

## Duke Athletic Training Residency Policies and Procedures

The policies and procedures of the Duke Athletic Training Residency are outlined below. Most policies will fall under the Duke University Health System however any program specific policies can be found here. If the resident has any questions regarding these policies, they should contact the Program Director.

### Program Requirements for Athletic Training Residents

To participate in the Athletic Training Residency Program, the resident must be a full-time employee of Duke Orthopaedics, eligible for benefits, and employed for a consecutive thirteen-month period. Full-time status requires a minimum of 40 hours of clinical practice per week per Duke's Policy.

The program is structured to provide an immersive, full-time practice experience within a designated specialty area. The residency experience must be completed over at least 12 months, with the following requirements:

**Minimum Clinical Practice Hours:** The resident must complete at least 1,664 hours of clinical practice within the specialty area. Of these, 500 hours must be mentored.

**Didactic Hours:** An additional 260 hours of didactic work is required over the course of the program. These hours are integrated into the residency framework to ensure the resident meets the accreditation board's requirements.

These requirements are set forth by CAATE and are required to seek and maintain accreditation as a Board-Certified Athletic Training Residency.

Residents are responsible for attending all scheduled clinical rotations and didactic sessions as outlined in their individual framework. To support the residents' progress, quarterly meetings will be held with the Program Director to track hour requirements and ensure the program is being completed within the designated timeline.

Any concerns or discrepancies regarding hour requirements or other program aspects should be promptly communicated to the Program Director. It is the resident's responsibility to ensure that they are meeting all program requirements and completing the residency within the designated timeframe.

Athletic Training Residents are required to achieve proficient ratings in all outcome measurements throughout the program. The specific scoring criteria and requirements for these outcome measurements are detailed in the Resident's onboarding materials.

### Duke Orthopaedic Athletic Training Residency Program Withdrawal Policy

The following outlines the process and guidelines for withdrawing from the residency program. Withdrawal from the program will result in termination from employment at Duke Orthopaedics. Due to this termination the resident will also be required to participate in any end of employment practices and forms outlined by the Duke Health System.

### **Voluntary Withdrawal**

A resident who wishes to voluntarily withdraw from the residency program must submit a formal written notice to the Program Director and Human Resources. The notice should include the reason for withdrawal and the intended date of departure. Ideally, residents should provide at least a two week notice to allow for a smooth transition and minimize disruption to the program.

### **Withdrawal Due to Personal or Medical Reasons**

In cases of medical or personal reasons that require withdrawal, residents must provide appropriate documentation (e.g., medical certification) to the Program Director. The program will make every reasonable effort to support residents in such situations and may offer guidance on possible deferral or re-entry options, depending on the circumstances.

### **Involuntary Withdrawal**

Involuntary withdrawal may occur at the discretion of the Program Director and/or institution due to performance-related concerns, failure to meet program requirements, violation of institutional policies, or other serious issues. The resident will be notified in writing of the reasons for withdrawal and will be given the opportunity to address or appeal the decision, as applicable.

### **Final Clearance and Exit Procedures**

Upon withdrawal from the program, whether voluntary or involuntary, the resident must complete all exit procedures, including the return of program property (e.g., uniforms, equipment, keys, etc.) and the completion of any outstanding documentation or evaluations.

### **Impact on Benefits and Stipends**

Residents who withdraw from the program prior to completion may lose eligibility for certain benefits, including but not limited to salary stipends, insurance coverage, and membership benefits (e.g., ATPPS). The exact impact will be determined on a case-by-case basis, in accordance with institutional policies.

### **Reentry or Deferral**

In certain situations, residents may request to re-enter the program or defer their participation to a later date. These requests will be reviewed on a case-by-case basis and are subject to availability and program requirements at the time of re-entry.

### **Confidentiality and Support**

The program is committed to maintaining the confidentiality of the withdrawal process and will offer appropriate support and guidance throughout. Residents are encouraged to discuss any concerns with the Program Director or designated support personnel before making a final decision.

**Note:** This policy is subject to change and may vary based on the specific residency program guidelines or institutional regulations.

### **Leave Policy**

The Athletic Training Residency Leave Policy follows the standards and requirements of all Duke Health System Employees. However, if the resident must leave the program for six weeks or more, they will not be able to complete the program as scheduled. They have the option to make up hours, defer program participation, or withdraw from the program. This decision is made in conjunction with the faculty of the program and is ultimately at the discretion of the program director on how to proceed.

### **Family and Medical Leave**

Residents are eligible for six weeks of paid parental leave after one year of employment at the institution. Residents in their first year of employment must use maternity or paid time off leave.

### **Holidays**

Athletic Training Residents will follow the Duke Orthopaedics holiday schedule. The clinic will be closed for the following holidays: New Year's Day, Martin Luther King Jr. Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving, Friday after Thanksgiving, and Christmas. The residents will receive paid time off for these holidays.

### **Paid Time Off**

AT Residents will have access to Duke's paid time off (PTO) plan which combines vacation, holiday, bereavement, and sick leave. PTO is designed to provide supervisors and staff more flexibility in scheduling time off while managing the operational requirements of the employing unit. Time off is accrued based on years of service and

Staff accrue or earn time off based on years of service and whether they are in an hourly-paid or monthly-salaried position. Staff in monthly-salaried positions accrue PTO based on scheduled hours. Staff in hourly-paid positions accrue PTO on hours paid up to 80 hours each biweekly pay period.

### **Jury Duty**

The Athletic Training Residency abides by Duke's policy for Jury Duty. If the resident is summoned for jury duty, they need to notify the Program Coordinator as soon as possible so

arrangements can be made. Duke's Jury Duty Policy may be found through Human Resources. It is Policy Number 09.12.

### **Salary, Financial Responsibility and Retention Policy**

Employment under this contract will conclude upon the completion of the 13-month residency program. The employee may be considered for rehire based on organizational needs and availability following the program's conclusion.

#### **Salary**

Residents will receive a salary stipend, comprehensive benefits, and membership in the Athletic Trainers in Physician Practice Society (ATPPS). The salary stipend is determined based on the individual's years of experience in athletic training and is set by Duke University Health System Human Resources.

#### **Financial Responsibility**

The resident is responsible for all transportation and associated costs for traveling to external clinics, as well as housing and any relocation expenses. Additionally, the resident is responsible for all fees related to their application to the program, obtaining and maintaining North Carolina licensure, and remaining Board Certified in athletic training. The resident is also financially accountable for the purchase of their uniform and any other costs incurred to comply with the dress code requirements.

### **Grievance Policy**

This grievance policy aims to provide Athletic Training Residents with a confidential and nonexclusive channel to voice concerns or complaints related to their educational programs. Residents may address any grievances by contacting their Program Coordinator, Medical Director, or the HCA of Arrington. These individuals have full access to investigate and resolve the concerns raised by the Resident.

Prior to the start of their clinical rotations, Athletic Training Residents will be provided with the names and contact information of the designated Faculty Representatives. This ensures that they have access to the appropriate points of contact should the need for grievance resolution arise. All records related to grievances will be maintained as peer-reviewed and protected in accordance with relevant confidentiality standards.

#### **Procedure for Grievance Submission and Resolution:**

1. **Confidentiality:** Any grievance raised by an Athletic Training Resident will be handled with the utmost confidentiality throughout the investigation process. We aim to protect the privacy of all individuals involved while addressing the concern fairly and thoroughly.
2. **Investigation:** The grievance committee, consisting of the Medical Director, Program Director, and HCA, will meet within [insert time frame, e.g., two weeks] of receiving the grievance to review and discuss the issue.

3. **Resolution and Follow-up:** Following the investigation, the grievance committee will work closely with the Athletic Training Resident to ensure that their concerns are fully addressed. Appropriate action will be taken, as necessary, to resolve the grievance.

This policy is designed to foster open communication, promote a positive educational experience, and ensure that any issues are resolved fairly and efficiently.

### **Policy on Prohibited Discrimination, Harassment, and Related Misconduct**

The Duke Athletic Training Residency follows the Duke Health System Policy on Discrimination, Harassment and Related Misconduct. This specific policy along with the procedures to occur if it is violated, can be found at the following link:

[Policy on Prohibited Discrimination, Harassment, and Related Misconduct | Office for Institutional Equity](#)

### **Academic Dishonesty Policy**

Academic honesty is essential to ensure that Athletic Training Residents receive a comprehensive education, are adequately prepared for the BCS-O exam, and successfully complete their residency at Duke Orthopaedics. This expectation applies to both didactic coursework and clinical assessments. Any violation of these academic integrity standards will prompt a full investigation by the Athletic Training Residency faculty. Depending on the findings, the resident may face disciplinary action, including potential dismissal from the program. Below are examples of academic misconduct. This policy aligns with the Duke Health Educational Policy.

#### **Lying**

Lying involves misrepresenting facts to gain an academic or employment advantage, including falsifying documents, misrepresenting research, or providing false information to be excused from assignments.

#### **Cheating**

Cheating is using unauthorized materials or work to gain an unfair academic advantage. This includes, but is not limited to:

- Plagiarism (submitting others' ideas or work as your own)
- Unauthorized assistance on assignments or exams
- Using or sharing unauthorized study materials
- Submitting the same work for multiple courses without permission
- Altering or falsifying exam/assignment content
- Using prescription drugs to enhance performance
- Disregarding course-specific academic integrity instructions

## **Plagiarism**

Plagiarism occurs when a student presents someone else's work or ideas as their own without proper citation. This includes copying without documentation, paraphrasing without credit, or using AI tools without proper attribution. Proper citation must be followed as per academic standards.

## **Stealing**

Stealing involves taking someone else's academic work or property without permission and with intent to keep or use it.

## **Dress Code Policy**

The Athletic Training Residency requires the resident to follow the dress code policies of each individual Duke Orthopaedic location. These individual policies will be available to the residents as a part of their onboarding process.

The following represents the appearance and dress code policy.

1. Employees are expected to wear a Duke name tag at all times. The name tag should be clearly visible and worn above the waist.
2. Employees are expected to refrain from excessive jewelry, perfume, after shave and cosmetics. All employees are expected to be clean and body odor free.
3. Hair (including beards, goatees, mustaches, wigs, etc.) and fingernails are to be neat, clean and not pose a safety hazard or infection control issue. Nails must be kept short (1/4 inch in length). No artificial nails or extenders should be worn by any direct patient caregiver.
4. Large or offensive tattoos must be covered at all times. When possible, clothing will be used to cover tattoos.
5. During all workdays/shifts, employees are NOT permitted to wear the following:
  - Tank tops
  - Shorts
  - Sundresses/shirts/dresses that expose bare shoulders (includes shirts/dresses with spaghetti straps)
  - Sheer clothing where under clothing can be seen
  - Low cut shirts or dresses (in front or back)
  - Knit tight fitting pants (i.e., leggings, stirrup pants, etc.) unless covered to within 4" of the knee by dress, skirt or shirt
  - Short skirts (more than 4" above the knee)
  - Flip flops, bedroom slippers or, all rubber shoes (crocs)

- Clothing that displays bare mid-drifts
  - Un-tucked shirttails not designed to be worn out
  - Athletic attire (knit or nylon sweatpants)
  - Tennis shoes, except in authorized areas only, i.e., nursing, transport and messenger services
  - Sunglasses (unless verification of medical need is provided by employee)
  - Hats
  - Non-approved Tee shirts or sweatshirts with writing (small insignias acceptable)
  - Sweaters, pants, shirts, etc. with unfinished edges
  - Denim clothing
6. All employees will wear scrubs that fall within the following colors: dark blue, royal or galaxy blue, dark gray, or black. May also wear clinic approved t-shirts. No scrubs with other colors or designs. Clinical staff must wear closed-toed shoes without holes.
  7. Managers/Supervisors will determine when non-standard dress occasionally is needed because of work-related activities or special circumstances.
  8. Employees violating the dress code policy will be required to leave the premises and return immediately wearing appropriate attire. Accrued vacation time will be used.
  9. Repeated violations will be handled according to Duke University HR Policy: Corrective Action, which can be found at [Duke University HR Policy: Corrective Action](#).