

UCM ATHLETIC TRAINING
ATS INTERNSHIP HANDBOOK
2024-2025



CAATE
Accredited Program

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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

For successful completion

- To successfully complete the internship experience you will need to obtain a minimum of 300 hours over 10 weeks which equates to ~30 hours per week. No more than 350 hours should be obtained during the internship. Your internship cannot be completed in less than 10 weeks.
 - Due to federal law, no more than 40 hours a week is allowed.
 - Students can define the week but it should be consistent for the entire duration
 - The intern's schedule should be determined prior to the start of your internship (at a minimum a rough outline if a schedule cannot be confirmed).
- While attending your internship you should be given a minimum of 3 hours a week of dedicated on site study time. Allocated time determined by preceptor and intern.
- Hours can include time spent at your internship site completing your quality assurance project. Note, you may be required to work outside your clinical experience developing the project and/or presentation.

Failure to complete hours requirement

- Failure to complete the minimum requirements for hours will affect your grade
 - Obtaining 275-299 hours: Automatic reduction in overall course grade by one full letter grade
 - Obtaining Less than 275 hours: Automatic course failure

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 12 weeks long to provide some flexibility.
 - Relative to university approved days off 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.
 - Not all sites can accommodate the ~30 hours per week; the 2 additional weeks can be used to assist.

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.
 - Approval Status
 - Approval and a 3 rating- the student was competent in the skill and is ready to continue clinical practice in this area.

- Approval and a 2 rating- the student was able to complete the skill but needs practice/additional work. Please document what the student needs to work on.
- Non approval and a 1 rating- the student is not competent in the skill. The skill needs to be remediated/repeated at a later date. Please comment on what took place. The CEC will follow up with the student on all 1 ratings to determine additional opportunities for skill development. For remediation, students will need to complete an additional encounter in the content area scoring a 1 or 2.

■ In addition, students should log encounters regularly 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 continue to complete 2 evaluations: one self evaluation and one preceptor/clinical site evaluation. Preceptor and student are expected to meet to discuss all evaluations prior to submitting.

- To pass the internship experience the student must obtain a minimum combined average of 80% on the evaluations. If the ATS scores less than 80% on the first evaluation (equates to 4 out of 5 on the soft skills type questions), the student must submit a corrective plan of action to be completed during the second half of the experience. Questions related to clinical skills
- On the ATrack evaluations, there will be 1 question related to clinical skills:
 - Are students able to complete assigned clinical skills germane to their educational level?

- Clinical Tracking Application

■ The tracking app allows students to document day to day interactions. No personalized health information is tracked. Students will track the following:

- Clinical Setting
- Week of the encounter
- Gender
- Race/Ethnicity
- Age Bracket
- SES
- SDoH
- Activity Level of activity
- Body System
- Comorbidities

- AT Practice Domain
 - Procedure
 - Role in Encounter
 - For every week the student fails to track, a 1% grade reduction will be applied. The Coordinator of Clinical Education will assess data and upload Blackboard at the start of each week.
 - Milestones: The Milestones assessment is an additional measure used to ensure the student is ready for independent clinical practice. Data collected at the end of the internship phase will be compared to the previous fall. Scores of at least a 3 on all prompts will be used to ensure students are ready for independent clinical practice.
 - 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 – and possibly faculty members from UCM) 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 as well as relevant legal issues.
 - 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.

- Note regarding supervision policy in handbook: We understand interns are working towards independent autonomous practice; however, as an intern you are not certified nor are you licensed. Supervision rules as outlined in the handbook still apply.

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 CEC with input from the preceptor)

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

- Project topic identified
- Goals of project established

- You will be graded on the following:

Submitting topic, goals, and timeline by the end of week 2	Notes: _____/10
Ability to meet deadlines	Notes: _____/20
Presentation (and project components):	
Introduce topic	Notes: _____/5

<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>____/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) Complete Stakeholder worksheet (see below) · Literature review · What is the new policy/procedure? 	<p>Notes:</p> <p>____/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>____/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>____/20</p>
<p>Questions and Answers</p>	<p>Notes:</p>
<p>Total</p>	<p>Notes:</p> <p>____/100</p>

Development of Policy Procedure Worksheet

Stakeholders

Directions: Use this worksheet to help guide you in identifying stakeholders and their needs relative to the policy/procedure you are creating. Please submit a copy of the form with your final project.

1. Who are the stakeholders in the organizations (examples: risk management, HR, legal counsel, administrators, AT's, etc). Identify 3-5 stakeholders and their

contact information. Your stakeholders should reflect the diversity of those you have a say in your policy/procedure.

Stakeholder	Role at Organization	Contact Information

2. Set up a face-to-face meeting with those identified and use the chart to identify the following:

Stakeholder	How will this policy affect/influence the stakeholder?	What are the needs of the stakeholder?	Anything Else?

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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_____