

University of Nebraska Omaha



Athletic Training

Student Manual

2011 - 2012

*Athletic Training Student Handbook Revised July 10th, 2011
The handbook is a living document and is reviewed annually by the ATEP faculty.*

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Purpose

The purpose of this manual is to provide the athletic training student with guidelines and policies for academic and clinical experiences. Policies and procedures are provided to not only instruct the athletic training student in proper procedures but also to maintain consistency and assure the health and safety of student-athletes with whom the athletic training student may be working. The policies and procedures outlined in this manual will serve as a guideline for dealing with any situations that may arise.

Athletic Training Education Program Mission

The Athletic Training Education Program at the University of Nebraska at Omaha is committed to prepare students for successful careers or advanced academic studies in the field of athletic training by providing comprehensive and progressive studies leading to national certification as an athletic trainer. The program will provide diverse experiences, both clinical and didactic, based on the competencies set forth by the NATA.

Program Objectives

1. Graduates of the Athletic Training Education Program housed within the School of HPER will be well prepared for professional roles.
2. Graduates will be prepared and qualified for the Board of Certification Examination and Nebraska State Licensure.
3. Graduates will be prepared for an entry level position in athletic training.
4. Graduates will be recognized as prepared for an entry level position or advance study in athletic training by external constituencies, program faculty and self-evaluation.
5. The education and preparation of the athletic training student is directed toward specific competencies in the following domains:
 1. Prevention of athletic injury and illness
 2. Recognition and evaluation of athletic injury and illness
 3. Management, treatment and disposition of athletic injury and illness
 4. Rehabilitation of athletic injuries
 5. Organization and administration of athletic health care delivery systems
 6. Education of student athletes, athletic training students, parents, coaches and administrators about athletic injuries and the importance of the athletic health care professional

Accreditation Status

The UNO Athletic Training Program received CAATE accreditation in 2005 for a seven year period ending in 2012. The UNO ATEPs will have a reaccreditation site visit by the CAATE during the 2011-12 academic year.

Mission Statement of Athletic Training Service

The philosophy of the Athletic Training Department at the University of Nebraska at Omaha is to provide all student-athletes with the highest quality services available. The UNO Athletic Training Department has put the welfare of the student-athlete, as its top priority. The health care of UNO student-athletes will be performed with the quality consistent with the *National Athletic Trainers Association Code of Professional Practice*, the *Nebraska Athletic Trainers Licensure/Practice Act*, the *University of Nebraska at Omaha Code of Conduct*, the *University of Nebraska at Omaha Athletic Department Policies and Procedures*, and the *University of Nebraska at Omaha Sports Medicine Policies and Procedures*.

Description of the Profession

An Athletic Trainer is a qualified allied health care professional educated and experienced in the management of health care problems associated with physical activity. In cooperation with physicians and other health care personnel, the athletic trainer functions as an integral member of the health care team in secondary schools, colleges and universities, professional sports programs, sports medicine clinics, and other health care settings. The athletic trainer functions in cooperation with medical personnel, athletic personnel, individuals involved in physical activity, parents, and guardians in the development and coordination of efficient and responsive athletic health care delivery systems.

NATA Code of Ethics
September 28, 2005

PREAMBLE

The National Athletic Trainers' Association Code of Ethics states the principles of ethical behavior that should be followed in the practice of athletic training. It is intended to establish and maintain high standards and professionalism for the athletic training profession.

The principles do not cover every situation encountered by the practicing athletic trainer, but are representative of the spirit with which athletic trainers should make decisions. The principles are written generally; the circumstances of a situation will determine the interpretation and application of a given principle and of the Code as a whole. When a conflict exists between the Code and the law, the law prevails.

PRINCIPLE 1:

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

1.1 Members shall not discriminate against any legally protected class.

1.2 Members shall be committed to providing competent care.

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

PRINCIPLE 2:

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

2.1 Members shall comply with applicable local, state, and federal laws and institutional guidelines.

2.2 Members shall be familiar with and abide by all National Athletic Trainers' Association standards, rules and regulations.

2.3 Members shall report illegal or unethical practices related to athletic training to the appropriate person or authority.

2.4 Members shall avoid substance abuse and, when necessary, seek rehabilitation for chemical dependency.

PRINCIPLE 3:

Members shall maintain and promote high standards in their provision of services.

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

3.2 Members shall provide only those services for which they are qualified through education or experience and which are allowed by their practice acts and other pertinent regulation.

3.3 Members shall provide services, make referrals, and seek compensation only for those services that are necessary.

3.4 Members shall recognize the need for continuing education and participate in educational activities that enhance their skills and knowledge.

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

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

PRINCIPLE 4:

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

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

4.2 National Athletic Trainers' Association current or past volunteer leaders shall not use the NATA logo in the endorsement of products or services or exploit their affiliation with the NATA in a manner that reflects badly upon the profession.

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

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

Athletic Training Personnel

The ATEP at UNO consists of numerous athletic training and medical personnel who contribute a variety of experiences and educational backgrounds to make a strong and dynamic athletic training program.

Athletic Training Education Program Director (ATEP PD):

The ATEP PD is a BOC certified athletic trainer who oversees the CAATE accredited ATEP and is responsible for administration related to: recruitment, selection and retention of students; advising; teaching; research; and curriculum development for the athletic training major.

Clinical Coordinator (CC):

The CC is a BOC certified athletic trainer who oversees the clinical components of UNO's ATEP.

Clinical Instructors (CI):

A clinical instructor (CI) is a BOC certified athletic trainer or other qualified health care professional with a minimum of one year of work experience in their respective academic or clinical area. CI's teach, evaluate, and supervise athletic training students in the field experiences. A CI is not charged with the final formal evaluation of athletic training students' integration of clinical proficiencies. A CI may also be an ACI.

Approved Clinical Instructor (ACI):

An Approved Clinical Instructor (ACI) is a BOC Certified Athletic Trainer with a minimum of one year of work experience as an athletic trainer, and who has completed ACI training. ATCs who wish to be an ACI, but who have less than one year of clinical experience, must be supervised by a more experienced ACI. An ACI provides formal instruction and evaluation of clinical proficiencies in classroom, laboratory, and/or in clinical education experiences through direct supervision of ATs.

Faculty:

The faculty members of the ATEP are ATCs who are responsible for classroom instruction, academic advising, and career counseling of the ATs. These faculty members maintain high standards both in and out of the classroom to provide students with opportunities to develop skills in the areas of strategizing, problem solving, communication, and documentation to incorporate into their professional education.

Head Athletic Trainer:

The Head Athletic Trainer is an ATC responsible for overseeing the care provided to UNO's student-athletes, and serving as one of the on-site certified athletic trainers for the home athletic events. The Head Athletic Trainer is an ACI who evaluates and monitors the progress of the ATs assigned to him/her.

Assistant Athletic Trainers:

The Assistant Athletic Trainers are ATCs who assist the Head Athletic Trainer in providing care to UNO's student athletes and serve as ACI supervisors for students enrolled in the ATEP. The Assistant Athletic Trainers evaluate and monitor the progress of the ATs assigned to him/her. All ATCs work closely with the PD and CC to ensure consistency of learning for the ATs.

Sports Medicine Physicians:

The sports medicine physicians and fellows are medical doctors (MD) or doctors of osteopathy (DO) who provide the medical care for USM student-athletes. These physicians also provide educational opportunities to the ATs through their evaluations of UNO athletes in the clinical portion of the ATEP and as guest lecturers in the didactic portion of the curriculum.

Student Health Services (SHS):

Student Health Services (SHS), along with the sports medicine physicians, assist in the pre-participation examinations for all student athletes. SHS also serves as a referral link for non-athletic injuries or illnesses, and consultations for any other general medical conditions that the ATC deems appropriate.

Athletic Training Students (ATs):

Students who are in UNO's ATEP are held to the highest academic and professional standards. They are expected to follow the guidelines of the NATA, UNO's ATEP, and those set forth by the clinical affiliations. Each student is responsible for meeting and maintaining the requirements of admission, retention, and progression through the ATEP. ATs are encouraged to maintain their own records in this regard. ATs are expected to strive for and maintain excellence in the classroom, clinical, and professional settings.

UNO Sports Medicine Team

The UNO Athletic Training Department program is comprised of many different medical professionals. The ultimate goal of this staff is to provide all UNO student-athletes with the most complete medical care possible. The athletic training staff is comprised of certified athletic trainers, athletic training students, physicians (all specialties), physician assistants, dentists, nutritionists, psychiatrist/psychologist, and eye care professionals. These professionals work and communicate together to ensure a high quality of care for all student-athletes and are consistent with the mission statement.

The following are all of the Medical Professionals that comprise the UNO Sports Medicine Team:

Rusty McKune, MS, ATC	Head Athletic Trainer/Instructor/ACI
Mike Roberts, MA, ATC	Assistant Athletic Trainer/Instructor/ACI
Masa Takiawa, MA, ATC	Assistant Athletic Trainer/ACI
Erin Hicks, MA, ATC	Assistant Athletic Trainer/Instructor/ACI
TBA	Assistant Athletic Trainer
Sam Wilkins, ATC	Graduate Assistant Athletic Trainer/ACI
Rachel Hadachek, ATC	Graduate Assistant Athletic Trainer/ACI
Melanie McGrath, PhD, ATC	Athletic Training Program Director Assistant Professor, School of HPER
Tycee Strawmier, ATC	Clinical Coordinator/IPC Director/ACI
Mike Walsh, MD	Team Physician – Orthopaedics/CI Medical Director, UNO ATEP
Kirk Hutton, MD	Team Physician – Orthopaedics/CI
Tim Burd, MD	Team Physician – Orthopaedics Spine Specialist
Monty Mathews, MD	Team Physician – Family Medicine/CI
Hank Lau, DO	Team Physician – Family Medicine
Sean Mullendore, MD	Team Physician – Family Medicine/CI
Mark Shirley, DO	Team Physician – Family Medicine
Marge Bisenius, DO	Team Physician – Family Medicine/Student Health
Jim Becker, DDS	Dentist
James Madison, MD	Psychiatrist
Niki Kubiak, RD	Registered Dietitian

Important Phone Numbers

Melanie McGrath	554-3252 office 522-6351 cell
Tycee Strawmier, ATC	554-3170 office 253-6882 cell
Rusty McKune, ATC	554-2774 office 250-5720 cell
Mike Roberts, ATC	554-4997 office 680-1599 cell
Masa Takiawa, ATC	554-4779 office 290-3651 cell
Erin Hicks, ATC	554-4997 office 680-6462 cell
Rachel Hadachek, ATC	554-4997 office 719-342-1365 cell
Sam Wilkins, ATC	554-4997 office 816-898-1944 cell
HPER Academic Main Office	554-2670
Qwest Center Main Office	559-6689

An updated student/staff phone list will be made available to you

STUDENT ACADEMIC GUIDELINES

General Academic Guidelines

Once admitted to the Athletic Training Program, the student will obtain most of the clinical hours as part of course requirements. Additional hours will be necessary to complete the educational competencies and qualify for the National Athletic Trainers Association Board of Certification examination. Most but not all of the clinical hours are obtained between the hours of 9:00am-6:00 pm. Students are expected to obtain an average of 20 hours per week of clinical experience. Clinical experience does include some nights, weekends and travel. Clinical experience must be obtained over a minimum of four academic semesters (See the clinical experience section).

Students will be evaluated in terms of academic performance, reliability, productivity, communication skills, and progression of athletic training skills each semester. Failure to meet standards may result in probation, suspension or dismissal from the athletic training program. Undergraduate students must maintain a cumulative and major GPA of at least 2.5 and no grades lower than “C” in required courses. Graduate students are allowed one grade of “C” in the academic program. More than one grade of “C” or any grade lower than “C” by the student will result in a review by the graduate college.

Successful completion of this program provides the eligibility to sit for the Board of Certification examination.

Policy on Admission to Current UNO Student-Athletes

It is the policy of the University of Nebraska at Omaha Undergraduate Athletic Training Education Program (ATEP) that current student-athletes participating on intercollegiate athletic teams for UNO are not granted admission to the UNO ATEP, even if they are academically eligible. There are multiple reasons for this policy:

- 1) The practice, conditioning, and competition schedules of the NCAA Intercollegiate student-athlete is very time-consuming. Student-athletes are expected to participate in up to 20 hours per week of practice, with additional time for travel, competition, and conditioning. Often, these practices, competitions, or conditioning times directly conflict with the hours an athletic training student would spend doing their clinical experience rotations (afternoons, evenings, weekends). Therefore, it may be almost impossible for a student-athlete to participate fully in the 20 hours per week of clinical experience required of the athletic training students.
- 2) If an athletic training student were to participate as a student-athlete, this may place the student in a conflict of interest situation during practices, competitions, and travel. Other student-athletes are likely to recognize the student as an athletic training student, and may ask for evaluation, treatment, taping, or participation decisions to be made during non-supervised times (for instance, when on the bus travelling to a competition). This is not only a conflict of interest, but also may prevent the prospective athletic training student-athlete from fully preparing mentally for competitions.

We feel that it is in the best interest of the student-athlete to focus on other academic pursuits during their undergraduate studies while enrolled and competing for UNO. However, we welcome UNO student-athletes to apply for our entry-level master's athletic training education program once they have completed their athletic participation at the collegiate level. Questions about the entry-level master's program may be directed to Dr. Melanie McGrath (554-3252, melaniemcgrath@unomaha.edu).

Technical Standards for Admission

The Athletic Training Education Program at the University of Nebraska at Omaha is a rigorous and intense program that places specific requirements and demands on the students enrolled in the program. An objective of this program is to prepare graduates to enter a variety of employment settings and to render care to a wide spectrum of individuals engaged in physical activity. The technical standards set forth by the Athletic Training Education Program establish the essential qualities considered necessary for students admitted to this program to achieve the knowledge, skills, and competencies of an entry-level athletic trainer, as well as meet the expectations of the program's accrediting agency (Committee on Accreditation of Athletic Training Education [CAATE]). The following abilities and expectations must be met by all students admitted to the Athletic Training Education Program. In the event a student is unable to fulfill these technical standards, with or without reasonable accommodation, the student will not be admitted into the program.

Compliance with the program's technical standards does not guarantee a student's eligibility for the Board of Certification exam.

Candidates for selection to the Athletic Training Educational Program must demonstrate:

1. The mental capacity to assimilate, analyze, synthesize, integrate concepts and problem solve to formulate assessment and therapeutic judgments and to be able to distinguish deviations from the norm;
2. Sufficient postural and neuromuscular control, sensory function, and coordination to perform appropriate physical examinations using accepted techniques; and accurately, safely and efficiently use equipment and materials during the assessment and treatment of patients;
3. The ability to communicate effectively and sensitively with patients and colleagues, including individuals from different cultural and social backgrounds; this includes, but is not limited to, the ability to establish rapport with patients and communicate judgments and treatment information effectively. Students must be able to understand and speak the English language at a level consistent with competent professional practice;
4. The ability to record the physical examination results and a treatment plan clearly and accurately;
5. The capacity to maintain composure and continue to function well during periods of high stress;
6. The perseverance, diligence and commitment to complete the athletic training education program as outlined and sequenced;
7. Flexibility and the ability to adjust to changing situations and uncertainty in clinical situations;

8. Affective skills and appropriate demeanor and rapport that relate to professional education and quality patient care.

Candidates for selection to the UNO Athletic Training Program will be required to verify they understand and meet these technical standards or that they believe that, with certain accommodations, they can meet the standards.

The Services for Students with Disabilities Office will evaluate a student who states he/she could meet the program's technical standards with accommodation and confirm that the stated condition qualifies as a disability under applicable laws.

If a student states he/she can meet the technical standards with accommodation, then the Services for Students with Disabilities office will determine whether it agrees that the student can meet the technical standards with reasonable accommodation; this includes a review a whether the accommodations requested are reasonable, taking into account whether accommodation would jeopardize clinician/patient safety, or the educational process of the student or the institution, including all coursework, clinical experiences and internships deemed essential to graduation.

Physical Examinations and Vaccinations

A physical exam and vaccination may be obtained through the student's family physician or through the UNO Student Health Services (402-554-2374). The Student Health cost is \$25.00 for a physical and vaccinations are typically less than the cost at a regular physician's office. If you choose to utilize a family physician outside of Student Health you must obtain a Student Physical Form.

Proof of physical examination and vaccinations is required prior to the first day of clinical experience. All students are required to have completed the Hepatitis B vaccination prior to the beginning of their clinical experiences. A proof of vaccination is also required for tetanus inoculation (within the last five years), rubella, mumps and polio (or documentation of having the diseases and a positive blood titer). Students must also show evidence of immune titer to varicella (chicken pox) or history of previously having the disease. All students are also required to have tuberculosis skin reaction tests annually.

American Red Cross Certification

Incoming students are required to show evidence of current certification in at least the level of *CPR/AED for the Professional Rescuer* and *Standard First Aid*. This certification must be completed through the American Red Cross and be valid through April of their first year in the athletic training program. Students will have the opportunity to receive these additional certifications at a reduced price (cost of supplies/cards) on site through the UNO Athletic Training Staff. If students do not participate at the designated time in these courses they will be responsible for making their own arrangements through the American Red Cross. Students are required to maintain these certifications throughout out the entire academic program. The certifications throughout your time in the program will be as follows:

Incoming students enrolled in Athletic Training Techniques and Fundamentals of Athletic Training (PE 2700/8310) will review their skills in CPR/AED for

the Professional Rescuer. They will also undergo a Bloodborne Pathogens self study (OSHA compliant). Because the students already have current certifications there will be not cost involved, only an educational review.

Towards the end of the spring semester of each year all students will be recertified for the Professional Rescuer level. At this time they will receive certifications in the following:

- CPR/AED for the Professional Rescuer
- Oxygen Administration for the Professional Rescuer
- Standard First Aid (if needed)

Students will also be required to complete the UNO Bloodborne Pathogens online self-study

Student Illness Policy on Communicable Diseases

The University of Nebraska at Omaha Athletic Training Education Program recognizes the importance of minimizing the exposure of athletes or patients in a clinical setting to communicable diseases. Therefore, it is recommended that athletic training students not report to their clinical site if they have *active* signs or symptoms of a communicable disease.

Athletic Training Students are to immediately notify their Clinical Supervisor of their status and an estimate of how long they will need to be absent from their clinical assignment. It is the option of the athletic training student whether or not to seek medical attention when they have communicable disease symptoms, but seeking such attention is strongly recommended. Athletic Training Students may use their own personal physician. If the student does not have access to their own physician they may also utilize the UNO Student Health facility or UNO team physicians if available. At that time the Athletic Training Student is to follow the recommendations and guidelines of that physician.

In the event that an ACI/CI feels that an athletic training student assigned to his/her site is missing an inordinate amount of time due to adherence to the communicable disease policy, he/she should contact the University of Nebraska at Omaha Athletic Training Education Program Director and/or Clinical Coordinator.

See the Appendices for the official UNO ATEP Communicable Diseases Policy.

ATEP Disciplinary Actions

Students in the ATEP are required to uphold specific academic standards, in order to remain in good standing within the ATEP. The standards are as follows:

Undergraduate: maintain a cumulative GPA of 2.5, and receive a minimum grade of “C” in all Athletic Training Core classes (see Worksheet).

Graduate: maintain a cumulative GPA of 3.0, and receive a minimum grade of “B” in all Athletic Training Core courses (see Worksheet). All deficiencies must be completed with a grade of “B” or better.

Failure to maintain these standards may result in probation, suspension, or termination from the ATEP. The following policies are designed to help clarify how these actions are applied, for both undergraduate and graduate students.

Undergraduate

1. Probation: Students that receive any grade lower than “B-” in their Athletic Training Core coursework, or if their cumulative GPA drops below a 2.8, will be placed on academic probation. Probation will result in the following actions

- a. Possible restriction of clinical rotation assignment (for instance, assignment to the ATR in order to allow students to focus on academic performance)
- b. Creation of an academic “Contract” with the Program Director and the ATS’s ACI that defines specific performance goals.
- c. Regular meetings with the Program Director in order to follow academic progress.

Students’ progress will be monitored. Probation will end once the following conditions have been met:

- a. GPA rises above 2.8
- b. Performance goals provided in the Contract are met satisfactorily

2. Suspension: Students that receive any grade lower than a “C” in their Athletic Training Core coursework, or if their cumulative GPA drops below a 2.5, may be placed on academic suspension. Suspension results in the following actions:

- a. Removal from clinical rotation for the subsequent semester
- b. Student will be unable to enroll in ATEP courses for the subsequent semester
- c. Creation of an academic “Contract” with the Program Director and the ATS that defines specific performance goals.
- d. Regular meetings with the Program Director in order to follow academic progress.

Students that are suspended may elect to volunteer observation hours in the ATR during the semester they are suspended at the discretion of the Program Director and Head Athletic Trainer. Suspended students may only observe, they may not perform any athletic training duties until reinstated by the ATEP.

Academic suspension will end once the following conditions have been met:

- a. Student re-takes ATEP course(s) where unsatisfactory grade was received; receives a “C” or better.
- b. Student’s cumulative GPA rises above a 2.5
- c. Student meets all performance goals set forth in the Contract.

3. Termination: Students that receive any grade lower than a “C” in their Athletic Training Core coursework, have a cumulative GPA that drops below a 2.5, that performs unsatisfactorily during their clinical education and experiences, or that conducts him/herself in an unethical or illegal manner, may be terminated from the ATEP. Termination is typically used as a “last resort”, but the Program Director and Clinical Coordinator reserve the right to immediately terminate a student if the student’s conduct violates state law or the NATA Code of Ethics.

Graduate

1. Probation: Students that receive any grade lower than “B-” in their graduate studies, or if their cumulative GPA drops below a 3.0, will be placed on academic probation. Probation will result in the following actions

- a. Possible restriction of clinical rotation assignment (for instance, assignment to the ATR in order to allow students to focus on academic performance)
- b. Restriction to 9 credit hours of graduate coursework during the following semester.
- c. Creation of an academic “Contract” with the Program Director and the ATS’s ACI that defines specific performance goals.
- d. Regular meetings with the Program Director in order to follow academic progress.

Students’ progress will be monitored. Probation will end once the following conditions have been met:

- a. GPA rises above 3.0
- c. Performance goals provided in the Contract are met satisfactorily

Graduate students are advised that they CANNOT graduate unless their cumulative GPA is 3.0 or above.

2. Suspension: Students that receive any grade lower than a “B” in their Athletic Training Core coursework (ATEP classes, not HPER 8030 or 8040 or electives) may be placed on academic suspension. Suspension results in the following actions:

- a. Removal from clinical rotation for the subsequent semester
- b. Student will be unable to enroll in ATEP courses for the subsequent semester
- c. Creation of an academic “Contract” with the Program Director and the ATS that defines specific performance goals.
- d. Regular meetings with the Program Director in order to follow academic progress.

Students that are suspended may elect to volunteer observation hours in the ATR during the semester they are suspended at the discretion of the Program Director and Head Athletic Trainer. Suspended students may only observe, they may not perform any athletic training duties until reinstated by the ATEP.

Academic suspension will end once the following conditions have been met:

- a. Student re-takes ATEP course(s) where unsatisfactory grade was received; receives a “B” or better.
- b. Student meets all performance goals set forth in the Contract.

3. Termination: Students that receive any grade lower than a “C” in their Athletic Training Core coursework, receive 2 or more “C” grades in their graduate coursework, that performs unsatisfactorily during their clinical education and experiences, or that conducts him/herself in an unethical or illegal manner, may be terminated from the ATEP and/or the Graduate School. Termination is typically used as a “last resort”, but the Program Director and Clinical Coordinator reserve the right to immediately terminate a student if the student’s conduct violates state law or the NATA Code of Ethics.

Appeals: All students are given the opportunity to appeal their disciplinary status. These rights are provided at these sites:

Undergrad: <http://www.unomaha.edu/coe/oss/policiesprocedures.php#Suspension>

Graduate: See HPER Graduate Programs Handbook

Academic Advising

Prior to registration for each semester an advising meeting will be scheduled to determine the student's academic schedule for the next semester. Advising is imperative to the proper sequencing of classes and progress towards graduation. Registration holds may be placed on students who fail to schedule appointments in a timely manner.

Undergraduate students will meet with HPER Academic Advisor.

Molly Handke
HPER 207M
554-3245
mhandke@unomaha.edu

Graduate students will meet with the Program Director, Melanie McGrath (554-3252).

Class Registration

Registration for classes will take place approximately at the middle of each semester. Registration will take place over MavLink, the online registration system. Registration requires your **NUID** and **password**. Any holds on your account need to be settled prior to registration to prevent delays. The system is available on the UNO home page.

<http://www.unomaha.edu>

or

<http://mavlink.unomaha.edu>

Course Sequencing

One important and unique aspect of the athletic training curriculum is the combination of classroom-based (didactic) and clinical education. Our courses are designed to gradually build upon the skills learned in previous courses, so each class builds upon the knowledge of prior classes. In addition, in order to satisfy the CAATE standard of "Learning Over Time", students in the ATEP will have their clinical skills and proficiencies evaluated twice. The first time is during the course in which the skill is taught, and the second evaluation takes place during a subsequent semester. These are incorporated into course grades and are a very important aspect of your education. Therefore, the courses in the ATEP ***must be taken in the sequence provided in the Plan of Study (see next few pages)***. Exceptions can only be made in extraordinary circumstances. Therefore, undergraduate students are required to be enrolled

in the ATEP for a minimum of five (5) semesters (Internship and Topics can be taken at the same time), and graduate student are required to be enrolled in the ATEP for a minimum of 6 semesters (this includes 2 summer sessions). Concerns about this requirement should be discussed with the Program Director.

Internet Resources

The following are reputable information for sports medicine and nutrition.

National Athletic Trainers Association <http://www.nata.org>

National Athletic Trainers Association
Board of Certification <http://www.nataboc.org>

American College of Sports Medicine <http://www.acsm.org>

Journal of Athletic Training <http://www.journalofathletictraining.org>

National Strength and Conditioning <http://nsca-lift.org>

Association

- Gatorade Sports Science Institute (GSSI) <http://www.gssiweb.com>
- Nutrition Journals Online <http://sun2.lib.uci.edu/HSG/Nutrition.html#PP3>
- Journal of Exercise Physiology online <http://www.css.edu/users/tboone2/asep/toc.htm>
- American Dietetic Association <http://www.eatright.org>
- American Egg Board <http://www.aeb.org:80/>
- Physician and Sports Medicine <http://www.physsportsmed.com>
- Food & Nutrition Information Center <http://www.nalusda.gov/fnic/>
- Tufts Nutrition Navigator <http://navigator.tufts.edu>
- Sports Nutrition-Professionals <http://www.nal.usda.gov/fnic/pubs/bibs/gen/97-sp-hp.htm>
- Sports Nutrition-Consumers <http://www.nal.usda.gov/fnic/pubs/bibs/gen/97-sp-cn.htm>
- U.S. National Library of Medicine & the National Institutes of Health <http://www.pubmed.gov>
- Online Writing Help with APA Style:
- American Psychological Association (APA) Style <http://www.wisc.edu/writing/Handbook/DocAPA.html>
- Frequently asked questions about using APA style http://webster.commnet.edu/apa/apa_index.htm

On and Off-Campus Education Resources

University Library

<http://library.unomaha.edu/>

The university library provides Internet access and many research journals, including but not limited to:

Medicine Science Sports and Exercise
Physician and Sports Medicine
Journal of Athletic Training

<u>UNO Library Hours</u>	Monday -Thursday	7:00 AM - 11:00 PM
	Friday	7:00 AM - 6:00 PM
	Saturday	9:00 AM - 6:00 PM
	Sunday	12:00 PM - 11:00 PM
<u>Summer Hours</u>	Monday-Thursday	7:00 AM – 9:00 PM

Friday	7:00 AM – 5:00 PM
Saturday	9:00 AM – 6:00 PM
Sunday	12:00 PM – 9:00 PM

HPER Library

The HPER library offers various texts, journals, and articles on reserve related to health, physical education, and recreation.

Located in the computer lab of the HPER Building

Student Athlete Resource Room

Athletic Training Students are allowed equal access to the resource room as the athletes. Students must follow the resource room's rules and regulations.

<u>Hours</u>	Monday – Thursday	8:00 AM – 5:00 PM
	Friday	8:00 AM - 12:00 PM
	Saturday/Sunday	Closed

University of Nebraska Medical Center McGoogan Medical Library

www.unmc.edu/library/

<u>Library Hours (subject to change)</u>	Monday - Thursday 7:30am - 12:00am
	Friday 7:30am - 9:00pm
	Saturday 9:00am - 5:00pm
	Sunday 1:00pm - 12:00am

Address: McGoogan Library of Medicine
Wittson Hall
University of Nebraska Medical Center
986705 Nebraska Medical Center
Omaha, NE 68198-6705
Phone: (402)559-4006
Fax: (402)559-5498

UNMC Medical Library Directions

From UNO Main Campus:

- Go east on Dodge to 42nd street. Go south on 42nd street to Emile street. Go west to 45th street and into patient/visitor parking.
- Parking is available in lot 2, patient/visitor parking at 45th and Emile. The McGoogan Library of Medicine is located on the 6th, 7th, and 8th floors of Wittson Hall, facing east onto 42nd Street. Elevators and stairs to the library are just inside the 42nd Street entrance to Wittson Hall.
- UNO ID allows students to enter and use the UNMC Library.

Worksheet for Undergraduate Athletic Training

Athletic Training Core Curriculum (56 cr)	Credit Hours	Offered
PE 1010 Introduction to Athletic Training	1	Spr
PE 1800 Fitness for Living	3	Fa, Spr
PE 2700 Fundamentals of Athletic Training ¹	4	Fa
PE 4310 Lower Extremity Evaluation ²	4	Spr
PE 4320 Upper Extremity Evaluation ³	4	Fa
PE 4330 Therapeutic Modalities ²	4	Spr
PE 4340 Rehabilitation Techniques in Athletic Training ³	3	Fa
PE 4350 Organization & Administration in Athletic Training ⁴	3	Spr
PE 4360 Orthopedic & Medical Aspects of Athletic Training ⁴	3	Spr
PE 4960 Topics in Sports Medicine ⁵	3	Fa
PE 4990 Internship in Athletic Training ⁶	6	Fa, Spr
PE 4010 Laboratory Methods ⁷	6	Fa, Spr
PE 4630 Biomechanics ⁸	3	Fa, Spr, Su II
PE 4930 Measurement & Evaluation in Physical Education ⁹	3	Fa, Spr, Su I
PE 4940 Physiology of Exercise ¹⁰	3	Fa, Spr, Su I
HPER 3090 Applied Nutrition	3	Fa, Spr, Su II
General Education Courses Required for Athletic Training Curriculum (8 cr of 45 general education cr)		
PE 2880 Physiology & Anatomy <i>(Natural & Physical Science)</i>	5	Spr
PSYC 1010 Introduction to Psychology <i>(Behavioral & Social Science)</i>	3	Fa, Spr, Su I&II
Other General Education Courses (37 cr of 45 total general education cr)		
English & Writing (6 cr)		
Mathematics (3 cr)		
Public Speaking (3 cr)		
Natural Science (10 cr)		
Behavioral & Social Sciences (6 cr)		
Professional Electives (24 cr)		

125 Total Credit Hours, Electives should be chosen in consultation with advisor

¹ Prerequisite PE 1010, 2880 and Admission to ATEP

² Prerequisite PE 2700

³ Prerequisite PE 4310 and 4330 or permission

⁴ Prerequisite PE 4320 and 4340 or permission

⁵ Prerequisite PE 4360 or permission

⁶ Prerequisite 90 hrs and PE 4310, 4320, 4330, 4340

⁷ Prerequisite PE 4630, 4940

⁸ Prerequisite PE 1800, 2880; PHYS 1110, 1154

⁹ Prerequisite PE 4940, Junior standing

¹⁰ Prerequisite PE 1800, 2880; CHEM 1140, 1144

Students must be admitted to Athletic Training Major before taking most of the core courses. Application packets may be obtained from the School of HPER.

UNO Athletic Training
Undergraduate Student Plan of Study

Semester Fall Year Freshman

Course #	Course Name	Credit Hours
ENGL 1150	English Composition 1	3
PHYS 1010	General Physics	4
PHYS 1054	Intro to Physics Lab	1
PE 1800	Fitness for Living	3
	Humanities & Fine Arts or Public Speaking	3
	Elective	3
	Credit hours	14/17

Semester Spring Year Freshman Apply to AT program by February 28th

Course #	Course Name	Credit Hours
PE 1010	Introduction to Athletic Training	1
PE 2880	Physiology and Anatomy	5
PSYC 1010	Intro to Psychology	3
ENGL 1160	English Composition 2	3
MATH 1310	Algebra	3
	Elective	3
	Credit Hours	15/18

Admission to AT program (see criteria)

Semester Fall Year Sophomore

Course #	Course Name	Credit Hours
PE 2700	Fundamentals of Athletic Training	4
CHEM 1140	College Chemistry	4
CHEM 1144	College Chemistry Lab	1
HPER 3090	Applied Nutrition	3
BLST 1100	Black studies or other CD course	3
	Elective or Gen Ed	3
	Credit Hours	15/18

UNO Athletic Training
Undergraduate Student Plan of Study
Continued...

Semester Spring Year Sophomore

Course #	Course Name	Credit Hours
PE 4310	Lower Extremity Evaluation	5
SP 1110	Public Speaking (or other Gen Ed course)	3
PE 4940	Physiology of Exercise*	3
PE 4330	Athletic Therapeutic Modalities	4
	Humanities or Social Science Gen Ed	3
	Credit Hours	18

Semester Fall Year Junior

Course #	Course Name	Credit Hours
PE 4320	Upper Extremity Evaluation	5
PE 4340	Rehabilitation Techniques in AT	3
PE 4630	Biomechanics*	3
	Humanities or Elective	3
	Elective	3
	Credit Hours	14/17

Semester Spring Year Junior

Course #	Course Name	Credit Hours
EDUC 2030	Human Relations	3
PE 4350	Org. & Ad of Athletic Training	3
PE 4360	Orthopedic & Medical Aspects of AT	3
	Elective	3
	Elective	3
	Credit Hours	15

* Also offered during summer session

UNO Athletic Training
Undergraduate Student Plan of Study
Continued...

Semester Fall Year Senior

Course #	Course Name	Credit Hours
PE 4960	Topics in Sports Medicine	3
PE 4010	Lab Methods in Exercise Science	6
PE 4930	Measurement & Evaluation in PE	3
	Elective	3
	Credit Hours	15

Semester Spring Year Senior

Course #	Course Name	Credit Hours
PE 4990	Internship in Athletic Training	6
	Elective (may be Indep. Study if off campus)	3
	Credit Hours	9/12

***Worksheet for Master of Arts in HPER
Athletic Training***

Name _____

NUID# _____

Deficiencies	Cr	Grade	Date
PE 1800 Fitness for Living	3		
PE 2880 Physiology & Anatomy	5		
PE 4010 Lab Methods in Exer. Science	6		
PE 4630 Biomechanics	3		
PE 4940 Physiology of Exercise	3		
HPER 3090 Applied Nutrition	3		
PSYC 1010 Intro to Psychology	3		

Deficiencies must be met prior to admission into the Athletic Training Program. Acceptance of courses with names other than above will be determined by the A.T. Program Director through evaluation of course content and syllabi. Students should be able to present course syllabi/outlines for courses they are requesting to meet the requirements of the above. It is imperative that students have the equivalent of the above undergraduate deficiencies in order to satisfy the competencies set forth by the National Athletic Trainers Association Education Council.

For more information and application, contact:
 Melanie McGrath, ATC
 Director, Athletic Training Education Program
 University of Nebraska at Omaha
 6001 Dodge St.
 HPER 207R
 Omaha, NE 68182-0216
 (402)554-3224
melaniemcgrath@unomaha.edu

Professional Requirements (38cr)	Credit	Grade	Date
HPER 8030 Research In HPER	3		
PE 8040 Applied Statistics in PE	3		
PE 8310 Ath. Training Tech.	3		
PE 8316 Lower Extremity Eval.	4		
PE 8326 Upper Extremity Eval.	4		
PE 8336 Ath. Therapeutic Modal. ¹	4		
PE 8346 Rehab. Techniques	3		
PE 8356 Org & Ad of Ath. Train.	3		
PE 8360 Adv. Ortho. & Med. A.T.	3		
PE 8910 Internship in Ex. Science ²	3		
PE 8966 Topics in Sports Med.	3		
Total	36		

II. Electives (6 hours)

Electives will be chosen in consultation with advisor
 Electives must end in "0"
 Suggested Electives

PE 8950 Adv. Exer. Physiology	3		
PE 8450 Adv. Biomechanics	3		
PE 8400 Motor Learning	3		
HPER 8850 Spec. Populations	3		
HPER 8100 Research Project	1-3		
PE 8240 Sport in Am. Culture	3		
PE 8800 Risk Management	3		
HED 8330 Alcohol Education	3		
HED 8850 Hth. Asp. Stress Mgmt	3		
HPER 8000 Topics in Wt. Mgmt	3		

1 Prerequisite PE 8316 or PE 8326
 2 Prerequisite PE 8316, PE 8326 and consent of instructor.

A total of 42 hours of course work are required for graduation.

UNO Athletic Training
Graduate Plan of Study

Semester Summer Year 1

Begins July

Course #	Course Name	Credit Hours
PE 8310	A.T. Techniques	3
	Credit Hours	3

May also take electives before July session

Semester Fall Year 1

Course #	Course Name	Credit Hours
PE 8326	Upper Extremity Evaluation	4
HPER 8030	Research in HPER	3
	Elective	3
	Credit Hours	7/10

Semester Spring Year 1

Course #	Course Name	Credit Hours
PE 8316	Lower Extremity Evaluation	4
PE 8336	Ath. Therapeutic Modalities	4
	Elective	3
	Credit Hours	8/11

UNO Athletic Training
Graduate Plan of Study
Continued...

Semester Summer Year 2

Course #	Course Name	Credit Hours
PE 8360	Adv Orthopedic & Medical Aspects	3
	Credit Hours	3

Semester Fall Year 2

Course #	Course Name	Credit Hours
PE 8346	Rehabilitation of Athletic Injuries	3
PE 8910	Internship OR elective	3
PE 8966	Topic in Sports Medicine	3
	Credit Hours	9

Semester Spring Year 2

Course #	Course Name	Credit Hours
PE 8356	Org & Admin of Athletic Training	3
HPER 8040	Statistics in HPER	3
	Internship OR Elective	3
	Credit Hours	9

CLINICAL EXPERIENCE

Clinical Experience/Education

The Athletic Training Education Program at the University of Nebraska at Omaha relies on two educational components to ensure that students receive an education that will prepare them to successfully challenge the BOC Certification Exam and become a successful and proficient athletic trainer. The first is the curriculum that is composed of the core classes in this major. The second, which is of equal importance, is the clinical education that each student is required to and should look forward to, in the athletic training room as well as affiliated sites. Weekly clinical education requirements in this program will total an average of 20 hours. The philosophy of this program is to provide each student with ample opportunities to apply classroom knowledge in real world settings in order to truly become a proficient practitioner of the athletic training discipline. However, we realize that as a full-time student it is important to have sufficient time for studying and other endeavors. We believe that an average of 20 hours of clinical education hours per week will provide the balance needed to be successful in the classroom, the practical setting, and to effectively challenge the BOC examination upon graduation.

It is the responsibility of each student and their assigned Approved Clinical Instructor (ACI) to schedule and monitor these clinical education hours. You will be given time sheets to record the hours experience each day and week. The record sheets must be signed by each student and their ACI at the end of each week. Lastly, the record sheets must then be turned into the Clinical Coordinator.

The purpose of the clinical education is to allow you to integrate classroom knowledge into practical use in the athletic training discipline. You can only do this if you spend adequate time in the athletic training room, and in turn, make the most of that time through observation and supervised practice of skills and proficiencies. **Remember, you are not here to be given an education. Rather, you are here to obtain an education!!** An instructor can only give you the tools to build your education, but you must decide how to use them.

During your clinical education hours you will be expected to report to the athletic training room and/or athletic team practices/competitions at assigned times and in appropriate attire. Unexcused absences and tardiness will not be tolerated!! You are also expected to uphold the NATA Code of Ethics and Student Code of Conduct at ALL TIMES, whether you are obtaining experience or on your own time. As an athletic training student, you are a member of the healthcare team, and your responsibilities do not end at the end of your scheduled hours. You are expected to demonstrate professional behavior and to reflect positively on the profession of athletic training, and the UNO ATEP, from your entry to the program until you graduate and obtain your certification.

Clinical Education Guidelines

1. The student-athlete is the priority in the athletic training room. The care of the athlete may take priority over the education of the athletic training student in times of emergency.
2. It is up to the student to demonstrate high motivation and interest in learning to progress through the athletic training education program.
3. The athletic training student will be supervised by an Approved Clinical Instructor (ACI) or Clinical Instructor (CI).
4. Students may be assigned to clinical experiences at sites other than the UNO athletic training facility. Students will be allowed to list preferences for clinical sites but the clinical coordinator will assign students to sites depending on the needs of the student to ensure a diverse athletic training experience.
5. Students shall abide by all health and safety policies that are defined in the University of Nebraska at Omaha Athletic Training Room Policies and Procedures Manual.

Affiliated Clinical Sites

Every student in the athletic training program at UNO will have an opportunity to visit and work at a local High School and Clinical sites in the Omaha community.

<u>Creighton University</u>	<u>Ben McNair, ATC</u> <u>Curtis Self, ATC</u> <u>Sean Mohatt, ATC</u> <u>Alison Mosel, ATC</u>
<u>Creighton Prep High School</u>	<u>Bill Kleber, ATC</u>
<u>Millard South High School</u>	<u>Craig Holz, ATC</u>
<u>Millard West High School</u>	<u>Jim Johnston, ATC</u>
<u>Papillion LaVista South High School</u>	<u>Rebecca Wardlaw, ATC</u>
<u>Westside High School</u>	<u>Shawn Campbell, ATC</u>
<u>Bellevue West High School</u>	<u>Shannon Gier, ATC</u>
<u>Bellevue East High School</u>	<u>Jen Krueger, ATC</u>
<u>Marian High School</u>	<u>Melissa Brusnaham, ATC</u>
<u>OrthoWest</u>	<u>Mike Walsh, MD & Kirk Hutton, MD</u>
<u>UNMC</u>	<u>Monty Mathews, MD</u>
<u>Alegent HealthCare, Bellevue</u>	<u>Sean Mullendore, MD</u>
<u>Iowa Western Community College</u>	<u>Mike Pribyl, ATC</u>

Student Evaluation Forms Procedure for Completion

AT students will be evaluated twice per semester (one mid-semester & one at the end of the semester). These evaluations also include goals and objectives from either the classes that you have taken previously (mid-semester) or the classes you are currently taking (end of semester). You the ATS are responsible for making sure that all of the materials are printed, filled out completely and signed (by you and your ACI) and turned into the Clinical Coordinator –Tycee Strawmier, ATC (IPC). Forms are located on Blackboard. Further instructions are provided below.

1. Approved Clinical Instructor (ACI) evaluation of the ATS
-This evaluation needs to be given to your ACI as soon as possible and you need to set up a time with your ACI to sit down and go over it. Make sure both you the ATS and the ACI sign and date the form.
2. ATS Self Evaluation
-You need to fill out this evaluation and bring it with you to your meeting with your ACI to assess along with the ACI evaluation of the ATS. Once you have signed and dated both forms, you the ATS is responsible to make sure that they get turned into me. You can turn it into HPER 103A, or drop it off in Tycee Strawmier's mailbox in the UNO ATR.
3. ATS Evaluation of the ACI
4. ATS Evaluation of the Clinical Site
-Both 3 & 4 need to be filled out and handed in directly without discussing either of these evaluations with your ACI. Turn these in as soon as you possibly can.

Student Clinical Hours Documentation

Documentation must be recorded on the designated form found in the ATR and Blackboard. This form is two-sided and should be turned in to the Clinical Coordinator every two weeks completed as follows:

- Signatures (you and Clinical Instructor)
- Total Hours
- Accurately (see example in the Hour Sheet Binder)

Hour sheets not filled out correctly or entirely will not be accepted. Late documentation will not be tolerated and will result in disciplinary actions. If you have questions or concerns please ask your Clinical Instructor or the Clinical Coordinator.

**Student Guidelines and Expectations for The University of Nebraska at
Omaha Athletic Training Education Program**

A. Professionalism

1. Be on time (Athletic Training Room hours, Practices and Competitions).
2. Abide by the UNO Dress Code
3. Maintain professional conduct with athletes at all times, in all settings.
4. No cell phones during clinical hours or practice/games unless approved by ACI for special purposes
5. Work within your professional capabilities and skills.
6. The athletic training room is a professional health care facility, conduct yourself appropriately, and maintain UNO ATR General Rules
7. Treat athletes with respect.
8. Treat physicians and ancillary medical staff with the utmost respect.

B. Commitment

1. Academics are your first priority. Clinical experiences are your second priority. Work and other outside activities are important but must not supercede your academics or clinical requirements.
2. This is a pre-professional program. Students are expected to pursue certification by the BOC during their final semester or after graduation.
3. This is a competitive program: your “spot” not only represents your potential, but also represents another student that was not selected for our ATEP. Remember this when the going gets tough.

C. Maturity

1. Challenge yourselves in the classroom and clinical opportunities prepared for you!
2. Show initiative. **Observe and learn what needs to be done, do it, and strive to do more!**
3. Remember you are a member of the healthcare team. Maintain your professionalism at all times, even when in social/non-clinical situations.

D. Loyalty

1. You are a representative of the UNO ATEP, UNO Athletics, and the School of HPER. Be proud as a Maverick, and show your pride with others!
2. Promote your program, and let others know how much you have enjoyed your experience at UNO.
3. Promote the profession to parents, coaches, athletes, other students, and others.

E. Team Work

1. Your fellow athletic training students are some of your closest friends, family, and colleagues. They will remain a part of your life even after you graduate. ALWAYS support and respect your classmates and other members of the ATEP.

2. Whether you are a senior or freshman, you are expected to work together to accomplish the tasks of your clinical assignment. Everyone should pitch in, even for the “grunt” work.
3. Always be aware of the needs of your fellow students, the patients, the ACIs/CIs/medical staff, and faculty. Support those around you.

F. Procedural

1. The computers at the front counter are designated for athletic training student use. The computers in the assistants’ office are not to be utilized by athletic training students.
 - a. During athletic training room hours, these computers are not to be used for the purpose of viewing personal e-mail or Internet sites.
2. Athletes and athletic training students are not to loiter in the office areas.
3. When an athlete stops at the front counter, you should take initiative to help them. Treat the ATR as a business and the athlete as a customer.

Student Liability Insurance

For those students reporting in early August for fall camp, and for any student planning on helping with fall camp coverage prior to the first day of class, we are requiring that you purchase a personal liability policy. This does not apply to first year Graduate Students or students enrolled in summer classes, although they have the option to also purchase student liability insurance if desired. Those students actively participating in any type of athletic training coverage for UNO prior to the first day of classes in August will be required to provide proof of such insurance before you will be allowed to take part in any of the UNO pre-season activities. In addition, there will be numerous opportunities for you to assist with athletic training coverage in the community throughout the year (outside of your educational opportunities provided by the UNO Athletic Training Education Program) and it will be necessary for you to have this policy in place prior to taking advantage of those opportunities, should you choose to do so. For all other students (First Year Graduate Students *included*), it is highly recommended that you purchase this protection. Policy information can be found on MATS Blackboard under the *MATS Resources*. The policies are relatively inexpensive and easily obtained. Confirmation of your applications must be sent to Tycee Strawmier (tstrawmier@unomaha.edu).

Athletic Training Clinical Supervision and Skill Acquisition Policy

The purpose of this policy is to define the roles and responsibilities of an athletic training student during clinical experiences and clinical education. ***Athletic training students may only participate in supervised clinical experiences. An athletic training student who feels that they are being forced or coerced into any unsupervised situations should contact the ATEP Director immediately.***

I. SUPERVISED CLINICAL EXPERIENCE

A supervised clinical experience is when a program clinical instructor, or another approved health care professional such as a doctor associated with the program, is physically present and can intervene on behalf of the patient. This means that the clinical instructor can have **both visual and auditory contact** with the athletic training student. When in a supervised clinical experience, the student can perform any and all skills that are *previously mastered*. Previously mastered refers to skills that have been *instructed* in the classroom, as part of an athletic training course, and then *practiced* under the supervision of both the course instructor and the athletic training student's current approved clinical instructor.

II. UNSUPERVISED EXPERIENCE

An unsupervised experience is one in which a program clinical instructor is **NOT physically present** to intervene on behalf of the patient. This would include practice situations where no clinical instructor is present. ***Athletic training students MAY NOT, under any circumstances, perform any athletic training-related skills or services under these circumstances, unless there is an emergency that necessitates action.*** In cases of emergency, the athletic training student must **ONLY** perform basic lifesaving actions as taught in American Red Cross CPR and Standard First Aid courses.

III. SKILL ACQUISITION AND CLINICAL PRACTICE

As an athletic training student, you will be learning basic healthcare skills over the course of your education at UNO. For the protection of both student-athletes and athletic training students, these skills **CANNOT** be practiced on any patients until they have been formally evaluated by the athletic training student's ACI AND the instructor of the course associated with the skill. Once these skills have been evaluated and deemed satisfactory, the athletic training student may begin to use these skills ***only while under the direct supervision of the student's ACI/CI.*** **AT NO TIME** may any athletic training student perform athletic training skills in unsupervised situations.

Student Travel and Vacation Planning

Students not from the Omaha area and needing to travel over long distances will need to discuss with their assigned clinical instructor to determine when travel is possible and the duration of the stay at home. Students should remember that the clinical aspect of their education is absolutely critical, therefore careful consideration of time missed should be given prior to any vacation/holiday planning.

During *in-semester* breaks (Fall Break, Thanksgiving, and Spring Break), students are expected to remain available for events or practices if necessary. If students wish to take personal trips, they are expected to clear this with their ACI *first*. ACI's are encouraged to be reasonable with student requests, particularly for Thanksgiving Break.

During *between-semester* breaks (Christmas), students are not required to remain in Omaha, but may wish to take into consideration their clinical rotation when planning travel. Students that are assigned to winter sports such as wrestling, men's and women's basketball, or swimming/diving, may have opportunities to gain clinical experience over the break. Students may wish to collaborate with their ACI to determine if valuable experiences may be gained during portions of the winter vacation. Ultimately, the decision whether to assist with practice or game coverage during winter break is at the discretion of the student and ACI.

**UNO ATHLETIC
TRAINING ROOM
POLICIES &
PROCEDURES**

Conduct of Athletic Training Students

The athletic training student plays a very important role in the total health care of the student-athlete at UNO during their clinical experience hours. Although the student is in a learning environment and gaining the knowledge and skills it takes to become a Certified Athletic Trainer within an accredited athletic training program, he/she is also in a unique situation. The athletic training students are the same age as a majority of the student-athletes and may have the tendency to act as normal college students.

Unfortunately, this type of conduct is not sufficient for athletic training students, since while learning the profession, they are also assisting the athletic training staff in administering care to student-athletes.

The athletic training students must hold him/herself to a higher standard of conduct. The student must realize that he/she is representing UNO and the athletic training department at all times. How the student conducts him/herself outside of the athletic training room and how he/she chooses to socialize with student-athletes can greatly impact the respect and effectiveness as an athletic training student.

In addition, the athletic training student is surrounded by sensitive information regarding the health and well being of student-athletes. Due to the sensitive and personal nature of this information, the athletic training student must not discuss facts and information regarding injuries, illnesses, test results, and like information with anyone outside of the Sports Medicine team. This will ensure that each student-athlete's health care will remain confidential.

General Rules for the UNO Athletic Training Room

- Athletes must **shower before treatments**.
- All student-athletes **must check in at the front desk for any and all needs** before proceeding. **No self treatments**.
- **Shoes must be removed and placed in cubby** before going past the check-in desk and prior to receiving treatment/rehabilitation.
- All student-athletes must wear **T-shirt and shorts/sweat pants** while in the training room. No street-clothes during treatments.
- **No profanity or horseplay** is allowed. Racial, ethnic, religious, and/or sexual comments will not be tolerated.
- **No food or drink** is allowed in the treatment/rehabilitation area.
- **No tobacco**.
- Student-athletes who are late for treatment/rehabilitation sessions will not be treated unless prior arrangements have been made or under special circumstance.
- Bags and other personal items **will be left in the designated area and will not be taken back into the treatment/rehabilitation area**. Athletes should utilize their respective locker rooms for changing and storage of personal items during treatments.
- Keep all **Cell Phone** use to a minimum while in the Athletic Training Room.
- In compliance with NCAA regulations, the computers and phones are not to be used by the athletes for personal use.
- The athletic training staff and students shall be treated with respect at all times.

UNO Athletic Training Student Dress Code

The UNO ATEP is committed to preparing you for a future in allied health care. Part of this commitment involves professionalism. Professionalism is comprised of many portions, one of which is professional attire. The dress code for the ATEP is mandatory and must be followed at all times during your clinical education experience. Approved clinical instructors (ACI's) associated with the ATEP have the authority to enforce this policy by any means they see fit.

- **Tops**
 - UNO Polo Shirt, Casual Dress Tops/Sweaters
 - UNO T-Shirts, Sweatshirts may be worn for practices.
 - NO tank tops of any kind, crop tops, tight shirts, mid-drift, torn/ripped or inappropriate T-Shirts.
- **Bottoms**
 - Casual Dress Slacks: No tight stretch pants
 - Docker Style Shorts/Capris: No cut-offs & must be mid-thigh/past fingers
 - Nylon Wind Pants: UNO Colors (for practices only)
- **Shoes**
 - Tennis Shoes for all outdoor practices
 - Close-toed only: No sandals, flip flops, or healed shoes...must be functional and professional!
- **Hats**
 - No hats in the athletic training room
 - Hats may be worn at practices/events with ACI's approval & should be worn appropriately and respectfully.
- **Jackets**
 - UNO Wind Suits/Jackets
 - Other Designated by ACI
- **Name Tags**
 - Must be worn at all times during clinical hours unless otherwise instructed by ACI.
- **Event & Game Days** will vary depending on the clinical site you are assigned to and the sport that you are working. Your ACI will enforce the appropriate dress code for each event.

Remember apparel is a reflection of your profession so be professional as Athletic Training Students!!!

Pre-Participation Physicals

Pursuant to NCAA bylaw 17.1.5, all student-athletes must receive a pre-participation physical examination by members of the UNO Sports Medicine Team (i.e. Team Physician) and be cleared medically before participating in games/practices. Two physical examination sessions will be set-up. The initial one is in early August (one day before Football begins), and the second one is typically on the first day of the fall semester. The Head Athletic Trainer will assign all sports to one of the two regularly scheduled physical examination sessions. Before any student-athlete can begin their physical, they must submit the following information at least two weeks prior to their assigned physical examination session:

Demographic/Insurance Form
Copy of Insurance Card (both front & back)
Health History Form

If the above information is not provided in within the outlined time-line, the UNO Athletic Training Department cannot guarantee the student-athlete in question will have their physical completed and cleared in-time to join their team on the first day of conditioning/practice.

In the event a student-athlete does not receive medical clearance, he/she may attempt to satisfy the deficiency found on their physical. **In this instance, all costs associated with evaluation, testing, and diagnosis will be the financial responsibility of the student athlete and/or his/her parents/guardians.** To be granted clearance in this situation, a member of the sports medicine staff must review their medical file after following the steps outlined by one of the UNO Team Physician's, before giving them medical clearance. Student-athletes will not be allowed to participate in their chosen sports (including conditioning) until a UNO Team Physician has reviewed their file and provides medical clearance

Physician Referrals/Consultations

The University of Nebraska at Omaha has been fortunate to have the continued support and services of some of the most respected and qualified Orthopedic and Sports Medicine Professionals in Omaha and the region. As our team physicians, these individuals have consistently provided high quality service and care to the student-athletes at the University of Nebraska at Omaha. Members of the University of Nebraska at Omaha Athletic Training Department staff will refer student athletes to these providers, unless extenuating circumstances necessitate a different provider. As previously stated, student-athletes with HMO's are strongly encouraged to have one of our team physicians or a local physician serve as their PCP, so that timely and quality care can be provided.

All student-athletes must be seen and evaluated by a certified member of the University of Nebraska at Omaha Athletic Training Staff before a referral to a physician will be made. A member of the University of Nebraska at Omaha Athletic Training Department must authorize and properly refer all student-athletes to see a physician or medical consultant, and/or for diagnostic tests. **If a student athlete chooses to see a physician/medical consultant, and/or undergo a diagnostic test without prior authorization/ referral from a member of the University of Nebraska at Athletic Training Department, the student-athlete and/or the student-athletes parent(s) / guardian(s) will be financially responsible for any and all medical bills incurred.**

Orthopedic and/or Medical Second Opinions:

If a student-athlete and/or his/her parent(s) / guardian(s) desire another physician's opinion on an orthopedic and/or medical injury/illness, a certified member of the University of Nebraska at Omaha Athletic Training Department Staff will make arrangements for the second opinion with a qualified physician following consultation with the University of Nebraska at Omaha Athletic Departments Team Physicians. If a student-athlete chooses to see an orthopedic and/or medical physician without the authorization of a member of the University of Nebraska at Omaha Athletic Training Department, the student-athlete and/or the student-athlete's parent(s)/ guardian(s) will be financially responsible for any and all medical bills incurred. Additionally, once unauthorized care has been provided by a medical physician, the return to play guidelines that they establish will be adhered to. However, the individual must be cleared by a University of Nebraska at Omaha Team Physician prior to returning to participation in any University of Nebraska at Omaha athletics team practice, competition, or conditioning session. The student-athlete and/or the student-athlete's parent(s)/guardian(s) may also be responsible for identifying a qualified individual to perform rehabilitation of the injury. Any and all costs incurred during this rehabilitation will be the responsibility of the student-athlete and/or their parent(s)/ guardian(s).

“Out-of-town” or Off-Campus Physical Therapy/Rehabilitation Procedures:

At times, it may be necessary for a student-athlete to utilize an “out-of-town,” or off-campus physical therapy facility. In such situations, permission must be granted from the Head Athletic Trainer and/or his designee. Such referrals must come from a certified member of the University of Nebraska at Omaha Athletic Training Department Staff. If a student-athlete chooses to utilize physical therapy/ rehabilitation services without the authorization of a certified member of the University of Nebraska at Omaha Athletic Training Department Staff, the student-athlete and/or the student-athlete's parent(s)/ guardians(s) will be financially responsible for any and all bills incurred during the course of this treatment. Additionally, the athlete must gain clearance from a University of Nebraska at Omaha Team Physician prior to returning to participation in any University of Nebraska at Omaha athletics team practice, competition, or conditioning session.

Medical Record Keeping

Medical records need to be kept for various reasons. UNO Athletic Training will keep medical records for a period of 15 years (the recommendation by the University of Nebraska system is 10 years + 5 years of eligibility = 15 years).

All student-athletes at UNO who are beginning their initial season of eligibility will begin their official medical record with demographics, insurance information, and a complete pre-participation physical examination administered or supervised, and documented by the UNO team physicians within six (6) months prior to participation in any practice, competition or out-of-season conditioning activities (NCAA bylaw 17.1.5). Pursuant to NCAA bylaw 17.1.5, in subsequent years, all returning athletes shall have an updated health history administered by an institutional medical staff member. The updated medical history must be administered within six months prior to the student-athlete's participation in any practice, competition or out-of-season conditioning activities for the applicable academic year. The NCAA compliance forms pertaining to medical issues will complete their initial file.

When a student-athlete becomes injured, records pertaining to evaluations, rehabilitation, treatments, physician visits, and special procedures (x-ray, MRI, CT scan) will be included in their permanent file within SportsWare (computerized injury tracking software).

From time to time, it may be necessary to obtain the medical records of current and/or prospective UNO student-athletes for the purposes of compiling a pre-participation physical and/or ongoing care. When this situation arises, the student-athlete will be required to fill out a HIPAA compliant *Release of Information* form that will authorize the UNO Athletic Training Department to legally access the specific medical records in question. A copy of the release form will be kept in the student-athlete's file along with the forwarded medical records.

Non-Prescription and Prescription Medications

The UNO athletic training department provides its student-athletes and staff with a small assortment of non-prescription medications. Non-prescription medications are kept secured in the physician's office with the keys being kept by UNO Athletic Training Department staff members. It will be encouraged that only starter doses of these medications be handed-out. It will be the student-athlete's responsibility to purchase these medications if they will require a maintenance dose.

The following is a list of the non-prescription drugs that UNO athletic training department keeps in stock:

- Decongestants

- Antihistamines
- Anti-Diarrheal
- Cough Suppressants
- Anti-Inflammatories (ibuprofen and naproxen)
- Fever Reducer/Pain Reliever (Tylenol)
- Cold and Flu Medication
- Antacids

Prescription Medications

The UNO athletic training department will not cover the cost of prescriptions for student-athletes. Therefore student-athletes will be responsible to pay for all prescription medications. Sample medications will be used when available. All sample meds will be controlled by UNO Student Health Services and their policies and procedures will apply when obtaining medications from them.

Lightning Protocol

During practices and games, bad weather may occur. When this does occur, the UNO Athletic Training Department is on the lookout for severe weather that includes lightning.

UNO Sports Medicine has adopted the following NCAA recommendation:

By the time the Flash-to-Bang ratio reaches 30 seconds, all individuals should have left the practice/game site for a safe structure/location.

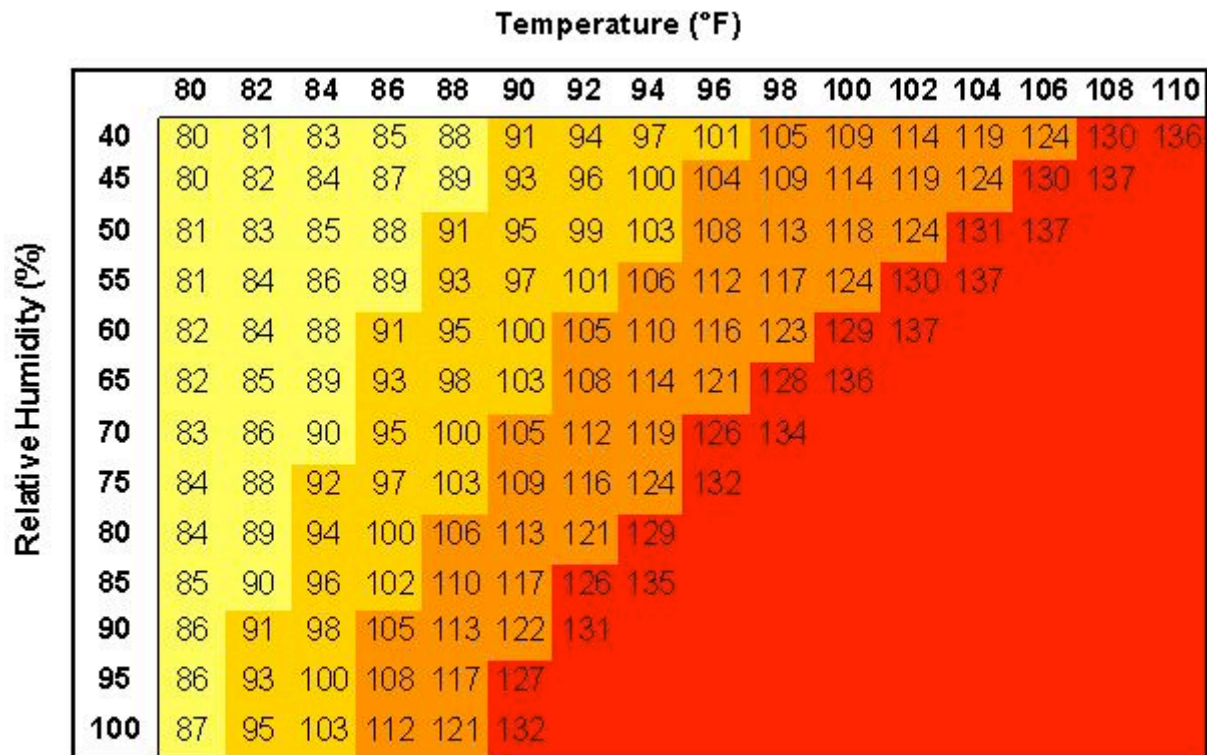
NCAA Sports Medicine Handbook, Guide Line 1d, Lightning Safety, 12-14; 2006-2007.

The certified athletic trainer in charge will use the appropriate technology (NOAA Website, NOAA Meteorologists (phone: 359-5166), Local weather reports, Storm Hawk, Sky Scan, Etc.) and flash-to-bang ratio to make the recommendation whether or not to cancel the session.

Heat Illness

During the periods of the school year, heat and/or humidity can be a problem. The UNO Athletic Training Department has developed the following guidelines to determine what to do with practice when the heat and humidity become a health risk. These guidelines have been based off the NCAA Sports Medicine Handbook and the NATA's position statement on Exertional Heat Illness.

- Appropriate medical coverage will be available when student-athletes are participating in risky environments
- All student-athletes will be screened at a pre-participation physical for their risk/history of heat illness
- Equipment will be modified according to the environmental conditions as needed
- Temperature and humidity data will be taken on a daily basis. (digital/analog)
- The temperature and humidity will be compared to a chart to determine the heat index (See heat index chart below).
- The certified athletic trainer will also monitor the WBGT on a daily basis (digital/analog)
- The certified athletic trainer in charge of the practice site will give a recommendation, based on the WBGT and heat index to the coach/supervisor.



Likelihood of Heat Disorders with Prolonged Exposure or Strenuous Activity

Caution
 Extreme Caution
 Danger
 Extreme Danger

WBGT	Level of Risk	Comments
<65 deg F	Low	Risk low but still exists on the basis of risk factors
65 – 73 deg F	Moderate	Risk level increases as event progresses through the day
73 – 82 deg F	High	Everyone should be aware of injury potential, individuals at risk should not compete
> 82 deg F	Extreme	Consider rescheduling or delaying the event until safer conditions prevail; if event must take place, be on high alert

Sources

NCAA Sports Medicine Handbook, Guide Line 2C, Prevention of Heat Illness, 28-30; 2006-2007

NATA Position Statement: Exertional Heat Illnesses, Journal of Athletic Training, 37(3), 329-343, 2002.

NOAA's National Weather Service Heat Index Chart.

Practice/ Game Set Up

MBB/WBB Practice Set-Up

Cart with the following:

- 10 gal of water
- Team water bottles filled with ice
- Ats kit
- Blood Kit
- Kleenex
- Ice Kit
- Cups
- Towels

Volleyball Practice Set-Up

Cart with the following:

- 10 gallons of water/ 5 gallons of Gatorade (ask ACI before practice)
- Team water bottles filled with ice
- ATs Kit
- Blood Kit
- Ice Kit

Softball Practice Set-Up

Take following to field:

- AED
- 10 Gallons Water
- Cups
- ATs Kit
- Ice Kit
- Crutches

Hockey Practice Set-Up

Take Following to Qwest/Civic:

- 10 Gallons Water
- Water Bottles
- AED
- Spine Board
- ATs Kit
- Blood Kit

Soccer Practice Set-Up

Take Following to Chilli Greens:

- 10 gallons of water
- Water Bottles
- AED
- Splints
- ATs Kit
- Ice Kit

Baseball Practice Set-Up

Take following to Field:
2 10 gallons of water
ATs Kit
AED
Ice Kit
Crutches
Splints

Cross Country/Track Practice/Meet

Take following to track/indoor track
10 gallons of water
Cups

MBB/WBB Home Game Set-Up**Benches**

2 carts with the following upstairs 1 hour before game starts:
10 gal of water
2 sleeves of cups (3 on our bench)
Ice kits
Blood kit (visitors only)
Tissue/toilet paper
Towels (under home cart only)
Bleach and Paper Towel Rolls
Rusty/Lisa's Kit
Trash Can placed next to carts on each bench
Vacuum Splints (behind home bench)
AED (behind bench or at scorer's table)
Crutches with Knee Immobilizer

Visiting Teams Locker Room

5 gal of water
Cups
Bottles of Gatorade

UNO Locker Room

5 gal of water (2/3 Full)
Cups
Bottles of Gatorade
5 gal of mixed Gatorade (boys)

Referees' Locker Room to see if there is a women's official***

5 gal of water (1/2 full) & Cups
1 bottle of Gatorade per referee

Volleyball Game Set-Up**Visitor's Locker Room**

5 gallon Water
Cups

Home Locker Room

5 Gallons Gatorade
Cups

Benches

2 carts with the following upstairs 1 hour before game starts:

10 Gallons Water
5 Gallons Gatorade
Cups
Blood kit
ATs Kit
Water Bottles
Towels
Ice Kit

Softball/Baseball Game Set-Up

Benches:

10 Gallons Water (2 visitors, 1 home, 1 extra)
10 Gallons Gatorade (Home Only)
2 Ice Kits
AED
ATs Kit
Towels
Crutches
Vacuum Splints
Cups
Ice Bags

Soccer Game Set-Up

Visitor's Bench

10 gal H2O (Methodist Cooler)
1 Sleeve Cups (to start, restock as needed)
Ice Kit (bags & flexiwrap in bag)

Home Bench

10 gal H2O (Methodist Cooler)
Ice Kit (bags & flexiwrap in bag)
Bottle of Gatorade for each player
Towels (4)
Water Bottles
Treatment Table

Gator

AED
ATs Kit
Vacuum Splints
Crutches 1 set small
Knee Immobilizer
2 Extra Sleeves of Cups

Hockey Game Set-Up

One cart behind each bench with following:

10 gallons water
Water bottles
Towels
ATs Kit (Home Bench Only)
AED (Home Cart Only)
Splints (Home Cart Only)

Tennis Match Set-Up

4 10 gallons of water
Ice kit
AED
Splints
Crutches
AT Kit/ATS Kit
Cups

Cross Country/Track Meet Set-Up

10 gallons of water
10 gallons of Gatorade
Splints
AED
ATs Kit
Cups
Crutches

Team Travel/Coverage

Our goal is to maintain the highest level of quality medical care to all UNO student-athletes. We have previously placed the student-athlete at the center of our “bull’s eye” and strived to have all aspects of our program have a positive impact on those student-athletes. We have also covered all sports, both during traditional and non-traditional seasons, while at home and while traveling, with certified athletic trainers in most cases. Given the current environment within the athletic department, trying to follow this model with a reduction in certified athletic trainers will certainly be more of a challenge and in some cases, not a realistic possibility.

Facing this challenge the UNO Athletic Training Department will do our best to provide medical coverage (home and away) to all of our teams. We will base coverage needs on the following:

- Potential risk of injury
- Traditional or non-traditional seasons
- Competition or practice
- Is it a UNO hosted event

- Number of events taking place at a given time and availability of athletic training staff

It is paramount that all coaches notify us as far in advance of scheduled events or practices so that we can make every effort to provide optimal medical coverage. However, in certain situations it will not be possible to cover all events or practices. When these situations arise a member of the athletic training staff will be available by phone. In emergency situations please refer to the Emergency Action Plan for the site of practice or competition

Athletic Training Van/Golf Cart/John Deere Gator's

The UNO Athletic Training Department has access to a van, golf cart, and John Deere Gator's. The Head Athletic Trainer will be charged with keeping oversight of this equipment. In addition, those people operating the golf carts and Gator's between UNO Campuses on campus roads and city owned pedestrian pathways will have to undergo training as per University of Nebraska at Omaha guidelines.

Unlicensed Vehicle Operation on Campus roads and City Owned Pedestrian Pathways between UNO Campuses

PURPOSE:

This guideline is established for departments required to support on campus events and activities between satellite campus locations to ensure UNO non-licensed vehicles are operated safely for occupants, pedestrians, and surrounding properties. This guideline also encompasses requirements for vehicle identification markings.

PROCEDURES:

Individuals operating a motor vehicle of this type are required to be trained by a manufacturer's representative in the procedures of this means of transportation prior to use.

Supervisors of persons who will drive these vehicles shall brief the operator by following the guidelines of a university approved checklist. The checklist shall be initialed by the operator and initialed and dated by the supervisor prior to engine start by the operator.

Individual operators not adhering to the oral and written instructions shall be disciplined appropriately in accordance with the UNO Student Code of Conduct guidelines and the Managerial/Professional and Office/Service Staff Handbook.

Current, new purchase, leased, loaned, or borrowed vehicles covered in these guidelines are required to have six (6) inch high numbered letters on each side, front, and rear sections of the vehicle. The numbering system will begin at one hundred (100.) The numbers can be magnetic or applied to the areas. The color shall be white. Each department shall be provided twenty-five (25) numbers in sequential order that are different from the other department's numbers. The numbering system will be maintained on file with the Security department.

Supplements and Electrolyte Replacement Drinks

Supplements:

Due to the current climate of drug testing and supplements in sports today, it is the policy of UNO Athletic Training Department to not endorse the use of supplements. This is due to the supplement industry not being under the umbrella of the United States Food and Drug Administration (FDA) and hence safety and purity is not controlled like prescription and non-prescription drugs are. With any trace of a banned substance being considered a “positive test”, the issue of purity is paramount.

The UNO Athletic Training Department will still answer questions from student-athletes on different supplements (effectiveness, banned list, etc.), but ultimately if a student-athlete chooses to consume a supplement, they are doing so at their own risk.

These policies will be communicated to all UNO Student-Athletes at the beginning of each school-year.

Electrolyte Replacement Drinks:

Currently, Gatorade® is the electrolyte replacement drink utilized by the athletic department. The head athletic trainer will determine its use based on our current contract with Pepsi Co®. The goal will be to spread the allotted product around to all sports at UNO. Additional requests above each sports allotment will be billed directly to that respective budget.

Emergency Action Plans (EAPs)

Sapp Fieldhouse

The following is the Emergency Action Plan for the UNO Sapp Fieldhouse:

- In the event of an emergency, the most qualified person in the immediate area will be charged with handling the situation until more qualified personnel arrive.
- If there is a more qualified person close-by to take charge of the situation, send non-essential personnel to summon them.
- The minimum level training of person giving care will be certification in American Red Cross First Aid and CPR.
- The first objective for the person in charge of the situation is to assess for any life threatening conditions. This includes checking for the following:
 - Airway
 - Breathing
 - Circulation
 - Major Bleeding
- If a life threatening condition exists, the person in charge of the situation will delegate someone to call 4-2911 from the closest phone available (land line or cell phone). (to reach an outside line on campus, you must hit “*9”, and then the number)
- When calling 4-2911, be ready to provide the following information:
 - My name is _____. I need paramedics at the UNO fieldhouse located on the UNO campus at 6001 Dodge. There is an athlete who, (specify injury/condition). I am calling you from the following phone and it’s number (give the operator the number listed on the phone). A designated person (give them their name) will meet the ambulance at the front entrance of the Sapp Fieldhouse and then guide them to the injured athlete as well as UNO Security.
- Wait until the operator hangs up first before you hang up.
- Until the EMT’s/Paramedics arrive on the scene, continue the following things:
 - CPR/rescue breathing and/or maintain ABC’s
 - Keep control of the situation
 - Send someone to meet the EMT’s/Paramedics
- When EMT’s/Paramedics arrive, be sure to be ready to give them any pertinent information about the situation. Examples of this information would be the following:
 - Heart rate
 - Blood pressure
 - Respiration rate
 - What happened?
 - Allergies
 - Other medical conditions
- If there is not a life threatening condition, the next step is to check for any non-life threatening conditions that may require medical transportation/assistance. Examples would be the following:

- Open fracture
- Suspected cervical spine injury
- Closed or open head injury with complications
- Dislocation (ankle, elbow, shoulder, hip)
- Remember, call 4-2911 for advanced care for any of the above situations/conditions or anything that you are unsure of and/or that is beyond your capabilities.

Football Field

The following is the Emergency Action Plan for the UNO Caniglia Field:

- In the event of an emergency, the most qualified person in the immediate area will be charged with handling the situation until more qualified personnel arrive.
- If there is a more qualified person close-by to take charge of the situation non-essential personnel to summon them.
- The minimum level training of person giving care will be certification in American Red Cross First Aid and CPR.
- The first objective for the person in charge of the situation is to assess for any life threatening conditions. This includes checking for the following:
 - Airway
 - Breathing
 - Circulation
 - Major Bleeding
- If a life threatening condition exists, the person in charge of the situation will delegate someone to call 4-2911 from the phone located in the *at the 50 yard line*. *If that phone is in use of not working, make the call from the closet phone available (land line or cell phone).* (to reach an outside line on campus, you must hit “*9”, and then the number)
- When calling 4-2911, be ready to provide the following information:
 - My name is _____. I need paramedics at the UNO Football Field located on the UNO campus. There is an athlete who, (specify injury/condition). The athlete is located on the UNO Football Field (specify what end). I am calling you from the following phone and it’s number (give the operator the number listed on the phone). A designated person (give them their name) will meet the ambulance at South West corner of the UNO Football Field by the Tennis Courts or most accessible entrance and guide them to the injured athlete as well as UNO Security.
- Wait until the operator hangs up first before you hang up.
- Until the EMT’s/Paramedics arrive on the scene, continue the following things:
 - CPR/rescue breathing and/or maintain ABC’s
 - Keep control of the situation
 - Send someone to meet the EMT’s/Paramedics
- When EMT’s/Paramedics arrive, be sure to be ready to give them any pertinent information about the situation. Examples of this information would be the following:

- Heart rate
- Blood pressure
- Respiration rate
- What happened?
- Allergies
- Other medical conditions
- If there is not a life threatening condition, the next step is to check for any non-life threatening conditions that may require medical transportation/assistance. Examples would be the following:
 - Open fracture
 - Suspected cervical spine injury
 - Closed or open head injury with complications
 - Dislocation (ankle, elbow, shoulder, hip)
- Remember, call 4-2911 for advanced care for any of the above situations/conditions or anything that you are unsure of and/or that is beyond your capabilities.

Emergency Action Plan (EAP) – Hockey- Civic Auditorium (rev. 9/10/06)

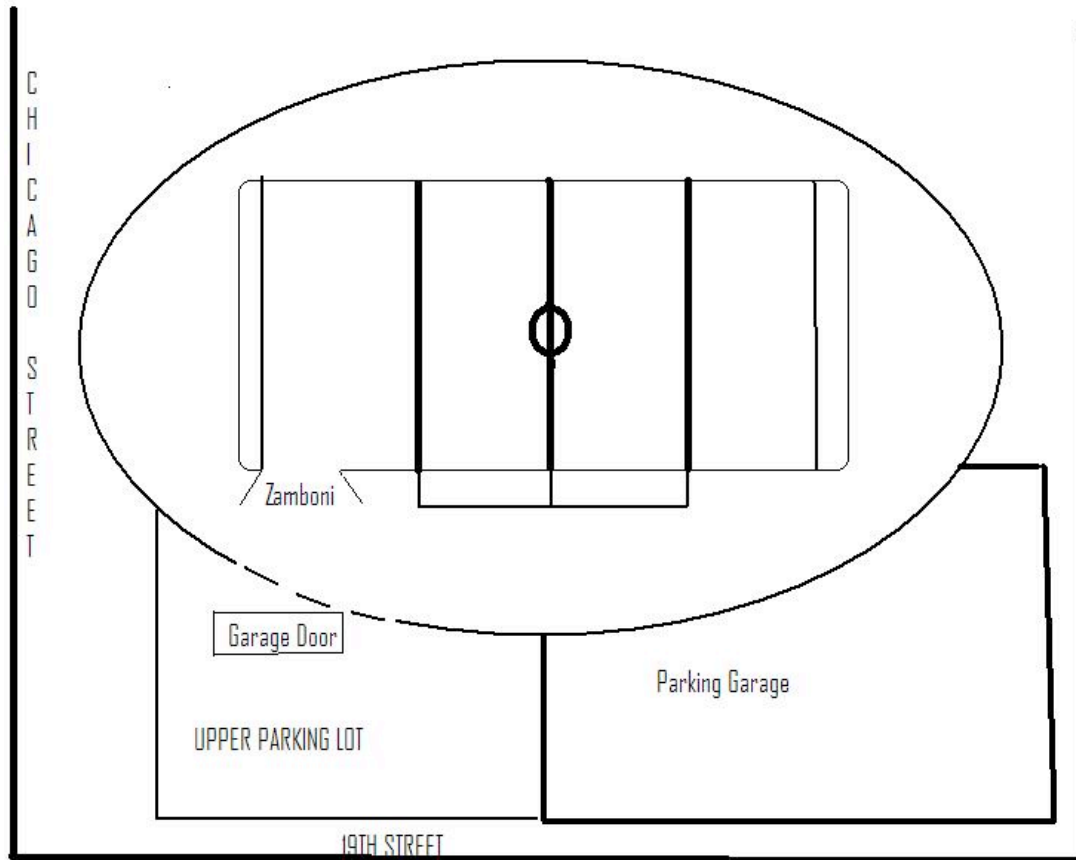
The following is the Emergency Action Plan for the Civic Auditorium- Practice

- In the event of an emergency, the most qualified person in the immediate area will be charged with handling the situation until more qualified personnel arrive.
- If there is a more qualified person close-by to take charge of the situation, send a player/coach to get them.
- The first objective for the person in charge of the situation is to assess for any life threatening conditions. This includes checking for the following:
 - Airway
 - Breathing
 - Circulation
 - Major Bleeding
- If a life threatening condition exists, the person in charge of the situation will delegate someone to call 911 from the nearest phone.
- When calling 911, be ready to provide the following information:
 - My name is _____. I need paramedics at the Civic Auditorium Arena. There is an athlete who, (specify injury/condition). The athlete is located in the Civic Auditorium. I am calling you from the following phone and it's number (give the operator the number listed on the phone). A designated person (give them their name if it is known) will meet the ambulance at a designated entrance and guide them to the injured athlete.

- The designated entrance for the Civic Auditorium will be the west entrance to the arena located off the upper parking lot on the west side of the building. The entrance to the parking lot is on the east side of 19th street between Capitol and Chicago Streets.

- Wait until the operator hangs up first before you hang up.
- Until the EMT's/Paramedics arrive on the scene, continue the following things:
 - CPR/Rescue breathing and/or maintain ABC's
 - Keep control of the situation
 - Send someone to meet the EMT's/Paramedics
- When EMT's/Paramedics arrive, be sure to be ready to give them any pertinent information about the situation. Examples of this information would be the following:
 - Heart rate
 - Blood pressure
 - Respiration rate
 - What happened?
 - Allergies
 - Other medical conditions
- If there is not a life threatening condition, the next step is to check for any non-life threatening conditions that may require medical transportation/assistance. Examples would be the following:
 - Open fracture
 - Suspected cervical spine injury
 - Closed or open head injury with complications
 - Dislocation (ankle, elbow, shoulder, hip)

Remember, call 911 for any of the above situations/conditions or anything that you are unsure of and/or that is beyond your capabilities.



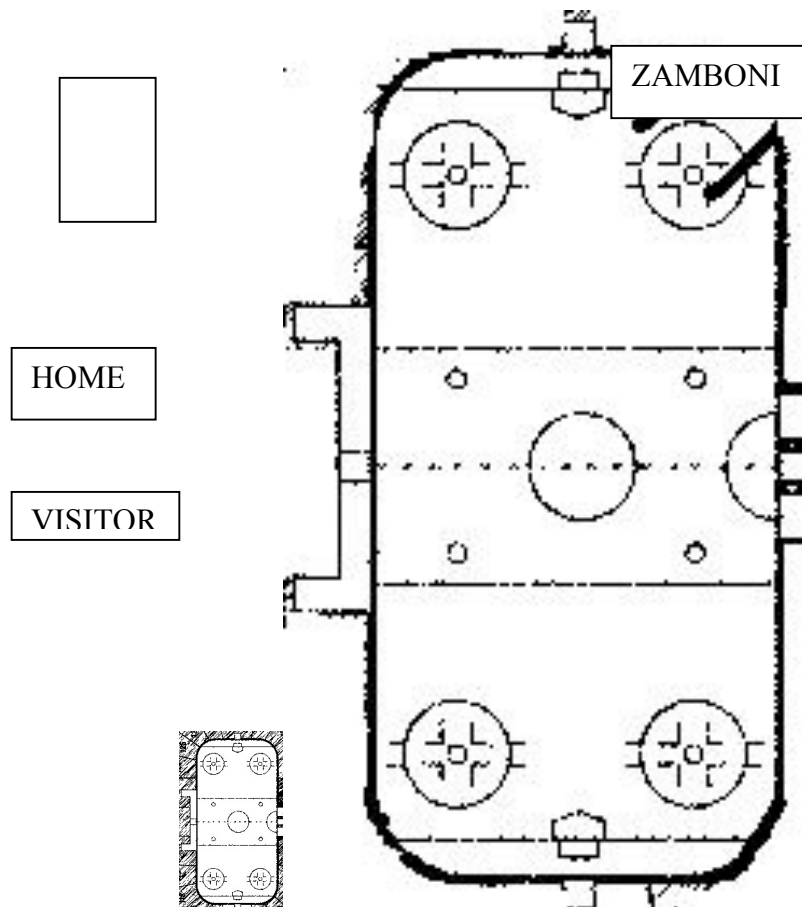
Emergency Action Plan (EAP) – Hockey

The following is the Emergency Action Plan for the Qwest Center Omaha- Practice

- In the event of an emergency, the most qualified person in the immediate area will be charged with handling the situation until more qualified personnel arrive.
- If there is a more qualified person close-by to take charge of the situation, send a player/coach to get them.
- The first objective for the person in charge of the situation is to assess for any life threatening conditions. This includes checking for the following:
 - Airway
 - Breathing
 - Circulation
 - Major Bleeding

- If a life threatening condition exists, the person in charge of the situation will delegate someone to call 911 from the nearest phone.
- When calling 911, be ready to provide the following information:
 - My name is _____. I need paramedics at the Qwest Center Arena. There is an athlete who, (specify injury/condition). The athlete is located on the “appropriate facility” (specify what end). I am calling you from the following phone and it’s number (give the operator the number listed on the phone). A designated person (give them their name) will meet the ambulance at a designated entrance and guide them to the injured athlete.
- Wait until the operator hangs up first before you hang up.
- Until the EMT’s/Paramedics arrive on the scene, continue the following things:
 - CPR/Rescue breathing and/or maintain ABC’s
 - Keep control of the situation
 - Send someone to meet the EMT’s/Paramedics
- When EMT’s/Paramedics arrive, be sure to be ready to give them any pertinent information about the situation. Examples of this information would be the following:
 - Heart rate
 - Blood pressure
 - Respiration rate
 - What happened?
 - Allergies
 - Other medical conditions
- If there is not a life threatening condition, the next step is to check for any non-life threatening conditions that may require medical transportation/assistance. Examples would be the following:
 - Open fracture
 - Suspected cervical spine injury
 - Closed or open head injury with complications
 - Dislocation (ankle, elbow, shoulder, hip)

Remember, call 911 for any of the above situations/conditions or anything that you are unsure of and/or that is beyond your capabilities.



Emergency Action Plan (EAP) – Hockey (rev. 9/10/06)

The following is the Emergency Action Plan for the Qwest Center Omaha-
GAME SITUATION

- In the event of an emergency, the most qualified person in the immediate area will be charged with handling the situation until more qualified personnel arrive.
- **Physicians and EMS will be located at the Zamboni entrance throughout the game. The signal for them to come to the ice will be rotating the hand in a circular motion above the head. These personnel will access the ice through the Zamboni Entrance.**
- **The ambulance will be parked in the Qwest Center in the bays Northeast of the rink. A gurney with a apine board and ALS equipment will be**

located by the Zamboni Entrance and will accompany the EMS personnel on the ice for all situations which they are summoned.

- The first objective for the person in charge of the situation is to assess for any life threatening conditions. This includes checking for the following:
 - Airway
 - Breathing
 - Circulation
 - Major Bleeding
- If a life threatening condition exists, the person in charge of the situation will signal the physicians and EMS staff to come to the ice.
- Until the EMT's/Paramedics arrive on the scene, continue the following things:
 - CPR/Rescue breathing and/or maintain ABC's
 - Keep control of the situation
 - Send someone to meet the EMT's/Paramedics
- When EMT's/Paramedics arrive, be sure to be ready to give them any pertinent information about the situation. Examples of this information would be the following:
 - Heart rate
 - Blood pressure
 - Respiration rate
 - What happened?
 - Allergies
 - Other medical conditions
- If there is not a life threatening condition, the next step is to check for any non-life threatening conditions that may require medical transportation/assistance. Examples would be the following:
 - Open fracture
 - Suspected cervical spine injury
 - Closed or open head injury with complications
 - Dislocation (ankle, elbow, shoulder, hip)

Emergency Action Plan (EAP) – HPER

The following is the Emergency Action Plan for the HPER Building:

- In the event of an emergency, the most qualified person in the immediate area will be charged with handling the situation until more qualified personnel arrive.
- If there is a more qualified person close-by to take charge of the situation, send non-essential personnel to summon them.
- The minimum level training of person giving care will be certification in American Red Cross First Aid and CPR.
- The first objective for the person in charge of the situation is to assess for any life threatening conditions. This includes checking for the following:
 - Airway
 - Breathing
 - Circulation
 - Major Bleeding
- If a life threatening condition exists, the person in charge of the situation will delegate someone to call 4-2911 from the nearest phone available (land line or cell phone). (to reach an outside line on campus, you must hit “*9”, and then the number)
- When calling 4-2911, be ready to provide the following information:
 - My name is _____. I need paramedics at the HPER building on the UNO Campus (6001 Dodge). There is an athlete who, (specify injury/condition). The athlete is located in the HPER building (specify what end and which room/gym). I am calling you from the following phone and it’s number (give the operator the number listed on the phone). A designated person (give them their name) will meet the ambulance at a designated entrance and guide them to the injured athlete as well as UNO Security.
- Wait until the operator hangs up first before you hang up.
- Until the EMT’s/Paramedics arrive on the scene, continue the following things:
 - CPR/rescue breathing and/or maintain ABC’s
 - Keep Control of the situation
- Send someone to meet the EMT’s/Paramedics

When EMT’s/Paramedics arrive, be sure to be ready to give them any pertinent information about the situation. Examples of this information would be the following:

- Heart rate
- Blood pressure
- Respiration rate
- What happened?

- Allergies
- Other medical conditions

- If there is not a life threatening condition, the next step is to check for any non-life threatening conditions that may require medical transportation/assistance. Examples would be the following:
 - Open fracture
 - Suspected cervical spine injury
 - Closed or open head injury with complications
 - Dislocation (ankle, elbow, shoulder, hip)

Remember, call 4-2911 for advanced care for any of the above situations/conditions or anything that you are unsure of and/or that is beyond your capabilities.

Emergency Action Plan (EAP) –Soccer/Football Practice Field

The following is the Emergency Action Plan for the UNO Soccer Field and Football Practic Field at Aksarben:

- In the event of an emergency, the most qualified person in the immediate area will be charged with handling the situation until more qualified personnel arrive.
- If there is a more qualified person close-by to take charge of the situation, send non-essential personnel to summon them.
- The minimum level training of person giving care will be certification in American Red Cross First Aid and CPR.
- The first objective for the person in charge of the situation is to assess for any life threatening conditions. This includes checking for the following:
 - Airway
 - Breathing
 - Circulation
 - Major Bleeding
- If a life threatening condition exists, the person in charge of the situation will delegate someone to call 4-2911 from the nearest phone available (land line or cell phone).
- When calling 4-2911, be ready to provide the following information:
 - My name is _____. I need paramedics at the “appropriate facility.” There is an athlete who, (specify injury/condition). The athlete is located on the “appropriate facility” (specify what end). I am calling you from the following phone and it’s number (give the operator the number listed on the phone). A designated person (give them their name) will meet the ambulance at a designated entrance and guide them to the injured athlete as well as UNO Security.
- Wait until the operator hangs up first before you hang up.
- Until the EMT’s/Paramedics arrive on the scene, continue the following things:
 - CPR/rescue breathing and/or maintain ABC’s
 - Keep control of the situation
 - Send someone to meet the EMT’s/Paramedics

When EMT’s/Paramedics arrive, be sure to be ready to give them any pertinent information about the situation. Examples of this information would be the following:

- Heart rate
 - Blood pressure
 - Respiration rate
 - What happened?
 - Allergies
 - Other medical conditions
-
- If there is not a life threatening condition, the next step is to check for any non-life threatening conditions that may require medical transportation/assistance. Examples would be the following:
 - Open fracture
 - Suspected cervical spine injury

- Closed or open head injury with complications
- Dislocation (ankle, elbow, shoulder, hip)

Remember, call 4-2911 for advanced care for any of the above situations/conditions or anything that you are unsure of and/or that is beyond your capabilities.

Emergency Action Plan (EAP) –Softball/Baseball

The following is the Emergency Action Plan for any field the UNO Softball/Baseball teams practice/play:

- In the event of an emergency, the most qualified person in the immediate area will be charged with handling the situation until more qualified personnel arrive.
- If there is a more qualified person close-by to take charge of the situation, send non-essential personnel to summon them.
- The minimum level training of person giving care will be certification in American Red Cross First Aid and CPR.
- The first objective for the person in charge of the situation is to assess for any life threatening conditions. This includes checking for the following:
 - Airway
 - Breathing
 - Circulation
 - Major Bleeding
- If a life threatening condition exists, the person in charge of the situation will delegate someone to call 911 from the cell phone that is in the possession of the Certified Athletic Trainer. *If that phone is in use or not working, make the call from the closet phone available (land line or cell phone).*
- When calling 911, be ready to provide the following information:
 - My name is _____. I need paramedics at the (name of field) located at (address). There is an athlete who, (specify injury/condition). I am calling you from the following phone and it's number (give the operator the number listed on the phone). A designated person (give them their name) will meet the ambulance at the (location) and then guide them to the injured athlete.
- Wait until the operator hangs up first before you hang up.
- Until the EMT's/Paramedics arrive on the scene, continue the following things:
 - CPR/rescue breathing and/or maintain ABC's
 - Keep control of the situation
 - Send someone to meet the EMT's/Paramedics

When EMT's/Paramedics arrive, be sure to be ready to give them any pertinent information about the situation. Examples of this information would be the following:

- Heart rate
- Blood pressure
- Respiration rate
- What happened?
- Allergies
- Other medical conditions
- If there is not a life threatening condition, the next step is to check for any non-life threatening conditions that may require medical transportation/assistance. Examples would be the following:
 - Open fracture
 - Suspected cervical spine injury
 - Closed or open head injury with complications

- Dislocation (ankle, elbow, shoulder, hip)
- Remember, call 911 for advanced care for any of the above situations/conditions or anything that you are unsure of and/or that is beyond your capabilities.

Emergency Action Plan (EAP) –Tennis

The following is the Emergency Action Plan for any field the UNO Tennis team practice/play:

- In the event of an emergency, the most qualified person in the immediate area will be charged with handling the situation until more qualified personnel arrive.
- If there is a more qualified person close-by to take charge of the situation, send non-essential personnel to summon them.
- The minimum level training of person giving care will be certification in American Red Cross First Aid and CPR.
- The first objective for the person in charge of the situation is to assess for any life threatening conditions. This includes checking for the following:
 - Airway
 - Breathing
 - Circulation
 - Major Bleeding
- If a life threatening condition exists, the person in charge of the situation will delegate someone to call 911 from the cell phone that is in the possession of the Certified Athletic Trainer. *If that phone is in use or not working, make the call from the closet phone available (land line or cell phone).*
- When calling 911, be ready to provide the following information:
 - My name is _____. I need paramedics at the (name of field) located at (address). There is an athlete who, (specify injury/condition). I am calling you from the following phone and it's number (give the operator the number listed on the phone). A designated person (give them their name) will meet the ambulance at the (location) and then guide them to the injured athlete.
- Wait until the operator hangs up first before you hang up.
- Until the EMT's/Paramedics arrive on the scene, continue the following things:
 - CPR/rescue breathing and/or maintain ABC's
 - Keep control of the situation
 - Send someone to meet the EMT's/Paramedics
- When EMT's/Paramedics arrive, be sure to be ready to give them any pertinent information about the situation. Examples of this information would be the following:
 - Heart rate
 - Blood pressure
 - Respiration rate
 - What happened?
 - Allergies
 - Other medical conditions
- If there is not a life threatening condition, the next step is to check for any non-life threatening conditions that may require medical transportation/assistance. Examples would be the following:
 - Open fracture

- Suspected cervical spine injury
- Closed or open head injury with complications
- Dislocation (ankle, elbow, shoulder, hip)

Remember, call 911 for advanced care for any of the above situations/conditions or anything that you are unsure of and/or that is beyond your capabilities.

Emergency Action Plan (EAP) –Golf

The following is the Emergency Action Plan for any field the UNO Golf team practice/play:

- In the event of an emergency, the most qualified person in the immediate area will be charged with handling the situation until more qualified personnel arrive.
- If there is a more qualified person close-by to take charge of the situation, send non-essential personnel to summon them.
- The minimum level training of person giving care will be certification in American Red Cross First Aid and CPR.
- The first objective for the person in charge of the situation is to assess for any life threatening conditions. This includes checking for the following:
 - Airway
 - Breathing
 - Circulation
 - Major Bleeding
- If a life threatening condition exists, the person in charge of the situation will delegate someone to call 911 from the cell phone that is in the possession of the Certified Athletic Trainer. *If that phone is in use or not working, make the call from the closet phone available (land line or cell phone).*
- When calling 911, be ready to provide the following information:
 - My name is _____. I need paramedics at the (name of field) located at (address). There is an athlete who, (specify injury/condition). I am calling you from the following phone and it's number (give the operator the number listed on the phone). A designated person (give them their name) will meet the ambulance at the (location) and then guide them to the injured athlete.
- Wait until the operator hangs up first before you hang up.
- Until the EMT's/Paramedics arrive on the scene, continue the following things:
 - CPR/rescue breathing and/or maintain ABC's
 - Keep control of the situation
 - Send someone to meet the EMT's/Paramedics
- When EMT's/Paramedics arrive, be sure to be ready to give them any pertinent information about the situation. Examples of this information would be the following:
 - Heart rate
 - Blood pressure
 - Respiration rate
 - What happened?
 - Allergies
 - Other medical conditions

- If there is not a life threatening condition, the next step is to check for any non-life threatening conditions that may require medical transportation/assistance. Examples would be the following:
 - Open fracture
 - Suspected cervical spine injury
 - Closed or open head injury with complications
 - Dislocation (ankle, elbow, shoulder, hip)

Remember, call 911 for advanced care for any of the above situations/conditions or anything that you are unsure of and/or that is beyond your capabilities.

Emergency Action Plan (EAP) –Athletic Training Room

The following is the Emergency Action Plan for the UNO Athletic Training Room:

- In the event of an emergency, the most qualified person in the immediate area will be charged with handling the situation until more qualified personnel arrive.
- If there is a more qualified person close-by to take charge of the situation, send non-essential personnel to summon them.
- The minimum level training of person giving care will be certification in American Red Cross First Aid and CPR.
- The first objective for the person in charge of the situation is to assess for any life threatening conditions. This includes checking for the following:
 - Airway
 - Breathing
 - Circulation
 - Major Bleeding
- If a life threatening condition exists, the person in charge of the situation will delegate someone to call 4-2911 from the phone located *at the receptionist's desk*. *If that phone is in use or not working, make the call from the closet phone available (land line or cell phone).* (to reach an outside line on campus, you must hit “*9”, and then the number)
- When calling 4-2911, be ready to provide the following information:
 - My name is _____. I need paramedics at the UNO Fieldhouse located on the UNO campus at 6001 Dodge. There is an athlete who, (specify injury/condition). The athlete is located in the Sapp Fieldhouse Athletic Training Room. I am calling you from the following phone and it's number (give the operator the number listed on the phone). A designated person (give them their name) will meet the ambulance at the front entrance of the Sapp Fieldhouse and direct them to the entrance in the North East corner of the Sapp Fieldhouse and then guide them to the injured athlete as well as UNO Security.
- Wait until the operator hangs up first before you hang up.
- Until the EMT's/Paramedics arrive on the scene, continue the following things:
 - CPR/rescue breathing and/or maintain ABC's
 - Keep control of the situation
 - Send someone to meet the EMT's/Paramedics
- When EMT's/Paramedics arrive, be sure to be ready to give them any pertinent information about the situation. Examples of this information would be the following:
 - Heart rate
 - Blood pressure
 - Respiration rate
 - What happened?
 - Allergies
 - Other medical conditions

- If there is not a life threatening condition, the next step is to check for any non-life threatening conditions that may require medical transportation/assistance. Examples would be the following:
 - Open fracture
 - Suspected cervical spine injury
 - Closed or open head injury with complications
 - Dislocation (ankle, elbow, shoulder, hip)
- Remember, call 4-2911 for advanced care for any of the above situations/conditions or anything that you are unsure of and/or that is beyond your capabilities.

Emergency Action Plan (EAP) –Weight Room

The following is the Emergency Action Plan for the UNO Weight Room:

- In the event of an emergency, the most qualified person in the immediate area will be charged with handling the situation until more qualified personnel arrive.
- If there is a more qualified person close-by to take charge of the situation, send non-essential personnel to summon them.
- The minimum level training of person giving care will be certification in American Red Cross First Aid and CPR.
- The first objective for the person in charge of the situation is to assess for any life threatening conditions. This includes checking for the following:
 - Airway
 - Breathing
 - Circulation
 - Major Bleeding
- If a life threatening condition exists, the person in charge of the situation will delegate someone to call 4-2911 from the phone located *in Dave Noonan's office. If that phone is in use or not working, make the call from the closet phone available (land line or cell phone).* (to reach an outside line on campus, you must hit “*9”, and then the number)
- When calling 4-2911, be ready to provide the following information:
 - My name is _____. I need paramedics at the UNO Fieldhouse located on the UNO campus at 6001 Dodge. There is an athlete who, (specify injury/condition). The athlete is located in the Sapp Fieldhouse Weight Room. I am calling you from the following phone and it's number (give the operator the number listed on the phone). A designated person (give them their name) will meet the ambulance at the front entrance of the Sapp Fieldhouse and direct them to the entrance on the North side of the Sapp Fieldhouse and then guide them to the injured athlete as well as UNO Security.
- Wait until the operator hangs up first before you hang up.
- Until the EMT's/Paramedics arrive on the scene, continue the following things:
 - CPR/rescue breathing and/or maintain ABC's
 - Keep control of the situation
 - Send someone to meet the EMT's/Paramedics
- When EMT's/Paramedics arrive, be sure to be ready to give them any pertinent information about the situation. Examples of this information would be the following:
 - Heart rate
 - Blood pressure
 - Respiration rate
 - What happened?
 - Allergies
 - Other medical conditions

- If there is not a life threatening condition, the next step is to check for any non-life threatening conditions that may require medical transportation/assistance. Examples would be the following:
 - Open fracture
 - Suspected cervical spine injury
 - Closed or open head injury with complications
 - Dislocation (ankle, elbow, shoulder, hip)

Remember, call 4-2911 for advanced care for any of the above situations/conditions or anything that you are unsure of and/or that is beyond your capabilities.

STUDENT LIFE INFORMATION

Tuition

Tuition Rates

For current tuition rates for in-state and out-of-state go to home page:

<http://cashiering.unomaha.edu/tuition.php>

Student Fees

Student fees for UNO on-campus courses include

- Photo I.D. fee
 - Flat UPF Fee
 - Per credit hour UPF Fee
 - Enrollment Services Fee
 - Per credit hour Technology Fee.
- *Student fees are mandatory and non-refundable, also subject to change.*

Lab Fees

In addition to normal tuition and student fees, departmental fees may be charged to your student account. These are fees deemed necessary by the department to pay for laboratory use, materials costs, or other costs incurred in the offering of a course to you. Inquiries about the assessment of course fees should be directed to the department offering the course. They are considered non-refundable fees.

New Student Fee

All first-time, undergraduate students will be charged a "New Student Fee". This one-time fee supports the Testing Center and the Office of New Student Orientation.

Total per semester is varied by number of courses taken and associated fees.

Financial Aid

All information regarding Financial Aid programs at UNO is available through the Financial Aid Office web site. This website includes information regarding scholarships, grants, and work-study.

<http://www.ses.unomaha.edu/finaid/> (Undergraduate students)

<http://www.unomaha.edu/graduate/scholarships.php> (Graduate students)

UNOmaha Financial Aid Office

Address

6001 Dodge Street, EAB Room 103
Omaha, NE 68182-0187

E-mail

finaid@unomaha.edu

Phone

402-554-2327 Office
402-554-3472 Fax
402-554-2315 TTY

Associated Government Financial Aid Web Sites:

FAFSA

<http://www.ed.gov/offices/OSFAP/Students/apply/express.html>

Federal Student Guide

http://www.ed.gov/prog_info/SFA/StudentGuide/

Work Study

Working on campus is a great way to earn money. Work study offers flexible hours. Contact student employment at Human Resources Student Employment offices (402) 554-2321 for job opportunities.

<http://www.unomaha.edu/humanresources/studentemployment.php>.

Federal GRAD plus loan

Federal Graduate PLUS loans are loans that graduate students can borrow to help pay for their educational expenses, as long as the student is an eligible, **independent**, **graduate** student enrolled at least half time (four graduate hours).

http://www.ses.unomaha.edu/finaid/gradplus_loans.php

Scholarships

Free Scholarship Search

<http://www.fastweb.com>

Outside Scholarship Opportunities

UNO offers a variety of outside scholarship opportunities. Check the website for updates throughout the year.

http://www.ses.unomaha.edu/finaid/outside_schol.php

Moe and Irene Mellion Endowed Athletic Training Scholarship

Moe Mellion, MD donated his time and expertise to the UNO family for nearly 19 years. He has been instrumental in providing optimal health care to our student-athletes as well as in the education of our athletic training students. The time spent covering events, teaching classes and overseeing weekly clinics at UNO has come at the expense of his personal and family life. In appreciation of the services and dedication Moe and Irene have given to UNO athletics, the Moe and Irene Mellion Endowed Athletic Training Scholarship was established for the students in the Athletic Training Program.

<http://coe.unomaha.edu/hper/at/moemellion.php>

The NATA Research & Education Foundation

The NATA Research & Education Foundation awards thousands of dollars in athletic training scholarships each year – and only NATA student members are eligible to apply.

<http://www.natafoundation.org/scholarship-program>

Graduate Student Scholarships

Graduate Students may want to check periodically with the Graduate Studies Office regarding any scholarships being offered to graduate students only. Examples of scholarships previously offered include in-state tuition rate scholarships.

The Office of Graduate Studies

Phone: (402) 554-2800

Email: graduate@unomaha.edu

<http://www.unomaha.edu/graduate/scholarships.php>

Housing and Campus Parking

Housing decisions are best made up to 2 months in advance. Resources are easily available through the off-campus housing referral service and through advertisements in the “For Rent” magazine for the Omaha area.

http://www.unomaha.edu/~wwwmbsc/off_campus_housing_referral_serv.htm

<http://www.forrent.com>

Maverick Village residential units are furnished with bedroom, living room, and dining furniture. The demand for Housing has been substantial and is expected to continue. **All prospective students who wish to live on campus are encouraged to apply for admission to the University as early as possible**

Check the website for on campus housing options:

<http://www.ses.unomaha.edu/housing/oncampus.php>

Average Rent Costs

The Omaha area’s cost of living is reasonable. The average estimated costs are as follows:

Apartments

1 Bdrm/1bath	\$410-\$770
2 Bdrm/1bath	\$545-\$825
3 Bdrm/1-2 bath	\$700-\$1200

Houses

2 Bdrm/1bath	estimated	\$575-\$1000
3 Bdrm/1-2 bath	estimated	\$700-\$1400

Utilities may or may not be included in the place you choose to live. Some apartment complexes may pay water, heat, and garbage or just one of the utilities and/or possibly none of the utilities. You will need to check with the landlord to determine what will be provided and what you will need to pay.

On-Campus Parking

Parking permits are available through campus security and can be found at

<http://www.unomaha.edu/parking/>

Athletic Training Education Program Costs

The costs associated with the UNO ATEP vary depending upon semester and clinical assignment. Students will be made aware of any changes in the costs associated with the program at the time changes are implemented. If any student encounters significant financial difficulties that may impact his/her ability to pay for ATEP costs, they should contact the Program Director immediately so alternatives (if they exist) may be discussed.

All students in the UNO ATEP are responsible for any tuition, fees, lodging, books, and other supplies required of students enrolled at UNO. The costs below are specific to the ATEP.

New Student Costs (one-time costs associated with beginning the program): \$77-275

- One-time Lab Fee associated with PE 2700/PE 8310: \$22
 - o This fee is added to your tuition and fees for your first semester in the ATEP
- Purchase a fanny/shoulder medical pack for on-field events: \$25
 - o These are purchased through the Athletic Training Department at the beginning of the student's first semester of the ATEP
 - o \$25 covers the cost of a basic shoulder pack. Students may elect to purchase more expensive packs if they wish
 - o If a student already has a fanny/shoulder pack, this cost will not apply
- Scissors/basic first aid supplies to stock personal fanny/shoulder pack: \$5-15
 - o These may be purchased through the Athletic Training Department
- Physical exam: approximately \$25
 - o \$25 is the charge to have a physical exam performed by Student Health Services at UNO. The cost, should a student choose to have a physical with his/her personal physician, may vary.
- Immunizations/TB tests: variable (student may not need to pay for any, if current on all vaccinations. See immunization policy for more details)
 - o Cost of various immunizations at UNO Student Health Services:
 - TB Skin test: \$15
 - Hepatitis B vaccination: \$50 per shot (3 required)
 - Tetanus booster: \$30
 - MMR vaccination: \$55
 - Tdap vaccination: \$45
 - Meningococcal vaccination (optional): \$115
 - Varicella vaccination: variable
 - Rubeola titer: \$35
 - Varicella titer: \$32
- CPR for the Professional Responder/Standard First Aid certification: variable
 - o \$110: new certification in Red Cross CPR for the Professional Responder through the Heartland Chapter of the American Red Cross
 - o \$70: new certification in Red Cross Standard First Aid through the Heartland Chapter of the American Red Cross

- \$50: new certification in Red Cross CPR for the Professional Responder through Campus Recreation at UNO (\$60 if individual is not currently enrolled as a student)
- \$25: new certification in Red Cross Standard First Aid through Campus Recreation at UNO (\$35 if individual is not currently enrolled as a student)
- \$25: re-certification challenge through Campus Recreation at UNO (\$5 for each additional re-certification)
- Costs at a student's American Red Cross Chapter or institution may vary.

Recurring Student Costs (costs that athletic training students will encounter over the course of their athletic training education at UNO): **\$25-variable**

- CPR for the Professional Responder/Standard First Aid/O2 Administration certification and re-certification
 - \$10-20 per year, depending upon certification/re-certification required
- Travel costs to off-campus clinical sites: variable
 - Travel to Creighton, High Schools, or Clinics does require reliable transportation, travel 5-14 miles (each way) approximately 5 days per week, and associated costs with that travel (gas, etc.). This cost will vary by clinical site (furthest site is 14 miles from UNO), the cost of gas, and the vehicle used by the student. Students that have concerns over these costs should contact the Program Director and Clinical Coordinator immediately to discuss these concerns.
- Repeat TB testing (prior to General Medical Rotations during PE 4360/8360)
 - \$15: TB Skin testing at UNO Student Health Services
- Influenza vaccination ("Flu Shot") (prior to General Medical Rotations during PE 4360/8360)
 - \$15: Annual Influenza vaccination at UNO Student Health Services

Internship Student Costs (costs associated with the internship requirement): **\$0-variable**

- Costs associated with the internship depend upon the clinical site utilized.
 - Internships at UNO (with the exception of hockey) will not cost additional money beyond typical costs associated with attending UNO.
 - Internships at other UNO affiliated sites, as well as UNO Hockey, will require the cost of transportation to the clinical site (between 5-14 miles one way).
 - Summer internships performed away from UNO may incur significant additional cost to the student, including transportation to the internship site, summer lodging, and any costs specific to the completion of the internship. Students should be aware of these costs, and understand the UNO ATEP does not provide financial assistance for these off-campus internships.

Clothing fees for the year are dependent upon the amount of clothing the student wants to buy. The school supplies two game shirts to be returned before graduation. Additional shirts, caps, wind suits, and sweatshirts will be available for purchase by the student at

various times of the year. The purchase of this additional clothing is optional and not required of any student. The student will need to have khaki pants for game/meets events. If a student does not own a pair of slacks/khaki-style pants, they will need to purchase these (Target has an excellent selection of relatively inexpensive pants).

Organizations Recommended for Student Involvement

NATIONAL ATHLETIC TRAINERS ASSOCIATION (NATA)

The mission of the National Athletic Trainers' Association is to enhance the quality of health care provided by certified athletic trainers and to advance the athletic training profession.

The National Athletic Trainers' Association (NATA) is the professional membership association for certified athletic trainers and others who support the athletic training profession. The NATA was founded in 1950. Certified athletic trainers choose to be members of the NATA to support their profession, and to receive a broad array of membership benefits.

Student members can benefit by joining the NATA. There is a student blog that lets you talk to students across the country, about issues that are concerning athletic trainers. As an NATA member, you receive 12 issues of this award-publication each year. As a member you can access the Career Center that lists possible employment opportunity. NATA members get a \$25 discount on the BOC exam application fee. Student dues for the NATA are \$60 per year. For other membership benefits go to the website:

Mid-America Athletic Trainers' Association (MAATA) District 5

The mission of MAATA is to establish this organization as a leader among health care providers for the physically active in our region. The MATTA seeks to encourage active involvement of all members within the organization, provide free exchange of ideas among its members, maintain open line communication, and inform those about current issues effecting the athletic training profession. The MAATA has a newly developed student section. The cost is \$10 per year to join.

<http://maata.net>

Nebraska State Athletic Trainers Association (NSATA)

The NSATA is committed to addressing the needs and concerns of NATA members in the State of Nebraska; providing public awareness of health issues for the physically active; developing an alliance with other organizations with an interest in Athletic Training and Sports Medicine. The NSATA is dedicated to providing exemplary leadership in the various components of Athletic Training while positioning itself to be the benchmark association of the NATA. On the NSATA webpage they provide

documents concerning state licensure, qualifications, examinations, and CEU opportunities.

<http://www.nsata.org/>

AMERICAN COLLEGE OF SPORTS MEDICINE

ACSM was founded in 1954. The ACSM is the largest, most respected sports medicine and exercise science organization in the world. From astronauts and athletes to people with chronic diseases or physical challenges, ACSM continues to look for and find better methods to allow individuals to live longer and more productive lives.

ACSM's Mission Statement reflects this goal: The American College of Sports Medicine promotes and integrates scientific research, education, and practical applications of sports medicine and exercise science to maintain and enhance physical performance, fitness, health, and quality of life.

Membership dues are \$80 a year for students. Membership benefits include: electronic subscription to ACSM's monthly scientific journal, a subscription to ACSM's quarterly review of current research topics, discounts on meeting and conference registrations, ACSM Certification exams, ACSM self-test fees, and insurance and consumer products. For other information and benefit information look to the website.

<http://www.acsm.org>

NATIONAL STRENGTH AND CONDITIONING ASSOCIATION (CSCS)

The Certified Strength and Conditioning Specialist (CSCS) program was created in 1985 to identify individuals who possess the knowledge and skills to design and implement safe and effective strength and conditioning programs for athletes in a team setting. The credentialing program encourages a higher level of competence among practitioners that raises the quality of strength training and conditioning programs provided by those who are CSCS certified.

Registrants must submit an original, official transcript of their academic work, showing attainment of at least a bachelor's degree or chiropractic medicine degree. College seniors can also take the Certified Strength and Conditioning Specialist exam; however, they must be currently enrolled in an accredited institution. For college seniors, the NSCA Certification Commission will not release your exam scores until we have received your transcript verifying graduation and noting the degree earned. If you become a member you will receive discounts on the examination fee and receive publication of the strength and conditioning journal. Student dues for this organization are \$80 for the year.

<http://www.nsca-lift.org>

Maverick Athletic Training Students

M.A.T.S.

All UNO students interested in Athletic Training may join the Maverick Athletic Training Student Organization

Meetings monthly, times subject to change.

MATS Dues: \$20 for new students, \$10 for returning members

Purpose of the organization:

- For the improvement of the individual's professional and educational growth
- To promote fellowship between the athletic training students
- To elevate standards, ethics, status, and appreciation of athletic training within the community
- To cooperate with local, state, and national agencies associated with athletic training
- To have a beneficial social and professional cooperation with all HPER students, faculty, and alumni.

APPENDIX

University of Nebraska at Omaha
Athletic Training Education Program
RECEIPT OF ATHLETIC TRAINING STUDENT HANDBOOK

I, _____, have reviewed a copy of the Athletic Training Student Handbook. I agree to read and follow all policies and procedures outlined within. Furthermore, I understand that this handbook is a working document that is continually revised and upgraded. When revisions are made, new editions will be posted on the MATS Blackboard web page for me to substitute appropriately. It is my responsibility to read, understand, and comply with all aspects of the Athletic Training Student Handbook, and I take full responsibility for requirements set forth in this handbook.

Please check one of the following:

- Initial Receipt of Handbook
 Supplemental Copy of handbook Changes

Student's Signature: _____

Date Received: _____

**University of Nebraska Omaha
Athletic Training Department & Department of HPER/ATEP
CONFIDENTIALITY AGREEMENT**

Introduction

UNO, the Department of HPER, and UNO Athletic Training contain confidential information pertaining to student, student-athletes and employees. This information is required by law to be protected. The use of a computer network that is shared by many individuals imposes many obligations. This is to inform you of your responsibilities, and to secure your agreement to abide by the associated policies and procedures.

I _____ (name)

- Will respect the privacy and rules governing the use of any information accessibility through the computer system or network and only utilize information necessary for performance of my job or educational experience as required by law,
- Understand that the information accessed through all UNO, Department of HPER, and UNO Athletic Training, or off-campus clinical sites', as this information systems contain sensitive and confidential patient, student, business, and financial information which should only be disclosed to those authorized to receive it,
- Will not exhibit or divulge the contents of any record or report except to fulfill a work assignment,
- Understand that I may access health information on myself, but must have specific authorization from the Head Athletic Trainers of UNO or off-campus clinical sites to access information on anyone else (e.g., my spouse, children, friends, neighbors, and other employees),
- Will not release my user identification code or password to anyone, or allow anyone to access or alter information under my identity,
- Understand that my user identification code and password are the equivalent of my signature and that I am accountable for all entries and actions recorded under them,
- Understand that I am responsible for logging out of information systems and will not leave unattended a display device to which I have logged on unless there is an active password protected Screen Saver,

- Understand that all access to UNO, or affiliates', information systems may be monitored at any time,
- Will not attempt to access information by using a user identification code or password other than my own,
- Will not remove any records, reports or copies from their storage,
- Report any violation of confidentiality or computer usage policies,
- Respect the ownership of proprietary software, (for example, I will not operate unlicensed software on UNO computers or make unauthorized copies of such software for my own use),
- Respect the finite capability of the systems, and limit my use so as not to interfere unreasonably with the activity of others,
- Will not use these resources to engage in any activity that violates any federal, state, or local law, or University policies or procedures,
- Prevent unauthorized use of information maintained, stored, or processed by UNO or affiliates,
- Will not seek personal benefit of, or permit others to benefit personally by any confidential information or use of equipment available through my assignment,
- Understand that my obligation under this agreement will continue after my termination of involvement and that my privileges are subject to periodic review, revision, and renewal,
- Understand that violators of this agreement will be denied access to information systems, subject to disciplinary actions including dismissal and may be subject to penalties under state law and federal laws and regulations,
- By signing this, I agree that I have read, understand, and will comply with the associated UHS policies and procedures
- By signing this, I agree that I have read, understand, and will comply with this agreement.

Signature _____

Date _____

Printed Name _____

Department _____

**University of Nebraska at Omaha
Athletic Training Education
Student Illness Policy on Communicable Diseases**

The University of Nebraska at Omaha Athletic Training Education Program recognizes the importance of minimizing the exposure of athletes or patients in a clinical setting to communicable diseases. Therefore, it is recommended that athletic training students not report to their clinical site if they have *active* signs or symptoms of a communicable disease.

Athletic Training Students are to immediately notify their Clinical Supervisor of their status and an estimate of how long they will need to be absent from their clinical assignment. It is the option of the athletic training student whether or not to seek medical attention when they have communicable disease symptoms, but seeking such attention is strongly recommended. Athletic Training Students may use their own personal physician. If the student does not have access to their own physician they may also utilize the UNO Student Health facility or UNO team physicians if available. At that time the Athletic Training Student is to follow the recommendations and guidelines of that physician.

In the event that an ACI/CI feels that an athletic training student assigned to his/her site is missing an inordinate amount of time due to adherence to the communicable disease policy, he/she should contact the University of Nebraska at Omaha Athletic Training Education Program Director and/or Clinical Director.

Your signature below indicates that you have read, understand, and agree to the guidelines student illnesses above as an athletic training student in the University of Nebraska at Omaha Athletic Training Program.

(Athletic Training Student Signature)

(Date)

(Approved Clinical Instructor Signature)

(Date)

(Athletic Training Program Director)

(Date)

**UNIVERSITY OF NEBRASKA AT OMAHA
ATHLETIC TRAINING EDUCATION PROGRAM
Clinical Supervision and Skill Acquisition Policy**

The purpose of this policy is to define the roles and responsibilities of an athletic training student during clinical experiences and clinical education. *Athletic training students may only participate in supervised clinical experiences.* Athletic training students may no longer participate in any event, volunteer or otherwise, where they will be providing first aid or healthcare services unless they are directly supervised by an athletic trainer. *An athletic training student who feels that they are being forced or coerced into any unsupervised situations should contact the ATEP Director immediately.*

I. SUPERVISED CLINICAL EXPERIENCE

A supervised clinical experience is when a program clinical instructor, or another approved health care professional such as a doctor associated with the program, is physically present and can intervene on behalf of the patient. This means that the clinical instructor can have **both visual and auditory contact** with the athletic training student. When in a supervised clinical experience, the student can perform any and all skills that are *previously mastered*. Previously mastered refers to skills that have been *instructed* in the classroom, as part of an athletic training course, and then *practiced* under the supervision of both the course instructor and the athletic training student's current approved clinical instructor.

II. UNSUPERVISED EXPERIENCE

An unsupervised experience is one in which a program clinical instructor is **NOT physically present** to intervene on behalf of the patient. This would include practice situations where no clinical instructor is present, or other volunteer opportunities to provide healthcare services that are not related to the athletic training education program. *Athletic training students MAY NOT, under any circumstances, perform any athletic training-related skills or services under these circumstances, unless there is an emergency that necessitates action.* In cases of emergency, the athletic training student must ONLY perform basic lifesaving actions as taught in American Red Cross CPR and Standard First Aid courses.

III. SKILL ACQUISITION AND CLINICAL PRACTICE

As an athletic training student, you will be learning basic healthcare skills over the course of your education at UNO. For the protection of both student-athletes and athletic training students, these skills CANNOT be practiced on any patients until they have been formally evaluated by the athletic training student's ACI AND the instructor of the course associated with the skill. Once these skills have been evaluated and deemed satisfactory, the athletic training student may begin to use these skills *only while under the direct supervision of the student's ACI/CI.* AT NO TIME may any athletic training student perform athletic training skills in unsupervised situations.

To the athletic Training Student: Your signature indicates that you have read, understand, and accept the guidelines presented above and that you are currently certified in the following:

(Initial all that apply)

____ Adult Cardiopulmonary
Resuscitation for the Professional
Rescuer

____ Automated External Defibrillation

____ Standard First Aid

____ Oxygen Administration for the
Professional Rescuer

To the Approved Clinical Instructor: Your signature indicates that you have read this policy, that you understand that no athletic training student can perform skills unless they have been taught these skills and have practiced them (on healthy individuals) under the supervision of the course instructor and an ACI, and that at no time can an athletic training student be left unsupervised (out of auditory and visual contact) during their clinical education.

(Athletic Training Student Signature)

(Date)

(Approved Clinical Instructor Signature)

(Date)

(Athletic Training Program Director)

(Date)

**UNIVERSITY OF NEBRASKA AT OMAHA
ATHLETIC TRAINING PROGRAM
RELEASE OF INFORMATION**

Date _____

Name _____

Student ID # _____

I, _____ give permission for the UNO athletic training staff and faculty to access my academic file, NATA certification examination scores and other pertinent information for the purposes of program or student evaluation.

Signature _____ Date _____

UNIVERSITY OF NEBRASKA AT OMAHA ATHLETIC TRAINING EDUCATION PROGRAM TECHNICAL STANDARDS FOR ADMISSION

The Athletic Training Education Program at the University of Nebraska at Omaha is a rigorous and intense program that places specific requirements and demands on the students enrolled in the program. An objective of this program is to prepare graduates to enter a variety of employment settings and to render care to a wide spectrum of individuals engaged in physical activity. The technical standards set forth by the Athletic Training Education Program establish the essential qualities considered necessary for students admitted to this program to achieve the knowledge, skills, and competencies of an entry-level athletic trainer, as well as meet the expectations of the program's accrediting agency (Committee on Accreditation of Athletic Training Education [CAATE]). The following abilities and expectations must be met by all students admitted to the Athletic Training Education Program. In the event a student is unable to fulfill these technical standards, with or without reasonable accommodation, the student will not be admitted into the program.

Compliance with the program's technical standards does not guarantee a student's eligibility for the Board of Certification (BOC) certification exam.

Candidates for selection to the Athletic Training Education Program must demonstrate:

1. The mental capacity to assimilate, analyze, synthesize, integrate concepts and problem solve to formulate assessment and therapeutic judgments and to be able to distinguish deviations from the norm;
2. Sufficient postural and neuromuscular control, sensory function, and coordination to perform appropriate physical examinations using accepted techniques; and accurately, safely and efficiently use equipment and materials during the assessment and treatment of patients;
3. The ability to communicate effectively and sensitively with patients and colleagues, including individuals from different cultural and social backgrounds; this includes, but is not limited to, the ability to establish rapport with patients and communicate judgments and treatment information effectively. Students must be able to understand and speak the English language at a level consistent with competent professional practice;
4. The ability to record the physical examination results and a treatment plan clearly and accurately;
5. The capacity to maintain composure and continue to function well during periods of high stress;
6. The perseverance, diligence and commitment to complete the athletic training education program as outlined and sequenced;
7. Flexibility and the ability to adjust to changing situations and uncertainty in clinical situations;

8. Affective skills and appropriate demeanor and rapport that relate to professional education and quality patient care.

Candidates for selection to the UNO Athletic Training Education Program will be required to verify they understand and meet these technical standards or that they believe that, with certain accommodations, they can meet the standards.

The Disability Services Office will evaluate any student who states he/she could meet the program's technical standards with accommodation and confirm that the stated condition qualifies as a disability under applicable laws.

If a student states he/she can meet the technical standards with accommodation, then the Disability Services office will determine whether it agrees that the student can meet the technical standards with reasonable accommodation; this includes a review a whether the accommodations requested are reasonable, taking into account whether accommodation would jeopardize clinician/patient safety, or the educational process of the student or the institution, including all coursework, clinical experiences and internships deemed essential to graduation.

I certify that I have read and understand the technical standards for selection listed above, and I believe to the best of my knowledge that I meet each of these standards without accommodation. I understand that if I am unable to meet these standards I will not be admitted into the program.

Signature of Applicant _____ Date _____

IF YOU ARE REQUESTING ACCOMMODATION, SIGN BELOW

Alternative statement for students requesting accommodations.

I certify that I have read and understand the technical standards of selection listed above and I believe to the best of my knowledge that I can meet each of these standards with certain accommodations. I will contact the (insert name of institution's students with disabilities department) to determine what accommodations may be available. I understand that if I am unable to meet these standards with or without accommodations, I will not be admitted into the program.

Signature of Applicant _____ Date _____