

Radford University
Department of Health and Human Performance Athletic
Training Program

Guidelines for Disciplinary Actions at Clinical Site

If an athletic training student exhibits a *pattern of behavior* or *any serious behavior* that is inconsistent with the profession of athletic training, the mission of the Athletic Training Program, the objectives of the course, or places an athlete or patient in an unsafe situation the following is the prescribed course of action.

1. Intervention plan

When the preceptor feels that the student does not meet the performance expectations outlined for the clinical practicum experience the preceptor will meet with the student to discuss weaknesses and outline a plan for improvement. The following is the sequence for intervening in behavioral changes and the appropriate documentation and consequences.

	Documentation Required	Consequences to student
1. The preceptor will discuss the matter with the student in an informal manner	Document note in student clinical file, and/or on clinical evaluation	
2. Preceptor meets with a student in a formal situation and develops a plan for correction of the problem.	Program intervention form,	Form is placed in the student's file for the remainder of the academic year
3. Preceptor, CEC, Program Director, additional AT Faculty member, and the student will meet to discuss the questionable behaviors and develop a plan of action	Program intervention form	Permanent placement in the students file*

2. Interim Removal

Preceptors or administrators may recommend that an intern be removed from a practicum experience because of a pattern of unsatisfactory performance or for a single severe incident such as a serious violation of policies or conduct codes, unsafe or unprofessional behavior, or because the placement is judged to be interfering with the productive functioning of the clinical setting. The preceptor makes the recommendation to the Athletic Training CEC. The student does not return to the clinical site during interim removal.

If interim removal is warranted, either of the following actions may be recommended by the preceptor or the Athletic Training CEC or Program Director and an additional AT faculty member. The recommended action will be based upon the individual incident.

1. Student is suspended for 30 calendar days of a semester(s), letter grade deduction and associate possible additional grade reduction due to missed practical experience	Detailed written description of the event and meeting documentation	Program Director, CEC, additional AT faculty member, preceptor, and/or appropriate academic administrative personnel and student will meet to discuss behaviors
2. Removal from program will be initiated	Appropriate University Paperwork	Program Director, CEC, additional AT faculty member, preceptor, and/or appropriate academic administrative personnel and student will meet to discuss behaviors

If a student wishes to object to the decision of the Athletic Training Program Director, he or she must provide a written, reasoned objection to the Department Chair for Health and Human Performance within 5 working days of notification. The chair will set a date within 10 days to meet with the student and the Athletic Training Program Director. The chair will notify the student of the decision within 5 days. If the student wishes to appeal the department chair's decision, the student may appeal to the department of Health and Human Performance personnel committee.

The personnel committee will decide if further appeal is warranted. If the personnel committee decides that the student's appeal has merit, the student will be informed immediately, and a meeting will be set with the personnel committee within 10 working days. If the committee feels that the appeal lacks merit, the student will be notified and this will end the appeal process.

If the case is reviewed by the committee, an appeal date will occur within ten class days following the decision to review the appeal. The committee may interview the student, the Athletic Training Program director and others involved in this matter. If the committee decides to interview individuals, representatives of both sides of the appeal must be interviewed.

A written copy of the decision of the committee will be sent to the student within three days of the meeting to review the appeal. The decision of the personnel committee is final.