

# **North Salem High School Athletic Training**



## **Athletic Training Student Internship Handbook**

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## **Mission of the Athletic Training Student Intern Program**

The North Salem High School Athletic Training Department's primary goal is to provide high quality medical coverage including the prevention, recognition, treatment, and rehabilitation of injuries and illnesses to all student-athletes regardless of sport, gender, or ability level. The mission of the Athletic Training Student Intern Program is to educate and develop North Salem students with an interest in Sport Medicine into productive members of the health-related professions and our society. The Athletic Training Room will provide an environment where each student feels welcome and ignites learning through exploratory endeavors that will create an outstanding high school experience, bringing pride to our school, our athletic department and our community.

## **Goals of the Athletic Training Student Intern program**

1. To produce high school individuals with a high quality of character who excel in the classroom and in extra-curricular activities.
2. To promote North Salem High School in a positive way AT ALL TIMES.
3. To provide sports medicine education and experience(s) in a variety of settings.
4. To provide the Athletic Training Student Intern with a multitude of opportunities to develop skills that will enhance their success after high school.
5. To develop knowledge of anatomy and physiology in relation to injuries.
6. To gain an understanding of the demands of sports in relation to sports medicine.

## **Athletic Training Student Intern job description and duties**

Athletic training student Interns work as an extension of the Athletic Training Staff at North Salem High School. Many of the responsibilities of the Athletic Training Student Interns are general Athletic Training activities. These duties include, but are not limited to, the following:

1. Observe the daily tasks of the Athletic Trainer. Including but not limited to daily evaluation, treatment, and care of the student athletes during office hours, team practices, and athletic contests.
2. Observe and assist when appropriate with sports medicine equipment and supplies. Assist in preparing set-up for events (including practices, games, meets and contests)
3. Observe and assist when appropriate with proper cleaning and storage of all sports medicine equipment after all practices and events as directed by the Athletic Trainers.
4. Become familiar with the purpose and application of all equipment and supplies. Student Interns may practice when appropriate on non-injured individuals.
5. Keep the Athletic Training Room clean and sanitary at all times. The Athletic Training Room is a medical facility and must be treated as such. Pick up after yourself, and if you see trash on the floor, pick it up.
6. 6. Learn as much as possible on a daily basis through observation and asking questions.

7. The Athletic Training Student Intern must: A. demonstrate a good attitude B. apply good work ethics C. follow the practice/game duties of the program D. be a good role model at school, games and in the community at all times E. demonstrate leadership qualities F. remain academically eligible for the durations of their position.
8. Assist in enforcing all Athletic Training Room rules (listed below) courteously.
9. Do not visit/talk/converse/or distract players during the practice/games.
10. Learning, understanding, and implementing the appropriate use of universal precautions for bodily fluids and blood-borne pathogens.
11. Maintain confidentiality of any personal or injury information learned while in the Athletic Training Room or observing sport practices and/or competitions. Commit to following all Health Insurance Portability and Accountability Act (HIPAA) guidelines.
12. Athletic Training Student Interns may NOT complete an evaluation, administer treatment, or make a return to play decision, any athlete, EVER.
13. Athletic Training Student Interns will complete an observation hours log throughout their duration.

## **Student commitment**

It is not the desire of this program to consume all of your free time as a high school student. IS NOT the policy of the Athletic Training Department to utilize Athletic Training Student Interns as a workforce. Scheduling will be flexible around the Student Interns needs but discussed ahead of time so the Staff Athletic Trainers are aware of when the Student Intern will be present. If you will be unable to attend the predetermined time simply let the Athletic Trainer know.

## **Student conduct**

You have the responsibility to yourself, your family, your athletic department, and to North Salem High School to conduct yourself in a professional manner. All disciplinary protocols enforced by the North Salem Central School District will be enforced while participating in the Athletic Training Student Intern program. Anyone who fails to adhere to these protocols will be dismissed from the program.

### **RELATIONSHIP OF ATHLETIC TRAINING STUDENT INTERNS TO:**

Athletic Trainer: The Athletic Trainer is charged with the health care of the student-athlete. The Athletic Trainer is reasonable and willing to discuss questions or problems. However, discussions should be held at the appropriate time and place. Due to the nature of our business there are times when questions should be held for later – just follow instructions for the time being. Athletics is an emotional business – do not let yourself get caught up in the excitement.

Coaches: Make it a habit of learning their names and what program they coach for – this information could be valuable in a time of need. However, as an Athletic Training Student Intern you should NEVER discuss any injuries with a coach. ALL INJURY INFORMATION

SHOULD COME FROM THE ATHLETIC TRAINER. If a coach has asked you for injury information, your opinion, or has spoken disrespectfully towards you, notify the Athletic Trainer immediately.

General Public, Media, and Student Body: You may be confronted as to the health of an athlete by almost anyone. This information is CONFIDENTIAL to everyone outside of the doctors, Athletic Trainers, and coaches. This information should NOT be discussed with anyone other than your Athletic Trainer. This includes classmates, school employees, friends, family, referees. In such situations, it is the only appropriate time to act ignorant (I DON'T KNOW – I'M ONLY A STUDENT).

Athletes: The athletes are your peers. Thus it is sometimes difficult to maintain a professional relationship. THERE WILL BE NO FRATERNIZING WITH THE ATHLETES DURING TREATMENTS, PRACTICES, OR GAMES. As an Athletic Training Student Intern, you are here to observe the prevention and treatment of athletic injuries – not to PAMPER athletes. Do not discuss an injury with an athlete in ANY specific or speculative terms. If you ever have a problem with a particular athlete; bring it to the attention of the Athletic Trainer – ASAP. Remember, to treat these athletes as you would like to be treated yourself. If you ever feel uncomfortable in a situation excuse yourself from the room while the Athletic Trainer completes the evaluation and treatment. Remember it is the job of the Athletic Trainer to treat each and every student athlete respectfully and with the same level of care.

## **Guidelines and rules for the Athletic Training Room**

1. No one is permitted to simply “hang out” in the Athletic Training Room. It is not a lounge or socializing area, a place to sleep or place to escape bad weather outside.
2. No horseplay in the Athletic Training Room.
3. No foul or abusive language/behavior in the training room. No exceptions.
4. The Staff Athletic Trainers’ Desk area is strictly off limits. Do not touch anything on their desk or their computer.
5. Any and all information in a student athlete’s medical file is strictly off limits. It is against the law to distribute any such information without the consent of the student athlete and the parent(s) or legal guardian(s). This includes contact information. Athletic Training student Interns are prohibited from talking about a student athlete’s injuries with ANYONE except the Athletic Trainers. Direct all other parties, including the Student athlete’s parents to the Athletic Trainer. What goes on in the Athletic Training Room stays in the Athletic Training Room. Confidentiality and privacy is to be considered and protected at all times. Do not talk to the public about athletic injuries with regards to our student athletes. This is a legal concept due to the HIPAA and FERPA laws.
6. The Athletic Training Room telephone is for Athletic Training use only. Do not give other students, athletes or non-athletes, permission to use the telephone. The telephone is used for emergencies and athletic business.
7. Backpacks/Book bags and personal belongings are not to be left lying around the Athletic Training room. All personal items will be stored in their designated area in the Athletic Training room.

8. There is to be no cell phone usage during treatments, rehab sessions, practices or games. You may use your cell phone for time.
9. Treat everyone who walks through the door of the Athletic Training room with the utmost respect.
10. Use common sense in the Athletic Training Room at all times.

## **Expectations, Conduct and Discipline**

Expectations are held high for all North Salem High School Athletic Training student Interns. Conducting yourself in a manner benefitting the program and the school at all times includes your primary academic responsibility; your Athletic Training Student Intern duties are second.

### **ACADEMIC RESPONSIBILITIES**

Academics are the primary focus of the Sports Medicine Program and should be given priority over your role as an Athletic Training Student Intern. The North Salem Central School District academic eligibility guidelines will also be in place for the Athletic Training Student Intern Program. Failure to meet academic standards will not be accepted. Failure to follow these guidelines and meet assigned due dates will result in a loss of participation. If you become ineligible you will be released from the Athletic Training Student Intern program.

### **STUDENT DRESS CODE**

Your personal appearance and hygiene is a direct reflection of your personality and the North Salem High School Sports Medicine Program. You will be expected to always be within the dress code and behave in a professional manner. Athletic Training is a medical/health profession and personal hygiene and appearance must be maintained. The following guidelines should be used to determine proper attire for event coverage.

#### Athletic Training Room and Practices

1. Pants: Wind pants, nice jeans, khakis within the standardized dress code are allowed. Skirts, yoga pants or tights should never be worn out to practices/games.
2. Shirt: Any shirt deemed appropriate by the Athletic Trainer will be permitted. The abdominal region must be covered; if any part of your stomach/back shows at any time then the shirt is not appropriate. Any shirt with holes will not be allowed.
3. Shorts: Khaki, black, shorts are preferred. The shorts must be mid-thigh or longer (past your fingertips). These are the most appropriate shorts for working in the Athletic Training setting. There will be no athletic shorts that have writing on the gluteal area. No cut-offs of any kind will be permitted.
4. Hats: Any hat to be worn outside must be acceptable by the Athletic Trainer.
5. Shoes: Athletic shoes are most comfortable and efficient for the Athletic Training environment.

#### Game/Competition Events

1. Pants: Business casual pants, khakis or black slacks.
2. Shirts: Polo shirts or any North Salem High School/Athletic Shirt should be worn.

3. Athletic shoes: Athletic shoes must be worn during all home events. You will not be permitted onto the field with open toed shoes.

\*Remember: Maintain a professional appearance and behavior at all times (even when the athletes do not). You will be held to a professional standard while participating in this program, by the Athletic Trainer, Administrators and the public.

### **DISCIPLINE**

Violations of Athletic Training Student Intern Handbook will result in a parent phone call and/or conference. If problems persist, it will result in dismissal from the program.

# North Salem High School Athletic Training Student Intern Handbook Acknowledgement and Signature Form

Student's Name (please print):

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Circle One:

Freshman      Sophomore      Junior      Senior

I have read and understand the academic, time and behavior requirements that are necessary to be an Athletic Training Student Intern at North Salem High School. If I were to accept a position offered in this program, I fully accept responsibility for my own behavior and my own grades. I agree to abide by the standards set for me and I understand that any failure to meet and follow these policies on my part will result in my dismissal and participation as an Athletic Training Student Intern at North Salem High School as stated by my signature below.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I have read and understand the academic, time and behavior requirements necessary for my son or daughter to be an Athletic Training Student Intern at North Salem High School. If he or she were to accept a position offered in this program, I will fully support my child in this endeavor. I understand that my child's participation in this program is a privilege, to be earned and maintained as such.

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The Staff Athletic Trainer will sign the original form returned by the Athletic Training Student Intern and return a copy of this form to the Athletic Training Student Intern for their records and the original form will be filed in the Athletic Training Room.

Athletic Trainers Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## **NATIONAL ATHLETIC TRAINERS' ASSOCIATION: OFFICIAL STATEMENT ON PROPER SUPERVISION OF SECONDARY SCHOOL ATHLETIC TRAINING STUDENT AIDES**

### **Introduction:**

This Official Statement of the National Athletic Trainers' Association provides support and guidance to school administrators and athletic trainers in the education and supervision of secondary school students enrolled in sports medicine courses or volunteering in secondary school athletic training programs. The goal of this statement is to continue to foster a positive, safe learning environment where students benefit from the instruction and observation of qualified health care professionals.

### **Official Statement:**

The NATA recognizes that allowing secondary school students the opportunity to observe the daily professional duties and responsibilities of an athletic trainer can be a valuable educational experience. This unique experience may expose students to the foundations of various health related careers as well as provide them with important life skills. Regardless of practice setting, it is understood that all athletic trainers must comply with their state practice acts, the BOC Standards of Practice when certified, and the NATA Code of Ethics when a member. These legal and ethical parameters apply and limit the incorporation of student aides outside of the classroom and within the activities of athletic programs.

Student aides must only observe the licensed/certified athletic trainer outside of the educational environment. Coaches and school administrators must not allow or expect student aides to assist or act independently with regard to the evaluation, assessment, treatment and/or rehabilitation of injuries. Additionally, it is paramount that student aides not be expected, asked or permitted to make "return to play" decisions. Specifically, licensed/certified athletic trainers, coaches and administrators must not ask athletic training student aides to engage in any of the following activities:

- (1) Interpreting referrals from other healthcare providers
- (2) Performing individual evaluations on a patient
- (3) Making decisions about treatments, procedures or activities
- (4) Planning patient care
- (5) Independently providing athletic training services (anything beyond basic first aid and prevention care) during team travel

National Athletic Trainers' Association Updated 05/2014