



UNIVERSITY OF CENTRAL FLORIDA

Master of Athletic Training (MAT) Program Handbook

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INTRODUCTION

Your MAT program Handbook (hereinafter called MAT Handbook) should serve as your main guide throughout your graduate career. The MAT Handbook describes the details about graduate study and requirements in your specific program. You are always welcome to talk with faculty and staff in your program and in the Graduate College.

The central activities and mission of a university rests upon the fundamental assumption that all members of the university community conduct themselves in accordance with a strict adherence to academic and scholarly integrity. As a graduate student and member of the university community, you are expected to display the highest standards of academic and personal integrity.

Here are some resources to help you better understand your responsibilities:

- [Academic Honesty](#)
- [Academic Integrity Training](#) - Open to all graduate students at no cost
- [Plagiarism](#)

It is the responsibility of each student to become familiar with the policies appropriate to the University of Central Florida as a whole.

A comprehensive list of required courses, core courses, electives, prerequisites and any other special course requirements for degree completion are outlined in the Graduate Catalog at <http://catalog.ucf.edu/index.php>.

MISSION, VISION and VALUES

Mission: The MAT program prepares graduates to advance the quality of healthcare provided to physically active people through interdisciplinary patient-centered education. The MAT program is committed to providing students with enriching didactic, clinical and research experiences that foster communication, critical thinking, leadership and collaboration. Graduates of the MAT program will understand the role of the athletic trainer as a member of the healthcare team and will advocate for the advancement of the profession.

Vision: The MAT program aspires to be a nationally recognized leader in athletic training education where diverse students, faculty and preceptors advance healthcare through innovation in education, research and clinical practice.

Values: The MAT program faculty values initiative, integrity, compassion, inclusion, and altruism.

PROGRAM ASSESSMENT

The MAT program faculty evaluates the goals, objectives, and measures annually to help achieve the mission and vision. The prior year's results and new plan are reviewed and approved by the MAT program faculty and the College of Health Professions and Sciences each year as part of UCF's institutional effectiveness process. The current assessment plan and prior year's results can be found on the MAT program website.

DIVERSITY STATEMENT

The MAT program supports the Equal Opportunity and Affirmative Action Programs of the University of Central Florida in both student selection and faculty recruitment. UCF's official policy can be found at <http://www.eeo.ucf.edu/>.

DIRECTORY OF FACULTY & STAFF

Kristen Couper Schellhase, Ed.D., LAT, ATC

Program Director / Associate Lecturer

Room: HPA 2 #121; Office Phone: (407) 823-3463; Kristen.schellhase@ucf.edu

Dr. Schellhase is the program director and the current advisor for the Gamma Iota chapter of the Iota Tau Alpha (ITA) Athletic Training Honor Society. Prior to becoming the program director, she was an associate athletic trainer at UCF working with the softball, and track and field teams since 1999. She has been an instructor with the program since 2000. Dr. Schellhase has a doctorate in curriculum and instruction from UCF, a Master of Education in Athletic Training from the University of Virginia, and an undergraduate degree in Exercise Science/Athletic Training from The Pennsylvania State University.

Before coming to UCF, Dr. Schellhase was the assistant athletic trainer at Coastal Carolina University working with 18 Division 1 sports teams. While there, she became a Certified Strength and Conditioning Specialist (CSCS) certified by the National Strength and Conditioning Association (NSCA), supervised the student athletic trainer internship program, and student athletic trainers' organization.

Dr. Schellhase served as the athletic trainer to the U-21 Women's Basketball National Team, traveling to France and Moscow for the World Championships. In addition, Dr. Schellhase was a 2007 recipient of the NACADA Outstanding New Faculty Advisor Award, the 2005 College and University Athletic Trainer of the Year Award and a 2012 NACADA Outstanding Advising Certificate of Merit Winner - Faculty Academic Advising Category.

Dr. Schellhase stays active as an athletic trainer by volunteering for the US Olympic Medical Volunteer Program, within Orange County high schools, and with the Magical Classic Gymnastics Meet (level 1- elite gymnastics).

Carlos J. Gual, MS, LAT, ATC

Clinical Education Coordinator/ Associate Instructor

Room: HPA 2 # 118; Office Phone: (407) 823-1407; Carlos.Gual@ucf.edu

Carlos J. Gual, an associate instructor, received his bachelor's degree in Athletic Training from the University of Central Florida. He earned his master's degree in Physical Education- Sports Administration from the University of New Mexico. He is currently pursuing a doctorate degree in Higher Education and Policy Studies through the College of Community Innovation and Education at UCF.

Mr. Gual previously worked as an assistant athletic trainer at the University of Maryland where he provided healthcare services to the baseball, men's lacrosse, and men's and women's soccer teams. Mr. Gual served as a graduate assistant athletic trainer for the women's volleyball, swimming and diving teams at the University of New Mexico (UNM) while pursuing his master's

degree. Following graduation, he was hired to be the clinical education coordinator for the MAT program at UNM.

Mr. Gual keeps active as an athletic trainer with X-Med Inc. and Red Bull North America.

Jennifer Plant, EdD, LAT, ATC

Associate Lecturer

Room: HPA 2 #122; Office Phone: (407) 823-5232; Jennifer.plant@ucf.edu

Jennifer Plant, an associate instructor, attended Mississippi State University on a tennis scholarship, where she earned a degree in Biological Sciences. She went on to receive her bachelor's degree in Athletic Training from Barry University and Master of Science in Education and Athletic Training from Old Dominion University. She earned a doctorate in Higher Education Policy Studies through the College of Education at UCF.

Dr. Plant previously worked in the capacity of an industrial athletic trainer, overseeing the medical care of over 1,000 distribution center employees. Prior to that, she served as the clinical education coordinator and instructor with the Athletic Training Program at Charleston Southern University. While at CSU, Dr. Plant also provided athletic training services for the men's basketball team, women's volleyball team, and men's and women's cross country and indoor/outdoor track and field teams and acted as the liaison between the Athletic Department and MAT program. Dr. Plant has also worked in the clinic and high school settings and served as the athletic trainer for the National Junior and National Adult Clay Court Tennis Championships in Fort Lauderdale. Recently, she has provided medical services during the Disney Marathon Weekend, the World Trampoline and Tumbling Championships, the Junior Orange Bowl Tennis Championships, and with the UCFAA Cheer and Dance teams.

In 2013, Dr. Plant won the ATAF College/University Athletic Trainer of the Year. She is a CAATE site visitor and former BOC examiner. Dr. Plant has been a certified athletic trainer for over 20 years, and has held licenses in the states of Florida, Virginia, and South Carolina.

L. Colby Mangum PhD, LAT, ATC

Assistant Professor / AT Research Laboratory Director

Room: HPA II #120

Dr. Mangum, an assistant professor, graduated from The University of North Carolina, Chapel Hill, with her B.A. in Exercise and Sport Science – Athletic Training in 2010. In 2014 she received her Post Professional Athletic Training Master's Degree from the University of Virginia, and in 2018 received her Ph.D. in Sports Medicine from UVA as well.

Dr. Mangum's primary role will be to initiate and coordinate the research efforts of the faculty and students in the MAT program as it transitions to the graduate level. Her research expertise is on lumbopelvic hip complex, low back pain and the connection between core stability and lower extremity function.

Kim MacLennan

Coordinator: Academic Services

Room: HPA II #119; Office Phone: (407) 823-2747; Kim.MacLennan@ucf.edu

Ms. MacLennan has worked at UCF since 2000, and she has been with the UCF Athletic Training Program since 2006. She received her B.S. degree from UCF in 2015.

Ms. MacLennan is often the first point of contact for prospective AT students, and she provides general advising and program information. She coordinates the application/admissions process, gathers data for institutional reporting, and maintains the alumni database. In addition, she maintains affiliation agreements and calibration information for all active clinical education locations, submits the annual reports for BOC provider certification, and submits applications for continuing education events. Ms. MacLennan updates the student, clinical, and alumni handbooks, and helps to proofread student posters and resumes.

MEDICAL DIRECTOR

Dr. Douglas Meuser, MD, the medical director for the MAT program, acts as a resource to the program director, clinical education coordinator and students. Dr. Meuser is board certified in Family Medicine and possesses the American Board of Family Medicine Certificate of Added Qualification- Sports Medicine. He is licensed in the State of Florida (ME 49531). Dr. Meuser is a physician and Assistant Director for Clinical Services at UCF Health Services and serves as primary care team physician for UCF Athletics. He has been the Medical Director for the MAT program since 2004.

ADVISORY BOARD

The MAT program has an advisory board that consists of the medical director, community athletic trainers with a variety of expertise, full-time faculty, and adjunct faculty who serve the MAT program. An updated list of advisory board members can be found on the MAT program website.

ACCREDITATION

The MAT program at the University of Central Florida has secured accreditation through the Commission on Accreditation of Athletic Training Education (CAATE). The accreditation began on April 29, 2002 and is valid through the 2026-2027 academic year. The MAT program received permission from the CAATE to transition to the Master of Athletic Training degree in 2019-2020.

EDUCATIONAL ELIGIBILITY FOR CERTIFICATION & LICENSURE

The MAT program meets the educational eligibility criteria for certification by the Board of Certification (BOC) and the requirement for licensure by the Florida Board of Athletic Training in the state of Florida.

To attain BOC certification, an individual must complete a professional athletic training education program accredited by the Commission on Accreditation of Athletic Training Education (CAATE) and pass the BOC certification exam. A list of accredited programs can be found on the CAATE website (<https://caate.net/>).

To qualify as a candidate for the BOC certification exam, an individual must be confirmed by the recognized program director of the CAATE-accredited athletic training education program.

Licensure is required in most, but not every state. Licensure requirements vary state by state, but BOC certification serves as the foundation for each state where licensure is required. We advise

you to contact the applicable state credentialing authority to familiarize yourself with its specific requirements and determine if our program meets its eligibility criteria.

ETHICS AND PROFESSIONAL PRACTICE EXPECTATIONS

NATA Code of Ethics (Abridged)

1. Members Shall Practice with Compassion, Respecting the Rights, Welfare, and Dignity of Others.
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
3. Members Shall Maintain and Promote High Standards in Their Provision of Services
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.

Students are instructed on and expected to follow the NATA Code of Ethics. The Code of Ethics should guide the students in their actions in the classroom and during their practicum experiences. Students must make the MAT program director aware of any violations of the NATA Code of Ethics by other students, faculty or preceptors. The complete version of the NATA Code of Ethics is accessible through the NATA.org website.

Standards of Professional Practice / Code of Professional Responsibility

Students are instructed on and expected to follow the Standards of Professional Practice and the Code of Professional Responsibility. These behaviors should guide the students in their actions in the classroom, during their practicum experiences, and anytime they are representing the MAT program. Students must make the program director aware of any violations of these behaviors by other students, faculty or preceptors. These foundational behaviors are accessible through BOCATC.org website.

CURRICULUM & TIMELINE FOR COMPLETION

A comprehensive list of prerequisite courses, required courses, program benchmarks, and other special degree completion requirements are outlined in the Graduate Catalog at http://ucf.catalog.acalog.com/preview_program.php?catoid=4&poid=1705. The list of courses required during each semester is provided there as well. Students must enroll in the courses in the prescribed order during the prescribed semester in order to remain in good standing. The MAT program is a face-to-face lock-step, cohort-based, program that requires full-time enrollment for two years (six semesters) in order to remain on-time for completion of the degree.

PROGRESSION AND RETENTION

Academic Advising

Upon enrollment in the MAT program, each student will be assigned a faculty advisor with a primary appointment in the program. This faculty advisor will ensure that the student's plan of study is appropriate. Students are encouraged to meet with the academic advisor at least once during each semester. Students may also seek advisement from the College of Health Professions and Sciences Graduate Affairs Office located in HPA I Room 221 (407-823-4025).

Students are required to discuss and inform their MAT program advisor on matters within and outside of the MAT program requirements. Decisions made regarding outside courses and commitments may result in delayed graduation and inability to sit for the BOC Examination.

Plan of Study

A plan of study must be on file for each student: the plan of study for all 65 credits will be prescribed in advance and will be the same for every student (lock-step, cohort model). The plan of study will be the same sequence as listed in the Graduate Catalog unless a student needs to take a pre-requisite course that was not complete at the time they entered the program. If a student cannot follow the plan of study, they will likely create a delay in graduation as courses are only offered once per year. Students must consult the program director to discuss altering their plan of study.

Examination Requirements

The MAT program requires students to take a comprehensive examination that includes written and practical components. Students must take the exam at the end of the third semester (mid-point of program) and must earn an 80% or better in order to pass. Students will be allowed a total of three (3) attempts. Failure to pass the examination in 3 attempts will result in a review by the Progression and Retention Committee and may result in dismissal from the program. Students may not begin fourth-semester coursework until they have successfully passed the Comprehensive Examination.

In addition to the comprehensive examination, the Practicum I-V courses have practical examinations that students must pass (according to syllabus guidelines) in order to successfully complete the course and advance to the next semester.

Academic Misconduct Policy

The MAT program takes academic misconduct very seriously. Academic misconduct includes, but is not limited to: plagiarism, misuse of sources, and cheating. The UCF Office of Student Conduct website details the rules of conduct at this website (<http://osc.sdes.ucf.edu/process/roc>). All suspected incidents will be referred to the Office of Student Conduct for review. The MAT Program Progression and Retention Committee reserves the right to impose additional sanctions on any student for violations of academic misconduct.

Progression and Retention Committee

The MAT Program Progression and Retention Committee will be comprised of the program director, the clinical education coordinator and all full-time faculty teaching in the MAT program. A meeting of this committee may be convened any time there is evidence that a student may have violated any of the policies outlined in the MAT Handbook, the UCF Golden Rule and/or the policies & procedures outlined in the UCF Graduate Catalog. Committee members will investigate the issue, consult with appropriate parties, allow the student to present information (if appropriate), and come to a decision in a timely manner. Decisions will be reviewed with the involved students and outlined in writing.

Program of Study GPA

The program of study GPA includes all coursework that the student has taken within the MAT program but does not include any pre-requisite courses that were required for admission. The

program of study GPA does not include graduate courses taken by the student that are not a part of the required MAT curriculum (that is called the graduate status GPA).

Appropriate Progress Policy

In order to progress in good standing through the lock-step curriculum of the MAT program, the athletic training student must maintain the following:

1. Appropriate completion of prerequisite courses that were not taken by the time of admission (in cases where students were accepted as restricted the course and timeline is outlined in the plan of study during orientation)
2. Appropriate course completion (in sequence as prescribed in the plan of study) with satisfactory grades/GPA
3. Appropriate demonstration of competency by earning an 80% or higher on the comprehensive examination (end of the third semester)
4. Successful completion of all practicum competencies/proficiencies and a passing score on all benchmark examinations as determined by the Practicum I-V syllabi
5. A 3.0 Program of Study GPA
6. Ability to meet the MAT Program Essential Functions
7. Compliance with all MAT Handbook policies
8. Compliance with all UCF policies & procedures
9. Compliance with all policies, procedures and expectations of the student's assigned clinical site and preceptor
10. Adherence to professional ethics and professional practice expectations
11. A background check free from issues that might preclude a student from being placed at the necessary and appropriate clinical sites and/or from successfully attaining BOC certification and/or state licensure
12. A student conduct record that is free from issues that might be considered as ethics or professionalism concerns
13. Completion of the following items at the time the program offers them:
 - Current American Red Cross Professional Rescuer or American Heart Association Healthcare Provider CPR / AED certification
 - Annual blood borne pathogens training
 - Privacy practices training (e.g. HIPAA)

If a student becomes non-compliant with any of the above at any time while enrolled as an MAT program student, they are required to report their non-compliance to the program director or clinical education coordinator. This includes disclosure of any accusation of illegal activity (e.g. arrested between admission and graduation).

Non-compliance with any portion of the above will result in a convening of the MAT program Progression and Retention Committee and possible probation or dismissal from the program.

Appeal/Grievance Policy and Procedures

The appeal and grievance policies and procedures are clearly outlined in the UCF Golden Rule (www.goldenrule.sdes.ucf.edu).

HEALTH, SAFETY, PRIVACY AND LIABILITY

Health – Essential Functions (formerly the “Technical Standards”)

This document was reviewed and approved by Dr. Douglas Meuser, MAT program Medical Director on 8/12/16 and by Dr. Maria Beckman, UCF Director Equal Opportunity Program on 8/9/16.

The Athletic Training Program at the University of Central Florida is a rigorous and intense program that places specific requirements and demands on students. An objective of this program is to prepare graduates to enter a variety of employment settings and to render care to a wide spectrum of individuals engaged in physical activity. The essential functions set forth by the Athletic Training Program establish the physical, cognitive, and attitudinal abilities considered necessary for an entry level athletic trainer. Further, the essential functions attempt to reflect the necessary skills and abilities needed to meet the expectations of the program’s accrediting agency (Commission on Accreditation of Athletic Training Education, or CAATE) and the Board of Certification (BOC) Practice Analysis.

The following abilities and expectations must be met by all students admitted to and matriculating through the UCF Athletic Training Program:

1. Students must possess the mental capacity (without assistance from an intermediary) to integrate, synthesize, analyze, and problem solve in order to effectively examine and treat patients with injuries and illnesses. Students must be able to perform the above quickly in an emergency situation and in a timely manner otherwise.
2. Students must possess sufficient cognitive, postural and neuromuscular control, sensory function, ambulation, and coordination to perform appropriate patient examinations and interventions using accepted techniques, as well as accurately, safely, and efficiently use equipment and materials for such purposes. Students must be able to perform the above quickly in an emergency situation and in a timely manner otherwise.
3. Students must annually pass examinations by external entities such as CPR for the Professional Rescuer (or similar certification) and OSHA Bloodborne Pathogens Training.
4. Students must possess the ability to communicate (orally and in writing) effectively and sensitively with patients and colleagues, including individuals from different cultural and social backgrounds. This includes, but is not limited to, the ability to establish rapport with patients and communicate/document judgments and treatment information effectively. Students must be able to understand and speak the English language at a level consistent with competent professional practice. Students must be able to perform the above quickly in an emergency situation and in a timely manner otherwise.
5. Students must be able to document appropriate vaccinations applicable to healthcare professionals and maintain appropriate personal hygiene conducive to the classroom and clinical setting.
6. Students must have the capacity to maintain composure, exercise good judgment, and perform within the standard of care for a student of the same educational level during periods of high stress.

Applicants to the Athletic Training Program are required to verify that they understand and can meet the above essential functions that they believe that, with certain accommodations, they could meet these essential functions.

In the event that an athletic training student has a health related or physical condition that occurs after admission, or becomes known after admission, a faculty member, preceptor or the student can request a review of the essential functions.

In the event that a review of the essential functions is requested, the procedures are as follows:

1. The clinical education coordinator and preceptor would make a determination about whether the student is able to meet the essential functions (with or without reasonable accommodations) in the short-term.
 - a. A student who is placing others at risk will be removed from the clinical site and/or MAT program courses (as appropriate) until the essential functions review is complete.
2. The student is responsible to be evaluated by an appropriate healthcare provider.
 - a. Example – A student who is pregnant would require evaluation by an OBGYN.
 - b. Example – A student with a psychosocial concern would require evaluation by a mental health professional (e.g. UCF Counseling Center, psychologist, psychiatrist).
 - c. A student with a general medical concern would require evaluation by a physician (MD, DO).
3. The healthcare provider will be given a copy of the essential functions.
4. The healthcare provider will make a determination of whether the student is capable of meeting the requirements without accommodations, capable of meeting the essential functions with accommodations, or not capable of meeting the essential functions.
5. The student will provide this documentation to the MAT program.
6. The MAT program reserves the right to accept the documentation, or not accept the documentation and request a second review by a different healthcare provider.
7. If the student is deemed capable of meeting the essential functions with accommodation(s), The University of Central Florida's Student Accessibility Services will evaluate the student and confirm that the stated condition qualifies as a disability under applicable laws.
8. A review of the following will occur: whether the accommodation(s) requested is reasonable, whether the accommodation would jeopardize clinician-patient safety, and whether the accommodation will jeopardize the educational process of the student (including all coursework, clinical experiences, and internships deemed essential to graduation).

Health – Health Insurance

Students are strongly recommended to have health insurance that covers them for injuries or illnesses that occur when they are a student. The Student Health Center is accessible to students, and general (primary care) appointments are at no cost (due to the Health Fee assessed with tuition). Diagnostic tests and specialty services are not free.

Students must understand that there is no health insurance policy that will pay for injury or illness that may occur as a part of the program. Students participate in class activities that are physical in nature (e.g. performing tasks to learn exercise physiology concepts, performing athletic motions). In addition, practicum course requirements can be physically taxing and often occur in dynamic and unstable situations (e.g. inclement weather, rapidly moving objects/people). Students are allowed to decline to participate in these physically demanding

tasks but are still responsible to learn the material for the lesson and complete the assignments. UCF is not financially responsible for injuries and illnesses that occur to students as a part of their participation in the MAT program.

Health - Admissions Health Standards and Policy

MAT program students are required to complete a physical examination in light of the essential functions and including an immunization review by a physician. A MD, DO, RNP, or PA-C may perform this physical examination. Physical examinations are available at no cost to the students at the UCF Student Health Services (provided there are no diagnostic tests needed). Students are required to submit a physical examination during the application process.

Athletic training students are encouraged to obtain a Hepatitis B vaccine due to the inherent risk of exposure to blood and other bodily fluids. This series of 3 doses is available through the Student Health Center. Athletic training students are required to sign a vaccination declaration form (see Appendix B).

Students are also encouraged to obtain the meningococcal vaccination and a booster dose of meningococcal vaccine for students who received their primary dose before the age of 16 years. Athletic training students are required to sign a vaccination declaration form (see Appendix B).

All athletic training students are trained annually in proper procedures for Bloodborne pathogens and must understand and sign the Communicable Disease and Bloodborne Pathogens Policy & Procedures (see Appendix C).

Health - Alcohol and Non-Therapeutic Drug Policies

UCF's Student Handbook (The Golden Rule) provides clear rules regarding the use of alcohol and illegal substances. The University of Central Florida will impose sanctions upon a student for conduct that violates the student Rules of Conduct. In addition, any athletic training student found to be under the influence of drugs and/or alcohol while working in any athletic training capacity will be immediately removed from the clinical rotation while the issue is evaluated by the MAT Program Progression and Retention Committee. Violation of this policy may result in dismissal from the MAT program.

If a violation of the Rules of Conduct is confirmed, appropriate discipline may also be imposed at the discretion of the University. The UCF Student Handbook (The Golden Rule) should be consulted for a complete list and explanation of University policy. The Student Handbook is available at www.goldenrule.sdes.ucf.edu. The MAT program is not obligated to retain any student who has been placed on probation, suspended, or dismissed by the university.

Students, who are participating in a practicum rotation, are required to abide by the policies of that location. Therefore, in some cases, an athletic training student can be tested by the clinical site for illegal substances in the same manner as the staff or student-athletes. Students found in violation may be subject to sanctions including possible dismissal from the MAT program.

Safety - Safety and Security

The University Police can be reached by dialing 911 in an emergency and ext. 3-5555 for business reasons. Students should always be concerned for their personal safety and security. Never study or sit alone in an unsecured area. The student should keep personal effects with

him/her at all times. If the student sees unfamiliar or suspicious persons, the student should not confront them personally, but should contact faculty or the University Police immediately.

Students can access a video created by the UCF Police Department regarding “Active Shooter” procedures at <https://police.ucf.edu/active-shooter>. Program faculty review these procedures at orientation.

Safety - Sexual Harassment Policies

The MAT program abides by the University of Central Florida’s Policy on sexual harassment. This policy is available at <http://eeo.ucf.edu>.

Any student who feels that they have been the victim of sexual misconduct by another person associated with the University of Central Florida, or any clinical affiliation, should report the incident to the program director or clinical education coordinator immediately so that the appropriate steps to rectify the situation can be taken.

Privacy - Social Networking Policy

Due to the potential for unprofessional behavior involved with some online social networks, current students may not request/accept faculty or preceptors (current, past or potential) as social network “friends” or communicate with them via social networking sites. In addition, current athletic training students are not to request/accept high school students (who are/were associated with clinical assignments) as social network friends or otherwise communicate with them via social networking sites. The MAT program believes that these activities can undermine the ability to maintain professional boundaries, and therefore these activities are prohibited.

Students may not post any information, language or photos on a social networking site that would reveal a patient’s protected health information, academic information, or other personal information that they were not given explicit permission to disclose. At no time should students violate the HIPAA or FERPA privacy laws on a social media website or otherwise.

Students may not post any information, language or photos on a social networking site that may tarnish the reputation of UCF, the MAT program, or its faculty, staff, preceptors, clinical sites, students and/or student-athletes.

Violating this policy will result in a review by the MAT Program Progression and Retention Committee and may result in dismissal from the program.

Students should understand that anything posted online could become available to anyone in the world. In many cases, text or photos placed online becomes the property of the site(s). Also, students should keep in mind that many social media websites are regularly monitored by potential employers, internship supervisors, graduate programs and scholarship committees as a way of screening applicants.

Privacy - Privacy and Confidentiality Policy

Several laws, as well as our professional practice requirements, mandate that ATs and AT students protect the confidentiality of health information and other confidential information pertaining to patients and student-athletes. Examples of these laws include the Health Insurance Portability and Accountability Act (HIPAA) and the Family Educational Rights and

Privacy Act (FERPA). Any medical or other private information gained by an athletic training student must be kept confidential in accordance with professional ethics, accreditation standards and legal requirements.

Details on HIPAA and what is considered protected information can be found at <http://www.hhs.gov/hipaa/index.html> . Details on FERPA and what is considered protected information can be found at <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

The preceptor at the clinical rotation assignment will review specific privacy standards and the student may be expected to sign a confidentiality statement.

Students are required to understand and sign the Privacy and Confidentiality Policy (Appendix D). Violating this policy will result in a review by the MAT Program Progression and Retention Committee and may result in probation or dismissal from the program. Failure to uphold these privacy and confidentiality policies may result in discipline by the MAT program, the University of Central Florida, and the state/federal government.

Liability – Direct Supervision Policy

All athletic training students working at an approved clinical education site must be under direct supervision of a qualified supervisor according to the CAATE Standards. Direct supervision is defined as “constant visual and auditory interaction between the student and the preceptor.” Therefore, students cannot be assigned to cover practices, games and/or other athletic activities without proper supervision.

If a student believes that they are not being properly supervised according to this policy, they must notify the clinical education coordinator. Further information on these standards can be found at <http://caate.net>.

Liability – Transportation Policy

Throughout the MAT program, it is necessary for the student to attend classes and clinical affiliations outside of the University of Central Florida’s main Orlando campus. In all cases, it is the student’s responsibility to arrange transportation, and assume the cost and time associated with travel. Example travel costs include gas, tolls, and vehicle maintenance.

Students are **NOT** permitted to provide patients with transportation to medical appointments. Students who choose to attend patient medical appointments by driving themselves or riding with another, do so at their own risk.

Students may be invited to travel with teams. In these cases, liability rests with the organization traveling and not with the MAT program. The program does not require that clinical sites offer students the ability to travel with teams. It is considered an extra benefit to the student and the host organization, which is extended by the clinical site.

Liability- Equipment Safety Policy

All therapeutic modalities in the Athletic Training Laboratory and at all clinical affiliation sites will be calibrated and safety checked on a yearly basis. Proof of calibration of equipment will be kept in the MAT program director and clinical education coordinator’s offices respectively. Students may not use classroom equipment that they have not been trained to use.

Liability - Student Liability Insurance

The MAT program subscribes to the UCF College of Medicine Self-Insurance Program (SIP). Students are covered by this insurance as long as they are participating in the MAT program practicum, classroom, laboratory experience, or official event that is tied to the MAT program requirements. This SIP coverage does not pay any expenses for a student who is injured at a clinical site (e.g. injured by a patient, injured while performing clinical duties). This coverage provides liability insurance in the event that someone is injured by an MAT student.

A student may choose to purchase additional liability insurance through a private insurance company. This is suggested for students who plan to volunteer for any events that are not assigned by the program, such as outside internships or volunteer activities (e.g. sports camps, marathons/races). If a student chooses to work in a volunteer capacity, they should only do so under the direction of a certified athletic trainer, they should inquire as to whether they are covered through the camp's liability insurance, and gain understanding about the athletic trainer's overseeing physician.

ACADEMIC ADMINISTRATION

Communication

All official MAT program communication will occur through Knightsmail and/or Webcourses. Students must check these regularly. Faculty and staff will not respond to emails sent through personal email accounts.

Program Expenses

Current expenses for tuition and fees are listed in the UCF Graduate Catalog. Other expenses specific to the MAT program can include the following:

1. Books (Variable)
2. Nametag – \$10.50 each (only 1 is needed if never lost)
3. Certification in CPR, First Aid, and AED (\$303)
4. Moving, living and transportation expenses (e.g. gas and tolls) associated with the practicum courses (Variable - but can be significant)
 - (a) The MAT program attempts to keep students local for at least one semester each year. However, it is not guaranteed to be the closest site to main-campus or the student's residence
 - (b) The MAT program has immersion clinical sites available in the immediate area, students may choose to leave the area, but additional expenses are the student's responsibility
5. Professional Attire - If a clinical site has a dress code and the student does not already own that type of clothing (e.g. certain color pants or business dress).
6. Background check and fingerprint fees (\$88 1-2 times during program)
7. Student Athletic Trainers' Organization Dues (\$20-40/yr; optional)
8. Hepatitis B vaccine (\$40 x 3 shots; only if not already immunized)
9. Membership to Professional Organizations
 - (a) NATA (\$119/yr), SEATA & ATAF are included in NATA price.
 - (b) Students are required to join by their second year
10. Board of Certification (BOC) Application Fee - \$35 (if NATA member) Exam Fee - \$330 (second year only)

Monetary Remuneration Policy

Students may not receive any monetary remuneration during their educational experiences. Travel stipends, scholarships, clothing, and meal payments are acceptable.

Outside Employment Policy

Students in the MAT program may not use work as an excuse to miss any classroom or practicum requirements. Outside employment is very difficult to manage with the demands and requirements of the MAT program. For these reasons, outside employment of a significant nature is strongly discouraged. If a student must be employed, they should maintain excellent communication with their preceptor and the clinical education coordinator.

Financial Support

There are scholarships available to MAT program students. Because of the timeline of the UCF scholarship cycle, students can only receive these awards in the second year (they apply during the spring of the first year in the program). There are currently two scholarships available. The Orlando Orthopaedic Center Scholarship (\$1500) and the Athletic Training Program Scholarship (\$500) are awarded based on academics and need.

There are many other scholarships available to students that are not based on the student's academic program (e.g. veteran's scholarships, scholarships for underrepresented minority groups, UCF Alumni Association scholarships). Students should stay alert to messaging from the college and university regarding scholarship opportunities. UCF affiliated, and non-UCF affiliated scholarships are listed in A2O (ucf.academicworks.com).

Several professional organizations related to athletic training also offer scholarship opportunities. Examples include the National Athletic Trainers' Association (nata.org), Southeast Athletic Trainers' Association (seata.org) and the Athletic Trainers' Association of Florida (ataf.org). Messaging regarding these scholarships will be distributed via their websites, email and social media.

Attendance Policy

All students in the MAT program are expected to attend all classes, labs, presentations, and official activities during the scheduled time unless otherwise specified. Students are expected to be physically present and engaged in the material that is being taught that day. Attendance and engagement are graded in every course.

Absences

- Excused absences will not reduce a student's grade in the course.
 - Examples of unexpected and excused absences include a death in the family, illness, or car trouble. Students must communicate with the instructor and provide documentation as soon as practicable in order to prevent a reduced grade.
 - Examples of expected and excused absences include an employment interview, travel with teams, or surgical observations. Students must communicate with the instructor in advance of the absence in order to prevent a reduced grade.
- Unexcused absences will reduce a student's grade in the course.

- Examples of unexcused absences are traffic, work, vacation, or club activities.
- The instructor has the discretion to determine what is considered an excused or unexcused absence.
- **Missed assignments, quizzes and/or exams may NOT be made up UNLESS there is documented evidence of an excused absence.** In these cases, the student is responsible to make up the quiz or exam before or during the next class meeting (unless other arrangements are determined by the instructor).
- Any student who is absent from class is responsible for obtaining the material taught that day. It is not the instructor's responsibility to provide any missed material or remind a student that they missed an assignment.

Lateness

- Students are expected to be on time unless extenuating circumstances apply. Two unexcused late arrivals will be counted as one absence.

Engagement / Distractions

- Lack of engagement in the material and/or distracting behaviors will reduce a student's grade for participation that day.
- Examples of distracting behaviors include use of cell phones in the classroom, leaving the class to take a call, repeatedly leaving to use the restroom, texting, sleeping, or viewing non-related websites.

Missed Examinations

Students are expected to take all examinations at the scheduled time and place. An unexcused absence from an examination may not be made up. If a student misses an examination due to illness, a note from a physician is required. Keep in mind that students can be seen at no/low cost at the UCF Student Health Center as a part of their health fee.

Dress Code Policy

For guest lectures and student presentations: Students may be asked to dress in professional attire for selected announced guest lecturers and student presentations. In most cases, professional attire means wearing a UCF collared shirt and khaki pants. No tennis shoes or sandals, no visible body piercing (except earrings) or visible tattoos.

For laboratory: Student attire must allow complete exposure of the body part being taught. Laboratory dress consists of **elastic shorts of sufficient length to protect modesty**, short sleeve or tee shirt, and tennis shoes. Students should consider that they will often be in athletic positions (ex. stretching and squatting) and that what may be considered modest in one position may not be modest in another position. Females may be asked to attend selected laboratory sessions in a sports bra or a bathing suit top and shorts. Males may be asked to take off their shirt for selected laboratory sessions. Professional conduct will strictly be adhered to with no exceptions.

For Practicum courses: The dress code is set by the host organization. Students must comply with the host organization's dress code in order to remain at the site.

Classroom/Laboratory Use Policies

Students in the MAT program may utilize the AT classroom for academic purposes when there is not a scheduled activity. Athletic training students should also review the room class schedule posted on the door to ensure they will not be there while there is a class in progress.

MAT program students are provided with a door access code. This code is for MAT program students **only** and should not be given to anyone who is not associated with the program. There are no exceptions.

Students must abide by the UCF and College of Health Professions and Sciences building access policies and understand that there are dates and times when the building is closed. Any student who is in the classroom/laboratory should have their student ID available so that UCF Police/Security can determine if they belong in the classroom/laboratory.

Students are expected to keep the room clean and organized at all times.

Students are not permitted to use equipment in the room unless they are engaged in academic activity (study or skills practice).

Standardized Writing Requirements

MAT program students must use the MAT program Standardized Writing Requirements for all assignments in all courses that are part of the MAT program coursework. This document outlines the required and recommended elements for writing assignments. There are requirements for all papers, as well as specific requirements for two specific types; short written assignments/essays and long written assignments/full papers. These Writing Requirements are linked to each Webcourse page.

For the most part, the requirements follow the *Journal of Athletic Training Authors' Guide* (http://natajournals.org/page/ForAuthors_JAT?code=nata-site). However, when differences exist, follow the Standardized Writing Requirements in addition to the requirements set forth by each specific instructor.

Gross Anatomy Laboratory

At the invitation of the Physical Therapy Program, students may have the opportunity to utilize the human cadaver laboratory and its resources. There are strict guidelines that must be adhered to regarding the use of cadavers in an educational setting. These rules are designed to ensure the safety of all participants, integrity of the deceased, and enhance the learning process. These rules will be distributed at the onset of the laboratory experience and will be strongly enforced.

CLINICAL EDUCATION

Clinical Education – Requirements Outside of UCF Academic Calendar

In many cases, practicum course assignments require attendance at the clinical site during times that are outside of the UCF academic calendar. In other words, depending on clinical assignment, students will be required to participate in a clinical assignment for several weeks before the semester officially begins, during official university breaks, on holidays, weekends,

early and late hours, and/or after a semester has officially concluded. Students should expect to be engaged in clinical practicum for the duration of the two-year curriculum unless otherwise specified. Students planning to be gone for extended periods are advised to consult with the clinical education coordinator.

Clinical Education – Student Orientation to Practicum Expectations

Before each semester, every student will be assigned a clinical affiliation destination. It is the student's responsibility to get in contact with the supervising preceptor to secure the following information:

1. Start date
2. Normal athletic training room hours of operation
3. Expectations for the upcoming semester
4. Expectation of student practicum hours
5. Expectations during UCF or clinical site closures (e.g. holiday, weather)
6. Policies and procedures
7. Dress code
8. Directions and important phone numbers
9. Necessary equipment and supplies, including competency matrix
10. Emergency action plan (EAP) procedures and locations
11. Bloodborne pathogens policy and procedures and location of necessary supplies

It is the responsibility of the student and preceptor to review athletic training student responsibilities at the start of the practicum rotation. Students should be made aware of any rule, regulation and/or responsibility that is different from what is stated in this MAT Handbook.

Clinical Education – Practicum Workload and Schedule Policies

Students are expected to participate in their clinical education courses as outlined in the Graduate Catalog and course syllabi.

- Practicum I and II require an average of 8-12 hours/week, Practicum III requires an average of 2 hours/week, Practicum IV requires an average of 30-40 hours/week and Practicum V requires an average of 16-22 hours/week.
- Within the range of hours expected in the course, the actual hours will be determined by the clinical education site and is based on availability of the preceptor, schedule of the clinical education site, and learning experience provided by that site. Preceptors are expected to schedule students during times when learning is most likely to occur.
- Schedules should be made 1-2 weeks (when possible) in advance in anticipation of the schedule at the clinical site.
- Preceptors are required to limit scheduled participation to allow for at least one unscheduled day each (7 day) week.
- Preceptors are permitted to adjust the schedule based on a student's request, but the assigned schedule should not be based on a student's outside personal activities, or other employment.
- Students are expected to maintain weekly hours throughout the entire semester even if their overall hour requirement has been fulfilled prior to the end of the semester.
- Students who do not participate fully in their practicum assignment will fail that portion of the practicum grade.

Students are expected to maintain communication with their preceptor and clinical education coordinator to ensure that the hour requirements are met, but not grossly exceeded. Students may participate in their practicum rotation in excess of the scheduled hours; however, it must be with the understanding that they are not required to be there. Under no circumstances will a penalty be applied to a student who does not participate in excess of scheduled hours.

Under no circumstances should students be scheduled for hours that violate the MAT program policy on direct supervision.

Clinical Education – Practicum Absence Policy

The student will follow the preceptor's procedures for notification of an impending absence. All major modifications of standard athletic training hours need to be approved by the clinical education coordinator. Clinical site experience activities take precedence over any and all personal employment, club, intramural/recreation, and/or personal activities.

It is important to recognize that one of the strengths of the program lies in the experiences gained from real-world exposure. In addition, the preceptor dedicates a great amount of time to the education of our students, and they deserve to be assigned a reliable and responsible student who values the experience they are gaining from their placement. The program feels that a balance can be reached between creating a reasonable schedule for athletic training students and exposure to critical experience. This balance can be found using good communication between the student, the preceptor and the clinical education coordinator. The three parties will work together to ensure that the schedule is reasonable for all parties and presents a learning opportunity for the student.

Failure to meet the expectations set forth by the clinical assignment will result in disciplinary action, which includes probation or dismissal from the MAT program.

Clinical Education – Practicum Dress Code Policy

Students are expected to dress professionally at clinical sites and wear a nametag. Shorts should be of sufficient length to protect modesty. Sneakers should be worn. Under no circumstances should the following be worn: clothing advertising competing colleges/universities, clothing advertising alcohol and/or drugs, cut-offs, open-toed shoes and/or excessively tight/revealing clothing. Some clinical sites have very strict regulations regarding uniforms and logo restrictions (related to marketing contracts). Students are expected to adhere to the dress code standards of their assigned practicum. Violating the clinical site dress code standards may result in a review by the MAT Program Progression and Retention Committee and possible probation or dismissal.

Some locations may have very strict regulations regarding hair length, tattoos, and body piercings. If a student is unable to abide by one clinical site's regulations they may be assigned to a different clinical site.

Clinical Education - Nametags Policy & Procedures

The nametag with the Pegasus logo must be visible for patients, preceptors, and the public to see while students are at their clinical education sites. The name tags must contain the first and last name of the student and the words "Athletic Training Student". If students have a

professional “nickname” they may use it (ex. Chrissy instead of Christine). Students may not use an unprofessional nickname (ex. Skippy or Doc). See the example below.



Students must obtain a nametag before the start of the fall semester. Nametags are ordered through The Spot’s website at <https://thespot4badges.utypia.com/UI/en-US> and look for the template. Students must register as a new user and use a credit card for payment (\$10.50 for magnetic back nametag). Students will receive notification when the nametags are ready for pick up at the UCF campus location.

Students are responsible for their own nametags. If the tag is lost or misplaced, students must replace it using the same process. Students may want to order two nametags, so they have an extra on-hand.

Clinical Education – Expected Behaviors

Students, under the supervision of their preceptor, are expected to exhibit save practices according to the BOC Standards of Professional Practice and the Code of Professional Responsibility. Students must maintain compliance with state practice acts (may not represent themselves as an athletic trainer until certified/licensed).

Students are expected to understand their role as a student and not extend themselves into a role that could be perceived as acting as a certified athletic trainer or other healthcare professional. Examples of unacceptable behaviors include, but are not limited to:

- a. performing a clinical skill/task despite lack of training and proper guidance
- b. coaching/demonstration of sports specific skills that are under a coach’s purview
- c. failure to inform the preceptor/supervisor about an injury/illness to their patient/athlete

Clinical Education – Personal Relationships Policies

Students must maintain professional boundaries with athletes/patients, coaches, faculty, and other healthcare providers at all times. Students are to interact with athletes/patients as a healthcare provider and not as a friend. Examples of unacceptable behaviors include, but are not limited to:

- a. Engaging with athletes/patients, coaches, faculty, and/or preceptors on personal social media platforms. Professional platforms (e.g. LinkedIn or gATher) are acceptable and encouraged.
- b. Accepting employment or performing personal favors for athletes/patients, coaches, faculty and/or preceptors (e.g. babysitting).
- c. Engaging in social events that are not related to the student’s position as an athletic training student (e.g. fraternity/sorority parties with athletes, going to a bar with a patient).
- d. Discussing personal lives and/or mature subject matter with patients (especially minors).

Students may not engage in romantic or intensely personal (ex. close friends, business partners) relationships with student-athletes, patients, faculty, preceptors, or other clinical placement staff. Any athletic training student who is involved in a prior or new romantic or

intensely personal relationship with anyone defined above must proactively inform the program director or clinical education coordinator. The student will be assigned to another clinical site to protect the integrity of all parties and maintain the educational environment.

In addition, students engaged in romantic or intensely personal relationships with other MAT program students must proactively inform the program director or clinical education coordinator. The clinical education coordinator will consider whether adjustments to current or future clinical sites are necessary in order to protect the integrity of all parties and maintain the educational environment.

The policies above are program specific and based on the idea that a relationship with a healthcare provider must be founded in trust and mutual respect. Personal relationships like these are damaging to the learning experience and undermine the trust between patient and healthcare provider. Students who do not inform the program of such a relationship will be dismissed from their clinical rotation and sanctions regarding inappropriate professional behavior will be considered. Further action, including probation or dismissal, will be at the discretion of the program director in consultation with the MAT Program Progression and Retention Committee.

Clinical Education – Formal Instruction Policy

Students may not be assigned any task or responsibility which has not been formally addressed in the classroom or through instruction by a preceptor. For example, students should not be determining parameters for therapeutic ultrasound and performing treatments on their own until they have completed the Therapeutic Modalities in Athletic Training course. However, if instruction is given and understanding is assessed by the preceptor, a student who has not completed this course may perform the treatment, provided the preceptor has initiated the treatment procedure with the patient (including assessment of contraindications/precautions) and set the parameters.

Clinical Education – Zero Credit Internships

Students may elect to participate in an elective internship. Students should consult the program director and clinical education coordinator about any potential internship. Enrolling in a zero-credit internship allows the MAT program to investigate and mitigate potential conflicts of time/effort and/or legal concerns associated with the activity. Students who participate in internship activities outside of a required or elective part of the curriculum do so at their own risk.

Clinical Education – Clinical Site Right of Refusal

Clinical sites have the right to refuse placement of a student at any time, even when the site has previously confirmed ability to accept the student. Clinical sites also have the right to remove any student from the affiliation for any reason. Clinical sites have the right to deny students access to information that is the intellectual property of the facility & further deny student use of the property in the future.

Clinical Education – Clinical Performance Criteria

Clinical performance is assessed via an ongoing process that occurs throughout and across all practicums. The clinical performance process includes self-evaluations and preceptor feedback related to the general and specific competencies of athletic training practice. Students will be

able to track their progress in each area throughout the experience, plan for improvement, and self-assess their degree of progress towards achieving competence. Preceptors complete a final assessment of progress towards competence at the end of each practicum. The minimum expectation is that students demonstrate “developing competence” in the knowledge, skills, attitudes, and behaviors of athletic training practice. However, in the final evaluation students must demonstrate that competence is achieved. Failure to meet competency requirements will result in convening of the AT Program Progression and Retention Committee and a possible remediation plan and/or probation, or dismissal.

RESEARCH / CAPSTONE

Capstone Project

All students will complete a capstone project. ATR 6619C (Athletic Training Research III), the final course in a series of three, will culminate in dissemination of a scholarly product (oral and/or poster presentation). Students will apply knowledge gained from the research series courses to complete the capstone project, which will focus on advancement of patient care or the practice of athletic training.

Capstone Project Policies and Procedures

The AT Capstone projects are subject to the same policies and ethical conduct as dissertation studies. Students will be required to complete CITI training through the UCF IRB website (<http://www.research.ucf.edu/compliance/irb.html>) and obtain Institutional Review Board (IRB) approval through the Huron online system for studies in an appropriate and timely manner. More information can be found below on these policies and at UCF’s Office of Research website.

Detailed instructions for CITI training:

<http://www.research.ucf.edu/documents/PDF/IRB%20CITI%20training.pdf>.

Research Policies and Ethics Information: UCF’s Office of Research ensures the UCF community complies with local, state and federal regulations that relate to research. For policies including required IRB approval when conducting research involving human subjects (e.g. surveys), animal research, conflict of interest and general responsible conduct of research, please see the website: research.ucf.edu/ > Compliance.

UCF’s Patent and Invention Policy: In most cases, UCF owns the intellectual property developed using university resources. The graduate student as inventor will according to this policy share in the proceeds of the invention. Please see the current UCF Graduate Catalog for details: catalog.ucf.edu/index > Policies > General Graduate Policies.

Capstone Committee

The composition of each committee will be based on project focus and alignment with faculty expertise. Graduate faculty will serve as committee chairs and other scholar faculty can serve as members of capstone committees. The committee should consist of three faculty (including the chair). The capstone committee will determine whether the capstone project has met the expectations set forth in the syllabus.

Capstone Group Composition

Capstone groups will be determined based on the total cohort size but will contain no more than four students in each group to ensure optimal exposure and access to the research process.

Capstone Timeline & Procedures

Research Course Timeline:

ATR 5617 - Athletic Training Research I – Fall – Semester 2

Evidence based practice as well as research methods, ethics and regulations in an effort to identify a meaningful question and concept for a capstone project.

ATR 6618C - Athletic Training Research II - Summer – Semester 4

Capstone groups will meet regularly, under the guidance of a capstone advisor, in order to submit a proposal for a project to be completed in the final course of the research series.

ATR 6619C, Athletic Training Research III -- Spring – Semester 6

This course requires the student to complete a group capstone project, and disseminate the information as a scholarly product (oral or poster presentation).

Graduate Research Forum

The Graduate Research Forum will feature poster displays representing UCF's diverse colleges and disciplines. This is an opportunity for AT students to showcase their capstone projects and to receive valuable feedback from faculty judges. Awards for best poster presentation in each category will be given and all participants will receive recognition. The Graduate Research Forum generally occurs in April. For more information, contact researchweek@ucf.edu. Students will also have the opportunity to submit completed abstracts of capstone projects (for consideration the year following their graduation) to the Free Communications Programming for national and regional conferences (i.e. National Athletic Trainers' Association, Southeast Athletic Trainers' Association).

HONORS & MEMBERSHIPS

Iota Tau Alpha

Iota Tau Alpha is an honors and professional society for athletic trainers. Its purpose is to “stimulate interest, scholarly attainment, and investigation in Athletic Training Education” and to “promote the dissemination of information and new interpretations of the Society's activities among students of Athletic Training Education”. UCF's chapter is the Gamma Iota chapter. Students with a 3.5 GPA and/or who are within the top 35% of their cohort are eligible for ITA membership.

National Athletic Trainers' Association Membership

Involvement in ones' professional organization is essential to the professional athletic trainer. All students in the MAT program must apply for membership with the National Athletic Trainers' Association (NATA) **by the start of the second year**. Membership in the NATA provides automatic membership in the Southeast Athletic Trainers' Association (SEATA) and the Athletic Trainers' Association of Florida (ATAF). An application for membership can be accessed from the NATA website at <http://www.nata.org>. Membership will allow students to keep abreast of the many changes affecting the profession. In addition, many required readings are accessible through the NATA website. Many employers and scholarship committees will exclude candidates who are not members.

Student Athletic Training Organization (SATO) Membership

All students in the MAT program are strongly encouraged to become a member of the Student Athletic Trainers' Organization (SATO) on-campus organization. Membership meetings include presentations from various allied health professionals, informative Program information, and fundraising opportunities that provide financial support to attend the NATA Annual Meeting and Clinical Symposia, Annual SEATA Clinical Symposia and Members Meeting and the Annual SEATA Athletic Training Student Symposium. The involvement in this organization promotes the student's professional growth, appreciation for the profession, and introduces each student to the political activities inherent in any large organization. **In addition, scholarship and awards committees often will not consider a student who is not involved in their own organization.** Dues are collected and used in support of the goals of SATO.

APPENDIX A – Student Acceptance Form

I _____ certify that I have read, understand, and will comply with the 2019-2020 MAT Handbook.

I agree to accept the rules, regulations, academic, and ethical standards that this MAT Handbook describes. I also understand that some rules, regulations, and/or standards outlined in this MAT Handbook are in addition to those of the UCF College of Graduate Studies and in the UCF Student Handbook (The Golden Rule).

I understand that failure to comply with any policies outlined in this MAT Handbook may result in disciplinary action. I agree to accept any disciplinary action imposed upon me as the result of my non-compliance with handbook policies.

By signing below, I hereby certify that I have been provided the opportunity to ask questions regarding the contents of the MAT Handbook and that the above is true and correct.

Signature of Program Student _____ Date _____

Witness _____ Date _____

APPENDIX B – Vaccination Declaration Forms

HEPATITIS B VACCINATION

Name: _____

DOB: _____

PID: _____

Waiver Statement

Hepatitis B: Hepatitis B (HBV) is a serious viral infection of the liver that can lead to chronic liver disease, cirrhosis, liver cancer, liver failure, and even death. This disease is completely preventable. The Hepatitis B vaccine is available to all age groups to prevent Hepatitis B viral infection. A series of three doses of vaccine are required for optimal protection. Missed doses may still be sought to complete the series if only one or two have been received. The HBV vaccine has a record of safety and is believed to confer lifelong immunity in most cases. For more specific information about Hepatitis B disease and vaccines, please visit UCF Student Health Services website: <http://www.studenthealth.ucf.edu/immunizations>.

The UCF Athletic Training (AT) Program recommends that all AT students receive the Hepatitis B series due to the inherent risk of exposure to blood and other bodily fluids.

Please check one:

I understand that due to the exposure risk associated with the MAT program at the University of Central Florida, I may be at risk for acquiring Hepatitis B (HBV). I have been instructed to obtain this vaccination by the University of Central Florida MAT program faculty and I decline the vaccination. I understand that by declining this vaccination, I continue to be at risk for Hepatitis B.

I have completed the Hepatitis B vaccination series in the past (attach record).

I have received _____ injection(s) of the Hepatitis B vaccination series and will complete the series in a timely manner. I will provide documentation when completed.

I have a history of a previous Hepatitis B infection, documented by either lab test or physician diagnosis (attach record).

Other _____

Signature: _____

Date: _____

Witness signature: _____

Date: _____

Approved by: the MAT program Faculty; Dr. Douglas Meuser, MAT program Medical Director on November 30, 2015.

MENINGOCOCCAL VACCINATION

Name: _____

DOB: _____

PID: _____

Waiver Statement

College students, especially freshman living in residence halls, are at an increased risk for contracting meningococcal disease. The bacterial form of this disease can lead to serious complications such as swelling of the brain, coma, and even death within a short period of time. FDA approved vaccines are currently available that decrease a person's risk of acquiring meningococcal meningitis. There are (5) different serotypes (A, B, C, Y and W-135). Three vaccines offer protection against serotypes (A, C, Y and W-135), and two vaccines covers the B strain of the bacteria. For more specific information about meningococcal meningitis and college student risks, please visit UCF Student Health Services website:

<http://www.studenthealth.ucf.edu/immunizations>.

The UCF Athletic Training (AT) Program recommends that all AT students receive the meningococcal vaccination. The UCF MAT program also recommends a booster dose of meningococcal vaccine for students who received their primary dose before the age of 16 years.

Please check one:

I understand that due to the exposure risk associated with the MAT program at the University of Central Florida, I may be at risk for acquiring meningitis. I have been instructed to obtain this vaccination by the University of Central Florida MAT program faculty and I decline the vaccination. I understand that by declining this vaccination, I continue to be at risk for meningitis.

I received the meningitis vaccination before the age of 16 and also a booster since the age of 16 (attach record).

I received the meningitis vaccination before the age of 16 and will receive a booster in a timely manner. I will provide documentation when completed.

Other _____

Signature: _____

Date: _____

Witness signature: _____

Date: _____

Approved by: the MAT program Faculty; Dr. Douglas Meuser, MAT program Medical Director on November 30, 2015.

APPENDIX C – Communicable Disease & Bloodborne Pathogens Policy

UCF Athletic Training Program Communicable Disease and Bloodborne Pathogens Policy & Procedures

The purpose of this policy is to protect the health and safety of the students enrolled in the Athletic Training (AT) Program as well as the people they come in contact with during their practicum course. This policy is designed to provide students, faculty, staff, and preceptors with a plan for the management of students who have, or may come in contact with, infectious diseases. This policy was developed using information from the Centers for Disease Control and Prevention (CDC) website (www.cdc.gov).

What is a communicable disease?

Communicable diseases are those that are spread from one person to another. Communicable viruses and bacteria can spread four ways: air (ex. a cough or sneeze), direct physical contact, vehicle (injected or ingested), or a vector (animal or insect).

Examples of communicable diseases include, but are not limited to:

methicillin-resistant staphylococcus aureus (MRSA)	contagious conjunctivitis
streptococcal infection (i.e., strep throat)	hepatitis viruses
viral respiratory infections	human immunodeficiency virus (HIV)
pertussis	cytomegalovirus infection
tuberculosis	diphtheria
meningococcal infections	enterovirus infections
active chickenpox (varicella)	scabies
measles	pediculosis
mumps	herpes zoster (shingles)
rubella	herpes simple

What is a Bloodborne pathogen?

Bloodborne pathogens are infectious microorganisms that cause communicable diseases in humans. Bloodborne diseases are spread through exposure to blood or other bodily fluids. The most well-known bloodborne diseases are for healthcare professionals are hepatitis B (HBV), hepatitis C (HCV), and human immunodeficiency virus (HIV).

Policy Statements

- I. Prior to commencing the practicum experience, Athletic Training (AT) Program students must have the following documentation on file:
 - completed immunization records on file with the Student Health Center per current UCF guidelines (done as a part of the UCF admissions process);
 - complete physical examination from an MD, DO, RNP, or PA-C (done as a part of the MAT program admissions process) on file with the MAT program;
 - record of hepatitis B and meningitis immunization or signed declination form on file with UCF MAT program;
 - record of completed Bloodborne pathogens training (completed during ATR 3102/4014C);
 - record of any additional immunization requirements by the practicum site (if applicable);
 - record of current and continuing certification in emergency cardiac care (according to BOC/licensure guidelines); and
 - record of current and continuing certification in first aid.
- II. When providing patient care, regardless of the real or perceived communicable disease status of the patient, all students should follow standard and universal precautions:
 - assume that all blood and body fluids are known to be contaminated with bloodborne pathogens;
 - wash hands before and after patient contact, even if gloves are used;
 - wear gloves when exposure to blood, body fluids, excretions or secretions is likely;
 - use gloves appropriately according to aseptic and/or sterile techniques, and change gloves between patients;
 - wear gowns/aprons when soiling of clothing with blood or body fluids is likely;
 - wear masks, face shields and eye protection when splashing of blood or body fluids may occur;
 - dispose of sharps in designated rigid sharps containers;
 - never recap needles or scalpel blades by hand; and
 - dispose of waste saturated with blood or body fluids in designated red-bag trash containers.
- III. Students are not to provide care to patients if they have active signs or symptoms of a communicable disease.

Procedures for Students with Suspected Communicable Disease

- I. Students who have a severe respiratory infection, fever, severe sore throat, diarrhea, and/or skin lesion should report the information to their preceptor to determine if further medical evaluation is appropriate.
- II. If a student is suspected of having a communicable disease, s/he is to obtain medical diagnosis and treatment prior to working directly with any patient.
- III. Following a medical diagnosis, the student is responsible for informing the preceptor and Clinical Education Coordinator of their status and discussing an appropriate plan for didactic and practicum course participation.
- IV. **Students with signs or symptoms of an active communicable disease will not be allowed patient contact without a medical clearance.**
- V. The Clinical Education Coordinator will maintain written documentation of the student's illness.
- VI. Any recommendations made or actions taken by the UCF MAT program will respect the confidentiality and welfare of the student while also recognizing and responding to issues regarding the welfare of patients.

Procedures Following an Exposure

- I. If the student believes s/he has been exposed to a communicable disease during a practicum experience, s/he should inform their preceptor immediately to obtain information about control of the disease and other pertinent information.
- II. If the student has been exposed to a Bloodborne pathogen during a practicum experience, s/he should:
 - Inform their preceptor and immediately flood the area with water and soap or skin-disinfectant if available.
 - The student or preceptor should call the National Post Exposure Hotline at 1-888-448-4911 for the most current information available regarding treatment. The phones are answered from 9:00 am to 2:00 am, except holidays. Information can also be obtained by visiting the Clinical Consultation Center Post-Exposure Prophylaxis (PEP) web site at: <http://nccc.ucsf.edu/clinical-resources/pep-resources/pep-quick-guide/>.
 - The student should obtain immediate evaluation by a medical professional. Time is of the essence in managing a Bloodborne pathogens exposure. Some treatment regimens must be started within two hours of exposure to be maximally effective.
- III. The student or preceptor should document the source individual of the contaminated material and pertinent information regarding the situation.
- IV. The student and preceptor must inform the MAT program Clinical Education Coordinator as soon as practicable.

This policy was reviewed and approved by the following institutional personnel:

Dr. Douglas Meuser, MD – Athletic Training Program Medical Director and Assistant Director of Medical Services for UCF Health Services

Jose Vazquez Perez - Assistant Director of Environmental Health and Safety

I have received a copy of this policy and procedures document;
I have been provided the opportunity to ask questions regarding the policies and procedures; and
I understand and agree to abide by the policies and procedures.

Student Signature: _____ Date: _____

Printed name: _____

Approved by: the MAT program Faculty; Dr. Douglas Meuser, MAT program Medical Director; and Jose Vazquez Perez Assistant Director of Environmental Health & Safety on 2/8/2016.

APPENDIX D - Privacy and Confidentiality Policy

PRIVACY AND CONFIDENTIALITY POLICY

INTRODUCTION

The Athletic Training Program curriculum and courses sometimes expose students to confidential information pertaining to student-athletes / patients, health care professionals, the department, the UCF Athletic Association, Inc. (UCFAA), and other healthcare facilities serving as practicum sites. The learning experiences provided through exposure to this kind of information are integral to the UCF Athletic Training Program. We are required by law, professional standards, and ethics to protect this information.

I, _____
Print Name

I WILL NOT:

- exhibit or divulge the contents of any patient record or report (oral, written or electronic);
- use these resources to engage in illegal activities, or harass anyone; and/or
- seek personal benefit of, or permit others to benefit personally by any confidential information I may be exposed to through the Athletic Training Program.

Student Initials

I UNDERSTAND:

- that the information accessed through the Athletic Training Program contains sensitive and confidential patient, business, financial, and employee information;
- that my obligation under this agreement will continue after completion the Athletic Training Program and that my privileges are subject to review, revision, and renewal; and
- that violators of this agreement will be subject to disciplinary action (including dismissal) and may be subject to penalties under state law and federal laws and regulations.

Student Initials

By signing, I pledge that I have read, understand, and will comply with the Athletic Training Program Confidentiality / Security Agreement.

Student Signature

Date

Student Print Name