

**James Madison University**

**Department of Sports Medicine**



**Policies and Procedures  
for  
Athletic Training Students**

**2015-2016**

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## **Introduction**

The Division of Athletics at James Madison University is affiliated with the National Collegiate Athletic Association (NCAA), the Colonial Athletic Association (CAA), and the Eastern Collegiate Athletic Conference (ECAC). The intercollegiate athletic program sponsors 18 varsity sports (6 for men and 12 for women), comprised of over 400 athletes.

## **Mission Statement**

The James Madison University Department of Sports Medicine aspires to be a leader in providing quality healthcare services to all student-athletes. A team of multi-skilled professionals, utilizing current research, educational knowledge, and state-of-the-art equipment and technology, strives to provide a comprehensive and progressive approach to assuring the holistic well being of each student-athlete.

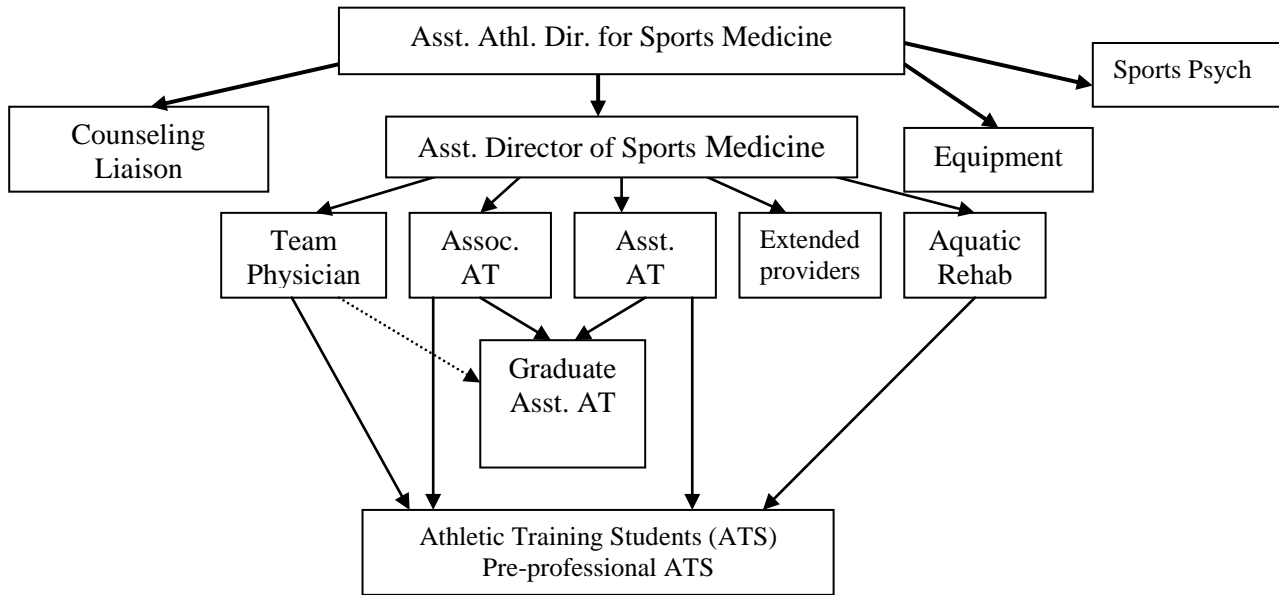
## **Department Hours & Services**

During the academic year, each athletic training room in the Department of Sports Medicine will be open based on the needs of the individual sports within the particular facility. Hours on weekends and outside of the academic calendar are established based upon the needs of student-athlete participation. Athletic Training students are not allowed in any of the athletic training facilities when they are closed without permission from a member for the Department of Sports Medicine.

The athletic training rooms are maintained to provide medical care to members of official intercollegiate teams. Services to the general student population or club sports teams are not provided. The Director of Sports Medicine or a designated assistant should handle any questions or concerns from these groups.

Supplies and inventories are maintained by the Department of Sports Medicine for use by varsity athletic teams. No supplies are to be removed from the athletic training room without prior authorization. No athlete is to remove any supplies, including tape. Supply requests should be listed on the "Supply Request Form". Every attempt will be made to maintain a proper inventory, but waste will not be tolerated. Practice tape will be supplied to all JMU athletic training rooms for athletic training student practice. Please try to remember to use this tape for all practice sessions.

## Administrative Organizational Structure



## Clinical Education Experience

The staff of the Department of Sports Medicine at James Madison University makes every effort to promote educational and positive learning opportunities for athletic training students. Clinical education experiences provide an opportunity for an athletic training student to integrate knowledge learned in the classroom and apply it to the clinical setting. To benefit maximally from clinical education, athletic training students should communicate regularly with their preceptors and other members of the sports medicine team. Regular interaction with the clinicians enhances the ability of the athletic training student to utilize psychomotor, cognitive, and affective skills related to athletic training education proficiencies.

## Regulation of Athletic Training

The profession of athletic training is regulated by the Commonwealth of Virginia by way of state required certification. Any act performed by an athletic training student that is deemed illegal by Virginia State law will not be tolerated. Any person performing such illegal acts will be immediately removed from the clinical setting and will no longer be allowed to participate in the delivery of care and clinical education within the Department of Sports Medicine at James Madison University. Athletic training students performing in such a manner do so at the risk of being removed from the clinical setting and facing academic discipline. Athletic training students should become familiar with the following terms as defined by the State of Virginia Practice Act (18 VAC 85-120-10 et seq. **Regulations Governing the Certification of Athletic Trainers**):

- “*Athletic Trainer or certified athletic trainer*” means a person certified by the Virginia Board of Medicine to engage in the practice of athletic training as defined in § 54.1-2900 of the Code of Virginia.

"Practice of athletic training" means the prevention, recognition, evaluation, and treatment of injuries or conditions related to athletic or recreational activity that requires physical skill and utilizes strength, power, endurance, speed, flexibility, range of motion or agility or a substantially similar injury or condition resulting from occupational activity immediately upon the onset of such injury or condition; and subsequent treatment and rehabilitation of such injuries or conditions under the direction of a licensed physical therapist and the patient's physician or under the direction of any doctor of medicine, osteopathy, chiropractic, podiatry, or dentistry, while using heat, light, sound, cold, electricity, exercise or mechanical or other devices.

The requirements for certification of athletic trainers shall not prevent student athletic trainers from practicing athletic training under the supervision and control of a certified athletic trainer pursuant to regulations promulgated by the Advisory Board of Athletic Training

## **Standards of Practice**

### **18 VAC 85-120-110. Individual responsibilities.**

The certified athletic trainer 's responsibilities are to evaluate the individual being treated, plan the treatment program, administer and document treatment within the limit of his professional knowledge, judgment and skills and in accordance with the practice of athletic training as set forth in § 54.1-2900 of the Code of Virginia.

### **18 VAC 85-120-120. General responsibilities.**

- A. A certified athletic trainer shall be responsible for the actions of persons engaging in the practice of athletic training under his supervision and direction.
- B. A certified athletic trainer shall ensure that non-certified persons under supervision shall not perform those functions that require professional judgment or discretion in the practice of athletic training.

### **18 VAC 85-120-130. Supervisory responsibilities.**

- A. The certified athletic trainer supervising the practice of persons holding a provisional certificate issued by the board shall develop a written protocol with the provisional certificate holder to include but not be limited to the following:
  - 1. Provisions for periodic review and evaluation of services being provided, including a review of outcomes for individuals being treated; and

2. Guidelines for availability and ongoing communications proportionate to such factors as practice setting, acuity of population being served, and experience of the provisional certificate holder.

B. The certified athletic trainer supervising the practice of student athletic trainers shall:

1. Provide daily, on-site supervision and shall plan, direct, advise and evaluate the performance and experience of the student trainer.

2. Delegate only non-discretionary tasks which are appropriate to the level of competency and experience of the student athletic trainer, practice setting and acuity of population being served.

*ADDENDUM – Effective July 1, 2004, the Commonwealth of Virginia recognizes certified athletic trainers as being licensed.*

## **Standards of Ethical Conduct**

All athletic training students are expected to demonstrate appropriate professional behavior at all times. This includes both in and out of the athletic training facilities as well as anytime interaction occurs with individuals who will communicate with athletic training students. For minimal levels of appropriate ethical behavior, athletic training students should follow the guidelines set forth by the National Athletic Trainers' Association (NATA) (below). Additional information on ethical conduct is addressed in the ATP Curriculum Handbook.

### ***NATA code of ethics***

#### **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.

#### **PRINCIPLE 1:**

Members shall respect the rights, welfare and dignity of all.

1.1 Members shall not discriminate against any legally protected class.

1.2 Members shall be committed to providing competent care.

1.3 Members shall preserve the confidentiality of privileged information and shall not release such information to a third party not involved in the patient's care without a release unless required by law.

**PRINCIPLE 2:**

Members shall comply with the laws and regulations governing the practice of athletic training.

- 2.1 Members shall comply with applicable local, state, and federal laws and institutional guidelines.
- 2.2 Members shall be familiar with and abide by all National Athletic Trainers' Association standards, rules and regulations.
- 2.3 Members shall report illegal or unethical practices related to athletic training to the appropriate person or authority.
- 2.4 Members shall avoid substance abuse and, when necessary, seek rehabilitation for chemical dependency.

**PRINCIPLE 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 their practice acts and other pertinent regulation.
- 3.3 Members shall provide services, make referrals, and seek compensation only for those services that are necessary.
- 3.4 Members shall recognize the need for continuing education and participate in educational activities that enhance their skills and knowledge.
- 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 should maintain and promote ethical conduct in research and educational activities.

**PRINCIPLE 4:**

Members shall not engage in conduct that could be construed as a conflict of interest or that reflects negatively on the profession.

- 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 National Athletic Trainers' Association current or past volunteer leaders 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 to influence the score or outcome of an athletic event, or attempt to induce financial gain through gambling.

## Communication

Athletic training students should practice communication skills in a manner that separates him/her from the athlete. Common courtesy is a must. There are times when an athlete may demonstrate inappropriate behavior. The athletic training student should not tolerate this behavior. In the event of a communication problem between the athletic training student and athlete or athletic training student and the coach, the athletic training student is expected to direct the concern to the Director of Sports Medicine or one of the staff athletic trainers. Professional language and mannerisms are to be practiced at all times. Vulgar language by the athletic training students and/or athletes is not appropriate in any athletic training facility. These instances should be handled immediately and in a proper manner. Discipline in the athletic training setting must be maintained.

The promotion of a positive working environment and supportive personnel is critical to the success of the Sports Medicine Department. As such, negative comments aimed toward anyone who is associated with the Department of Sports Medicine, interacts with the Department of Sports Medicine, or receives care from the members of the Sports Medicine Staff will not be tolerated. Such behavior will warrant a removal from the clinical environment.

As an athletic training student, you will find yourself interacting and communicating with a variety of individuals for numerous reasons. It is imperative that you understand your role as it may differ depending upon the person with whom you are conversing. The following set of guidelines should be followed and form the basis for appropriate communication:

### *Communication between the athletic training student and:*

- **Staff Athletic Trainers:** Staff athletic trainers are ultimately responsible for the healthcare of the student-athlete. In addition, these individuals serve as the primary supervisors for athletic training students. It is the responsibility of the staff athletic trainer to provide adequate and proper direction to athletic training students. Athletic training students should respect the decisions made by the staff athletic trainers. If an athletic training student has any concerns or questions, he or she should first direct such issues to the immediate supervising staff athletic trainer. All issues, whether clinically or non-clinically related, should be addressed in the appropriate environment at the appropriate time, never in the direct presence of additional parties who should not be privy to such information.
- **Team Physician:** The Team Physician is a member of the medical profession who is respected very highly in the Sports Medicine Department. The JMU Team Physician ultimately determines the medical status of each and every athlete in terms of one's ability to participate in intercollegiate athletics. Referrals for treatments or evaluations by the team physicians should be made by the Director of Sports Medicine or designated assistant. The final decision for sport participation by an injured athlete is to be made by the team physician, or in selected cases, by the staff athletic trainers.

Opportunities to observe and interact with the Team Physician will occur regularly in the athletic training venues. Athletic training students should appreciate opportunity to interact with the team physician and treat such interactions as a privilege. Athletic training students should also respect the Team Physician at all times and never question any



decision made by the Team Physician. Such behavior will be subject to removal from the JMU athletic training clinical sites.

- **Expanded Medical Team:** Both in the athletic training clinical sites and off-campus, athletic training students may have opportunities to observe various practitioners who assist in the consultation and care of our student-athletes. Each of these individuals is to be treated with the utmost respect. Communication between athletic training students and such providers should be professional and appropriate at all times.
- **Graduate Assistant Athletic Trainers:** Graduate assistant athletic trainers are employed by the JMU athletic department to assist the Department of Sports Medicine in providing athletic training coverage to student-athletes. Any concerns regarding communication with a graduate assistant athletic trainer should be first discussed directly with the individual. If the concern is not addressed to satisfaction, you should proceed to share your concern with the graduate assistant athletic trainer's immediate supervisor, the Clinical Coordinator of Athletic Training, the Director of Sports Medicine, or the Athletic Training Program Director.
- **Athletic Coaches:** Athletic training students will interact with coaches on a regular basis in conjunction with the supervising athletic trainer. In this role, the athletic training student must clearly represent himself/herself as a respected member of the sports medicine department. The athletic training student should only communicate in an appropriate and professional manner. The athletic training student should treat all coaches with respect; however, if at any time the athletic training student feels that he/she is not being treated with respect by a member of the coaching staff, it should immediately be reported to the supervising athletic trainer or the Director of Sports Medicine.
- **Athletic Administration:** The Department of Sports Medicine is a component of the Athletics Department. All staff athletic trainers serve at the privilege of the athletics department. Their primary reason for employment is the health and well being of the student-athlete. It should not be taken for granted by athletic training students that this working and learning environment is guaranteed. Thus, all athletic training students, like all staff members, are to treat all members of the athletics department with respect and courtesy. Athletic training students who are found to disrespect any member of the athletics department (or the JMU community for that matter) will be removed immediately from the athletic training clinical environment and disciplinary action will follow.
- **Student-Athletes:** The role of an ATS is twofold: a student and a healthcare professional. Both in and out of the clinical setting, students should remember that they are filling both of these roles and act accordingly. It is recognized that in working closely with a team, friendships may arise between athletic training students and athletes. A professional demeanor should be exercised at all times. In the clinical setting, students should act as athletic training professionals. In this role, they are responsible for the care of that team's athletes. Athletic training students dating athletes can lead to very compromising situations and therefore is highly discouraged. If, however, a situation arises where an athletic training student is dating an athlete, this relationship should not become evident in the

athletic training venues. If this becomes a problem and the athletic training student cannot perform his/her duties, the student may be reprimanded or removed from assigned duties. A similar philosophy is taken with graduate assistant athletic trainers. All graduate assistant athletic trainers are expected to act in a professional manner reflective of the medical model. Dating between a graduate assistant athletic trainer and a student athlete, or a graduate assistant athletic trainer and an athletic training student is highly discouraged as it poses a risk to the patient-provider relationship and teacher-student relationship. If an athletic training student or graduate assistant athletic trainer wishes to take part in such a relationship, the Director of Sports Medicine and the ATP Clinical Coordinator or Program Director must be made aware of such intention immediately so that appropriate actions can be taken to avoid potentially contentious circumstances. (Students will most likely be removed from that specific clinical venue or preceptor). Furthermore, both inside and outside of the working environment, all graduate assistant athletic trainers are expected to serve as positive role models to all undergraduate students (student-athletes, athletic training students, and others). Knowledge of inappropriate behavior (including close fraternizing) between athletic training students and athletic training GAs will not be tolerated.

- ***Student-Athlete Parents:*** It is not uncommon that athletic training students will interact with the parents of student-athletes. This may occur as the result of a telephone call or by directly communicating with a parent. Athletic training students are not permitted to reveal any medical information or status about any student-athlete without appropriate clearance of the student-athlete, the supervising athletic trainer, the coach, and any pertinent privacy and confidentiality clearance. Athletic training students should refer a student-athlete's parents to a member of the Department of Sports Medicine staff. In such cases, appropriate policies and procedures will be followed regarding the dissemination of any information related to the health status of a student-athlete.
- ***Athletic Training Student Parents.*** Parents of athletic training students are encouraged to learn exactly what the education of an athletic training student involves. However, observation of such athletic training students' experiences in the clinical setting are limited in order to respect the privacy and confidentiality of the student athletes. Parents wishing to visit and observe their son/daughter in the athletic training clinical setting should make such a request in advance so that appropriate measure can be taken to accommodate the visit. At no time are friends, acquaintances, or other non-related individuals allowed to observe the athletic training student in the clinical setting without prior approval from the Director of Sports Medicine.
- ***Prospective Student-Athletes/Athletics Compliance:*** Athletic training students must follow all appropriate policies and procedures that all University personnel must abide by regarding contact with prospective student-athletes. Each athletic training student must be present for a presentation by the athletic department's compliance officers at the beginning of the year. Failure to take part in this presentation may require additional initiatives on the part of the athletic training student to demonstrate compliance knowledge.

- **Media:** Athletic training students are not permitted to talk to the media regarding issues pertaining to JMU student-athletes and their health status. All inquiries should be directed to the Director of Sports Medicine. If an athletic training student is contacted by a media representative and asked to discuss general sports medicine and/or athletic training topics, it is the responsibility of the athletic training student to follow athletics department policy and procedure regarding interviews and seek permission ahead of time to conduct such an interview. It is very helpful for both the sports medicine and sports information staffs to know what information is being shared with media sources. Oftentimes quotations and sound bites can be misconstrued or taken out of context.
- **Visiting Teams:** Athletic training students benefit from the exposure gained by interacting with visiting athletic teams and their medical staffs. At all times, whether hosting a team, assisting with sideline coverage for a visiting team, or traveling to their facilities, athletic training students are expected to exemplify the highest standards of professionalism and represent JMU in the most honored way. Failure to treat visiting team representatives in a professional manner may result in disciplinary action.
- **Fellow Athletic Training Students:** Athletic training can be a stressful curriculum, and ultimately a stressful career, to undertake. Entry into curricular phases is competitive, and some clinical assignments are often preferred more than others. Regardless, athletic training students are responsible for demonstrating appropriate behavior and respect towards one another. Developing team-oriented skills is a critical characteristic in this profession. Negative communication towards or about athletic training students will not be tolerated and deemed inappropriate behavior.
- **Pre-professional Athletic Training Students:** Pre-professional athletic training students will regularly take part in observation of the sports medicine department. Communication with pre-professional students should be appropriate to their level of knowledge and coincide with their goals of observation. All athletic training students and staff have a responsibility to mentor and guide pre-professional athletic training students in a manner that will not interfere with the care of the student-athletes. To facilitate a formal mentoring system, pre-professional athletic training students will be assigned to an athletic training student who is actively enrolled in the Athletic Training Education Program. Pre-professional students should seek out opportunities to ask questions and learn from those whom they are observing. They should, however, be mindful of the timing of questions especially during tense or emergency situations.
- **Game Officials/Referees:** Athletic training students will encounter game officials and referees during competitive sporting events. It is good practice to introduce oneself to game officials when appropriate and establish pre-event communication under the direction of the supervising preceptor. Such communication may include plans for inclement weather conditions, pre-approval of certain equipment or padding, or emergency action plan implementation. At no time should any athletic training student treat a game official or referee with disrespect. Such behavior will not be tolerated and will constitute immediate removal from the clinical environment and subsequent disciplinary action.

## **Media Policy**

### **Sharing of Student Athlete Medical Information**

It is the policy of the sports medicine department and all of its staff members to respect the privacy and confidentiality of all student athletes as it pertains to physical and emotional health matters. As such, no information regarding any injury or illness sustained by a student athlete will be shared with anyone other than the student athlete and those who have obtained written permission from the student athlete to release such information.

## **Absence from Clinical Setting**

Presence at clinical settings is a primary responsibility of athletic training students. Therefore, absence from one's clinical setting is discouraged. If an EMERGENCY situation arises in which an athletic training student cannot attend a scheduled practice, game, or treatment session, he/she should contact his/her supervising preceptor, and apprise them of the situation *immediately*. Situations planned ahead of time with appropriate notice will be given consideration. Athletic training practicum class grades contain a component that will reflect clinical attendance and performance. (See the *ATP Curriculum Handbook* for more information on absence from the clinical setting).

## **Logging of Clinical Education Experiences**

All athletic training students should regularly log the time they spend under the direction of a preceptor. Log sheets are kept in student folders in each athletic training room on campus. Blank copies are available in this same location or from the Athletic Training Program graduate assistants. Athletic training students should plan their general clinical schedules with their preceptors at the beginning of the semester and should regularly review the schedules (no less than one week in advance) to avoid any miscommunication or confusion as to when they should expect to be present for clinical education. Each month's time sheets will be picked up by the academic GAs by the 5<sup>th</sup> of the next month. Any log sheets not present in the folders at the time of collection will be considered delinquent and will not be accepted at a later time. Please see the *ATP Curriculum Handbook* for more information regarding hour logs.

## **Documentation**

Documentation is a critical component of quality health care programs. Thorough, objective and accurate documentation allows for a clear assessment of medical conditions, the ability to monitor progress, the potential to assess outcomes, and the ability to track and record trends and findings related to the level of care provided. Every clinician within the Department of Sports Medicine is expected to follow departmental guidelines for documentation, use appropriate medical terminology, and complete appropriate evaluation, progress, and rehabilitation information within the *Presagia InjuryZone* electronic medical record system. Athletic training students who do not

possess the ability to properly document as approved by the JMU Sports Medicine Staff will not be allowed to formally document in any medical record until competence is demonstrated.

The Department currently uses an electronic documentation system for medical records hosted by *Presagia InjuryZone*. All injury assessments, treatments, rehabilitation progressions, surgeries, medical diagnostic tests, prescriptions, and medical clinic encounters will be documented within this system. In addition all of the athlete's demographic information, insurance information, and emergency contact information is stored within the system as well.

**All documentation performed by an athletic training student MUST be reviewed and e-signed by an athletic trainer holding a license in the Commonwealth of Virginia.**

### **Participation in Pre-Season Activities:**

All athletic training students new to the curriculum (i.e. students accepted to the curriculum/clinical program, not the Pre-Professionals students), regardless of clinical assignment, attend pre-season athletic activities that typically begin the first week of August. Specific dates vary, thus students should plan to return to the University during the first week of August. During this time, all athletic training students participate in pre-season in-service training, policy and procedure reviews, updated information and changes, administrative preparation, and pre-season physical examinations performed on all student-athletes. Returning athletic training students will also return to JMU for pre-season activities according to the start date of their clinical assignment. (See the *ATP Curriculum Handbook* for more information regarding pre-season expectations).

### **Dress Code**

The American Medical Association recognizes Athletic Training as an Allied Health Care profession. Each athletic training student is expected to present him/herself in a manner that promotes a professional physical appearance and represents JMU in a highly professional manner. At no time may an athletic training student wear blue jeans, torn, tattered, restrictive, or inappropriate clothing when representing the athletic training curriculum. Acceptable dress when assigned to JMU clinical experiences is as follows:

- **Shirts:**
  - JMU Sports Medicine collared shirts are to be worn for events (practices, games, treatment times, etc) and at all times in any of the athletic training venues (athletic training rooms, fields, courts, etc). A minimum number of shirts will be provided to all athletic training students. Anyone wishing to purchase more is welcome to do so.
  - Shirts must fully cover the chest, abdomen and back at all times, must be tucked in, should be relatively wrinkle-free, and must not fit too snugly or too baggy.
  - JMU Sports Medicine T-shirts are only allowed during pre-game and post-game times whereby conditions exist that would make it difficult to maintain a clean and professional shirt (i.e. pre-game taping, post-practice/event whirlpool or cooler cleaning).
  - Teams will oftentimes issue shirts with their respective sport logo. While the athletic training student may wear this in an unofficial capacity, it is important to remember

that he/she represents the sports medicine department in his/her role, and he/she is expected to wear sports medicine related shirts when in the clinical setting.

- “MATSA” shirts are not considered appropriate wear for the clinical setting.
- **Sweatshirts/Sweater:**
  - JMU Sports Medicine Sweatshirt/Sweater may be worn.
  - JMU Logo Sweatshirts/Sweaters which do NOT advertise a fraternity/sorority or other University organization that is not affiliated with athletic training may be worn, but a sports medicine logo is preferred if the athletic training student is working an event.
  - “MATSA” sweatshirts are not considered appropriate wear for the clinical setting.
- **Jackets/Parkas:**
  - JMU Sports Medicine jackets are preferred as outerwear.
  - In the event one does not own or have access to a JMU Sports Medicine jacket, personal jackets may be worn when environmental conditions permit as long as they advertise nothing beyond the manufacturer of the jacket. All other logos or emblems are unacceptable.
- **Shorts/Pants:**
  - Khaki, navy, or black shorts/pants may be worn.
  - JMU gym shorts are only allowed to be worn with approval of the Director of Sports Medicine when associated with increased temperature environments. Black, navy, and purple wind pants may be worn during pre-game and post-game times where the environment may not be conducive to maintaining clean and professional clothing (i.e. pre-game taping, post-practice/event whirlpool or cooler cleaning, inclement weather).
  - Shorts should have a minimum inseam length of 5”. NO “short-shorts” will be allowed.
  - NO jeans, “cut-offs,” or otherwise tattered clothing will be allowed.
  - Pants must fit appropriately – excessively baggy pants/shorts or tight fitting pants/shorts are not allowed.
- **Shoes:**
  - Solid toe shoes with socks should be worn.
  - Clean sneakers may be allowed depending upon the environment and with the approval of the supervising athletic trainer.
  - Sport sandals, flip flops, summer sandals, and bare feet will NOT be allowed.
- **Hats:**
  - May **NOT** be worn in any indoor athletic training venue.
  - May be worn at outdoor practices only (usually not at games).
  - If worn, hats must advertise JMU and/or specifically the sport to which the athletic training student is assigned.
  - May NOT advertise a fraternity/sorority, other University organization not affiliated with sports medicine, or any other product or logo.

- If hats are worn outside, they must be worn with the brim squarely facing forward (i.e. do not wear hats backwards or twisted to the side).
- **Jewelry/Tattoos:**
  - Jewelry must be kept to a minimum and should not interfere with duties.
  - NO body piercing jewelry is allowed to be worn other than standard earrings (i.e. no eyebrow, nose, lip or tongue piercings that are visible, or earrings beyond small posts)
  - Jewelry, piercings, or any other non-traditional form of body wear or image (i.e. tattoos) is not acceptable and will result in removal from the clinical setting. Students may be asked to cover tattoos or piercings while in the clinical settings if they are inappropriate or distracting.
- **Hair:**
  - Must be maintained so as not to come in contact with an athlete or interfere/cause visual disruption while assisting an athlete.
  - Facial hair must be well-groomed and maintained.
- **Identification:**
  - Athletic training students and pre-professional students must wear an identification badge/name tag so as to be easily identified. The ATP will issue name tags for all students. The name tags should be worn on either the shirt collar or pants waistband but must be readily visible to coaches, student-athletes, preceptors, fellow students or others who interact with the Sports Medicine Department personnel. Failure to wear a name tag may result in dismissal from the clinical setting.
- **Game Day Attire: (unless otherwise stated)**
  - Collared JMU Sports Medicine shirt for curriculum students
  - Khaki pants or shorts
  - Students should check with their preceptor to determine appropriate game day attire. Basketball and volleyball usually require stricter dress for game days (i.e. shirts and ties for men, nice blouses or sweaters for women).
- **Travel Attire:**
  - Travel dress code is specific to the sport assigned. **Important:** If dress clothes are worn for travel/game day attire, you must look neat and professional - crop/ halter tops, low cut tops, form-fitting/shear tops, short hemlines, etc. are **NOT** acceptable. A good rule of thumb is there should be no skin showing on the back, belly, chest, or upper thighs, nor should clothing fit very snugly or be baggy.
- **Inclement Weather Dress:**

On occasions when the environment is not conducive to the previously stated dress code, alternative attire will be acceptable. Conditions that warrant such acceptance might include, but are not limited to extreme cold exposure, extreme heat exposure, and rain. While the safety of all sports medicine department staff and students will take priority in

terms of “dressing down” or “dressing up,” a professional, modest and respectable appearance should still be portrayed.

- **Sport-specific attire:**

Some coaches will require specific dress codes for all staff and students associated with their teams. As such, we will abide by the dress codes requested so that we demonstrate our commitment as part of a team and uphold ourselves to the highest level of professionalism. No exceptions to this dress code will be tolerated. If the athletic training student is in doubt about any portion of the dress code referred to within these guidelines or perhaps something that is not directly addressed, it is his/her responsibility to inquire as to what is acceptable attire.

- **Off-duty Attire:**

JMU Athletic Training/Sports Medicine apparel should only be worn when a student is representing him-herself as an athletic training student in assigned clinical settings. Official athletic training room clothing should not be worn to social events on/off campus.

It is important for all athletic training students to recognize that their appearance is a representation of our entire Sports Medicine Department. As such, the dress code will be followed strictly at all times. Even if the athletic training student is “just passing through,” or “only assisting in the treatment of one person,” the perception left on others who pass by even for short periods of time is important. Therefore, the athletic training student should plan accordingly.

*\*Any questions regarding appropriateness of dress wear of any kind will be decided by the supervising preceptor and Director of Sports Medicine, if needed. Students who do not wish to abide by established dress codes will be asked to leave the clinical setting\**

## **Confidentiality of Medical Records**

Confidentiality of the student-athlete's medical records must be maintained at all times, as these are considered legal documents. Records are not permitted to leave the Department of Sports Medicine. Any questions or concerns from the press, professional scouts, or others must be directed to the Director of Sports Medicine. If medical records are needed for a case study then the athletic training student must fill out a Student Athlete Medical Records Release Form and have it approved by both the athlete and the Director of Sports Medicine **prior to** accessing or using any information obtained from such records. This form gives the athletic training student access to the medical records only of the athlete noted on the form. The records still may not be taken out of the facility or photocopied under any circumstances. Anyone associated with access to documents that are the property of the Department of Sports Medicine will fully comply with all regulations set forth by the Health Information Portability and Accountability Act (HIPAA). Athletic training students must remember that discussing the status of a student athlete with other student athletes is forbidden. This is considered a breach of confidentiality. The athletic training student must be aware of his/her surroundings at all times when the health status of a student-athlete is being discussed. This is perhaps one of the most serious violations that can occur and will result in



circumstances that may not only remove one from the clinical environment, but could ultimately result in a suspension or dismissal from the athletic training program.

### **Clinical Policies**

To assure consistent and quality care for our student-athletes, the Department of Sports medicine has established guidelines and protocols for various conditions and situations. Some examples include the policy for dispensing medications, environmental policies (lightning, heat, etc), fluid replenishment policies, return to play following head injury criteria, return to play criteria, & post-surgical protocols. It is important that athletic training students familiarize themselves with the department's standards of care and expected plans of action. Please take the time to review these policies with the supervising staff athletic trainer. These policies may be obtained from the Sports Medicine website and/or the Clinical Education Blackboard website.

### **Physician Observation Hours**

Athletic training students have the privilege of observing both a general practitioner and an orthopedic physician within the sports medicine department on a regular basis. All policies with respect to communication, dress code, confidentiality etc. that are in place for the clinical environment are to be followed while observing the physicians. During observation time, physicians may ask the athletic training students to assist with assessment, documentation, history intake, sterilization, cleaning, etc. Athletic training students who are not willing to assist or who do not follow the professionalism policies will be asked to leave the physician office.

### **Physician Availability to Staff, GA's Athletic Training Students**

The team physicians associated with JMU will provide courtesy consultation to staff, GA's, and ATS on a limited basis. Anyone seeking a consultation must have this pre-approved by the physician, Director of Sports Medicine, or the Assistant Director of Sports Medicine. Once approved, the physicians will provide consultation ONLY after all student-athletes have been seen. Individuals waiting for a consultation should not wait outside the physician office with all other student athletes. Instead, appearing at the end of the scheduled clinic once student-athletes have been attended to will provide for a more professional appearance.

### **Surgical Observations**

The physicians affiliated with the JMU Department of Sports Medicine encourage an open learning environment. As such, surgical observation is available (and required) for athletic training students. It is important for each student to remember that he or she is representing JMU in this unfamiliar environment to most students, and that rules and regulations of operating rooms and hospitals must be followed at all times. If an athletic training student fails to abide by the established rules, this will result in immediate removal from the operating room, and potential dismissal from future opportunities to observe surgery.

## Medications

At times, student-athletes will require pharmacological intervention for illnesses or injuries. Only the team physician is allowed to prescribe and dispense medications. Any athletic training student who provides medication to student-athletes will be removed from the clinical environment immediately and be subject to further inquiry. Over-the-counter (OTC) medications may be provided to a student-athlete ONLY if the supervising preceptor or the team physician deems it necessary. All sports medicine staff should follow guidelines for pharmacological dispensation per policy and physician orders.

## Clinical Treatment

Athletic training students, as part of the learning process, are allowed to perform and provide treatment to student-athletes under the supervision of the preceptor and athletic trainer. Students must be formally taught AND the skills must be assessed prior to performing the skills on a student-athlete. Performing skills on a student-athlete prior to appropriate learning and assessment may result in removal from the clinical site and/or the ATEP. **At no times should a student-athlete be allowed to treat him/herself!**

## Emergency Action Plans

The JMU Department of Sports Medicine has established emergency action plans for all athletic training venues. A copy of these plans can be obtained from the Director of Sports Medicine or via Blackboard (Clinical Education site). These plans are also posted on the JMU Department of Sports Medicine Website, and each specific athletic training venue emergency action plan is posted at the respective site. Athletic training students should become very familiar with the emergency action plans relevant to the site(s) they are actively involved with during clinical education experiences. This should be considered a priority and one of the first items reviewed with preceptors. Additional review of these procedures should occur with the acceptance of any new athletic training students under one's supervision.

## Alcohol, Tobacco and Other Drug Policy (ATOD)

The purpose of the JMU Intercollegiate Athletics Drug Screening and Education Program is to aid and assist the student-athlete and the **athletic training student** at the University. This program is based on the Athletic Department's policy that drug use or abuse is detrimental to the student and a violation of team rules. Specific goals of this program are: (1) to educate JMU athletes (**athletic training students**) concerning the associated problems of drug use and abuse, (2) to discourage any drug use or abuse by JMU athletes (**athletic training students**), (3) to identify any athlete (**athletic training student**) who may be using drugs and to identify the drug, (4) to educate any identified athlete (**athletic training student**) regarding the effects of the given drug on the athlete (**athletic training student**) and the other members of the team, (5) to provide reasonable safeguards that every athlete is medically competent to participate in athletic competition (or in the case of the **athletic training student**, that they are medically competent to handle their

responsibilities), and (6) to encourage discussion about any questions the athletes (**athletic training students**) may have, either specifically or generally, about the use of drugs. For further explanation of the Drug Screening and Education Program, see the JMU Intercollegiate Athletics Handbook for Student Athletes or the JMU Sports Medicine website. See the *ATP Curriculum Handbook* for additional information on alcohol, drugs, and tobacco policies.

## **Gambling Policy**

As a member of the ATP program at a Division I institution you are not permitted to engage in any sports wagering or gambling activities of any kind at anytime during your enrollment at a member institution. NCAA staff members, conference staff members, athletic department staff members, student-athletes, and athletic training students are prohibited from knowingly:

- a. providing information to individuals involved in organized gambling activities concerning intercollegiate athletics competition, injuries, team morale, discipline problems, etc. affecting your team;
- b. solicit a bet on any intercollegiate team;
- c. accept a bet on any team representing the institution;
- d. solicit or accept a bet on any intercollegiate competition of any item (e.g. cash, shirt, dinner) that has tangible value; or
- e. participate in any gambling activity that involves intercollegiate athletics or professional athletics, through a bookmaker, a parlay card, or any other method employed by organized gambling.

Also, you are not permitted to engage in internet gambling, gambling through “800” numbers, off-shore wagering, or fantasy leagues.

By accepting a position as a member of JMU’s Athletic Training Program, you agree that you:

- Will not engage in any form of sports wagering/gambling
- Will not provide information to any individual associated with sports wagering/gambling during my involvement with a Division I member institution
- Will not purposely affect the outcome of a contest to assist a person involved in sports wagering/gambling to collect on a bet
- Will not jeopardize your standing in the ATP for participating in sports wagering/gambling activities. (Violation of the gambling policy will result in disciplinary action through the ATP and the Dept of Athletics, which can result in dismissal from the program).
- Agree to advise the Director of Athletics if I am approached by an individual who has interest in placing a bet on a contest that James Madison University is involved in or any other Division I member institution is involved in.

## **Team Travel Alcohol Policy**

When traveling with athletic teams, athletic trainers and athletic training students are responsible for the healthcare of all student-athletes during the entire trip. As such, a zero tolerance policy is in effect with respect to alcohol consumption so that sound, rationale decisions can be made at all times.

## **Sexual Harassment**

Student-athletes, equipment managers, athletic training students, graduate assistant athletic trainers, and staff alleging harassment by a coach, staff member, or another student-athlete or athletic training student should follow the policy in the JMU Intercollegiate Athletics Handbook for Student Athletes. Immediate reporting of alleged incidents is imperative. Any harassment should be reported to the immediate supervisor or to the Office of Affirmative Action

## **Discrimination**

JMU's Division of Intercollegiate Athletics, the Athletic Training Program, and the Department of Sports Medicine do not discriminate on the basis of race, color, national origin, religion, gender, age, veteran status, political affiliation, sexual orientation or disability (in compliance with the Americans with Disabilities Act) with respect to employment or admissions or in connection with its programs or activities. Inquiries or requests for reasonable accommodation may be directed to the activity coordinator, the appropriate university office, or the Office of Affirmative Action.

## **Liability Insurance**

JMU through the State of Virginia provides malpractice coverage to the amount required in The Code of Virginia. Coverage is per occurrence for each individual student and covers student practice that is an assigned course-related activity. It will NOT cover student work outside course experiences. Insurance policies can also be purchased through various vendors. Athletic training students are encouraged to carefully review supplemental policies and determine if it is something deemed worthwhile to purchase.

## **OSHA Requirements**

Each athletic training student is required to complete annual University OSHA training (on-line tutorial and quiz) and maintain documented proof of completion. All athletic training venues will provide the proper equipment and supplies to manage occupational hazards. Blood borne pathogen training information is available on the Clinical Education website (Blackboard).

## **Emergency Cardiac Care Certification**

All athletic training students involved with clinical care are required to maintain current emergency cardiac care certification. The Athletic Training Program maintains a handout that will provide for appropriate record keeping once you have completed such certification. Completed forms must be on file to verify one's status.

## **Supervision Policy**

It is the policy of the JMU Department of Sports Medicine and all affiliated sites to directly supervise all athletic training students according to the Commonwealth of Virginia's legislative code. However, it is recognized that there may be brief periods of times where an athletic training student is left unsupervised while the supervising athletic trainer is required to attend to another item at hand. As such, the term "*unsupervised student/first responder*" is used to define the role that an athletic training student may undertake during such a scenario.

When acting as a first responder, a student may take part in the following:

- \*First Aid, CPR & emergency life-saving procedures (as long as the student is certified)
- \*Activation of emergency medical services
- \*Perform preventative taping (but only if the athlete has been receiving that tape in the past)
- \*Perform or assist in preventative stretching.

When unsupervised, a student cannot make any return-to-play decisions which might include, but are not limited to:

- Evaluating an injury/illness to determine if an athlete can participate in practice/game
- Evaluating the progress of a rehab and/or making changes to that rehab program
- Performing a new tape/wrap that has not been performed on the athlete in the past (for example, taping an athlete's ankle for additional support after he/she just twisted it some in practice)

While performing unsupervised tasks may appear to be a valuable component of learning, the safety and care of the student-athlete are of greatest priority. Thus, unsupervised experiences for students will not be the standard of care. The role of an athletic training student as a first responder is not condoned by the Athletic Training Program. Students performing duties as a "first responder" should never be confused with the duties of an athletic trainer or athletic training student. Misrepresenting yourself as an athletic trainer is a violation of the Virginia State Law and places yourself and the university at great risk. Documentation of the understanding of the first responder role MUST be on file in your clinical folder.

## **Guidelines for Travel**

Traveling to away competitions is considered to be a privilege for athletic training students. It is expected that all athletic training students will represent all aspects of James Madison University in a positive manner when traveling. Proper attire is a must, and timeliness is expected on all

occasions. Tardiness will NOT be tolerated. At no times will an athletic training student exemplify a behavior that puts at risk a student-athlete or deters a student-athlete from his or her athletic performance.

When planning for athletic travel, athletic training students will assist their preceptors with equipment preparations. This requires proper planning and good time management on the part of the athletic training student. It is the responsibility of the athletic training student to make prior arrangements for missed class time. See the *ATP Curriculum Handbook* for additional information on travel guidelines.

### **Appearance of the Sports Medicine Department**

It is the responsibility of all staff and students to maintain a professional, clean and respectful appearance of all athletic training venues at all times. Each person should take pride in the department, its resources, equipment, and appearance. A clean and professional looking facility contributes to a professional perception. Furthermore, all efforts to provide a clean and sterile facility will lend themselves to reducing the potential of infectious and otherwise non-sanitary environments. In order to help maintain a professional appearance, the following daily responsibilities are coordinated by those individuals opening and closing the department. The athletic training student should assist their supervising preceptor with these duties. (It is understood that a preceptor is present at all times that the athletic training room is open, and therefore, the ATS is not solely responsible for opening, closing or maintaining the facilities).

#### **Opening Duties**

- Unlock the main entrance doors (if athletic trainer is present; students are not issued keys)
- Turn on the lights
- Fill whirlpools
- Turn on all modalities
- Check status of the laundry
- Prepare hydration at entrance
- Turn on copier
- Turn on TV/radio
- Check voice mail on main phone line
- Check for new faxes

#### **Duties Throughout The Day**

- Fold laundry
- Organize modality carts
- Fill ice cups
- Fill ultrasound gels
- Restock as needed from back closet
- Pick up any garbage off the floor
- Keep hydration area clean
- Clean coolers as they are returned
- Refill hydration at entrance
- Secure all confidential medical records

Be sure all offices and storage closets are locked  
Restock tape at all taping stations

### **Closing Duties**

Lock the main entrance door (if ATC is present; students are not issued keys)  
Turn off the lights  
Drain and cleaning whirlpools  
Turn off all modalities  
Check status of laundry  
Turn off copier  
Secure all confidential medical records  
Turn off tv/radio  
Wipe down all tables

**Monthly Clean Up** (All students assigned to the athletic training room that is scheduled for its monthly clean are expected to attend).

Clean hydro  
Wash hydrocollator packs  
Wash toe covers (do not dry)  
Wash all pillowcases including MD office (w/cold and dry/low)  
Mop the floors  
Vacuum carpets  
Clean whirlpools and turbines  
Dust window cases  
Dust and straighten under treatment tables  
Clean any clutter  
Organize modality carts  
Clean exercise and rehab equipment  
Clean & stock taping stations  
Restock storage closet  
Clean instrument trays

### **Vehicle Policy**

Only athletic training staff, graduate assistant athletic trainers and athletic training students who hold a valid driver's license and have been given permission to operate a JMU owned vehicle are allowed to use such vehicles for any athletic training related functions. When using Athletic Department vehicles, students are to follow all motor vehicle and driving laws applicable for the State of Virginia. Pedestrian safety should be a priority at all times when operating a vehicle. Always park vehicles in appropriate locations that are used for athletic training services only.

In order to use a JMU vehicle, an athletic training student must follow all truck/van use guidelines and fill out the Driving History Background Check form. This form must be approved by the Director of Sports Medicine prior to driving a university vehicle (form available from the Director of Sports Medicine).

**Fueling Directions:** The Department of Sports Medicine has three vans. These should be refueled when the tank reaches ¼ full. Take the vehicle to the maintenance area, located behind Anthony Seeger Hall (exit campus at Main St., turn right at light, turn left at next light which is Grace Street). The maintenance center will be on the left. Pumps are located on the side of the building where the garage doors are located.

The Department of Sports Medicine operates golf cart type vehicles for transportation of equipment. These are to be driven by appropriate individuals only when functioning in the capacity of sports medicine related duties. It is a university policy that these vehicles are not driven on roads used for motor vehicles unless proper training has occurred and a certification for such approval is granted in writing. If the athletic training student is unsure of where these vehicles can be driven please check with staff prior to driving the vehicle. Following the usage of these carts, each should be charged overnight for maximal future function.

### **Parking Of Vehicles**

It is important to understand that JMU follows very strictly all university related parking policies and procedures. ***Regardless of what the athletic training student is doing in terms of sports medicine related responsibilities, the Department of Sports medicine will not be responsible for any parking or vehicle violations that the athletic training student receives.*** Some of these fines are quite hefty, so please be sure to abide by all parking regulations.

### **Transportation of Student-Athletes**

The transporting of student-athletes by an athletic training student is allowed for athletic training and athletic purposes only (i.e. transporting an athlete to a doctor's appointment or surgery), but the athletic training student MUST use a state-owned vehicle for such transportation. (Athletic training students are not covered with liability insurance nor are they reimbursed for mileage if they use their personal vehicles, thus athletic training students should never transport a student-athlete in their personal vehicle). No person should provide transportation to any student-athlete for any other reason. When operating a vehicle, the athletic training student should always keep in mind the safety of all passengers. All applicable State of Virginia motor vehicle laws should be followed at all times with particular attention paid to the wearing of seatbelts and the transporting of the appropriate number of passengers.

### **Telephone Usage Policy**

The use of telephones in all of the athletic training venues is for business use only. Exceptions will be made only for emergency circumstances. All individuals answering the telephones in any athletic training venue will be expected to do so in a very professional manner, such as "JMU Sports Medicine, this is John." Calls taken for those not present should be recorded and should include the following information: name of caller, time of call, brief message, number to be reached, and the name of the person taking the message.



Telephones in the athletic training venues are not for personal use. The use of personal cell phones is permitted for emergency purposes only while an individual is in an athletic training venue. It is clearly recognized that some individuals will use their cell phones as a means of communication for emergency purposes, and therefore will be allowed to carry their phones and keep them on. However, if it is determined that an individual is using a cell phone inappropriately and for personal use during clinical times then the personal cell phone usage will be revoked from that individual.

**It is an NCAA violation to allow a student-athlete to use any telephone belonging to the Department of Sports Medicine if it is not medically or academically related.** Before making a simple gesture of kindness, please be sure the gesture is not a violation so that a student-athlete is not reprimanded for what appears to be an innocent effort.

*To check for telephone messages on the main Godwin 6562 line:*

*Dial 84411*

*When "Welcome to JMU Voice Mail System" prompts you, dial "\*86562"*

*When prompted, enter password, "1235"*

*Listen to messages:*

*3 - deletes the call*

*4 - gives the message to another mailbox*

*5 - keeps the message*

*7 - listens to calls*

### **Computer Usage Policy**

Computers housed in the athletic training venues are for business use only during open hours of operation. Any person using a computer in an athletic training venue is expected to follow the James Madison University Appropriate Use of Information Technology Resources found at <http://www.jmu.edu/JMUpolicy/1207.shtml>. Students must have permission from a staff member to use a Department of Sports Medicine computer at any given time.

**It is an NCAA violation to allow a student athlete to use any computer belonging to the Department of Sports Medicine if it is not medically or academically related.**

### **Storing Personal Belongings**

The athletic training room offices are off-limits to the athletic training students and their belongings. In addition to the locker rooms/student storage areas within the main athletic training room, lockers may be obtained from the equipment issue room for the storage of personal belongings.

## **Fax/Copier Usage Policy**

Fax machines and copy machines are the property of the Department of Sports Medicine. They are to be used for business purposes only. Athletic training students using such equipment should only be doing so with the permission of a staff member. **It is an NCAA violation to allow a student-athlete to use any fax or copy machine belonging to the Department of Sports Medicine if it is not medically or academically related.**

## **Food and Beverage Policy**

Food and beverage are not permitted in the treatment area of any athletic training room. All food must be eaten in a designated office or space so that it is not in view of the treatment area. This is to maintain a clean appearance in all venues. The only beverage allowed in the treatment area is water, or in the event of a medical problem, a sports drink is acceptable. Anyone found to disobey such policies will be removed from the clinical setting. Athletic training students are not only asked to abide by this policy, but also to assist in enforcing the policy with all student-athletes and visitors.

## **Grievances**

Clinical experiences for athletic training students can be stressful and, at times, very trying. Oftentimes, situations arise that are unexpected. Such situations may concern an individual for a variety of reasons. If such an occasion occurs, it is important for the individual to know that there is a mechanism for expressing one's concern. Individuals should attempt to manage a situation with one's immediate supervisor. If an acceptable solution is not found, the individual should meet with either the Director of Sports Medicine, Clinical Coordinator, or Athletic Training Program Director. A formal process for filing a grievance does exist and can be found in the Athletic Training Curriculum Handbook.

## **Educational Resources**

The Department of Sports Medicine is pleased to be able to house numerous educational resources. These items include textbooks, videos, CD-ROMS, anatomical models and others. These resources have both been purchased and donated, and are to be utilized with care. They are to remain in the Department of Sports Medicine at all times. They are for use by the staff and students, and are considered a privilege to have available for daily usage.

## **Learning Environment**

Athletic training students are encouraged to collaborate with all other members of the Sports Medicine Department and its affiliates to foster growth during any formal and informal opportunities. Though the primary assignment will be with a specific sport at JMU under the direction of a named staff athletic trainer, the athletic training student will always be afforded the

opportunity to shadow and work alongside any member of the Sports Medicine staff in order to enhance his/her clinical skills.

### **Additional Policies (Emergency Action Plans, Lightning Policy, etc)**

For a complete list of all of JMU's Department of Sports Medicine policies (including Emergency Action Plans, lightning and inclement weather policies, nutritional policies, medical condition policies, travel policies, etc, refer to the Department of Sports Medicine Policy and Procedures Manual posted on the Clinical Education Blackboard website).

### **Summary**

All of us at JMU are excited to have you as a part of our Sports Medicine Team. Please make the most of your opportunities with us and enjoy the time you spend learning and interacting as an athletic training student. If at any times you have any questions, concerns or suggestions, please feel free to discuss these with any member of the staff.