

VIRGINIA TECH[®]

SPORTS MEDICINE

Student Aide Handbook



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Introduction

Introduction

The VT Sports Medicine Student Aide Handbook includes information of the policies and procedures of the VTSM Student Aide Program. The Handbook is not meant to be inclusive of all Program policies and procedures. It should be used as a guide by both Sports Medicine Staff and Student Aides in conjunction with other appropriate University publications.

In an attempt to keep the VTSM Student Aide Handbook current, Sports Medicine and Program staff will review it in June of every year and recommend additions, deletions, or amendments to parts of this handbook. Any suggestions or recommendations for correcting dated information, improving clarity of language, or for otherwise improving the VTSM Student Aide Handbook in its next revision, should be submitted to the Program Director.

Adherence to the policies and procedures outlined in this document is mandatory for all staff and students.

Mission Statement

The Virginia Tech Sports Medicine Department will strive to provide the most efficient and effective interdisciplinary care available to help prevent and manage athletic related injuries or illnesses. Treatment of these conditions will be based on sound medical principles considering personal and team goals and always delivered in a professional and ethical environment.

Philosophy

The Virginia Tech Sports Medicine Department is committed to providing our athletes with a dynamic based interdisciplinary protocol for recovery that will focus on flexibility, strength, endurance, and sport-specific based functional activities.

Student Aide Learning Objectives

1. Perform basic patient intake duties (sign-in sheet, vitals, scheduling, etc.).
2. Perform routine daily facility duties (set-up, clean-up, inventory, etc.).
3. Identify essential personnel within the Sports Medicine Department and how to access each member.
4. Identify the various levels of student involvement and how to apply for each level.

Sports Medicine Student Aide Expectations

1. When helping at practices or workouts, the student aide will clearly communicate when they will be present and will be on time.
2. Student aides will be supervised by a Certified Athletic Trainer (ATC) **at all times** when working with the student-athletes.
3. Student aides shall act in a professional manner and be dressed appropriately when assisting at practices and games/meets. The student aides will also be expected to maintain a strictly professional relationship with the student-athletes regardless of the professional or social setting.
4. Student aides shall maintain confidentiality with any injuries or other information unless discussing it with someone directly involved in the care of the athlete.
5. Student aides will be expected to take the initiative to help the ATCs in caring for the student-athletes, demonstrate their desire to learn through being engaged and asking questions, and complete the daily and weekly duties consistently.

Terminology

What is Athletic Training?

Athletic Training is an allied healthcare profession specializing in meeting the healthcare needs of those involved with physical activity.

What is the National Athletic Trainers Association (NATA)?

The NATA is the governing body for more than 41,000 Certified Athletic Trainers. Its mission is to enhance the quality of healthcare for those engaged in physical activity and to advance the profession of Athletic Training through Education and Research in Prevention, Clinical Evaluation and Diagnosis, Immediate Care, Treatment, Rehabilitation and Reconditioning, Organization and Administration, and Professional Responsibility.

What is the Board of Certification (BOC)?

The Board of Certification (BOC) works to protect the public by identifying individuals who are competent to practice the profession of Athletic Training. Consistent with the mission, the primary function of the Athletic Training Examination is to assess competence in the discipline of Athletic Training and the role of the Athletic Trainer. A passing score on examination indicates that the entry-level Certified Athletic Trainer (ATC) has satisfied eligibility criteria established by the BOC and achieved a level of ability consistent with requirements for competence in Athletic Training.

What is a Certified Athletic Trainer (ATC)?

The board certified Athletic Trainer (ATC) is an allied healthcare professional educated and skilled in meeting the healthcare need of individuals involved in physical activity. As part of a complete healthcare team, the Certified Athletic Trainer works under the direction of a licensed physician and in cooperation with other healthcare professionals.

What are the ATC's areas of expertise?

- Evidence-based practice
- Prevention and health promotion
- Clinical examination and diagnosis
- Acute care of injury and illness
- Therapeutic interventions
- Psychosocial strategies and referral
- Healthcare administration
- Professional development and responsibility

Student Aide Positions:

- **Rotational Student Aides** rotate through different sports or Athletic Training Rooms every two weeks.
- **Full Time Student Aides** have previously rotated one semester as a Rotational Student Aide. They are now full time with one sport.
- **Field Study** is a program that both Rotational and Full Time Student Aides can be part of. If you are a part of the Field Study Program, you will receive course credit for the hours you complete.

VTSM Student Aide Program Staff Job Descriptions & Responsibilities

Sports Medicine Student Aide Program Administration

- Erin Cash, PhD, LAT, ATC, Program Director
- Naomi Sheppard, LAT, ATC, Assistant Program Director

Sports Medicine Student Aide Program Discipline Committee

- Erin Cash, PhD, LAT, ATC, Program Director
- Mike Goforth, MS, LAT, ATC, Associate Athletics Director, Director of Sports Medicine
- Naomi Sheppard, LAT, ATC, Assistant Program Director
- Supervising ATC who reported the offense

Program Director

- Supervision of Student Aide Program
- Supervision of Student Aide Program Graduate Assistants
- Instructor of Field Study course
- Maintains student aide files and information

Assistant Program Director

- Assist the Program Director with tasks relating to the VTSM Student Aide Program
- Assist with the supervision of the Student Aide Program
- Assist with the supervision of the Field Study course

Certified Athletic Trainers (ATCs)

- Assist with the care and prevention of athletic injuries for varsity sports program
- Maintain and supervise athletic training facilities
- Direct supervision of student aides

Sports Medicine Student Aide FAQs

Virginia Tech Sports Medicine is comprised of 21 Certified Athletic Trainers and we could not run without our amazing Sports Medicine Student Aides! If you are interested in Sports Medicine, the medical field or need an HNFE/Human Development Field Study, this may be the place for you. Every year we have many students from our program get accepted into Athletic Training Masters programs, Physical Therapy programs, medical school and more! **Please note, this is not a paid position.**

Which semesters do you take students? Students may apply for Fall, Spring, Summer 1 and/or Summer 2.

How many students do you take each semester? We take 49 students to be part of the rotating program for the Fall and Spring semesters. The Summer Sessions are dependent on needs. These students are comprised of Field Study Student Aides, where the hours count for class credit, and Volunteers.

What should I expect if I'm doing rotations? New Volunteers and all Field Study students will rotate their first semester. Every two weeks you will rotate through a different sport or Athletic Training Room. This will give you a behind the scenes look at what the Sports Medicine department does every day in different environments.

What is required of me?

- You must have at least a 3.0 GPA to be considered for the program. Exceptions for Field Study Student Aides may be made on a case-by-case basis.
- Before you begin rotations, you will need to be CPR certified. The CPR certification needs to be an in-person class, not online. If you have been certified in-person previously, you may do the online refresher course but will need to show proof of both classes.
- You will need to fill out the application online along with a signed Confidentiality Statement, Dress Code Document and Handbook Acknowledgment of Review. You will also need to provide a copy of your unofficial transcript as well as your CPR certification.

Do I need any experience? For specific majors only? We do not require specific experience; we hope to help you build experience! We accept all majors, though some may not be eligible for Field Study credits.

How many hours will I work per week? If you are a Field Study student, then your credits dictate your hours. If you are a Volunteer, then we work around your current schedule to help fit the rotations in. Volunteers do not have a set number of hours per day or week. Our students typically average around 7-10 hours per week. Some will work more and others will work less; it is very flexible!

“A Day in the Life?” No two days are the same in Sports Medicine. You may be filling coolers, learning to tape ankles, instructing rehabilitations, making ice bags, stretching, observing practice, learning how to evaluate an injury, cleaning and organizing, assisting with on field demands, preparing for travel...you never know!

I'm a senior, is it too late? Definitely not! We have many seniors that joined their last year and made lasting impressions.

How should I stay up to date? The best way is to join the Virginia Tech Sports Medicine Club. Go [here](#) for more information. You can also follow us on social media:

Twitter: [@vtsportmedclub1](#)

Instagram: [VTSportsMedicineClub](#)

Facebook: [VTSportsMedAideProgram](#)

How and when do I apply? You can [apply online](#) at any time prior to the semester you plan to work with us. We have a lot of interest and are typically full the semester prior so be sure to apply early!

I've applied; now what? We will review applications towards the end of the previous semester. Keep an eye on your email as that is how we disseminate important information! You will be required to attend an informational meeting and an orientation before beginning rotations. The first semester you will do rotations and can discuss full time positions at the end of the semester.

I don't know if I can continue working as a Student Aide. What do I do? If, for any reason, you feel that you cannot continue in the Student Aide Program, you should notify the Program Director immediately. You will be removed from the Program without any consequences or hard feelings. *If there is an issue related to the Sports Medicine Department or Student Aide Program that is causing you to want or feel pressured to leave, you are obligated to report it to the Program Director so that it may be resolved.*

Participation as a Student Aide is a privilege and not a right and is completely voluntary. The Program Director reserves the right to remove or reassign a Student Aide at any time. Please reference the Disciplinary Procedures page for more details.

Sports Medicine Student Aide Application

Please note to apply you must have a 3.0 GPA and be CPR certified by the time you start. Before you apply, please have the following ready to upload or input. **You will NOT be able to edit your application, you cannot save or come back later so please be sure to have everything ready to go!**

Answers Ready For:

- CPR Certification Date or Scheduled Class Date
- Hepatitis B Series of Shots Dates

Short Answers Ready for the Below Questions:

- Briefly Explain Your Career Plans/Goals
- Briefly Explain Why You Would Like to Become a Sports Medicine Student Aide at Virginia Tech
- Previous Medical/Sports Medicine Experience

Fill Out, Sign, Date, and Have Ready to Upload:

- Confidentiality Statement. *Saved as: Last Name Conf*
- Professional Appearance Policy. *Saved as: Last Name PAP*
- Handbook Acknowledgement of Review. *Saved as: Last Name AoR*

Saved and Ready to Upload:

- Unofficial Transcript (Showing Cumulative GPA.) *Saved as: Last Name Transcript.* If you are a freshman and only have your High School transcript, you do NOT need to upload a transcript.
- CPR Card or Scheduled Class Registration Ready to Upload. *Saved as: Last Name CPR*

Ready to Apply: [Apply Here](#)

If you have any questions, please email Erin Cash, cash@vt.edu

Rotating Student Aide Information

The information below applies to any new student participating in their first semester with the VTSM Student Aide Program regardless of Volunteer or Field Study status. **If you are also participating in the VTSM Field Study Program, please reference the Field Study Information page below.**

As the name implies, a Rotating Student Aide will be on a set schedule that rotates every two weeks. The rotation schedule will be sent out to all Rotating Student Aides at the beginning of each semester. Each rotation block will be a different sport or athletic training room assignment.

Rotations:

1. You must stick to the rotation schedule sent out at the beginning of the semester.
2. Your schedule of hours is dependent on the rotation block assignment.
 - a. The times in which you attend should work around your class schedule.
 - b. DO NOT skip class to attend observation hours, practices, games, etc.
3. Rotations are a great opportunity to market yourself for a future Full Time Student Aide position.
4. Be professional. You are acting as a healthcare provider and should act as such.
5. Rotating Student Aides must wear their credentials at all times when on rotation.
6. For information regarding duties, please reference the Student Aide Duties & Expectations page.
7. The Sports Medicine Professional Appearance Policy applies regardless of the rotation block.
8. The Confidentiality Statement applies regardless of the rotation block.
9. Your supervising ATC reserves the right to suspend you from working with his or her team for that rotation block.
 - a. The supervising ATC will contact the Program Director to determine a course of action. Documentation will be provided to the Rotating Student Aide regarding the decision. Documentation will be placed in the Rotating Student Aide's file.
10. Ask questions and get involved! You get out what you put in.

Contacting Supervising ATCs:

Rotating Student Aides should **contact the respective supervising ATC for their rotation no later than the Friday before it begins.** This is to ensure that you get the schedule of that rotation as well as to introduce yourself to the supervising ATC. Each sport has its own times for treatments, practices, etc.; athletic training room rotation blocks have set times in which you will work.

1. You should be contacting the supervising ATC of each rotation through email.
 - a. Emails should be professional. Introduce yourself and notify them that you will be on their rotation for the next two weeks.
 - b. No texting acronyms, emojis, or inappropriate language should be used.
2. After getting the schedule, you should then communicate what days and times you will be attending for the following two weeks.
3. If you find that you cannot make a time when you are scheduled to attend, notify your supervising ATC immediately.
4. Contact your supervising ATC no later than the Friday before you begin rotating.

After rotating for one semester, Student Aides have the opportunity to work full time with one sport. This must be of mutual interest and desire by both the Student Aide and supervising ATC for the respective sport.

Full Time Student Aide Information

The information below applies to all Full Time Student Aides in the VTSM Student Aide Program. **If you are also participating in the VTSM Field Study Program, please reference the Field Study Information page below.**

As a Full Time Student Aide, you will work with one sport. Full Time Student Aides are expected to continue to follow the Professional Appearance Policy and Confidentiality Statement. Below is a list of expectations that are specific to Full Time Student Aides.

Expectations:

1. Mentor and provide appropriate guidance to Rotating Student Aides.
2. Complete worksheets with Student Aides in the Field Study Program.
3. All items listed on the Duties & Expectations page apply to Full Time Student Aides.

Although Full Time Student Aides have more experience within the Program, they are no more important than Rotating Student Aides. Full Time Student Aides should never act in a way that makes Rotating Student Aides feel inferior or second-rate.

Tier Award System

Full Time Student Aides that are part of and in good standing with the Sports Medicine Student Club are eligible to receive rewards based on the tier system below.

VIRGINIA TECH

SPORTS MEDICINE CLUB

WHITE	ORANGE	MAROON	HOKIESTONE
<ul style="list-style-type: none"> ■ ATHLETICS LETTERMAN JACKET (FOLLOWING FALL CEREMONY UNLESS A SENIOR) ■ ELIGIBLE FOR THE AD HONOR ROLL AND AD HONORS CELEBRATION ■ ATHLETIC TRAINING OLYMPICS 	<ul style="list-style-type: none"> ■ ATHLETICS TOTE BAG ■ ELIGIBLE FOR THE AD HONOR ROLL AND AD HONORS CELEBRATION ■ ATHLETIC TRAINING OLYMPICS ■ ELIGIBLE TO APPLY FOR A SAAC REPRESENTATIVE POSITION ■ ELIGIBLE FOR BASKETBALL TICKETS ■ MAIN ATHLETIC TRAINING ROOM CONFERENCE ROOM USE ■ STUDENT-ATHLETE DEVELOPMENT CALENDAR OF EVENTS ■ ABILITY TO ENROLL IN ADVANCED ATHLETIC TRAINING CLASS 	<ul style="list-style-type: none"> ■ ATHLETICS FRAMED MONOGRAM ■ ELIGIBLE FOR THE AD HONOR ROLL AND AD HONORS CELEBRATION ■ ATHLETIC TRAINING OLYMPICS ■ ELIGIBLE TO APPLY FOR A SAAC REPRESENTATIVE POSITION ■ ELIGIBLE FOR BASKETBALL TICKETS ■ MAIN ATHLETIC TRAINING CONFERENCE ROOM USE ■ STUDENT-ATHLETE DEVELOPMENT CALENDAR OF EVENTS ■ ABILITY TO ENROLL IN ADVANCED ATHLETIC TRAINING CLASS ■ ABILITY TO SIT IN ON MASTER'S ATHLETIC TRAINING CLASSES ■ ELIGIBLE TO OBSERVE OTHER SPORTS WITH PERMISSION OF ATC ■ STUDENT-ATHLETE DEVELOPMENT STUDY AREA AND PRINTER USE ■ INVITED TO SENIOR RECEPTION IF A SENIOR (DAY BEFORE GRADUATION) ■ ATHLETICS STOLE FOR GRADUATION 	<ul style="list-style-type: none"> ■ ATHLETICS RING ■ ELIGIBLE FOR THE AD HONOR ROLL AND AD HONORS CELEBRATION ■ ATHLETIC TRAINING OLYMPICS ■ ELIGIBLE TO APPLY FOR A SAAC REPRESENTATIVE POSITION ■ ELIGIBLE FOR BASKETBALL TICKETS ■ MAIN ATHLETIC TRAINING CONFERENCE ROOM USE ■ STUDENT-ATHLETE DEVELOPMENT CALENDAR OF EVENTS ■ ABILITY TO ENROLL IN ADVANCED ATHLETIC TRAINING CLASS ■ ABILITY TO SIT IN ON MASTER'S ATHLETIC TRAINING CLASSES ■ ELIGIBLE TO OBSERVE OTHER SPORTS WITH PERMISSION OF ATC ■ STUDENT-ATHLETE DEVELOPMENT STUDY AREA AND PRINTER USE ■ INVITED TO SENIOR RECEPTION IF A SENIOR (DAY BEFORE GRADUATION) ■ ATHLETICS STOLE FOR GRADUATION

* CLUB CRITERIA MUST BE MET. EXCEPTIONS MAY BE MADE ON A CASE BY CASE BASIS WHEN PRESENTED BY A STAFF ATC *

Field Study Information

As a Field Study Student Aide, you will receive course credit(s) for the number of hours you complete in a semester. For the HNFE Department, one credit of Field Study is equivalent to 45 hours (i.e. 1 credit = 45 hours, 2 credits = 90 hours, etc.). Regardless of this, please check with your respective department to ensure that you know the correct number of hours you are required to complete. **You can be a Rotating or a Full Time Student Aide to complete your Field Study.**

Rotating Student Aides: Please reference the Volunteer/Rotating Student Aide Information page above. This page contains important information regarding your rotations.

Full Time Student Aides: Please reference the Full Time Student Aide Information page below. This page contains important information regarding your status as a Full Time Student Aide.

To register for the field study course, you must talk with your academic advisor and add it through your major's department (e.g. HNFE, HD). Once you have completed this, submitted your application, and been approved, you will be added to the VT Sports Medicine Field Study Canvas page. **This is a separate Canvas page than that of your individual major's Field Study Canvas.** You will also need to print out your major's field study information packet and complete the contract. The contract requires the signature of the VTSM Student Aide Program Director. The following page is the Goals & Expectations of the VTSM Field Study Course.

As a Field Study Student Aide, you will be required to submit a worksheet and hour log each week. These can be found on the VTSM Field Study Canvas page. The weekly worksheet and hour log are due by **Friday at midnight** each week. They are submitted through the Canvas page and can be uploaded through photograph or by scanning the documents. Please reference the information below regarding the hour logs and worksheets.

Hour Logs:

1. Hours can be completed throughout the semester at practices, games, in the athletic training room, or at other athletic events.
2. Each time entry requires a **daily** initial/signature from your supervising ATC.
 - a. An ATC will not sign previous entries.
 - b. Signature should be from your current rotation's ATC.
 - c. If you are on an athletic training room rotation, any ATC may initial your entry.
3. Have the entire entry filled out before asking for an ATC's signature.
4. All entries should be written in blue or black pen. Absolutely NO pencil, highlighter, etc.
5. If you need to change an entry, you will cross out the mistake and both you and your supervising ATC will initial the change.
 - a. NO whiteout or scribbling is allowed on the hour log.
6. Start a new hour log each week to easier keep track of your hours.
7. Round your hours to the nearest quarter hour (15 minutes).
8. Save your hour logs! You will be turning them in to the Assistant Program Director at the end of the semester.

Worksheets:

1. Follow the due date schedule uploaded to the VTSM Field Study Canvas page.
2. Skills worksheets
 - a. You must first complete the skill(s) with a Full Time Student Aide. If you are a Full Time Student Aide, you must complete the skill with another Full Time.
 - b. You will then complete the skill(s) with an ATC. A staff member will not sign your checkoff unless you have previously completed the worksheet with a Full Time Student Aide.
3. Multiple-choice worksheets
 - a. These can be completed at home and without the signature of an ATC.
 - b. You may ask your supervising ATCs questions to help you find the answers.
 - c. You may use any resources at your disposal to complete the worksheets.
4. Do not wait until the last minute to complete the worksheets. You waiting does not make it an emergency for your supervising ATC.

All Field Study Student Aides are also required to attend the scheduled in-services during the semester. Each in-service begins at 7am. Locations and topics will vary, but can be anything from case studies, to lectures, to hands-on learning activities. Please reference the information below regarding in-services.

In-Services:

1. Field Study Student Aides are **required** to attend all scheduled in-services during the semester.
2. There are no excused absences from any of the in-services.
3. You are required to follow the VTSM Professional Appearance Policy at all in-services.
4. In-services usually do not last until 8am, but those with 8am courses will be allowed to leave early.
5. You must sign/swipe in in order to receive full points.

Grades will be awarded for each worksheet and hour log submission as well as for each in-service attended. Please reference the information below regarding grading policies.

Grading Policies:

1. The Field Study Course is pass/fail and you must receive a 60% or higher as your cumulative course grade.
 - a. This grade is determined by your weekly hour log and worksheet submissions as well as your attendance at in-services.
2. You must achieve a 60% or higher and meet your registered hour requirement in order to receive your passing grade and final evaluation.
3. Grades are determined by the Assistant Program Director. He or she reserves the right to make changes to grades as necessary and on a case-by-case basis.
4. Grades for each weekly hour log and checkoff are graded on a scale of five points. The scores are as follows:
 - a. 5/5 points if the correct checkoff and hour log are submitted by Friday at midnight
 - b. 3/5 points if the checkoff and hour log are submitted within 24 hours of the deadline.
 - c. 0/5 points if the checkoff and hour log are submitted 24 hours after the deadline or if there is no submission.
5. Grades for each worksheet are scored based on accuracy and determined by a percentage correct.
6. Grades for each meeting, orientation and in-service are on a scale of five points. The scores are as follows:
 - a. 5/5 points if you attend, sign/swipe in, and do not leave early

b. 0/5 points if you do not attend, do not sign/swipe in, or if you leave early (except in the case of 8am classes)

7. There are no exemptions or excuses for late/incomplete worksheets, checkoffs, hour log submissions, meetings, orientation and/or in-services.

Any grievances should be reported to the Assistant Program Director. The Program Director reserves the right to intervene at any time and has final say on all grades.

If you are concerned about not getting enough hours, contact the Assistant Program Director or Program Director **immediately**. The staff will be more than willing to work with you to ensure you get all of your hours while still having a great learning experience. Do not wait until the last minute to ask for help; be proactive!

At the end of the semester, you will turn in all of your hour logs to the Assistant Program Director. These must be hard copies. The Assistant Program Director will cross-reference your hard copies with your previous Canvas submissions to check for irregularities and to ensure your respective hour requirement was met. The Program Director will complete individual evaluations for all Field Study Student Aides. Once your hour logs have been reviewed, they will be sealed in an envelope with your individual evaluation. You will then pick up your envelope from the Assistant Program Director and will turn it in directly to your major department.

Any Field Study Student Aide suspected of academic misconduct, including but not limited to cheating, plagiarism, falsification, fabrication, or complicity, will be disciplined according to the Disciplinary Procedures set forth by the Virginia Tech Sports Medicine Student Aide Handbook.

Duties & Expectations

Student Aides' actual duties may vary between clinical rotations and supervising ATCs. The sections below provide examples of some common duties. The duties and expectations of Student Aides are not limited by this list. Student Aides are required to abide by all policies as laid out in the VTSM Student Aide Handbook at all times regardless of clinical rotation and supervisor. Please reference other sections of the Handbook for additional information regarding these policies as well as for other duties and expectations.

Pre-Practice Duties

- Arrive at the time previously agreed upon with supervising ATC.
- Check the medical kit to ensure that it is stocked and ready for use.
- Check to ensure that there is a cooler filled with ice, bags, and wrap.
- Do not permit crowding around taping and treatment tables.
- Apply all wraps, dressings, bandages, protective padding, and taping that you are qualified for.
- Record patient treatments that have been completed.

Practice Duties

- Be sure that all equipment, kits, and ice are on the field prior to the start of practice.
- Station yourself so that you and your equipment are near the action but not in the way and so that you can be easily spotted if needed.
- Do not turn your attention away from the action; do not play with equipment or turn your back. You may practice clinical skills at appropriate times however this is not a time to study for examinations.
- Assist in providing hydration during water breaks.
- Assist in caring for injured players under the supervision of and at the discretion of the supervising ATC.

Post-Practice Duties

- Assist the ATC in post-practice medical care of the athlete(s).
- Make a list of supplies needed for the next day that may be low or out of stock. Give this list to the ATC.
- Restock any supplies as instructed by the ATC.
- Gather up dirty laundry; straighten shelves and carts, clean equipment, etc.
- Wash out, clean, and dry coolers.

Pre-Game Duties

- Be on time, dressed appropriately, and ready to begin your rotation.
- Assist with pre-game preparation at the appropriate time.
- Ensure you have prepared a cooler with ice, bags, and wrap.
- Go over and complete the pre-game checklist for the medical kit and necessary medical equipment.

Game Duties

- Stay close to the medical equipment. Pay close attention to the play and observe for players who do not perform normally or who are down and injured.

- Only one person need accompany an ATC onto the field or court to assist an injured player. Others should remain on the sidelines ready to provide any necessary equipment the ATC calls for. This will be discussed with the ATC prior to beginning competition.
- Be prepared to adjust equipment, apply protective padding, wraps, ice packs, or dressings to those athletes who are not playing or have been removed for care. Work quickly but not so fast that your skill level suffers.
- Assist in providing hydration during breaks in competition.
- During halftime/breaks, check on and assist the ATC with caring for injured players.
- Assist injured players from the field/court as directed by the ATC.

Post-Game Duties

- Ensure that all equipment is returned to its proper location.
- Assist players in removing tape, dressings, and bandages.
- Keep the athletic training room clear of crowding for any injured players.
- Dress wounds and care for injured patients.
- Make sure that the athletic training room is clean and in order before leaving.
- Be sure any used towels or wraps are collected and placed in the laundry to be washed.
- Provide ice bags to those in need.

Duties in the Athletic Training Room

- Report all injuries to the ATC when they occur. The ATC will determine the seriousness and next steps.
- Do NOT treat athletes alone. All treatments must be determined by and completed under the direct supervision of an ATC.
- Referrals to physicians or other medical professionals will be made by the Sports Medicine Staff.
- Ensure that athletes do not bring food, dirty uniforms/equipment, animals, etc. into the athletic training facilities.
- Complete tasks such as cleaning treatment tables, organizing supplies or files, completing laundry, or other tasks deemed necessary by the ATC.
- You should not be on your phone/laptop, completing homework, or studying in the athletic training room (unless it is required by the VTSM Field Study Program).
- All information concerning injuries is strictly confidential. Under NO circumstances should any student ever share information concerning a patient's condition.

Confidentiality Statement

All patient Protected Health Information (PHI—which includes patient medical and financial information,) employee records, financial and operating data of the practice, and any other information of a private or sensitive nature are considered confidential. Confidential information should not be read or discussed by any student aide unless pertaining to his or her specific job requirements. All information related to a student-athletes play/practice status, status on the team or coaching evaluations are also considered confidential and will be treated the same as PHI. Examples of inappropriate disclosures include:

- Student aides discussing or revealing PHI or other confidential information (Team Information) to friends or family members.
- Student aides discussing or revealing PHI or other confidential information (Team Information) to other employees without a legitimate need to know.
- The disclosure of a patient’s presence in the office, hospital, or other medical facility, without the patient’s consent, to an unauthorized party without a legitimate need to know, and that may indicate the nature of the illness and jeopardize confidentiality.

The unauthorized disclosure of PHI or other confidential information by student aides can subject each individual student aide and the practice to civil and criminal liability. Disclosure of PHI or other confidential information to unauthorized persons, or unauthorized access to, or misuse, theft, destruction, alteration, or sabotage of such information, is grounds for immediate disciplinary action up to and including termination.

Student Aide Confidentiality Agreement

I hereby acknowledge, by my signature below, that I understand that the PHI, other confidential records, and data to which I have knowledge and access in the course of my assignment with Virginia Tech Athletics is to be kept confidential, and this confidentiality is a condition of my position. This information shall not be disclosed to anyone under any circumstances, except to the extent necessary to fulfill my job requirements. I understand that my duty to maintain confidentiality continues even after I complete my assignment.

I am familiar with the guidelines in place at Virginia Tech Sports Medicine Clinic pertaining to the use and disclosure of patient PHI or other confidential information. Approval should first be obtained before any disclosure of PHI or other confidential information not addressed in the guidelines and policies and procedures of Virginia Tech Sports Medicine is made. I also understand that the unauthorized disclosure of patient PHI and other confidential or proprietary information of Virginia Tech Athletics is grounds for disciplinary action, up to and including immediate dismissal.

Printed Name _____ Signature _____ Date _____

Sports Medicine Professional Appearance Policy

Appropriate Sports Medicine Attire:

Remember, we are professionals so we need to represent ourselves in that way. By dressing professionally, we are sending the message that we take our jobs seriously. If the staff athletic trainer deems the student aide to be inappropriately dressed for their duties, then the student aide will be excused until they can comply with proper dress.

General Guidelines:

1. Dress should be **clean, neat, and functional**.
2. Practice good hygiene. Hands should be clean and fingernails short. Use discretion in make-up, perfume, cologne, hair, jewelry, etc.
3. During practice, dress should be appropriate for weather, if necessary.
4. Clothing should not have any visible holes, patches, or frayed bottoms.
5. Hair should be groomed neatly and pulled back from face.

Clothing:

6. Shirts need to say Virginia Tech only (no other schools.) No tank tops, spaghetti straps or cut offs.
7. Shirt tails need to be tucked in.
8. Acceptable Shorts:
 - a. Khaki Shorts that are not cargo.
 - b. Mesh/Athletics Shorts that are VT or plain.
 - c. Shorts need to be at appropriate length and size for doing physical lifting. Shorts should be to or past fingertips when arms hang to your side.
9. Acceptable Pants:
 - a. Khaki pants
 - b. Wind pants that are VT; or solid: black, gray, maroon
 - c. Yoga pants or capris that are ONLY solid: no see-through, mesh, or cutouts
10. Capris are acceptable, but if told to wear shorts or pants, this does not apply.
11. Hats: only to be worn outside. VT only or Solid Maroon/Orange (Nike).
12. Outerwear needs to be solid black or VT.
13. Open-toed shoes/sandals cannot be worn. Closed toed shoes and athletic type shoes are appropriate. This is due to OSHA regulations.
14. Those working indoor sports should check with their staff athletic trainer as to the attire for games.
15. Any team issued gear is acceptable for wear at those practices. Please try to limit wearing a different sport name to practice.
16. The following is inappropriate and unacceptable attire:
 - a. Sandals, clogs, heels, or other non-functional footwear
 - b. Jeans
 - c. Tank tops, halter tops, cut-off shirts, bare midriffs
 - d. Spandex
 - e. See-through, mesh, or cutouts on yoga pants, capris, and leggings

I have read this document and understand that if I do not adhere to this, I can be asked to leave my duties until I comply with this dress code.

Signature of Student

Printed Name

Date

Ethics

All students are expected to uphold the NATA Code of Ethics, BOC Standards of Professional Practice, and the Standards of Professional Conduct set forth in the Virginia Board of Medicine's Regulations Governing the Licensure of Athletic Trainers. Violations of these codes may result in program probation, suspension or dismissal. See Discipline Policy below.

The codes are accessible at the following locations:

1. [www.nata.org/codeofethics/code of ethics.pdf](http://www.nata.org/codeofethics/code%20of%20ethics.pdf)
2. [www.bocatc.org/images/stories/multiple references/standardsprofessionalpractice.pdf](http://www.bocatc.org/images/stories/multiple%20references/standardsprofessionalpractice.pdf)
3. [https://www.dhp.virginia.gov/medicine/medicine laws regs.htm](https://www.dhp.virginia.gov/medicine/medicine%20laws%20regs.htm)

As a Sports Medicine Student Aide, you must remember to demonstrate professionalism at all times. You are a reflection of this program at all times; the Virginia Tech logo never comes off.

Interpersonal Relationships Policies

Relationships with Student-Athletes, Supervising ATCs, and Athletics Personnel

Clinical education is intended to be a time of professional growth and learning for the student aide. Personal relationships, whether formed outside or within the clinical education setting, that negatively affects a student's ability to learn are strongly discouraged. At minimum, the student aide is expected to:

- Adhere to the NATA Behaviors of Professional Practice and the NATA Code of Ethics
- Treat all athletes, supervising ATCs, and athletics personnel with integrity, respect, and courtesy.
- Demonstrate professionalism at all times.
- Make a sincere effort to gain the respect and confidence of all athletes, supervising ATCs, and athletics personnel. Demonstrate patient-centered healthcare by expressing a sincere interest in the patient's welfare, showing empathy, sympathy and compassion. Report any known violation of clinic site or team rules to the appropriate supervising ATC immediately and confidentially. This includes any disrespectful or disparaging remarks or actions toward you or other athletic training students.
- NOT engage in activities or conduct, which constitutes a conflict of interest. This includes engaging in situations when athletes (patients), supervising ATCs, or athletics personnel may be drinking, involved with other drugs, or participating in any other activities that are known to be against established policies. Violation of this policy may be considered professional misconduct, and the student may be subject to disciplinary procedures as described in the Discipline Procedures section. Violations of this policy are handled on a case by case basis.
 - Of particular sensitivity is the relationship of Virginia Tech Student Aides with Virginia Tech student-athletes. Student Aides are encouraged to not socialize with student-athletes who are current patients or may at some point during the student's athletic training clinical education experience become patients. This will be considered a direct violation of program behavioral regulations. In general, engaging in social activities or conduct with VT student-athletes is highly discouraged.

Romantic Relationships

It is not in the purview of the VTSM Student Aide Program to have a policy regarding Student Aides' personal lives including with whom Student Aides decide to have romantic relationships with. However, clinical education experiences and assignments are intended to be a time to promote and foster professional growth as an athletic trainer. Any relationship a Student Aide develops that interferes with their ability to learn or creates an environment not conducive to learning is strongly discouraged. Supervising ATCs and athletics personnel (including but not limited to coaches and administrators) have the right to request a Student Aide be removed from a clinical rotation if personal relationships are deemed inappropriate or create an environment that is not conducive to providing healthcare. Issues related to interpersonal relationships are taken very seriously by the VTSM Student Aide Program. All concerns related to this will result in a meeting between VTSM Student Aide Program staff, the involved ATC, the Student Aide and any pertinent athletics personnel. Actions to be taken will vary on a case to case basis and will be decided collectively by all parties involved.

Professional Relationships Policies

A. To Supervising ATCs

It is important to remember that you can learn both the science and the art of athletic training from your supervising ATC. Although you are there to learn from your supervising ATC, **NEVER** question their procedures in front of an athlete. You will have legitimate questions as to the whys and wherefores of treatments; just remember that there is a time and place for such questions.

Students should **refrain from** engaging in any type of relationship other than professional with Supervising ATCs. If this behavior is reported by someone other than the Student Aide involved, disciplinary procedures will go into effect.

B. To Other Sports Medicine Student Aides

It is necessary to have a good working relationship with everyone in the athletic training room, including your fellow Student Aides. As with other staff, **DO NOT** question or criticize them in front of an athlete. Any criticisms you have should be offered in a **constructive manner**, and you should be cognizant of the situation and circumstances when discussing differences of opinion.

If you have a difference of opinion or a “gripe”, **go directly to the person involved** and settle it. **DO NOT** become a gossip or complainer! If you are aware of a problem or situation with a fellow classmate that needs attention, you are **obligated** to report the problem to your supervisor immediately (your supervising ATC or Program Director).

Relationships between Student Aides on any level other than professional **are strongly discouraged**. However, should a non-platonic relationship develop, **ALL** interactions should remain on a professional level while performing any duties within the scope of athletic training. If a non-platonic relationship does develop, **it is the responsibility of the Student Aide** to inform their supervising ATC or Program Director so that their clinical rotation can be adjusted to avoid any conflict of interest. If this behavior is reported by someone other than the Student Aide(s) involved, the disciplinary procedures will go into effect.

In working together in the athletic training room **do not confine yourself solely to your assigned duties**. If

your duties are completed and you see that someone needs help, help them! Athletic trainers are part of the sports medicine **TEAM**, and it is best if everyone works together.

C. To Team Physicians and Consultants

You are to help the team physicians in any way you can. **NEVER** question or criticize the team physician in front of an athlete. If you do have some legitimate questions regarding treatments prescribed by the physician, choose the proper time and manner in which to ask either your supervising ATC or the physician. Physicians realize that you are here for an education and are very willing to help you learn.

NEVER alter, modify, or adapt the physician's instructions without checking with them first.

Students should **refrain from** engaging in any type of relationship other than professional with Physicians/Consultants. If this behavior is reported by someone other than the Student Aide involved, disciplinary procedures will go into effect.

D. To the Student-Athlete/Patient

As a Student Aide, you should **ALWAYS** maintain a professional relationship with the people you work with, especially the student-athletes. This is admittedly difficult, as the student-athletes are often your peers. The athletic training room is **NOT** a social setting; socialization with the athletes during clinical time is **ABSOLUTELY NOT PERMITTED**.

In addition, non-platonic relationships between Student Aides and University student-athletes are **unprofessional** and **STRONGLY discouraged**. All efforts should be made to avoid such a situation. If a non-platonic relationship does develop, **it is the responsibility of the Student Aide** to inform their supervising ATC or Program Director so that their clinical rotation can be adjusted to avoid any conflict of interest. If this behavior is reported by someone other than the Student Aide involved, the disciplinary procedures will go into effect.

Never discuss a student-athlete's injury with anyone other than the player, your supervising ATC, and the Team Physician. **Under no circumstances** should you discuss the injury of one student-athlete with another student-athlete. If a student-athlete should ask you about another athlete's injury, refer them to your ATC.

Remember that **anything** a student-athlete tells you falls within the realm of patient confidentiality and is governed by HIPPA and/or FERPA Regulations.

E. To the Coaches

While the Student Aide's goal is to learn while assisting a supervising ATC in monitoring the health and safety of athletes, the coach's purpose is to produce a successful program. **DO NOT confuse the two**. As you would not want a coach to tell you how to treat an injury, **NEVER** tell a coach how to run a practice, what plays to use, or which athlete should be in the game. Many coaches are sensitive, even about questions regarding their game procedures. Remember your place and your purpose for being at practice or the game.

Some coaches are not accustomed to working with an ATC or a Student Aide. In Virginia Tech clinical settings, this is rare. If, however, a coach questions your procedures, state that you are following the team physician's Standing Orders and Protocols. If the coach persists, **DO NOT** argue. Instead, quietly continue your job and consult your supervisor. Any problems regarding coaches or members of their staff should be

referred to, and handled by, your supervisor.

As with athletic training students and graduate assistant athletic trainers, Student Aides should **refrain from** engaging staff coaches and graduate assistant coaches in any type of relationship other than professional. If this behavior is reported by someone other than the Student Aide involved, disciplinary procedures will go into effect.

F. To the Athletic Administration

The decisions, business procedures, policies, and established standards of the administration of any site where you are completing clinical experiences are to receive your complete support. If you have any questions regarding these, consult your supervising ATC.

Because of the influence Athletic Administrative Personnel could have regarding recruiting and signing student athletes, jobs within the athletic program, etc.; students should **refrain from** engaging in any type of relationship other than professional with Athletic Administrative Personnel. If this behavior is reported by someone other than the Student Aide involved, disciplinary procedures will go into effect.

G. To the News Media

You may find that in an effort to get the latest scoop, a representative of the press may approach you for information regarding the playing status and/or injuries of an athlete. Under no circumstances are you to discuss these matters with any representative of the news media. Such information is highly confidential and private and is protected by the Federal Right to Privacy Act. An athlete must sign a waiver before even the head athletic trainer or the coach can distribute such information. Refer any such questions to your supervising ATC or the sports information director. Be very careful about what you say concerning injuries to players, as you do not know who will overhear what you say. Under **NO CIRCUMSTANCES** are students permitted to conduct personal interviews with the news media in regard to a patient's medical care. If this situation arises, this is a HIPPA violation and the student will be **RELEASED** from the VTSM Student Aide Program **IMMEDIATELY**.

H. To the Athlete's Parents

Should a parent contact you regarding the care their child is receiving, reassure them that they are receiving the best available care and refer them to your supervising ATC. **DO NOT** discuss a student-athlete's injury or care with the parents.

Student Aide Travel Policy

Traveling with athletic teams is a privilege than many staff ATCs work hard to provide for their Student Aides. Because each team's budget and staffing are different, not all Student Aides will have the opportunity to travel during their time in the Program. Traveling is a privilege and not a guarantee and is usually reserved for Full Time Student Aides. Any Student Aide that is traveling with his or her respective team should abide by the following policy and expectations.

1. Demonstrate professionalism at all times. You are representing yourself, Virginia Tech, The Department of Athletics, the VTSM Student Aide program, and the entire Sports Medicine Department.
2. There will be **NO** consumption of alcohol or other substances at any time while traveling with or representing a university team. Violation of this rule will result in **IMMEDIATE SUSPENSION** from the current Student Aide position and **potential removal from the VTSM Student Aide Program**.
3. Attendance for all team activity is mandatory unless otherwise noted by the supervising ATC.
4. You are required to follow the Professional Appearance Policy at all times.
5. You are required to uphold the Confidentiality Statement at all times.
6. You may only perform sports medicine duties when under the **direct supervision** of a Certified Athletic Trainer. At all other times you are at liberty to perform **ONLY** the duties of a first aid responder.
7. At **NO** point in time should you be entering the hotel room of an athlete, coach, or other personnel unless accompanied by a Certified Athletic Trainer or in the case of a medical emergency.
8. Leaving the hotel to participate in any social activity, other than those sponsored by the University, is **NOT** permitted.
9. Be positive, responsible, accountable, and professional at all times.

As previously noted, Student Aides traveling with their respective athletics teams is a privilege. The supervising ATC has the right to remove a Student Aide's traveling privilege at any time. Certified Athletic Trainers, coaches, athletes, and other athletics personnel are required to report any and all violations of this policy to the Program Director immediately upon occurrence. Any Student Aide found in violation of the above policy will be disciplined accordingly.

Disciplinary Procedures

Violation or failure to comply with the NATA Code of Ethics, BOC Professional Standards, the Standards of Professional Conduct set forth in the Virginia Board of Medicine's Regulations Governing the Licensure of Athletic Trainers, the *Virginia Tech Sports Medicine Student Handbook*, or any other actions that would compromise the integrity of the VTSM Student Aide Program can result in punishment, suspension, or dismissal from the program. The student will be informed verbally and in writing of the offense and the disciplinary action as well as potentially subjecting the student to discipline under the Hokie Handbook, which could include dismissal from the University. If the offending action is severe enough to warrant suspension or dismissal, the actions will be reported to the Sports Medicine Discipline Committee. All decisions involve the Program Director. If the action is severe enough, offensive warnings may be bypassed and immediately sent to the Discipline Committee OR disciplinary procedures may be bypassed completely and immediate program removal or reassignment will occur.

First Offense: Student will be verbally warned by a Staff Athletic Trainer and the Program Director. Written documentation will be placed in the student's file.

Second Offense: Guidelines for the discipline will be decided by the Program staff, personally discussed with the student in a meeting with the Program Director and any other necessary staff, and supported by a written document. Written documentation will be placed in the student's file.

Third Offense: Student may be placed on suspension or expelled from the program.

The penalty will be determined by the Student Aide Program Discipline Committee. A formal meeting will be held with the appropriate Discipline Committee Members. Upon the made decision, written documentation will be given to the student. Written documentation will also be placed in the student's file.

Cheating and Plagiarism

The VTSM Student Aide Program follows a ZERO tolerance policy in regard to academic dishonesty. Any behavior deemed in violation of the Virginia Tech Honor Code Policy and Manual will be disciplined accordingly. Full policies and procedures can be found [here](#).

In many cases, the disciplinary course of action is left to the discretion of the instructor of record for the Field Study course in which the offense was committed. However, the Program Director reserves the right to intervene at any time on behalf of the Program's ethical standards. A student may be disciplined, up to and including a zero on the assignment, reduction of course grade by one letter, failure of a course, inability to progress in the VTSM Student Aide Program, release from the program, suspension or expulsion from the University. Should more severe disciplinary action be warranted, the Program Director will refer the case and evidence to the Assistant Provost/Director of the Office of Undergraduate Academic Integrity, as outlined in the Virginia Tech Honor Code Policy and Manual, and the Judicial Board for further review.

Appeals

Student Aides have the right to appeal any disciplinary action. The appeal must be submitted in writing to the Program Director within seven days of the disciplinary decision being made and communicated. Following an appeal, the Discipline Committee will review the case and determine if the chosen discipline was appropriate for the offense. Should a Student Aide be displeased with this decision, they are welcome to access any campus resources in order to resolve the issue.

General Information

Clothing & Gear – The Sports Medicine staff tries their best to provide clothing and gear for their Student Aides. However, clothing is not guaranteed and is provided at the discretion of the ATC.

CPR Certification – Student must be certified in CPR before beginning rotations as a Sports Medicine Student Aide. The cost of the CPR certification is the responsibility of the Student Aide. A copy of your certification must be given to the Program Director prior to starting rotations.

EAPs – It is the responsibility of the Student Aide to learn the EAP(s) for his or her respective clinical rotation. Student Aides are expected to know the EAP(s) and be able to properly participate in an emergency response should it be required.

Evaluations – The Sports Medicine staff keeps a shared spreadsheet of evaluations for all Rotating and Field Study students. A picture of each student will be taken at orientation and will be added to the evaluation spreadsheet. Only the staff within the Sports Medicine Department have access to the evaluation sheet.

Food and per diem – Often times, teams will have food and/or per diem provided to them before/after practices and games/meets. There is no guarantee that Student Aides will be provided any food or per diem. Please check with your ATC prior to practices and games/meets to determine whether or not you will need to bring your own food.

Inclement Weather – Should the university open late or be closed due to inclement weather, Student Aides are relieved of their duties for that time frame/day. The Student Aide is responsible for communicating with their supervising ATC to alert them of their absence for the day.

Medical Care – Personal medical care for Student Aides should be completed at Schiffert Health Center or any other outside medical practice. The Sports Medicine Department is reserved for student-athletes only. No Student Aide should be using the Sports Medicine Department as their personal medical care provider. Exceptions may be made in the case of a medical emergency occurring at a practice, game/meet, etc. or for yearly flu shots provided to athletic teams, staff, and Full Time Student Aides.

Parking & Transportation – Transportation to and from clinical rotations is the responsibility of the Student Aide. You do NOT need a parking permit to participate in the VTSM Student Aide Program.

Acknowledgment of Review

I have read and understand the current VTSM Student Aide Handbook posted on the VT Sports Medicine website (<https://hokiesports.com/SportsMedStudentHandbook>) I understand that I am to abide by all guidelines and policies in the Handbook. I understand that any failure to do so may result in dismissal from the VTSM Student Aide Program. I also understand that the Handbook will be updated as necessary and that I will be responsible for reviewing the updates when update alerts are posted.

Signature of Student

Printed Name

Date