San Jose State University
Department of Kinesiology

Undergraduate Athletic Training Program

Preceptor Guidelines

2014
San José State University – Department of Kinesiology
Undergraduate Athletic Training Program

Preceptor Responsibilities/Qualification

Introduction

The role of the Preceptor in the San José State University Undergraduate Athletic Training Program (ATP) is unique to this institution. The following information and guidelines are specific to our program and students. Should a change occur in the competency manual or Preceptor relationship, you will be notified as soon as possible. You will be provided with access to the Student Handbook, the Competency Manual and the student evaluation forms, both in hard copy and electronically via the program website (http://www.sjsu.edu/kinesiology/programs/undergradutes/athletic_training/forms/)

Preceptor Training/Workshop

You will receive 5 CEUs for completing the Preceptor workshop. In order to maintain Preceptor certification, you must attend a Preceptor workshop at SJSU at least once every 3 years. Changes in the accreditation standards and program requirements occur frequently; therefore there may be a periodic need for refresher meetings.

Affiliation Requirement

We are required to complete an affiliation agreement or Memorandum of Understanding (MOU) with each practicum site. Each year, each affiliated site must provide to SJSU UG ATEP a documentation of recent calibration of any and all electrical therapeutic modalities utilized in patient care at the site. In addition, affiliated site personnel will be required to participate in self-study interviews with a CAATE site visit team. The next self-study site visit date is the Fall 2019.

Preceptor Responsibilities/Qualification

The following is the CAATE standard for Preceptor Responsibilities/Qualification:

37. Preceptor Responsibilities: A preceptor must function to:
   a. Supervise students during clinical education
   b. Provide instruction and assessment of the current knowledge, skills, and clinical abilities designed by the Commission;
   c. Provide instruction and opportunities for the students to develop clinical integration proficiencies, communication skills and clinical decision-making during actual patient/client care.
   d. Provide assessment of athletic training students’ clinical integration proficiencies, communication skills and clinical decision-making during actual patient/client care.
   e. Facilitate the clinical integration of skills, knowledge, and evidence regarding the practice of athletic training.

38. Preceptor Responsibilities: A preceptor must demonstrate understanding of and compliance with the program’s policies and procedures.
39. **Preceptor Qualification:** A preceptor must be credentialed by the state in a health care profession.

40. **Preceptor Qualification:** A preceptor must not be enrolled in the professional athletic training program at the institution.

41. **Preceptor Qualifications:** A preceptor must receive planned and ongoing education from the program designed to promote a constructive learning environment.

**Student Assignments**

Please refer to the Student Handbook for rotation assignments. We adhere to strict guidelines in order to ensure that all students obtain varied experiences; therefore, students will have four 8-week rotations during their first year (197A & 197B), and one semester or season rotations for the following year (197C & 197D). The SJSU ATP Faculty will be responsible for student placement for all affiliated sites. Preceptors will receive notification of student assignments one academic semester prior to placement. Occasionally, unique circumstances may require a change to a student’s practicum assignment. When these situations develop, all efforts will be made to communicate the issues to the student and to the supervising Preceptor at the affiliated site as soon as possible.

**Evaluations and Site Visitations**

Preceptors will be required to evaluate athletic training students once for each 8-week rotation and twice for each semester rotation.

- **8-week rotation:** Evaluation should occur at approximately between 6 to 7-week mark.
- **Semester rotation:** Evaluation should occur at approximately the 8-week mark and at the end of the rotation.

In addition to the hard copy that you’ve been provided, evaluation forms are available online within the program handbook and the “Forms” link at http://www.sjsu.edu/kinesiology/programs/undergraduates/athletic_training/forms/

Site visitation for clinical affiliations will occur once each semester, generally unannounced.

Each student will anonymously evaluate his or her Preceptor at the end of each semester or rotation. Results will be compiled and shared with the Preceptor at the end of each academic year.

If you have questions regarding the preceptor guidelines, please contact SJSU UG ATP faculty:

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