

UCM ATHLETIC TRAINING
ATS INTERNSHIP HANDBOOK
2022-2023



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Introduction

Purpose

- The purpose of your internship is to allow you to develop in autonomous practice. Autonomous practice does not equate to independent practice; supervision rules still apply.
- Additionally, the immersive internship experience should allow you to see the day to day tasks of the athletic trainer. You should attend with your preceptor from start to finish- attending meetings, completing paperwork or daily tasks, housekeeping, etc.

Eligibility for Internship

- To be eligible for AT 6660: Internship in Athletic Training ATS:
 - Must successfully complete all pre requisite courses. During the first five weeks of Spring 2 the student must also complete AT 6650: Seminar in Athletic Training.

Contact hours

- To successfully complete the internship experience you will need to obtain a minimum of 300 hours over the 10 weeks which equates to ~30 hours per week. The maximum hour of the internship is 350 hours. You are not allowed to work more than 40 hours in a given week. You and your clinical site supervisor will need to establish your schedule prior to the start of your internship.
- While at your internship site, supervision rules still apply
- While attending your internship you should be given a minimum of 3 hours a week of dedicated on site study time- this can be broken up however, you and your clinical site preceptor decide.
- While attending your internship, you are expected to complete a quality improvement project. This should be primarily done while you are at your clinical site. Do note, you may be required to put in some hours outside of your experience developing the project and/or presentation

Internship options

- The Athletic Training Program has arranged options for internships. Faculty will provide you with a list of clinical sites that have agreed to take ATS interns during Fall 2.

Internship Dates

- The internship experience will last 10 weeks. The experience can begin no earlier than the 6th week of the semester and end no later than the last day of finals week.
 - Note: The time frame is 11 weeks long giving you the flexibility of one week. Per university communication on 4/20/2022: “When a student enters a contract for an internship experience with an affiliate site they fall under the dates and hours established in that agreement. Those dates may not necessarily match the University calendar for Breaks and Holidays.”
 - We have intentionally built in an extra week to accommodate a clinical site's spring break, your desire to attend a conference, miss days for interviews, or simply to have a week off before starting the internship or before graduation.

Timeline and Process of acquiring and internship

- During Fall 2:
 - Week 2: students will be provided with a list and description of approved internship sites for spring 2.
 - Week 5: students will develop their application materials as a part of AT 6630: Management and Professionalism in Athletic Training
 - The application includes submitting a letter of interest, application, and references to a potential clinical immersion experience.
 - Week 7: Students should reach out to two prospective clinical supervisors to introduce themselves and submit their application material
 - Week 9-10: Students should complete an interview with 2 prospective clinical sites
 - Week 11-12: On a specific day, a prospective clinical site preceptor can make an offer for their clinical site- the student will need to verbally accept the position and notify the clinical education coordinator of verbal acceptance

- Note: If the student does not obtain a placement, the CEC will work with the student to identify and determine an appropriate placement for the student.
 - Week 13-15: Student and clinical site will need to sign an agreement/contract for the internship.
- The semester of your internship
 - While enrolled in AT 6550, during the first five weeks of the semester the student will need to complete the following:
 - By the end of week 2: Orientation Form
 - By the end of week 3: Confirm schedule including start date, end date, and requested days off
 - By the end of week 4: Topic outline quality assurance project
 - By the end of week 5: Finalize professional development plan

Internship Objectives for the ATS

Tasks/duties of the ATS during spring 2

Immediate and Emergency Care

1. Student should be able to effectively manage acute and emergent situations including activation of the EAP, management of the situation, referral, and transfer of care

Evaluation

1. Student should be able to effectively complete on the field evaluations and with guidance make best practice decisions based on the findings of the evaluations
2. Student should be able to effectively complete and off the field evaluation and make best practice decisions based on the findings of the evaluation

Administration and Documentation

1. Student should be using a patient filing management system in accordance with the policies of their clinical site.

Therapeutic Intervention

1. The student will gain opportunities to develop, implement, evaluate and progress therapeutic interventions plans for patients

Communication

1. Patient engagement and advocacy
 - a. Student should be able to educate a diverse population on.....

2. Communicate with sports medicine staff
 - a. Students should be able to effectively communicate with preceptors, patients, parents, coaches, athletes, physicians, and administrators

Autonomous practice

1. By the end of the semester the student should be moving towards autonomous practice

BOC preparation

1. Student should be studying for BOC examination

Quality Improvement Project

1. By the end of the experience the student will need to complete a quality improvement project and the associated results of the project

Assignments

- Hours and Encounters
 - You are expected to obtain 300 hours over the course of the 10 week experience. Hours should be logged on ATrack.
 - You are expected to complete the following patient encounters while completing your internship experience:
 - The student must log 10 patient encounters in ATrack during the immersive experience. Please select one patient a week that you worked with to log. Encounters should reflect the diversity of the patient population you are working with.
 - In addition, students should log 15- 20 encounters a week using the Clinical Tracking App.
- Evaluations
 - Preceptors and students will complete mid point and end of experience evaluation related to the experience. The evaluations will be completed on ATrack.
 - Students will also meet with the instructor of record at a minimum of three times over the course of the experience. Meetings will take place at approximately week 2, 5, and 8 of the experience.
 - If, at any point it is believed the experience is not providing a full-time, day-to-day athletic training experience, the CEC will meet with involved parties to jointly work through the concerns.
- Quality Assurance Project

- During the internship experience, you will be expected to complete a quality assurance project. A rubric of the project can be found at the end of the document.
- The project should be identified prior to the start of your experience and then developed and possibly implemented during your internship. During the last two weeks of your internship you will need to present your project to applicable stakeholders (clinical site preceptor and instructor of record at a minimum) your project and, if implemented, results of your project.
 - Project topics are limitless. Examples could include: facility design, EAP/SOP updates, policy or procedure development and implementation.

- Implementation of Professional Development Plan

MSAT Student Handbook

- As a reminder, while completing your internship you are representing the University of Central Missouri, the athletic training program, as well as yourselves. At the beginning of year 2 you signed an attestation understanding the program and university's policies and procedures. In addition, to the policies and procedures of your clinical site, you must still adhere to the program's policies and procedures.

Internship Project Outline

Internship Project

During your internship, you are expected to complete a project at your clinical site. The project should be done to better your clinical site. The project should include developing, implementing, revising policies/procedures determined by you and your preceptor.

By the end of Week 2-

- Project topic identified
- Goals of project established
- Deadlines for project (the types of deadlines established will vary by the nature of the project and your goals but at a minimum include a review of current practices, development of something new, implementation of

something created, and the assessment of something created with recommendations going forward)

- Time to present their project (at their clinical site in either a virtual or face to face format). At a minimum the Clinical Education Coordinator and Preceptor should attend the presentation. Other stakeholders are encouraged to attend/should be invited. You are asked to schedule this during week one so your preceptor can block their schedule if needed.

Grading rubric (to be completed by preceptor and CEC- scores will be averaged for a combined score)

By the end of week two, please submitted to CEC and Preceptor the following

- Project topic identified
- Goals of project established
- Deadlines for project (the types of deadlines established will vary by the nature of the project and your goals but at a minimum include a review of current practices, development of something new, implementation of something created, and the assessment of something created with recommendations going forward)
- Time to present their project (at their clinical site in either a virtual or face to face format). At a minimum the Clinical Education Coordinator and Preceptor should attend the presentation. Other stakeholders are encouraged to attend/should be invited. You are asked to schedule this during week one so your preceptor can block their schedule if needed.

You will be graded on the following:

Internship Project Grading Rubric

<p>Submitting topic, goals, and timeline by the end of week 2</p>	<p>Notes:</p> <p style="text-align: right;">____/10</p>
<p>Ability to meet deadlines</p>	<p>Notes:</p> <p style="text-align: right;">____/20</p>
<p>Presentation (and project components):</p>	
<p>Introduce topic</p>	<p>Notes:</p> <p style="text-align: right;">____/5</p>
<p>Summary of current practice</p> <ul style="list-style-type: none"> · Gaps in current practice (why is this new/updated policy/procedure needed) 	<p>Notes:</p> <p style="text-align: right;">____/5</p>

<p>Development of the policy/procedure</p> <ul style="list-style-type: none"> · Who are the stakeholders and what are their needs (think why this policy/procedure) · Literature review · What is the new policy/procedure? 	<p>Notes:</p> <p style="text-align: right;">_____/20</p>
<p>Implementation</p> <ul style="list-style-type: none"> · What was the timeline for implementation? · What was the process for implementation? · How will I measure if the policy/procedure is doing what it intended? 	<p>Notes:</p> <p style="text-align: right;">_____/20</p>
<p>Assessment</p> <ul style="list-style-type: none"> · What were the results of the implementation? · How did implementation go? · What are your recommendations for the site going forward with this new policy/procedure? 	<p>Notes:</p> <p style="text-align: right;">_____/20</p>

Attestation

Please sign the following attestation statement and upload to your ATrack student portal.

ATTESTATION

I, _____, have carefully and completely read, understand, and provided my signature on the individual policies to this UCM ATS Internship Handbook, and have had all my questions satisfactorily answered. I understand that by my signature, I agree to abide by all terms, policies, and procedures contained therein. I accept any consequences that result from not abiding by these policies.

Student Signature: _____

Date _____

AT 6660 Instructor Signature: _____

Date _____

Program Director Signature: _____

Date _____