclosures that may be made of such information without patient authorization.”

“The HIPAA Security Rule establishes national standards to protect individuals’ electronic personal health information that is created, received, used, or maintained by a covered entity. The Security Rule requires appropriate administrative, physical and technical safeguards to ensure the confidentiality, integrity, and security of electronic protected health information.”

“The Family Education Rights and Privacy Act is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.”

Additional FERPA information can be found at: https://registrar.unm.edu/privacy-rights/ferpa.html
TRAVEL POLICY

Traveling with a sports team is not a right of an Athletic Training Student (ATS). It is a privilege to be determined by the Preceptor and is to be approved by the UNM-ATEP Coordinator. In order to be eligible to travel the ATS must be compliant with the professional standards and scope of practice as set forth by:

- Board of Certification (BOC) Standards of Professional Practice
- Commission on Accreditation of Athletic Training Education (CAATE) Standards
- National Athletic Trainers’ Association (NATA) Code of Ethics
- New Mexico Athletic Trainers Practice Act
- UNM-ATEP: Athletic Training Student Handbook
- The Pathfinder-UNM Student Handbook

Direct Supervision is Mandatory for ALL clinical education experiences.

In accordance with CAATE Standard, Policy 63; “Students must be directly supervised by a preceptor during the delivery of athletic training services. The preceptor must be physically present and have the ability to intervene on behalf of the athletic training student and the patient.”
DISCIPLINARY ACTIONS

Students will adhere to the professional standards and comply with their scope of practice as set forth by:

- Board of Certification (BOC) Standards of Professional Practice
- Commission on Accreditation of Athletic Training Education (CAATE) Standards
- National Athletic Trainers’ Association (NATA) Code of Ethics
- New Mexico Athletic Trainers Practice Act
- UNM-ATEP: Athletic Training Student Handbook
- The Pathfinder-UNM Student Handbook

The following disciplinary actions have been developed in order to maintain a professional atmosphere for learning and to provide optimal healthcare. Should the student fail to comply with the above professional standards and / or their scope of practice any of the following disciplinary actions may be utilized by the UNM-ATEP Faculty:

- Meeting with UNM-ATEP Coordinator / Faculty
- Completion of an Official Correspondence letter to be placed in the ATS file
- Contract for improvement and / or compliance
- Probation status
- Referral to the Dean of Students
- Expulsion from the program

Refer to The Pathfinder-UNM Student Handbook for procedures relating to; student grievances, sexual harassment, and student employment grievances.
Clinical education in Athletic Training is the application of athletic training knowledge, skills, and clinical abilities on an actual patient based that is evaluated and feedback provided by a preceptor.

**Preceptor: Please initial each after completed.**

___ Preceptor has received a copy of the following:

- _ATS Work and Class Schedule_
- _ATEP Course Syllabi Schedule(s)_
- _Competency Topics and Due Dates_
- _ATS Student Evaluation Forms and Due Dates_
- _Clinical Integration Proficiencies (as indicated on course syllabi)_

___ Preceptor and ATS have discussed the practice and competition schedules and procedures for communicating with the Preceptor.

___ Preceptor has discussed the expectations and ways to complete Clinical Integration Proficiencies within the clinical assignment *(please list):*

___ ATS has shared goals for clinical assignment *(ATS please list goals):*

___ Preceptor and ATS have reviewed and practiced the venue-specific EAP(s) prior to beginning patient care. *Please attach the venue-specific EAP(s).*

___ Preceptor and ATS have reviewed the Blood-borne Pathogens Exposure Plan prior to beginning patient care. *Please attach the Blood-borne Pathogens Exposure Plan.*

Athletic Training Student Signature / Print Last Name __________ Date __________

Preceptor Signature / Print Last Name __________ Date __________

UNM-AEP Faculty Signature / Print Last Name __________ Date __________
# University of New Mexico
# Athletic Training Education Program

## Level I Athletic Training Student Evaluation by Preceptor

Athletic Training Student’s Name: ___________________________ Date: ______________

Preceptor’s Name: ___________________________ Clinical Assignment: ___________

Course #: _________ Fall ______ Mid/End of semester Spring ______ Mid/End of semester

This rating should be made with care and fairness in the interest of the Athletic Training Student. Reflect carefully upon the Athletic Training Student’s work and make an honest judgment of the qualities of the Athletic Training Student. Base your judgment on the entire period covered and not upon isolated incidents. This evaluation should and will be shared with the Athletic Training Student.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>1 = unsatisfactory</th>
<th>2 = satisfactory</th>
<th>3 = exceptional</th>
<th>SCORE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reliability</td>
<td>Not reliable, often incompletes tasks</td>
<td>Can be relied on to complete tasks as assigned</td>
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<tr>
<td>Initiative</td>
<td>Shows little initiative</td>
<td>Attempts to solve non-routine problems; initiates patient healthcare</td>
<td>Above average; self starter; places highest priority to getting things done; accepts any and all tasks</td>
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<tr>
<td>Appearance, Habits and Attitude</td>
<td>Occasionally: sloppy appearance; Usage of offensive language; Poor attitude</td>
<td>Usually: properly dressed &amp; groomed; few poor personal habits; good attitude</td>
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<td>Organization</td>
<td>Usually disorderly and chaotic</td>
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<td>Communication (with co-workers, athletes, coaches, etc)</td>
<td>Does not keep others informed</td>
<td>Attempts to keep others informed</td>
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<td>Innovation and Creativity</td>
<td>Rarely suggests new ideas or opinions</td>
<td>Occasionally offers new ideas or opinions</td>
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Please rank the Athletic Training Student on the following educational competencies and clinical proficiencies according to their progression within the University of New Mexico Athletic Training Education Program utilizing the following key.

Key:
1. Unsatisfactory
2. Satisfactory
3. Exceptional

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<th>Taping techniques</th>
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<th>Practice / game prep</th>
<th>Adheres to Universal Precautions</th>
<th>Wound care</th>
<th>Environmental precautions</th>
<th>Emergency Action Plans – Lightning</th>
<th>First aid procedures</th>
<th>Documentation skills</th>
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</table>

Average score for above clinical proficiencies.  1  2  3

Athletic Training Student’s strengths according to their level.

Suggestions for improvement.

________________________________________  __________________________
Athletic Training Student Signature / Print Last Name  Date

________________________________________  __________________________
Preceptor Signature / Print Last Name  Date

________________________________________  __________________________
UNM-ATEP Faculty Signature / Print Last Name  Date
University of New Mexico  
Athletic Training Education Program

Level II Athletic Training Student Evaluation by Preceptor

Athletic Training Student’s Name: __________________________ Date: ______________

Preceptor’s Name: __________________________ Clinical Assignment: _______

Course #: _______ Fall _____ Mid/End of semester Spring _____ Mid/End of semester
(Year) (Year)

This rating should be made with care and fairness in the interest of the Athletic Training Student. Reflect carefully upon the Athletic Training Student’s work and make an honest judgment of the qualities of the Athletic Training Student. Base your judgment on the entire period covered and not upon isolated incidents. This evaluation should and will be shared with the Athletic Training Student.

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Key:
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<td>Knowledge of anatomy</td>
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<td>Use of ambulatory aids</td>
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<td>Application of stretching techniques</td>
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<td>Documentation skills</td>
<td>Facilitate patient referrals</td>
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</table>

Average Score for above Clinical Proficiencies. 1 2 3

Athletic Training Student’s strengths according to their level.

Suggestions for improvement.

Athletic Training Student Signature / Print Last Name

Preceptor Signature / Print Last Name

UNM-A马克思 Faculty Signature / Print Last Name
Level III Athletic Training Student Evaluation by Preceptor

Athletic Training Student’s Name: __________________________  Date: ________________

Preceptor’s Name: __________________________  Clinical Assignment: _________

Course #: _________  Fall _____ Mid/End of semester  Spring _____ Mid/End of semester
(Year) (Year)

This rating should be made with care and fairness in the interest of the Athletic Training Student. Reflect carefully upon the Athletic Training Student’s work and make an honest judgment of the qualities of the Athletic Training Student. Base your judgment on the entire period covered and not upon isolated incidents. This evaluation should and will be shared with the Athletic Training Student.

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<td>Does not keep others informed</td>
<td>Attempts to keep others informed</td>
<td>Always keeps others informed</td>
<td></td>
</tr>
<tr>
<td><strong>Innovation and Creativity</strong></td>
<td>Rarely suggests new ideas or opinions</td>
<td>Occasionally offers new ideas or opinions</td>
<td>Often suggests new ideas and opinions</td>
<td></td>
</tr>
</tbody>
</table>
Please rank the Athletic Training Student on the following educational competencies and clinical proficiencies according to their progression within the University of New Mexico Athletic Training Education Program utilizing the following key.

**Key:**
1. Unsatisfactory
2. Satisfactory
3. Exceptional

<table>
<thead>
<tr>
<th>Competency</th>
<th>Proficiency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application of heat modalities</td>
<td>Neurological testing</td>
</tr>
<tr>
<td>Application of cold modalities</td>
<td>Functional testing</td>
</tr>
<tr>
<td>Application of electrical modalities</td>
<td>Stress tests</td>
</tr>
<tr>
<td>Application of massage</td>
<td>Identification &amp; management of illnesses</td>
</tr>
<tr>
<td>Edema management</td>
<td>Understanding &amp; use of pharmacology</td>
</tr>
<tr>
<td>Stretching and PNF techniques</td>
<td>Advising / counseling patients</td>
</tr>
<tr>
<td>Range of motion / Goniometry</td>
<td>Manual Muscle Testing</td>
</tr>
<tr>
<td>Knowledge of rehabilitation theories</td>
<td>Use of rehabilitation equipment</td>
</tr>
<tr>
<td>Taping techniques</td>
<td>Knowledge of injury pathologies</td>
</tr>
<tr>
<td>Protective equipment</td>
<td>Injury record keeping</td>
</tr>
<tr>
<td>Splinting and bracing techniques</td>
<td>HOPS / SOAP</td>
</tr>
<tr>
<td>Practice / game prep</td>
<td>Injury evaluation skills</td>
</tr>
<tr>
<td>Adheres to Universal Precautions</td>
<td>Knowledge of anatomy</td>
</tr>
<tr>
<td>Wound care</td>
<td>Use of ambulatory aids</td>
</tr>
<tr>
<td>Environmental precautions</td>
<td>Provide proper emergency care</td>
</tr>
<tr>
<td>Emergency Action Plans</td>
<td>Documentation skills</td>
</tr>
<tr>
<td>First aid procedures</td>
<td>Facilitate patient referrals</td>
</tr>
</tbody>
</table>

Average Score for above clinical proficiencies. 1 2 3

Athletic Training Student’s strengths according to their level.

Suggestions for improvement.

---

Athletic Training Student Signature / Print Last Name  
Preceptor Signature / Print Last Name  
UNM-ATEP Faculty Signature / Print Last Name  

Date  
Date  
Date
University of New Mexico  
Athletic Training Education Program  

Level IV Athletic Training Student Evaluation by Preceptor

Athletic Training Student’s Name: ___________________________ Date: ________________

Preceptor’s Name: ___________________________ Clinical Assignment: ___________

Course #: __________ Fall _____ Mid/End of semester Spring _____ Mid/End of semester
(Year) (Year)

This rating should be made with care and fairness in the interest of the Athletic Training Student. Reflect carefully upon the Athletic Training Student’s work and make an honest judgment of the qualities of the Athletic Training Student. Base your judgment on the entire period covered and not upon isolated incidents. This evaluation should and will be shared with the Athletic Training Student.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>1 = unsatisfactory</th>
<th>2 = satisfactory</th>
<th>3 = exceptional</th>
<th>SCORE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reliability</td>
<td>Not reliable, often incompletes tasks</td>
<td>Can be relied on to complete tasks as assigned</td>
<td>Able to complete challenging tasks, Very dependable and trustworthy</td>
<td></td>
</tr>
<tr>
<td>Initiative</td>
<td>Shows little initiative</td>
<td>Attempts to solve non-routine problems; initiates patient healthcare</td>
<td>Above average; self starter; places highest priority to getting things done; accepts any and all tasks</td>
<td></td>
</tr>
<tr>
<td>Appearance, Habits and Attitude</td>
<td>Occasionally: sloppy appearance; Usage of offensive language; Poor attitude</td>
<td>Usually: properly dressed &amp; groomed; few poor personal habits; good attitude</td>
<td>Always: properly dressed; great personal habits; positive attitude</td>
<td></td>
</tr>
<tr>
<td>Organization</td>
<td>Usually disorderly and chaotic</td>
<td>Sufficient organization to perform job</td>
<td>Highly organized and efficient</td>
<td></td>
</tr>
<tr>
<td>Communication (with co-workers, athletes, coaches, etc)</td>
<td>Does not keep others informed</td>
<td>Attempts to keep others informed</td>
<td>Always keeps others informed</td>
<td></td>
</tr>
<tr>
<td>Innovation and Creativity</td>
<td>Rarely suggests new ideas or opinions</td>
<td>Occasionally offers new ideas or opinions</td>
<td>Often suggests new ideas and opinions</td>
<td></td>
</tr>
</tbody>
</table>
Please rank the Athletic Training Student on the following educational competencies and clinical proficiencies according to their progression within the University of New Mexico Athletic Training Education Program utilizing the following key.

**Key:**
1. Unsatisfactory
2. Satisfactory
3. Exceptional

<table>
<thead>
<tr>
<th>Educational Competencies</th>
<th>Clinical Proficiencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manual muscle testing</td>
<td>Athletic training administration</td>
</tr>
<tr>
<td>Use of rehabilitation equipment</td>
<td>Peer mentoring</td>
</tr>
<tr>
<td>Appropriate return to play</td>
<td>Knowledge of rehabilitation theories</td>
</tr>
</tbody>
</table>

| Manual muscle testing    | Athletic training administration |
| Use of rehabilitation equipment | Peer mentoring |
| Appropriate return to play | Knowledge of rehabilitation theories |
| Understanding of psychosocial techniques |

<table>
<thead>
<tr>
<th>Clinical Proficiencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application of heat modalities</td>
</tr>
<tr>
<td>Application of cold modalities</td>
</tr>
<tr>
<td>Application of electrical modalities</td>
</tr>
<tr>
<td>Application of massage</td>
</tr>
<tr>
<td>Edema management</td>
</tr>
<tr>
<td>Stretching and PNF techniques</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Clinical Proficiencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Taping techniques</td>
</tr>
<tr>
<td>Protective equipment</td>
</tr>
<tr>
<td>Splinting and bracing techniques</td>
</tr>
<tr>
<td>Practice / game prep</td>
</tr>
<tr>
<td>Adheres to Universal Precautions</td>
</tr>
<tr>
<td>Wound care</td>
</tr>
<tr>
<td>Environmental precautions</td>
</tr>
<tr>
<td>Emergency Action Plans</td>
</tr>
<tr>
<td>First aid procedures</td>
</tr>
</tbody>
</table>

Average Score for above clinical proficiencies.  

| 1 | 2 | 3 |

Athletic Training Student’s strengths according to their level.

Suggestions for improvement.

---

Athletic Training Student Signature / Print Last Name

Preceptor Signature / Print Last Name

UNM-ATEP Faculty Signature / Print Last Name

---

Athletic Training Student Evaluation of Preceptor

Athletic Training Student’s Name: ___________________________ Date: _______________

Clinical Assignment: _____________ Clinical Assignment Dates: _______________

Preceptor’s Name: ___________________________

This evaluation will be utilized to enhance the clinical education of Athletic Training Students. Your response will remain confidential. Please be honest and fair.

**Instructions:** Rate your Preceptor in the following areas by circling the appropriate number which best represents the statement. Please provide comments and examples in the space provided at the end of each section.

**Key:** 1. Unsatisfactory 2. Satisfactory 3. Exceptional

### Providing Information and Technical Support

<table>
<thead>
<tr>
<th>Statement</th>
<th>1</th>
<th>2</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conveys clinical requirements to the student</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Communicates knowledge effectively</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Provides for formal clinical educational opportunities</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Demonstrates sufficient athletic training expertise</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Provides direct suggestions for evaluation and/or treatment when needed/requested</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Demonstrates athletic training skills, techniques, and procedures when needed</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Provides guidance in evaluation and assessment procedures</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Comments:**

### Fulfilling Supervisory Responsibilities

<table>
<thead>
<tr>
<th>Statement</th>
<th>1</th>
<th>2</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisor is on-site and available for feedback during the clinical experience</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Provides an orientation that includes expectations of the student</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>When expectations are NOT met, clinical instructor gives appropriate correction</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Provides balance of praise and criticism</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Suggests and assists students in ways to improve areas of weakness</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Evaluates students performance fairly</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Comments:**
# Facilitating Interpersonal Communication

<table>
<thead>
<tr>
<th></th>
<th>1</th>
<th>2</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Listens attentively to students</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Demonstrates respect towards students</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Demonstrates understanding of ATS academic, family, and employment demands</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maintains emotional stability during supervisory encounters</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exhibits an appropriate sense of humor</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exhibits appropriate use of language and professional behavior with patients/ATS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Willing to meet and discuss student’s concerns</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Comments:**

---

# Fostering Student Autonomy

<table>
<thead>
<tr>
<th></th>
<th>1</th>
<th>2</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Demonstrate flexibility &amp; allows students to explore a variety of treatment protocols</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Receptive to student ideas on assessment &amp; treatment strategies</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Encourage students to assess, treat, and rehab patients based on ATS ability</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Encourages students to become increasingly independent &amp; autonomous</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Comments:**

---

# Professional Role Model

<table>
<thead>
<tr>
<th></th>
<th>1</th>
<th>2</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintains appropriate ethical behavior with athletes &amp; athletic training students</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supportive of UNM Athletic Training Education Program</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Demonstrates interest and enthusiasm regarding the profession</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Provides an appropriate model of speech and language</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maintains an appropriate professional appearance</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Provides the ATS with an appropriate professional role model</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Comments:**

---

# OVERALL RATING OF PRECEPTOR EFFECTIVENESS

<table>
<thead>
<tr>
<th></th>
<th>1</th>
<th>2</th>
<th>3</th>
</tr>
</thead>
</table>

Identify ways the Preceptor provided a quality learning experience.

Identify ways the Preceptor can be more helpful in providing a quality learning experience.

---

### Athletic Training Student Signature / Print Last Name

Date

### UNM-A r TEP Faculty Signature / Print Last Name

Date

---

UNM-A TEP: ATS Handbook 2017-2018

Revised 8/2017

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University of New Mexico
Athletic Training Education Program

Clinical Site Evaluation

Evaluator’s Name: _______________________________ Date: ____________
Clinical Site Name: ______________________________
Preceptor at Clinical Site: _________________________

This evaluation will be utilized to enhance the clinical education of athletic training students.

**Instructions:** Rate the clinical site in the following areas by circling the appropriate number which best represents the statement. Please provide comments and/or examples in the space provided at the end of each section.

**Key:** 1. Unsatisfactory 2. Satisfactory 3. Exceptional

<table>
<thead>
<tr>
<th><strong>Affiliate Site Facility</strong></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Facility is of adequate size consistent with similar academic programs at UNM</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Facility is of adequate quality consistent with similar academic programs at UNM</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td><strong>Comments:</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Modalities</strong></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Therapeutic modalities are appropriate for the site</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Therapeutic modalities are available for clinical use</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Therapeutic modalities are available for clinical practice</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Electrical modalities have been calibrated by a qualified technician</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Electrical safeguards (e.g. GFI’s) have passed safety inspection by a qualified technician</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Athletic Training Students have access to therapeutic modalities</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td><strong>Comments:</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Rehabilitation Equipment</strong></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Rehabilitation equipment is appropriate for the site</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Rehabilitation equipment is available for clinical use</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Rehabilitation equipment is available for clinical practice</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Rehabilitation equipment has been calibrated and / or checked by a qualified individual</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>If applicable, electrical safeguards (e.g. GFI’s) have been checked by a qualified individual</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Athletic Training Students have access to rehabilitation equipment</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td><strong>Comments:</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Emergency Plans, Supplies, and Equipment

<table>
<thead>
<tr>
<th>Description</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Action Plans are written and posted for easy accessibility</td>
<td>1 2 3</td>
</tr>
<tr>
<td>Athletic Training Students have access to the EAP(s)</td>
<td>1 2 3</td>
</tr>
<tr>
<td>First Aid Equipment and Supplies are appropriate for the site and the established EAP(s)</td>
<td>1 2 3</td>
</tr>
<tr>
<td>First Aid Equipment and Supplies are available for clinical education purposes</td>
<td>1 2 3</td>
</tr>
<tr>
<td>Emergency Care Equipment and Supplies are appropriate for the site and the established EAP(s)</td>
<td>1 2 3</td>
</tr>
<tr>
<td>Emergency Care Equipment and Supplies are available for clinical education purposes</td>
<td>1 2 3</td>
</tr>
</tbody>
</table>

**Comments:**

### Blood-borne Pathogens and Sanitary Precautions

<table>
<thead>
<tr>
<th>Description</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Athletic Training Students have access to blood-borne pathogen exposure plan</td>
<td>1 2 3</td>
</tr>
<tr>
<td>Athletic Training Students have access to appropriate blood-borne pathogen barriers</td>
<td>1 2 3</td>
</tr>
<tr>
<td>Athletic Training Students have access to appropriate Universal precautions</td>
<td>1 2 3</td>
</tr>
<tr>
<td>Athletic Training Students have access to appropriate biohazard disposal procedures and equipment</td>
<td>1 2 3</td>
</tr>
</tbody>
</table>

**Comments:**

### OVERALL RATING OF CLINICAL SITE

<table>
<thead>
<tr>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 2 3</td>
</tr>
</tbody>
</table>

Identify ways the clinical site provides a quality learning experience.

Identify ways the clinical site could be improved to provide a quality learning experience.

---

Evaluator’s Signature / Print Last Name ____________________________ Date ____________

UNM-ATEP Faculty Signature / Print Last Name ____________________________ Date ____________
Introduction
The BOC Standards of Professional Practice is reviewed by the Board of Certification, Inc. (BOC) Standards Committee and recommendations are provided to the BOC Board of Directors. The BOC Standards Committee is comprised of five Athletic Trainer members and one Public member. The BOC Board of Directors approves the final document.

The BOC Board of Directors includes six Athletic Trainer Directors, one Physician Director, one Public Director and one Corporate/Educational Director. The BOC certifies Athletic Trainers (ATs) and provides exceptional credentialing programs that support the protection of the public. An AT is a healthcare professional who renders service or treatment, under the direction of or in collaboration with a physician, in accordance with their education and training and the states’ statutes, rules and regulations. As a part of the healthcare team, services provided by ATs comprise, but are not limited to, prevention and education, emergent care, clinical diagnosis, therapeutic intervention and rehabilitation of injuries and medical conditions.

The BOC is the only accredited certification program for ATs in the United States. Every five years, the BOC must undergo review and re-accreditation by the National Commission for Certifying Agencies (NCCA). The NCCA is the accreditation body of the Institute of Credentialing Excellence.

The BOC Standards of Professional Practice consists of two sections:
I. Practice Standards
II. Code of Professional Responsibility

I. Practice Standards

Preamble
The primary purpose of the Practice Standards is to establish essential duties and obligations imposed by virtue of holding the ATC® credential. Compliance with the Practice Standards is 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 outcomes assessments are utilized to document efficacy of interventions.

Standard 6: Program Discontinuation
The Athletic Trainer may recommend discontinuation of the intervention program at such time the patient has received optimal benefit of the program. A final assessment of the patients’ status is included in the discharge note.

**Standard 7: Organization and Administration**
The Athletic Trainer documents all procedures and services in accordance with local, state and federal laws, rules and guidelines.

**II. Code of Professional Responsibility**

**Preamble**
The Code of Professional Responsibility (Code) mandates that BOC credential holders and applicants act in a professionally responsible manner in all athletic training services and activities. The BOC requires all Athletic Trainers 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 or applicant:

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

1.2 Protects the patient from undue harm and acts always in the patient’s best interests and is an advocate for the patient’s welfare, including taking appropriate action to protect patients from healthcare 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
**Code 2: Competency**
The Athletic Trainer 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 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
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 and ensures that any information provided to the BOC in connection with any certification application is accurate and truthful
3.8 Does not possess, use, copy, access, distribute or discuss certification exams, score reports, answer sheets, certificates, certificant or applicant files, documents or other materials without proper authorization
3.9 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
3.10 Reports any suspected or known violation of applicable local, state and/or federal rules, requirements, regulations and/or laws by him/herself and/or by another Athletic Trainer that is related to the practice of athletic training
3.11 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 him/herself or by another Athletic Trainer that is related to athletic training
3.12 Cooperates with BOC investigations into alleged illegal or unethical activities. Cooperation includes, but is not limited to, providing candid, honest, and timely responses to requests for information
3.13 Complies with all confidentiality and disclosure requirements of the BOC and existing law
3.14 Does not endorse or advertise products or services with the use of, or by reference to, the BOC name without proper authorization
Code 4: Research
The Athletic Trainer 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 healthcare delivery

Code 5: Social Responsibility
The Athletic Trainer 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 or applicant:
6.1 Does not participate in deceptive or fraudulent business practices
6.2 Maintains adequate and customary professional liability insurance
6.3 Acknowledges and mitigates conflicts of interest

January 2006, Revised September 2016 (Retrieved from bocatc.org)
Preamble

The National Athletic Trainers’ Association Code of Ethics states the principles of ethical behavior that should be followed in the practice of athletic training. It is intended to establish and maintain high standards and professionalism for the athletic training profession. The principles do not cover every situation encountered by the practicing athletic trainer, but are representative of the spirit with which athletic trainers should make decisions. The principles are written generally; the circumstances of a situation will determine the interpretation and application of a given principle and of the Code as a whole. When a conflict exists between the Code and the law, the law prevails.

1. MEMBERS SHALL PRACTICE WITH COMPASSION, RESPECTING THE RIGHTS, WELFARE, AND DIGNITY OF OTHERS

1.1 Members shall render quality patient care regardless of the patient’s race, religion, age, sex, ethnic or national origin, disability, health status, socioeconomic status, sexual orientation, or gender identity.

1.2 Member’s duty to the patient is the first concern, and therefore members are obligated to place the welfare and long-term well-being of their patient above other groups and their own self-interest, to provide competent care in all decisions, and advocate for the best medical interest and safety of their patient at all times as delineated by professional statements and best practices.

1.3 Members shall preserve the confidentiality of privileged information and shall not release or otherwise publish in any form, including social media, such information to a third party not involved in the patient’s care without a release unless required by law.

2. MEMBERS SHALL COMPLY WITH THE LAWS AND REGULATIONS GOVERNING THE PRACTICE OF ATHLETIC TRAINING, NATIONAL ATHLETIC TRAINERS’ ASSOCIATION (NATA) MEMBERSHIP STANDARDS, AND THE NATA CODE OF ETHICS

2.1. Members shall comply with applicable local, state, federal laws, and any state athletic training practice acts.

2.2. Members shall understand and uphold all NATA Standards and the Code of Ethics.

2.3. Members shall refrain from, and report illegal or unethical practices related to athletic training.

2.4. Members shall cooperate in ethics investigations by the NATA, state professional licensing/regulatory boards, or other professional agencies governing the athletic training profession. Failure to fully cooperate in an ethics investigation is an ethical violation.

2.5. Members must not file, or encourage others to file, a frivolous ethics complaint with any organization or entity governing the athletic training profession such that the complaint is unfounded or willfully ignore facts that would disprove the allegation(s) in the complaint.

2.6. Members shall refrain from substance and alcohol abuse. For any member involved in an ethics proceeding with NATA and who, as part of that proceeding is seeking rehabilitation for substance or alcohol dependency, documentation of the completion of rehabilitation must be provided to the NATA Committee on Professional Ethics as a requisite to complete a NATA membership reinstatement or suspension process.
3. MEMBERS SHALL MAINTAIN AND PROMOTE HIGH STANDARDS IN THEIR PROVISION OF SERVICES

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

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

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

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

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

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

4. MEMBERS SHALL NOT ENGAGE IN CONDUCT THAT COULD BE CONSTRUED AS A CONFLICT OF INTEREST, REFLECTS NEGATIVELY ON THE ATHLETIC TRAINING PROFESSION, OR JEOPARDIZES A PATIENT’S HEALTH AND WELL-BEING.

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

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

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

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

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

“The Athletic Trainers Practice Board licenses athletic trainers and ensures protection of the public from unprofessional, improper, incompetent and unlawful practice of athletic training.”
(http://www.rld.state.nm.us/boards/Athletic_Trainers.aspx)

The following are excerpts from the New Mexico Athletic Trainer Practice Act. For additional information, refer to the website cited above.

Title 16, Chapter 3, Part 2

16.3.2.1 ISSUING AGENCY: Regulation and Licensing Department New Mexico Athletic Trainers Practice Board Post Office Box 25101, Santa Fe, New Mexico 87504

16.3.2.2 SCOPE: All individuals who wish to practice the profession of athletic training in the State of New Mexico.

16.3.2.8 SCOPE OF PRACTICE: In the absence of specific direction in the act or these regulations as to standards of practice, the standards of practice established by the National Athletic Trainers Association and the New Mexico Athletic Trainers Association shall serve as guidelines.

A. The current Competencies in Athletic Training issued by the NATA or its successor organization are adopted as establishing the standard of practice and the authorized use of exercise and physical modalities by persons licensed under these regulations. Information for obtaining a copy of the Competencies in Athletic Training may be obtained by calling or writing the Board office.

B. The athletic trainer shall maintain the name and address of the licensed physician and standing orders or protocols which are currently established for the trainer's practice. These records must be provided upon the request of the board or their designee.

C. The athletic trainer shall maintain records which shall include:
   (1) documentation in accordance with Section Subsection B or 16.3.2.8 NMAC;
   (2) prescription for treatment of post surgical conditions from the athlete's surgeon; and
   (3) consent for athlete's participation and for services in the event of illness or injury.
   (4) Athlete's case records which shall be confidential and consistant with the NATA’s or its successor organization’s current code of ethics.

Title 16, Chapter 3, Part 4

16.3.4.8 APPLICANTS FOR LICENSURE: As an athletic trainer must possess the following qualifications and provide the required documentation with the application.

A. Application for licensure shall be made on forms prescribed by the board.
   (1) Completed application signed, dated and notarized.
   (2) Applications must be accompanied by the required fee, which shall be non-refundable.
   (3) Education requirements: holds a baccalaureate degree.
   (4) Current NATA-BOC or show proof of three part exam registration through NATA-BOC.
   (5) Current competence in cardiopulmonary resuscitation (CPR) and; use of automated electrical defibrillator units (AED).
B. Documentation required for licensure:
   (1) completed application;
   (2) one hundred twenty five ($125.00) application fee (non-refundable);
   (4) proof of current NATA-BOC certification;
   (5) proof of current competence in CPR and use of AED;
   (6) demonstrates professional competence by satisfactorily passing the New Mexico jurisprudence examination; and
   (7) demonstrates professional competency by satisfactorily passing the NATA examination.

C. Applicants who are not NATA certified shall apply to take the NATABOC or its successor organization’s exam or other exams offered by the board as demonstration of professional competence. Successful completion of either exam is a requirement for licensure.

D. Each applicant must, in addition to the other requirements, pass an examination on the New Mexico laws and regulations pertaining to the practice of athletic training before an initial license may be issued (jurisprudence examination).

(Retrieved from http://164.64.110.239/nmac/parts/title16/16.003.0002.htm)
The sports medicine department adheres to the practice of “Universal Precautions” as outlined by O.S.H.A (Occupational Safety and Health Administration). This is necessary to ensure that all necessary procedures are taken to minimize health risks to patients, staff, and visitors. This standard applies to all athletic department members (facility personnel, coaches, managers, strength and conditioning staff, and the athletic training staff) who, under normal daily tasks, may anticipate contact with blood and other potentially infectious material containing organisms such as HIV, HBV, and HBC. Athletic training staff members include the head athletic trainer, assistant athletic trainers, graduate assistant athletic trainers and athletic trainer students participating in the pre-clinical and clinical components of the athletic training education program.

**IDENTIFICATION OF RISK TASKS**

A. Injury/Illness Management
   1. Management of open wounds
   2. Management of open fractures and dislocations
   3. Blister Care
   4. CPR
   5. Rescue Breathing

B. Environmental Management
   1. Soiled laundry and linens
   2. Cleaning surfaces in work areas
   3. Disposal of all Bio-hazardous waste

**Universal Precautions** require all staff members working in the athletic training facility to treat all patients’ blood and other potentially infectious material (OPIM) as though it is infected with HIV, HBV, HBC or other blood borne pathogens. Universal precautions and infection control must be practiced at all times to minimize the chance of exposure to HIV, HBV, and HBC.

HIV, HBV, HBC and other blood borne pathogens can be present in the following:
1. Body fluids, which include saliva, vaginal secretions, cerebral spinal fluid, synovial, pleural, peritoneal, pericardial, and amniotic fluids, and any other body fluid containing visible blood.

*Revised August 2015*
2. Unfixed tissues and/or organs, other than skin
3. Blood, which is the primary concern with exposure and transmission of HIV, HBV, and HBC in the occupational setting.

**UNIVERSAL PRECAUTION PROCEDURES:**
1. Gloves represent the most common form of a protective barrier against contamination.
   a. Gloves should be worn whenever the possibility of exposure to blood or other fluids exists.
   b. Gloves must be used when touching blood, body fluids, mucous membranes, or non-contact skin of all patients. This also includes handling items or surfaces soiled with blood or other body fluids.
   c. Gloves MUST be changed after contact with each procedure and disposed of in the appropriate Biohazard container. This also applies in the event of a defective, ripped or torn glove.
   d. Any cut, laceration, abrasion, or cracked/damaged skin on the athletic trainer should be covered with the appropriate bandage prior to treating patients.
   e. GLOVES ARE NOT A SUBSTITUTE FOR HAND WASHING.

Hands and other skin surfaces should be washed and decontaminated immediately after contact with each patient. Hands should be washed in soap and warm water for a period of 30 seconds. Disposable towelettes or instant hand sanitizing lotions should be used if access to soap and water is not immediately available (example: while on the athletic fields). Hands should be washed as soon as access to soap and water is possible.

3. Mucous areas (mouth, nose, etc.) should be rinsed for the decontamination immediately after exposure occurs. The incident should be reported following the proper procedures outlined later.

4. Mouth pipetting or suctioning of blood or other potentially infectious material is forbidden

5. Personal Protective Equipment is appropriate in the anticipation of splattering or splashing of blood. Although this is not a common occurrence, these items are located in the UNMH clinic within the Tew Diehm Athletic Training facility

6. Each athletic training kit shall have a CPR mask with one-way valve, gloves, disposable towelettes or instant hand sanitizing lotions for decontamination, and a red bio-hazard waste bag. These items should be inspected prior to practices or athletic events and replaced if necessary. Broken/damaged equipment should be reported to the appropriate supervisor.

7. Sharp items (scalpels, needles, etc.) must be handled with extreme caution to prevent accidental injury or exposure. After use, these items should be placed in puncture resistant containers for proper disposal. Sharps containers are located in each athletic training room.
University of New Mexico Sports Medicine Blood Borne Pathogens policy

8. Broken glass contaminated with blood or other potentially infectious material should be swept up with a dust pan and broom. Gloves must be worn to minimize accidental injury; NO ATTEMPT should be made to pick up pieces with hands for disposal. Broken glass contaminated with blood should be deposited into the sharps container.

9. All procedures involving blood or other potentially infectious material must be performed in such a manner to minimize splashing, spraying, splattering or generation of droplets.

10. Application of lip balm, cosmetics, and contact lenses is prohibited in the athletic training facility to prevent/minimize potential risk.

11. Food or beverage consumption is prohibited in all areas of the athletic training facility. Storage of food is not allowed in the ice machines, shelves, cabinets, or counter tops where other potentially infectious materials are present.

12. Accidental injuries or exposure to blood or other potentially infectious materials should be reported to the supervising athletic trainer immediately. All accidents will be reviewed by the infection control committee and are confidential.

**BIO-HAZARDOUS WASTE AND ENVIRONMENTAL CONTROL:**

1. Bio-hazardous waste bags and containers that are damaged or full should be removed from the athletic training facility. All full waste containers are picked up bi-weekly.

   **NOTE:** All bio-hazardous waste & sharps containers are marked with the universal BIOHAZARD symbol for proper identification. These containers should be evaluated on a monthly basis for cracks, leaks, or defects.

2. All work surfaces must be cleaned immediately after treatment is provided to the patient; this also includes blood spills. An approved biohazard product such as Clorox Anywhere, bleach and water solution at a 1:10 ratio or isopropyl alcohol must be used.

3. Disposable materials contaminated with blood or other body fluids should be handled with gloves and placed in the appropriate container marked BIO-HAZARD. Waste containers and bags must be present at all practices or events.

4. Linens and towels with potentially infected materials must be separated from regular laundry. These items should be placed in a red plastic bag and marked BIO-HAZARD. This bag is then sealed and taken to the equipment room for appropriate sanitization.

5. Whirlpools, if exposed to blood or other potentially infectious materials, must be drained and cleaned immediately after use. The interior surface should be sterilized with the appropriate decontaminate solution and rinsed. Regular cleaning procedure is followed. **GLOVES MUST BE WORN.**

Revised August 2015
6. Floor spills should be covered with absorbent materials; using gloves, the appropriate disinfectant is applied. Manufacturer’s directions should be followed for proper use. The area should be mopped to remove disinfectant; rinse the mop with clean water and wash area as necessary.

7. Modality equipment should be cleaned and sterilized if contact with blood or other potentially infectious material is suspected. Electrode pads, sound heads, wiring, etc. should be cleaned following manufacturer’s instructions to prevent further exposure. Athletic training facility policy requires the use of an anti-bacterial gauze pads as a protective barrier for all electrodes.

8. Non-disposable sharps, tweezers, etc. should be cleaned and scrubbed with warm water and soap, dried, and re-packed in the sterilization pack after contamination with blood or other potentially infectious materials. These items will be sent to UNMH for sterilization.

**ACCIDENTAL EXPOSURE:**

1. Accidental exposure to blood or other potentially infectious materials should be reported to the supervising athletic trainer immediately. Information regarding the individual and nature of the incident is strictly confidential. This will be kept in a locked file for a thirty-year period.

2. Arrangements will be made for appropriate testing and treatment through the Head Athletic Trainer.
UNIVERSITY OF NEW MEXICO
EQUAL EDUCATION OPPORTUNITY STATEMENT

The University of New Mexico is committed to providing equal educational opportunity and forbids unlawful discrimination and/or harassment on the basis of without regard to race, color, religion, national origin, ancestry, physical or mental disability, pregnancy, age, sex, sexual preference, gender identity, spousal affiliation, veteran status, genetic information, or other characteristics protected by applicable law. Equal educational opportunity includes: admission, recruitment, academic endeavors, extra-curricular programs and activities, housing, health and insurance services, and athletics. In keeping with this policy of equal educational opportunity, the University is committed to creating and maintaining an atmosphere free from all forms of harassment. (University of New Mexico (UNM) Catalog 2017-2018 (catalog.unm.edu/catalogs/2017-2018/policies.html)).

UNIVERSITY OF NEW MEXICO ACCOMODATION STATEMENT

Accessibility Services (Mesa Vista Hall 2021, 277-3506) provides academic support to students who have disabilities. If you think you need alternative accessible formats for undertaking and completing coursework, you should contact this service right away to assure your needs are met in a timely manner. If you need local assistance in contacting Accessibility Services, see the Bachelor and Graduate Programs office.
CLINICAL EXPERIENCE HOUR SHEET

Name: _______________________________        Month / Year: ___________

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Total Hrs: ________________________________

ATS Signature / Print Last Name
Date

Preceptor Signature / Print Last Name
Date

UNM-ATEP Faculty Signature
Date

General Medical Report Form

Athletic Training Student’s Name: __________________________  Level: _____

Clinical Site Name: ______________________________________  Date: ____________

Attending Clinician’s Name & Credentials: ______________________________

General Medical Condition(s): ______________________________________

History:

____________________________________________________________________

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Observation:

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Palpation:

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Special Tests:

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Assessment:

____________________________________________________________________

Initial Treatment / Long Term Plan:

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

Athletic Training Student Signature / Print Last Name  Date

Attending Clinician Signature / Print Last Name  Date
ATEP PROGRAM POLICIES ANNUAL AGREEMENT

By signing below, I, _____________________________ indicate that I have read, understand, and agree to abide by all of the policies and requirements of the University of New Mexico Athletic Training Education Program outlined in the UNM-ATEP: Athletic Training Student Handbook. The UNM-ATEP Program Policies Annual Agreement must be renewed each year.

Initial each line indicating that you have read, understand, and agree to abide by each policy and requirement.

I am aware of the program’s requirements for admittance, retention, progression, and graduation.

I am aware of the program’s didactic and clinical education requirements including, but not limited to:

- Passed & Current Background Check (APS)
- Professional Conduct Policy
- Technical Standards for Program Admission and Retention
- Communicable Disease Policy
- University of New Mexico Sports Medicine Blood Borne Pathogens Policy
- Immunization Records Review / Requirements
- Professional and Academic Requirements
- Clinical Education Requirements / Policies
- Monetary Remuneration Policy
- Therapeutic Equipment Safety Policy
- Direct Supervision Policy

I am specifically aware of the program’s professionalism requirements including, but not limited to:

- Board of Certification Standards of Professional Practice
- National Athletic Trainers’ Association Code of Ethics
- New Mexico Athletic Trainer Practice Act
- Professional Appearance Policy
- Patient and Student Confidentiality
- The Pathfinder-UNM Student Handbook

I understand that violation of the UNM-ATEP policies and / or requirements carries consequences as outlined in the UNM-ATEP: Athletic Training Student Handbook.

I authorize that the UNM-ATEP Faculty can provide my academic information to the Commission on Accreditation of Athletic Training Education and the Board of Certification.

Athletic Training Student Signature / Print Last Name _____________________________

Date _____________________________
Check **only one** of the boxes below and sign where indicated:

- [ ] I certify that I have read and understand the Technical Standards for selection and retention in UNM-ATEP. I believe to the best of my knowledge that I can meet all of these standards without accommodation. I understand, that if I am unable to meet these standards, I cannot be admitted into the program.

- [ ] I certify that I have read and understand the Technical Standards for selection into the UNM-ATEP. I believe to the best of my knowledge that I can meet all of these standards with certain accommodations. I will contact the UNM Accessibility Resource Center to determine what accommodations may be available to me. I understand that if I am unable to meet these standards with or without accommodation, I will not be admitted into the program.

_____________________________________________
Student Signature / Print Last Name

____________
Date
COMMUNICABLE DISEASE AND IMMUNIZATION SIGNATURE PAGE

Your signature below indicates that you have read, understand, and will adhere to the:
  – University of New Mexico Athletic Training Education Program (UNM-ATEP) Communicable Disease Policy
  – University of New Mexico Athletic Training Education Program (UNM-ATEP) Immunization Requirements

_________________________________________________________________________________________  
Student Signature / Print Last Name                                      Date