



**MINISTRY**  
Door County Medical Center

**Athletic Training Aid (ATA) Student Mentorship Program**

**Responsibilities & Expectations**

- A mandatory training session is to be attended by prospective Athletic Training Aid.
  - Training will include basic preventative taping techniques and wound care.
- An evaluation of taping and wound care skills must be completed and approved prior to an Athletic Training Aids' ability to perform skill on student athletes.
  - A record of this evaluation will be maintained by the overseeing Certified Athletic Trainer.
- All treatments/skills that are preformed on student athletes must be done under the supervision of the Certified Athletic Trainer.
- All athletic injuries **MUST** be reported to the Certified Athletic Trainer. Under no circumstance will an Athletic Training Aid evaluate a student athlete.
  - If the Certified Athletic Trainer is not present at the time of injury it is the Athletic Training Aids' job to contact the Certified Athletic Trainer.
- Student Athletes may be eligible for a position as an Athletic Training Aid.
  - Being a Student Athlete and an Athletic Training Aid simultaneously will be determined on an individual basis.
- Athletic Training Aid must familiarize self with the daily procedures, and emergency action plans.
  - A list of the duties will be provided later in the text.

**Personal Qualities**

- Your behavior in dealing with fellow Athletic Training Aids, Coaches, and Student Athletes will determine your success. Athletic Training Aids are encouraged to conduct oneself in a manner that reflects responsibility, maturity, and integrity. These components will help in earning the respect and trust of those within the Athletic Training domain.
- Dependability is a very desirable attribute of an Athletic Training Aid. It is essential that an Athletic Training Aid be dependable in reporting for coverage on time, applying tapings and pads correctly, enforcing and abiding by Athletic Training room rules, proper administration of treatments, and sharing in cleaning duties.
- Respect can be gained by exhibiting proficiency in training room skills. Expressing yourself with a sincere interest in the Student Athletes' well being will help in gaining their cooperation and rebuilding their confidence.

## Weekly Schedules/Absences

- Athletic Training Aid is responsible for knowing when they are assigned to be present during the week.
- Athletic Training Aid must be available to cover practices and/or games 3 days per week. These coverage shifts will be treated much like academic classes or sport practices.
- Athletic Training Aids are expected to arrive on time. Tardiness is not acceptable and habitual tardiness can result in disciplinary action/penalties.
- Athletic Training Aid needs to communicate their Athletic Training schedule with their parents and the Certified Athletic Trainer to avoid conflict.
- Coverage includes all Freshman, JV, and Varsity games
- Athletic Training Aids of Junior or Senior status, expect to attend all Varsity home football games.
  - Always refer to the schedule provided to you at the beginning of the season for coverage dates.
  - Further sporting event coverage will be determined at the discretion of the Certified Athletic Trainer.

## Criteria for Absences

- When the Athletic Training Aid knows in advance they are going to be missing a scheduled coverage shift they **MUST** find someone to replace their shift and notify the Certified Athletic Trainer prior to the absence.
- Athletic Training Aid absence and/or replacement notification must be done by way of personal meeting or phone call.
  - Texting will **NOT** be accepted
- **Excused Absence:** class, illness, or death in the family.
- **Unexcused Absence:** work, social events, failure to show up to scheduled coverage shift, or failure to notify the Certified Athletic Trainer of an excusable absence either by phone or in person.
- Penalties will be assessed for inability to communicate schedule changes.
- Accruing 3 unexcused absence penalties over the course of the school year will result in dismissal from the Athletic Training Aid Student Mentorship Program for the remainder of the current school year.

## **Dress Code**

- School dress code applies the entire time that you are acting as an Athletic Training Aid. Clothing needs to allow the Athletic Training Aid to perform the duties necessary to learn the skills of a certified athletic trainer and remain seen as a healthcare professional.
- Tennis shoes or closed-toed shoes should be worn at all times while on duty. Sandals, high-heeled/platform-style, or flip-flop style shoes are not acceptable.
- Students should be prepared for all different kinds of weather. Not being prepared for the weather is not an acceptable excuse for missing scheduled coverage.

## **Dismissal from the Program**

- Dismissal from the program for the present year will occur under the following circumstances:
  - Accruing 3 unexcused absences.
  - Failure to abide by the athletic code and school policies.
  - Failure to meet academic standards to be eligible for athletic participation.
- Releasing of a patient's personal health information is a violation of the Health Insurance Portability and Accountability Act (HIPAA). Breaking HIPAA law will be grounds for immediate and permanent removal from their athletic training aide position.
  - HIPAA protects the privacy of individually identifiable health information; the HIPAA Security Rule, which sets national standards for the security of electronic protected health information; the HIPAA Breach Notification Rule, which requires covered entities and business associates to provide notification following a breach of unsecured protected health information; and the confidentiality provisions of the Patient Safety Rule, which protect identifiable information being used to analyze patient safety events and improve patient safety.

## **Athletic Training Aid (ATA) Policies and Procedures**

- It is the responsibility of the Athletic Training Aid to enforce these policies with fairness and discretion. Consistency in enforcement of these policies is important in maintaining discipline.
- Do not sit or lie on training room tables or countertops during working hours.
- No use of cell phones while working in the athletic training room.
- Loitering is not allowed in the training room.
- Help with treatments if you are not busy. Make sure student athletes who need assistance are helped first.
- Participate in active learning while the Certified Athletic Trainer is performing an evaluation, rehabilitation, or treatment.
- Do not handle medication.
- Practice good hygiene policies.
  - Wash, rinse, and clean all coolers, water bottles, and ice chests after using them.
  - Wash hands between patients
- Become familiar with the event and practice procedures for each sport as they may vary between sports.
  - Arriving on time to scheduled coverage shift.
  - Proper equipment preparation
  - Stocking kits/athletic training room
  - Pre-event taping
- Take daily inventory (kits and training room) and inform the staff of supplies that are running low.
- Take care of getting supplies ready for the game and transporting them to the field.
- Do not go through the athletic trainer's medical kit unless given permission by them.
- Check with the Certified Athletic Trainer prior to treating any Student Athlete.
- Check with the Certified Athletic Trainer before applying any special padding, equipment, or taping.
- Do your share of work; this includes cleaning. No one leaves until all the work is done unless specified by the certified athletic trainer.

- Positive feedback and constructive criticism is welcome in the Student Mentorship Program.
- If a disagreement or problem occurs that can not be handled quickly among the aides please notify the certified athletic trainer immediately
- Conflicts with Athletic Training Aids or Student Athletes should not interfere with professionalism. Always act in a professional manner when scheduled for coverage duties.
  - Attempt to handle conflicts privately. If unable to resolve conflict, seek out the Certified Athletic Trainer or an adult you feel comfortable with for help.
- Athletic Training Aids, in accordance with HIPAA law, may not release or discuss any information concerning student athletes. This refers to anyone within the community; coaches, teachers, reporters, etc. Release of personal information will result in permanent removal as an Athletic Training Aid

## **Athletic Training Room Rules**

1. Report all injuries to a staff athletic trainer
2. Sign-in under the daily treatment log
3. Cell phone use is prohibited
4. All athletes must have shirt and shorts on in the training room
5. No equipment is allowed in the athletic training room, and no shoes of any kind on the tables
6. No loitering in the athletic training room
7. Horseplay and improper language, i.e. cursing and slurs are not acceptable and will have consequences
8. Athletes may not take tape or other supplies out of the training room without permission from the licensed athletic trainer

### **Contact Information:**

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