

Chpt. 2

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PROFESSIONAL and ACADEMIC STANDARDS

Academic Procedures

The general regulations of the University apply to all students enrolled in the athletic training program unless otherwise specified. Other matters of academic or professional importance specific to athletic training students, for which there are no standing provisions, may be referred to the Director of the Athletic Training Program.

Professional and Academic Standards

Students are expected to demonstrate behavior consistent with the Pacific University Code of Academic Conduct, the National Athletic Training Association (NATA) Code of Ethics, and the most current athletic training state and federal laws governing the conduct of athletic trainers. The Athletic Training Program reserves the right to define professional competence and behavior, to establish standards of excellence, and to evaluate students in regard to them. See sections on Academic Policies and Professional Behaviors in the current Athletic Training Student handbook.

Agreement to abide by the policies and procedures of the University and the program is implicitly confirmed when students register each term. Students are expected to adhere to the various administrative and academic deadlines listed in the academic calendar and in course syllabi. Failure to do so may jeopardize their academic standing in the Athletic Training

Program and may constitute grounds for probation or dismissal from the School. Students must maintain good standing in the program in order to be eligible for, or continue on, any Program administered scholarships.

Academic Standing

Good academic standing in the Athletic Training Program is defined as: continued enrollment, satisfactory academic progress, sound clinical skills, behavior that leads to professional competence and positive interpersonal and professional relations, and appropriate professional/ethical conduct and attitudes. Students are evaluated regularly in these areas according to standards set forth in the University Catalog, the Athletic Training Student Handbook, the Intern Clinical Education Manual and elsewhere.

Satisfactory academic progress is defined as: completing didactic courses with a grade of 80% (B-) or better and passing didactic courses and clinical internships graded as P/N. A student remains in good academic standing if he/she receives not more than one grade of C in a didactic course.

Students will be given regular feedback on their progress in the program. A student who is not performing adequately according to the standards will receive notification through written feedback and/or individual advisement. After receiving such warning, failure to improve performance before the next scheduled evaluation may result in academic probation.

A student's standing may be jeopardized by one or more of the following:

- Indications of poor academic performance.
- Insufficient progress in the development of clinical skills.
- Failure to comply with Program rules and procedures.
- Unprofessional conduct, unethical conduct, or illegal conduct.
- Evidence of behavior that may hinder professional competence and interpersonal or professional relations. (See "Professional Behaviors")

Readmission

To apply for readmission after an absence of one semester or more, a student must complete a brief Application for Readmission form, and submit official transcripts from all colleges attended during a student's absence from Pacific to the Dean or Director of the applicable College or School.

Registration

A student is considered registered only after needed approvals from faculty advisors and instructors have been obtained and classes have been entered into the computer registration system. The University reserves the right to cancel or restrict the registration of students who are delinquent in meeting their financial obligations to the University. For information about adding, dropping or withdrawing from courses, please contact the Program Administrator.

Normal Load

12 credits or higher is a full-time course load; 6 credits is half-time.

Transfer Credit

The Athletic Training Program does not accept transfer credit.

ATHLETIC TRAINING PROGRAM ACADEMIC GRADING POLICY

Grading Scale

A = 95-100 (94.5 – 100)	C = 77-79 (76.5 – 79.49)
A- = 90-94 (89.5 – 94.49)	F = less than 76.5
B+ = 87-89 (86.5 – 89.49)	P = Pass (equivalent to B- or above)
B = 83-86 (82.5 – 86.49)	NP = No Pass
B- = 80-82 (79.5 – 82.49)	I = Incomplete
	W = Withdrawal

This policy describes the standards by which progress is assessed and the determination of academic standing for the Masters of Athletic Training. Any changes to the Academic Grading Policy must be approved by majority vote of the athletic training faculty.

I. Grades

Incomplete (I) grade: An instructor may issue an incomplete grade if the majority of coursework is completed satisfactorily, but health or other extenuating circumstances keep the student from completing the course. Prior to submitting an “I” grade, the instructor and the student complete an Incomplete Grade Contract detailing the requirements for completion and submission of all remaining work and specifying a timeline for completion. After submission of the work, the instructor completes a Grade Change Form and submits it to the Program Director for approval; the form is then processed by the Registrar’s office.

Withdrawal (W) grade: A student may choose to withdraw from a didactic course through the week that corresponds to completion of 2/3 of the course and receive a “W” grade. It is the responsibility of the student to notify the Registrar's Office and the instructor regarding withdrawal from a class; failure to do so may result in a failing grade. However, the student will not be able to progress within the program until he/she retakes the course the following academic year. In order to be eligible to re-take this course, the student must be in good academic standing (See II.C.). Students also need to

consider that a course withdrawal will impact their ability to complete the program in the 3 academic year maximum for completion (See II.B. and II.F.4). Students with three (W) grades are considered to be withdrawn from the program.

Remediation: The Athletic Training Program does not allow for any practical or written examination remediation. There is no remediation for the final course grade.

II. Academic Standing and Progression through the Program

A. Progression through the program. All courses within a semester must be satisfactorily completed before a student may enroll in courses in the subsequent semester. If a clinical internship is not completed secondary to personal/medical reasons, faculty will determine whether a student is allowed to progress through the program.

B. Timeline for completion of program. A student must complete the curriculum in no longer than 3 academic years from matriculation. Progression delayed by personal/medical reasons will be evaluated by faculty on a case-by-case basis.

C. Good Academic Standing: A student is considered to be in good academic standing if he/she: (1) completes didactic courses with a grade of 79.5% (B-) or better, and (2) passes didactic courses and clinical internships graded as P/NP. A student remains in good academic standing if he/she receives no more than one grade of C in a didactic course.

D. Probation: Academic probation indicates concern about the student's performance in the program. By placing the student on academic probation, the student is notified of the faculty's concern regarding past performance. A student is placed on academic probation following the attainment of one F/NP grade (either didactic or clinical course) or C grades in two didactic courses in the curriculum.

i. The Director will notify the student in writing that he/she has been placed on academic probation, and that he/she will remain in this academic standing for the remainder of the program. This letter will contain an Action Plan pertinent to that student. The Director will also notify the Registrar that the student should be placed on academic probation.

E. Suspension: If a student receives one F/NP grade in a didactic or clinical course, the student is suspended from the program at the end of that semester in which the F/NP grade was received. The Director will notify the student in writing that he/she has been placed on suspension with an Action Plan pertinent to that student. Before progressing further through the program, the student must repeat failed coursework when offered in the subsequent academic year.

F. Dismissal: A student is dismissed from the program for any of the following reasons:

1. Attainment of two F/NP grades in didactic or clinical courses
2. Attainment of one F/NP in didactic or clinical courses and two C grades in didactic courses
3. Attainment of three C grades in didactic courses
4. Inability to complete the curriculum in 3 academic years. As noted above (Section II.B.), progression delayed by personal/medical reasons will be evaluated by faculty on a case-by-case basis.
5. Flagrant and intentional violations of the Code of Academic Conduct or the Code of Ethics. No previous warning is required for this type of dismissal.

G. Leave of Absence or Administrative Withdrawal: If the student leaves the program for a personal/medical reason, documentation of such must be provided to the Director and the Registrar. The student will have the opportunity to re-enroll the following academic year in the semester that the student did not successfully complete. In the case of a medical leave of absence/medical withdrawal, the student must provide a letter of medical clearance to the Director and Registrar before re-enrollment.

Readmission: The catalog in effect at the time of a student's initial enrollment indicates the specific requirements for that student. Students leaving the program for 3 consecutive terms or more must apply for readmission to return, and would re-enter the program under the requirements in effect at the time of readmission.

Auditing: At the discretion of the respective faculty member, the Athletic Training Program will allow students accepted into the Program and other currently enrolled CHP students to audit courses. Students must declare the audit option before the end of the add-drop period; once the audit option has been declared, the course cannot revert back to the graded option.

Non-Degree Seeking Students: Alumni, current students, and applicants accepted into the program are not permitted to study as non-degree seeking students.

PACIFIC UNIVERSITY
MSAT PROGRAM
CLINICAL ROTATION POLICY
2017-2018

Clinical education is a critical component of the Masters of Science in Athletic Training (MSAT) Program at Pacific University. Clinical educators (preceptors) provide an important link between the academic and clinical environments. Through the preceptor's instruction, supervision and insight athletic training students are provided with the opportunity to refine basic knowledge, skills and behavior. Clinical rotations allow athletic training students the opportunity to experience actual patient care in real-time situations.

The goal of the MSAT program is to graduate well-rounded, collaborative, highly competent clinicians ready to assume duties in any of the standard areas of athletic training practice. High-quality, consistent clinical education is essential to this goal.

1. MSAT students must establish a regular and consistent schedule for attendance at their assigned clinical site with their preceptor prior to the beginning their clinical experience.
2. The student must follow the established schedule and attend clinic each week of the academic semester.
 - AT540/541 (5 credits) Minimum of 10 hours per week. Maximum of 15 hours per week.
 - AT640/641 (8 credits) Minimum of 16 hours per week. Maximum of 24 hours per week.
3. The student must attend clinic at least 3 times a week, for a minimum of 3 hours each day.
4. A student may help with game coverage during the week. In this situation, the student must still attend clinic a minimum of twice a week in addition to game coverage.
5. Failure to abide by this policy may result in disciplinary action as determined by the Program Director for the Athletic Training Program.

Athletic training students enrolled in Pacific University's Master of Athletic Training Program are required to complete a minimum of 832 hours of clinical education during the two-year program. These hours are acquired in AT540, AT541, AT640 and AT641. Athletic training students must complete the minimum number of hours listed for each course in order to meet the clinical education requirements of the MSAT program. A maximum number of hours for each

course and weekly maximums have also been established. Each athletic training student is required to maintain an ongoing record of their clinical hours in ATrack. These records will be reviewed by the Coordinator of Clinical Education (CCE) in ATrack on a weekly basis. Any issues concerning too few or too many clinical hours will be discussed with the athletic training student and their preceptor and an adjustment to the athletic training student's hours will be made. Each student must be given one day off during each seven-day period.

AT540 (5 credits) Minimum of 160 hours required for the semester. Minimum of 10 hours per week. Maximum of 15 hours per week. Maximum 240 hours for the semester.

AT541(5 credits) Minimum of 160 hours required for the semester. Minimum of 10 hours per week. Maximum of 15 hours per week. Maximum of 240 hours for the semester

AT640 (8 credits) Minimum of 256 hours required for the semester. Minimum of 16 hours per week. Maximum of 24 hours per week. Maximum of 384 per semester.

AT640 (8 credits) Minimum of 256 hours required for the semester. Minimum of 16 hours per week. Maximum of 24 hours per week. Maximum of 384 per semester.

I have read and agree to the addition of this procedure as a part of the student handbook.

ATS Signature: _____ Date: _____

CCE Signature: _____ Date: _____

FACULTY INSTRUCTIONAL PHILOSOPHY

The faculty of the Athletic Training Program thoroughly embraces the concept of adult learning. As such, each party in the teaching/learning relationship must accept certain responsibilities in order for the system to flourish. We believe that it is the faculty role to serve as *facilitators* in the process rather than mere *dispensers* of knowledge. The faculty create a setting which maximizes student learning and fosters *professional* development, not merely the traditional student role. Such an environment is created when the instructor teaches in ways which stimulate and challenge, provides timely, behavior-specific feedback, while simultaneously assisting each student to reach his/her full potential. However, the student assumes the ultimate responsibility for the overall quality of her/his educational experience by becoming actively involved in the process, providing ongoing feedback to faculty and peers alike.

The concept of ability (competency) based learning and assessment is a part of the educational philosophy shared by the Athletic Training faculty. This concept evolved from the recognition by educators in many disciplines that, in addition to a core of cognitive and psychomotor skills, a certain repertoire of behaviors is required for success in any given profession.

Traditional formats often assess only recall or recognition of information, as with multiple choice, fill-in-the-blank, or true-false questions. In ability-based assessment, the student's performance will be observed in a variety of different formats as the student completes different types of professional tasks. Appraisal of the student's performance is based on explicit behavioral criteria which have been shared with the student prior to assessment. This provides information about the student's ability to analyze and apply information in the ways he/she would actually use it in practice.

Ability-based learning and assessment provides the student with clear guidelines about instructor expectations and reflects real-life situations. Assessment is considered an integral part of the learning experience. Explicit criteria and timely feedback help students develop the ability to self-assess, self-correct, and self-direct their development.

With the exception of your laptop computer and any associated peripheral devices essential to the function of interaction with the course material (e.g., mouse, portable external disc drive, flash drive), no portable electronic devices (e.g., iPods, iPads, iPhones, Blackberries, cameras, etc.) are permitted during any formal, informal, or otherwise scheduled meeting of courses (this includes, but is not restricted to, lectures, laboratories and examinations). Any device that draws power from a battery, USB connection, or direct electric connection power source, is considered a portable electronic device and is not permitted to be used. If such devices are on your person, or in your personal effects, they should at all times be in the shutdown/power off (not standby) mode. Medical devices are excluded from this section.

No audio, video, or photographic recordings are permitted of any course session, whether part of the formal course schedule or otherwise, without the signed, written consent of the course faculty. All course materials are intended for individual student use only; for the purpose of learning and applying the material. Reproducing or distributing course material widely is not permitted.

PROFESSIONAL BEHAVIORS

Professional behavior is vital to the success of each student Athletic Trainer, the Athletic Training Program, and the Athletic Training profession. The process of becoming an effective athletic trainer involves attaining competency not only in professional knowledge and skill, but behavior as well. These requisite behaviors, attributes, or characteristics may not be explicitly part of any given profession's core of knowledge and technical skills, but they are nevertheless essential for success in that profession. The abilities which define expected behavior within a given profession serve as the foundation for ability-based learning.

These behavioral guidelines apply both to the classroom and to the clinical setting.

Specific to the clinical setting, each student is expected to demonstrate appropriate professional behaviors and commitment to learning throughout the clinical education experience. This includes, but is not limited to, being punctual and prepared for every work day, respecting his/her clinical instructor, and being committed to a positive learning experience.

Specifically, the Professional Behaviors to which we refer are:

1. Commitment to learning
2. Interpersonal skills

3. Communication skills
4. Effective use of time and resources
5. Use of constructive feedback
6. Problem solving
7. Professionalism
8. Responsibility
9. Critical thinking
10. Stress management

Mastery of this repertoire of behaviors facilitates the ability to:

1. Generalize from one context to another
2. Integrate information from different sources
3. Apply knowledge and skills in the practice setting
4. Synthesize cognitive, affective, and psychomotor behaviors
5. Interact effectively with clients, families, the community, and other professionals.

To facilitate development of competency in the ten Professional Behaviors, faculty (classroom faculty and clinical instructors) provide formal and informal feedback to all students. Specific professional behavior is assessed during practical examinations, laboratory experiences, and presentations as well.

Also, students are encouraged to recognize the importance of self-assessment in their development as students and professional physical therapists. Reflecting on past experiences is an extremely valuable method of assessing one's own performance and planning more useful strategies for the future. We also expect each student to seek feedback from fellow students, clinical educators, and faculty.

If a student demonstrates behaviors inconsistent with the Professional Behaviors, the following response will occur:

1. The student will be provided feedback regarding perceived inappropriate behavior(s) and relevant expectations of the instructor/faculty.
2. If a change to more appropriate behavior(s) does not occur, the student will be subject to appropriate consequences as determined by the faculty ranging from remediation to dismissal from the program.

PROFESSIONAL DRESS

Interns are expected to abide by the dress code established by each clinical facility. In general, attire should be appropriate for the setting as well as the activity in which an intern is involved. It is also important that patients, families, visitors and colleagues be able to easily identify students as athletic training Interns. Each intern is provided with a name tag before embarking on the first clinical rotation and is expected to wear this name tag during all clinical work.

COLLABORATIVE LEARNING

The faculty encourages students in the Athletic Training Program to engage in collaborative learning: to help each other to attain the knowledge and develop the skills necessary to be a competent athletic trainers. Although attaining admission to the Program is highly competitive, succeeding as an athletic trainer requires working cooperatively with others for the benefit of patients, the profession and society. Because grading in the Program is criterion based, it is an excellent opportunity for students to practice the behaviors that will help them succeed as Athletic Trainers in an increasingly collaborative professional environment. However, collaboration does not involve copying another student's work, or having one or two members of a group doing all of the work. Students are encouraged to seek/offer help from/to their classmates, but each completed assignment must represent the student's own work.

ACADEMIC CONDUCT

Appropriate academic conduct as defined by the University is expected of all students in the School. The values of academic integrity that foster an atmosphere of trust between faculty and students are the same values exemplified by the *Professional Behaviors*. It is expected that all students behave the same way while they are in the academic setting as they would in the clinical setting and vice-versa.

Each student is expected to demonstrate appropriate professional behaviors and commitment to learning throughout the semester. In keeping with the professional behavior that

all members of a health care team uphold, each student enrolled in this course is expected to conduct her/himself in a respectful and professional manner. This includes, but is not limited to, being punctual and prepared for every class session; respecting his/her classmates and the instructor during class discussions; working independent of classmates when asked to do so; working in a positive and productive manner with classmates on group projects; respecting oneself by presenting his/her own ideas and opinions in a positive and thoughtful manner that demands the attention and respect of classmates; and being committed to a positive learning experience. (See Pacific University's Student Handbook for university policies)

PROFESSIONAL EXPECTATIONS

Attendance: Students have personal responsibility for class attendance, participation, and completion of assignments. A large portion of classes are composed of experiential learning sessions, discussions and experiences difficult to obtain from any one textbook. Attendance and class participation is expected for maximum learning. When absence is inevitable, the student is responsible for contacting the faculty member or if unavailable, the department secretary, PRIOR to class to be missed. Assignment of make-up work, if any, is at the discretion of the instructor. In case of illness or an emergency please call in to inform the Program 503-352-7279.

Interpersonal Skills and Behavior: The general principle governing academic conduct standards at Pacific is that students have the obligation to conduct themselves as mature and responsible members of the community. Honesty and integrity are expected of all students in class participation, examinations, assignments, patient care and other academic work.

Each student is expected to demonstrate appropriate professional behaviors and commitment to learning. In keeping with the professional behavior that all members of a health care team uphold, each student is expected to conduct her/himself in a respectful and professional manner. This includes, but is not limited to, being punctual and prepared for every class session; respecting his/her classmates and the instructor; working independently of classmates when asked to do so; working in a positive and productive manner with classmates on group projects; presenting his/her own ideas and opinions in a positive and thoughtful manner that demands the attention and respect of classmates; and being committed to a positive learning experience. (See Professional Behaviors)

Written Assignments: All written assignments must reflect the quality expected of students enrolled in graduate level professional programs. The American Medical Association (AMA) Manual of Style should be used as a reference. This manual is a required reference for this curriculum and is a standard reference book in the Pacific University Library. It is also the style that is followed in the *Journal of Athletic Training*. See Chpt 3 of this Handbook for referencing guidelines. For all papers, the following minimum standards must be adhered to:

1. Typewritten.
2. Proper grammar, sentence structure, spelling, and organization.
3. Proper referencing. All papers should include references.

Professional writing skills are essential. Development and refinement of these skills will be facilitated during your professional education. Papers will not be considered which do not adhere to the minimum standards and will be returned to the student for revision. Students are strongly encouraged to allow sufficient time in completion of papers to have another individual read their papers for editing/proofing purposes. The policy for papers turned in late is up to the individual faculty member. Further instructions for these will be discussed in Research class.

COLLEGE OF HEALTH PROFESSIONS STANDARDS AND APPEALS BOARD

[College of Health Professions Standards and Appeals](#) – pp.5-11

UNIVERSITY ACADEMIC STANDARDS AND APPEALS BOARD

[University Standards and Appeals](#) – pp.31-37

Each of the schools and colleges of Pacific University has a formal academic standards committee which carries out academic policy review, hears and rules on issues of student academic progress, alleged unprofessional conduct, or issues of alleged violation of the Academic Code of Conduct.

Membership on college and school academic standards committees shall be determined by those colleges and schools, according to standard procedures.

All requests for appeals of rulings by college or school academic standards committees shall be submitted in writing to the Vice President for Academic Affairs within 10 school days

after the ruling is received by the student. Appeals shall be heard by the University Standards and Appeals Board, which is a standing committee of the University.

The University Standards and Appeals Board will make the decision to hear appeals of college/school academic standards committee rulings if one or more of the following criteria are met:

- 1) there was an error in procedure by a school of college academic standards committee,
- 2) there is new evidence sufficient to alter a decision is available,
- 3) or if the sanction(s) imposed was not appropriate in relation to the severity of the violation.

Normally, appeals dealing with introduction of new evidence will be returned by the University Standards and Appeals Board to the original academic standards committee for reconsideration. If the appeal involves inappropriate sanctions or procedural errors, the University Standards and Appeals Board will hear the case and rule on the appeal. Decisions of the University Standards and Appeals Board are final.

Membership on the University Standards and Appeals Board (7):

1. Vice President for Academic Affairs
2. Registrar
3. Three Faculty
 - a) one from the College of Arts and Sciences
 - b) one from the faculties of the professional schools (Optometry, Athletic Training, Occupational Therapy, Professional Psychology, Education)
 - c) one faculty member mutually agreed upon by the appellant and the Vice President for Academic Affairs
4. Two students
 - a) one appointed from the Undergraduate Community Council
 - b) one appointed from the Professional Students Council

A faculty member will be elected to serve as chair of the committee. Membership for faculty is for a period of two years (staggered terms). Students may be appointed for one year. The Vice President for Academic Affairs shall appoint alternate members in cases of conflict of interest.

Hearings

The Vice President for Academic Affairs shall inform students of the appeal process and options, including the student's right to an advisor. Any non-attorney member of the University community may serve as an advisor. Students are responsible for presenting their appeal, therefore, advisors may not participate directly in the appeal hearing.

- All hearings shall be conducted in private and shall remain confidential.
- Students may present witnesses and evidence.
- There shall be a single verbatim record of the appeal. The record shall be the property of the University.
- The Vice President for Academic Affairs is responsible for ensuring that policy and procedures are followed.
- Appeals Board decisions shall be determined by majority vote. All votes shall be by secret ballot.
- All members of the Appeals Board must be present for a hearing to take place.
- Decisions made by the Appeals Board are final.

LEARNING SUPPORT SERVICES

In accordance with Section 504 of the Rehabilitation Act of 1973 and the more recent Americans with Disabilities Act (1991), Pacific University does not discriminate with respect to individuals with disabilities and provides the same educational opportunities for students with disabilities that it provides for all students, unless an undue burden would result.

The University maintains academic standards which apply to all students. However, students with disabilities may require additional or specialized services to meet academic standards.

The term "learning disability" refers to disorders in one or more of the basic processes involved in understanding or in using language, spoken or written, which may manifest itself in difficulty with listening, speaking, reading, writing, spelling or performing mathematical calculations.

It is the student's obligation to provide acceptable evidence that he/she has a learning disability; Pacific University requires that this be documented through psycho educational or psycho-neurological testing by an appropriate professional (licensed psychologist or educational specialist). A student, who has a documented learning disability or believes that he/she might have one, should contact the Director of Support Services at 503.352.2107 or via email at LSS@pacificu.edu. Students may then be referred to the Director of the Counseling Center to

review that documentation or for a referral if they have not yet obtained the appropriate assessment. A list of referrals for specialists who do assessments for learning disabilities is available. Learning Support Services will partner with you to review the necessary documentation, discuss the services Pacific offers and facilitate the provision of any accommodations required for specific courses. It is extremely important that you begin this process no later than the end of the first week of the semester.

If it is determined that the student does fit the criteria for having a learning disability, the following accommodations may be available:

- tutoring
- classroom accommodation (sitting near the front, for example)
- permission to tape lectures and/or classroom discussions
- readers
- note-takers
- advance copies of syllabi and lecture notes
- access to computers with voice activation and speech synthesis software
- extra time as needed for exams
- a space with minimal distraction for exams

It is the student's responsibility to contact the Director of Learning Support Services to discuss his/her needs and request any of these services. The request will be evaluated and appropriate resources provided. It is also the student's responsibility to notify instructors of special needs. If the instructors have questions regarding the student's request they may be referred to the Director of Learning Support Services for consultation on how to accommodate the student. Services other than those described above are not available through the University. However, students may be referred to learning disability specialists in the community.

PACIFIC UNIVERSITY
Athletic Training Program

POLICIES ON INFECTIOUS DISEASES

POSITION STATEMENT ON INFECTIOUS DISEASES

Adapted from APTA policy: HOD 06-89-39-84

Since athletic training students, faculty and practitioners have an obligation to provide quality, non-judgmental care in accordance with their knowledge and expertise to all persons who need it, regardless of the nature of the health problem, when providing care to individuals, the Master of Athletic Training program advocates that students, faculty and practitioners be guided to their actions by guidelines developed by the Centers for Disease Control (CDC) and regulations set by the Occupational Safety and Health Administration (OSHA).

ATHLETIC TRAINING STUDENTS, FACULTY AND PRACTITIONERS WITH COMMUNICABLE DISEASES OR CONDITIONS

Adapted from APTA policy: RC 20-91

Athletic training students, faculty and practitioners with known communicable diseases or conditions have a right to continue careers in Athletic Training in a capacity which poses no identifiable risk to their patients.

Athletic training students, faculty and practitioners with known communicable diseases or conditions have an ethical obligation to either abstain from professional activities which have an identifiable risk of transmission to the patients or disclose their condition to the patient. Practitioner decisions about which action is appropriate should take in to account the nature of the specific communicable disease or condition and the consequences of its transmission.

Athletic training students, faculty and practitioners who are both at risk of acquiring communicable diseases or conditions and who engage in professional activities with identifiable risks of transmission of those communicable diseases or conditions should take appropriate measures to determine their health status.

SUPPORT STATEMENT

This motion balances the protection of the patient's right to know the risks of health care procedures including the risk of transmission of infections from professionals to patients, with the professional's right to privacy and to continue to work in ways which do not pose risks to patients. The broad language encompasses communicable diseases in general, thereby addressing both the timely issue of practitioners with HIV infection and the problem of preventing iatrogenic infections in the patients we serve.

HBV IMMUNIZATION POLICY

INTRODUCTION

Due to the nature of their work, Athletic Trainers and other health professionals are at risk for exposure to potentially fatal blood borne infectious diseases as well as other infectious diseases. Athletic Training students also face the same risks as they carry out their clinical experiences and internships. During their academic preparation Athletic Training students are taught proper safety and precautionary techniques. They are also required to have certain immunizations as a way of protecting themselves. In addition to all the standard immunizations individuals receive in childhood, the Master of Athletic Training is also requiring of its incoming students, (starting September 1, 1993) to be immunized for the Hepatitis B Virus (HBV).

IMMUNIZATION FOR HEPATITIS B

All athletic training students are required to have proof of immunization against the HBV. Since the vaccination process takes 6 months to be completed, incoming students can initiate the process before matriculating in the Athletic Training Program, but must supply documentation of having done so to the program. **The vaccination process, however, must be completed prior to Clinical Experience I** which takes place toward the end of the second semester of the First Year.

The cost of the immunization will be the responsibility of the student. The vaccine may be received from one's own personal physician or from a public health facility. In Oregon, county public health offices offer this service.

PACIFIC UNIVERSITY INFECTIOUS DISEASES POLICIES

As an institution of higher education, Pacific University has the responsibility to inform students about potentially fatal blood-borne infectious diseases such as Human Immunodeficiency and Hepatitis B Virus, and to persuade students to protect themselves and others. The Student Health Service will provide on-going education on the prevention of such diseases.

Furthermore, the University has an obligation, insofar as it is able, to protect the rights of students with potentially fatal infectious diseases, and to make reasonable accommodation. At the same time, the University has an obligation to protect, insofar as it is able, the well-being of the entire University community.

According to the U.S. Department of Health and Human Services, "Identified risk factors for HIV transmission are essentially identical to those for HBV." The United States Public Health Service states "There is no risk created in living in the same dwelling with an infected person, eating food handled by an infected person, being coughed or sneezed upon by an infected person,

swimming in a pool with or caring for an infected person. Transmission of the HIV virus is primarily through intimate sexual contact, sharing dirty needles, contact with contaminated blood products, contact with bleeding injuries, and maternal-fetus transmission."

Admission to the University

Applicants for admission to Pacific University will not be denied admission based solely on having an HIV or HBV virus.

University Status

No student will be dismissed from the University solely on the basis of having a potentially fatal blood-borne disease. His/her progress will be reviewed through established procedures for determining academic progress and standards. The University will follow the same procedures for making reasonable accommodations as it would for any other medical condition.

Testing

The University will not require students to be tested for HIV or HBV. Students wishing to be tested will be referred to private or public health services. Student Health Services may provide such testing as staffing levels permit.

Immunization for Hepatitis B

Professional Students

Effective September 1, 1993, students who are enrolled or plan to enroll in professional programs in Optometry, Physical Therapy and Occupational Therapy must meet the standards for HBV immunization established by their respective programs. These standards may be subject to change, based on programs factors and associated risks. Meeting immunization requirements will be a condition of enrollment. The Student Health Center will provide immunizations at cost, as staffing levels allow.

Student Employees

Students who are employed as athletic trainers or in other positions where they are at risk of contact with blood or other potentially infectious materials will be provided with training and offered the Hepatitis B vaccine as required by the Occupational Safety and Health Administration for all employees. Students who decline the vaccination must sign a declination form. The student employee, may request and obtain the vaccination at no cost at a later date, if s/he continue in positions that have the possibility of occupational exposure. The Safety Program Coordinator shall be contacted when any employee is involved in a blood-borne pathogen exposure incident.

Confidentiality

Students with HIV or HBV are strongly encouraged to disclose their health status to the Director of the Student Health Service in order to receive education, take appropriate precautions, receive care, or referral for care.

Information regarding the health status of students, including HIV or HBV, is confidential and will not be released without the student's written consent. Such information will only be disclosed to those with a need to know in order to protect the health and safety of other students and staff members.

If a student voluntarily discloses his or her health status regarding HIV or HBV to a University employee (faculty, coach, staff, for example), those individuals are required to observe the same standards of confidentiality as health professionals. Failure to do so will be subject to sanction. Individuals who have received confidential information are encouraged to refer the student to the Director of the Student Health Center, and/or to seek the advice of the Director of the Student Health Center to determine how best to respond. This advice should be sought without revealing the identity of the infected student.

If a student voluntarily discloses his or her health status regarding HIV or HBV to another student, and requests confidentiality, the same standards of confidentiality are expected. The student or students who have received such information are strongly encouraged to refer infected students to the Director of the Student Health Center and/or seek the advice of the Director of the Student Health Center about how best to respond. Such advice should be sought without revealing the identity of the infected student.

If the Dean of Students, in consultation with the Vice President for University Advancement, determines that a public statement regarding rumored or identified persons having AIDS, HBV, or other infectious diseases is necessary, then the Vice President for University Advancement shall designate a spokesperson who shall be solely responsible for developing and releasing such statements and for handling all contact with the media or others.

Laws regarding confidentiality are constantly changing. New laws will become part of this policy as they are enacted.

Residence Halls

Students with HIV or HBV may live in on-campus housing within the established housing guidelines and policies. If it is known that a student has HIV or HBV prior to entering the residence halls, every effort will be made to find a compatible roommate. Requests for private rooms will be decided on a case by case basis.

Any student refusing to live with a student who has or is suspected of having HIV or HBV will be counseled and provided with educational information. If this is unsuccessful, a room change will be arranged within established room change procedures.

Intercollegiate Athletics/Intramurals

In addition to University policy, students involved in athletics will be expected to follow the HIV/HBV policies of the NCAA. HIV and/or HBV testing are not required to participate in athletics.

Any athlete who participates in intercollegiate athletics, intramurals or club sports and has an infectious disease (including HIV/HBV) is required to disclose such information to the Head Athletic Trainer. This information will be held in confidence, with the exception that the Head

Athletic Trainer may determine that the coach has a bona fide need to know such information. An infected student may be prohibited by the Head Trainer from participating in athletic activities with significant risk of bleeding injuries, or other activities that pose a risk of transmission. Such determination shall be made by the Head Trainer in consultation with a qualified health professional not employed by the University.

Athletic trainers will follow universal precautions when responding to bleeding injuries. The Athletic Department will provide every athlete and coach with information about HIV and HBV, including prevention, transmission, universal precautions and the availability of the Hepatitis B vaccine.

Student Health Service

Student health records are confidential, and will not be released without written consent of the student.

At the request of the student with HIV or HBV, and if the student has voluntarily disclosed their health status, the Director of the Student Health Service may serve as a liaison and advocate for the student. The Student Health Service will use universal precautionary measures in providing care to all students.

Professional School Programs

In addition to University policy, students enrolled in professional programs in Occupational Therapy, Optometry, Physical Therapy, Professional Psychology and School of Education are expected to follow policies and standards established by their respective professions. Students are required to follow standards and policies established by clinical and practice settings.

Students Studying Overseas

HIV or HBV testing may be required by the host country for students who participate in overseas programs or projects. Such tests are not required by Pacific University, but may be a condition of participation for certain programs or countries. Students who choose to participate in such programs must comply with such requirements.

Standards of Conduct for HIV/HBV Infected Students

Any student who has been diagnosed as having an HIV, HBV, or any other potentially fatal infectious disease, must not knowingly or willingly transmit the disease. To do so may be considered endangering behavior, and may be subject to University disciplinary procedures. The likely consequence will be permanent expulsion from the University. Criminal penalties may also apply.

Standards of Conduct for all Students

Any student who refuses to attend classes or participate in activities with a member of the University community who has or is suspected of having an HIV or HBV will be counseled and provided with educational information. The University will assist in changing classes, dropping

classes, or withdrawing from the University in accordance with established University policies and procedures.

Bodily Fluids Contact Procedures

Students with HIV or HBV may attend classes as any other student. Laboratory courses, or other courses where there is a risk of exposure to blood or other bodily fluids must utilize universal precautionary measures.

All members of the University community are expected to seek appropriately trained assistance in responding to emergency situations. When responding to bleeding injuries, members of the community shall use universal precautions and follow the University's Procedure as described below. Contact the Safety Program Coordinator to properly dispose of contaminated materials.

Revision of Policy

This policy will be revised as new medical and legal information is available. Students will be informed of any revisions.

PACIFIC UNIVERSITY POST-EXPOSURE PROCEDURE

Blood Borne Pathogens Exposure

"Blood borne pathogens" refers to disease-causing microorganisms present in blood or other potentially infectious body fluids. Any "high-risk" exposure, defined as an accidental puncture injury, mucous membrane, or non-intact skin exposure to human blood/body fluid, should be considered infectious regardless of the source, and the following steps should immediately be taken.

1. Immediately and thoroughly wash the exposed site with soap and water, or the eye/mucous membrane with water or saline.
2. Report the incident to your supervisor or program preceptor.
3. Immediately (within 2 hours) be evaluated at Providence St. Vincent's Emergency Room, located at US Hwy 26 and Hwy 217, or at the nearest medical facility if outside of the Portland area, for the risk of exposure to HBV/HIV and preventative therapy initiated as indicated.
4. If you are unsure whether step 3 pertains to your situation, call the Providence St. Vincent's Emergency Room at 503.216.2361; students may also call the Student Health Center at x2269 (503.352.2269 from off-campus).

Contact with the following bodily fluids or materials is not covered by this section: feces, nasal secretions, saliva, sputum/spit, sweat, tears, urine, and vomit. If any of the preceding bodily fluids contain visible blood, follow the high-risk procedures listed above.

Do not attempt to clean up any spills of human blood or other potentially infectious body materials unless you have received the Hepatitis B immunization series and have been trained in Pacific University's "Blood borne Pathogens: Exposure Control Plan" or "Students Infectious Disease Policy: Exposure Control Plan". Campus Public Safety, (CPS) and Custodial Staff have been immunized and trained for spill cleanups. For assistance dealing with spills of bodily fluids containing visible blood, contact Custodial at 503.352.2213 during business hours, Campus Public Safety 503.352.2230 during off-hours, or the Resident Director if the spill is in an on-campus housing area.

Excerpted from Office of Student Conduct web page
<http://www.pacificu.edu/studentlife/conduct/codes/policies.cfm#blood>

**Pacific University
MSAT Program
Clinical Education
Demerit Policy**

Students not adhering the Pacific University MSAT Program clinical policies and procedures will be assessed demerits based on the infraction by either program faculty and/or preceptors. Demerit notices are used to provide a tool for documenting inappropriate behavior and subsequent discussions regarding the behavior. Demerit Notice Forms will be maintained in the student's permanent file located in the ATP Office.

Demerits will be classified according to their severity and will be defined as follows:

Minor Infractions (This list may not be all inclusive)

Dress code violation
Tardiness (to clinical rotations / program meetings)
Unprofessional behavior at the clinical rotation (Swearing, cell phones, instant messaging, attitude, etc.)
Unexcused absence from mandatory meeting
Unexcused absence from clinical rotation assignment (clinic hours/practices/games)
Insubordination (at Preceptor/Faculty discretion)
Inappropriate use of social media

Moderate Infractions (This list may not be all inclusive)

Unexcused absence from clinical rotation assignment (clinic hours/practices/games)
Insubordination (at Preceptor/Faculty discretion)
Inadvertant/accidental HIPAA violation
NATA Code of Ethics violation
BOC Code of Professional Practice Violation
Inappropriate use of social media

Major Infractions (This list may not be all inclusive)

- Harassment
- NATA Code of Ethics Violation
- BOC Standards of Professional Practice Violation
- Inappropriate use of social media
- Alcohol/Drug indiscretions
- Intentional/repeated HIPAA violation

Reprimand Procedures

1. A Demerit Notice Form must be completed within 2 weekdays of a violation and be given directly to the Coordinator of Clinical Education (CCE) by the faculty or preceptor.
2. The CCE will discuss the details of the situation with the Preceptor/Faculty.
3. The CCE will then meet with the student to discuss their representation of the situation.
4. The CCE, in conjunction with the Program Committee, will make a final decision on the matter, including the number of demerits to be assessed and the corresponding repercussions, and inform the student of the decision.
5. Students will be required to sign the demerit form, indicating an understanding of and acceptance of the demerits and corresponding sanctions.
6. If demerits are assessed for issues with substance abuse, students will be provided additional information and referral to the available University student support services.
7. If a student feels he/she has been treated unfairly in this process, he/she can submit an appeal in writing to the PD within 2 days of the decision. The PD will then follow the appeals process outlined below.
8. Once a student has accumulated 8 demerits within their permanent file, a meeting will be arranged between the student and Program Committee to assess the students ability/desire to progress in the academic program and develop a plan to assure the student remain on task to graduate.
9. Violations will be ranked:
 - a. Minor infractions – up to 3 demerits may be given
 - b. Moderate infractions – 4 to 8 demerits may be given
 - c. Severe infractions – 9 to 16 demerits may be given

The following disciplinary actions will be taken based on the number of demerits the ATS has received during their years in the program. Students should be aware that these penalties are cumulative and that the actions will be repeated in each level if the student continues to receive demerits.

Level	Total number of Demerits	Disciplinary Action
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I	1 - 3	<ul style="list-style-type: none"> • No disciplinary action/added to permanent file
II	4 – 8	<ul style="list-style-type: none"> • Disciplinary actions based on the violations/Service Project assigned by PD/CCE.
III	9 – 15	<ul style="list-style-type: none"> • Disciplinary actions based on violation • Service project assigned by PD/CCE
IV	16	<ul style="list-style-type: none"> • Expulsion from program

Appeal of Clinical Disciplinary Action

Students may appeal their disciplinary actions by contacting the Program Director in writing within 48 hours after the student has been notified of their disciplinary actions. The Program Director will confer with the PT/AT Department Head on the issue. The Department Head and PD will hear the student’s appeal and investigate the matter. The Program Director will notify the student of the decision in writing. If the student issue involves the PD, the PT/AT Department Head will hear the student’s appeal and determine a resolution to the issue. The Department Head will notify the student and the Program Director of his decision in writing. If the student does not feel the issue was handled appropriately, the student may seek remediation through the formal PU appeal process. Information on the PU student grievance process can be found in the university website. If after due process, the student still disagrees with the decision and sanctions, the student will be removed from the program.

**Pacific University
MSAT Program
Demerit Notification**

_____ (Student's Name),

This is an official notice that you have received ____ demerit(s) for the following reason(s) _____

This (these) demerit(s) will result in the following action(s):

Your signature below is an acknowledgement that you are aware of the demerit(s) and sanction(s) given as a result of your actions. Please consult your Student Handbook for more information on the Demerit Policy.

Preceptor/Faculty

Date

MSAT Program Director / CCE

Date

Student Signature

Date

Social Media Policy

Administration 1._0 Social Media Policy

Social networking is a widely used and accepted channel of communication in society today. Websites and applications such as Facebook, Twitter and MySpace, are commonly utilized to share general and personal information as well as communicate with family and friends. This policy applies to all Pacific University Athletic Training Program students, faculty, adjunct faculty and staff.

Definition of Social Media

Social media (SM) is defined as online tools that allow interaction among individuals. Social media uses web-based technologies to transform how people communicate with one another and receive new information or entertainment. Examples of select types of social media include career-building networks, such as LinkedIn and ASHP Connect; primarily social networks, such as Facebook, Twitter, snapchat and instagram; and multimedia sites, such as Flickr and YouTube. SM may also include other communication channels, such as Moodle, blogs, “wikis” and podcasts.

Social Media in Healthcare

Social media may reduce barriers and improve communication channels between caregivers and patients. Many health care organizations (e.g. hospitals, community pharmacies, professional societies, patient advocacy groups, etc.) have used SM for both communication and marketing. Health care professionals use SM in many settings to educate and communicate with patients. When appropriate, athletic training professionals should utilize these tools to maximize the provision of services to help athletes and patients, who are comfortable with SM, make the best use of their treatment.

Thus the use of SM by the athletic training students is encouraged, however the use of social media by athletic training students should remain professional, responsible and respectful. Users must consider the purposes and potential outcomes of using SM and use professional judgment and adhere to ethical standards and legal requirements at all times.

1.1._ Social Media Expectations for Pacific University Athletic Training Program students, faculty and staff:

1. Adherence to professional standards. Social media should not be used as a tool for harassment or defamation of the program, program staff (including preceptors), athletes / patients, other healthcare providers or peers.
2. Protect confidential and proprietary information at all times.
3. Respect copyright and fair use: Do not use the Pacific University logo, university images or other proprietary information on personal social media sites, unless approved by the University.
4. Do not use Pacific University’s name to promote a product, cause, political party or candidate.
5. Officially recognized Pacific University social media accounts must be approved by the Pacific University Marketing and Communications Department.
6. Postings on social media should neither claim nor imply that they represent the opinions of or are speaking on behalf of Pacific University or the Athletic Training Program.

7. Patient/Client confidentiality and health information: Users may not report the personal health information of other individuals (friends, relatives, or patients encountered during clinical training) either directly or indirectly. Removal of a person's name does not qualify as proper de-identification of protected health information. Inclusion of data such as age, gender, race, or date of interaction may allow a reader to recognize the identity of a patient, constituting a violation of HIPAA (Health Insurance Portability and Accountability Act).
8. Academic information of another student may not be reported. (e.g. course grades, evaluations, adverse academic actions, participation in extended learning, probationary status, etc.)
9. Students must not upload images of faculty, supervisors, or other students onto a SM site without the permission of those individuals.
10. Patient/Client images shall not be uploaded unless a WRITTEN release is obtained:

<http://www.pacificu.edu/marcom/documents/IndividualRelease.pdf>

11. Students or faculty who believe they have been targets of unprofessional behavior via social media should contact the Assistant Dean for Student Affairs to address their concerns.
12. Athletic Training Program faculty and staff, may not "friend" current Pacific University Athletic Training students on social sites, such as Facebook, or develop comparable online relationships on other social media outlets (except for the University-sanctioned MSAT Facebook Page). This does not apply to students who have graduated from, or terminated their relationship with the Athletic Training Program and Pacific University.
13. Faculty and current students may be connected on sites that are exclusively used for professional networking or career building, such as LinkedIn.
14. The representatives of the Athletic Training program may use social media to investigate any student or faculty suspected of improper use of any social media.
15. Improper use of social media may result in disciplinary action as determined by the Program Director for the Athletic Training Program.
16. Use of University internet resources are guided by the Appropriate Use Policy for Information Technology: <https://account.pacificu.edu/policy/>

Social Media Best Practices/Recommendations

1. Think twice before posting: Privacy is almost impossible to maintain in the area of social media. Consider how a posting will reflect on yourself and/or Pacific University. Search engines can retrieve posts years after they are created and comments can be forwarded or copied. If you wouldn't say something directly to a person, evaluate the appropriateness of posting it online. If you feel angry, emotional or passionate about a subject, it's wise to delay posting until you are calm and clear-headed.
2. Be Accurate: do not post or respond to hearsay, rumors. Have the facts before you post. If you make an error, correct it visibly and quickly.
3. Have the utmost Integrity: Integrity is a core value of Pacific University Athletic Training program and students, faculty and staff are held to this expectation.

4. Be Positive
5. Be Transparent: be honest about your identity.
6. Photography: Photos posted on social media platforms can be easily shared by others. Consider adding a watermark and/or posting images at 72 dpi and ~ 800x600 resolutions to protect your intellectual property. (Images at that size are viewable on the web, but not suitable for printing)
 - a. Photographs that imply disrespect for any individual or group because of race, age, gender, ethnicity, sexual orientation, religion, etc. are inappropriate
 - b. Photographs that may be interpreted as condoning irresponsible use of alcohol, substance abuse or sexual promiscuity are inappropriate
 - c. Commenting on inappropriate photos posted on other individuals pages may reflect poorly on the individual who comments. Avoid involvement with any inappropriate or borderline postings.
7. Use of stringent privacy settings on personal social network accounts: such that would limit retrieval of personal information to those who are unknown to you.
8. If you choose to list an email address on a social networking site, use a personal email address (not your “pacificu.edu” address)

Sports Wagering Policy

Administration 1._.1 Sports Wagering Definition

According to the NCAA Manual, sports wagering includes placing, accepting or soliciting a wager of any type with any individual or organization on any intercollegiate, amateur or professional team or contest. Examples of sports wagering include, but are not limited to, the use of a bookmaker or parlay card; Internet sports wagering; auctions in which bids are placed on teams, individuals or contests; and pools or fantasy leagues in which an entry fee is required and there is an opportunity to win a prize. A wager is any agreement in which an individual or entity agrees to give up an item of value (e.g., cash, shirt, dinner) in exchange for the possibility of gaining another item of value.

1._.1 Sports Wagering Activities.

Thus, consistent with the NCAA policy and a strong belief in the importance of fair play, all of the faculty, staff and students of the Pacific University athletic training program may not participate in sports wagering activities or provide information to individuals involved in or associated with any type of sports wagering activities concerning intercollegiate, amateur or professional athletics competition.

1._. Sanctions. Violations of the sports wagering policy may result in disciplinary action as determined by the Program Director for the Athletic Training Program.