



# Castleton University

## **Athletic Training Student Handbook**

The Athletic Training Handbook is intended to give the Athletic Training Student (ATS) an overview of the Athletic Training Program (AT Program) at Castleton. It explains the academic and clinical requirements of the AT Program and the Athletic Training Room (ATR) policies and procedures. The handbook is revised annually and each new edition supersedes all previous editions.

The AT Program provides the student with a rigorous combination of academic requirements through coursework and clinical proficiency assessments, and participation in clinical experiences with CU athletic teams and off campus affiliate sites. This will prepare the student for the Board of Certification (BOC) examination and entry-level employment as a certified athletic trainer. The Castleton University AT Program is accredited by the Commission on Accreditation of Athletic Training Education (CAATE) and must follow its standards and guidelines.

In order for a student to sit for the BOC examination, he/she must complete the requirements of the program. Once the student has successfully completed all of the program requirements, the Director of Athletic Training will verify the student's eligibility to take the BOC exam.

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## **SECTION 1: PROGRAM HISTORY, MISSION AND OUTCOMES**

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## [History of Castleton University Athletic Training Education](#)

### **CASTLETON UNIVERSITY**

Founded in 1787, Castleton is the oldest institution of higher learning in Vermont and the 18th oldest in the country. Today, the campus includes 32 buildings situated on a 165-acre main campus and one 40,000 square foot arena located 11 miles east of the campus. The University is located in the rural lakes region of western Vermont, twelve miles east of Rutland and six miles east of New York state. Three of the university's oldest buildings, along with much of the village of Castleton, are listed on the National Register of Historic Places. Vermont's spectacular Green Mountains are visible to the east, and the Adirondack Range and Lake Champlain lie to the west and north.

On October 15, 1787, the General Assembly of the Republic of Vermont granted a charter to the Rutland County Grammar School. The school evolved to become, in turn, the Vermont Classical High School, Castleton Seminary, State Normal School, Castleton Normal School, Castleton State Teachers College, Castleton State College and in July 2015, Castleton University.

The Castleton Medical College, founded in 1818, was the first such college in Vermont and for some time the largest in New England.

Castleton came under direct public control in 1912, when the property was purchased by the State of Vermont. Since that time, Castleton has grown into a comprehensive institution of higher education offering a wide range of programs in the sciences, the arts, the humanities, and career and professional fields.

Castleton University has over 2,000 full and part-time students, over 75 programs of study, including 13 graduate programs and one doctoral program.

### **ATHLETIC TRAINING PROGRAM**

The Athletic Training Program (AT Program) at Castleton University saw its beginnings in the mid 1970's when a few students completed the Physical Education program at Castleton and pursued masters degrees in Athletic Training from Indiana State University. Three of these alumni, Dr. David Perrin, Mr. Mike Terralault, and Dr. John Cottone all returned to Castleton to hold faculty positions. They all played a role in the development of the academic and clinical program in athletic training.

When Dr. Cottone left Castleton in 1985 to become the Director of Athletic Training at SUNY Cortland, John Feenick began his twenty years of service to Castleton as the Program Director. Under John Feenick's direction, the program

received accreditation by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) in 2000. In 2005 it was reaccredited by CAAHEP, and then in 2006 it became accredited by the Commission on Accreditation of Athletic Training Education (CAATE), which is the new accrediting body for athletic training education programs. Professor Feenick turned over the reins as program director to Professor Reese Barber in 2006, and he continued to serve as the Chair of the Physical Education Department at Castleton until his retirement in 2015. Reese Barber began her service to Castleton in 1997 as a member of the Athletic Training faculty as well as Clinical Coordinator of the AT Program, and currently serves as the director of the program.

Students complete the curriculum at Castleton and are encouraged to enter graduate programs in athletic training. Our alumni work at private boarding schools, public high schools, sports medicine clinics, professional teams, colleges and universities. Many alumni from the program have distinguished themselves as among the leaders in the profession.

Athletic training is an exciting and ever changing field of health care. Since its inception in 1977, the AT Program has grown and changed with the times. We have a history of outstanding educators who have founded our program, and are proud of the many accomplishments of the alumni of our program. The current instructional staff of the program, like that of our predecessors, is dedicated to offering our students a sound academic and clinical experience that fully prepares them to enter the profession of Athletic Training.

# ATHLETIC TRAINING EDUCATION MISSION STATEMENT

The mission of the CAATE- accredited Athletic Training Program at Castleton University is to provide a comprehensive and progressive academic and clinical education experience for students. This experience at Castleton will prepare students to pass the Board of Certification (BOC) examination and achieve entry-level employment in the field of Athletic Training.

The AT Program accepts the overall mission of Castleton University to provide the opportunity for intellectual and personal growth of students through excellence in teaching, close student-faculty interaction, numerous opportunities for outside-the-classroom learning, and an active and supportive campus community. The AT Program strives to prepare students for meaningful careers, further academic pursuits; and engaged, environmentally responsible citizenship.

## **Athletic Training Program Goals**

1. The AT Program will prepare students to:
  - a. Think critically and effectively apply content knowledge to real world situations and tasks.
  - b. Be professionally and ethically responsible administrators of athletic healthcare.
  - c. Maintain the highest standards of evidence-based clinical practice by effectively integrating information technology, clinical expertise, and patient values and circumstances.
  - d. Utilize effective oral and written communication skills as an athletic trainer.
  - e. Secure employment in athletic training or a related field, or gain admission to a graduate program of study.
2. The AT Program will continually strive to provide high quality didactic and clinical instruction and learning opportunities for the students.

## **Athletic Training Program Student Learning Outcomes & Benchmarks**

1. Students will demonstrate effective clinical application of athletic training skills learned in didactic coursework.
  - a. Benchmark: 80% of the students will score at least “4” or higher within each subcategory in the clinical skills section of the Clinical 5 Preceptor Evaluation form (3=average; meets minimal standards; 4= above average clinical level; 5= outstanding, excellent, exceeds clinical level).
2. Students will demonstrate adherence to the core foundational behaviors and professional attributes of health care providers.
  - a. Benchmark: 80% of the students will score at least “4” or higher within each subcategory in the foundational behaviors section of the Clinical 5 Preceptor Evaluation form.
3. Students will effectively integrate research evidence into clinical practice.
  - a. Faculty will assess artifacts of clinical case reports collected from junior-level students annually.



## ATHLETIC TRAINING PROGRAM OUTCOMES

Upon graduation from the Athletic Training Program at Castleton University, students are eligible to take the Board of Certification (BOC) Examination. As part of its ongoing assessment of program effectiveness, the AT Program at Castleton tracks the following information:

2012-2019 BOC Pass Rates of Castleton University AT Program Graduates:

<b>Year of Graduation</b>	<b>Number graduating</b>	<b>Number taking the BOC exam</b>	<b>Number passing first attempt</b>	<b>Percent passing first attempt</b>	<b>Number total passing</b>	<b>Percent total passing</b>
<b>2012</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>100%</b>	<b>9</b>	<b>100%</b>
<b>2013</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>100%</b>	<b>11</b>	<b>100%</b>
<b>2014</b>	<b>8</b>	<b>8</b>	<b>6</b>	<b>75%</b>	<b>7</b>	<b>88%</b>
<b>2015</b>	<b>5</b>	<b>5</b>	<b>3</b>	<b>60%</b>	<b>5</b>	<b>100%</b>
<b>2016</b>	<b>9</b>	<b>9</b>	<b>7</b>	<b>78%</b>	<b>8</b>	<b>89%</b>
<b>2017</b>	<b>9</b>	<b>9</b>	<b>7</b>	<b>78%</b>	<b>8</b>	<b>89%</b>
<b>2018</b>	<b>11</b>	<b>11</b>	<b>8</b>	<b>73%</b>	<b>11</b>	<b>100%</b>
<b>2019</b>	<b>6</b>	<b>6</b>	<b>4</b>	<b>67%</b>	<b>4</b>	<b>67%</b>
<b>3-yr aggregate</b>	<b>26</b>	<b>26</b>	<b>19</b>	<b>73%</b>	<b>23</b>	<b>88%</b>

### Student Graduation Rate

Graduation rate: Measures the progress of students who began their studies as full-time athletic training students, formally accepted into the professional phase of the program, who completed their AT degree within 150% of the “normal time” for completing this degree. The “normal time” to complete this Bachelor of Science in Athletic Training is four years.

	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	3-yr aggregate
# Of students graduating from program	11	8	5	9	9	11	6	29
Student graduation rate (%)	100%	100%	100%	100%	100%	100%	75% *last updated Sept 2019	93% *last updated Sept 2019

### Student Employment Rate

This is a measurement of the percentage of students within 6-months of graduation that have obtained positions in the following categories: employed as an athletic trainer, employed as other, and not employed.

Employment rate is calculated as: the sum of students with a Employed as an AT or Employed as an AT and in a degree or residency program then divided by the total number of students who have graduated.

	# Employed as AT	Employment rate as AT (%)	# Employed as other	Employment rate as other (%)	# Not employed	Not employed rate
2012-2013	10	91%	1	9%	0	0%
2013-2014	6	75%	0	0%	1	12%
2014-2015	5	100%	0	0%	0	0%
2015-2016	8	89%	1	11%	0	0%
2016-2017	8	89%	1	11%	0	0%
2017-2018	9	82%	0	0%	*2	*18%
**2018-2019	3	50%	3	50%	0	0%
3-yr aggregate	20	77%	4	15%	2	8%

\*2017-2018 # not employed- not employed due to enrollment in a Doctor of Physical Therapy program.

\*\*2018-2019 data last updated Sept 2019.

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## **Overview of the Academic Program at Castleton**

The professional education program in Athletic Training is three years in duration and follows one or more years as a pre-AT student. Entry into the professional program is selective and competitive. The professional program includes both didactic (classroom) and clinical education segments. These two segments should not be viewed as separate entities, as they are closely linked together. The didactic portion focuses on the cognitive development of competencies and many laboratory opportunities to develop psychomotor skills, while the clinical portion provides opportunities for the student to experience real-world application of skills and to develop the professional behaviors of a certified athletic trainer. The clinical education would not be as helpful without the knowledge and skills learned in the classroom, and visa versa the classroom knowledge and skills would not be as effective in the development of a competent athletic trainer without the experiential learning provided in the clinical portion of the program.

In order for a student to be successful in this program he/she MUST take responsibility for his/her education and seek every opportunity to learn and improve. A student will not learn by simply “having exposure” to ideas and experiences, but will learn when he/she purposefully seeks to engage in those ideas and experiences. Students should be encouraged to ask questions of their academic and clinical instructors, to use the many available resources in this program, and to constantly seek feedback about ways to improve their level of knowledge and proficiency.

The NATA Education Council provides CAATE-accredited athletic training education programs with a document called “Athletic Training Educational Competencies.” Programs must use this document when structuring the didactic and clinical education experience for students. The competencies, the clinical proficiencies, and the foundational behaviors of professional practice are integrated into the Castleton Athletic Training Program.

## **Overview of the Clinical Education Experience at Castleton**

Students will complete six semesters of clinical activities. Clinical activities occur as part of clinical courses and credit hours are earned for them. These courses include both formal assessment of clinical proficiencies through individual work with a preceptor, and “real world” clinical field experiences to include assignments with men’s and women’s varsity athletic teams, cooperative experiences at other area colleges and high schools, and rotations through Killington Medical Clinic, the Vermont Orthopedic Clinic, Rutland Regional Medical Center Emergency Room, Castleton Family Health, Slate Valley Physical Therapy, and Ashcroft Chiropractic Clinic.

### **Learning Over Time (Mastery of Skills):**

**Definition:** The process by which professional knowledge and skills are learned and evaluated. This process involves the initial formal instruction and evaluation of that knowledge and skill, followed by a time of sufficient length to allow for practice and internalization of the information/skill, and then subsequent re-evaluation of that information/skill in a clinical (actual or simulated) setting (CAATE Clinical Education Terminology).

### **Learning Over Time at Castleton:**

The athletic training program at Castleton will use the following components for teaching, evaluating, and documenting clinical education: Competency Assessment, Proficiency Assessment, Clinical Field Experience, Program Competency Examinations, and Portfolio Development. Each component is further explained below.

#### Competency and Proficiency Assessment

**Competency Assessment:** Cognitive and Psychomotor competencies are formally taught within the didactic courses. A complete list of didactic courses included in the AT Program can be found in the university catalog, or in the AT Program Student Handbook under “AT Program Course Sequence”. Once the student passes an AT course, he/she can then use the learned skills within the clinical field experience under the supervision of a preceptor.

Those AT courses that have a significant amount of psychomotor skill development built into the course have a lab or “hands on” component in which the student can practice learned skills. **Students must receive a B- or better grade in each course listed below. If the student does not receive a B- in these courses, he/she must retake the course and will not be allowed to use the learned skills in the field experience assignment until the required course grade is achieved.**

- Introduction to the Athletic Training Profession
- Anatomical Aspects of Sports Medicine
- Emergency Care and Personal Safety
- Practicum in Athletic Training
- Evaluation and Mgmt of Injuries- Lower
- Evaluation and Mgmt of Injuries- Upper
- Therapeutic Interventions I
- Therapeutic Interventions II
- Admin of A.T. and Sports Med Programs
- Evaluation and Mgmt of Injuries- Head, Neck and Trunk
- Applied Nutrition and Weight Control
- Pharmacology and General Medical Conditions
- Senior Seminar in Athletic Training
- Health Evaluation & Intervention

**Proficiency Assessment:** The Proficiency Assessment will occur in each of the five clinical courses. A preceptor will be assigned to recheck skills learned in previous coursework. The purpose of the Proficiency Assessment is to place the student in a clinical experience where previously learned skills can be synthesized and integrated into a decision-making environment. A Proficiency Assessment ensures that the student has mastered the particular skills that have been assessed.

#### Supervised Clinical Field experience

The Supervised Clinical Field Experience is where experiential learning occurs. Students are assigned to a variety of settings with patients engaged in a range of activities with conditions described in athletic training knowledge, skills and clinical abilities, role delineation study and standards of practice delineated for a certified athletic trainer in the profession. Skills that are learned during clinical education are REFINED and APPLIED here. **Note: An athletic training student shall NOT perform any skills in the clinical field experience UNTIL the Competency Assessment of the skills has been completed (i.e. completed coursework).** The Supervised Clinical Field Experience is a component of each of the clinical courses. A progressive assessment tool has been developed to allow the preceptor to evaluate the performance of the ATS at each level of clinical advancement in the program.

#### Program Competency Examinations

Students in Level 2 and Level 4 of the AT Program will be required to take cumulative competency examinations. Level 2 students will complete the exam as a component of the Clinical 2 course, and they must score a minimum of 70% or better on the exam to pass the course. Students will have the opportunity to retake the exam within 2-3 weeks of the test. Failure to pass the exam will delay the start of the next clinical experience course in the following semester. Level 4 students will take the exam as a component of the Senior Seminar in Athletic Training course. Students who do not achieve a score of 70% or greater on this examination should not register for the BOC examination until they meet the passing point.

#### Portfolio

The portfolio includes documents that demonstrate the student's progress throughout the educational experience and provides evidence of his/her competency and proficiency as he/she progresses through the athletic training education program and into the profession of athletic training.

# ATHLETIC TRAINING PROGRAM COURSE SEQUENCE

## **FRESHMAN FALL**

BIO 2011 HUMAN ANATOMY AND PHYSIOLOGY I (4 cr)  
AHS 1060 INTRO TO THE ATHLETIC TRAINING PROFESSION (2 cr)

## **FRESHMAN SPRING**

BIO 2012 HUMAN ANATOMY AND PHSHIOLOGY II (4 cr)  
AHS 2160 ANATOMICAL ASPECTS OF SPORTS MEDICINE (3 cr)  
PED 2160 EMERGENCY CARE AND PERSONAL SAFETY (3 cr)

## **SOPHOMORE FALL**

AHS 2151 EVAL/ MGMT OF INJURIES: LOWER EXTREMITY (3 cr)  
AHS 1010 CONTEMPORARY HEALTH ISSUES (3 cr)  
AHS 2840 PRACTICUM IN ATHLETIC TRAINING (2 cr)  
PHY 1051■ GENERAL PHYSICS I (4 cr)

## **SOPHOMORE SPRING**

AHS 2152 EVAL/ MGMT OF INJURIES: UPPER EXTREMITY (3 cr)  
AHS 3120 KINESIOLOGY (3 cr)  
AHS 2510 THERAPEUTIC INTERVENTIONS I (3 cr)  
PED 2120 PSYCHO-SOCIAL ASPECTS OF PHYSICAL ACTIVITY (3 cr)  
AHS 2821Ⓟ ATHLETIC TRAINING CLINICAL 1 (2 cr)

## **JUNIOR FALL**

AHS 3510 THERAPEUTIC INTERVENTIONS II (3 cr)  
AHS 2170 STRENGTH TRAINING PRINCIPLES (2 cr)  
AHS 3140 ADMIN OF AT AND SPORTS MED PROGRAMS (3 cr)  
CHE 1041■ GENERAL CHEMISTRY I (4 cr)  
AHS 3822Ⓟ ATHLETIC TRAINING CLINICAL 2 (2 cr)

## **JUNIOR SPRING**

AHS 3811 EVAL/MGMT OF INJURIES: HEAD, NECK AND TRUNK (2 cr)  
AHS 3813 PHARMACOLOGY/GENERAL MEDICAL CONDITIONS (2 cr)  
AHS 3150 PHYSIOLOGY OF EXERCISE (4 cr)  
PED 4020 APPLIED NUTRITION AND WEIGHT CONTROL (3 cr)  
AHS 3823Ⓟ ATHLETIC TRAINING CLINICAL 3 (2 cr)

## **SENIOR FALL**

AHS 4620 SENIOR SEMINAR IN ATHLETIC TRAINING (2 cr)  
AHS 4710 HEALTH EVALUATION & INTERVENTION (2 cr)  
AHS 3820■ PRACTICUM IN EXERCISE LEADERSHIP (3 cr)  
AHS 4824Ⓟ ATHLETIC TRAINING CLINICAL 4 (2 cr)  
AHS 4220■ SCIENTIFIC FOUNDATIONS OF STRENGTH & CONDITIONING I (3 cr)

## **SENIOR SPRING**

PED 4910 SENIOR THESIS IN PHYSICAL EDUCATION (3 cr)  
AHS 4825Ⓟ ATHLETIC TRAINING CLINICAL 5 (2 cr)  
AHS 4221■ SCIENTIFIC FOUNDOF STRENGTH & CONDITIONING II (3 cr)  
AHS 2161■ INTRO TO MFR (3 cr)

### SYMBOL KEY:

- These courses require a minimum grade of B-.
- These courses are highly recommended but are NOT required courses to complete the athletic training major.
- Ⓟ All clinical courses are graded P/NP.

# Castleton University Bachelor of Science in Athletic Training Program

## Levels of Advancement

### [Pre-Professional Student](#)

The student has completed or is in the process of completing the following coursework:

- Human Anatomy and Physiology I
- Human Anatomy and Physiology II
- Intro to the Athletic Training Profession
- Anatomical Aspects of Sports Medicine
- Emergency Care and Personal Safety

Clinical Field Experience: The student will accumulate a minimum of 30 observation hours. These hours may include observation in the Castleton athletic training room, practice and game observation.

**Summary of Clinical Skills:** Taping, bracing, splinting; emergency care procedures.

### [Athletic Training Student- Practicum \(Sophomore- Fall\)](#)

The student is in the process of completing the following coursework:

- Evaluation and Management of Injuries to the Lower Extremity
- Contemporary Health Issues
- Practicum in Athletic Training

Clinical Field Experience: This is the first semester of clinical field experience and the professional phase of the AT Program. The student will be working under the direct supervision of a preceptor at Castleton University or an affiliate site. He/she will also attend the annual Preseason Athletic Training Camp, which serves as an orientation to the AT Program.

**Summary of Clinical Skills:** Lower extremity evaluation skills, protective padding and equipment, environmental injuries/illnesses, and health issues.

### [Athletic Training Student- Level 1 \(Sophomore- Spring\)](#)

The student is in the process of completing the following coursework:

- Evaluation and Management of Injuries to the Upper Extremity
- Psychosocial Aspects of Physical Activity
- Kinesiology

Therapeutic Interventions I  
Athletic Training Clinical I

Clinical Field Experience: This is the second semester of clinical field experience. The student will be working under the direct supervision of a preceptor at Castleton University or an affiliate site.

**Summary of Clinical Skills:** Upper extremity evaluation skills, use of directional terms and cardinal planes of movement, theory and application of therapeutic exercise and modalities, and psychosocial issues. The student must pass all proficiency assessments and the clinical field experience assignment required in Clinical I.

[Athletic Training Student- Level 2 \(Junior- Fall\)](#)

The student is in the process of completing the following coursework:

Strength Training Principles  
Therapeutic Interventions II  
Administration of Sports Medicine Programs  
Athletic Training Clinical II

Clinical Field Experience: This is the third semester of clinical field experience. The student will be working under the direct supervision of a Castleton University preceptor. The student will work as an assistant or head student athletic trainer with at least one Castleton University athletic team. He/she will also attend the annual Preseason Athletic Training Camp. Emergency policies/procedures and CPR/AED skills are rehearsed at this camp.

**Summary of Clinical Skills:** Theory and application of therapeutic exercise and modalities, planning/ coordinating the administrative components of athletic training, and strength training. Student must pass all proficiency assessments and the clinical field experience assignment required in Clinical II. He/she must also pass the Level II Program Competency Examination.

[Athletic Training Student- Level 3 \(Junior- Spring\)](#)

The student is in the process of completing the following coursework:

Evaluation and Management of Injuries to the Head, Neck, and Trunk  
Exercise Physiology  
Applied Nutrition and Weight Control  
Pharmacology and General Medical Conditions  
Athletic Training Clinical III

Clinical Field Experience: This is the fourth semester of clinical field experience. The student will be working under the direct supervision of a Castleton University

preceptor. The student will work as an assistant or head student athletic trainer with at least one Castleton University athletic team.

**Summary of Clinical Skills:** Evaluation of injuries to the head, neck, and trunk, knowledge of the physiological adaptations in the human body to exercise, general nutrition programming for athletes and the physically active, understanding of pharmacologic applications relevant to the treatment of athletes and the physically active, and recognition, treatment and referral of general medical conditions of athletes and others involved with physical activity. The student must pass all proficiency assessments and the clinical field experience assignment required in Clinical III.

#### [Athletic Training Student- Level 4 \(Senior- Fall\)](#)

The student is in the process of completing the following coursework:

- Senior Seminar in Athletic Training
- Health Evaluation & Intervention
- Athletic Training Clinical IV

Clinical Field Experience: This is the fifth semester of field experience. A Level IV student should complete a clinical athletic training field experience with a preceptor at a Castleton affiliate site. The student will complete the Level IV Program Competency Examination. He/she will also attend the annual Preseason Athletic Training Camp. Emergency policies/procedures and CPR/AED skills are rehearsed at this camp.

**Summary of Clinical Skills:** Design and implementation of exercise testing and fitness prescriptions; professional development and responsibility. The student must pass all proficiency assessments and the clinical field experience assignment required in Clinical IV. He/she must also pass the Level IV Program Competency Examination.

#### [Athletic Training Student- Level 5 \(Senior- Spring\)](#)

The student has completed or is in the process of completing the following coursework:

- Senior Thesis
- Athletic Training Clinical V

Clinical Field Experience: This is the sixth semester of field experience. As a program graduation requirement, the student must have **accumulated** a minimum of 800 **total** clinical experience hours at Castleton University or an approved affiliate site. A level V student should complete a clinical athletic training field experience with a preceptor at a Castleton affiliate site as well as complete a General Medical Rotation.

**Summary of Clinical Skills:** Preparation and interpretation of scientific research. The student must pass all proficiency assessments and the clinical field experience assignment required in Clinical V.

## *Program Competency Examinations*

### Level 2

During the week following October break each fall semester; the Level 2 students will complete a multiple choice format competency examination. The examination is based on the competencies designated through the spring of the previous academic year. The examination is given to students who are enrolled in Clinical 2. Students must score a minimum of 70% or better on the exam. Students will have the opportunity to retake the exam within 2-3 weeks of the test. Failure to pass the exam will delay the start of the clinical experience course in the next semester.

Competencies from the following courses are assessed for the Level 2 exam:

Level 2: AHS 1060 Intro to AT, AHS 2160 Anatomical, PED 2160 E-care, AHS 2151 Lower Ext, AHS 1010 Health Issues, AHS 2840 Practicum, AHS 2152 Upper Ext, AHS 2510 Therapeutic Int. I, AHS 3120 Kinesiology, PED 2120 Psych-Soc

### Level 4

Students in Level 4 will take a cumulative competency examination as the final examination for AHS 4620 Senior Seminar in Athletic Training. The examination will cover content from all the domains of athletic training and all course content from athletic training courses at Castleton. Students who do not achieve a score of 70% or greater on this examination should not register for the BOC examination until receiving a passing point.

## PORTFOLIO DEVELOPMENT FOR ATHLETIC TRAINING STUDENTS

### **What is a portfolio?**

A working portfolio will be kept in the Program Director's office throughout your duration as a student in the AT Program; the portfolio is documentation of your "learning over time." The portfolio includes documentation that demonstrates your progress throughout the educational experience and provides evidence of your competency and proficiency as you move into the profession of athletic training. The Coordinator of Clinical Education will be primarily responsible for obtaining and organizing your portfolio items. Items in your portfolio include but are not limited to: proficiency assessments, clinical field experience evaluations, a compiled record of your clinical hours experience, current CPR card, and your AT Program application.

### **Your responsibilities include:**

1. Providing a photocopy of your current CPR card.
2. Recording and compiling your clinical experience hours each semester (see guidelines below).

### Contents of the Portfolio

Each portfolio must have some common elements. Your portfolio must contain:

1. Completed proficiency assessments- Preceptor
2. Completed field experience evaluation forms (Self and Preceptor)
3. Current CPR card
4. Compilation of your clinical experience hours (see guidelines below)
5. Other: Any additional work from classes, internship documentation, professional presentations given, letters of recommendation, awards, resume, etc.

Documentation of clinical experience hours for the semester

*Update your clinical experience hours each semester in your portfolio, providing the total number of hours for the semester as well as the cumulative number of hours for the program. The semester hours should be divided based on the experience in which they were accumulated. Possible format may look like:*

Name  
Year

Graduation

Term	Sport	Hours
Fall 2012	Rotation	150
Spring 2013	Softball	150
Fall 2013	Football	150
	Women's Basketball	75
Spring 2014	Women's Basketball	75

Fall 2014	Men's Ice Hockey	75
Spring 2014	Men's Ice Hockey	75
	Rutland High School	150
	<b>Total</b>	<b>900</b>

OR

Fall 2012  
 Rotation                      150 Hours  
Total: 150

Spring 2013  
 Softball                      150 Hours  
Total: 300

Fall 2013  
 Football                      150 Hours  
 Women's BBall              75 Hours  
Total: 525

Spring 2014  
 Women's BBall              75 Hours  
Total: 600

Fall 2014  
 Men's Ice Hockey            75 Hours  
Total: 675

Spring 2015  
 Men's Ice Hockey            75 Hours  
 Rutland High                150 Hours  
Total: 900

# CLINICAL PROFICIENCY CHECKLIST FOR STUDENT PORTFOLIO

NAME: \_\_\_\_\_  
 ADVISOR: \_\_\_\_\_

GRAD YEAR: \_\_\_\_\_

Proficiency Code	Corresponding Clinical Course	Proficiency Check-off Date (Semester / Year)	Preceptor Name
CIP-4b Lower Ext. Eval and Management	CLINICAL 1		
CIP-6 Emergency Management	CLINICAL 1		
CIP-4a Upper Ext. Eval and Management	CLINICAL 2		
CIP-4a Therapeutic Intervention	CLINICAL 2		
CIP-4 Therapeutic Intervention	CLINICAL 3		
CIP-7 Psycho-Soc for Rehab	CLINICAL 3		
CIP-8 Psycho-Soc Recognize and Refer	CLINICAL 3		
CIP-1 Applied Nutrition and Weight Control	CLINICAL 4		
CIP-4e and f Eval/Mgmt of the Head/Neck/Trunk	CLINICAL 4		
CIP-6 Eval/Mgmt of the Head/Neck/Trunk	CLINICAL 4		
CIP-2 Taping/Wrapping/Bracing/Padding	CLINICAL 5		
CIP-3 General Medical Conditions	CLINICAL 5		
CIP-5 General Medical Conditions	CLINICAL 5		
CIP-9 Healthcare Administration	CLINICAL 5		

Note: The Preceptor must document completed proficiencies for each student and submit this documentation to the Coordinator of Clinical Education. The CCE will place the documentation in the student's portfolio.

## **Additional Program Fees**

There are costs associated with being enrolled in the Castleton University Athletic Training Program. These include but are not limited to: clinical course lab fees (\$50 per clinical course), travel to/from off campus clinical sites, apparel to meet clinical dress code, and optional student liability insurance (see below). The program will cover meal expenses for each student during the AT Preseason camp, and during one immersive clinical experience per student per year (immersive experiences include full-time work with an assigned clinical experience during a preseason or during a school break). Students may volunteer to travel to away athletic events when accompanying a preceptor, and/or return to campus during additional school breaks to work with their assigned teams, however they would be responsible for covering their own expenses for meals during these times.

## **Student Liability Insurance**

While completing supervised clinical experiences at Castleton, you are covered under the university's Student Malpractice Blanket Liability insurance policy. This policy will cover you when you are participating in activities that are part of and a requirement of the Athletic Training Program at Castleton. This blanket policy DOES NOT provide coverage for any non-assigned events outside of your educational program that you may choose to work as a first aid provider (i.e. volunteer events at high-schools, summer camps, etc.). If you wish to be involved in these activities you should purchase your own policy. Information and applications for the Professional Liability Insurance Program for Students can be found at <http://www.proliability.com/professional-liability-insurance/students>. The program director can provide further information for you.

## **SECTION 3: ATHLETIC TRAINING PROGRAM POLICIES**

Student Progress, Retention, And Probation Policy

AT Program Clinical Supervision Policy

AT Program Policies on Clinical Hours, Travel, and Breaks

AT Program Communicable Disease Policy

AT Program Blood-Borne Pathogen Policy

AT Student as an Athlete Policy

ATP Policy on Professional Behavior

Dress Code And Personal Appearance Policy

**Handbook Table Of Contents**

# STUDENT PROGRESS, RETENTION, AND PROBATION POLICY

## Castleton University Athletic Training Program

Once accepted into the program, the student will receive a clinical and academic evaluation each semester. In order to remain in good standing within the Athletic Training Program, the student must maintain the following academic and clinical requirements.

### ACADEMIC

1. Maintain an overall GPA of 2.50
2. Receive a B- or better in the following Athletic Training core courses.

AHS 1060	AHS 2160	PED 2160	AHS 2151	AHS 2152
AHS 2510	AHS 2840	AHS 3510	AHS 3140	AHS 3811
AHS 3813	AHS 4020	AHS 4620	AHS 4710	

- If a student fails to receive a B- in one of the above listed AT core courses, he/she will receive a written academic warning but be allowed to continue in the clinical field experience. He/she will retake the course for grade improvement.
- The student will be placed on academic program probation if his/her academic record shows more than one AT core course with a grade below B-.
- The student may be dismissed from the Athletic Training Program if he/she receives four or more course grades below B- in the identified AT core courses that are listed above.
- If a student is placed on academic program for more than one semester, he/she may be dismissed from the Athletic Training Program.

### Terms of academic probation

If a student drops below academic program requirements, he/she will be placed on Athletic Training Program Probation for one semester. While on probation, a student will NOT be able to complete a field experience assignment. The student will be required to spend three hours/week in the academic support center (2 hours study hall; 1 hour tutor). The student will NOT be able to register for the next clinical course while on probation, which may extend the time required to fulfill the graduation requirements of the program\*. A student may however enroll in any academic course within the AT Program as long as the course prerequisites have been met.

*\* The Director and the Clinical Coordinator of Athletic Training may approve an alternate clinical course-sequencing plan for those students who demonstrate significant improvement in the AT Program in the semesters following the probationary term. A contractual agreement which outlines the alternate clinical course sequencing plan would be signed by both the student and the Program Director. This contractual agreement may allow the student to meet his/her anticipated graduation date.*

*\* If a student is placed on academic probation due to receiving grades below B- in more than one athletic training core course in the same semester, and the courses are only offered one semester each academic year, he/she may be considered for removal from probation at the end of the probationary semester if his/her overall GPA is above a 2.50. The student would therefore be allowed to participate in the clinical field experience during the following semester, while still maintaining an academic record that shows more than one athletic training preparation course with a grade below B-. The student would however be required to continue three hours/week in the academic support center (2 hours study hall; 1 hour tutor) until the transcript meets the outlined criteria. The student would be required to retake the courses as soon as they are offered again.*

## CLINICAL

There are five clinical courses in the AT Program. They have been developed as pass/no pass courses. This means that all assignments should be successfully completed by the last day of class. Failure to successfully complete all requirements of the course may result in failure of the course, and placement on clinical probation. Course assignments include:

- Field experience evaluations
- Proficiency assessments
- Portfolio development / clinical hours log
- Online journal discussion board
- Clinical case studies

See the course syllabus for a more detailed description of the course assignments.

### Terms of clinical probation

A review by the Director of Athletic Training Education will occur when a student is placed on clinical probation. The student will receive a letter from the Director, explaining the specific terms of the probation. Depending on the specific reason that the student failed the clinical course, the student *may* not be allowed to continue in the program, or *may* not be allowed to enroll in the next clinical course until fulfilling specific requirements described in the probation letter, or *may* be allowed to enroll in the next clinical course. The failed clinical course *must* be retaken if the student wishes to complete the Athletic Training Program. A passing grade is necessary for completing the degree requirements of the AT Program, as well as for becoming eligible to take the BOC examination.

If a student fails two clinical courses, he/she will not be allowed to continue in the Athletic Training Program.

***Student progress in the program is also assessed by program competency exams, and attendance at the AT preseason camp. These are further explained below.***

### ***Program Competency Examinations***

Students in Level 2 and Level 4 of the AT Program will be required to take cumulative competency examinations. Level 2 students must score a minimum of 70% or better on the exam. Students will have the opportunity to retake the exam within 2-3 weeks of the test. Failure to pass the exam could delay the start of the clinical experience course in the next semester. Level 4 students who do not achieve a score of 70% or greater on this examination should not register for the BOC exam until they meet the passing point.

### ***Athletic Training Preseason Camp***

All students in the professional phase of the program will attend the preseason athletic training camp as a requirement of their fall semester clinical course. The purpose of the camp is to renew CPR/AED certifications, review emergency procedures and program policies/procedures, learn new skills, and have fun together. Any student who cannot attend the two-day camp must communicate this to the program director in advance, and make up any required work covered at camp.

## ASSESSMENT OF STUDENT PROGRESS

A review by the Director of Athletic Training Education will occur before the student is reinstated into the program.

This review will occur following the posting of final grades in the subsequent semester following the probationary letter. The student must demonstrate he/she meets the academic and clinical standards as outlined above. If the student disagrees with any decision, he/she may make an appeal to the Chairperson of the Department of Health, Human Movement and Sport.

## **Athletic Training Program Clinical Supervision Policy**

The following policy outlines the methods by which the athletic training curriculum at Castleton University insures that students in the AT Program are properly supervised during the clinical field experience component of the program.

1. Athletic training students (ATS) must have consistent and daily visual and auditory contact with the designated preceptors. The preceptor must provide ongoing communication regarding student clinical skill development as well as other day-to-day issues related to health care of athletes.
2. The preceptor must be physically present in order to have the ability to intervene on behalf of the athlete/patient when necessary.
3. ATS may only travel under the direct supervision of a preceptor.
4. The ATS/preceptor ratio shall not exceed 6:1 in any field experience assignment.

## AT Program Clinical Hours Policy

1. Students must complete six semesters of clinical education experiences.
2. Students must accumulate a minimum of 800 clinical experience hours within the professional phase of the AT Program.
3. It is expected that students work with their preceptors in the care and treatment of the athletes that they are assigned to. That expectation may include clinical experiences that occur prior to 8:00 am, after 5:00 pm, **on the weekends and during school breaks**. It is not the expectation, nor the requirement that the student be present with the team at all practices and games, however, the student must be present in order to gain the clinical proficiencies that come from experience in that professional setting. Some clinical experiences are inherently more time consuming than others, and some weeks will be more time consuming than others. Generally the student should not accumulate more than 20-25 hour of clinical experience per week. The student also has the opportunity to ask for time off when he/she has an exam, group project, large assignment due, or family obligations. It is expected though, that at those times, the student ask for the time off from his/her preceptor two to three days in advance.
4. Students must have a minimum of one day off in every seven-day period.
5. Appropriate clinical hours would include:
  - 5.1. Working with a Castleton athletic team.
  - 5.2. Working in the Castleton athletic training room.
  - 5.3. Working off campus at a Castleton AT Program affiliate site.
  - 5.4. Working with a preceptor in completing proficiency check sheets.
  - 5.5. Working a summer internship when working under the direct supervision of a preceptor who is willing to verify the hours, however, these hours must be pre-approved by the Castleton AT Program Director.
6. See Handbook for further details.

**AT Program Travel Policy**

ATS may only travel to away contents under the direct supervision of a preceptor. Traveling is voluntary and is not a program requirement. It is recognized as a valuable experience and students are encouraged to travel, however students would have to pay for their own meals while traveling. The exception is football; where-as 2 students will travel to every away game.

**AT Program Break Policy**

The ATP recognizes the valuable educational experience that students gain when staying on campus over school breaks to continue working with assigned clinicals. Therefore, the ATP will provide funding for meals to all students while they attend the AT Preseason Camp, as well as one immersive clinical experience per year. For those students who are assigned a fall clinical, this immersive experience would occur during fall preseason. For all others, this immersive experience would occur over winter break.

## AT PROGRAM COMMUNICABLE DISEASE POLICY

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The Castleton University Athletic Training Program recognizes the importance of minimizing the exposure of athletes or patients in the clinical setting to communicable diseases. This policy is designed to provide athletic training students (ATS), preceptors, and athletic training faculty with a plan to assist in the management of students with infectious diseases as defined by the Centers for Disease Control (CDC). This policy was developed using the recommendations established by the CDC for health care workers ([www.cdc.gov](http://www.cdc.gov)).

Students in the AT Program must have on record with the program director proof of protection against communicable diseases before being permitted to engage in clinical activities. This includes the completion of a comprehensive vaccination/communicable disease record and completion of a physical examination that verifies that the ATS meets the technical standards of the program.

What are Communicable Diseases?

A communicable disease is a disease that can be transmitted from one person to another. There are four main types of transmission including direct physical contact, air (through a cough, sneeze, or other particle inhaled), a vehicle (ingested or injected), and a vector (via animals or insects).

Communicable Diseases Cited by the CDC:

Blood borne Pathogens	Conjunctivitis	Cytomegalovirus infections
Diarrheal diseases	Diphtheria	Enteroviral infections
Hepatitis viruses	Herpes simplex	Human immunodeficiency virus
Measles	Meningococcal infections	Mumps
Pediculosis	Pertussis	Rubella
Scabies	Streptococcal infection	Tuberculosis
Varicella	Zoster	Viral respiratory infections

#### Guidelines for Prevention of Exposure and Infection:

1. ATS must successfully complete annual blood borne pathogen training.
2. ATS must use proper hand washing techniques and practice good hygiene at all times.
3. ATS must use universal precautions at all times when functioning as an ATS in the CU AT Program. This applies to on-campus and all off-campus clinical sites.
4. ATS must NOT provide patient care if they have active signs or symptoms of a communicable disease.

#### Guidelines for Managing Potential Infection:

1. An ATS who has been exposed to a potential infection before, during, or after a clinical experience should report that exposure to his/her preceptor IMMEDIATELY.
2. Any ATS who demonstrates signs or symptoms of infection or disease that may place him/her and his/her patients at risk should report that potential infection or disease IMMEDIATELY to the campus wellness center.
3. The ATS is responsible for keeping the CU AT Program Director informed of his/her condition that requires extended care and/or missed class or clinical time. The ATS may be required to provide written documentation from a physician to return to class and/or clinical site.
4. If an ATS feels ill enough to miss any class or clinical experience, he/she should notify the instructor immediately.

# CASTLETON UNIVERSITY ATHLETIC TRAINING PROGRAM

## COMMUNICABLE DISEASE POLICY- SIGNATURE PAGE

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My signature below indicates that I have read the Castleton University Athletic Training Program Communicable Disease Policy and I agree to comply with this policy during my time as an ATS in the CU AT Program. Since this policy affects the safety of others, failure to sign this document will result in removal from the clinical aspects of the AT Program and subsequently removal from the AT Program. Any breach of the Communicable Disease Policy will result in disciplinary action determined by the Castleton University AT Program Director.

Athletic Training Student Name (PRINT):

\_\_\_\_\_  
Athletic Training Student Signature:

Date:

\_\_\_\_\_

# **AT Program Blood-Borne Pathogen Policy**

It is the policy of the Athletic Training Program to provide each student in the Athletic Training Program with formal blood-borne pathogen training before being placed in a potential exposure situation. The training requires annual viewing of the American Red Cross "Bloodborne Pathogens Training: Preventing Disease Transmission" DVD, and review of the procedures for handling bloodborne pathogens in the AT Program clinical setting at Castleton.

Students are first introduced to this training as freshman while taking AHS 1060, Introduction to the Athletic Training Profession. During this course students are required to do some clinical observation hours as part of the clinical education experience. Thereafter, students repeat the training on an annual basis as part of the Athletic Training Preseason Camp in every August. The completion of the training is documented and signed by both the student and a member of the athletic training faculty. This documentation is kept on file in the office of the AT Program Director.

At all off-campus affiliate sites, students should inquire with their preceptor regarding the exposure plan for blood-borne pathogens. Universal precautions should always be used when handling blood, blood products, or blood components, and other potentially infectious materials.

## **AT Student as an Athlete Policy**

Being a Castleton University athlete is a privilege and presents a unique challenge to student athletes enrolled in the Athletic Training Program (ATP). Athletic training clinical assignments are part of a graded Clinical Course, and therefore, must be treated like any other academic course taken. Athletic training students (ATS) are required to be active in their assigned clinical rotation for its entire in-season length (official season start date until the last game).

For ATS who are also Castleton athletes with seasons that overlap their clinical rotation, **clear communication with their Preceptor is essential.** Being actively involved in a clinical assignment does not necessarily mean attending every practice and game. The Preceptor has the authority to determine excusable absences and how to best utilize time for maximum learning in the clinical setting.

Off season practices, games, and strength and conditioning sessions should not be an excusable absence from an athletic training clinical rotation assignment.

# ATP Policy on Professional Behavior

## Introduction

The Athletic Training Student is expected to meet all standards designed by the University, the Athletic Training Program (AT Program), the NATA Code of Ethics (attachment 1), BOC Standards of Professional Practice and Code of Professional Responsibility (attachment 2), and the NCAA. The primary goal of these guidelines is the assurance of high quality health care to the student athletes and the professional development and education for the Athletic Training Students. The following six essential behaviors are required for successful completion of the Athletic Training degree based on the aforementioned guidelines: integrity, respect, responsibility, competence, maturity, and communication.

Being an Athletic Training Student allows you certain benefits, but also holds certain obligations and responsibilities. As an Athletic Training Student you are expected to act with good judgment, discretion, and integrity in and out of the Athletic Training Room. As an Athletic Training Student, you not only represent yourself as an individual, but you represent Castleton University and specifically the Athletic Training Program; your behavior reflects on both you and all of us.

The AT Program's goal is to foster students' progress in their professional development as they enter and proceed through the professional phase of the curriculum and move on to clinical practice. Students are expected to be successful in all parts of their education, including academic, behavioral, and clinical. Just as there are standards and protocols established for students who require remediation for academic issues, we have established a similar process for professional behavior, as represented in this document.

This document includes the following sections:

1. Description of Professional Behavior
2. Athletic Training Student Code of Conduct
3. Plan for Remediation of a Professional Behavior Issue or Violation/Inappropriate Action of Code of Conduct

*(Acknowledgement: The Description of Professional Behavior and the Plan for Remediation have been adopted with permission from the Duquesne University Department of Athletic Training, 2014.)*

Attachments:

1. NATA Code of Ethics
2. BOC Standards of Professional Practice and Code of Responsibility
3. ATR Dress Code

## Description of Professional Behaviors

1. **Integrity:** Represents one's own and others' abilities honestly; is truthful and sincere; accepts responsibility for one's actions; able to reflect on one's personal reactions to encounters with others.
2. **Respect:** Adheres to confidentiality and professional boundaries; works toward conflict resolution in a collegial way, demonstrates consideration for the opinions and values of others; shows regard for diversity.
3. **Responsibility:** Present and punctual for all learning experiences; able to cope with challenges, conflicts, and uncertainty; recognize one's limits and seeks help; recognizes the needs of others and responds appropriately; demonstrates willingness to discuss and confront problematic behavior of self and others.
4. **Competence:** Takes responsibility for one's own learning; participates equally and collegially in groups; demonstrates self- reflection and accurate self-assessment; able to identify personal barriers to learning; works with faculty to manage learning difficulties.
5. **Maturity:** Demonstrates emotional stability; appropriately confident yet humble; demonstrates appropriate professional dress, demeanor and language; accepts constructive criticism and applies it in a useful way; inspires confidence in others; displays appropriate emotions; is not hostile, disruptive confrontational, aggressive or isolated; does not engage in behavior that endangers or threatens self or others.
6. **Communication:** Able to communicate effectively with others; demonstrates courteous and respectful communication, even in difficult situations; uses active listening; communicates with empathy and compassion.

## Athletic Training Student Code of Conduct

1. Confidentiality of the student athlete's medical records and status is mandatory. The Athletic Training Student is NOT to discuss patient information with anyone (including other patients, administrators, press/media, fans, scouts, friends, family, student-athlete/athletic training students on that team, etc.) other than the healthcare providers that are directly involved with the patient's care. HIPAA standards must be maintained. If questioned by an outside individual follow these steps
  - a. Remain polite, and then inform the person that you are legally prohibited from sharing information regarding the athlete's health and status.

- b. If the individual does not respect this answer direct him/her to the preceptor.
2. Sexual Harassment and/or discrimination of any type (patient's gender, sexual preference, race, creed, sport, or status, etc.) will not be tolerated. This not only includes athletes, but other Athletic Training Students, Supervising Athletic Trainers, and Personnel of any kind (Coaches, Faculty, etc.).
3. Attendance is reflected in your Clinical Course grade. Absenteeism and tardiness will not be tolerated. At the beginning of the semester the student and Preceptor will discuss any scheduling conflict(s) that may arise (i.e. Class schedule vs. practice and game schedule). If you may not be able to attend a scheduled event you must notify your Preceptor a minimal 48 hours in advance and gain approval from the Preceptor for your absence.
4. An Athletic Training Student is considered part of the Athletic Training Staff, not a team member. You should conduct yourself accordingly. When attending games and/or practices, you should be watching play, not involved in any inappropriate behaviors (these vary from Preceptor to Preceptor) in which you are not paying attention to the practice/game. You should be the first to see an injury happen.
5. An Athletic Training Student's clinical responsibilities vary with clinical setting and clinical level. The Athletic Training Student shall sit down with the Preceptor and discuss clinical expectations and responsibilities prior to or at the start of each new clinical rotation. If the Athletic Training Student is unsure of a limitation he/she should ask the Preceptor if it is appropriate before performing the task, as this may be above the student's skill level.
6. The reputation of the Athletic Training Student is based on respect, responsibility, and maturity. Therefore, Athletic Training Students should be professional in their work habits and their relationships with all individuals involved in the intercollegiate athletic programs.
  - a. Athletic Training Student and Certified Athletic Trainer(s): The Certified Athletic Trainer (preceptor) is the ultimate authority in the Athletic Training Room. This individual reinforces, modifies, corrects, and supervises the skills learned in the classroom. The Certified Athletic Trainer (preceptor) is your immediate supervisor, and you are responsible to this person at all times. It is perfectly acceptable to feel free to discuss and ask questions (Ask, do not challenge in front athletes/patients) of your preceptor at any time.
  - b. Athletic Training Student and Team Physician: The medical director/team physicians are the ultimate medical authority of the University. They are highly qualified and should be treated with the utmost respect. Do not second-guess their decisions as this is

- extremely unprofessional, but you may engage in the physician in conversation to gain a full understanding of the decision. Always follow the physician's directions explicitly.
- c. Athletic Training Student and Head Coach: The Certified Athletic Trainer (preceptor) is ultimately responsible for reporting injuries and/or status of athletes to the respective coach; however this may be a responsibility of yours during your clinical rotation. If a coach asks you about the athlete answer to the best of your knowledge, but do not speculate. If a question still remains, refer the coach to the Certified Athletic Trainer. A professional relationship with the coaching staff is very important to an athletic trainer. Students should pay particular attention to the interaction between the clinical site's medical staff and coaching staff. At no time should a student criticize or question a coach on issues related to the coaching of the team. If there is a problem dealing with a coach or athlete, consult with your clinical supervisor immediately.
  - d. Athletic Training Student and Athletic Training Student: Students must treat their peers with professional respect. Students at various levels in the program may be at the same rotation at the same time. While upperclassmen will assist in the development of underclassmen, it is important that upperclassmen do not abuse their position by bossing around younger students. It is usually best to lead by example. *Open criticism of fellow students, regardless of class standing, will not be tolerated.* Athletic Training students must keep their personal life out of the clinical environment. Who you saw at a party with whom, what you did last weekend, and other such information has no place in our clinical settings. Keep discussions professional and wait until you are some place else to discuss your social life.
7. Traveling with the athletic teams is a privilege and valuable experience. ATS are allowed to travel only when a Preceptor is traveling, and when funding is available for travel through the Athletic Department. When traveling with a team you are responsible for the health and well being of that team at all times (i.e. from the moment that you depart from the campus until the time that you return). At no time should you engage in any activity that would render you less than 100% effective in making decisions and caring for your team. *Any use of alcohol or other substances while traveling with a team, despite age, is not permitted and will not be tolerated.* Each case will be handled accordingly. Also, any actions committed on or away from campus that are illegal or punishable by any law or infractions against the University in any capacity at all should be immediately reported to the Director of the ATEP and supervising Preceptor. Each case reported in this capacity will be handled accordingly and may lead to probation, suspension, or termination of enrollment in the AT Program.

8. The Athletic Training Student must always adhere to dress code and personal appearance policy (attached below). An Athletic Training Student may be asked to leave at any time if in violation of this policy by any Staff Athletic Trainer. Athletic Training Student's should also only wear Castleton Athletic Training apparel in appropriate settings. When volunteering for activities at another school or in social settings (i.e. parties, bars, etc.) the wearing of CU Athletic Training apparel is forbidden.
9. You should not engage in "gossip". Information heard in the Athletic Training Room should stay in the Athletic Training Room and not relayed to others (unless this information is dangerous or beneficial for the health and well-being of members of the CU community). Athletes count on your discretion. It is important to exercise professionalism while performing athletic training related responsibilities. Keep your personal relationships out of the Athletic Training Room.
10. Athletic Training Students are not allowed to date an athlete on a team that they are covering. This is a conflict of interest that may compromise your ability to carry out your duties as an athletic training student. Situations will be dealt with individually and may result in your removal from the clinical assignment and/or AT Program.

## **Plan for Remediation of a Professional Behavior Issue or Violation/Inappropriate Action of Code of Conduct**

If an academic or clinical faculty member identifies and documents a serious problem with a student's professional behavior or a violation/inappropriate action of the Code of Conduct, the following protocol will be followed:

1. The faculty member or Preceptor will meet with the student to identify the behavior and counsel the student to demonstrate behavior consistent with the professional standard.
2. If the faculty or Preceptor determines that the student has a recurrence of an unprofessional behavior prior to the completion of their professional program, both the student and faculty member or Preceptor will meet with the Professional Behavior Committee which will consist of the Athletic Training Program Director, Clinical Coordinator, and athletic training staff members. It is the responsibility of the Committee to create a remediation plan and contract with the student.
3. The remediation plan and contract will include the following items:
  - A description of the specific behaviors that the student is expected to demonstrate.
  - The specific tasks that the student is expected to accomplish.

- Time frames related to accomplishing the tasks and behaviors.
  - Repercussions for unsuccessful remediation or inability to meet terms of the contract.
  - Who will monitor the terms of the contract.
  - How the terms of the contract will be monitored.
4. The Committee will meet again, at a time stated in the contract, to determine if the student has successfully completed the remediation plan and has met the terms of the contract.
  5. The following are the repercussions resulting from unprofessional behavior.
    - a. Immediate Dismissal: Felony conviction or pleading no contest for behaviors that would prohibit the granting of BOC certification and/or Athletic Training state license/certification. Other behaviors may be determined to be non-remedial and require immediate dismissal.
    - b. Probation: Behaviors that the Committee has determined are remedial. The terms of probation and remediation will be outlined in the contract.
    - c. Dismissal: Behaviors that the Committee has determined are remediable, however, the student has been unable or unwilling to remediate, as defined in the remediation plan and contract.
  6. All documented cases of unprofessional behavior and Remediation Plan Contracts will be kept in the student Athletic Training Portfolio located in the Program Director's office.

## **Attachments**

### **Attachment 1**

## **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.

## **1. Members Shall Practice with Compassion, Respecting the Rights, Welfare, and Dignity of Others**

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

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

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

## **2. Members Shall Comply With the Laws and Regulations Governing the Practice of Athletic Training, National Athletic Trainers' Association (NATA) Membership Standards, and the NATA Code of Ethics**

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

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

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

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

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

2.6. Members shall refrain from substance and alcohol abuse. For any member involved in an ethics proceeding with NATA and who, as part of that proceeding is seeking rehabilitation for substance or alcohol dependency, documentation of the completion of rehabilitation must be provided to the NATA Committee on Professional Ethics as a requisite to complete a NATA membership reinstatement or suspension process.

## **3. Members Shall Maintain and Promote High Standards in Their Provision of Services**

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

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

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

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

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

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

#### **4. Members Shall Not Engage in Conduct That Could Be Construed as a Conflict of Interest, Reflects Negatively on the Athletic Training Profession, or Jeopardizes a Patient's Health and Well-Being.**

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

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

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

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

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

## **Attachment 2**

### **Board of Certification Standards of Professional Practice Code of Professional Responsibility Implemented January 1, 2006**

The mission of the Board of Certification Inc. (BOC) is to provide exceptional credentialing programs for healthcare professionals. The BOC has been responsible for the certification of Athletic Trainers since 1969. Upon its inception, the BOC was a division of the professional membership organization the National Athletic Trainers' Association. However, in 1989, the BOC became an independent non-profit corporation.

Accordingly, the BOC provides a certification program for the entry-level Athletic Trainer that confers the ATC® credential and establishes requirements for maintaining status as a Certified Athletic Trainer (to be referred to as "Athletic Trainer" from this point forward). A nine member Board of Directors governs the BOC. There are six Athletic Trainer Directors, one Physician Director, one Public Director and one Corporate/Educational Director.

The BOC is the only accredited certification program for Athletic Trainers in the United States. Every five years, the BOC must undergo review and re-accreditation by the National Commission for Certifying Agencies (NCCA). The NCCA is the accreditation body of the National Organization for Competency Assurance.

The *BOC Standards of Professional Practice* consists of two sections:

- I. Practice Standards
- II. Code of Professional Responsibility

#### **I. Practice Standards**

##### **Preamble**

The Practice Standards (Standards) establish essential practice expectations for all Athletic Trainers. Compliance with the Standards is mandatory. The Standards are intended to:

- assist the public in understanding what to expect from an Athletic Trainer
- assist the Athletic Trainer in evaluating the quality of patient care
- assist the Athletic Trainer in understanding the duties and obligations imposed by virtue of holding the ATC® credential

The Standards are NOT intended to:

- prescribe services
- provide step-by-step procedures
- ensure specific patient outcomes

The BOC does not express an opinion on the competence or warrant job performance of credential holders; however, every Athletic Trainer and applicant must agree to comply with the Standards at all times.

**Standard 1: Direction**

The Athletic Trainer renders service or treatment under the direction of a physician.

**Standard 2: Prevention**

The Athletic Trainer understands and uses preventive measures to ensure the highest quality of care for every patient.

**Standard 3: Immediate Care**

The Athletic Trainer provides standard immediate care procedures used in emergency situations, independent of setting.

**Standard 4: Clinical Evaluation and Diagnosis**

Prior to treatment, the Athletic Trainer assesses the patient's level of function. The patient's input is considered an integral part of the initial assessment. The Athletic Trainer follows standardized clinical practice in the area of diagnostic reasoning and medical decision-making.

**Standard 5: Treatment, Rehabilitation and Reconditioning**

In development of a treatment program, the Athletic Trainer determines appropriate treatment, rehabilitation and/or reconditioning strategies. Treatment program objectives include long and short-term goals and an appraisal of those that the patient can realistically be expected to achieve from the program. Assessment measures to determine effectiveness of the program are incorporated into the program.

**Standard 6: Program Discontinuation**

The Athletic Trainer, with collaboration of the physician, recommends discontinuation of the athletic training service when the patient has received optimal benefit of the program. The Athletic Trainer, at the time of discontinuation, notes the final assessment of the patient's status.

**Standard 7: Organization and Administration**

All services are documented in writing by the Athletic Trainer and are part of the patient's permanent records. The Athletic Trainer accepts responsibility for recording details of the patient's health status.

**II. Code of Professional Responsibility**

**Preamble**

The Code of Professional Responsibility (Code) mandates that BOC credential holders and applicants act in a professionally responsible manner in all athletic training services and activities. The BOC requires all Athletic Trainers and applicants to comply with the Code. The BOC may discipline, revoke or take other action with regard to the application or certification of an individual that does not adhere to the Code. The *Professional Practice and Discipline Guidelines and Procedures* may be accessed via the BOC website, [www.bocatc.org](http://www.bocatc.org).

### **Code 1: Patient Responsibility**

The Athletic Trainer or applicant:

- 1.1 Renders quality patient care regardless of the patient's race, religion, age, sex, nationality, disability, social/economic status or any other characteristic protected by law
- 1.2 Protects the patient from harm, acts always in the patient's best interests and is an advocate for the patient's welfare
- 1.3 Takes appropriate action to protect patients from Athletic Trainers, other healthcare providers or athletic training students who are incompetent, impaired or engaged in illegal or unethical practice
- 1.4 Maintains the confidentiality of patient information in accordance with applicable law
- 1.5 Communicates clearly and truthfully with patients and other persons involved in the patient's program, including, but not limited to, appropriate discussion of assessment results, program plans and progress
- 1.6 Respects and safeguards his or her relationship of trust and confidence with the patient and does not exploit his or her relationship with the patient for personal or financial gain
- 1.7 Exercises reasonable care, skill and judgment in all professional work

### **Code 2: Competency**

The Athletic Trainer or applicant:

- 2.1 Engages in lifelong, professional and continuing educational activities
- 2.2 Participates in continuous quality improvement activities
- 2.3 Complies with the most current BOC recertification policies and requirements

### **Code 3: Professional Responsibility**

The Athletic Trainer or applicant:

- 3.1 Practices in accordance with the most current BOC Practice Standards
- 3.2 Knows and complies with applicable local, state and/or federal rules, requirements, regulations and/or laws related to the practice of athletic training
- 3.3 Collaborates and cooperates with other healthcare providers involved in a patient's care
- 3.4 Respects the expertise and responsibility of all healthcare providers involved in a patient's care
- 3.5 Reports any suspected or known violation of a rule, requirement, regulation or law by him/herself and/or by another Athletic Trainer that is related to the practice of athletic training, public health, patient care or education
- 3.6 Reports any criminal convictions (with the exception of misdemeanor traffic offenses or traffic ordinance violations that do not involve the use of alcohol or drugs) and/or professional suspension, discipline or sanction received by him/herself or by another Athletic Trainer that is related to athletic training, public health, patient care or education

**3.7** Complies with all BOC exam eligibility requirements and ensures that any information provided to the BOC in connection with any certification application is accurate and truthful

**3.8** Does not, without proper authority, possess, use, copy, access, distribute or discuss certification exams, score reports, answer sheets, certificates, certificant or applicant files, documents or other materials

**3.9** Is candid, responsible and truthful in making any statement to the BOC, and in making any statement in connection with athletic training to the public

**3.10** Complies with all confidentiality and disclosure requirements of the BOC

**3.11** Does not take any action that leads, or may lead, to the conviction, plea of guilty or plea of nolo contendere (no contest) to any felony or to a misdemeanor related to public health, patient care, athletics or education; this includes, but is not limited to: rape; sexual abuse of a child or patient; actual or threatened use of a weapon of violence; the prohibited sale or distribution of controlled substance, or its possession with the intent to distribute; or the use of the position of an Athletic Trainer to improperly influence the outcome or score of an athletic contest or event or in connection with any gambling activity

### **Attachment 3**

#### **Dress Code and Personal Appearance Policy**

1. Professional looking Polo style shirts and Khaki style pants or appropriate dress clothes are the only acceptable attire while working.
2. All Polo's should be Castleton University or other appropriate logo and completely cover the midriff and be able to be tucked in.
3. Athletic Training Program logo t-shirts or long sleeve shirts are acceptable to wear during rehab hours.
4. Khaki shorts are acceptable but must be of mid thigh length and worn around the waist.
5. Footwear must be functional, closed toed, closed heeled, in good condition.
6. Hats must have a Castleton University logo or other appropriate logo and may be worn outside only. Stocking caps may be worn in the Ice rink as well.
7. Hooded sweatshirts will not be permitted in any circumstance.

8. Piercings are permitted in ears only. Body piercings or tattoos should be covered.
9. Facial Hair must be trimmed and neat looking while on duty.
10. Watches must be worn while on duty. Cell phones are not acceptable time pieces but may be used for athletic training related issues only.
11. Professional behavior and strong work ethic may be rewarded with occasional dress down Fridays. Preceptors have the final decision.

## **SECTION 4: ATHLETIC TRAINING ROOM POLICIES**

Daily Athletic Training Room Duties

Athletic Training Student Duties

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## Daily Athletic Training Room Duties

The following list of duties should be completed each morning and afternoon before leaving for the day. It is everyone's responsibility to keep the athletic training room clean and professional looking:

1. Laundry: bring down to equipment room to be washed; fold clean laundry and put away.
2. Restock all supplies. Ex. Tape, band-aids, pre-wrap etc.
3. File paperwork and update Sportsware.
4. Clean treatment tables, counter tops and sinks with Dispatch.
5. Drain and clean whirlpools.
6. Make ice cups as needed.
7. Make heel and lace pads as needed.
8. Keep water level full in hydrocollators.
9. Organize rehabilitation equipment.
10. Wipe down rehabilitation equipment.

# Athletic Training Student Duties

## Athletic Training Room Hours

1. Be punctual.
2. Check supplies in the ATR, restock, and request additional supplies as needed.
3. Give treatments as per treatment protocol.
4. Administer necessary first aid.
5. Fill out daily treatment sheet and initial.
6. Enter information into the computer system.
7. Fill out proper injury reports.
8. Clean ATR as mentioned on the Daily Athletic Training Room Duties Sheet.
9. Interact with observation students, educate them on ATR policies and procedures, and share your knowledge of evaluations, rehabilitations and modalities. Introduce them to the location of materials and supplies in the ATR, practice taping and wrapping with them.
10. Perform rehabilitations with injured athletes.
11. Perform evaluations on athletes as needed.
12. Assist with pre-practice/pre-competition needs of Team ATS's.

## Pre-Practice:

1. Report to ATR one hour prior to the start of practice. It is your responsibility to know what time practice begins and if there are changes.
2. Perform pre-practice needs for athletes (tape, wrap, heat, modalities, stretching).
3. Prepare ice and water for transportation to the fields.
4. Check and restock kits and fanny packs as needed.
5. Load emergency equipment: splints, spine board, crutches/immobilizer, cervical collar, AED, etc.
6. Take radio with you to the fields.
7. Players not practicing should have treatments performed before and after practice.
8. It is your responsibility to make sure the injured athletes adhere to their rehabilitation programs.
9. Interact with coaching staff daily and inform them of status of players.

## During Practice:

1. Be physically and mentally present during practice.
2. Pay particular attention to players returning from injury, natural gait and form of players, possible mechanisms of injury.
3. Be available if coaches have questions.
4. Make sure the radio is turned on and cell phones are turned off (they should be left stored in the ATR.)
5. Be on top of fluid replacement needs of the team.

6. Discuss concerns, issues, injuries, treatment and rehab protocols with your clinical supervisor during this time.
7. Interact with observation students if they are present.

#### Post-Practice:

1. Return all equipment to ATR and place in its proper location.
2. Administer treatments.
3. Clean up ATR after players have left (put tape away, sweep, lock up).
4. You should be the last one to leave the ATR – not your athletes.
5. If your team is the last to leave, it is your responsibility to make sure the ATR is cleaned and properly closed by following the “Last to Leave” list posted on the bulletin board next to Mr. Bones.

#### Game Duties – Away

1. Arrive at the ATR in plenty of time to gather necessary supplies and load them onto the vans/bus.
2. Prepare kits and fanny packs. Make sure insurance and emergency contact information is included.
3. Check on the status of players in question to play due to injury.
4. Once you arrive at the visitor’s ATR, introduce yourself to the host ATC Staff and tell them your level in the program.

#### Game Duties – Home:

1. Arrive 2 hours before competition time unless told otherwise.
2. Fill water and ice for both benches and deliver to the game site at least 30 minutes prior to the start of the game.
3. Load emergency equipment: splints, spine board, crutches/immobilizer, cervical collar, AED, etc.
4. Prepare athletes as needed for game.
5. Make sure kits and fanny packs are stocked.

#### During Game:

1. Make sure BSI equipment is in your possession at all times and is easily accessible.
2. Be in a position to see the action on the field/court.
3. Do not socialize during the event.
4. Approach an athlete, at the appropriate time, who may have sustained an injury during play.
5. Make sure water stays full and water bottles are available.
6. No use of cell phones is permitted during competition unless and emergency occurs with an athlete.
7. Be prepared to do an assessment and report playing status to coach ASAP if an injury should occur.

**SECTION 5: EMERGENCY PLANS FOR CASTLETON  
UNIVERSITY AND AFFILIATE SITES**

Castleton University Athletics EAP

Rutland High School Athletics EAP

Middlebury College Sports Medicine EAP

Green Mountain College Athletics EAP

FHUHS Athletics EAP

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# EMERGENCY PLAN & PROCEDURES FOR CASTLETON UNIVERSITY ATHLETICS

This plan has been developed by and for the Castleton University Athletic Trainers for use in the event of an emergency situation within varsity sports at Castleton. An emergency is deemed as "a sudden unexpected occurrence demanding immediate action" in which the athletic training staff is unable to properly manage without assistance from emergency medical personnel. This document outlines the established protocol and role delineation for the efficient implementation of the Castleton University Sports Medicine Department EAP.

## I. EMERGENCY PERSONNEL

- A. Certified Athletic Trainer and Athletic Training Student(s) assigned to sport should be on field for all practices and home games.
- B. Chain of command
  - 1. Physician
  - 2. Certified Athletic Training Staff
    - a. Steve Austin
    - b. Edward Wozniakewicz
    - c. Ellie Goldense
    - d. Chris Gregory
    - e. Tegan Hinaman
  - 3. Head Athletic Training Student
  - 4. Assistant Athletic Training Student

## II. ROLES OF THE EMERGENCY PERSONNEL

- A. Immediate care of the injured or ill student-athlete
  - 1. Most qualified on scene**
    - a. See chain of command
- B. Emergency equipment retrieval
  - 1. Head athletic training student**
- C. Activation of emergency medical system (EMS)
  - 1. Assistant athletic training student** makes the 911 call, providing:
    - a. Name, location, telephone of caller
    - b. Nature of the emergency (medical)
    - c. Number and condition of athlete(s)
    - d. First aid treatment initiated
    - e. Specific directions to scene (see section V. VENUE SPECIFIC PROTOCOLS)
    - f. Other information as requested by dispatcher

2. **Assistant athletic training student** will also notify Public Safety at 468-1215
- D. Directing EMS to scene
1. **Assistant athletic training student** is designated to “flag down” EMS at designated location (see section V. VENUE SPECIFIC PROTOCOLS) and direct to scene
  2. On game days, the **site administrator** should assist in directing public safety and EMS to scene
- E. Crowd Control
1. **Site Administrator (Athletics Director or designated Assistant Athletics Director)** is designated to crowd control
  2. **Coaching staff** should advise players to steer clear of injured athlete and should assist with crowd control

### III. COMMUNICATION

- A. Cell Phone Availability
1. A cell phone should be the first line of communication used to activate EMS
  2. The site administrator and AT on duty for game coverage must have a cell phone with him/her at all times
  3. ATS should carry cell phones during practice/game coverage for the sole purpose of activating the emergency plan and other professional communication with ATS/ATCs
  4. Coaches must have cell phones with them at all times during practices and games *when an AT is not on-site*
- B. Base = Athletic Training Room
1. Fixed telephone line. Must dial “8” to call off-campus
  2. Walkie talkie available for radio contact to on-campus athletic sites
- C. Walkie Talkies
1. Each team practicing or playing will have a radio on the field
  2. Walkie talkies will be used for both game and practice situations
- D. Communication procedures
1. When communicating with radios, operators will use first name to talk.
  2. If assistance is needed on the fields, the appropriate field will be used to identify the location (see section V.VENUE SPECIFIC PROTOCOLS)
  3. When communicating on the playing field, the athletic training student(s) will go onto the field first. If assistance is needed, the athletic training student(s) will signal the ATC with a raised hand, or other prearranged signal.

#### IV. EMERGENCY EQUIPMENT

##### A. Games

1. Golf cart
2. Walkie-talkie
3. Medical kit (sport specific)
4. Ice bags
5. Cervical collar
6. Crutches
7. Vacuum splints
8. Spine board
9. Blanket
10. AED

##### B. Practice

1. Golf cart
2. Walkie-talkie
3. Medical kit (sport specific)
4. Ice bags
5. AED
6. NOTE: emergency splints and spine boards may be maintained in the AT room during practices (sport-specific policies)

##### C. Location of AED's

AED's are checked on a monthly basis to ensure proper functioning

##### Spartan Athletic Complex:

1. 1<sup>st</sup> Floor, outside varsity weight room
2. 2<sup>nd</sup> Floor, outside SHAPE Gym, adjacent to men's basketball office
3. 2<sup>nd</sup> Floor, inside Fitness Center
4. 2<sup>nd</sup> Floor, Two (2) portables inside Spartan AT room
5. 2<sup>nd</sup> Floor, One (1) portable inside Glenbrook AT room

##### Spartan Arena:

1. In lobby, adjacent to concession stand

#### V. VENUE SPECIFIC PROTOCOLS (see attachments)

- A. Glenbrook Gymnasium Sporting Event
- B. Front Field Sporting Event
- C. Stadium Sporting Event
- D. Back Field Sporting Event
- E. Hockey Rink

#### VI. EAP TIME OUT: PRE-ATHLETIC EVENT CHECKLIST

A. Healthcare professionals should meet before the start of each practice or competition to review the emergency action plan.

B. Determine the role and location of each person present (i.e., ATS, ATC, EMT,

MD, athletic administrators).

C. Review communication procedures (i.e. hand signals, radios).

D. An ambulance should be present at all high-risk events. Review where it is physically located, and the planned route for entrance/exit and is the route unencumbered?

E. Review the mechanism for calling an ambulance when it is not onsite.

F. In the event of emergency transport, the designated hospital is RRMC.

G. Review of emergency equipment. What emergency equipment is present? Where is it located? Has it been checked to confirm it is in working order and fully ready for use?

H. Are there any issues that could potentially impact the emergency action plan today (i.e., construction, weather, crowd flow)?

## VII. EMERGENCY PHONE NUMBERS (see attachment)

## VIII. SUMMARY STATEMENT

In the event of an athletic emergency, the importance of the athletic healthcare provider being prepared to react to such a situation cannot be stressed enough. The athlete's well being may rest solely on the shoulders of the CU athletic training staff, therefore the CU athletic training program gains the responsibility of maintaining a standard of emergency situation training should an emergency situation arise. While the CU sports medicine department oversees any emergency on its athletic fields, the emergency plan should involve athletic administrators, sport coaches, athletic training students, and certified athletic trainers. All athletic training students must establish certification as American Red Cross First Responders, as well as certification in CPR for the professional rescuer, prior to program admission, through successful completion of PED 2160 Emergency Care and Personal Safety. All those involved should review this emergency plan at least once a year. Review includes maintenance of CPR certification, as well as AED training. A copy of this emergency plan, a venue specific protocol, and list of emergency phone numbers should be placed in each athletic training kit. Through proper planning, preparation, and implementation of the emergency plan, CU ensures proper care for an injured athlete in the event that an emergency situation should arise.

## EMERGENCY PHONE NUMBERS

\*\*\* TO DIAL OFF CAMPUS, YOU MUST FIRST DIAL "8".

### Ambulance/ Police/ Fire

911 (Rutland Regional Rescue)

### Public Safety

From On-Campus phone: Dial Ext. 1215

From Off-Campus/Cell phone:

Emergency: 802-468-1215

Non-Emergency: 802-468-1399

### Rutland Police Department:

802-773-1816 or 802-773-1820

### Rutland Regional Medical Center (Emergency Dept.)

802-747-3601

### Mental Health Assistance and Crisis

Martha Coulter- CU wellness center director and counselor (M-F 8-4:30) 802-468-1314

Rutland Mental Health Crisis Line (24/7) 802-775-1000

### Certified Athletic Trainer Staff

Steve Austin, Head AT

(cell) 443-802-0668

Edward Wozniakewicz, Assistant AT

(cell) 413-687-4622

Ellie Goldense, Assistant AT

(cell) 508-259-9898

Chris Gregory, Assistant AT

(631) 873-5605

Tegan Hinaman, Assistant AT

(570) 447-3010

### Team Physician

Dr. Matthew Gammons

Office: 802-422-6125 (Killington Medical Clinic)

Office: 802-775-2937 (Vermont Orthopaedic Clinic)

### Associate Dean of Athletics and Recreation

Deanna Tyson

(w) 802-468-1365

### Dentist

Dr. Hassebroek

Office 802-468-5478

### Castleton University Wellness Center

Denise Rhodes- staff assistant (appointments and questions) 802-468-1346

Martha Coulter- director and counselor 802-468-1314



## Castleton University Athletic Training

### **A. Glenbrook & Shape Gymnasium Sporting Event Emergency Protocol**

1. Call EMS (911) and Public Safety (468-1215).
2. Instruct emergency medical services personnel to report to the front of Glenbrook Gymnasium and meet the assistant athletic training student and/or a public safety officer at the main entrance as we have an injured student-athlete in need of emergency medical treatment.

3. EMS driving directions:

Glenbrook Gymnasium – turn onto South Street, off of Route 4. Then take a right onto University Drive, follow it around past Castleton Hall, and turn into the circle in front of Glenbrook Gymnasium, where the assistant athletic training student will be waiting to guide EMS to injured athlete.

4. Provide necessary information to EMS personnel

- Name, address (Glenbrook Gym, 190 University Drive), telephone number
- Number of victims or conditions
- First-aid treatment started
- Any specific directions needed
- Any other information requested.

5. Provide proper care until EMS arrives, once they arrive inform them of information such as: method of injury, vitals, medical history, treatments rendered, and assist EMS with whatever they need.

**Note:**

ATS may accompany student-athlete to hospital  
Obtain medical history and insurance information  
Appropriate injury reports should be completed

**Castleton University Athletic Training**  
**B. Front Field Sporting Event Emergency Protocol**

1. Call EMS (911) and Public Safety (468-1215).
2. Instruct emergency medical services personnel to report to the Castleton University athletic field and meet the assistant athletic training student and/or a public safety officer at the campus entrance, College Drive- the first right after turning right onto South St from Main.

3. EMS driving directions:

Front fields: Turn onto South Street, off of Route 4. Then take a right onto University Drive, follow it around past Castleton Hall. Bear right after passing Glenbrook Gymnasium. Follow this road and turn left onto the fields.

4. Provide necessary information to EMS personnel

- Name, address (front fields off of Glenbrook Gym, 190 University Drive), telephone number
- Number of victims or conditions
- First-aid treatment started
- Any specific directions needed
- Any other information requested.

5. Provide proper care until EMS arrives, once they arrive inform them of information such as: method of injury, vitals, medical history, treatments rendered, and assist EMS with whatever they need.

Note:

ATS may accompany student-athlete to hospital  
Obtain medical history and insurance information  
Appropriate injury reports should be completed

**Castleton University Athletic Training**  
**C. Stadium Sporting Event Emergency Protocol**

1. Call EMS (911) and Public Safety (468-1215).
2. Instruct emergency medical services personnel to report to the Castleton University athletic field and meet the assistant athletic training student and/or a public safety officer at the campus entrance, College Drive- the first right after turning right onto South St from Main.
3. EMS driving directions:

Stadium: Turn onto South Street, off of Route 4. Then take a right onto University Drive, follow it around past Castleton Hall. Bear right after passing Glenbrook Gymnasium. Follow this road and turn left onto the stadium road. Continue on to the field.

4. Provide necessary information to EMS personnel
  - Name, address (front fields off of Glenbrook Gym, 190 University Drive), telephone number
  - Number of victims or conditions
  - First-aid treatment started
  - Any specific directions needed
  - Any other information requested.
5. Provide proper care until EMS arrives, once they arrive inform them of information such as: method of injury, vitals, medical history, treatments rendered, and assist EMS with whatever they need.

Note:  
ATS may accompany student-athlete to hospital  
Obtain medical history and insurance information  
Appropriate injury reports should be completed

**Castleton University Athletic Training**  
**D. Back Field Sporting Event Emergency Protocol**

1. Call EMS (911) and Public Safety (468-1215).
2. Instruct emergency medical services personnel to report to the Castleton University athletic field and meet the assistant athletic training student and/or a public safety officer at the Stadium entrance, the third right after turning right onto South St from Main St.

3. EMS driving directions:

Back field: Turn onto South Street, off of Route 4. Pass Ellis Hall on right. Take the next right hand turn towards the Stadium. Continue on this road beyond the Stadium entrance and enter the back field via a ramp leading onto the grass towards the back field.

4. Provide necessary information to EMS personnel

- Name, address, telephone number
- Number of victims or conditions
- First-aid treatment started
- Any specific directions needed
- Any other information requested.

5. Provide proper care until EMS arrives, once they arrive inform them of information such as: method of injury, vitals, medical history, treatments rendered, and assist EMS with whatever they need.

**Note:**

ATS may accompany student-athlete to hospital  
Obtain medical history and insurance information  
Appropriate injury reports should be completed

## **Castleton University Athletic Training**

### **E. Tennis Court Sporting Event Emergency Protocol**

1. Call EMS (911) and Public Safety (468-1215).
2. Instruct emergency medical services personnel to report to the Castleton University tennis courts and meet the assistant athletic training student and/or a public safety officer at the far entrance to the South Street parking lot which continues on to the Facilities Barn and tennis courts (third left after turning onto South St from Main St).

3. EMS driving directions:

Tennis Courts: Turn onto South Street, off of Route 4. Then turn left immediately after the South Street parking lot, going towards the Facilities Barn. The tennis courts are accessible via a gravel path at the Facilities Barn.

4. Provide necessary information to EMS personnel

- Name, address (Castleton tennis courts off of South Street near the Facilities Barn), telephone number
- Number of victims or conditions
- First-aid treatment started
- Any specific directions needed
- Any other information requested.

5. Provide proper care until EMS arrives, once they arrive inform them of information such as: method of injury, vitals, medical history, treatments rendered, and assist EMS with whatever they need.

#### Note:

ATS may accompany student-athlete to hospital  
Obtain medical history and insurance information  
Appropriate injury reports should be completed

**Castleton University Athletic Training**  
**F. Hockey Rink Sporting Event Emergency Protocol**

1. Call EMS (911) and Public Safety (468-1215)
2. Instruct emergency medical services (EMS) personnel to “report to the front entrance of the rink and meet the assistant athletic training student at the front side doors as we have an injured student-athlete in need of emergency medical treatment.”
3. EMS driving directions

Hockey Rink: Take the side entrance into the Diamond Run Mall (ponderosa will be on the right). Take a left onto the mall road, and continue to the ice rink. Pull up to the main entrance to the ice rink.

4. Provide necessary information to EMS personnel
  - Name, address, telephone number
  - Number of victims or conditions
  - First-aid treatment started
  - Any specific directions needed
  - Any other information requested.
5. Provide proper care until EMS arrives, once they arrive inform them of information such as: method of injury, vitals, medical history, treatments rendered, and assist EMS with whatever they need.

**Note:**

ATS may accompany student-athlete to hospital  
Obtain medical history and insurance information  
Appropriate injury reports should be completed

# Rutland High School Athletics EAP

## 1) Emergency Personnel

- a. Chain of Command
  - i. Certified Athletic Trainer: Tyler White
    - 1. If a Student Athletic Trainer is present, they are second in command to the Certified Athletic Trainer
  - ii. Athletic Director: Mike Norman
  - iii. Coaching Staff
  - iv. Team Captains

## 2) Roles of the Emergency Personnel

- a. If the ATC is present, he/she should attend to the injured athlete and make the determination to activate EMS.
- b. In the event of an injury during a practice or non ATC-covered event, the **Head Coach** shall attend to the injured athlete, and make the determination to activate EMS
  - i. Emergency Equipment Retrieval: **Assistant Coach** or **Designated Player**
  - ii. Activating EMS:
    - 1. **Head Coach** will call 911 providing
      - a. Name, address, telephone number of person calling, number and condition of athletes, specific directions to venue (see **Section 5: Transportation**)
    - 2. Directing EMS to scene:
      - a. **Team Captain** will be sent to “flag down” EMS and direct them to the injured athlete
  - iii. Crowd Control:
    - 1. **Athletic Director** is in charge of crowd control
    - 2. **Team Coaches** are in charge of keeping players away from the injured athlete
- c. The **Athletic Trainer** is responsible for contacting the injured athlete’s parents. If he/she is unavailable, the **Athletic Director** shall assume this responsibility.

## 3) Communication

- a. Because of the variety of venues, and distance from buildings, the **Certified Athletic Trainer** should carry a cell phone at all times to make emergency calls when necessary. In the case of an emergency, dial 9-1-1 or dial (802) 773-1700 to reach Regional Ambulance Services.
    - i. Alumni Field (Football, Soccer, Lacrosse)
      - 1. Primary Phone: Cell Phone
    - ii. Rutland High School Gymnasium
- \*Must dial 8 before calling out from a school phone
- 1. Primary Phone: Secretary’s desk in Athletic Office

- 2. Secondary Phone: Pay Phone in Lobby
- iii. Northeast Elementary (Softball, Football)
  - 1. Primary Phone: Cell Phone
- iv. Giorgetti Field (Baseball)
  - 1. Primary Phone: Cell Phone
- v. Spartan Arena (Ice Hockey)
  - 1. Primary Phone: Cell Phone
- \* Must press "Line 1" before dialing out
  - 1. Primary Phone: First Aid Room
  - 2. Secondary Phone: Arena Manager's Office
- vi. Keefe Gym (Basketball)
  - 1. Primary Phone: Cell Phone
- vii. Polo Field (Soccer)
  - 1. Primary Phone: Cell Phone

#### 4) Equipment

- a. Practice:
  - i. Supply Bag (Team Specific)
  - ii. Ice bags
  - iii. AED
  - iv. NOTE: All other supplies are accessible in the Athletic Training Room during practice times
- b. Games:
  - i. Supply Bag (Team Specific)
  - ii. Ice Bags
  - iii. AED
  - iv. Crutches
  - v. Blanket
  - vi. Splint Kit
  - vii. Spine Board and Cervical Collar (Football)

#### 5) Transportation

- a. **Alumni Field** (Soccer, Football, Lacrosse)
 

Turn left on to Stratton Rd. Bear right at the first light.  
Continue straight until you reach Woodstock Ave. (Rt. 4)  
Turn right on Woodstock Ave.  
Turn right at the next road, Gleason Rd.  
Turn right again into Rutland High School's Alumni field.
- b. **Rutland High Gym**

Turn left on to Stratton Rd.  
Bear right at the first traffic light.  
Continue straight until you reach Rutland High School.  
Turn right into Rutland High
- c. **Northeast Elementary** (Softball, Football)
 

Turn left on to Stratton Rd. Bear right at the first traffic light.  
Continue straight until you reach Woodstock Ave. (Rt. 4)  
Turn left on to Woodstock Ave.  
Go 0.2 mi. and turn right on to Temple St.  
Then turn right in to Northeast Elementary School

- The football and softball fields are in the back of the building.
- d. **Giorgetti Field** (Baseball)
    - Turn left on to Stratton Rd.
    - At the first light bear left on to Allen St.
    - Continue straight to the next stop light.
    - Turn right on to Rt. 7 north.
    - Continue north for 1.4 mi.
    - Turn left on to Crescent St.
    - Continue straight for 0.8 mi.
    - Turn right on to Preville Ave.
    - Giorgetti park will be the next right.
    - Go straight through the parking lot and down the hill and you will find the field
  - e. **Spartan Arena** (Ice Hockey)
    - Turn right on to Stratton Rd.
    - Turn right at the first stop sign on to Curtis Ave.
    - Continue to the first traffic light.
    - Turn left on to Route 7 south.
    - At the third traffic light take a left in to Diamond Run Mall.
    - Take your first left and continue around behind the mall until you reach Spartan Arena
  - f. **Keefe Gym** (Basketball)
    - Turn left on to Stratton Rd.
    - At the first light bear left on to Allen St.
    - Continue straight to the next traffic light.
    - Turn right on to Rt. 7 north.
    - Continue 0.2 mi. and turn left on to Strongs Ave.
    - Go Straight for 1.1mi.
    - Turn right on to Library Ave.
    - Keefe Gym will be the first building on the left
  - g. **Polo Field** (Soccer)
    - Turn left on to Stratton Rd.
    - At the first light bare left on to Allen St.
    - Continue straight to the next traffic light.
    - Turn right on to Rt. 7 north.
    - Stay on Rt. 7 for 2.9 mi. then bear right on to East Pittsford Rd

## 6) Documentation

The Certified Athletic Trainer is responsible for properly documenting all injuries and procedures followed.

## 7) Annual Review

Each season the Certified Athletic Trainer will train and review the Emergency Action Plan with the appropriate members of the Emergency Action Team (Athletic Director, Coaches, Athletic Training Students and 2-3 Athletes per team).

## **Emergency Phone Numbers**

Tyler White, ATC:

Cell: 779-7571

Work: 775-2937

Mike Norman, A.D.:

Cell: 236-3050

Work: 770-1082

School Nurse, Ann Bannister:

Work: 770-1087

## Middlebury College Sports Medicine EAP

### EMERGENCY PLAN: Pepin Gymnasium, Natatorium, Zug Sports Medicine Facility: basketball, volleyball, swimming/diving

**Emergency Personnel:** Certified sports medicine staff at all home contests in Pepin Gym. Additional certified sports medicine staff accessible from Zug Sports Medicine facility (443-2315, or channel 1 on VHF Walkie Talkie).

**Emergency Communication:** Fixed telephone lines, (Pepin Gym, none, Natatorium, monitor's station, Zug Sports Medicine, several lines to choose from).

**Emergency Equipment:** supplies (trauma kit, splint kit, spine board) maintained in Zug Sports Medicine facility 443-2315. AED available via Campus Security 443-5911 or Walkie Talkie

#### Roles of First Responders

1. Immediate care of the injured or ill student-athlete
2. Emergency equipment retrieval
3. Activation of emergency medical system (EMS)
  - a. 911 call (provide name, address, telephone number; number of individuals injured; condition of injured; first aid treatment; specific directions; other information as requested)
  - b. notify campus police at 443-5911
1. Direction of EMS to scene
  - a. open appropriate gates
  - b. designate individual to "flag down" EMS and direct to scene
  - c. scene control: limit scene to first aid providers and move bystanders away from area

**Venue directions:** Pepin Gymnasium, Natatorium, Zug Sports Medicine are located off Route 30. Take the first left before Golf Course Road, back into access road alongside Pepin to the double doors. Someone will meet you to direct you to the scene either in Pepin Gym, Natatorium, or Zug Sports Medicine.

**Playing Level entrance:** Same as above

### EMERGENCY PLAN: Forbes Field Baseball, Softball

**Emergency Personnel:** Certified athletic trainer on site for competition; coaches on site for practice; additional sports medicine staff accessible from Zug Sports Medicine facility (443-2315, or channel 1 on VHF Walkie Talkie).

**Emergency Communication:** Walkie Talkie with training staff person

**Emergency Equipment:** supplies (trauma kit, splint kit, spine board) maintained in Zug Sports Medicine facility. AED available via Campus Security 443-5911 or Walkie Talkie.

#### Roles of First Responders

1. Immediate care of the injured or ill student-athlete
2. Emergency equipment retrieval
3. Activation of emergency medical system (EMS)
  - a. 911 call (provide name, address, telephone number; number of individuals injured; condition of injured; first aid treatment; specific directions; other information as requested)
  - b. notify campus police at 443-5911
1. Direction of EMS to scene
  - a. open appropriate gates
  - b. designate individual to “flag down” EMS and direct to scene
  - c. scene control: limit scene to first aid providers and move bystanders away from area

**Venue directions:** Forbes Field is located off South Street. Proceed down South Street towards Porter Hospital, once you pass the last house on left, look for gate to Forbes Field on left. Someone will meet you at gate to direct you to scene..

### EMERGENCY PLAN: Kenyon Arena Ice Hockey (M/W)

**Emergency Personnel:** Certified athletic trainer on site for practice and competition; additional sports medicine staff accessible from Zug Sports Medicine facility (443-2315, or channel 1 on VHF Walkie Talkie); MD on site for competition.

**Emergency Communication:** Fixed telephone line at scorer’s table, or Zamboni Room. Walkie Talkie with training staff person

**Emergency Equipment:** supplies (trauma kit, splint kit, spine board) in first aid room next to home team bench. Additional supplies maintained in Zug Sports Medicine facility. AED available via Campus Security 443-5911 or Walkie Talkie

#### Roles of First Responders

1. Immediate care of the injured or ill student-athlete
2. Emergency equipment retrieval
3. Activation of emergency medical system (EMS)
  - a. 911 call (provide name, address, telephone number; number of individuals injured; condition of injured; first aid treatment; specific directions; other information as requested)
  - b. notify campus police at 443-5911
1. Direction of EMS to scene
  - a. open appropriate gates

- b. designate individual to “flag down” EMS and direct to scene

scene control: limit scene to first aid providers and move

bystanders away from area

**Venue directions:** Kenyon Arena is located off Route 30. For an emergency in the stands, Turn left onto Golf Course Road proceed towards parking lot, taking first available right turn, proceed to Southwest entrance. Someone will meet you at these doors to direct you to scene.

**Ice level entrance:** Same as above directions, just continue around back to SouthEast corner entrance. Someone will meet you and direct to scene.

## EMERGENCY PLAN: Kohn All-Weather Field Field hockey, Lacrosse (M/W)

**Emergency Personnel:** Certified athletic trainer on site for practice and competition; additional sports medicine staff accessible from Zug Sports Medicine facility (443-2315, or channel 1 on VHF Walkie Talkie); MD on site for competition (lacrosse only).

**Emergency Communication:** Walkie Talkie with training staff person

**Emergency Equipment:** supplies (trauma kit, splint kit, spine board) maintained in Zug Sports Medicine facility. AED available via Campus Security 443-5911 or Walkie Talkie

### Roles of First Responders

1. Immediate care of the injured or ill student-athlete
2. Emergency equipment retrieval
3. Activation of emergency medical system (EMS)
  - a. 911 call (provide name, address, telephone number; number of individuals injured; condition of injured; first aid treatment; specific directions; other information as requested)
  - b. notify campus police at 443-5911
1. Direction of EMS to scene
  - a. open appropriate gates
  - b. designate individual to “flag down” EMS and direct to scene
  - c. scene control: limit scene to first aid providers and move bystanders away from area

**Venue directions:** Kohn All-Weather is located off Route 30, behind Kenyon Arena. Turn left onto Golf Course Road proceed towards parking lot, taking first available right turn, proceed behind Kenyon Arena. Someone will meet you to direct you to scene.

**Field level entrance:** Same as above directions.

## EMERGENCY PLAN: Men’s Soccer Game field

**Emergency Personnel:** Certified athletic trainer on site for competition; coaches on site for practice; additional sports medicine staff accessible from Zug Sports Medicine facility (443-2315, or channel 1 on VHF Walkie Talkie).

**Emergency Communication:** Walkie Talkie with training staff person

**Emergency Equipment:** supplies (trauma kit, splint kit, spine board) maintained in Zug Sports Medicine facility. AED available via Campus Security 443-5911 or Walkie Talkie.

#### Roles of First Responders

1. Immediate care of the injured or ill student-athlete
2. Emergency equipment retrieval
3. Activation of emergency medical system (EMS)
  - a. 911 call (provide name, address, telephone number; number of individuals injured; condition of injured; first aid treatment; specific directions; other information as requested)
  - b. notify campus police at 443-5911
1. Direction of EMS to scene
  - a. open appropriate gates
  - b. designate individual to “flag down” EMS and direct to scene
  - c. scene control: limit scene to first aid providers and move bystanders away from area

**Venue directions:** Forbes Field is located off South Street. Proceed down South Street, turn right onto Porter Field Road into small student parking lot. Someone will meet you at gate to direct you to scene..

### EMERGENCY PLAN: Nelson Arena (possible indoor tennis activity, Fitness Center)

**Emergency Personnel:** Certified sports medicine staff accessible from Zug Sports Medicine facility (443-2315, or channel 1 on VHF Walkie Talkie).

**Emergency Communication:** Fixed telephone lines, (Nelson Arena, red phone on East wall direct line to Security)

**Emergency Equipment:** supplies (trauma kit, splint kit, spine board) maintained in Zug Sports Medicine facility 443-2315. AED available via Campus Security 443-5911 or Walkie Talkie

#### Roles of First Responders

1. Immediate care of the injured or ill student-athlete
2. Emergency equipment retrieval
3. Activation of emergency medical system (EMS)

- a. 911 call (provide name, address, telephone number; number of individuals injured; condition of injured; first aid treatment; specific directions; other information as requested)
- b. notify campus police at 443-5911
1. Direction of EMS to scene
  - a. open appropriate gates
  - b. designate individual to “flag down” EMS and direct to scene
  - c. scene control: limit scene to first aid providers and move bystanders away from area

**Venue directions:** Nelson Arena access is from in front of Pepin Gym off Route 30. Take the first left before Golf Course Road, Travel to underpass in front of Pepin Gym. Someone will meet you to direct you to the scene in Nelson Arena. Fitness Center is off Route 30. Take first left pass the Fine Arts Center, proceed around the north end of Nelson Arena to Fitness Center entrance on North side. Someone will meet you to direct you to the scene in Fitness Center.

**Playing Level entrance:** Same as above

## EMERGENCY PLAN: Dragone Track    Outdoor Track (M/W) Soccer (W)

**Emergency Personnel:** Certified athletic trainer on site for competition; coaches on site for practice; additional sports medicine staff accessible from Zug Sports Medicine facility (443-2315, or channel 1 on VHF Walkie Talkie).

**Emergency Communication:** Walkie Talkie with training staff person

**Emergency Equipment:** supplies (trauma kit, splint kit, spine board) maintained in Zug Sports Medicine facility. AED available via Campus Security 443-5911 or Walkie Talkie.

### Roles of First Responders

1. Immediate care of the injured or ill student-athlete
2. Emergency equipment retrieval
3. Activation of emergency medical system (EMS)
  - a. 911 call (provide name, address, telephone number; number of individuals injured; condition of injured; first aid treatment; specific directions; other information as requested)
  - b. notify campus police at 443-5911
  1. Direction of EMS to scene
    - a. open appropriate gates
    - b. designate individual to “flag down” EMS and direct to scene
    - c. scene control: limit scene to first aid providers and move bystanders away from area

**Venue directions:** Dragone Track is located on Porter Field Road off Route 30. Follow Route 30 to Porter Field Road, turn left onto Porter Field Road, proceed to track circle. Someone will meet you to direct you to the scene.

## EMERGENCY PLAN: Alumni Stadium/Youngman Field Football (Varsity/JV) Lacrosse (M/W)

**Emergency Personnel:** Certified athletic trainer on site for practice and competition; additional sports medicine staff accessible from Zug Sports Medicine facility (443-2315, or channel 1 on VHF Walkie Talkie); MD on site for competition; ambulance for competition (football only) positioned at field level adjacent to North scoreboard.

**Emergency Communication:** Walkie Talkie with training staff person

**Emergency Equipment:** supplies (trauma kit, splint kit, spine board) in first aid room under stadium. Additional supplies maintained in Zug Sports Medicine facility. AED available via Campus Security 443-5911 or Walkie Talkie

### Roles of First Responders

1. Immediate care of the injured or ill student-athlete
2. Emergency equipment retrieval
3. Activation of emergency medical system (EMS)
  - a. 911 call (provide name, address, telephone number; number of individuals injured; condition of injured; first aid treatment; specific directions; other information as requested)
  - b. notify campus police at 443-5911
1. Direction of EMS to scene
  - a. open appropriate gates
  - b. designate individual to “flag down” EMS and direct to scene
  - c. scene control: limit scene to first aid providers and move bystanders away from area

**Venue directions:** Alumni Field is located off Route 30. For an emergency in the stands, Turn left onto Golf Course Road proceed towards Golf Course. Someone will meet you at the Arch to direct you to scene.

**Field level entrance:** Follow Route 30 turn left onto Golf Course Road. Proceed towards parking area someone will meet you to direct you to scene

## **Introduction**

During athletic events, there is always a possibility that emergency situations may arise. This plan has been developed for the use of the Green Mountain College Athletic Trainers in the event of an emergency to insure that the athlete will be provided the best care. An emergency is deemed as “a sudden unexpected incident that could pose life threatening conditions and is demanding of immediate action” in which the athletic training staff is unable to properly manage without the assistance from emergency medical personnel.

- I. EMERGENCY PERSONNEL
  - A. Certified Athletic Trainer and Athletic Training Student(s) assigned to sport should be on the field or practice area for all practices and games.
  - B. Chain of Command
    1. Certified Athletic Trainers
      - a. Keith Graham ATC
      - b. Assistant ATC
    2. Athletic Training Student(s)
    3. Coaches
  - C. Certification in CPR, first aid, prevention of disease transmission, and emergency plan review is required for all athletic personnel associated with practices, competition, skills instruction, and strength and conditioning sessions.
- II. ROLES OF THE EMERGENCY PERSONNEL
  - A. Immediate care of the injured athlete
    1. Most qualified individual on the scene (see chain of command)
    2. Assistant
      - a. ATS
  - B. Equipment retrieval
    1. Athletics staff member
    2. Member of athletic team
  - C. Emergency medical system (EMS) activation

1. Athletics administrator
2. Athletics staff member

D. Directing EMS to scene

1. Public safety and/or athletics administrator

E. Crowd Control

1. Athletic administrator-controlling the crowd
2. Coaching staff-controlling the players

### III. EMERGENCY COMMUNICATION

A. Access to a fixed or mobile phone should be available to make calls to emergency personnel. The communication system should be checked prior to each practice or competition to assure proper working order. There should be a back up line of communication in the case that the primary fails.

#### **Activating the EMS System**

##### Making the Call

1. 911 (if available)
2. Numbers for fire department (802) 287-9360 and ambulance (802) 287-9510
3. Public safety (802) 287-8911 (x8911 on-campus)

##### Providing Information

1. Name, location, telephone number of caller
2. Number of athletes involved
3. Condition of the athlete(s), what happened
4. First aid treatment being given by first responder
5. Specific directions to the scene (see Venue Specific Protocols)
6. Other information as requested by dispatcher

### IV. EMERGENCY CONTACTS (see attachment)

### V. EMERGENCY EQUIPMENT

All emergency equipment should be at the site and readily accessible. The equipment that should be on the field for games includes:

1. Phone
2. Supply bag
3. Ice bags
4. Splints
5. AED

## VI. TRANSPORTATION

A. All transportation of critically injured athletes should be done by the ambulance. The ambulance should be directed to the involved field by using the directions given in the Venue Specific Protocols section of this emergency plan.

### **Summary**

In the event of an athletic emergency, the importance of the athletic healthcare provider being prepared to react in such an event cannot be stressed enough. The athlete's well being may rest solely on how well trained the GMC athletic training staff is. Therefore the GMC athletic training program gains the responsibility of maintaining a standard of emergency training should an emergency incident occur. While the GMC athletic training department oversees any emergency on its athletic fields, the emergency plan should consist of athletic administrators, sport coaches, student athletic trainers, certified athletic trainers, public safety officers and any other personnel that need to be involved. The emergency plan should be reviewed once a year with all involved athletic personnel and possibly even practiced with emergency medical personnel present. There should be a review of maintenance skills including first aid responders and CPR recertification, as well as AED training yearly. A copy of this plan should be placed in each athletic kit with venue specific protocols and a list of emergency phone numbers to contact in an emergency situation. Accidents and injuries are inherent with sports participation, and with the development and implementation of this emergency plan, Green Mountain College helps to ensure that the athlete will have the best care provided when an emergency situation does arise because of proper preparation.

## Emergency Contacts

Fire/Ambulance/Police  
**911**

Public Safety  
Ext. 8911 (on campus)  
802-287-8911 (off campus)

Athletic Director  
Ext. 8238 (on campus)  
505-948-4324 cell  
[lennoxm@greenmtn.edu](mailto:lennoxm@greenmtn.edu)

Head Athletic Trainer  
Keith Graham  
287-8242  
[graham@greenmtn.edu](mailto:graham@greenmtn.edu)

Assistant Athletic Trainer  
287-8292

Team Orthopedic Physician  
Dr. Gammons  
Office 802-422-6125 (Killington Medical Clinic)  
[mgammons@rrmc.org](mailto:mgammons@rrmc.org)

Orthopedic Surgeon  
Dr. Boynton  
Office 802-775-2637 (Vermont Orthopedic Clinic)

Men's Soccer, SID  
Brad Mitchell Ext. 8243, 802-287-0230 cell  
[mitchellb@greenmtn.edu](mailto:mitchellb@greenmtn.edu)

Men's Basketball, Event Management  
Todd Montana Ext. 8244, 802-770-4930 cell  
[montanat@greenmtn.edu](mailto:montanat@greenmtn.edu)

Women's Basketball, Softball, SWA  
Jen Heath Ext. 8245, 802-287-0115 cell  
[heathj@greenmtn.edu](mailto:heathj@greenmtn.edu)

Women's Soccer, Lacrosse  
Katherine Keogh Ext. 8342  
[keoghk@greenmtn.edu](mailto:keoghk@greenmtn.edu)

Cross Country  
Gail Schnaars Ext. 8378  
[schnaarsg@greenmtn.edu](mailto:schnaarsg@greenmtn.edu)

Golf  
Mike Porrier Ext. 8378  
[porrier@aol.com](mailto:porrier@aol.com)

Men's Lacrosse  
Rob Labate 802-345-1086  
[labater@greenmtn.edu](mailto:labater@greenmtn.edu)

Tennis  
Rob Purdy 802-236-9636  
[Purdy\\_vsf@hotmail.com](mailto:Purdy_vsf@hotmail.com)

## **Green Mountain College Athletic Training**

### **A: Practice Fields Emergency Protocol**

(Soccer practices, Lacrosse games and practices)

1. Call EMS (911) and Public Safety (287-8911)
2. Instruct EMS personnel to *“report to Green Mountain College and meet with a representative at the front drive as we have an injured student-athlete in need of emergency medical treatment.”*
3. EMS driving directions, if needed:

From route 30 South, take a left onto Main Street. Follow to end of street and take a right onto College Street. Take immediate left onto Rae Terrace. Representative will be waiting there to take you to far field.

4. Provide necessary information to EMS personnel

- Name, address, telephone number
- Condition of victim(s)
- Treatment given
- Any specific driving directions
- Any other pertinent information

5. Provide appropriate care. Determine method of injury, check vital signs regularly, and obtain medical history. Continue providing care until EMS arrives.

6. Upon arrival, inform EMS of all information gathered (method of injury, vital signs, medical history, treatment given) and assist EMS as required.

#### **\*Note:**

Notify other members of athletic training staff as soon as possible

Contact parents of the injured student athlete

Inform coach(es) and administration staff

Obtain medical history and insurance information

Complete appropriate injury reports

## **Green Mountain College Athletic Training**

### **B: Game Fields Emergency Protocol**

(Soccer games, Softball games and practices)

1. Call EMS (911) and Public Safety (287-8911)
2. Instruct EMS personnel to *“report to Green Mountain College and meet with a representative at the front drive as we have an injured student-athlete in need of emergency medical treatment.”*
3. EMS driving directions, if needed:

From route 30 South, take a left onto Main Street. Follow to end of street and take a right onto College Street. Take immediate left onto Rae Terrace. Representative will be waiting there to take you to near field.

4. Provide necessary information to EMS personnel
  - Name, address, telephone number
  - Condition of victim(s)
  - Treatment given
  - Any specific driving directions
  - Any other pertinent information
5. Provide appropriate care. Determine method of injury, check vital signs regularly, and obtain medical history. Continue providing care until EMS arrives.
6. Upon arrival, inform EMS of all information gathered (method of injury, vital signs, medical history, treatment given) and assist EMS as required.

#### **\*Note:**

Notify other members of athletic training staff as soon as possible  
Contact parents of the injured student athlete  
Inform coach(es) and administration staff  
Obtain medical history and insurance information  
Complete appropriate injury reports

## **Green Mountain College Athletic Training**

### **C: Tennis Courts Emergency Protocol**

(Tennis games and practice, Lacrosse practice)

1. Call EMS (911) and Public Safety (287-8911)
2. Instruct EMS personnel to *“report to Green Mountain College and meet with a representative at the front drive as we have an injured student-athlete in need of emergency medical treatment.”*
3. EMS driving directions, if needed:

From route 30 South, take a left onto Main Street. Follow to end of street and take a right onto College Street. Take immediate left onto Rae Terrace. Representative will be waiting there to take you to tennis courts

4. Provide necessary information to EMS personnel
  - Name, address, telephone number
  - Condition of victim(s)
  - Treatment given
  - Any specific driving directions
  - Any other pertinent information
5. Provide appropriate care. Determine method of injury, check vital signs regularly, and obtain medical history. Continue providing care until EMS arrives.
6. Upon arrival, inform EMS of all information gathered (method of injury, vital signs, medical history, treatment given) and assist EMS as required.

#### **\*Note:**

Notify other members of athletic training staff as soon as possible  
Contact parents of the injured student athlete  
Inform coach(es) and administration staff  
Obtain medical history and insurance information  
Complete appropriate injury reports

**Green Mountain College Athletic Training**  
**D: Waldron Athletic Center Emergency Protocol**

(Volleyball and Basketball games and practices, Lacrosse and Softball and practices)

1. Call EMS (911) and Public Safety (287-8911)
2. Instruct EMS personnel to *“report to Green Mountain College and meet with a representative at the front drive as we have an injured student-athlete in need of emergency medical treatment.”*

3. EMS driving directions, if needed:

From route 30 South, take a left onto Main Street. Follow to end of street and take a right onto College Street. Take immediate left onto Rae Terrace. Representative will be waiting there to take you to gym.

4. Provide necessary information to EMS personnel

- Name, address, telephone number
- Condition of victim(s)
- Treatment given
- Any specific driving directions
- Any other pertinent information

5. Provide appropriate care. Determine method of injury, check vital signs regularly, and obtain medical history. Continue providing care until EMS arrives.

6. Upon arrival, inform EMS of all information gathered (method of injury, vital signs, medical history, treatment given) and assist EMS as required.

**\*Note:**

Notify other members of athletic training staff as soon as possible  
Contact parents of the injured student athlete  
Inform coach(es) and administration staff  
Obtain medical history and insurance information  
Complete appropriate injury reports

**Green Mountain College Athletic Training**  
**E: Softball Field Emergency Protocol**  
(Softball games)

1. Call EMS (911) and Public Safety (287-8911)
2. Instruct EMS personnel to *“report to Green Mountain College and meet with a representative at the front drive as we have an injured student-athlete in need of emergency medical treatment.”*
3. EMS driving directions, if needed:

From route 30 South, take a left onto Main Street. Follow to end of street and take a right onto College Street. Take immediate left onto Rae Terrace. Representative will be waiting there to take you to near field.

4. Provide necessary information to EMS personnel
  - Name, address, telephone number
  - Condition of victim(s)
  - Treatment given
  - Any specific driving directions
  - Any other pertinent information
5. Provide appropriate care. Determine method of injury, check vital signs regularly, and obtain medical history. Continue providing care until EMS arrives.
6. Upon arrival, inform EMS of all information gathered (method of injury, vital signs, medical history, treatment given) and assist EMS as required.

**\*Note:**

Notify other members of athletic training staff as soon as possible  
Contact parents of the injured student athlete  
Inform coach(es) and administration staff  
Obtain medical history and insurance information  
Complete appropriate injury reports

## FHUHS Athletics EAP

This plan has been developed by and for the Fair Haven Union High School Athletic Trainers for use in the event of an emergency situation within varsity sports at FHUHS. An emergency is deemed as "a sudden unexpected occurrence demanding immediate action" in which the athletic training staff is unable to properly manage without assistance from emergency medical personnel.

### I. EMERGENCY PERSONNEL

- A. Certified Athletic Trainer and Athletic Training Student(s) assigned to sport should be on field for home games.
- B. Chain of command
  - 5. Certified Athletic Trainer – Michael Finnegan
  - 6. Activities Director – Eric Ramey
  - 7. FHUHS ADMINISTRATOR
  - 4. Castleton Athletic Training Student (if available)

### II. EVENT COVERAGE

The Certified Athletic Trainer position at FHUHS is part-time, therefore coverage is limited to the following priorities: Varsity home contests, JV home contests, Practices as available. In the event of two varsity contests occurring simultaneously, priority will be given to collision sports. Varsity softball/baseball games commonly occur simultaneously, therefore ATC coverage will alternate between the two sports with walkie-talkie communication between the non-covered contest and the ATC. Other entities/institutions using FHUHS Athletic fields are responsible for providing medical coverage and ensuring communication to EMS for sporting events.

A. CONTESTS – see event coverage

#### B. PRACTICES

- 1. If the ATC is available during practice times – the ATC primarily will remain in the Athletic Training Room (unless needed for an injury or communication w/ coaches).
- 2. In the event of an injury during a practice, or non-ATC covered event, the Head Coach of that sport shall attend to the athlete and the Administrator on duty shall activate the EMS System.

### III. COMMUNICATION

#### E. Base

1. Outdoor sport contests = cordless phone located in media tower
2. Indoor Contests = Land phone located in Training Room

\*During home Football games, Fair Haven Rescue is onsite and will be summoned via predetermined hand signals via ATC.

\* During home Basketball games, Fair Haven Police are onsite and will be utilized to contact Fair Haven Rescue.

#### F. Communication procedures

4. When communicating with radios, operators will use first name to talk.
5. When communicating on the playing field, the ATC will go on the field w/ Castleton Athletic Training Student. The EMS call will be made by a person determined by the ATC depending on the nature/severity of the injury.

#### G. Walkie Talkies

3. When simultaneous varsity athletic contests are taking place, the non-covered event will have direct walkie-talkie communication with the ATC. The FHUHS administrator will also have a walkie-talkie.
4. During practice situations, the Castleton ATS will respond initially to an injury and maintain communication with the ATC in the FHUHS ATR.
5. if assistance is needed on the fields, the appropriate field will be used to identify the location (see section V.VENUE SPECIFIC PROTOCOLS)

#### H. Alternate Sites

At various times the ATC will travel with football and post-season varsity contests. Additionally, home tennis and cross-country events are played at Castleton University (Castleton).

Preplanning must ensure that:

- a. the location of the nearest phone is known and is easily accessible
- b. directions to the site are known by all emergency personnel (see section V. VENUE SPECIFIC PROTOCOLS)

#### I. Cell Phone Availability

1. Cellular phone service is extremely poor on the FHUHS campus, therefore cell phones are not utilized for emergency communication.
2. Cellular phones should be utilized to contact EMS from alternative sites (i.e. Castleton)

### IV. ROLES OF THE EMERGENCY PERSONNEL

#### A. Immediate care of the injured or ill student-athlete

- 2. **most qualified on scene**
      - b. see chain of command
- B. Emergency equipment retrieval
  - 1. **Castleton Athletic Training Student (if available)**
  - 2. **FHUHS Coach**
  - 3. **FHUHS Administrator**
- C. Activation of emergency medical system (EMS)
  - 3. When communicating on the playing field, the ATC will go on the field w/ Castleton Athletic Training Student. The EMS call will be made by a person determined by the ATC depending on the nature/severity of the injury.
  - 4. Information provided to EMS should include:
    - g. name
    - h. address
    - i. telephone number of the person calling
    - j. number of athletes
    - k. condition of athlete(s)
    - l. first aid treatment
    - m. specific directions to scene (see section V. VENUE SPECIFIC PROTOCOLS)
    - n. other information
- D. Directing EMS to scene
  - 1. **Designated Contact Person** will be assigned to “flag down” EMS at designated location (see section VI. VENUE SPECIFIC PROTOCOLS) and direct to scene
- E. Crowd Control
  - 1. **Athletics Director** is designated to crowd control
  - 2. **Coaching staff** should advise players to steer clear of injured athlete

## V. EMERGENCY EQUIPMENT

- A. Games
  - 11. walkie-talkie (if needed)
  - 12. supply bag (sport specific)
  - 13. ice bags
  - 14. knee immobilizer
  - 15. crutches
  - 16. vacuum splints
  - 17. AED machine

- B. Automated External Defibrillator (AED)

1. The AED will be brought onto the fields during all athletic contests except during varsity football as Fair Haven Rescue will be onsite. If for any reason Fair Haven Rescue must leave during a contest, the AED will be brought onto the fields.
2. The AED will be maintained in the alarmed cabinet across from the Nurse's office during FHUHS gymnasium events.
3. The AED Will not be brought to off-site sporting events (Castleton).

VI. VENUE SPECIFIC PROTOCOLS (see attachments)

- A. FHUHS GYM
- B. FHUHS SOFTBALL FIELD
- C. FHUHS FIELDS (except softball)
- D. Castleton Tennis Courts
- E. Castleton Cross-Country Trails/Athletic Fields

VII. EMERGENCY PHONE NUMBERS (see attachment)

VIII. SUMMARY STATEMENT

In the event of an athletic emergency, the importance of the athletic healthcare provider being prepared to react to such a situation cannot be stressed enough. The athlete's well being may rest solely on the shoulders of the FHUHS athletic training staff, therefore maintaining the responsibility of a standard of emergency situation training should an emergency situation arise. While the FHUHS athletic training department oversees any emergency on its athletic fields, the emergency plan should involve athletic administrators, sport coaches, student athletic trainers, and certified athletic trainers. All athletic training student interns are required to be certified as American Red Cross First Responders, as well as certified in CPR for the professional rescuer, prior to program admission, through successful completion of Emergency Care and Transportation for the Sick and Injured. All those involved should review this emergency plan at least once a year. Review includes maintenance of CPR certification, as well as AED training yearly. A copy of this emergency plan, a venue specific protocol, and list of emergency phone numbers should be placed in each athletic training kit. Through proper planning, preparation, and implementation of the emergency plan, Fair Haven Union High School ensures proper care for an injured athlete in the event that an emergency situation should arise.

## EMERGENCY PHONE NUMBERS

Fire/Ambulance/ Police  
911 (Fair Haven Rescue)

Athletic Trainer  
Michael Finnegan  
(H) 468-5197  
(W) 265-9940  
(C) 345-8793

Team Physician  
Dr. Berryhill  
Office 802-468-5641 (Castleton Family Health Center)

Orthopedist  
Dr. Boynton  
Office 802-775-2637 (Vermont Orthopedic Clinic)

Dentist  
Dr. Wright  
Office 802-468-5626

Activities Director  
Eric Ramey  
265-2047

Assistant Principal  
Len Doucette  
265-4966 Ext. 204

School Nurse  
Deb Hanson, RN  
265-4966 Ext. 1313

\*\*\* TO DIAL OFF CAMPUS, YOU MUST FIRST DIAL "9".

## Fair Haven Union High School Athletic Training

### A. FHUHS GYMNASIUM Emergency Protocol

3. Call EMS (911) and ask for Fair Haven Rescue
4. Instruct emergency medical services personnel to report to the FHUHS gymnasium and meet the designated contact person as we have an injured student-athlete in need of emergency medical treatment.

3. EMS driving directions:

Proceed to main entrance at FHUHS, where the designated contact person will be waiting to guide EMS to injured athlete.

4. Provide necessary information to EMS personnel

- Name, address, telephone number
- Number of victims or conditions
- First-aid treatment started
- Any specific directions needed
- Any other information requested.

5. Provide proper care until EMS arrives, once they arrive inform them of information such as: method of injury, vitals, medical history, treatments rendered, and assist EMS with whatever they need.

#### Note:

All coaches shall maintain appropriate forms for consent to treat in the event of a serious injury, and present them to EMS personnel.

Parents should be contacted by athletic training staff/administration.

Inform administration (if not already aware of the situation)

Obtain medical history and insurance information

Appropriate injury reports should be completed

The designated contact person that will be meeting EMS may vary, but is limited to: Coach, Bus driver, FHUHS administrator, Castleton Athletic Training Student.

## Fair Haven Union High School Athletic Training

### **B. FHUHS SOFTBALL FIELD Emergency Protocol**

1. Call EMS (911) and Public Safety (802-468-1215)
2. Instruct emergency medical services personnel to report to the FHUHS Softball field and meet the designated contact person as we have an injured student-athlete in need of emergency medical treatment.

3. EMS driving directions:

FHUHS softball field – turn onto Pine Street, off of 4<sup>th</sup> Street. Proceed to the very end of Pine St. as this leads directly to the Softball field where the designated contact person will be waiting to guide EMS to injured athlete.

4. Provide necessary information to EMS personnel

- a. Name, address, telephone number
- b. Number of victims or conditions
- c. First-aid treatment started
- d. Any specific directions needed
- e. Any other information requested.

5. Provide proper care until EMS arrives, once they arrive inform them of information such as: method of injury, vitals, medical history, treatments rendered, and assist EMS with whatever they need.

#### Note:

All coaches shall maintain appropriate forms for consent to treat in the event of a serious injury, and present them to EMS personnel.

Parents should be contacted by athletic training staff/administration.

Inform administration (if not already aware of the situation)

Obtain medical history and insurance information

Appropriate injury reports should be completed

The designated contact person that will be meeting EMS may vary, but is limited to: Coach, Bus driver, FHUHS administrator, Castleton Athletic Training Student.

## Fair Haven Union High School Athletic Training

### C. FHUHS ATHLETIC FIELDS Emergency Protocol

1. Call EMS (911) and Public Safety (802-468-1215)
2. Instruct emergency medical services personnel to report to the FHUHS Athletic fields and meet the designated contact person as we have an injured student-athlete in need of emergency medical treatment.
3. EMS driving directions:

FHUHS Athletic Fields – turn onto Mechanic Street, off of 4<sup>th</sup> Street. Then bear to the left of the roundabout, following the Fire Lane on the west side of the school building where the designated contact person will be waiting to guide EMS to injured athlete.

4. Provide necessary information to EMS personnel
  - a. Name, address, telephone number
  - b. Number of victims or conditions
  - c. First-aid treatment started
  - d. Any specific directions needed
  - e. Any other information requested.

5. Provide proper care until EMS arrives, once they arrive inform them of information such as: method of injury, vitals, medical history, treatments rendered, and assist EMS with whatever they need.

#### Note:

All coaches shall maintain appropriate forms for consent to treat in the event of a serious injury, and present them to EMS personnel.

Parents should be contacted by athletic training staff/administration.

Inform administration (if not already aware of the situation)

Obtain medical history and insurance information

Appropriate injury reports should be completed

The designated contact person that will be meeting EMS may vary, but is limited to: Coach, Bus driver, FHUHS administrator, Castleton Athletic Training Student.

## Fair Haven Union High School Athletic Training

### D. Castleton Tennis Courts Emergency Protocol

1. Call EMS (911) and Public Safety (802-468-1215)
2. Instruct emergency medical services personnel to report to the Castleton Tennis Courts and meet the designated contact person as we have an injured student-athlete in need of emergency medical treatment.

3. EMS driving directions:

Castleton Tennis Courts – turn onto South Street, off of Route 4A (Main St.). Then take a right just past Ellis Hall, and proceed to the West end of the parking lot, where the designated contact person will be waiting to guide EMS to injured athlete.

4. Provide necessary information to EMS personnel

- Name, address, telephone number
- Number of victims or conditions
- First-aid treatment started
- Any specific directions needed
- Any other information requested.

5. Provide proper care until EMS arrives, once they arrive inform them of information such as: method of injury, vitals, medical history, treatments rendered, and assist EMS with whatever they need.

#### Note:

All coaches shall maintain appropriate forms for consent to treat in the event of a serious injury, and present them to EMS personnel.

Parents should be contacted by athletic training staff/administration.

Inform administration (if not already aware of the situation)

Obtain medical history and insurance information

Appropriate injury reports should be completed

The designated contact person that will be meeting EMS may vary, but is limited to: Coach, Bus driver, FHUHS administrator, Castleton Athletic Training Student.

## Fair Haven Union High School Athletic Training

### E. Castleton Cross Country Emergency Protocol

5. Call EMS (911) and Public Safety (802-468-1215)
6. Instruct emergency medical services personnel to report to the front of Glenbrook Gymnasium and meet the designated contact person at the main entrance as we have an injured student-athlete in need of emergency medical treatment.
3. EMS driving directions:  
Front fields: Turn onto South Street, off of Route 4. Then take a right onto College Drive, follow it around past Castleton Hall. Bear right after passing Glenbrook Gymnasium. Follow this road and turn left onto the fields.
4. Provide necessary information to EMS personnel
  - Name, address, telephone number
  - Number of victims or conditions
  - First-aid treatment started
  - Any specific directions needed
  - Any other information requested.
5. Provide proper care until EMS arrives, once they arrive inform them of information such as: method of injury, vitals, medical history, treatments rendered, and assist EMS with whatever they need.

#### Note:

All coaches shall maintain appropriate forms for consent to treat in the event of a serious injury, and present them to EMS personnel.

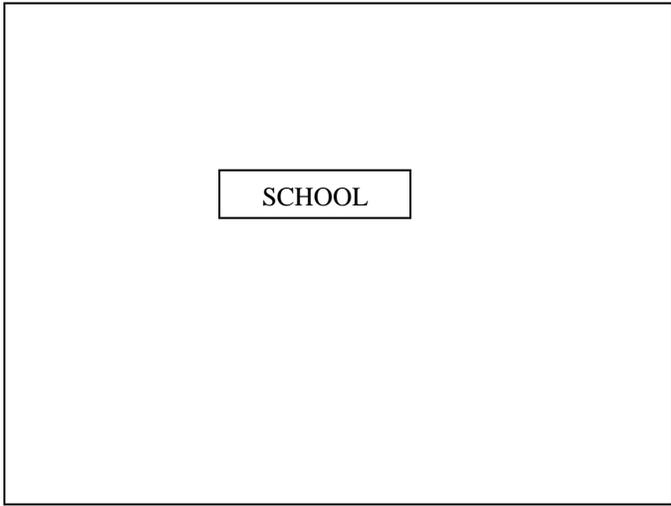
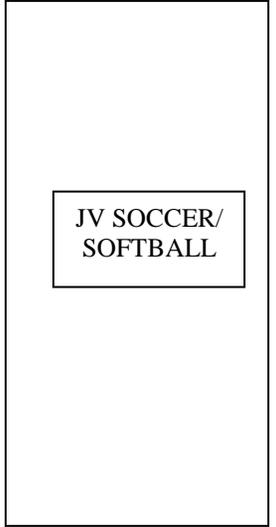
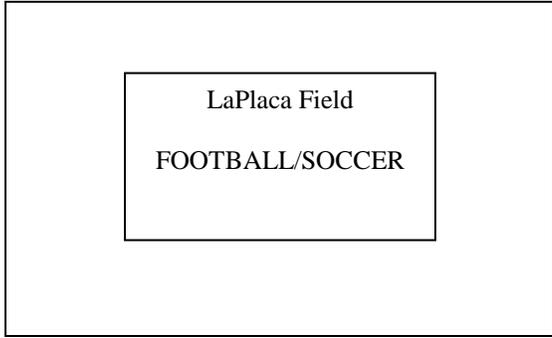
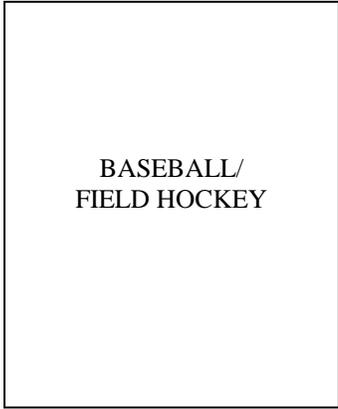
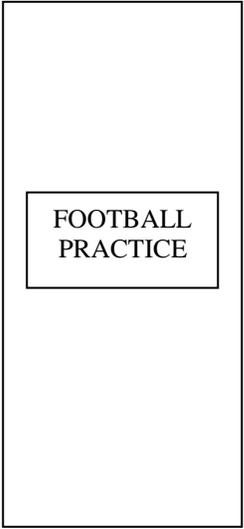
Parents should be contacted by athletic training staff/administration.

Inform administration (if not already aware of the situation)

Obtain medical history and insurance information

Appropriate injury reports should be completed

The designated contact person that will be meeting EMS may vary, but is limited to: Coach, Bus driver, FHUHS administrator, Castleton Athletic Training Student.



*APPENDICES*

How to Log Clinical Hours / Hours Log

[\*\*Athletic Training Education Competencies \(5th Ed\)\*\*](#)

Handbook- Signature Page

**Handbook Table of Contents**

## How to Log Clinical Hours / Hours Log

1. Your name, Clinical Level (Practicum, Level 1, 2, 3, 4, 5), month, and current year must all be filled in at the top of each form.
2. Each week begins on Sunday and ends on Saturday. You may indeed have more than 7 lines filled in if you are in the ATR more than once a day, which is why there are more than 7 lines for each week. Each Sunday, begin logging your hours in the next box on the form.
3. Your hours must be totaled at the end of each week prior to obtaining your preceptor's signature.
4. At the end of the month, you must keep your grand total in the allotted space at the bottom left hand corner on the back side of the form. This will make it easier for you to total your hours at the end of the semester.
5. *Your preceptor must sign off on your hours at the **end of each week!*** Your preceptor will not sign more than 2 weeks at a time; if you fail to obtain the required signature for three consecutive weeks, the preceptor can refuse to sign thereby the hours from those unsigned weeks will not be counted.
6. Each completed form should be placed in your permanent file in the ATR office at the end of the month. You are permitted *no more than two* Clinical Experience Log forms in the binder at one time. At the end of each month, the Clinical Coordinator will go through the binder and throw out any forms that exceed the previously stated limit of two forms/ats. this will result in permanent loss of these hours.
7. Hours will be recorded to the nearest  $\frac{1}{4}$  of an hour.  
:15= .25 h, :30 = .5 h, :45 = .75 h. For example, 10AM – 12:45PM would be recorded as 2.75 h.





[HANDBOOK- SIGNATURE PAGE](#)

**CASTLETON UNIVERSITY ATHLETIC TRAINING PROGRAM**

I, \_\_\_\_\_ have read through and reviewed  
this

(PRINT NAME)

handbook. I understand that I will be expected to adhere to all policies and  
procedures outlined here while I am a student enrolled in the Athletic Training  
Program.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_