



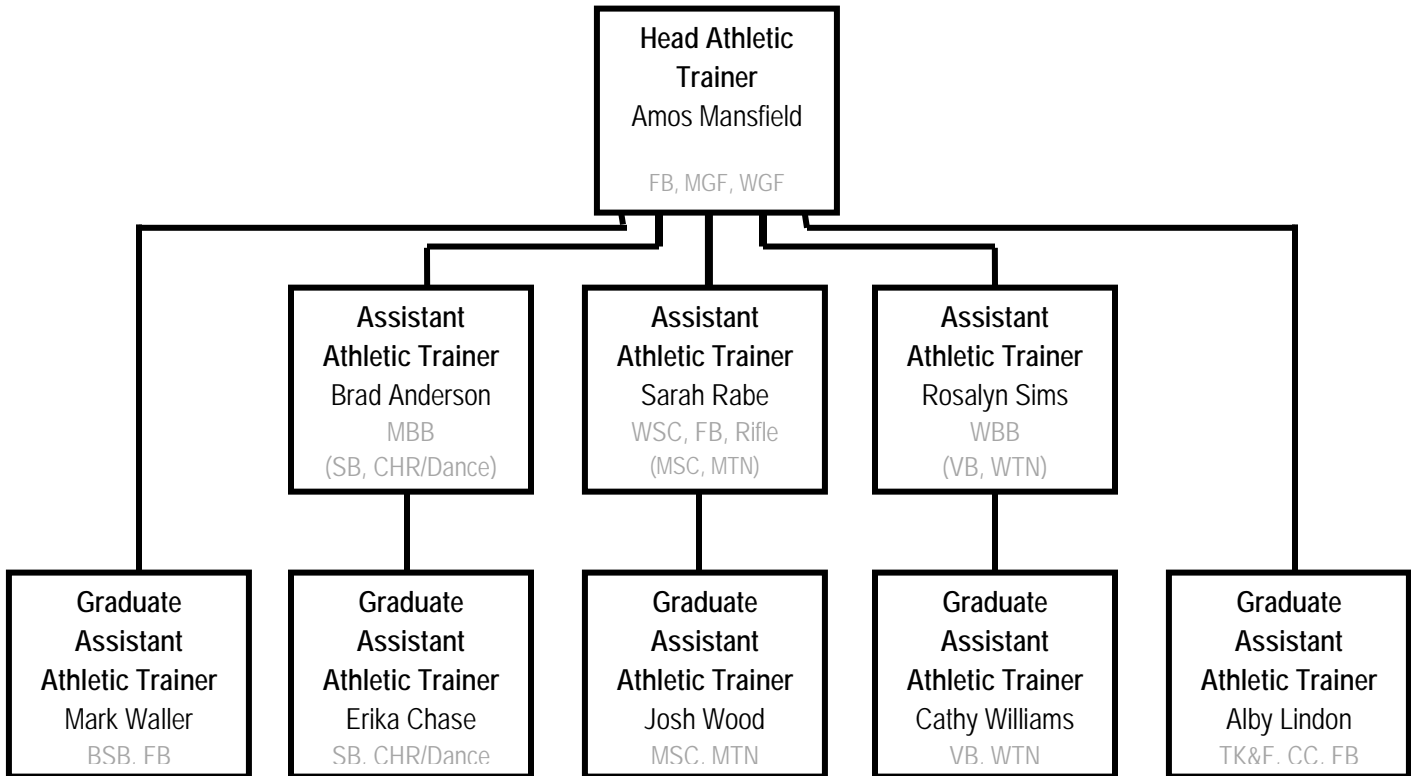
THE UNIVERSITY OF
MEMPHIS[®]
SPORTS MEDICINE

Student Athletic Trainer Handbook

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Athletic Training Organizational Structure



Policies & Procedures

Expectations:

While employed with the University of Memphis Sports Medicine Department it is crucial to represent the University in a professional manner at all times. This position accords responsibility and requires maturity, competence, knowledge and understanding. Please keep in mind you are a representative of the University of Memphis Sports Medicine Department and your words and actions have a direct reflection upon the entire department. Any action or actions committed on or away from campus that are illegal and punishable by law where the student athletic trainer is acting in a capacity, or representing the University in any capacity that puts the Sports Medicine Department or University in a poor public position may lead to suspension or termination from the Sports Medicine Department. You are expected to act as a professional while at work.

Dress & Appearance:

It is expected that all Student Athletic Trainers and Interns will maintain professional dress and appearance at all times while working in the athletic training room, University of Memphis sanctioned practices, competitions, events, and travel. *All Student Athletic Trainers will arrive to work dressed appropriate, do not arrive to work and then change into appropriate attire.* In an effort to maintain a professional appearance it is required Memphis issued apparel be worn at all times, this includes all athletic shorts and shirts. Shirts need to be tucked in and an appropriate belt worn with khaki pants or shorts. Pants will be worn at the waist, and shorts are not to be shorter than 5 inches.

The Sports Medicine Program will provide attire and shoes for practice and competitions. Khaki pants and shorts with pockets are acceptable. Cut off shorts, extremely worn shorts or pants, jeans of any type, and non-issued apparel or shoes and flip-flops/slides are not acceptable attire. During cold weather only outer wear approved by the UM Staff is permissible.

Event dress should be appropriate for each individual sport. If your team provides game attire, do not vary from the standard. Otherwise, dress functional for the sport being covered.

All University of Memphis Graduate Assistants and Student Athletic Trainers and Interns will be neat and well groomed while working. Men shall always be clean shaven. Excessive jewelry and accessories, including sunglasses and headbands will not be permitted. Males are not permitted to wear earrings while working and females are not permitted to wear large hoop or dangling earrings. No other facial piercing is permitted. Hats are to be worn outside only and must be facing forward. This should not have to be reminded of, inappropriate dress or appearance will not be tolerated. Employees dressed inappropriately will be sent home to change. Your appearance is a direct reflection on the quality of our program, and first impressions are important.

Acceptable Attire:

- Khaki pants/shorts (at least 5")
- UM Sports Medicine collared shirts

- UM Sports Medicine issued athletic shirts
- UM Sports Medicine issued athletic shorts
- Belts with all khakis
- UM Sports Medicine issued shoes
- UM Sports Medicine issued team gear including: sweats, wind suits, rain gear, and hats for outdoors only

Repetitive failure to comply will result in termination.

Punctuality & Work Policy:

It is expected you arrive to the athletic training room in time to prepare for your assigned team's treatment, practice or competitions and during normal business hours according to your schedule. It is required you arrive on time, there is no excuse for lateness. If unforeseen circumstances should arise, it is your responsibility to let your supervising staff athletic trainer know as soon as possible. Students must be prepared to work on weekends, nights and some holidays as required by your sport assignment. It is expected you arrive at your site when your team or supervisor requires you at your site with enough time to fully prepare for your event. This includes time to work on injury reports, treatments, rehab, and practice or even set up.

Team travel is a privilege, not a right. When you travel with a team you must obey all rules that apply to the team including schedule, dress and curfew. You are traveling as a health care provider and should act accordingly. Dress should be casual but professional there should be no revealing or explicit/disrespectful attire.

Student athletic trainers are permitted to have outside employment as long as they do not interfere with the performance of your athletic training responsibilities. All outside employment should be cleared through the Head Athletic Trainer.

Repetitive failure to comply will result in termination.

Professional Relationships:

Relationships with Athletes:

It is expected that you build trusting and lasting relationships with your athletes, however you must keep these relationships on a professional level. You should treat each athlete with the same care and respect. Fraternalization and flirting with student athletes is strictly prohibited. Any unprofessional relationships with student athletes will result in reassignment or termination. Always remember to maintain professionalism when approached with these situations. If approached with a question you cannot answer refer to the appropriate staff athletic trainer. If any problems should arise with athletes report them to the appropriate staff athletic trainer immediately.

Relationships with Staff and Graduate Assistant Athletic Trainers:

Staff Athletic Trainers are the authority in the athletic training room; you should refer to the chain of command when needing assistance. Graduate Assistants are staff and should be treated with the same respect. Request from Staff Athletic Trainers should be carried out promptly and thoroughly, failure to do so could result in

repeating the task until properly completed. It is perfectly acceptable to ask questions, it is unacceptable to question authority.

Relationships with Coaches and/or Other Staff Members:

All communications with other members of the athletic department should be held with the upmost respect and professionalism. Staff Athletic Trainers are responsible for relaying information about athletes to coaches and/or staff members and should be referred to if questioned. You must always follow the coach's rules when working with your team this includes but is not limited to dress, behavior, and schedule.

Relationships with other Student Athletic Trainers:

Treat others with respect and a professional attitude at all times. Work should be shared and not delegated. You are not expected to be friends with your co-workers, you are expected to treat everyone with respect at all times. There should be no gossip and bad mouthing among the Student Athletic Trainers. If there is a problem you should consult with the appropriate supervising Staff Athletic Trainer.

Relationships with the Media:

Be courteous and respectful of all members of the media. Any questions should be referred to the Head Athletic Trainer. Never discuss an athlete's injury or status to anyone.

General Responsibilities:

Classroom Attendance:

Your class attendance is your responsibility. Please be sure to communicate to your professors any class time missed due to travel and be sure to obtain any paperwork needed for these absences. Please remember to be realistic when registering for your classes in regards to both your team and your athletic training room responsibilities. It is your responsibility to provide the appropriate staff athletic trainer with your class schedule as soon as possible.

Computer Usage:

Computer usage in the athletic training room should be reserved for sports medicine purposes, educational use is permitted, however should be done only in down times when there are no other responsibilities. Playing games and browsing the internet should be held to a minimum as you are here to work no play and should use your time doing something more proficient. Student Athletic Trainers should always obtain permission when using computers in the athletic training room.

Work Areas:

It is your responsibilities to maintain a clean and presentable work area and personal storage area. It is a privilege to have these areas and failure to maintain these areas professionally will result in loss of these areas.

Cell Phone Usage:

Usage of cell phones in the athletic training room and UM sanctioned activities should be kept to a minimum and utilized sparingly. Student Athletic Trainers are not permitted to use cell phones during hours you are working, if there is an emergency reason to keep your phone on you, you must clear it with your supervising athletic trainer first. Student Athletic Trainers should keep their phones in the provided lockers and not on them during athletic training room hours, practices, or events.

Personal Leave:

All personal leave must be approved by the Head Athletic Trainer. It is your responsibility to give advance notice for missing work due to outside obligations. Excessive absences can result in termination.

Mileage:

It is your responsibility to maintain an accurate account of mileage used in personal vehicles for transporting athletes to appointments and other work related trips.

Summer Camps:

Although not required you are encouraged to cover all camps for your sport and others as needed. You will coordinate this through the Gatorade Camp Director, Rosalyn Sims.

Record Keeping:

It is imperative to keep accurate records for all student athletes, your help in maintaining these records are extremely important. Once a student athlete reports to the athletic training room with an injury or illness which effects his/her activity the injury or illness must be recorded into InjuryZone. All of the following appointments and doctor's notes must also be scanned inputted and scanned into InjuryZone.

It is essential to maintain accurate records for injures, illness, appointments, treatments, rehabs, and any OTC dispensed to student athletes. These records must be maintained at all times and recorded into InjuryZone on a regular basis. Inaccurate student athlete records lead to major problems in the long term.

Treatment & Medications:

Student Athletic Trainers must have prior approval from a Staff Athletic Trainer or Graduate Assistant before administering any modalities or treatments and medications.

Team Coverage:

In addition to weekly hours in the athletic training room, each Student Athletic Trainer is assigned to a particular sport. During this time you will be responsible for your sport plus any other sports that need extra coverage.

You will be required to assist in the following:

- Recording all injuries, illnesses, and OTC medications into InjuryZone on a regular basis

- Travel to provide medical coverage with assigned sports and any other sports needing additional coverage
- Required to attend all practices, conditioning, weight room activities, travel, and team sponsored events unless otherwise noted
- Although your main responsibility is your assigned sport you may be asked to assist with coverage of all 18 teams
- You may have to provide transportation of student athletes to and from medical appointments and other athletically related travel
- Remember that you are participating in an educational role, teaching others around you is highly encouraged

Disciplinary Policy:

	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense
Unexcused Tardiness to Work	Verbal Warning		Meeting with Staff	Possible Termination/Reduction of hours
Unexcused Missed Work	Verbal Warning		Meeting with Staff	Possible Termination/Reduction of hours
Unprofessional Behavior	Verbal Warning		Meeting with Staff	Possible Termination/Reduction of hours

University of Memphis Athletic Training Room Rules

1. The athletic training room is a medical facility and should be treated as such.
2. No rough housing, yelling, or any other unprofessional behavior is to be tolerated. This should also be enforced with the student athletes.
3. Do not allow any horseplay, socializing, loitering, swearing, or shouting. All student athletes should have a valid reason to be in athletic training room. This is not a lounge.
4. No student athletes are allowed in the athletic training room unless being supervised.
5. No student athletes are to help themselves to supplies or medications. The OTC and SportPharm Medications are to be strictly supervised and recorded into InjuryZone at all times.
6. Supplies are to be provided to student athletes and staff only and for athletic related reasons only.
7. The offices and Graduate Assistants workarea are not lounges or hangouts.
8. No cleats or spikes are allowed in the athletic training room at any time. No exceptions.
9. Excessively muddy or dirty shoes are to be taken off before entering the athletic training room, there are to be no shoes on the athletic training tables.
10. Please assure that student athletes shower before receiving treatment and using whirlpools.
11. No chewing tobacco is allowed in the athletic training room.
12. Shirts are required for all student athletes in the athletic training room.
13. Any problems arising from the student athletes should be reported to a Staff Athletic Trainer immediately.

University of Memphis Athletic Training Room Duties

1. Keep the athletic training room clean and neat at all times. It is essential that you clean up after yourselves and your athletes.
2. Maintain an accurate inventory supply to assure we do not run out of supplies at an inopportune time.
3. Maintain an accurate and complete injury reports, logs, daily treatments, rehabs, and OTC medications.
4. When administering first aid and wound care please always use universal precautions.
5. Restock supplies daily, bandaid cabinet, taping tables, cabinets, and doctor's office.
6. If you use the last of an item, replace it, and throw away any trash.
7. Clean tables *at least* at the end of the day, after all athletes have left.
8. Wipe down all counters.
9. Organize all counter tops.
10. Organize and wipe down all rehab equipment.
11. Organize and wipe down all modality machines, modality drawers.
12. Clean all whirlpools.
13. Sweep and clean whirlpool room floor.
14. Check and refill hydrocollator.
15. Weekly empty of clean out of hydrocollator.
16. Check and stock ice cups.
17. Clean and wipe down pool room.
18. Clean all coolers and rack to dry properly, if you use it, put it back. Do not leave coolers out of order or lying on the ground. Coolers should be free of all Gatorade residue and not sticky.
19. Rinse off any water bottles used and soak tops.
20. Restock ice bags.
21. Keep storage closets clean and clutter free, if you use something from them put it back where you got it and in an orderly fashion.
22. Make heel and lace pads when needed, at least once a week.
23. Check electrodes and throw away old sets.
24. Tend to student athletes needs as they are warranted by assigned athletic trainer.
25. Records all treatment and rehab records, weekly input into InjuryZone.
26. Record all OTC medications, weekly input into InjuryZone.
27. **Hold your athletes responsible for cleaning up after themselves.**
28. **If you use it, put it back. If you dirty it, clean it. If you empty it, refill it. Be responsible for yourselves and your athletes.**

**Student Athletic Trainer Acknowledgment & Agreement of University of Memphis Sports Medicine
Department Student Athletic Trainer Handbook**

I agree to the rules, regulations, policies, procedures, and disciplinary consequences in the University of Memphis Student Athletic Trainers Handbook. I have read and agree to abide by its guidelines.

Student Athletic Trainer Name

Student Athletic Trainer Signature

Date

Supervising Staff Athletic Trainer Name

Supervising Staff Athletic Trainer Signature

Date

Student Athletic Trainer Contact Information Sheet

Name:	Date:
Cell Phone:	Email:
Current Address:	
Social Security Number:	
Student ID #:	
Clothing Sizes (S-XXL)	
T-Shirt/Polo:	Jacket:
Shorts/Pants:	Shoes: