



ATHLETIC TRAINING PROGRAM

ESTABLISHED 1980

2023-2024 Academic Year

Professional Master of Science in Athletic Training Program

Program Handbook

Policy & Procedure Manual

College of Arts and Sciences

School of Graduate Studies

Sport & Movement Science Department

Table of Contents

A Message from the Program Director.....5

Handbook Statement6

About Salem State University7

About Salem State’s Athletic Training Program.....8

About the MSAT Program 8

History 8

Mission Statement (1) 9

Goals and Outcomes 10

Program GoalsError! Bookmark not defined.

Student Learning OutcomesError! Bookmark not defined.

About the Profession of Athletic Training.....11

Members of the Athletic Training Program.....13

MSAT Program Directory15

General University Policies16

Credit Hour Definition and Application..... 16

Affirmative Action, Non-Discrimination, and Diversity Policy (23D, 24M) 17

Equal Access..... 18

Academic Integrity Policy (23A) 18

Cheating (23A) 19

Plagiarism (23A) 19

Collusion 19

Academic Appeal/Grievance Policy (23B)..... 19

Student Support Services 20

Grading Policy 21

Grade of Incomplete 21

Student Withdrawal Policy (23E)..... 22

Dismissal 22

Leave of Absence..... 22

Refund Policy (23E)..... 23

Online or Hybrid Courses (16) 23

Cost of Attendance (24D) 23

MSAT Program Specific Policy & Statements.....24

Program Nondiscrimination Policy (23D)..... 24

Distance Learning (16) 24

Membership in Professional Organizations 24

National Provider Identification (NPI) Number..... 24

Participation in Intercollegiate Athletics..... 24

Transfer Credit Policy (24P)..... 24

Additional Expenses 25

Financial Aid, Grants, & Scholarships (24)25

MSAT Program Admissions (24C, 28).....26

Application Timeline 26

Admissions Criteria 26

Notification of Admission Decision (24C)..... 27

Provisional Requirements Prior to First Year..... 28

Requirements Prior to the Second Year	30
Academic Requirements for Retention and Matriculation (24L)	32
Requirements for Graduation	33
Athletic Training Program Curriculum (24B).....	34
MSAT Course Descriptions (24E).....	35
Clinical Education Policies.....	39
Clinical Experience Progression Process (15)	39
Clinical Roles & Responsibilities of the Student.....	42
Roles & Responsibilities of the Preceptor (46-48)	43
Roles & Responsibilities of the Clinical Experience I-IV Course Instructor.....	43
Roles & Responsibilities of the Coordinator of Clinical Education (39,40)	43
Roles & Responsibilities of the Program Director (PD) (37,38).....	44
Clinical Experience Hours (12, 13).....	44
Integrated Clinical Experiences	44
Immersive Clinical Experiences (16)	44
Clinical Experience Placement Process (30, DEI I).....	45
Clinical Experience Placement Special Request or Appeals.....	45
Preceptor Qualifications/Selection (31, 45-48)	46
Clinical Supervision Policy (31).....	46
Annual Site Visits and Annual Preceptor Training (48).....	46
Clinical Site Affiliations (17, 22, 32).....	47
Clinical Experience Time Commitment	47
Work and Extracurricular Activity Statement.....	47
Professional Behaviors (26G, 66).....	47
Clinical Experience Dress Code	48
Communicable Disease and Blood Borne Pathogen Safety (26C, 26E, 27E, 66)	48
Athletic Training Student Professional Liability Insurance (27K).....	48
AT Student Identification Policy.....	48
Shortwave Diathermy/Radiation Exposure (26H).....	48
Clinical Experience Disciplinary Procedures (27C).....	48
Student Travel Policy	48
Transportation Policy (24K).....	48
Personal Relationships and Fraternalization Policy.....	49
Appendix A.....	50
Prerequisite Courses for Admission (54).....	51
Technical Standards (23F, 24Q, 27F)	53
Professional Liability Insurance Agreement (27K).....	55
Digital Fingerprinting Policy & Procedure (24F, 27G).....	56
Student Substance and Alcohol Abuse Policy	57
HIPAA (26G, 27H, 66,).....	58
FERPA (26G, 66)	60
Immunization Policy (24J, 26F).....	62
Influenza & COVID-19 Vaccination (24J, 26F).....	64
Communicable Disease (26E, 29)	65
Tuberculosis Testing (24J, 26F).....	67
Blood Borne Pathogen (26C, 27E, 29).....	68
ECC Certification (26B).....	70
Clinical Experience Hours	71
Professional Behavior (65-68).....	73
Dress Code (65-68).....	75

Comprehensive Written Examination	77
Practical Examination	78
Remediation and Readmission to MSAT Program	79
Framework Declaration	81
Handbook Declaration	82
Appendix B - MSAT Program Specific Forms.....	83
Plan of Study Form.....	84
Prerequisite Tracking Form	85
Observation Hours Tracking Form	87
Clinical Experience Hour Tracking Form	88
Exposure Incident Report Form (26C, 29, 66).....	89
CORI & SORI Authorization Form (24F, 27G).....	90
Handbook/Policy Violation Form (27).....	91
Tuberculosis Testing Form (24J, 26F).....	92
Immunization Record (24J, 26F, 27J).....	93
Dismissal/Withdrawal Form (23E)	94

A Message from the Program Director

Dear MSAT Students,

Welcome to Salem State University's Master of Science in Athletic Training Program (MSAT). Salem State has a long history of educating and preparing contemporary healthcare professionals who provide high quality, evidence-based patient care to the communities and patients they serve. By enrolling in the MSAT program, you have taken just the first step in your journey to becoming an athletic trainer. The MSAT Program faculty and preceptors are truly dedicated to fostering an inclusive and engaging learning environment in both the classroom and in our clinical experience opportunities. I believe that there is no better place to learn, grow, and succeed than in our program.

As an AT Student you have the unique opportunity to work with dedicated faculty and preceptors, who are highly skilled and passionate clinicians actively engaged in a variety of patient care settings. Through our integrated approach, we offer students the opportunity to learn in an active and engaging environment that combines didactic instruction and hands-on patient care skills. We also recognize and appreciate the importance of clinical experiences; as an AT Student you will complete over 1,000 hours of hands-on patient care experiences throughout the two-year program. You will work side-by-side with athletic trainers to gain real-life critical thinking and clinical decision-making skills. Over the course of two years, you will undergo a major transformation from students to clinicians through a strategic combination of coursework, clinical experiences, scholarship, mentorship, and support.

As you begin your journey and transformation to becoming a certified athletic trainer, we would like to remind you that all members of the MSAT Program are here to support you, provide guidance in your endeavors, and help you navigate your future. In return, we ask for your professionalism, dedication, focus, determination, and resilience in all that you do. There is no doubt that graduate healthcare education is rigorous, however the ability to provide high quality patient care and positively influence others is a rewarding and energizing opportunity. Upon completion of the program, you will join a diverse and distinguished alumni network of athletic trainers practicing across the country. We look forward to working with you!

Best regards,



Kevin J. Silva, EdD, MSAT, ATC
Assistant Professor
Director, Master of Science in Athletic Training
O'Keefe Center 125
352 Lafayette St.
Salem, MA 01970
(w) 978-542-2879
(e) ksilva@salemstate.edu



ATHLETIC TRAINING PROGRAM
ESTABLISHED 1980

Handbook Statement

The success of the MSAT Program requires cooperation between the faculty, preceptors, and students as we strive for excellence. This handbook, and the program's policy and procedures, have been designed to provide guidance for students, faculty, program administrators, and preceptors as they navigate a variety of academic, clinical education, and administrative decisions. It is imperative that each student, faculty member, program administrator, and preceptor demonstrate a thorough understanding of this handbook to ensure that the entirety of the program is administered and delivered with the highest level of quality, transparency, equity, and fairness. The programmatic policies and procedures detailed in the subsequent sections of this document are designed to be a guide and resource to aid students, faculty, and preceptors. Students, faculty, and preceptors are expected to understand and uphold all programmatic policies and procedures. The following are program specific policies that govern the administration and operation of the MSAT Program. University Policy and Procedures can be found in the School of Graduate Studies Academic Catalog.

About Salem State University

Salem State University, founded in 1854, is the largest of Massachusetts' nine state universities. Located along historic Salem and Marblehead harbors in the North Shore region of the state, the campus consists of sixty-two acres and twenty buildings on four sites within a one-mile radius: North Campus, Central Campus, and the O'Keefe Athletic Center. The campus is approximately one mile from the center of the city and its important attractions and resources, including the Peabody Essex Museum, the sites associated with Nathaniel Hawthorne and other New England writers, as well as historic period houses. The university is within easy access of Boston, only eighteen miles away.

Salem State's Mission

Salem State's mission is to provide a high quality, student-centered education that prepares a diverse community of learners to contribute responsibly and creatively to a global society and serve as a resource to advance the region's cultural, social, and economic development.

Salem State's Vision

Salem State University will be a premier teaching university that engages students in an inspiring transformational educational experience. We put students first in all that we do and are committed to their success.

- We are a community of learners where all faculty, staff and students have the opportunity to grow as individuals.
- We are innovators, offering a unique brand of public higher education that inspires students to reach higher and achieve more.
- We remain true to our heritage as a liberal arts university while we prepare students for today's workforce.
- We serve the communities of the North Shore while we create an ever more globally aware and culturally diverse campus environment.

Accreditation

Salem State University is accredited by The New England Commission of Higher Education (NECHE) with continued accreditation through 2031. NECHE is a voluntary, non-governmental membership association that serves as an institutional accreditor and promotes educational excellence and quality assurance to its member institutions. Our members are degree granting post-secondary educational institutions offering higher education and located inside or outside the United States, including, but not limited to, the States of Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, and Vermont. NECHE currently accredits over 200 institutions across the globe.

New England Commission of Higher Education
301 Edgewater Place, Suite 210
Wakefield, MA 01880

<https://www.neche.org/institution/salem-state-university/>

About Salem State's Athletic Training Program

About the MSAT Program

The MSAT Program at Salem State University has a long history of providing a quality academic and clinical education that prepares individuals for a career in athletic training. The Master of Science in Athletic Training (MSAT) Program is accredited by the Commission on Accreditation of Athletic Training Education (CAATE). Students who successfully complete the MSAT Program are eligible to sit for the Board of Certification (BOC) Examination for Athletic Trainers. Students who pass the BOC examination will then be eligible to apply for state licensure, which varies by state. Licensure is required to practice athletic training in Massachusetts, as well as 48 other states in the United States. In the fall of 2022, Dr. Kevin J. Silva was appointed as the Director of the MSAT Program and Dr. Katelyn Nicolay was appointed Coordinator of Clinical Education.

History

The Salem State University Athletic Training (AT) Program began in 1980 as the first public undergraduate AT Program in the Greater Boston area. Since its inception, the program has continuously evolved to meet the demands of the profession, as well as the development of new accreditation standards for athletic training education. The AT Program is housed in the Sport & Movement Science Department within the College of Arts and Sciences and the School of Graduate Studies. The AT Program was initially granted full accreditation through the Commission on Accreditation of Allied Health Education Programs (CAAHEP) in October of 1997. In September 2001, the program successfully demonstrated compliance with the accreditation standards and was granted the maximum 10-year reaccreditation cycle.

In 2006, the Commission on Accreditation of Athletic Training Education (CAATE) took over the accreditation of all professional and post-professional athletic training education programs. Shortly after its inception, the CAATE mandated that all accredited programs must issue a stand-alone Bachelor of Science in Athletic Training (BSAT). On August 10th, 2007, the Massachusetts Board of Higher Education approved moving the MSAT Program from a Sport & Movement Science concentration to a stand-alone Bachelor of Science in Athletic Training. After the degree change, the MSAT Program became one of the fastest growing programs within the Sport & Movement Sciences department at Salem State University.

In July of 2010, the CAATE granted the MSAT Program a 10-year reaccreditation cycle after successfully demonstrating compliance with all CAATE standards. The Bachelor of Science in Athletic Training was accredited through the 2020-2021 academic year, which was extended through 2023-2024 when the program transitioned to the professional master's program.

In 2015, the CAATE initiated a mandate to transition the professional degree to the master's level by 2022. In response to this mandate, Salem State University unquestionably decided to develop and begin making the transition to a master's program in the spring of 2016. Following successful approval from Salem State University's Graduate Education Council and Board of Trustees, the Master of Science in Athletic Training (MSAT) program was approved by the Commonwealth of Massachusetts' Board of Higher Education in 2018. Under the direction of Dr. Joseph A. Gallo, the athletic training program began the process of applying for a substantive change in accreditation to offer a Professional MSAT Program. Following a rigorous self-study and site visit, the CAATE approved Salem State University MSAT Program and granted the substantive change in accreditation in the spring of 2019. The MSAT Program accepted its first cohort in the fall of 2021.

The MSAT Program's alumni network can be found working in the field of Athletic Training in many different settings both in the Commonwealth of Massachusetts and across the United States. The MSAT Program has proudly placed alumni in high schools, colleges, hospitals, out-patient rehabilitation clinics, and corporations across the North Shore and New England providing valuable patient care across the spectrum of healthcare. The MSAT Program has many notable alumni working as ATs in professional sports organizations including the Boston Celtics, Oklahoma City Thunder, Brooklyn Nets, New Orleans Pelicans, and Tampa Bay Rays.

Mission Statement (1)

It is the mission of the MSAT Program at Salem State University to deliver a comprehensive, student-centered, integrative educational program, which combines didactic and laboratory instruction with extensive clinical experience. Students will be provided with the opportunity to develop clinical reasoning and decision-making skills necessary to deliver evidence-based patient-centered care as an Athletic Trainer. Furthermore, students will be able to build a foundation for lifelong learning, enabling a professional approach to clinical practice that is responsive to the needs of the patient.

Vision Statement

The Salem State University MSAT Program will be a program of excellence that provides students with quality academic and clinical experience opportunities that focuses on developing contemporary Athletic Trainers. Our graduates will provide compassionate patient-centered healthcare to the communities across the North Shore, the Commonwealth of Massachusetts and beyond. The MSAT Program will have regional and national recognition for providing an integrative educational model for excellence in professional preparation and scholarship.

Core Values

Salem State University and the MSAT Program believe that our core values serve as the fundamental commitments that unite and motivate us to achieve our mission and pursue our vision. The MSAT Program's core values are to promote:

- Professionalism
- Accountability
- Integrity
- Life-long learning
- Community engagement
- Inclusion
- Scholarship
- Evidence-based practice
- Innovation
- Intellectual Inquiry
- Awareness
- Empathy
- Compassion

Program Philosophy

The MSAT Program is committed to developing and maintaining a program of excellence in athletic training education with a high return on investment for students. The MSAT Program strives to be receptive and responsive to different learning styles through a student-centered and integrative educational model that combines classroom and laboratory instruction with diverse clinical experiences. We believe that committed faculty members, preceptors, and students can work together to develop athletic training students into competent, effective, and autonomous healthcare professionals that are able to deliver evidenced-based patient-centered care.

Goals and Outcomes

To accomplish the mission of the Athletic Training Program, several goals and outcomes have been developed to allow for continuous program assurance, improvement, and innovation. The goals and outcomes are:

Program Goals

- PG1 - Provide students a high quality, student-centered education that prepares them with the knowledge and skills needed to effectively practice as an athletic trainer.
- PG2 - Promote the student's development of professional behavior and ethical characteristics of a healthcare professional.
- PG3 - Provide students with opportunities that socialize students to the healthcare system and the expectations and responsibilities of a healthcare professional.
- PG4 - Prepare students for employment and/or other post-professional experiences as an athletic trainer in a variety of different settings.
- PG5 - Prepare students with the awareness, sensitivity, and humility to navigate the obstacles associated with delivering culturally competent healthcare.
- PG6 - Provide the necessary support, resources, and mentorship to promote student retention and graduation.
- PG7 - Prepare students to pass the Board of Certification (BOC) exam and transition to independent clinical practice.
- PG8 - Continuously develop a program of excellence that promotes contemporary clinical practice, research, and scholarship that is recognized regionally and nationally.

Student Learning Outcomes

Upon completion of the MSAT Program students will...

- SL1- demonstrate competent patient-centered care and socialization to the expectations, responsibilities, and competencies of a healthcare professional.
- SL2 - demonstrate independent clinical reasoning and clinical decision-making skills through the lens of evidence-based practice.
- SL3 - practice in a manner that encourages interprofessional collaboration and an interdisciplinary approach to patient care and healthcare administration.
- SL4 - analyze healthcare informatics for quality assurance and inform changes to the delivery of patient care through continuous quality improvement.
- SL5 - demonstrate professional, ethical, and cultural awareness as it relates to the delivery of patient care.

About the Profession of Athletic Training

According to the National Athletic Trainers' Association (NATA), athletic training encompasses the prevention, examination, diagnosis, treatment, and rehabilitation of emergent, acute or chronic injuries, and medical conditions. The profession of athletic training is recognized by the American Medical Association (AMA), Health Resources Services Administration (HRSA), and the Department of Health and Human Services (HHS) as a healthcare profession. Athletic trainers (ATs) are highly qualified, multi-skilled healthcare professionals who collaborate with physicians to provide preventative services, emergency care, clinical diagnosis, therapeutic intervention, and rehabilitation of injuries and medical conditions. ATs work in collaboration with a physician to deliver patient care, regulations related to the practice of athletic training vary as prescribed by state licensure statutes. ATs coordinate patient care in a variety of setting including, high schools, colleges and universities, amateur and professional sports, hospitals, performing arts, industrial/manufacturing, military, etc. As healthcare professionals, AT's demonstrate competency in patient-centered care, interprofessional practice, evidence-based practice, quality improvement, healthcare informatics, and professionalism as defined by the Institution of Medicine. Additionally, the NATA Code of Ethics provides guidelines for ethical behavior. Overall, the BOC Certified Athletic Trainer must demonstrate knowledge and skill in eight content areas:

1. Evidence-Based Practice
2. Prevention and Health Promotion
3. Acute Care of Injury and Illness
4. Clinical Examination and Diagnosis
5. Therapeutic Interventions
6. Psychosocial Strategies and Referral
7. Healthcare Administration
8. Professional Development and Responsibility

Commission on Accreditation of Athletic Training Education (CAATE)

The Commission on Accreditation of Athletic Training Education (CAATE) is a 501(c)(3) non-profit organization currently incorporated in the State of Texas. The CAATE is recognized by the Council of Higher Education (CHEA). For more information about CAATE's CHEA recognition visit the CAATE website. The CAATE 2020 Standards for Accreditation of Professional MSAT Programs ensure quality and consistency among all professional programs. The Salem State University Professional Master of Science in Athletic Training Program is fully accredited through the 2023-2024 academic year. For more info: www.caate.net

Board of Certification for the Athletic Trainer (BOC)

The Board of Certification, Inc. (BOC) was incorporated in 1989 as a not-for-profit credentialing agency to provide a certification program for the entry level athletic training profession. The BOC establishes both the standards for the practice of athletic training and the continuing education requirements for BOC Certified Athletic Trainers (ATs). The BOC also works with state regulatory agencies to provide credential information, professional conduct guidelines, and regulatory standards on certification issues. The BOC also has the only accredited certification program for ATs in the United States and has mutual recognition agreements with other countries. The BOC periodically publishes a Practice Analysis to outline the provisions of clinical practices. The MSAT Program uses the 8th edition of the BOC practice Analysis as a reference designing curricular content and patient care skills. For more info: www.bocatc.org

BOC Examination Eligibility: Athletic training students enrolled in their final semester, prior to graduation, may apply to take the BOC Examination provided that the criteria below have been met. BOC examination candidates can find detailed information about the application process for the examination can be found online on the [BOC Website](#). Students are encouraged to become familiar with the BOC examination process prior to applying as the process can take several months from application to exam results. To qualify as a candidate for the BOC certification exam, an individual must meet the following requirements: Successful completion of all MSAT Program requirements; Create a BOC account and pay registration/exam fee; The student must be in good academic standing; Endorsement of the exam application by the recognized Program Director (PD) of the CAATE accredited education program; Proof of current certification in Emergency Cardiac Care (ECC); The BOC will not process an exam application until a signed copy of the front and back of the candidate's emergency cardiac care (ECC) card is received.

National Athletic Trainers' Association (NATA)

The NATA is the professional membership association for certified Athletic Trainers and others who support the athletic training profession. Founded in 1950, the NATA has grown exponentially to more than 50,000 members worldwide. The majority of certified Athletic Trainers choose to be members of NATA to support their profession and to receive a broad array of membership benefits. ATs are encouraged to maintain their membership status as the strength of any professional organization is in the numbers. View the [NATA fact sheet](#) for more information about the association. The NATA oversees the publication of two peer-reviewed journals, two professional magazines, as well as several resources designed to advance the profession and provide a standard of care for clinical practice. These resources can be accessed through the [NATA website](#).

Regional Association: Eastern Athletic Trainers' Association (EATA): The EATA consists of over 8,000 Athletic Trainers and AT Students from Maine to Delaware. The EATA provides educational sessions, scholarships, and research grants to Athletic Trainers in District 1 and 2 of the National Athletic Trainers' Association. The mission of the EATA is to promote and advance the Athletic Training profession through education, scholarship, research funding, and awards.

State Association: Athletic Trainers of Massachusetts (ATOM): The ATOM is a non-profit organization committed to advancing, improving, and promoting the profession of athletic training. ATOM was founded by a group of Athletic Trainers to address issues of mutual concern within the Commonwealth. Today ATOM is the largest organization for Athletic Trainers in Massachusetts. Students are also encouraged to become members of the state organization, ATOM, Inc. This membership fee, which is already included with your NATA annual dues, provides a newsletter with information on workshops and conferences of interest to Athletic Trainers, as well as information on relevant activities and governmental issues within Massachusetts. General information and membership applications are available at www.athletictrainersofmass.org

The NATA Research and Education Foundation: The current NATA Foundation was incorporated in 1991 and established with grants from the NATA and Johnson & Johnson. The NATA is the parent organization of the NATA Foundation. Without research, the profession will not continue to advance. The NATA Foundation's work benefits every athletic trainer and every company associated with the profession, as well as the physically active community at-large. The NATA Foundation leadership is dedicated to continuing this good work and elevating the status of the profession. The NATA Foundation is a tax-exempt 501(c)(3) organization. For more information about the NATA Foundation resources visits: <https://www.natafoundation.org/who-we-are/>

The Strategic Alliance: The Strategic Alliance is a group of four leading organizations committed to the athletic training profession and to the delivery of quality health care to the public. The four member organizations are the Board of Certification, Inc. (BOC), the Commission on Accreditation of Athletic Training Education (CAATE), the National Athletic Trainers' Association (NATA), and the NATA Research & Education Foundation (NATA Foundation). Each member of the Strategic Alliance serves a distinct group of stakeholders, yet all members have a shared interest in advancing the athletic training profession. Members collaborate to research and deliberate current topics of interest to the profession, solicit feedback from the public, and communicate findings and positions to all stakeholders. The Strategic Alliance offers its joint statements in an informed manner based upon what is best for students, patients, and the profession.

Members of the Athletic Training Program

Athletic Training Student

The term “Athletic Training Student” (ATS or AT Student) is used to distinguish any graduate student who has been accepted into the Master of Science in Athletic Training Program. All AT Students in the MSAT Program are expected to abide by the policies, procedures, and guidelines established by the MSAT Program, BOC, CAATE, and NATA. In addition, AT Students are expected to follow all University policies, procedures, and guidelines. The pursuit of excellence in the classroom as well as in clinical experiences is expected at all times. The rigor of the MSAT Program requires dedication and consistent effort. The roles, responsibilities, and expectations placed upon the student are detailed in this handbook. Failure to uphold these policies, procedures, and guidelines will result in dismissal from the MSAT Program.

Please read this handbook thoroughly, as it is your responsibility to understand and abide by the policies and procedures while enrolled in the program. If you have questions or concerns regarding the material found in the handbook, please direct your questions or concerns to the program director. As an AT student, once you have read and understand the contents of this handbook, please review, sign, and date the SSU MSAT Program Handbook Policy & Procedures located in the Appendix A of this document.

Athletic Training Core Faculty (41,42,44)

An Athletic Training Core Faculty member is defined as a full-time faculty member within the College of Arts and Science, the School of Graduate Studies, and SMS Department whose time is dedicated to the MSAT Program. Core faculty members are defined as full-time tenure-track professors whose time is dedicated to the MSAT Program. MSAT Faculty members are responsible for advising and mentoring students, meeting program outcomes, scholarship, program administration, recruiting and admissions, and offering courses on a regular and planned basis. Core faculty also engage in the development, implementation, and evaluation of the program’s framework and assessment plan. All MSAT Program faculty must hold current certification through the Board of Certification (BOC) for the Athletic Trainer and must hold a valid license to practice Athletic Training from the Commonwealth of Massachusetts’s Board of Allied Health Professions. All MSAT Program core faculty must have contemporary expertise in assigned teaching areas, demonstrated effectiveness in teaching, evidence of scholarship, and/or actively participate in clinical practice. It is the responsibility of the faculty member to maintain state licensure and BOC certification, including obtaining a NPI number, maintaining professional development within the context of their area of expertise, and maintaining a valid emergency cardiac care certification. MSAT Program faculty members are responsible for offering contemporary classroom and laboratory instruction that demonstrates the development of knowledge, psychomotor skills, professional behaviors, and clinical reasoning that demonstrates contemporary excellence.

This handbook outlines important policies and procedures of the MSAT Program. All Athletic Training Faculty are required to read the handbook thoroughly and are expected to uphold the guidelines and professional behaviors outlined in this handbook. As a MSAT Faculty member, once you have read and understand the contents of this handbook, please review, sign, and date SSU MSAT Program Handbook Declaration located in Appendix A of this document.

Athletic Training Preceptor (45-48)

A preceptor is defined as a practicing healthcare professional [must be an Athletic Trainer, Medical Doctor, or Doctor of Osteopathic Medicine] who holds the appropriate state licensure. The preceptor provides direct supervision, facilitates hands-on learning opportunities, evaluates the student’s progression, and takes an active role in the professional development of an AT Student during their clinical experience. A large portion of the athletic training student’s education is gained through clinical experiences; therefore, the preceptor is responsible for facilitating learning opportunities that encourage growth and maturation of the student. The preceptor offers students structured opportunities to gain exposure to a wide range of injuries, illnesses, treatments, and rehabilitation methodologies related to the practice of athletic training. The preceptor facilitates real-life, hands-on learning experiences in the prevention, examination, acute management, and rehabilitation of musculoskeletal injuries and general medical conditions. Furthermore, the preceptor promotes the strategic development of clinical reasoning and clinical decision-making skills necessary to provide contemporary patient care within the continuum of healthcare. In addition to providing ongoing daily feedback to the student, preceptors provide a formal mid-term and final evaluation of the student’s clinical performance and professional behaviors within the context of the curricular

content. Preceptors also engage in the development, implementation, and evaluation of the program's framework and assessment plan. The preceptors will be evaluated by the Coordinator of Clinical Education (CCE), the Program Director (PD), and the student on an annual basis. Evaluations will be used to determine appropriate clinical experience placements for students, identify areas of strengths and weakness for the preceptors, and identify preceptor education content.

This handbook outlines important policies and procedures of the Salem State University MSAT Program. Preceptors are required to read the handbook thoroughly and are expected to uphold the guidelines and professional behavior outlined in this handbook. Failure to uphold these standards may result in a termination of preceptorship. As a preceptor, once you have read and understand the contents of this handbook, please review, sign, and date SSU MSAT Program Handbook Declaration located in Appendix A of this document.

Program Director (37-38,43)

The MSAT Program Director (PD) is a full-time tenure-track MSAT Faculty member with an earned terminal degree, who also is responsible for the implementation, delivery, and administration of the MSAT Program. As a faculty member within the MSAT Program, the Program Director must be a BOC certified athletic trainer with a current state license and NPI number. Beyond their role as a program administrator and faculty member, the Program Director must also maintain contemporary expertise within the discipline of athletic training which is reflected in scholarship and/or clinical practice. The Program Director specifically oversees programmatic compliance with CAATE accreditation standards, clinical education, programmatic budget, and daily programmatic operations. Additionally, the Program Director oversees the planning, development, implementation, delivery, documentation, and assessment of all components of the framework, curriculum, and the program. The Program Director also provides input regarding budget, as well as the selection and evaluation of all program personnel. The Program Director is also responsible for overseeing all SSU MSAT Program Policies and Procedures in accordance with this handbook.

Coordinator of Clinical Education (39-40,43)

The MSAT Program's Coordinator of Clinical Education (CCE) is a full-time tenure-track Athletic Training core faculty member dedicated to the MSAT Program. The Coordinator of Clinical Education is responsible for direct oversight of each student's progression through the clinical education aspect of the program, clinical site evaluations, student evaluations, and maintenance of all required records. The CCE is also responsible for overseeing selection, training, professional development, and evaluation of all preceptors. The CCE also engage in the development, implementation, and evaluation of the program's framework and assessment plan. As a faculty member within the MSAT Program, the CCE must be a BOC certified athletic trainer with a current state license and NPI number. Beyond their role as a program administrator and faculty member, the CCE must also maintain contemporary expertise within the discipline of athletic training which is reflected in scholarship and/or clinical practice. Additional roles and responsibilities of the Coordinator of Clinical Education can be found in the Clinical Experience section of this handbook.

Medical Director (49)

The MSAT Program Medical Director is a Medical Doctor (MD) or Doctor of Osteopathic Medicine (DO) who holds current state licensure to practice medicine in the Commonwealth of Massachusetts. The Medical Director is responsible for coordinating with the Program Director and MSAT Program as the medical content expert for the program's curriculum. The Medical Director also engage in the development, implementation, and evaluation of the program's framework and assessment plan. They support the program in ensuring that both didactic instruction and clinical experiences meet current practice standards. The Medical Director is also responsible for teaching in the program's curriculum and engaging students in interprofessional education and collaboration.

Program Assistant/Laboratory Coordinator (50)

The Program Assistant and Laboratory Coordinator is responsible for daily administrative, technical, and daily operational support for the MSAT Program. The Program Assistant is a full-time administrative staff assistant position who is a certified and licensed athletic trainer dedicated to the MSAT Program. The program assistant oversees the inventory and maintenance of all classroom and laboratory supplies and equipment. The Program Assistant provides teaching assistance in laboratory classes as needed to maintain the desired instructor to student ratio and supervises open laboratory times for students. They also engage in the development, implementation, and evaluation of the program's framework and assessment plan.

MSAT Program Directory

Kevin J. Silva, EdD, MSAT, ATC

Office: OK125
Phone: 978-542-2879
Fax: 978-542-6554
ksilva@salemstate.edu

**Director, MSAT Program
Assistant Professor**

Katelyn Nicolay, EdD, ATC, CAT(C)

Office: OK101
Phone: 978-542-4946
Fax: 978-542-6554
knicolay@salemstate.edu

**Coordinator of Clinical Education, MSAT Program
Assistant Professor**

Joseph A. Gallo, DSc, ATC, PT

Office: OK126
Phone: 978-542-6585
Fax: 978-542-6554
jgallo@salemstate.edu

Professor, MSAT Program

Charla Bouranis, EdD, MEd, ATC

Office: OK125
Phone: 978-542-2776
Fax: 978-542-6554
cbouranis@salemstate.edu

Program Assistant, MSAT Program

Stephanie Bellar, PhD

Office: School of Graduate Studies
Phone 978.542.6323
Fax: 978-542-6554
sbellar@salemstate.edu

Dean, School of Graduate Studies

Brian Vanden Heuvel, PhD

Office: MH-204C
Phone: 978-542-6265
Fax: 978-542-6554
btravers@salemstate.edu

Dean, College of Arts and Sciences

Christopher Schoen, PhD

Office: OK121
Phone: 978-542-6580
Fax: 978-542-6554
cschoen@salemstate.edu

Chairperson, SMS Department

Jeffery Kreher, MD

Office: 102 Endicott Street, Danvers
Phone: 978-882-6100
jkreher@salemstate.edu

Medical Director, MSAT Program

****Important:** *All programmatic communications must be sent to and from Salem State University email accounts.*

General University Policies

The following University policies can be found in detail in the School of Graduate Studies Catalog. For full details regarding academic policy and procedures, please reference the most current version of the [SSU School of Graduate Studies Catalog](#). If there is a discrepancy between this handbook and the official catalog, the program will defer and follow the official University catalog.

Credit Hour Definition and Application

All Salem State University graduate courses must adhere to the United States federal definition of a “credit hour.” This definition, based on the Carnegie unit of academic credit, is defined in 34 CFR 600.2, and may be modified by the federal government from time to time.

At Salem State University, a credit hour is defined as an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates either:

- one semester hour (one fifty-minute period or equivalent) per week of classroom or direct faculty instruction; and
- a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester hour of credit, or the equivalent amount of work over a different amount of time; or
- at least an equivalent amount of work in or outside the classroom as required in the previous two bullet points of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

To elaborate, a traditional, in-person, 15-week, 3-credit graduate course typically involves three hours (150 minutes) of direct instruction and six to nine hours of out-of-class work each week. However, the allocation of hours may vary depending on the course type (e.g., lecture, seminar, laboratory, internship) and modality (e.g., in-person, hybrid, online), with varying amounts used for direct classroom learning and out-of-class student work. It is important to note that certain experiential learning components such as internships, practica, clinical supervision, and other requirements may necessitate additional hours in line with disciplinary norms, accreditation standards, and licensure requirements.

In graduate degree programs, this work should indicate a specialization of knowledge in a specific area and be progressively more advanced than the work of undergraduate degree programs to encourage students to show:

1. Engagement with content, peers, and instructor;
2. Rigorous, thorough, and critical thinking in relation to ideas presented;
3. More sophisticated and deeper consideration in written and oral communication;
4. Mastery of content and skills;
5. Integration with related theories and concepts;
6. Application with sensitivity to contextual and individual factors;
7. Creation of new knowledge; and
8. Similar educational outcomes consistent with disciplinary standards and expectations.

Consequently, graduate students should anticipate that for each hour of direct instruction, an additional two or more hours of out-of-class work will be required. Students may need to adjust their schedules to allow more time for reading, writing, and other coursework.

MSAT Program Annotation: The MSAT Program is a full-time day graduate healthcare program that requires students to allocate approximately 45 hours per week to successfully complete the program. This time is spent completing a combination of activities that include, but are not limited, to in person lecture/labs, assignments, reading, clinical experience hours, and group projects.

Affirmative Action, Non-Discrimination, and Diversity Policy (23D, 24M)

Salem State University is committed to a policy of affirmative action, equal opportunity, non-discrimination and diversity. The University is committed to providing a learning, working, and living environment for students, employees, and other members of the University Community, which values the diverse backgrounds of all people. The University is committed to assuring that the “University experience” is one that challenges, empowers, supports and prepares its students to live in, work in, and value our increasingly global and diverse world. The University believes that the diversity of socioeconomic, cultural, ethnic, racial and religious backgrounds of members of the University Community enriches the institution and its various constituencies. Salem State University will not tolerate behavior based on bigotry, which has the effect of discriminating unlawfully against any member of the University Community.

Salem State University is committed to a policy of non-discrimination, equal opportunity, diversity, and affirmative action, and dedicated to providing educational, working and living environments that value the diverse backgrounds of all people. Salem State University does not discriminate in admission or access to, or treatment or employment in, its educational programs and activities based on race, color, religion, national origin, age, disability, gender, sexual orientation, gender identity, gender expression, genetic information, marital or parental status, or veteran status. Salem State University prohibits discrimination or discriminatory harassment on all of those bases. Such behaviors violate Salem State University’s Policy Against Discrimination, Discriminatory Harassment and Retaliation, will not be tolerated, and may result in disciplinary action up to and including termination or expulsion.

It is also Salem State University’s policy to provide each student, employee, and other person having dealings with the institutions an environment free from sexual violence and all forms of misconduct on the basis of gender. Salem State University prohibits rape, statutory rape, sexual assault, sexual exploitation, incest, sexual harassment, gender-based harassment, domestic violence, dating violence and stalking, and retaliation. These behaviors violate Salem State University’s Sexual Violence Policy, will not be tolerated, and may result in disciplinary action, up to and including termination or expulsion.

Salem State University’s Non-Discrimination, Discriminatory Harassment and Retaliation Policy and Sexual Violence Policy apply in all University programs and activities, including, but not limited to, athletics, instruction, grading, housing, and employment. They apply to all members of the campus communities, including, but not limited to, students, faculty, librarians, staff, visitors, contractors and applicants for employment or admission. They also apply to off campus conduct that negatively affects a community member’s experience in the University environment.

Any person with questions or concerns about any form of sexual violence, sexual harassment, gender-based harassment, domestic violence, dating violence and stalking and/or retaliation may also contact:

Siobhain Feeney
Associate Director, Employee and Labor Relations
Title IX Coordinator
sfeeney@salemstate.edu

Lauren Hubacheck
Assistant Dean of Student Success and Transition, Student Life
Deputy Title IX Coordinator
lhubacheck@salemstate.edu

The U.S. Department of Education Office for Civil Rights
33 Arch Street, 9th Floor Boston, MA 02119-1424
(617) 289-0111/Fax (617) 289-0150 TDD (877) 521-2172 OCR.Boston@ed.gov

Equal Access

Salem State University provides equal access to educational, co-curricular and employment opportunities at the University for all applicants, students and employees regardless of race, color, creed, religion, national origin, gender, sexual orientation, gender identity, genetic information, marital status, age, disability or veteran status in compliance with all applicable laws, regulations and policies. All benefits, privileges and opportunities offered by the University are available to students, employees and other persons having dealings with the institution on a non-discriminatory basis within the framework of applicable laws, rules, regulations and collective bargaining agreements. The University is committed to taking a pro-active affirmative action posture with respect to the recruitment, selection and promotion of students and employees.

Any member of the University Community who has a question about his or her responsibilities under this policy should contact the Director or Associate Director of Human Resources and Equal Opportunity or the Equal Opportunity Coordinator. For more information about Salem State University policies and procedures on Diversity and Equal Employment please visit the [Human Resources Website](#).

Academic Integrity Policy (23A)

The policy below delineates several types of academic dishonesty, including plagiarism, collusion, and cheating. The policy should be read broadly and is not designed to define misconduct in exhaustive terms; as new technologies and pedagogies emerge; new specific forms of academic misconduct will also emerge to which the basic principles described below will still apply. [SSU School of Graduate Studies Catalog](#)

Faculty are encouraged to include information about academic dishonesty on their syllabi and to discuss the topic and their expectations in class; however, lack of knowledge of these definitions does not negate the student's responsibility for upholding them. Faculty may specify in their course syllabi more rigorous criteria than those identified in this document. For more information regarding procedures for reporting and handling academic integrity violations, please refer directly to the most updated graduate catalog.

The School of Graduate Studies assumes that all students attend Salem State with serious educational intent and expects them to be mature, responsible individuals who will exhibit high standards of honesty and personal conduct in their academic life. All forms of academic dishonesty are considered to be serious offenses against the University community. The University will apply sanctions when student conduct interferes with the University's primary responsibility of ensuring its educational objectives. All members of the Salem State academic community have a responsibility to ensure that scholastic honesty and academic integrity are safeguarded and maintained. Cheating, plagiarism, and collusion in dishonest activities are unfair, demoralizing, and demeaning to all of us. They diminish the learning experience not only for the perpetrators, but also for the entire community. It is expected that Salem State graduate students will understand and subscribe to the ideal of academic integrity and that they will bear individual responsibility for their work. Materials (written or otherwise) submitted to fulfill academic requirements must represent a student's own efforts.

Academic Dishonesty

Performing, aiding or inciting any of the actions listed below, in courses or other situations involving academic credits, constitutes academic dishonesty and is an offense subject to disciplinary action. The program director, in conjunction with program faculty, will manage all cases of academic dishonesty using the procedure outlined by the School of Graduate Studies most current catalog.

Cheating (23A)

Cheating is the intentional, unauthorized use of information or study guides in any academic activity, regardless of the delivery method of the course. The methods of cheating are varied and well-known. Cheating includes, but is not limited to, the following:

- Copying from others during an evaluative exercise;
- Unauthorized use of electronic devices during evaluative exercises;
- Sharing answers for a take-home examination or evaluative exercise;
- Using notes or other resources not authorized by the instructor;
- Taking an examination or completing an evaluative exercise for another student;
- Asking or allowing another student to take an examination or complete an evaluative exercise for you;
- Tampering with any evaluative exercise after it has been corrected, then returning it for more credit than deserved;
- Submitting substantial portions of the same academic work for credit in more than one course, without consulting the second instructor (and the first instructor if the courses are offered concurrently);
- Falsifying data or results from research or field work;
- All forgery.

Plagiarism (23A)

Plagiarism is academic theft. It is the use of another's ideas or words without proper attribution or credit. An author's work is his/her property and its use must be respected through proper documentation. Plagiarism includes allowing others to do the research and writing of an assigned paper or evaluative exercise (for example, an online service). Credit must be given for every direct quotation of any length, when another's work is paraphrased or summarized in whole or in part in your own words, and when information is not common knowledge.

Collusion

Any student who knowingly or intentionally helps another student to perform any of the above acts of cheating or plagiarism is subject to discipline for academic dishonesty. There is no distinction between those who cheat and plagiarize and those who knowingly facilitate these actions.

Academic Appeal/Grievance Policy (23B)

The SSU Graduate Students' Academic Appeal Procedure provides students with methods to resolve academic issues. There is an informal process and a formal process for addressing academic appeals. Students must follow the steps outlined in the informal process before pursuing the formal appeal process. Grounds for an appeal include violation(s) of specific written standards, e.g., computational errors or dismissal from a graduate program. The Graduate Education Council may refuse to hear appeals based on matters protected by academic freedom or for other reasons. GEC reserves the right to decline to hear appeals. The program director, in conjunction with program faculty, will manage all cases of academic appeal and grievances using the procedure outlined by the School of Graduate Studies most current catalog.

Informal Resolution of Academic Appeals

(Must be initiated within the 1st 30 days of the semester following the action being appealed.)

This procedure is not intended to supersede existing procedures within academic programs or departments for resolving student appeals. If the student's department or program has its own formal, internal procedure for resolving student appeals, the student must exhaust that procedure before bringing an appeal to the Graduate Education Council; otherwise, the student must follow the following informal procedure. A student with an academic appeal must initially take the appeal to the faculty member or administrator directly involved with the appeal. If the student and the faculty member or administrator satisfactorily resolve the appeal, the informal appeal resolution concludes at this point. If the student and the faculty member or administrator cannot resolve the appeal, the student should take the appeal to the appropriate Graduate Program Coordinator, then to the Department Chair. If the appeal involves the Program Coordinator, or the Chair of the Department, the student must first attempt to resolve the appeal with the other. If the student satisfactorily resolves the appeal with any individual in this process, there is no basis for submitting a formal academic appeal to the Graduate Education Council. If the student cannot satisfactorily resolve the appeal through the internal or informal processes, the student may, at his or her discretion, seek resolution via the formal procedure outlined below. In the formal appeal, the student must document that he or she attempted to resolve the appeal expeditiously through the department or program's internal, formal appeal process or through the informal appeal process, when there is no internal formal process. Please reference the Graduate catalog for more detailed information on the entirety of the academic appeal procedure.

Student Support Services

Salem State University offers many student support services to aid in student academic success. Please visit the following links or the [SSU School of Graduate Studies Catalog](#).

Mary Walsh Writing Center – open to all Salem State University Students, tutors are available to help with writing assignments. Note: AMA Style Guide should be used for all papers/assignments

Peer Tutoring – Center for Academic Excellence (CAE) offer peer tutoring for undergraduate AT students during the fall and spring semesters on an availability basis. Peer tutoring is not offered in the summer.

Frederick E. Berry Library and Learning Commons – The Salem State University Library is located on North Campus; visit the Salem State University library website for more information regarding the multiple data base holdings and hours of operation.

Salem State University Support Services – Salem State University is committed to providing support services from the classroom to your physical well-being. Please take the time to visit the website and see what other support services are available.

Disability Services – Students who request any classroom or clinical accommodation must contact the Disability Services office directly at disability-services@salemstate.edu.

Grading Policy

Grade Point Average Requirements for Awarding of Degree or Certificate

Candidates for any graduate-level degree or certificate must attain a final cumulative grade point average of 3.000 before the degree or certificate will be awarded.

Grade/GPA Equivalences (24I)

GPA Equivalence				Grading Scale		
A	4.0	C	2.0	A = 93%-100%	A- = 90%-92%	B+ = 87%-89%
A-	3.7	C-	1.7	B = 83%-86%	B- = 80%-82%	C+ = 77%-79%
B+	3.3	D+	1.3	C = 73%-76%	C- = 70%-72%	D+ = 67%-69%
B	3.0	D	1.0	D = 63%-66%	D- = 60%-62%	F = 0%-59%
B-	2.7	D-	0.7	**See admission & retention criteria for minimum GPA & grade requirements		
C+	2.3	F	0.0			

Qualitative Grading Guidelines for Salem State University Graduate Programs

A	Insightful scholarship, valid research, creativity, original application, and genuine promise of continuing growth in the field of study
A-	Solid scholarship, sound research, creative application, and promise of growth in the field of study
B+	Acceptable scholarship and research, valid application, and probable promise of growth in the field of study
B	Adequate scholarship, research, relevant application, and possible promise for growth in the field of study
B-	Marginal scholarship, research, and application suggesting minimal prospects for growth in the field of study
C+	Inadequate scholarship, research and application suggesting minimal prospects for growth in the field of study
C	Inadequate scholarship, research and application requiring improvement in future performance
C-	Inadequate scholarship, research and application requiring major improvement in future performance
F	Unacceptable graduate work
MP	deficient in some way in a pass/fail course but not to the point of failure

Grade of Incomplete

The grade of "I" (Incomplete) is a temporary grade assigned to students who have not completed course work and who have made provisions to do so with the course instructor before the assignment of final grades for the course. Course work must be completed by the end of the sixth week of the following semester. If the student fails to make up the course work by then, the "I" grade will be changed to an "F". Exceptions to this policy may be granted by the instructor, who must notify the Registrar's Office and the Associate Dean, School of Graduate Studies, in writing that an extension has been granted. It is the student's responsibility to finish incomplete course work by the deadline or, in cases where an extension has been granted by the course instructor, to request that the instructor notify the Registrar's Office and the Associate Dean, School of Graduate Studies, in writing of the extension. It is the responsibility of the course instructor to submit the grade change online.

For a complete list of Salem State University's academic policies and procedures, please visit the [SSU School of Graduate Studies Catalog](#)

Student Withdrawal Policy (23E)

All graduate students who withdraw from school must complete the appropriate paperwork either online or in-person through the Navigation Center. The date that notification is received from the student will be the official date of withdrawal. Withdrawal is initiated by the student, usually in consultation with an advisor. Withdrawal from the program implies withdrawal from all courses, and the graduate regulations concerning grades are applicable. Mere non-attendance does not constitute official withdrawal from the program. It is necessary to complete an official withdrawal form and file it with the School of Graduate Studies office. These forms are available at the student Navigation Center. [SSU School of Graduate Studies Catalog](#)

Dismissal

Failure to meet academic retention criteria will result in dismissal from the MSAT Program. Dismissal or administrative withdrawal is initiated by the MSAT Program Director and forwarded to the Dean of the School of Graduate Studies. Official dismissal or administrative withdrawal is completed by the Dean's office. Dismissal from the MSAT Program may result from unsatisfactory academic progress, failure to complete the program in six years, failure to withdraw officially from the program, failure to register and attend Fall and Spring semesters, infractions of university regulations, and for violations of program policy. For more information on the MSAT Program's Dismissal and Readmission Policy please refer to Appendix A. [SSU School of Graduate Studies Catalog](#)

Leave of Absence

Due to the nature of the MSAT Program, a student who takes a leave of absence from the MSAT Program will be required to join a new cohort at the start of the fall semester. A plan for returning to the program must be approved by the MSAT Program Director.

A leave of absence is a period during which students maintain their status, but are entitled to none of the services of the University provided by the payment of tuition or fees. An application for a leave of absence may be filed at any time during the academic year for the following semester(s). A leave of absence may begin during a semester, provided the completed application for leave is filed with the Dean of the School of Graduate Studies before the end of the fourth-class session. In this case the entire semester is counted toward the leave. No refund of tuition will be given except as provided by other existing regulations. The total leave allowed to a student during his/her graduate program is two semesters, which need not be taken consecutively. Students desiring to take a leave of absence must complete a Leave of Absence form available from the appropriate program coordinator to complete arrangements for leave. A date of return will be agreed upon in advance and stated on the Leave of Absence form. A student who fails to return on the agreed date will be considered to have withdrawn from the University. A date of return will be agreed upon in advance and stated on the Leave of Absence form. A student who fails to return on the agreed date will be considered to have withdrawn from the University. A leave of absence may be granted to any student complying with the School of Graduate Studies regulations. Such a leave of absence will be revoked if the student incurs an academic dismissal after the granting of the leave. Students on leave are fully responsible for returning on the agreed date. No reminders will be sent to the student. A leave of absence does not waive the mandatory six-year requirement. That is, all students requesting a leave of absence still must complete their program within six years of date of acceptance. Please note that students taking a leave of absence after the first-class meeting will be subject to the standard refund policies of the university and will incur financial obligations. It is also strongly recommended for students using financial aid that they review the impact of taking a leave on their financial aid status and award with the Student Navigation Center. [SSU School of Graduate Studies Catalog](#)

Refund Policy (23E)

The following are the current refund policies for evening and graduate classes. The policy goes into effect beginning in the fall of 2018, along with the new add/drop period for evening and graduate classes. If you have any specific questions regarding your refund, please contact the Student Navigation Center directly.

Fall and Spring Full Semester Courses

<i>Time of Withdrawal</i>	<i>Percentage of Refund</i>
Through End of Add/drop	100% refund
Add/Drop +1-7 calendar days	80% tuition only refund
Add/Drop +8-14 calendar days	60% tuition only refund
After Add/Drop +15 calendar days	No Refund

Summer Sessions I, Summer II, Winter Online, Accelerated Six Week and Special Format Courses

<i>Time of Withdrawal</i>	<i>Percentage of Refund</i>
Add/Drop (1 business day after session start)	100% refund
Add/Drop +1-3 calendar days	50% tuition only refund
Add/Drop + 4 calendar days	No Refund

Special Format and Non-Credit Courses

<i>Time of Withdrawal</i>	<i>Percentage of Refund</i>
Add/Drop (First class meeting day)	100% refund
After Add/Drop	No Refund

NOTE: Refunds are based on session dates of scheduled classes, not on attendance or participation. The date a student processes their drop/withdrawal (either online via **Navigator** or in-person) is the official date for refund purposes. Refunds will be processed through the student accounts office and sent to students approximately 6 weeks after withdrawal notification by the student. Fees are refundable only during the add/drop period. We are not responsible for finance charges incurred on your credit card statement. [Salem State University Refund Policy](#)

Online or Hybrid Courses (16)

Online courses for the School of Continuing and Professional Studies and Graduate Studies. Online and hybrid class refunds are based on the start date of the class, which is always the first day of the term/session for the class. Follow refund policies for School of Continuing and Professional Studies and School of Graduate Studies. All graduate matriculated students who withdraw from school must complete the appropriate paperwork through the School of Graduate Studies.

Cost of Attendance (24D)

Annually, Salem State University publishes the in-state and out-of-state cost of attendance for graduate students at [Tuition & Fees](#). When calculating tuition costs, the MSAT program requires 60 credit hours over two academic years and falls under tier 3 pricing. Students should contact the Navigation Center with any questions regarding the cost of attendance. **Email:** navcenter@salemstate.edu **Phone:** 978.542.8000 **Fax:** 978.542.8520

MSAT Program Specific Policy & Statements

Program Nondiscrimination Policy (23D)

The MSAT Program at Salem State University is committed to promoting diversity within the profession of athletic training and to providing equal educational opportunities for all students without regard to race, color, religion, age, national origin, ethnicity, national ancestry, sex, pregnancy, gender, gender identity or expression, sexual orientation, military service or veteran status, marital status, mental or physical disability, or genetic information. Educational opportunities include program didactic, clinical, and supplemental experiences. For more information about the institution's policies on discrimination please refer to [Title IX Policy](#).

Distance Learning (16)

All psychomotor and patient care skills taught and assessed during the MSAT Program must be completed in-person and on-campus (Salem, MA). Clinical experiences are completed under the direct supervision of a licensed athletic trainer or physician at approved clinical sites with a valid affiliation agreement with the institution. During clinical immersion clinical experiences, didactic course work may offer blended modalities that provides flexibility and minimize interference with clinical learning opportunities.

Membership in Professional Organizations

Membership in professional organizations instills a sense of connection to a network of professionals and provides certain rights and benefits, such as updates on current issues and access to peer reviewed research, networking opportunities, employment listings, and scholarship opportunities. All members of the MSAT Program are strongly encouraged to join and participate in a professional organization. Students are strongly encouraged to become a member of the NATA and maintain their membership throughout their career.

National Provider Identification (NPI) Number

An NPI is a unique 10-digit identification number used in standard health care transactions. It is issued to health care professionals and covered entities that transmit standard HIPAA electronic transactions (e.g., electronic claims and claim status inquiries). The NPI fulfills a requirement of the Health Insurance Portability and Accountability Act of 1996 (HIPAA). It also replaces all provider identifier numbers assigned by payers and is used by health care professionals. Covered entities under HIPAA are required by regulation to use NPIs to identify health care providers in HIPAA standard transactions. All members of the MSAT Program are required to obtain an NPI number by following the instructions on the [NATA NPI Instructions](#) website. Once you have received a NPI number, verification of the NPI number must be submitted to the program administrators.

Participation in Intercollegiate Athletics

Due to the rigorous academic and extensive clinical obligations associated with the MSAT Program, students admitted to the athletic training program will not be able to participate in intercollegiate athletics once enrolled in the MSAT Program.

Transfer Credit Policy (24P)

The MSAT Program does not accept transfer credit toward completion of the MSAT curriculum. All students are required to complete the curriculum in its entirety at Salem State University. Salem State University graduate programs do not grant course credit for life experience or previous work experience.

Additional Expenses

The following list of expenses are the approximate costs associated with the professional MSAT Program, not all expenses listed apply to all students. The expenses below are not covered by standard tuition and fees. It is the AT student's responsibility to cover all associated expenses related to the program. Please note that expenses may vary depending on location of affiliated site(s) and the individual student's situation.

- Commuter parking pass = \$165/year
- Transportation = \$500.00/semester (varies per clinical site & fuel cost)
- Professional AT attire = \$100.00 (SSU AT apparel order form will be emailed every summer)
- NATA student membership = \$97.00
- Student name tag = \$10.00
- AT medical kit = \$50.00-150.00 (sideline/sling pack)
- AT medical supplies/equipment = \$150.00 (vital sign equipment, exam instruments, etc)
- BOC online Self-assessment examination = \$140.00
- ECC Certification = \$10.00
- Annual tuberculosis test = \$15.00
- Annual influenza/COVID vaccination = \$15.00-\$30.00/variable cost based on student's insurance
- Annual professional liability insurance = \$15.00 (SSU) and/or \$40.00 (private policy)
- Criminal background check/finger printing = \$35.00 (more than one CORI or SORI check may be required depending on clinical placement)

Financial Aid, Grants, & Scholarships (24)

Athletic Training Students are eligible to apply for financial aid through the Salem State University Financial Aid Office. Students interested in receiving federal student aid should visit the [SSU Financial Aid Office](#) for more information. Several professional organizations offer academic scholarships and student research grants, and interested students are encouraged to apply. Notification of available grants and/or scholarship opportunities will be disseminated to AT Students via email when available. Students are responsible for completing and submitting the application requirements. The MSAT Program does not guarantee financial aid, grants and/or scholarship funding to Athletic Training Students. For more information regarding grants and/or scholarships, students are encouraged to join and explore the professional organizations outlined below for more information.

Bill Bullock Scholarship

This scholarship provides annual support for an AT Student entering their second year in the program with demonstrated financial need. Preference will be given to students who are pursuing a career in athletic training and who have demonstrated civic engagement. Any student who is enrolled in the MSAT program and demonstrates financial need will be eligible for this scholarship and will have their application reviewed. Students can apply for this scholarship and others through [Viking Scholarships](#).

NATA Research and Education Foundation Scholarships

The NATA Research and Education Foundation awards scholarships and student research grants for eligible applicants. For eligibility requirements see [NATA Research & Education Foundation](#).

Eastern Athletic Trainers' Association Scholarships

The Eastern Athletic Trainers' Association also awards annual scholarships to AT Students. For more information: [EATA Student Scholarship](#).

Athletic Trainers of Massachusetts

The Athletic Trainers of Massachusetts (ATOM) offers annual scholarships to eligible athletic training students. Information on the application process is released annually through an e-blast, which will be forwarded to all professional phase students. For more information about ATOM Scholarship program visit the [ATOM Website](#).

Salem State University

Salem State University's office of Grants and Scholarships offers a variety of scholarships for interested students. For more information contact the [Office of Grants and Scholarships](#).

MSAT Program Admissions (24C, 28)

Application Timeline

Applications are reviewed on a rolling basis. Priority acceptance will be given before December 1st each year for the following fall start. Applications are considered until seats are filled. The admissions process ends when the cohort is filled (maximum 25 students per cohort). MSAT Program Orientation will be scheduled for the day before fall classes start. Each new cohort starts with the commencement of fall semester.

Admissions Criteria

Acceptance into the MSAT Program is limited each academic year and is based on the following criteria. Please note that meeting minimum admission criteria does not guarantee admission into the program.

1. Complete the Salem State University Graduate Admissions Application, including non-refundable \$50 application fee.
2. Evidence of completed undergraduate degree, all official transcripts required.
 - a. Applicants can apply during the last year of their undergraduate degree program; undergraduate degree must be conferred by MSAT start date.
3. Undergraduate GPA ≥ 3.0 (4.0 scale)
4. C+ or better in Prerequisite Courses: (54)
 - Biology – 3-4 credits
 - Anatomy & Physiology (I & II) – 8 credits
 - Chemistry – 3-4 credits
 - Physics – 3-4 credits
 - Psychology – 3 credits
 - Exercise Physiology – 3 credits
 - Nutrition – 3 credits
 - Statistics or equivalent – 3 credits
 - Kinesiology or Biomechanics or Functional Anatomy – 3 credits
5. Medical Terminology Course
 - Certificate of completion (online platform w/certificate or for college credit is acceptable)
 - Example of online course: <https://www.dmu.edu/medterms/>
6. Three professional references
 - 1-2 references must be from a college professor.
 - 1-2 references from a certified athletic trainer [preferred], or healthcare professional, or former supervisor, or other professional reference. (Family and friends are not appropriate sources of references)
7. Statement of purpose, three pages double-spaced, that addresses each of the following questions:
 - a. “Every person has a story that has led them to a career. Since there are a variety of health professions that “help” others, please go beyond your initial interaction or experience with athletic training and share the deeper story that has confirmed your decision to specifically pursue athletic training as your career.”
 - b. What is your understanding of the role of an athletic trainer in the current climate of healthcare in the United States?
 - c. Is there any other information you think would help the admissions committee evaluate your application?
8. English Proficiency, if applicable for international applicants

9. [MS in Athletic Training Observation Hours Form](#): Documented 30 observation hours under the supervision of a licensed athletic trainer. Please download and fill out the MSAT Observation hours form APPENDIX B and submit with graduate admissions application.
10. [Prerequisite Tracking Form](#): Submit the MSAT prerequisite tracking form APPENDIX B and submit with graduate admissions application. Please see the program's prerequisite policy and procedure in Appendix A and prerequisite tracking form in Appendix B.
11. Successful interview with the MSAT Admissions Committee. Eligible candidates will be contacted directly by the MSAT Admissions Committee to schedule an interview once the graduate application is completed.

Notification of Admission Decision (24C)

Upon completion of all required admissions criteria, eligible candidates will be interviewed by the MSAT Program Admissions Committee. The committee will make decisions on a rolling basis throughout the year. All candidates will be notified via electronic message regardless of decision. Acceptance to the MSAT Program is provisional until the student completes any outstanding admissions criteria and required pre-program tasks as outlined below. Failure to complete all outstanding admissions criteria prior to the start of classes will result in deferral to the following academic year. Students who are not admitted, but wish to seek admission in the future, are encouraged to re-apply to the program once they have improved their application materials.

Provisional Requirements Prior to First Year

The following items are required of all AT Students, the inability or failure to complete these requirements may result in dismissal from the MSAT Program.

- 1. Immunization Record:** Participation in an educational program preparing students to become healthcare practitioners may expose students and their patients to diseases. For the safety of students and patients, all students admitted to the MSAT Program must have up-to-date vaccinations and immunity. Prior to matriculation and as a condition of admissions, candidates must submit a completed copy of their immunization record using the immunization form. It is the student's responsibility to maintain vaccinations while enrolled in the MSAT Program. Failure to do so will result in the student being removed from all patient contact until the situation is remedied. Inability to complete clinical assignments may delay or prohibit graduation. *(see appendix A for more information)*
- 2. Technical Standards:** The MSAT Program is a rigorous and intense program that places specific requirements and demands on the students enrolled in the program. An objective of this program is to prepare graduates to enter a variety of employment settings and to render care to a wide spectrum of patients. The technical standards set forth by the MSAT Program establish the essential qualities considered necessary for students admitted to this program to achieve the knowledge, skills, and competencies of an athletic trainer, as well as meet the expectations of the Commission on Accreditation of Athletic Training Education (CAATE). The abilities and expectations must be met by all students admitted to the MSAT Program. In the event a student is unable to fulfill these technical standards, with or without reasonable accommodation, the student will not be admitted into the program. Compliance with the program's technical standards does not guarantee a student's eligibility for the BOC certification exam. *(see appendix A for more information)*
- 3. Review and Sign MSAT Program Policy and Procedures:** Review and endorsement of the MSAT's program policies and procedures is required by AT students. Students will be provided with a copy of the policy and procedures annually. Review and endorsement must be completed no later than the first day of classes for the first and second year. The policy and procedure signature packet can be found in **Appendix A**. Once you have endorsed the documents, a copy must be submitted to the Coordinator of Clinical Education.
- 4. MSAT Program Handbook Declaration:** Review of the MSAT's Program Handbook is required by AT students. Students will be provided with a copy of the handbook annually. Review and endorsement must be completed no later than the first day of classes for the first and second year. Students must submit the declaration signature page to the Coordinator of Clinical Education. *(see appendix A for more information)*
- 5. National Athletic Trainers' Association Membership:** All students are strongly encouraged to join and participate in the professional organization. NATA annual dues grant all members access to publications, as well as state and regional organization membership. These memberships also give the student the opportunity to participate in professional networking and development opportunities at local, district, and national symposiums. NATA student members also have access to student scholarships, the NATA career center, and savings on BOC examination fees.
- 6. Board of Certification (BOC) Student Identification Number:** Students are required to create a BOC candidate profile by following the instructions on the [BOC website](#). Once you have received a BOC student ID number, the number must be submitted to the Coordinator of Clinical Education.
- 7. National Provider Identification (NPI) Number:** Students are required to obtain an NPI number by following the instructions on the [NATA NPI Instructions](#). Once you have received a NPI number, the number must be submitted to the Coordinator of Clinical Education.
- 8. Mandatory Reporting Training Module:** Mandatory reporting training is required for all athletic training students. Students must complete the training module and successfully pass the assessment with an 80% or better. The training module must be completed no later than the first day of classes for the first and second year. The online module will be emailed to students prior to the fall semester.

- 9. Health Insurance Portability and Accountability Act (HIPAA) Training Module (26G, 27H, 66):** Annual HIPAA training is required for all athletic training students. Students must complete the HIPAA training module and successfully pass the assessment with an 80% or better. The HIPAA training module must be completed no later than the first day of classes for the first and second year. The online module will be emailed to students prior to the fall semester. *(see appendix A for more information)*
- 10. Family Educational Rights and Privacy Act (FERPA) Training Module (26G, 27H, 66):** Annual FERPA training is required for all athletic training students. Students must complete the FERPA training module and successfully pass the assessment with an 80% or better. The FERPA training module must be completed no later than the first day of classes for the first and second year. The online module will be emailed to students prior to the fall semester. *(see appendix A for more information)*
- 11. Occupational Safety and Health Administration (OSHA), Universal Precautions, Blood Borne Pathogen Training, and Communicable Disease Training Module (27E, 29, 66):** Annual health and safety training is required for all athletic training students. Students must complete the training module and successfully pass the assessment with an 80% or better. The training module must be completed no later than the first day of classes for the first and second year. The online module will be emailed to students prior to the fall semester. *(see appendix A for more information)*
- 12. Emergency Cardiac Care (ECC) Training Module (26B):** ECC training is required for all athletic training students. Students will receive a link to the ECSI online ECC course the summer before they start the MSAT program. Students must complete the training module and successfully pass the assessment with an 80% or better. The training module must be completed no later than the first day of classes. Students must also complete an in person practical skill assessment and will need to successfully pass the practical assessment with an 80% or better within the first two weeks of the fall semester. *(see appendix A for more information)*
- 13. Student Professional Liability Insurance (27K):** Students are required to provide proof of professional liability insurance prior to the first day of classes for each academic year. SSU requires all clinical students to purchase professional liability insurance through the University at \$15.00/year, this will be automatically posted to the students' bill. Failure to do so will result in the student being removed from all patient contact until the situation is remedied. Inability to complete clinical assignments may delay or prohibit graduation. ***Students are encouraged to purchase private professional liability insurance coverage. For example, Healthcare Providers Service Organization (HPSO) provides athletic training students professional liability insurance at a rate of ~\$40.00 per year. Rates will vary and will depend on several factors, including your state of residency, if you hold any additional certifications/licenses, etc. *(see appendix A for more information)*
- 14. Criminal Background Check Process (24F, 27G)** Criminal Offender Record Information (CORI) and/or a request for Sex Offender Registry Information (SORI) reports are required prior to the start of clinical experiences. All students accepted to the professional phase of the MSAT Program are required to complete a CORI & SORI authorization form prior to participating in clinical experiences. Students will need to submit further information to the Human Resource Department to have their CORI/SORI processed during the fall semester of the first year. A positive CORI and/or SORI report doesn't preclude matriculation through the SSU MSAT Program, however it may result in the inability to participate in certain clinical experiences and/or obtain state licensure in the future. Digital finger printing is required in the state of Massachusetts to work with minors. Students will need to register to schedule an appointment for fingerprinting at a local site authorized by the state of Massachusetts. Please see Appendix A for the digital finger printing policy and procedure. Failure to pass a CORI or SORI background check may prohibit you from completing the requirements of the MSAT Program and/or its affiliated clinical sites, and will be unable to complete the curriculum, and thereby unable to graduate. Furthermore, you may be ineligible to sit for the Board of Certification (BOC) examination and/or state licensure. Thus, we feel it is our obligation to notify you prior to enrollment, securing housing, and paying tuition. Candidates who continue to pursue unconditional admission and complete the background check process, despite the Program's advisement, do so knowing they are fully responsible for all costs that are incurred. *(see appendix A for more information)*

Requirements Prior to the Second Year

The following items are required of all AT Students, the inability or failure to complete these requirements may result in dismissal from the MSAT Program.

- 1. Immunization Record:** Participation in an educational program preparing students to become healthcare practitioners may expose students and their patients to diseases. For the safety of students and patients, all students admitted to the MSAT Program must have up-to-date vaccinations and immunity. Prior to matriculation and as a condition of admissions, candidates must submit a completed copy of their immunization record using the immunization form. It is the student's responsibility to maintain vaccinations while enrolled in the MSAT Program. Failure to do so will result in the student being removed from all patient contact until the situation is remedied. Inability to complete clinical assignments may delay or prohibit graduation. *(see appendix A for more information)*
- 2. Technical Standards:** The MSAT Program is a rigorous and intense program that places specific requirements and demands on the students enrolled in the program. An objective of this program is to prepare graduates to enter a variety of employment settings and to render care to a wide spectrum of patients. The technical standards set forth by the MSAT Program establish the essential qualities considered necessary for students admitted to this program to achieve the knowledge, skills, and competencies of an athletic trainer, as well as meet the expectations of the Commission on Accreditation of Athletic Training Education (CAATE). The abilities and expectations must be met by all students admitted to the MSAT Program. In the event a student is unable to fulfill these technical standards, with or without reasonable accommodation, the student will not be admitted into the program. Compliance with the program's technical standards does not guarantee a student's eligibility for the BOC certification exam. *(see appendix A for more information)*
- 3. Review and Sign MSAT Program Policy and Procedures:** Review and endorsement of the MSAT's program policies and procedures is required by AT students. Students will be provided a copy of the policy and procedures annually; review and endorsement must be completed no later than the first day of classes for the first and second year. The policy and procedure signature packet can be found in **Appendix A**. Once you have endorsed the documents, a copy must be submitted to the Coordinator of Clinical Education.
- 4. MSAT Program Handbook Declaration:** Review the MSAT's Program Handbook is required by AT students. Students will be provided a copy of the handbook annually; review and endorsement must be completed no later than the first day of classes for the first and second year. Students must submit the declaration signature page. *(see appendix A for more information)*
- 5. Mandatory Reporting Training Module:** Mandatory reporting training is required for all athletic training students. Students must complete the training module and successfully pass the assessment with an 80% or better. The training module must be completed no later than the first day of classes for the first and second year. The online module will be emailed to students prior to the fall semester.
- 6. Health Insurance Portability and Accountability Act (HIPAA) Training Module (26G, 27H, 66):** Annual HIPAA training is required for all athletic training students. Students must complete the HIPAA training module and successfully pass the assessment with an 80% or better. The HIPAA training module must be completed no later than the first day of classes for the first and second year. The online module will be emailed to students prior to the fall semester. *(see appendix A for more information)*
- 7. Family Educational Rights and Privacy Act (FERPA) Training Module (26G, 27H, 66):** Annual FERPA training is required for all athletic training students. Students must complete the FERPA training module and successfully pass the assessment with an 80% or better. The FERPA training module must be completed no later than the first day of classes for the first and second year. The online module will be emailed to students prior to the fall semester. *(see appendix A for more information)*

8. ***Occupational Safety and Health Administration (OSHA), Universal Precautions, Blood Borne Pathogen Training, and Communicable Disease Training Module (27E, 29, 66)***: Annual health and safety training is required for all athletic training students. Students must complete the training module and successfully pass the assessment with an 80% or better. The training module must be completed no later than the first day of classes for the first and second year. The online module will be emailed to students prior to the fall semester. ***(see appendix A for more information)***

9. ***Student Professional Liability Insurance (27K)***: Students are required to provide proof of professional liability insurance prior to the first day of classes for each academic year. SSU requires all clinical students to purchase professional liability insurance through the University at \$15.00/year, this will be automatically posted to the students' bill. Failure to do so will result in the student being removed from all patient contact until the situation is remedied. Inability to complete clinical assignments may delay or prohibit graduation. ***Students are encouraged to purchase private professional liability insurance coverage. For example, Healthcare Providers Service Organization (HPSO) provides athletic training students professional liability insurance at a rate of ~\$40.00 per year. Rates will vary and will depend on several factors, including your state of residency, if you hold any additional certifications/licenses, etc. ***(see appendix A for more information)***

Academic Requirements for Retention and Matriculation (24L)

The following criteria must be satisfied to remain in good standing and progress through the MSAT Program. Failure to meet any of the following criteria will result in dismissal from the program. To remain in good standing and matriculate to the subsequent semester in the MSAT Program the student must:

1. Earn a C+ or better in the following didactic and laboratory courses.

- ATR700 Functional Anatomy for the AT
- ATR702 Principles of AT & Emergency Care
- ATR704 Neurological Exam & Immediate Care
- ATR706 Taping, Bracing, and Protective Equipment
- ATR708 Clinical Exam & Diagnosis I: Lower Extremity
- ATR710 Clinical Exam & Diagnosis II: Upper Extremity
- ATR712 Electrophysical Agents
- ATR714 Therapeutic Exercise
- ATR716 Evidence-Based Practice
- ATR800 Research Methods I
- ATR802 Clinical Path & Pharm
- ATR804 Administration & Professionalism in Healthcare
- ATR806 Manual Therapy
- ATR808 Clinical Decision Making
- ATR812 Seminar in Athletic Training
- ATR814 Research Methods II

2. Earn a B- or better in Athletic Training Clinical Experience courses.

- ATR718 Clinical Experience I
- ATR720 Clinical Experience II
- ATR810 Clinical Experience III
- ATR816 Clinical Experience IV

3. Maintain a 3.0 or better cumulative GPA.
4. Earn no more than two C+ course grades throughout the curriculum.
5. Students will be expected to follow the academic plan and course sequence outlined.
6. Remain in good standing under the policies and procedures outlined in the MSAT Program handbook.
7. Satisfactory completion of all competencies, evaluations, and professional behavior assessments from faculty and preceptors.

Readmission into the Athletic Training Program

Students who have been dismissed from the program due to unsatisfactory performance in the academic and/or clinical components of the program may apply for re-entry to the MSAT Program. Students who are dismissed due to professional behavior violation are not eligible for re-entry. Re-applying to the MSAT Program does not guarantee re-entry to the program. To apply for re-entry, the student must follow the policy and procedures outlined by the SSU MSAT Program Readmission Policy located in Appendix A.

Requirements for Graduation

For a student to matriculate through the MSAT Program and be eligible for graduation, the student must meet the following requirements. Failure to meet the following criteria will prohibit or delay graduation from the MSAT Program.

1. Earn a C+ or better in all ATR didactic and laboratory courses.
2. Earn a B- or better in all clinical experience courses; ATR 718 Clinical Experience I, ATR 720 Clinical Experience II, ATR810 Clinical Experience III, and ATR 816 Clinical Experience IV (complete a minimum of 1040 patient care hours).
3. Maintain a 3.0 or better cumulative GPA.
4. Earn no more than two C+ course grade throughout the curriculum.
5. Remain in good standing under the policies and procedures outlined in the MSAT Program handbook.
6. Satisfactory completion of all competencies, evaluations, and professional behavior assessments from faculty and preceptors.
7. Apply for graduation during the 2nd fall [see commencement website for specific details, timeline/due dates change annually]

Athletic Training Program Curriculum (24B)

Students admitted into the MSAT Program must follow the two-year course sequence as outlined below. The official catalog academic plan and course sequencing outlines all required coursework to complete Master of Science in Athletic Training at Salem State University are as follows:



SCHOOL OF GRADUATE STUDIES

352 Lafayette Street, Salem, MA 01970
salemstate.edu/graduate
 978.542.6323

Fall I	Course	Credits	Spring I	Course	Credits
ATR700	Functional Anatomy for the AT	4	ATR710	Clinical Exam and Diagnosis II: UE	4
ATR702	Principles of AT and Emergency Care	4	ATR716	Evidence-Based Practice	1
ATR704	Neurological Exam and Immediate Care	2	ATR718	Clinical Experience I	3
ATR706	Taping, Bracing, and Prot Equip	2	ATR714	Therapeutic Exercise	4
ATR708	Clinical Exam and Diagnosis I: LE	4	ATR806	Manual Therapy	3
		16			15

Summer I	Course	Credits
ATR720	Clinical Experience II	3

Fall II	Course	Credits	Spring II	Course	Credits
ATR800	Research Methods I	2	ATR812	Seminar in Athletic Training	3
ATR802	Clinical Path and Pharm	4	ATR814	Research Methods II	2
ATR712	Electrophysical Agents	4	ATR816	Clinical Experience IV	4
ATR808	Clinical Decision Making	1	ATR804	Admin and Prof in Healthcare	3
ATR810	Clinical Experience III	3			
		14			12
				Total Credits:	60

[Salem State University Academic Calendar](#)

MSAT Course Descriptions (24E)

ATR700: Functional Anatomy for the Athletic Trainer (4cr)

The objective of this course is to integrate the fundamental concepts of physics, clinically oriented anatomy, and the physiology of human movement. Emphasis will be placed on the relationship between the structure and function of the neurological and musculoskeletal systems. Emphasis will be placed upon the muscles involved in human movement, describing their proximal and distal attachments, blood supply, innervation, and function in both the open and closed kinetic chain. The clinical application of functional anatomy will be emphasized within the psychomotor component of this course, which includes fundamental techniques in musculoskeletal palpation, range of motion, manual muscle testing, goniometry, postural assessment, therapeutic exercise, and movement analysis. The course meets 4 hours per week and is open only to and required of students enrolled in the Athletic Training master's degree program. Course Prerequisites: N/A Course Co-requisites: ATR702; ATR704; ATR706; ATR708

ATR702: Principles of Athletic Training & Emergency Care (4cr)

The objective of this course is to develop fundamental athletic training knowledge and skills necessary for active participation in the patient care setting. Topics include injury and illness prevention, pathology, etiology, assessment, immediate care, and basic therapeutic interventions. In addition, this course will cover the assessment and management of common medical and trauma related emergencies. Topics will be discussed and applied through the lecture and psychomotor components of this course. The course meets 4 hours per week and is open only to and required of students enrolled in the Athletic Training master's degree program. Course Prerequisites: N/A Course Co-requisites: ATR700, ATR704, ATR706; ATR708

ATR704: Neurological Examination & Immediate Care: Head, Maxillofacial & Cervical Spine (2cr)

The purpose of this course is to develop knowledge and skills in neurological examination and immediate care of traumatic injuries to the head, maxillofacial, and cervical spine regions. Injuries will be discussed from the following viewpoints: prevention, etiology, pathophysiology, evaluation, and acute management protocols. The psychomotor component of this course will allow students to apply knowledge and skills related to immediate care of traumatic injuries to the head, maxillofacial, and cervical spine. The course meets 2 hours per week and is open only to and required of students enrolled in the Athletic Training master's degree program. Course Prerequisites: N/A Course Co-requisites: ATR700; ATR702; ATR706; ATR708

ATR706: Taping, Bracing, Padding, and Protective Equipment (2cr)

This course is designed to provide athletic training students with the knowledge and skills required to effectively prescribe and apply orthopedic taping, wrapping, bracing, padding, and functional splinting techniques. Students will also learn how to properly select and fit protective athletic equipment. Related theory and research will be discussed in lecture and associated clinical skills will be developed during the psychomotor component of this course. The course meets 2 hours per week and is open only to and required of students enrolled in the Athletic Training master's degree program. Course Prerequisites: N/A Course Co-requisites: ATR700; ATR702; ATR704; ATR708

ATR708: Clinical Examination & Diagnosis I – Lower Extremity (4cr)

The objective of this course is to develop knowledge and skills in the area of clinical examination and diagnosis of musculoskeletal injuries, conditions and disorders of the abdomen, lumbar spine, pelvis, and lower extremity. The pathology, etiology, clinical examination, and diagnostic principles will be covered during the lecture and psychomotor components of this course. The course meets 4 hours per week and is open only to and required of students enrolled in the Athletic Training master's degree program. Course Prerequisites: N/A Course Co-requisites: ATR700; ATR702; ATR704; ATR706

ATR710: Clinical Examination & Diagnosis II – Upper Extremity (4cr)

The objective of this course is to develop knowledge and skills in the area of clinical examination and diagnosis of musculoskeletal injuries, conditions and disorders of the upper extremity, cervical spine, thorax, and thoracic spine. The pathology, etiology, clinical examination, and diagnostic principles will be covered during the lecture and psychomotor components of this course. The course meets 4 hours per week and is open only to and required of students enrolled in the Athletic Training master's degree program. Course Prerequisites: ATR700; ATR702; ATR704; ATR706; ATR708 Course Co-requisites: ATR712; ATR714; ATR716; ATR718

ATR712: Electrophysical Agents (4cr)

This course provides both theoretical and clinical bases for the use of electrophysical agents as an adjunct to standard care in the rehabilitation process. The course emphasizes use of electromagnetic and acoustical energy to create physiologic responses within human tissue. The interventions will be discussed within the context of the principles of tissue healing, neurophysiology of pain, and neurophysiology of muscle performance. The associated physics, physiological effects, indications, contraindications, and application technique for each electrophysical agent will be discussed through the lecture and psychomotor components of this course. The course meets 4 hours per week and is open only to and required of students enrolled in the Athletic Training master's degree program. Course Prerequisites: ATR700; ATR702; ATR704; ATR706; ATR708 Course Co-requisites: ATR710; ATR714; ATR716; ATR718

ATR714: Therapeutic Exercise (4cr)

This course focuses on the development and implementation of therapeutic exercise interventions and corrective exercise techniques to treat movement dysfunction. During the lecture and the psychomotor components of this course, emphasis will be placed on therapeutic exercise to address orthopedic injuries, pathological movement patterns, and post-operative rehabilitation. The course meets 4 hours per week and is open only to and required of students enrolled in the Athletic Training master's degree program. Course Prerequisites: ATR700; ATR702; ATR704; ATR706; ATR708 Course Co-requisites: ATR710; ATR712; ATR716; ATR718

ATR716: Evidence-Based Practice (1cr)

This course will develop fundamental skills necessary for evidence-based practice in the delivery of healthcare. The concepts and clinical applications of reliability, validity, specificity, and sensitivity are discussed as they relate to diagnostic accuracy. Students learn how to develop clinical questions, search currently available literature, critically appraise research, and integrate evidence into clinical practice. Emphasis will be placed on integrating the best available research, clinical experience and expertise, along with the values and experiences of the patient. The course meets 1 hour per week and is open only to and required of students enrolled in the Athletic Training master's degree program. Course Prerequisites: ATR700; ATR702; ATR704; ATR706; ATR708 Course Co-requisites: ATR708; ATR710; ATR714; ATR718

ATR718: Clinical Experience I (3cr)

This 15-week clinical rotation focuses on the basic application of functional anatomy, fundamental principles of athletic training, taping, bracing, padding, protective equipment, neurological examination, clinical examination of the lower extremity, and emergency care. Students will complete a total of 240 hours. This includes 225 clinical experience hours under the direct supervision of an approved clinical preceptor (15 hours/week for 15 weeks). In addition, 15 classroom hours will be used to facilitate critical thinking and assess skills related to clinical practice. This course is open to and required of students enrolled in the Athletic Training master's degree program. Course Prerequisites: ATR700; ATR702; ATR704; ATR706; ATR 708 Course Co-requisites: ATR710; ATR712; ATR714; ATR716; ATR718

ATR720: Clinical Experience II (3cr)

Clinical experience II is designed to provide the athletic training student with continued supervised clinical care opportunities with a focus on the clinical application of knowledge and skills previously developed and evaluated in the athletic training program. This course continues to emphasize the fundamentals of clinical care, evidence-based practice, cultural competency, and ethical decision-making. Students will complete a total of 240 hours. This includes 225 clinical experience hours under the direct supervision of an approved clinical preceptor (28 hours/week for 8 weeks). In addition, 15 classroom hours will be used to facilitate critical thinking and assess skills related to clinical practice. This course is open only to and required of students enrolled in the Athletic Training master's degree program. Course Prerequisites: ATR700; ATR702; ATR704; ATR706; ATR 708 ATR710; ATR712; ATR714; ATR716, ATR718 Course Co-requisites: N/A

ATR800: Research Methods I (2cr)

This course explores the process and methods of scientific inquiry and interpretation of research findings. Students will gain familiarity with the major elements of research including developing a clinical question, literature review, quantitative and qualitative methodology, research design, introduction to statistical analysis, presentation of data, and ethical considerations. The course meets 2 hours per week and is open only to and required of students enrolled in the Athletic Training master's degree program. Course Prerequisites: ATR700; ATR702; ATR704; ATR706; ATR708; ATR710; ATR712; ATR714; ATR716; ATR718; ATR720 Course Co-requisites: ATR802; ATR804; ATR806; ATR808; ATR810

ATR802: Clinical Pathophysiology & Pharmacology (4cr)

This course provides the student with knowledge and skills necessary to recognize pathophysiologic conditions of the human systems. The incidence, etiology, pathophysiology, clinical manifestations, relevant diagnostic testing, and potential differential diagnoses will be discussed. Emphasis is placed on developing psychomotor competency in medical screening and referral to the appropriate medical practitioner. Principles of pharmacotherapy interventions will be discussed with an emphasis on safe, ethical, and effective use. The effects of medication on human performance and the rehabilitation process will be covered. The course meets 4 hours per week and is open only to and required of students enrolled in the Athletic Training master's degree program. Course Prerequisites: ATR700; ATR702; ATR704; ATR706; ATR708; ATR710; ATR712; ATR714; ATR716; ATR718; ATR720 Course Co-requisites: ATR800; ATR804; ATR806; ATR808; ATR810

ATR804: Administration and Professionalism in Healthcare (3cr)

This course provides an overview of the necessary policies, procedures, maintenance, and daily operation associated with a multidisciplinary sports medicine team. Through lecture and discussion students will learn and apply principles of facility design, management, leadership, communication, medical documentation, legal issues, ethics, and professionalism as it relates to clinical practice in a variety of athletic training settings. The course meets 3 hours per week and is open only to and required of students enrolled in the Athletic Training master's degree program. Course Prerequisites: ATR700; ATR702; ATR704; ATR706; ATR708; ATR710; ATR712; ATR714; ATR716; ATR718; ATR720 Course Co-requisites: ATR800; ATR802; ATR806; ATR808; ATR810

ATR806: Manual Therapy for Musculoskeletal Conditions (3cr)

Through lecture, discussion, demonstration and class participation, the fundamentals and techniques in injury rehabilitation involving manual therapy will be examined. An emphasis of the course will be on applying evidence-based practice to the application of soft tissue mobilization and joint mobilization techniques to the extremities and spine. The course meets 3 hours per week and is open only to and required of students enrolled in the Athletic Training master's degree program. Course Prerequisites: ATR700; ATR702; ATR704; ATR706; ATR708; ATR710; ATR712; ATR714; ATR716; ATR718; ATR720 Course Co-requisites: ATR800; ATR802; ATR804; ATR808; ATR810

ATR808: Clinical Decision Making (1cr)

This course focuses on advanced clinical decision making in the areas of prevention, emergency care, clinical diagnosis, therapeutic intervention, and rehabilitation of injuries and medical conditions. Through the use of problem-based learning, discussion, and case studies the student will integrate previously learned athletic training knowledge and skills to make sound clinical decisions. Emphasis will be placed on the use of disablement models and clinical outcome assessments to facilitate evidence-based athletic training practice. This course also serves as a preparatory review for the Athletic Training Board of Certification Examination. The course meets 1 hour per week and is open only to and required of students enrolled in the Athletic Training master's degree program. Course Prerequisites: ATR700; ATR702; ATR704; ATR706; ATR708; ATR710; ATR712; ATR714; ATR716; ATR718; ATR720 Course Co-requisites: ATR800; ATR802; ATR804; ATR806; ATR810

ATR810: Clinical Experience III (3cr)

This course is a continuation of Clinical Experience I & II, and is designed to provide the student with opportunities to advance their clinical reasoning skills and integrate knowledge and skills previously developed and evaluated in the athletic training program. Students will advance their clinical decision-making by emphasizing the use of disablement models and clinical outcome assessments to facilitate evidence-based athletic training practice. Students will complete a total of 240 hours. This includes 225 clinical experience hours under the direct supervision of an approved clinical preceptor (15 hours/week for 15 weeks). In addition, 15 classroom hours will be used to facilitate critical thinking and assess skills related to clinical practice. This course is open only to and required of students enrolled in the Athletic Training master's degree program. Course Prerequisites: ATR700; ATR702; ATR704; ATR706; ATR 708; ATR710; ATR712; ATR714; ATR716; ATR720 Course Co-requisites: ATR800; ATR 804; ATR 806; ATR 808

ATR812: Seminar in Athletic Training (3cr)

This course is designed to prepare graduate athletic training students to future transition into autonomous clinical practice. Class lectures, discussions, and assignments are intended to expand and reinforce athletic training knowledge and skills in preparation for the Board of Certification Examination for Athletic Trainers and clinical practice. Frequent assessment of knowledge and skills will be used to develop individualized professional development plans. Additional topics include contemporary issues in sports medicine, ergogenic aids, special topics in healthcare, psychosocial strategies and referral, and interprofessional practice. The course meets 3 hours per week and is open only to and required of students enrolled in the Athletic Training master's degree program. Course Prerequisites: ATR700; ATR702; ATR704; ATR706; ATR708; ATR710; ATR712; ATR714; ATR716; ATR718; ATR720; ATR800; ATR802; ATR804; ATR806; ATR808; ATR810 Course Co-requisites: ATR814; ATR816

ATR814: Research Methods II (2cr)

This course is a continuation of Research Methods I with additional emphasis placed on the development of scholarly work. Course content will focus on the understanding and application of inferential statistic used in meta-analysis and clinical research studies. The student will analyze data using statistical software, interpret statistical results, and develop proficiency in scientific writing. The course meets 2 hours per week and is open only to and required of students enrolled in the Athletic Training master's degree program. Course Prerequisites: ATR700; ATR702; ATR704; ATR706; ATR708; ATR710; ATR712; ATR714; ATR716; ATR718; ATR720; ATR800; ATR802; ATR804; ATR806; ATR808; ATR810 Course Co-requisites: ATR812; ATR816

ATR816: Clinical Experience IV (4cr)

This course is a continuation of Clinical Experience I, II, & III, and is designed to provide the student with opportunities to advance their clinical reasoning skills and integrate knowledge and skills previously developed and evaluated in the athletic training program. This course emphasizes advancing clinical knowledge and skills necessary for future transition to autonomous athletic training practice. Students will complete a total of 320 hours. This includes 305 clinical experience hours under the direct supervision of an approved clinical preceptor (average of 30 hours/week for 10 weeks). In addition, 15 classroom hours will be used to facilitate critical thinking and assess skills related to clinical practice. This course is open only to and required of students enrolled in the Athletic Training master's degree program. Course Prerequisites: ATR700; ATR702; ATR704; ATR706; ATR708; ATR710; ATR712; ATR714; ATR718; ATR720; ATR800; ATR802; ATR804; ATR806; ATR808; ATR810 Course Co-requisites: ATR812; ATR814

Clinical Education Policies

The following sections details the clinical education aspect of the MSAT Program. It is critical that faculty, students, and preceptors be familiar with all aspects of the clinical education process. The goal of the clinical education program is to provide students with extensive patient care experiences in a variety of clinical settings. Students are provided with the opportunity to develop real time clinical decision-making skills while applying contemporary evidence-based approaches to a patient population. Any questions regarding the information in this section should be directed to the program's Coordinator of Clinical Education or Program Director.

Clinical Experience Progression Process (15)

The MSAT clinical education program has been developed to reflect and facilitate logical progression towards autonomous clinical practice as an athletic trainer. Students will accumulate a rich clinical experience of a minimum 1,040 hours over the course of two years of increasingly complex graduate course work. All clinical experience hours are part of the following designated courses. The progression of didactic and laboratory course work ensures that the student has obtained the necessary requisite knowledge and skills prior to progressing to patient care at the next clinical experience. Clinical experience hours are completed over a total of 4 academic semesters, including a summer clinical experience between year one and two of the program. The following course descriptions explain the intended focus of the clinical experience, as well as the prerequisite course work required by the student to matriculate through the curricular plan.

ATR 718 Clinical Experience I (integrated experience, spring I) will focus on examination and diagnosis of conditions that affect the lower extremity, SI joint, lumbar spine, and nervous system, as well as emergency care, taping, bracing, protective equipment, and assistive devices. In addition, progression toward demonstrating the healthcare core competencies is emphasized and assessed.

- This 15-week clinical rotation focuses on the basic application of functional anatomy, principles of athletic training, taping, bracing, padding, protective equipment, neurological examination, clinical examination of the lower extremity, and emergency care. Students will complete a minimum of 240 clinical experience hours and a maximum of 300 clinical experience hours under the direct supervision of a preceptor. In addition, 15 classroom hours will be used to facilitate critical thinking and assess skills related to clinical practice. This course is open only to and required of students enrolled in the Athletic Training master's degree program.
- Reference the ATR718 Clinical Skills packet for required patient care skills to be complete during this clinical experience.
- Course Prerequisites: ATR700; ATR702; ATR704; ATR706; ATR708
- Course Co-requisites: ATR710; ATR712; ATR716; ATR718
- Course objectives can be found in the course syllabi.
- Students must pass a comprehensive written examination at the end of the semester; the exam will include knowledge and skills from all courses to date.

ATR 720 Clinical Experience II (immersive experience, summer I) will focus on physical examination and diagnosis of the musculoskeletal and neurological conditions that affect the spine, lower extremity, and upper extremity, assessment, and management of patients with concussion, acute interventions, and on-field management of musculoskeletal injuries/conditions (including the equipment-laden athlete). In addition, progression toward demonstrating the healthcare core competencies is emphasized and assessed.

- Clinical Experience II is designed to provide the athletic training student with continued supervised clinical care opportunities with a focus on the clinical application of knowledge and skills previously developed and evaluated in the athletic training program. This course continues to emphasize the fundamentals of patient care, integration of evidence-based practice, cultural competency, and ethical decision-making. Students will complete a minimum of 240 clinical experience hours and a maximum of 300 clinical experience hours under the direct supervision of a preceptor. In addition, 15 classroom hours will be used to facilitate critical thinking and assess skills related to clinical practice. This course is open only to and required of students enrolled in the Athletic Training master's degree program.
- Reference the ATR720 Clinical Skills packet for required patient care skills to be complete during this clinical experience.
- Course Prerequisites: ATR700; ATR702; ATR704; ATR706; ATR 708 ATR710; ATR712; ATR716, ATR718
- Course Co-requisites: N/A
- Course objectives can be found in the course syllabi.
- Students must pass a comprehensive written examination at the end of the semester; the exam will include knowledge and skills from all courses to date.

ATR810 Clinical Experience III (integrated experience, Fall II) will focus on therapeutic interventions, including therapeutic exercise, manual therapy, nutrition for wellness and performance, and conditions/factors that impact diverse populations. Students will work on refinement of clinical examination and diagnosis skills that are necessary to identify impairments and functional limitations. In addition, progression toward demonstrating the healthcare core competencies is emphasized and assessed.

- This course is a continuation of Clinical Experience I & II and is designed to provide the student with opportunities to advance their clinical reasoning skills and integrate knowledge and skills previously developed and evaluated in the athletic training program. Students will advance their clinical decision-making by emphasizing the use of disablement models and clinical outcome assessments to facilitate evidence-based athletic training practice. Students will complete a minimum of 240 clinical experience hours and a maximum of 300 clinical experience hours under the direct supervision of a preceptor. In addition, 15 classroom hours will be used to facilitate critical thinking and assess skills related to clinical practice. This course is open only to and required of students enrolled in the Athletic Training master's degree program.
- Reference the ATR810 Clinical Skills packet for required patient care skills to be complete during this clinical experience.
- Course Prerequisites: ATR700; ATR702; ATR704; ATR706; ATR 708; ATR710; ATR712; ATR716; ATR720
- Course Co-requisites: ATR714; ATR800; ATR802 ATR 806; ATR 808
- Course objectives can be found in the course syllabi.
- Students must pass a comprehensive written examination at the end of the semester; the exam will include knowledge and skills from all courses to date.

ATR 816 Clinical Experience IV (immersive/integrated experience, spring II) will focus on examination, diagnosis, and acute care of general medical conditions, therapeutic interventions, including therapeutic modalities, with a variety of patient populations (including non-sport patient population) and health care settings. Students will work on refinement of clinical examination and diagnosis skills to identify impairments and functional limitations while honing clinical reasoning and decision-making skills. Students should then be asked to develop interventions and create comprehensive patient care plans based on their findings. Students should be gaining increasing levels of supervised autonomy while developing all the skills learned thus far in the program. In addition, progression toward demonstrating behaviors associated with the healthcare core competencies consistent with a graduating student should be emphasized. This experience focuses on refining cumulative knowledge and skills as the student prepares to transition to autonomous clinical practice as an athletic trainer.

- This course is a continuation of Clinical Experience I, II, & III, and is designed to provide the student with an immersive clinical experience that transitions to an integrated clinical experience. The immersive experience is designed to advance their clinical reasoning skills and integrate knowledge and skills previously developed and evaluated in the athletic training program. This course emphasizes advancing clinical knowledge and skills necessary for future transition to autonomous athletic training practice. Students will complete a minimum of 320 clinical experience hours and a maximum of 380 clinical experience hours under the direct supervision of a preceptor. There is no athletic training course work during the immersive experience, didactic course work resumes after the immersive experience. This course is open only to and required of students enrolled in the Athletic Training master's degree program.
- Reference the ATR816 Clinical Skills packet for required patient care skills to be complete during this clinical experience.
- Course Prerequisites: ATR700; ATR702; ATR704; ATR706; ATR708; ATR710; ATR712; ATR714; ATR716; ATR718; ATR720; ATR800; ATR802; ATR806; ATR808; ATR810
- Course Co-requisites: ATR804; ATR812; ATR814
- Course objectives can be found in the course syllabi.
- Students must pass a comprehensive written examination at the end of the semester; the exam will include knowledge and skills from all courses to date.

Clinical Roles & Responsibilities of the Student

- The student is responsible for meeting with their assigned preceptor for orientation prior to beginning their clinical rotation. All applicable orientation paperwork must also be completed.
- The student is responsible for coordinating their daily clinical experience hours based on the assigned preceptor's schedule.
- The student is responsible for maintaining availability during the afternoon, evening, and weekend to complete clinical experience hours as assigned by the preceptor.
- The student will prioritize their clinical experience hours with other personal or employment commitments to meet the required hours of their clinical assignment.
- The student is prohibited from accepting monetary reimbursement for clinical experience hours.
- The student, in collaboration with the instructor and preceptor, is responsible for only performing clinical skills that commensurate with their academic progression and in which they have been deemed competent.
- The student is responsible for maintaining current Emergency Cardiac Care Certification in accordance with the SSU MSAT Program ECC Certification Policy located in the appendix.
- The student is responsible for providing their own transportation to and from clinical experience hours, as well as associated costs related to transportation and travel needed.
- The student is responsible for maintaining professional attire during all clinical experience hours in accordance with the SSU MSAT Program Dress Code Policy located in the appendix, as well as the dress code policies of their clinical site.
- The student is responsible for exhibiting professional behaviors during clinical experience hours in accordance with the SSU MSAT Program Professional Behaviors Policy located in the appendix.
- The student must abide by all federal, state, and clinical site-specific regulations under the Family Educational Rights and Privacy Act (FERPA) of 1974 and in accordance is the SSU MSAT Program FERPA Policy located in the appendix A. ^(26G)
- The student must abide by all federal, state, and clinical site-specific patient confidentiality regulations under the Health Insurance Portability and Accountability Act (HIPAA) of 1996 and in accordance is the SSU MSAT Program HIPAA Policy located in the appendix A. ^(26G)
- The student must document all clinical experience hours. Hours must be recorded daily and signed/endorsed by the assigned preceptor. Hours are submitted to the instructor twice per month throughout the semester.
- The student should not miss classes to participate in clinical experience hours. A student may be permitted to miss class under special circumstances (i.e. travel opportunities), but must receive permission from both the course instructor(s) and Coordinator of Clinical Education.
- The student must obtain a copy, review, and acknowledge understanding of all pertinent policies and procedures specific to patient care at assigned clinical experience sites.
- The student must obtain a copy, review, and practice all venue specific Emergency Action Plans (EAP) for assigned clinical experience sites. Practice must be coordinated with the assigned preceptor. Students must understand and acknowledge their role as an athletic training student if present during a medical emergency. In the event of an emergency the student must have access to the EAP. ^(29,70)
- The student is responsible for coordinating the completion of all clinical skills that are assigned by the preceptor and instructor.
- The student is responsible for completing all self-evaluation/assessment forms related to clinical experiences, including coordinating meetings to debrief with the assigned preceptor.
- The student is responsible for obtaining the appropriate signatures/approvals on all documentation related to clinical experiences prior to the end of the semester. All clinical experience documentation is due to the instructor during the last course meeting (students are encouraged to keep a copy of all paperwork for their records).
- The student is responsible for submitting the clinical experience binder to the Coordinator of Clinical Education at the end of each month for review.

Roles & Responsibilities of the Preceptor (46-48)

- The preceptor is responsible for providing direct supervision over the Athletic Training Student as defined by this handbook. ^(15,31)
- The preceptor is responsible for providing a copy of and reviewing each venue-specific Emergency Action Plan (EAP) with the Athletic Training Student at the beginning of the clinical experience. The preceptor is also responsible for defining the student's role and practicing any necessary skills associated with venue-specific EAP, as well as ensuring that the student has access to the EAP documents throughout the clinical experience. ^(29,70,45,46)
- The preceptor is responsible for providing instruction and assessment of the student's contemporary athletic training knowledge, skills, and clinical abilities as outlined by the CAATE, NATA, and BOC. ^(31,45,46,47)
- The preceptor will take an active role in instructing, developing, and assessing the student's patient care skills, communication skills, and clinical decision-making during actual patient care. ⁽⁴⁶⁻⁴⁸⁾
- The preceptor is responsible for facilitating clinical reasoning and clinical decision-making skills through the integration of evidence-based practice as it relates to patient care in athletic training. ⁽⁴⁶⁻⁴⁸⁾
- The preceptor is responsible for providing and updating the Coordinator of Clinical Education with all required documentation as outlined below in the preceptor qualification section.
- The preceptor, in conjunction with the Program Director and Coordinator of Clinical Education, is responsible for completing annual and/or specific need-based preceptor education opportunities.
- The preceptor, in conjunction with the Program Director and Coordinator of Clinical Education, is responsible for maintaining an open line of communication between the program and the student.
- The preceptor is responsible for endorsing the student's clinical experiences documentation when appropriate.
- The preceptor, in conjunction with the instructor, is responsible for completing clinical skill packets with the student.
- The preceptor is responsible for reviewing, understanding, and abiding by the policies and procedures outlined by this handbook. ⁽⁴⁶⁻⁴⁸⁾

Roles & Responsibilities of the Clinical Experience I-IV Course Instructor

- The instructor is responsible for development, delivery, and assessment of the weekly didactic/laboratory sessions integrated into ATR 718 Clinical Experience I, ATR 720 Clinical Experience II, ATR810 Clinical Experience III, and ATR 816 Clinical Experience IV.
- The instructor, in conjunction with the preceptor, is responsible for completing clinical skill packets with the student.
- The instructor, in conjunction with the preceptor, is responsible for collecting, reviewing, assessing, and evaluating the student's performance.
- The course instructor is responsible for administering comprehensive written and practical examinations that assess the student's cumulative knowledge, skills, and clinical reasoning.

Roles & Responsibilities of the Coordinator of Clinical Education (39,40)

- The Coordinator of Clinical Education is responsible for administrative oversight of the clinical experience portion of the program.
- The Coordinator of Clinical Education is responsible for the administrative tasks associated with identifying, vetting, approving, assessing, and communicating with preceptors and affiliated clinical sites. In addition, the Coordinator of Clinical Education is responsible for maintaining accurate records associated with preceptors and affiliated clinical sites.
- The Coordinator of Clinical Education is responsible for overseeing student clinical placements and progression through the clinical experience courses.
- The Coordinator of Clinical Education is responsible for overseeing and implementing the student evaluations, preceptor evaluations, and clinical site evaluations for all clinical experiences.
- The Coordinator of Clinical Education is responsible for identifying, developing, and implementing an annual comprehensive preceptor education program in accordance with CAATE recommendations for preceptor education.
- The Coordinator of Clinical Education is responsible for maintaining all official student records in accordance with the CAATE Standards regarding student records.

- The Coordinator of Clinical Education is responsible for facilitating professional, timely, and concise communication between preceptors, instructors, and students.

Roles & Responsibilities of the Program Director (PD) (37,38)

- The Program Director is responsible for oversight of all administrative, academic, and clinical education portions of the program.
- The Program Director, in conjunction with the Coordinator of Clinical Education, will give final approval for all new clinical experience sites and preceptors.
- The Program Director is responsible for approving any special requests, appeals, and/or grievances from students, faculty, and/or preceptors in relation to the clinical experience portion of the program.
- The Program Director is responsible for overseeing student disciplinary actions related to clinical education and/or any policy violations on a case-by-case basis.
- If a student will not matriculate due to academic performance or a professional behaviors violation, the Program Director is responsible for communicating and documenting dismissal with the student.

Clinical Experience Hours (12, 13)

All clinical experiences must be directly supervised by an approved preceptor at an approved clinical experience site. Each active clinical experience site must have a current affiliation agreement with the SSU MSAT Program. The student must have an active role in patient care during clinical experience hours within the scope and breadth of the student's level of knowledge, skills, and experience. Clinical experience hours must be conducted under the direct supervision of an approved preceptor while providing patient care in a traditional or non-traditional athletic training facility, a sports medicine clinic, and/or on-site medical coverage. All students enrolled in ATR 718 Clinical Experience I, ATR 720 Clinical Experience II, ATR810 Clinical Experience III, and ATR 816 Clinical Experience IV must complete a minimum of 80 clinical experience hours per credit. Matriculated students must complete a minimum of 1,040 clinical experience hours to be eligible for graduation. Students are prohibited from participating in clinical experience hours for more than six (6) consecutive days and are required to have a minimum of one full day off per seven (7) day period.

Time that is not considered clinical experience hours (as defined above) includes, but may not be limited to, the following:

- Any hours spent under the supervision of a healthcare provider who is not a SSU MSAT Program preceptor and/or at a site not affiliated with the SSU MSAT Program
- Hours spent traveling with a team, organization, or to and from clinical sites.
- Experiential learning hours or any hours outside of the parameters of the assigned clinical experience

Experiential learning hours done outside of assigned clinical experiences, not under the supervision of an approved/assigned preceptor, and/or not at an approved clinical site, will not count toward clinical experience hours required for matriculation or graduation. Students participating in experiential learning hours not associated with the SSU MSAT Program should refrain from representing themselves as athletic training students from SSU either through communication or attire. Students are not covered by SSU's professional liability insurance policy when participating in activities not associated with the SSU MSAT Program. Students may choose to purchase their own liability insurance for coverage during experiential learning hours. Please see the Student Professional Liability Agreement policy and procedure in the Appendix.

Integrated Clinical Experiences

Integrated clinical experiences occur while the student is enrolled in full-time day courses in the MSAT program and average 15-20 hours per week under the direct supervision of a preceptor. The preceptor and student will work together to schedule clinical experience hours that maximize learning opportunities while respecting the student's scholarly obligations.

Immersive Clinical Experiences (16)

An immersive clinical experience is a practice-intensive experience that allows the student to experience the totality of care provided by athletic trainers. The student will be required to average 30-35 hours per week for a minimum of four (4) weeks of immersive experiences. The student's schedule is created with the assigned preceptor. The preceptor and student will work together to schedule clinical experience hours that maximize learning opportunities while respecting the student's scholarly obligations.

Clinical Experience Placement Process (30, DEI I)

The MSAT Program's placement policy states that athletic training students must be officially enrolled in the program before initiating clinical experience opportunities and/or allowed to perform patient care skills. Students will be assigned a clinical experience that is commensurate with their progression in the program, strengths, weaknesses, and goals. Students will be provided with diverse clinical opportunities throughout the program, and future placements will consider previously completed clinical experiences to ensure a variety of experiences are obtained. The selection and assignment of clinical experience opportunities for all students are assigned based on best fit for both the student and clinical site. Factors beyond the above considerations will not be used to influence clinical placement opportunities for students. All students have equal access to clinical experience opportunities. The preceptor education program and the SSU MSAT Program provides the preceptor and student with the course sequencing and descriptions to serve as a resource to help indicate the level of knowledge and skills obtained. Students enrolled in each of the four (4) clinical experience courses will be assigned to a supervising preceptor, as well as a course instructor. The MSAT Program provides equal access to educational opportunities for all students regardless of race, color, creed, religion, national origin, gender, sexual orientation, gender identity, genetic information, marital status, age, disability, or veteran status in compliance with all applicable laws, regulations and policies. All benefits, privileges and opportunities offered by the MSAT Program are available to students on a non-discriminatory basis within the framework of applicable laws, rules, regulations, and collective bargaining agreements.

Clinical Experience Placement Special Request or Appeals

Students in the professional phase of the SSU MSAT Program reserve the right to request special considerations and/or appeal a clinical experience placement assigned by the Coordinator of Clinical Education. The Athletic Training Student is responsible for submitting the SSU MSAT Program Appeals form, as well as a written description of the special request within 60 days, or the appeal within 30 days to the Program Director. Upon review of the documents and a meeting with the student, the Program Director will make the final decision to approve or deny the special request or appeal. Approval of the special request or appeal will result in the authorization of a change of clinical experience placement. New clinical experience placements are contingent on availability and student's progression in the program. Denial of the special request or appeal will require the student to participate in the assigned clinical experience. Students are allowed one formal special request and/or appeal during their time in the program. Any student who simply chooses not to accept a clinical experience placement will be dismissed from the program. The original written special request or appeal, the Program Director's letter of approval or denial, and any other pertinent documents related to the appeal process will be filed in the student's record.

Preceptor Qualifications/Selection (31, 45-48)

Preceptors will be recruited and selected based on the specific criteria outlined in this section. The Coordinator of Clinical Education, in conjunction with the Program Director, is responsible for recruiting, vetting, and approving all potential preceptors. To become a preceptor for the SSU MSAT Program the individual must:

1. hold a current Athletic Training certification from the Board of Certification (BOC)
2. hold a current state license to practice Athletic Training
3. have a resume or vita that demonstrates sufficient professional and post-professional education and clinical experience delivering patient care.
4. provide a national provider identification (NPI) number.
5. exhibit strong interpersonal communication skills and professional disposition needed to be an effective clinical preceptor.
6. complete regular preceptor training
7. demonstrate contemporary knowledge/expertise and patient care skills through continuing professional education.

If the preceptor is a Medical Doctor or Doctor of Osteopathic Medicine, the individual will be responsible for providing evidence of the required state credentials. Preceptors are required to complete preceptor education prior to supervising Athletic Training Students. In addition, all preceptors are required to read and endorse that they understand and will uphold the policies and procedures outlined by this manual.

Clinical Supervision Policy (31)

A preceptor is a BOC Certified and licensed Athletic Trainer and/or possess CAATE recognized medical qualifications (Medical Doctor or Doctor of Osteopathic Medicine). All Preceptors must be affiliated with the University and complete preceptor education on a regular and ongoing basis. Preceptors are expected to provide direct supervision and instruction of students in the clinical experience aspect of the athletic training educational program. Direct Supervision is defined in the CAATE standards as:

- Supervision of the athletic training student during clinical experience. The preceptor must be physically and actively present and can intervene on behalf of the athletic training student and the patient.
- The preceptor will provide a planned, supervised program, meeting the objectives of the clinical experience that will be followed and documented during the period the student is assigned to the preceptor. As the student development progresses, the clinical experience opportunities should expand proportionally. The preceptor should encourage learning through autonomous clinical decision-making experiences, however should maintain the ability to intervene at any time on behalf of the student and/or patient.
- At the mid-point and end of each clinical experience, the preceptor will provide the MSAT Program with an evaluation of the student's performance utilizing a form provided by the MSAT Program.

Annual Site Visits and Annual Preceptor Training (48)

The Coordinator of Clinical Education will perform a clinical site visit on an annual basis. The purpose of the site visit is to assess the facilities, venues, and equipment used to provide clinical education opportunities for AT Students. In addition, site visits are used to provide programmatic updates, review required paperwork, and/or provide formal training opportunities for preceptors. Preceptors are required to complete annual training opportunities provided by the MSAT Program. Individualized training opportunities will be developed based on the needs of the preceptor, including areas identified by the master assessment plan. The goal of the MSAT Program's preceptor training program is to provide preceptors with strategies associated with providing clinical instruction and facilitating real-time learning experiences for the AT Students. Additionally, preceptor training is designed to refresh and update the preceptor's knowledge and understanding of programmatic policy, changes in contemporary practices, and CAATE standards.

Clinical Site Affiliations (17, 22, 32)

An affiliated clinical site is a patient care facility that has formally agreed to supervise AT Students during the clinical experience portion of the program. Affiliated sites are contracted bi-annually through an affiliation agreement between the MSAT Program and the Clinical site. The MSAT Program evaluates clinical sites annually to ensure a high-quality of clinical education opportunity for students. The Coordinator of Clinical Education, in conjunction with the Program Director, is responsible for recruiting, vetting, and approving all potential clinical sites. The SSU MSAT Program currently offers a wide variety of clinical experiences ranging from local high schools to professional sports throughout the Northshore, greater Boston area, and beyond. To become an affiliated clinical site of the SSU MSAT Program, the site must:

1. Agree to and sign an affiliated site contract including providing all required levels of approval.
2. Agree to and sign an employer contract (if the preceptor is contracted through an organization that is not the clinical site)
3. Provide venue-specific Emergency Action Plans (EAP) for all venues where patient care is delivered.
4. Provide evidence of electromedical inspection (EMI) for all therapeutic modalities.
5. Provide a qualified preceptor to provide direct supervision of the AT Student.
6. Demonstrate adequate physical and human resources needed to deliver contemporary patient care
7. Demonstrate sufficient volume and diversity of patients to provide the AT Student with a wide variety of patient encounters.
8. Provide students with clinical practice opportunities that include patients across the life span, varying levels of activity, and/or who participate in non-sport activities.

Clinical Experience Time Commitment

The MSAT Program informs all students of the time commitment required to successfully complete clinical experiences associated with ATR 718 Clinical Experience I, ATR 720 Clinical Experience II, ATR810 Clinical Experience III, and ATR 816 Clinical Experience IV. Students are required to complete a minimum of 80 hours of patient care experience per credit. Once enrolled in these clinical courses, students must be available for clinical experiences at various times depending on the nature of the clinical experience. Some clinical experiences will require early mornings, and most will require evening and/or weekend availability. Occasionally, AT students are offered the opportunity to travel with teams to away contests and potentially overnight stays. Students are required to have at least one full day off from clinical experience obligation per week. The number of hours assigned to the student per week should be commensurate with the type of clinical experience (immersive or integrated) and should span over the entire semester. In some cases, clinical experiences may begin before and/or extend beyond the academic calendar dates (for example: fall preseason or winter sports).

Work and Extracurricular Activity Statement

The MSAT Program realizes that students have different financial obligations and may need to work while enrolled. However, the MSAT Program must be the student's priority to be successful. The combination of coursework and clinical experiences will require a great deal of commitment in terms of both time and energy. We do not encourage students to work during clinical experience semesters, but we allow the individual student to make this personal decision. The student does not need to disclose to the program whether they are employed during the program. Students are not permitted to miss any scheduled academic or clinical experiences due to a work obligation. During integrated and immersive clinical experiences, the Coordinator of Clinical Education, the course instructor, and/or the preceptor will not allow the student to alter the rotation or clinical site schedule to accommodate a work schedule. Students are reminded that the clinical rotation schedules may include days, evenings, and weekends as part of the learning experiences. Students should also keep in mind that frequent/last minute schedule changes do happen in traditional athletic training settings.

Professional Behaviors (26G, 66)

Professional behaviors during all aspects of clinical experiences must align with those described in the SSU MSAT Program Professional Behaviors Policy, as well as state regulation governing athletic training, federal HIPAA/FERPA regulations, the NATA Code of Ethics, and the standards set forth by the Board of Certification for the Athletic Trainers. SSU MSAT Program students are expected to represent both the program and profession of athletic training to the highest level when participating in clinical experience opportunities.

Clinical Experience Dress Code

Students participating in clinical experiences associated with ATR 718 Clinical Experience I, ATR 720 Clinical Experience II, ATR810 Clinical Experience III, and ATR 816 Clinical Experience IV are required to abide by the SSU MSAT Program Dress Code Policy (Appendix A). Athletic Training Student attire should represent both the SSU MSAT Program and the profession of athletic training in the highest regard.

Communicable Disease and Blood Borne Pathogen Safety (26C, 26E, 27E, 66)

The clinical experience is not without risk to the Athletic Training Student. These risks include but are not limited to exposure to communicable diseases and blood-borne pathogens. Students are required to complete annual training and abide by the guidelines set forth by the SSU MSAT Program Communicable Disease and Blood Borne Pathogen Policies and Procedures located in Appendix A of this manual.

Athletic Training Student Professional Liability Insurance (27K)

The Commission on Athletic Training Education (CAATE) and Salem State University require that all students participating in the professional phase of the MSAT Program carry professional liability insurance. Students are required to maintain professional liability insurance in accordance with the SSU MSAT Program Professional Liability Insurance Policy located in Appendix A of this manual.

AT Student Identification Policy

Patients have the right to know that a student is involved in the delivery of patient care. All AT Students are required to wear a Salem State University MSAT Program name tag on the outermost layer of clothing during clinical experiences. The name tag will clearly display the student's name and title as AT Student. AT Students are to introduce themselves by name and title to all patients prior to the delivery of patient care. AT Students should refrain from representing themselves as credentialed healthcare providers to patients. A patient has the right to refuse care from an AT Student for any reason.

Shortwave Diathermy/Radiation Exposure (26H)

In some clinical settings, AT Students may potentially be exposed to radiation from diagnostic imaging devices. The AT Student will be made aware of potential exposure to radiation by the preceptor and/or Coordinator of Clinical Education. The AT Student will have the opportunity to review safety policy and procedure prior to the clinical experience. The AT Student is to follow the radiation safety policy and procedures mandated by the specific medical facility. If being near diagnostic imaging devices that produce radiation is of special concern to a student, the student will be given the option to opt out of situations that increase risk exposure. Any student that is pregnant will not be allowed to participate in situations that have increased risk of radiation exposure. Although not radiation, the magnetic field created by a shortwave diathermy may be harmful to someone who is pregnant. Individuals who are pregnant or trying to become pregnant should remain a minimum of 45 feet away from any shortwave diathermy device that is being used. Best practice is to remain outside of the room during a shortwave diathermy treatment.

Clinical Experience Disciplinary Procedures (27C)

Students should conduct themselves in a professional manner when at their clinical experience. The student's behavior reflects the student, the MSAT Program, Salem State University, and the profession of athletic training. Students who do not exhibit the professional behaviors, expectations, and guidelines listed in the SSU MSAT Program Handbook will be cited in accordance with this handbook and dismissed from the program. Disciplinary actions are outlined in Professional Behaviors policy and procedure in the Appendix. Disciplinary actions related to clinical education will be documented and filed in the student's folder.

Student Travel Policy

During some clinical experience opportunities, students will be given the opportunity to travel with a team or institution to an away event. Students are permitted to travel. Students must be supervised appropriately and compliant with all clinical education policies outlined in this handbook. Students are prohibited from traveling without supervision. Supervision must be continuous during all travel, including while on the bus to the event.

Transportation Policy (24K)

Transportation to on/off-campus clinical sites, doctor offices, hospitals, outreach observations, and educational seminars related to clinical education and experience is the responsibility of the AT student. Access to reliable transportation is required to complete the clinical experience courses. The student is responsible for the costs associated with transportation to and from clinical experiences. Clinical experience opportunities may vary in distance and travel time from Salem State University.

Personal Relationships and Fraternization Policy

During clinical experiences, AT students will be providing healthcare in a variety of clinical settings with patients, healthcare professionals, coaches, and administrators of all ages. Professional behavior is critical and always expected, including maintaining appropriate collegial and patient-client/patient boundaries. All AT students must avoid placing themselves in a romantic, sexual, or social relationship with individuals who supervise them or for whom they provide care, including faculty, preceptors, administrators, coaches, athletes, and patients. All members of the MSAT Program must abide by the NATA Code of Ethics, state laws, and SSU's human resources policies. If at any time a violation or conflict of interest develops, the individual should notify the Program Director immediately. Upon assignment of a clinical experience placement, the student must notify the Coordinator of Clinical Education of any perceived conflicts of interest that would inhibit the delivery of patient care. Violation of the program's professional behaviors policy will result in immediate dismissal from the program.

Appendix A

**Master of Science in Athletic Training Program
Policy and Procedure Manual**

Prerequisite Courses for Admission (54)



ATHLETIC TRAINING PROGRAM ESTABLISHED 1980

Title: SSU MSAT Program Prerequisite Courses for Admission

Policy:

The MSAT program, in accordance with CAATE accreditation standard 54, requires all students to complete prerequisite post-secondary courses in biology, chemistry, physics, psychology, anatomy, and physiology. In addition, prospective students must also complete a medical terminology course either for college credit or for a certificate of completion online. Prerequisite courses must be completed with a C+ or better. Prerequisite course work must be completed at either a two- or four-year college/university within the last 10 years. Prospective students may apply for admission to the MSAT Program while prerequisite courses are in progress, however acceptance will be conditional until all courses are complete and official transcripts are received by the School of Graduate Studies.

Prospective students are to complete the prerequisite tracking form found in Appendix B and submit the completed form to the graduate admissions office. The MSAT Program’s admission committee, in conjunction with the Dean of the School of Graduate Studies, will determine if the prospective applicant has adequately met the prerequisite requirements. The following table outlines the Salem State University equivalent courses. Prospective students can use the link provided in the table to determine which class at their institution best aligns with each prerequisite requirement. Prospective students that have a question or concern regarding the eligibility of a prerequisite course are encouraged to reach out directly to the MSAT Program Director for review.

Prerequisite Course	Credit	SSU Course #	Non-SSU Applicants
Anatomy and Physiology I with Laboratory	4 Credits	BIO200	Use the transfer equivalency viewer to view equivalent courses at other schools
Anatomy and Physiology II with Laboratory	4 Credits	BIO201	Use the transfer equivalency viewer to view equivalent courses at other schools
Biology	3-4 Credits	BIO105 or BIO122	Use the transfer equivalency viewer to view equivalent courses at other schools
Chemistry	3-4 Credits	CHE117 or CHE130	Use the transfer equivalency viewer to view equivalent courses at other schools
Physics	3-4 Credits	PHS211A	Use the transfer equivalency viewer to view equivalent courses at other schools
Statistics or Equivalent Testing/Measurement course	3 Credits	MAT147, BHS247, ECO 304N, PSY 203S	Use the transfer equivalency viewer to view equivalent courses at other schools
Psychology	3 Credits	PSY101	Use the transfer equivalency viewer to view equivalent courses at other schools
Exercise Physiology	3-4 Credits	SMS352	Use the transfer equivalency viewer to view equivalent courses at other schools
Nutrition	3 Credits	SMS352	Use the transfer equivalency viewer to view equivalent courses at other schools
Kinesiology or Biomechanics or Functional Anatomy	3 Credits	SMS300	Use the transfer equivalency viewer to view equivalent courses at other schools
Medical Terminology	1-3 Credits or certificate	ATR301	College credit or search online for “medical terminology course” with certificate of completion

[continued next page]

Procedure:

1. Prospective students complete and submit the graduate admission application through the Salem State University admissions website, including official transcripts for all college credit earned to date.
2. Prospective students complete and submit the MSAT Program Prerequisite Tracking Form, which can be found in Appendix B. Once the form is completed, the form is submitted via email [graduateadmissions@salemstate.edu].
3. A graduate admissions counselor reviews the prerequisite tracking form to ensure that it is complete, before uploading the form to the applicant's file.
4. Once the application is complete, the graduate admissions counselor sends it to the MSAT Program's Admissions Committee for review. The admissions committee reviews all prerequisite course work with the student's official transcript. This review process ensures that all courses meet the academic requirements, credit load, and that the minimum grade was obtained. If a student applies from a university or college that does not use the plus or minus grading system, the admissions committee will decide on a case-by-case basis.
5. Students who are accepted by the MSAT program admission committee will have their application sent to the Dean's office for final approval. At this stage, the School of Graduate Education Dean reviews the prospective student's prerequisites and official transcripts for accuracy. The Dean has final approval of the admissions application and initiates the formal acceptance process.

By signing below, I certify that I have read and understand the prerequisite requirements for entry into the MSAT Program, and attest that I have completed all the prerequisite courses with a C+ or better and all official transcripts have been submitted to the School of Graduate Studies. I understand that if I am unable to meet these standards I will not be admitted into the program.

Student Signature _____ **Date** _____

Endorsement:



Kevin J. Silva, EdD, MSAT, ATC
Director, Master of Science in Athletic Training

Technical Standards (23F, 24Q, 27F)



ATHLETIC TRAINING PROGRAM

ESTABLISHED 1980

Title:SSU MSAT Program Technical Standards

Policy:

The MSAT Program at Salem State University is a rigorous and intense program that places specific requirements and demands on the students enrolled in the program. An objective of this program is to prepare graduates to enter a variety of employment settings and to render care to a wide spectrum of patients. The technical standards set forth by the MSAT Program establish the essential qualities considered necessary for students admitted to this program to achieve the knowledge, skills, and competencies of an entry-level athletic trainer, as well as meet the expectations of the program's accrediting agency (Commission on Accreditation of Athletic Training Education [CAATE]). The following abilities and expectations must be met by all students admitted to the program. In the event a student is unable to fulfill these technical standards, with or without reasonable accommodation, the student will not be admitted into the program. Compliance with the program's technical standards does not guarantee a student's eligibility for the BOC certification exam.

Students admitted to the MSAT Program must demonstrate the ability to...

1. participate in lectures and laboratory skills, including demonstrating all patient care skills,
2. utilize visual and tactile assessment skills to identify impairments and abnormalities,
3. assimilate, analyze, synthesize, integrate concepts, and problem solve to formulate assessment and therapeutic judgments, and to be able to distinguish deviations from the norm,
4. make appropriate clinical diagnoses and exercise reasoned medical judgments and to learn and keep abreast of medical developments.
5. communicate medical judgments and information to patients and other healthcare providers.
6. demonstrate postural and neuromuscular control, sensory function, and coordination to perform appropriate physical examinations using accepted techniques, including prolonged standing, and holding certain positions for an extended period,
7. accurately, safely, and efficiently use equipment and materials during the assessment and treatment of patients,
8. communicate effectively and sensitively with patients and colleagues, including individuals from different cultural and social backgrounds. This includes, but is not limited to, the ability to establish rapport with patients and communicate judgments and treatment information effectively,
9. read, understand, speak, and write the English language at a level consistent with competent professional practice,
10. communicate through written and computer based medical documentation of the patient care in a clear and accurate manner,
11. maintain composure and demonstrate sound judgement during periods of high stress,
12. perseverance, diligence, and commitment to complete the MSAT Program as outlined and sequenced.
13. demonstrate mental flexibility and agility in response to changing situations and uncertainty in clinical situations,
14. demonstrate affective skills, appropriate demeanor, and rapport that relate to professional education and quality patient care,
15. demonstrate emotional and physical capabilities to be the first responder in a potentially catastrophic injury (including rescue breathing, obstructed airway management, cardiopulmonary resuscitation),
16. deliver culturally sensitive, moral, ethical, and equitable patient care.

Candidates for selection to the MSAT Program will be required to verify they understand and meet these technical standards or that they believe that, with certain accommodations, they can meet the standards. The Office of

Disability Services (978-542-6217) will evaluate a student who states he/she could meet the program's technical standards with accommodation and confirm that the stated condition qualifies as a disability under applicable laws. If a student can meet the technical standards with accommodation, then Salem State University will determine whether it agrees that the student can meet the technical standards with reasonable accommodation. This includes a review of whether the accommodations requested are reasonable, taking into account whether accommodation would jeopardize clinician/patient safety, or the process of the student or the institution, including all coursework, clinical experiences and internships deemed essential to graduation.

By signing below, I certify that I have read and understand the technical standards for selection listed above, and I believe to the best of my knowledge that I meet each of these standards without accommodation. I understand that if I am unable to meet these standards I will not be admitted into the program.

Student Signature _____ **Date** _____

Alternative Statement for Students Requesting Accommodations

By signing below, I certify that I have read and understand the technical standards above, and I believe to the best of my knowledge that I can meet each of these standards with certain accommodations. I will contact the Office of Disability Services (978-542-6217) to determine what accommodations may be available. I understand that if I am unable to meet these standards with or without accommodations, I will not be admitted into the program.

Student Signature _____ **Date** _____

Endorsement:



Kevin J. Silva, EdD, MSAT, ATC
Director, Master of Science in Athletic Training

Revised Date: 05/01/2023

Professional Liability Insurance Agreement (27K)



ATHLETIC TRAINING PROGRAM

ESTABLISHED 1980

Title: SSU MSAT Program Athletic Training Student Professional Liability Insurance Agreement

Policy:

Salem State University provides professional liability insurance for students participating in healthcare related clinical experiences. The University requires all students participating in a clinical experience to enroll in the University's Malpractice and Personal Liability Insurance Policy. The policy includes a minimum of \$2,000,000.00 per occurrence and \$4,000,000.00 aggregate coverage. At a minimum, all professional phase athletic training students must purchase professional liability insurance through Salem State University. The student is responsible for the additional cost of professional liability insurance (\$15.00/academic year). Professional liability insurance is automatically billed to students enrolled in the MSAT Program each fall and is renewed annually.

The SSU Professional Liability insurance policy only covers the student while participating in clinical experiences associated with the SSU MSAT Program's clinical education courses. The professional liability insurance policy does not cover students participating in volunteerism, internships, or any other experiential learning opportunity outside of assigned clinical experiences. All AT Students are encouraged to purchase additional professional liability insurance.

Procedure:

1. Any student that is accepted into the MAST Program will be required to purchase professional liability insurance before each fall semester. The program director is responsible for submitting a list of students to the University, which will then add the student to the University's professional liability insurance policy.
2. The AT Student is responsible for printing out a copy of the semester bill/account that indicates that professional liability insurance was effectively added and paid for through the Navigation Center and providing a copy to the Coordinator of Clinical Education.
3. Verification of insurance policy will be kept on file in the Program Director's office, as well as in the student's personal file.
4. In the event that legal action is taken against a student, the MSAT Program Director will communicate directly with the University General Counsel, Rita Colucci, to determine the course of action for both the student and the University.

By signing below, I agree to the above statements regarding athletic training student professional liability insurance policy and will maintain a current professional liability insurance policy while participating in clinical experiences at SSU. I also acknowledge that I understand that the University's professional liability insurance doesn't cover me when participating in experiential learning opportunities not affiliated with SSU.

Student Signature _____

Date _____

Endorsement:

A handwritten signature in black ink, appearing to read "K. J. Silva".

Kevin J. Silva, EdD, MSAT, ATC

Director, Master of Science in Athletic Training

Revised Date: 05/01/2023

Digital Fingerprinting Policy & Procedure (24F, 27G)



ATHLETIC TRAINING PROGRAM

ESTABLISHED 1980

Title: SSU MSAT Program Digital Fingerprinting Policy and Procedure

Policy:

The Commonwealth of Massachusetts requires digital fingerprinting to complete the criminal and sexual offender background check process. To complete a clinical experience that involves working with minors all MSAT students are required to complete digital fingerprinting before October 1st of their first year. Students can register and schedule an appointment to have their digital fingerprinting completed at an approved provider site. Please read the procedure below to schedule an appointment. The cost for digital fingerprinting is \$35.00.

Procedure: To register and schedule an appointment to complete digital fingerprinting, please follow the instructions provided below.

1. Go to the [IdentoGO](#) website.
2. Select "Digital Fingerprinting"
3. Select "Register for In-State Digital Fingerprinting Services"
4. The agency is "Pre-K-12" Grade Education (ESE)"
5. For fingerprinting reason, select "All Other School Personnel."
6. Click "Add provider," and insert all the provider IDs listed below.
7. Insert your zip code to find an appointment site nearest you.
8. Be sure to keep a copy of the paperwork/receipt to provide to your preceptor/site administrator.
9. Provide a copy of the receipt to the Coordinator of Clinical Education.

Provider/School District ID Codes:

Abington – 00010000; Marblehead – 01680000; Swampscott – 02910000; Danvers – 00710000; Triton – 07730505; Wakefield – 03050000; Lynnfield -01640000; Peabody – 02290000

By signing below, I acknowledge that I have read and understand the digital fingerprinting policy and will complete the process before October 1st of my first year. I understand that if I do not comply with the digital fingerprinting policy, I will be excluded from completing clinical experiences at any site where minors are present, and that this prevent me from completing the clinical education requirements.

Student Signature _____

Date _____

Endorsement:

A handwritten signature in black ink, appearing to read "K. J. Silva".

Kevin J. Silva, EdD, MSAT, ATC
Director, Master of Science in Athletic Training

Revised Date: 05/01/2023

Student Substance and Alcohol Abuse Policy



ATHLETIC TRAINING PROGRAM

ESTABLISHED 1980

Title: MSAT Student Substance and Alcohol Abuse Policy and Procedure

Policy:

As healthcare students and future healthcare professionals, it is your responsibility to maintain a high standard of professionalism and ensure that you can provide safe and effective care. Substance and alcohol abuse to any degree can have negative effects on your physical and cognitive performance, health, and overall wellbeing, which can impact your ability to meet the professional standards set forth by this handbook. Therefore, we have developed the following policy to help promote a safe and healthy learning environment for all AT students:

1. It is strictly prohibited for AT students to use or possess alcohol, illegal substance/drugs or to misuse or abuse prescription medications while engaged in any activity related to the program, including off-campus clinical experiences, conferences, etc.
2. The consumption of marijuana or tobacco products, including smokeless, e-cigarettes, vaporizers, is not permitted while engaged in any activity related to the program, including off-campus clinical experiences, conferences, etc, and should never be consumed before or during any patient care interactions.
3. AT students are encouraged to seek help, treatment, and support for any substance or alcohol-related issues from their personal physician, the student health center, or other appropriate resources available on and off campus.
4. AT students may be required to comply with any drug and/or alcohol testing requirement set forth by their assigned clinical site.

Procedure:

1. AT students who proactively seek treatment for substance and/or alcohol addiction will be allowed to take a leave of absence from the program while undergoing treatment. Following successful treatment, the AT Student will be allowed to start the program with the next fall cohort.
2. AT students who violate the substance and/or alcohol abuse policy while actively engaged in the program will be dismissed and will not be eligible for readmission.
3. AT students, preceptors, staff, and faculty who suspect or observe a fellow student exhibiting signs of drug or alcohol abuse are expected to report their concerns to the program director, student health center, and/or counseling center.
4. AT students, preceptors, staff, or faculty who are found to be in violation of this policy will be dismissed from the program and reported to the University through the SMS Department Chair and the Dean's office.

Student Signature _____

Date _____

Endorsement:

A handwritten signature in black ink, appearing to read "K. J. Silva".

Kevin J. Silva, EdD, MSAT, ATC

Director, Master of Science in Athletic Training

Revised Date: 05/01/2023



ATHLETIC TRAINING PROGRAM

ESTABLISHED 1980

Title: SSU MSAT Program Health Insurance Portability and Accountability Act (HIPAA)

Policy:

As a student in the MSAT Program, you may have access to patient records and personal information during clinical experiences. State and federal law requires healthcare providers to keep private a patient's protected health information (PHI). Protected Health Information (PHI) is defined as any individually identifiable health information regarding an employee's, a student's, and/or a patient's medical/dental history; mental or physical condition; or medical treatment. (Examples of PHI include patient name, address, telephone and/or fax number, electronic mail address, social security number or other patient identification number, date of birth, insurance information, date of treatment, medical treatment records, medical enrollment records, or medical claims records.) Healthcare providers may use a patient's PHI to develop a treatment plan, determine services covered by their insurance plan, and complete regular patient care. Any AT student working under the supervision of a preceptor is also required to keep a patient's PHI confidential. An additional responsibility extends to all times "off duty" when they are not involved in direct patient care. Student adherence with HIPAA regulations is required. Any student who breaches patient confidentiality by sharing or having unauthorized access to protected health information will be dismissed from the MSAT Program. Students in the MSAT Program are required to adhere to the guidelines set forth by the federal government's Health Insurance Portability and Accountability Act of 1996 (HIPAA). All patient information is considered confidential, and it is not to be used for purposes other than for its intended use.

Examples of breaches in patient confidentiality include, but are not limited to the following:

1. Removing patient's protected health information (PHI) from the clinical setting
2. Discussing protected health information (PHI) in any public space such as the cafeteria, corridors, parking lots, elevators or other areas where there is no expectation of privacy
3. Unauthorized access of protected health information without a valid "need to know"
4. Taking pictures of patients or patient's body parts
5. Recording of any information using audio/visual means in the clinical setting
6. Posting protected patient health information of any form on social media site.

Procedure:

1. To help reduce the chance of HIPAA violations, all AT Students will undergo annual HIPAA training during fall orientation, fall and spring clinical education meetings, and ATR702.
2. While in the classroom students should present all written or verbal reports/records/assignments regarding patient encounters in a confidential, accurate, and in a respectful manner.
3. Didactic and clinical experience assignments should never include any PHI as defined by HIPAA.
4. If a student wishes to use PHI for any reason other than patient care, the student and preceptor are responsible for obtaining the appropriate permissions and releases to use the information.
5. Violation of this policy must be reported to the preceptor, instructor, Coordinator of Clinical Education, and program director using *SSU MSAT Program Violation Form*. The preceptor, Coordinator of Clinical Education, and program director will be responsible for determining the course of action to report the violation to the necessary personnel.
6. The Preceptor is responsible for following their own institutional policy and procedure, as well as notifying the patient(s) involved in a HIPAA breach.
7. A deliberate or accidental breach of PHI or other violation of this policy may result in the dismissal from the MSAT Program.

[continued next page]

8. All documentation of the incident and any disciplinary actions will be documented and filed in the student's record folder.
9. Each student will include an email privacy statement: Example email statement.
 - a. *This message and any attachments may contain information that is confidential, privileged and/or protected from disclosure under state and federal laws. If you received this message in error or through inappropriate means, please reply to this message to notify the Sender that the message was received by you in error, and then permanently delete this message from all storage media, without forwarding or retaining a copy.*

By signing below, I hereby agree not to divulge or share any Protected Health Information (PHI) concerning any athlete/client/patient of an approved clinical site. During the performance of my assigned duties as an athletic training student, I recognize that I may have access to PHI required for athlete/client/patient assessments, treatments, and referrals. I recognize that any improper discussion of, or release of information concerning an athlete/client/patient to any unauthorized person is prohibited by law.

I agree that all discussions, deliberations, records, and information generated and maintained in connection with these activities will not be disclosed to any unauthorized persons. Any student found disclosing any PHI will be dismissed from the MSAT Program.

Student Signature _____ **Date** _____

Endorsement:



Kevin J. Silva, EdD, MSAT, ATC
Director, Master of Science in Athletic Training

Revised Date: 05/01/2023

Title: SSU MSAT Program Family Educational Rights and Privacy Act Policy and Procedure

Policy:

The Family Educational Rights and Privacy Act (“FERPA”) of 1974, as amended, ensures the confidentiality of student educational records, and restricts disclosure of such records to third parties, except as authorized by law. FERPA also affords students certain rights with respect to their education records. This policy outlines both the AT Student’s rights as a student, as well as the rights of the athlete/client/patient that the student may encounter during clinical experiences. Professional phase AT students may have access to confidential educational records related to the comprehensive nature of patient care in some settings. Protected information is to remain confidential and only accessed for purposes directly related to patient care under the direct supervision of a preceptor.

Students of all ages have rights regarding their education records and personally identifiable information, these rights include:

- The right to inspect and review the student’s education records within 45 days of the day the university receives a request for access.
- The right to request the amendment of the student’s education records that the student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.
- The right to provide written consent before the university discloses personally identifiable information from the student’s education records, except to the extent that FERPA authorizes disclosure without consent.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the university to comply with the requirements of FERPA.

For the purposes of this policy, the following definitions will apply.

- **Education Records.** Education records include those records that are: (a) directly related to a student; and (b) maintained by the University or by a party acting for the University. This includes any information or data recorded in any medium including but not limited to; handwriting, print, tapes, film, email, microfilm, and microfiche, which is directly related to a student. The following categories of records are excluded from the definition of “Education Records:” institutional law enforcement records; employment records when the employment is not connected to student status, medical and mental health records used only for the treatment of the student; sole possession records, i.e. personal records about a student that are not shared with others, do not contain information provided directly by the student and are not used to make decisions about the student; grades on peer graded papers before they are collected and recorded by a faculty member.
- **Personally Identifiable Information (PII).** PII includes, but is not limited to: the student’s name; the name of the student’s parent or other family members; the address of the student or student’s family; personal identifiers such as the social security number, ID number or biometric record; other indirect identifiers such as the student’s date of birth, place of birth, and mother’s maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the University reasonably believes knows the identity of the student to whom the education record relates.

[continued next page]

Procedure:

1. To help reduce the chance of FERPA violations, all AT Students will undergo annual FERPA training during fall orientation and ATR702.
2. AT students must abide by federal regulations regarding all education records and personally identifiable information while members of the MSAT Program, both during didactic and clinical experiences.
3. If protected information, as stated above, is compromised and/or a breach has been identified, the AT student is to report the violation to the preceptor, Coordinator of Clinical Education, and program director. The preceptor is to then follow their own institutional policy and procedure for reporting FERPA violations.
4. If a student wishes to use protected information for any reason other than direct patient care, the student and preceptor are responsible for obtaining the appropriate permissions and releases to use the information.
5. Violation of this policy must be reported to the preceptor, instructor, Coordinator of Clinical Education, and program director using *SSU MSAT Program Form B*. The preceptor, Coordinator of Clinical Education, and program director will be responsible for determining the course of action to report the violation to the necessary personnel.
6. The Preceptor is responsible for following their own institutional policy and procedure, as well as notifying the patient(s) involved in a FERPA breach.
7. A deliberate or accidental breach of FERPA or other violation of this policy may result in the dismissal from the MSAT Program.
8. All documentation of the incident and any disciplinary actions will be documented and filed in the student's record folder.
9. Each student will include an email privacy statement: Example email statement.
 - a. *This message and any attachments may contain information that is confidential, privileged and/or protected from disclosure under state and federal laws. If you received this message in error or through inappropriate means, please reply to this message to notify the Sender that the message was received by you in error, and then permanently delete this message from all storage media, without forwarding or retaining a copy.*

During the performance of my assigned duties as an AT Student, I recognize that I may have access to protected educational records and/or personally identifiable information related to a patient's care. I recognize that any improper discussion of, or release of information concerning an athlete/client/patient to any unauthorized person is prohibited by federal law. I also understand my rights as a student under FERPA.

By signing below, I agree that all discussions, deliberations, records, and information generated and maintained in connection with these activities will not be disclosed to any unauthorized persons. Any student found disclosing any educational information will be dismissed from the MSAT Program.

Student Signature _____

Date _____

Endorsement:



Kevin J. Silva, EdD, MSAT, ATC
Director, Master of Science in Athletic Training

Revised Date: 05/01/2023

Immunization Policy (24J, 26F)



ATHLETIC TRAINING PROGRAM

ESTABLISHED 1980

Title: SSU MSAT Program AT Student Immunization Policy and Procedure

Policy:

Massachusetts law requires immunization and vaccination documentation to be on file for all students attending Salem State University. The Salem State University policy requires all new students to submit immunization records and be in full compliance with the Commonwealth of Massachusetts' immunization regulations. In addition, to maintain accreditation compliance with the Commission on Accreditation of Athletic Training Education (CAATE), the Salem State University MSAT Program is required to verify and maintain immunization records for all AT students. In addition, to the immunizations listed below the MSAT Program also requires students to provide documentation of an annual influenza vaccination and COVID-19 vaccination [see policy].

Procedure:

1. AT Students are to complete the MSAT Immunization Form upon entry to the program and submit to the Coordinator of Clinical Education prior to the first year.
2. Provide any additional documentation of immunizations as needed to fulfill this policy.
3. Provide official documentation of COVID-19 vaccination to Coordinator of Clinical Education.
4. Provide official documentation of influenza vaccination to Coordinator of Clinical Education before November 1st each fall enrolled in the program.
5. If a student has a waiver or exemption for any required vaccinations/immunizations, please provide a copy of the waiver to the Coordinator of Clinical Education. [Note: a waiver or exemption may preclude a student from participating in some clinical experience opportunities]

Immunization	Dosage Requirements/Timing
Tdap	1 dose; and history of a DTaP primary series or age-appropriate catch-up vaccination. Tdap given at ≥ 7 years may be counted, but a dose at age 11-12 is recommended if Tdap was given earlier as part of a catch-up schedule. Td or Tdap should be given if it has been ≥ 10 years since Tdap
Hepatitis B	3 doses; laboratory evidence of immunity acceptable; 2 doses of Heplisav-B given on or after 18 years of age are acceptable
MMR	2 doses; first dose must be given on or after the 1 st birthday and second dose must be given ≥ 28 days after first dose; laboratory evidence of immunity acceptable. Birth in the U.S. before 1957 acceptable only for non-health science students
Varicella	2 doses; first dose must be given on or after the 1 st birthday and second dose must be given ≥ 28 days after first dose; a reliable history of chickenpox* or laboratory evidence of immunity acceptable. Birth in the U.S. before 1980 acceptable only for non-health science students
Meningococcal	1 dose; 1 dose MenACWY (formerly MCV4) required for all full-time students 21 years of age or younger. The dose of MenACWY vaccine must have been received on or after the student's 16 th birthday. Doses received at younger ages do not count towards this requirement. Students may decline MenACWY vaccine after they have read and signed the MDPH Meningococcal Information and Waiver Form provided by their institution. Meningococcal B vaccine is not required and does not meet this requirement

By signing below, I understand that I am required to submit verification of all above immunizations required by Massachusetts State Law, Salem State University, and the MSAT Program. In addition, by signing below, I am confirming that I have accurately submitted my immunization records. Please attach official verification of immunizations to this document. I also understand that refusal or exemption to certain vaccinations may limit or prevent participation in clinical experiences.

Student Signature _____ **Date** _____

Endorsement:



Kevin J. Silva, EdD, MSAT, ATC
Director, Master of Science in Athletic Training

Revised Date: 05/01/2023

Influenza & COVID-19 Vaccination (24J, 26F)



ATHLETIC TRAINING PROGRAM

ESTABLISHED 1980

Title: SSU MSAT Program Influenza & COVID-19 Vaccination Policy and Procedure

Policy:

Influenza & COVID-19 are highly contagious communicable diseases. Due to the increased risk of exposure to communicable diseases as an AT student, it is required that AT Students receive the influenza & COVID-19 vaccination to protect them from severe illness associated with viral infection. Exemptions must be approved by the University's health service department. The MSAT Program will only accept individual waivers or exemptions approved by the University. Exempt students may be required to wear a mask during patient care and clinical experiences. Refusal, waiver, or exemption from the influenza or COVID-19 vaccination may preclude the AT student from participating in certain clinical experiences, therefore may effect the students ability to complete the program requirements. AT Students are responsible for following specific policies and procedures of the assigned clinical experience site.

Procedure:

1. AT students are responsible for all costs associated with annual influenza & COVID-19 vaccinations.
2. AT students may choose to complete vaccinations at Salem State University's student health services, their primary care physician office, or other clinic.
3. AT students will be responsible for receiving the influenza vaccination no later than November 1st each year. **COVID-19 series/timing may vary, and booster recommendations are subject to change. The MSAT Program will follow University public health guidelines and recommendations. Please note that clinical site requirements may vary and continue to change over time, students must follow the clinical site policy to be eligible to complete the clinical experience.
4. Documentation of the vaccination must be submitted to the Coordinator of Clinical Education no later than November 1st each year.
5. Exemptions require University approval; appropriate documentation must be submitted to the Coordinator of Clinical Education no later than November 1st each year.
6. Exempt students that choose not to receive an influenza & COVID-19 vaccination, may be required to wear a mask during patient care/clinical experiences.
7. All documentation will be filed in the student record folder. AT Students will not be eligible to begin patient care/clinical experiences until appropriate paperwork is on file.

By signing below, I hereby certify that I understand the above policy and due to my occupational exposure to airborne and/or other potentially infectious materials, I may be at risk of acquiring the influenza virus and/or COVID-19. I also agree to provide appropriate documentation as outlined above prior to beginning clinical experiences.

Student Signature _____

Date _____

Endorsement:

A handwritten signature in black ink, appearing to read "K. J. Silva".

Kevin J. Silva, EdD, MSAT, ATC

Director, Master of Science in Athletic Training

Revised Date: 05/01/2023



ATHLETIC TRAINING PROGRAM
ESTABLISHED 1980

Title: SSU MSAT Program Communicable Disease Policy and Procedure

Policy:

Communicable diseases may pose a serious threat to the well-being of the athletic training student, their patients, and other members of the Salem State University community. A communicable disease is one that is transmitted from person to person either through direct or indirect means of contact. Direct transmission is through coughing, sneezing, droplets, or direct physical contact. Indirect transmission occurs through some type of infectious agent such as an insect, animal, or contaminated water.

The intent of this policy is to prevent the spread of communicable diseases. It is designed to provide athletic training students, preceptors, and athletic training faculty with a plan to assist in the management of students with infectious diseases as defined by the Centers for Disease Control and Prevention (CDC). This policy was developed using the recommendations established by the CDC for health care workers (www.cdc.gov). All members of the MSAT Program are required to follow University policies and procedures related to disease transmission and public health guidelines. In the event of a public health event, such as a pandemic, the program will work with university administration to determine how to proceed in program operation.

Procedure:

1. Guidelines for prevention of disease transmission:
 - Students must successfully complete annual Bloodborne Pathogens training, review of Universal Precautions, and OSHA Training.
 - Students are required to practice proper hand washing techniques and practice good hygiene during all patient care encounters.
 - Students are required to use Universal Precautions at all times when engaged in clinical experiences and/or laboratory experiences. This applies to all on and off-campus clinical sites.
 - Students are not to provide patient care if they have active signs or symptoms of a communicable disease.
2. Athletic Training Students with signs and symptoms of illnesses are required to see a medical practitioner (physician, physician assistant, or nurse practitioner) to determine if the illness is actively communicable prior to participating in any patient care clinical experiences.
3. In cases where the athletic training student is diagnosed with a communicable disease and is unable to participate in patient care, he/she should immediately notify the preceptor, the Coordinator of Clinical Education, and the Program Director via email or phone.
4. Athletic Training Students may use their own personal medical practitioner or a medical practitioner at Salem State University Student Health Services (Ellison Campus Center, Suite 107, (978)542-6413. A note from the practitioner outlining the diagnosis and the treatment is required prior to the Athletic Training Student returning to their clinical education site. A copy of the note needs to be given to the Coordinator of Clinical Education and the preceptor.
5. The athletic training student is to follow the recommendations and guidelines of the treating medical practitioner. During this time, the athletic training student will not be allowed to participate in their respective clinical experiences until they are given medical clearance by the treating medical practitioner. A copy of the note providing clearance needs to be given to the Coordinator of Clinical Education and the preceptor.
6. The athletic training student is responsible for his or her health insurance and is responsible for all related expenses.
7. The Coordinator of Clinical Education will file all related medical documentation in the student's file.

[continued next page]

By signing below, I hereby certify that I understand the Salem State University MSAT Program's communicable disease policy and acknowledge that if I become ill, I will proceed accordingly to reduce the risk of transmitting the disease to my peers and/or patients.

Student Signature _____

Date _____

Endorsement:



Kevin J. Silva, EdD, MSAT, ATC
Director, Master of Science in Athletic Training

Revised Date: 05/01/2023

Tuberculosis Testing (24J, 26F)



ATHLETIC TRAINING PROGRAM

ESTABLISHED 1980

Title: SSU MSAT Program Tuberculosis Informed Consent and Agreement

Policy:

Tuberculosis (TB) is a highly contagious airborne communicable disease. A purified protein derivative (PPD) skin test is a test that determines if you have been exposed to TB. Due to the increased risk of exposure to communicable diseases as an AT student, students are required to submit evidence of Tuberculosis testing prior to admission to the professional phase of the program. AT students enrolled in the professional phase of the MSAT Program are required to undergo an annual one-step Tuberculosis screening test or provide documentation of immunity. If a student tests positive for Tuberculosis during initial or annual screening, the AT Student will be required to undergo further evaluation, testing, and treatment under the care of a physician. The AT Student will not be allowed to participate in clinical experiences until cleared by a physician.

Procedure:

1. AT students are responsible for all costs associated with annual Tuberculosis testing.
2. AT students may choose to complete the required testing at Salem State University's student health services or their primary care physician office.
3. AT students will complete their initial one-step PPD TB test prior to beginning clinical experience courses.
4. AT students will be responsible for completing an annual one-step PPD TB test prior to the fall semester.
5. AT students must have an authorized healthcare professional administer and interpret the results of the test
6. Submit the completed and signed Form C to the Coordinator of Clinical Education prior to participating in clinical experiences. Be sure to bring this form with you to the appointment, and submit additional documentation from the provider as needed.
7. In the event of a positive test, the AT Student is responsible for notifying the Coordinator of Clinical Education and the program director of the positive test. Subsequently, the AT student must provide documentation from a physician that they have undergone the appropriate evaluation, testing, and treatment prior to returning to patient care setting/clinical experiences.
8. Appropriate documentation is required to participate in the clinical education portion of the program.

By signing below, I hereby certify that I understand that due to my occupational exposure to airborne and/or other potentially infectious materials, I may be at risk of acquiring Tuberculosis. I hereby agree to undergo an annual one-step PPD tuberculosis test prior to beginning clinical experience or provide documentation of immunity. I understand that the official results of the tuberculosis test must be submitted to the clinical coordinator prior to participation in any clinical experience.

Student Signature _____

Date _____

Endorsement:

A handwritten signature in blue ink, appearing to read 'K. Silva'.

Kevin J. Silva, EdD, MSAT, ATC

Director, Master of Science in Athletic Training

Revised Date: 05/01/2023

Blood Borne Pathogen (26C, 27E, 29)



ATHLETIC TRAINING PROGRAM

ESTABLISHED 1980

Title: SSU MSAT Program Blood Borne & Airborne Pathogen/OSHA/Universal Precautions Policy and Procedure

Policy:

There are inherent risks associated with providing patient care as an AT student. Although preventable, occupational exposure to blood borne pathogens does occur. AT students, faculty, and preceptors are required to practice preventative measures to prevent the incidental exposure to Bloodborne pathogens. Annual training is provided for all AT students and includes bloodborne pathogen information, Occupational Health and Safety Administration guidelines, and Universal Precautions for the healthcare provider. These efforts are intended to reduce occupational risk, prevent exposures, and ensure the utmost patient-clinician safety.

The following section provides a summary of information and regulations pertaining to bloodborne pathogens. The risk of transmission of bloodborne pathogens within the athletic training setting is associated with contact with blood and other body fluids. Hepatitis B (HBV), hepatitis C (HCV), and human immunodeficiency virus (HIV) are the diseases of main concern for the athletic trainer. An exposure incident is defined as follows: skin pierced, cut or scratched by a sharp object contaminated with blood or other potentially infectious body fluids, as well as spills or splashes of blood or other potentially infectious material onto non-intact skin (cuts, hangnails, abrasions, chapped skin) or any mucous membrane. Although not all exposures result in an infection and the risk of infection may vary with such factors - as the pathogen involved, the type of exposure, the amount of blood involved in the exposure, and the amount of virus in the patient's blood at the time of exposure, AT Students are required to report all exposure incidences.

Procedure:

1. AT Students will undergo annual blood borne pathogen, OSHA, and Universal Precaution training to ensure that each student understands the risks associated with providing patient care, as well as the necessary preventative steps to ensure patient and clinician safety.
2. AT Students will be required to complete the training described above prior to beginning clinical experiences hours annually.
3. AT Students are required to always practice Universal Precautions while providing patient care.
4. To prevent an exposure to infection, adhere to the following guidelines:
 - Avoid contact with blood and other bodily fluids when possible.
 - Use breathing barriers such as resuscitation masks, face shields, and bag valve masks (BVM) when giving rescue breaths to a victim.
 - Use gloves that are appropriate to the task and provide an adequate barrier.
 - Remove jewelry, including rings, before wearing disposable gloves.
 - Keep any cuts, scrapes, or sores covered before putting on protective clothing.
 - Do not use disposable gloves that are discolored, torn, or punctured.
 - Do not clean or reuse disposable gloves.
 - Gloves should be disposed of in an appropriate manner after use, being careful that no substance from soiled gloves comes in contact with the hand upon removal.

[continued next page]

- All sharps should be disposed of immediately after use in a puncture-resistant container and never recapped, bent, or broken by hand.
- Contaminated areas should be cleaned immediately with an appropriate chemical germicide or freshly prepared bleach solution diluted (1:100 bleach/water ratio).
- Gloves and disposable toweling should be used and disposed of in an appropriate biohazard container.
- Bloodborne pathogen training occurs on an annual basis prior to the beginning of the clinical experience.

If an exposure occurs:

1. Stop patient care immediately.
2. Wash exposed needle stick or cut area with soap and hot water and clean the area with a topical antiseptic product.
3. Flush splashes of blood or bodily fluids to the nose, mouth, or skin with water and clean with a topical antiseptic product.
4. If your eyes are exposed to blood or contaminated body fluids, flush with water or saline for 15 minutes.
5. Notify the supervising preceptor immediately, followed by the Coordinator of Clinical Education and Program Director.
6. Seek immediate medical examination, diagnostic testing, and treatment for potential exposure.
7. File SSU MSAT Program Form A medical documentation with the Coordinator of Clinical Education and Program Director prior to returning to the clinical site.

By signing below, I hereby certify that I have read and understand the policy as stated above and agree to adhere to the policy set forth.

Student Signature _____ **Date** _____

Endorsement:



Kevin J. Silva, EdD, MSAT, ATC
Director, Master of Science in Athletic Training

Revised Date: 05/01/2023

ECC Certification (26B)



ATHLETIC TRAINING PROGRAM

ESTABLISHED 1980

Title: SSU MSAT Program Emergency Cardiac Care (ECC) Policy and Procedure

Policy:

Athletic Training Students are required to maintain current Emergency Cardiac Care (ECC) Certification throughout MSAT Program. ECC certification courses must include Adult & Pediatric CPR, AED, 2nd Rescuer CPR, Airway Obstruction, and use of Barrier Devices (e.g., pocket mask, bag valve mask). Acceptable ECC providers are those adhering to the most current International Guidelines for Cardiopulmonary Resuscitation and Emergency Cardiac Care. Courses accepted by the BOC for Athletic Trainers can be found at <http://bocatc.org/>. Athletic Training students are responsible for the costs associated with maintaining ECC certification throughout the professional phase of the program.

Procedure:

1. Enrolled MSAT students undergo ECC training and certification for partial fulfillment of ATR702 within the first two weeks of the first semester. All students are required to successfully pass the ECC course and are awarded a certificate of completion/ECC card that is valid for two years.
2. Official proof of current ECC certification in the form of a certificate with a valid code is required prior to starting clinical experiences as part of the MSAT Program.
3. Upon recertification or renewal of ECC certification, the athletic training student is required to submit an updated ECC certification card to the instructor or Coordinator of Clinical Education prior to beginning their clinical experience. The student should file the original in their personal records as each student will need to upload the ECC certificate during the registration process for the BOC Exam.
4. Athletic Training Students with an expired ECC certification will not be allowed to participate in clinical experience hours.
5. ECC documentation will be filed in the student's record folder and an electronic copy is provided to each student for upload to the BOC website.

By signing below, I hereby certify that I have read and understand the ECC policy as stated above and agree to maintain ECC Certification. In addition, I understand and agree to provide the Coordinator of Clinical Education with verification of certification prior to the courses.

Student Signature _____ **Date** _____

Endorsement:

A handwritten signature in black ink, appearing to read "K. J. Silva".

Kevin J. Silva, EdD, MSAT, ATC
Director, Master of Science in Athletic Training

Revised Date: 05/01/2023

Clinical Experience Hours



ATHLETIC TRAINING PROGRAM

ESTABLISHED 1980

Title: SSU MSAT Program Clinical Experience Hours Policy and Procedure

Policy:

All professional phase Athletic Training Students are required to complete clinical experience hours in partial fulfillment of ATR 718 Clinical Experience I, ATR 720 Clinical Experience II, ATR810 Clinical Experience III, and ATR 816 Clinical Experience IV. All clinical experience hours must be directly supervised by a preceptor approved by the MSAT Program and at an approved clinical experience site with a current affiliation agreement. The student must have an active role in patient care during clinical experience hours within the scope and breadth of the student's level of knowledge, skills, and experience. The delivery of patient care must be commensurate with the student's progression in clinical experience, didactic knowledge, confidence, and competence. Clinical experience hours must be conducted under the direct supervision of an approved preceptor while providing patient care in a traditional and/or non-traditional athletic training setting or a sports medicine clinic. At all times, the supervising preceptor must be able to directly intervene on behalf of patient safety while the AT student is rendering patient care. Students are prohibited from participating in clinical experience hours for more than six (6) consecutive days and are required to have a minimum of one full day off per seven (7) day period. AT students must not receive monetary compensation for services rendered during clinical experiences hours.

Experiential learning hours done outside of assigned clinical experiences, not under the supervision of an approved/assigned preceptor, and/or not at an approved clinical site, will not count toward clinical experience hours. Students participating in experiential learning hours not associated with the SSU MSAT Program should refrain from representing themselves as athletic training students from SSU either through communication or attire. Students are not covered by the university's professional liability insurance policy when participating in activities not associated with the SSU MSAT Program.

Procedure:

1. Athletic Training Students cannot record any hours spent traveling with a team, organization, or to and from clinical sites toward fulfillment of course credit.
2. Any experiential learning hours unrelated to the SSU assigned preceptor and clinical site cannot be counted toward the fulfillment of course credit.
3. Athletic Training Students are responsible for recording all clinical experience hours in accordance with the above policy.
4. Preceptors are responsible for reviewing and endorsing completed clinical experiences hours daily on the student's documentation of clinical experience hours form.
5. All students are required to submit monthly time sheets and complete patient encounter logs while enrolled in ATR 718 Clinical Experience I, ATR 720 Clinical Experience II, ATR810 Clinical Experience III, and ATR 816 Clinical Experience IV.
6. AT students must complete a minimum of 80hrs/credit or 1040 clinical experience hours over the course of the 2 year (4 academic semesters) program to be eligible for graduation. Failure to reach a sufficient number of clinical experiences hours do to unforeseen circumstance outside of the control of the student will be reviewed by the program director and coordinator of clinical education on a case by case bases. Additional clinical experiences opportunities may be assigned by only the coordinator of clinical education.
7. Failure to meet the clinical experience requirements outlined above will result in an "F" for that portion of the course grade and subsequently a failing grade in that course.

[continued next page]

By signing below, I hereby certify that I have read and understand the clinical experience hours policy as stated and agree to the parameters set forth.

Student Signature _____ **Date** _____

Endorsement:



Kevin J. Silva, EdD, MSAT, ATC
Director, Master of Science in Athletic Training

Revised Date: 05/01/2023

Professional Behavior (65-68)



ATHLETIC TRAINING PROGRAM ESTABLISHED 1980

Title: SSU MSAT Program Professional Behaviors Policy and Procedure

Policy:

Athletic Training Students represent the program, the University, and the profession of athletic training. Consequently, Athletic Training Students should strive to represent the program, the University, and the profession of athletic training with the utmost professionalism while demonstrating the highest level of ethical and moral conduct. Through the demonstration of professional behaviors each student, preceptor, and faculty member advocates for the profession of athletic training to all that we interact with daily. The following guidelines apply to professionalism, academic performance, classroom behavior, and clinical experience behavior, as well as general decorum while enrolled in the Salem State University MSAT Program. These guidelines include interactions with peers, colleagues, advisors, faculty, preceptors, staff, administrators, athletes, coaches, and other healthcare or educational personnel. "Professional behavior" is an evolving process that requires active participation in developing over the course of the student's academic and professional career. Students will be offered feedback and guidance from faculty and preceptors throughout the program.

Procedure:

1. Examples of professional behavior include but are not limited to:
 - Demonstration of the ability to develop professional relationships with preceptors, faculty, peers, and patients while establishing and maintaining professional boundaries.
 - Demonstration of the ability to work collaboratively and respectfully with others throughout all ranges of professional training experience.
 - Sustained awareness of one's effectiveness and functioning in academic and clinical settings.
 - Demonstration of the capacity and willingness to actively respect professional boundaries in interactions with faculty, administrators, staff, and preceptors.
 - Demonstration of the capacity to interpret accurately and reasonably the conduct of oneself and of others.
 - Demonstration of and willingness to assume responsibility for learning by utilizing appropriate available resources to fulfill academic and clinical responsibilities.
 - Demonstration of and willingness to meet academic and professional obligations in the classroom and clinical setting in a timely and responsible manner.
 - Receptivity to constructive commentary and/or criticism from faculty, administrators, and preceptors to address such issues that may have been identified.
 - Demonstration of the capacity and willingness to evaluate oneself and others honestly, fairly, and sensitively (e.g. in supervision, in classroom exchanges and exercises, during clinical affiliations).
 - Ability to empathize with athletes/clients/patients and an ability to demonstrate this quality effectively in professional role responsibilities (i.e. in both clinical and applied work as well as in general behavior within school, clinical or other work settings).
 - Demonstration of recognition, appreciation, and sensitivity to individual differences and diversity in the human experience and the relevance of such understanding for the practice of athletic training.
2. Students are expected to reach and demonstrate overall knowledge, appreciation, and acceptance of the ethical standards set forth by the **NATA Code of Ethics**.
3. The preceptors and faculty are responsible for assessing and providing practical feedback to aid in the continued evolution of professional conduct.

[continued next page]

4. The Student Self-Assessment is completed each semester to allow the student to reflect on their personal growth in professional behaviors.
5. Failure to uphold professional behaviors appropriate for a healthcare professional, will result in disciplinary action or dismissal from the MSAT Program.
6. Preceptors or Faculty who observe unprofessional or unethical conduct by an Athletic Training Student are to file a formal report using the program policy violation form and submitted to the Program Director.

By signing below, I hereby certify that I have read and understand the professional behaviors policy and procedure as stated and agree to the parameters set forth. Furthermore, I agree to uphold these professional behaviors to the best of my ability.

Student Signature _____ **Date** _____

Endorsement:



Kevin J. Silva, EdD, MSAT, ATC
Director, Master of Science in Athletic Training

Revised Date: 05/01/2023

Dress Code (65-68)



ATHLETIC TRAINING PROGRAM

ESTABLISHED 1980

Title: SSU MSAT Program Professional Dress Code Policy & Procedure

Policy:

As a student in the MSAT Program, you represent the program and Salem State University, as well as the profession of athletic training. The way that we present ourselves professionally to those we interact with provides an intangible amount of advocacy for the profession of athletic training. It is critical that we always conduct ourselves in the utmost professional manner. This policy specifically addresses professional dress code expectations while participating in classroom, AT Laboratory, and clinical experiences (on or off campus).

Acceptable Classroom Attire:

- Daily: Modest, clean, presentable, professional, and comfortable attire. Acceptable attire will represent the program and profession in a positive and professional way.
- Presentations: In most cases, classroom or other professional presentations require formal business or business casual attire. Students should coordinate with the instructor for appropriate presentation attire. If students are presenting outside of the classroom and representing the program, formal business attire is recommended.

Acceptable Athletic Training Laboratory Attire:

- Modest, yet functional and comfortable clothing should be worn to all laboratory classes. [Athletic shorts, tank tops, t-shirts are acceptable]
- It is highly recommended that students keep appropriate laboratory attire with them throughout the semester. Yoga pants, leggings, spandex, compression shorts (short or long), long pants or sweatpants are not allowed and will interfere with the student's ability to participate.

Acceptable Clinical Experience Attire:

- Daily: Modest, clean, presentable, professional, and comfortable attire. Acceptable attire will represent the program and profession in a positive and professional way.
 - Collared polo shirt or button-down shirt, sweater, or team issued logoed shirt, always tucked in.
 - Khaki, Dockers, or professional style pants. Khaki or golf style shorts are acceptable during warm weather practices only, shorts should be of appropriate length and style.
 - Clean functional Sneakers/Shoes (tied) with socks (able to stand, walk, and run comfortably and safely)
 - Salem State AT Student Name tag (additional cost required, see Coordinator of Clinical Education).
 - Watch with a second hand or digital seconds for measuring vitals.
 - Nails clean & trimmed; hair pulled back; clean-shaven or facial hair is trimmed to a professional length and cleanliness.
- Games/Events: In most cases, game day or special event coverage requires more formal attire. Students should coordinate appropriate attire with their preceptor prior to a game day or special event. Game day or special event attire must at minimum meet the program's Acceptable Clinical Experience Attire as described above.
- Travel: In most cases, formal business or business casual attire is customary for travel. Students should coordinate appropriate attire with their preceptor prior to traveling with a team or organization. Travel attire must at minimum meet the program's "Acceptable Clinical Experience Attire" as described above.

[continued next page]

Unacceptable Clinical Experience Attire:

- Any clothing that is worn, frayed, torn or otherwise.
- Attire that exposes back, belly, and/or any undergarments (i.e., no tank tops, exposed midriff, etc.)
- High heels, sandals, flip flops or open toe shoes
- Jeans, denim, leggings, spandex, joggers, athletic shorts, bike shorts, or similar
- Drawstring fleece, sweat suits, “warm-up” gear, workout clothing, and/or hooded sweatshirt
- Jewelry:
 - Large or sharp rings must be removed during patient care as they can cause potential injury to the clinician or patient and will interfere with universal precautions.
 - Dangling jewelry must be removed during clinical experiences as it can interfere with patient care and potentially get snagged or caught.
 - Face, tongue, and lip jewelry must be removed during clinical experiences as they can interfere with the student’s ability to deliver emergency cardiac care.
 - Long fingernails, false or acrylic fingernails

If a student fails to dress in a modest and professional manner per the parameters of this policy, the preceptor is to ask the student to leave the clinical experience and file the violation form to the Coordinator of Clinical Education. Multiple reported dress code violations will result in dismissal from the MSAT Program.

By signing below, I hereby certify that I have read and understand the professional dress code policy and procedure as stated and agree to the parameters set forth by the aforementioned policy. Furthermore, I attest that I will uphold professional dress code standards during all clinical experiences and that I understand that I may be asked to leave a clinical experience if not dressed appropriately.

Student Signature _____ **Date** _____

Endorsement:



Kevin J. Silva, EdD, MSAT, ATC
Director, Master of Science in Athletic Training

Revised Date: 05/01/2023

Comprehensive Written Examination



ATHLETIC TRAINING PROGRAM

ESTABLISHED 1980

Title: SSU MSAT Program Comprehensive Written Examination Policy & Procedure

Policy:

The CAATE Standards require that all MSAT Program course work has been developed, delivered, and assessed to ensure the student comprehensive medical knowledge and skill as defined by the curricular content. Throughout the program student are required to pass comprehensive written examinations that align with contemporary athletic training knowledge, skills, and abilities. The student must be able demonstrate medical knowledge and skills as outlined by the didactic and clinical experience syllabi/assignments. Comprehensive written examinations are given at the end of ATR718 Clinical Experience I, ATR720 Clinical Experience II, ATR810 Clinical Experience III, and ATR816 Clinical Experience IV. Students are required to score 70% or better on these comprehensive written examinations. If the student is unable to achieve 70% or better, the student will receive a failing course grade and will prevent matriculation to the subsequent semester.

Course instructors are also encouraged to assess cumulative knowledge in didactic courses using individual course written comprehensive/cumulative examinations at the end of each course. However, course assessments are created and assigned by the individual course instructor and are not held to this policy. All students must meet retention and matriculation requirements as outlined by this handbook.

Procedure:

1. Students are expected to complete all required comprehensive written examinations as outlined by the course syllabi for ATR718 Clinical Experience I, ATR720 Clinical Experience II, ATR810 Clinical Experience III, and ATR816 Clinical Experience IV.
2. Failure to achieve minimum mastery score of 70% or better on a written examinations will result in a course grade of "F".
3. The student will be allowed one make-up attempt of a different version of the written examination to be completed within 7 academic days of the initial written examination, which will be averaged with the original grade. The average score must be 70% or better or a "F" course grade will be issued.
4. Failure to schedule or successfully complete the make-up examination within 7 academic days will result in an "F" grade.
5. It is the responsibility of the student to schedule the make-up examination.
6. Students who demonstrate continued deficiencies in knowledge, skills, and/or clinical reasoning during written examinations that could impact patient safety or clinical effectiveness will receive an "F".
7. A student who receives below a 70% on both the initial and make-up written examination will receive an "F" in the course and be dismissed from the MSAT Program.
8. Documentation of the policy violation and dismissal can be found in Appendix B and should be completed and filed in the student's record folder by both the course instructor and program director.

Student Signature _____ **Date** _____

Endorsement:

A handwritten signature in black ink, appearing to read "K. J. Silva".

Kevin J. Silva, EdD, MSAT, ATC

Director, Master of Science in Athletic Training

Revised Date: 05/01/2023

Practical Examination



ATHLETIC TRAINING PROGRAM

ESTABLISHED 1980

Title: SSU MSAT Program Practical Examination Policy & Procedure

Policy:

The CAATE Standards require that all MSAT Program course work has been developed, delivered, and assessed to ensure the student reaches proficiency in the most current version of the athletic training knowledge, skills, and abilities through structured classroom, laboratory, and clinical environments. The student must demonstrate entry-level competency in all patient care skills outlined by the didactic and clinical experience syllabi/assignments. Entry-level mastery is determined the course instructor and/or preceptor and supported by contemporary evidence, legislation, and/or best practices. Achieving entry-level mastery indicates that the student demonstrates the ability to perform the skill at a minimally proficient and is safe and effective. All practical skill examinations will be graded by the course instructor and/or preceptor under the terms outlined by the specific rubric or instrument and are graded Pass or Fail.

Procedure:

9. Students are expected to complete all required practical examinations as outlined by the course syllabi.
10. Failure to achieve entry-level mastery on practical examination will be assigned a grade of "F".
11. The student will be allowed one make-up attempt to be completed within 7 academic days of the initial practical.
12. Failure to schedule or successfully complete the make-up examination within 7 academic days will result in an "F" grade.
13. It is the responsibility of the student to schedule the make-up practical assessment, in which the student must clearly demonstrate the necessary improvements in knowledge and skills required to deliver the clinical skill at entry-level mastery.
14. Students who demonstrate continued deficiencies in knowledge, skills, and/or clinical reasoning during practical exams that could impact patient safety or clinical effectiveness will receive an "F".
15. A student who receives a "F" on both the initial and make-up practical assessment will receive an "F" in the course and be dismissed from the MSAT Program.
16. Documentation of the policy violation and dismissal can be found in the Appendix and should be completed and filed in the student's record folder by both the course instructor and program director.

Student Signature _____ **Date** _____

Endorsement:

A handwritten signature in black ink, appearing to read 'K. J. Silva'.

Kevin J. Silva, EdD, MSAT, ATC
Director, Master of Science in Athletic Training

Revised Date: 05/01/2023

Remediation and Readmission to MSAT Program



ATHLETIC TRAINING PROGRAM

ESTABLISHED 1980

Title: SSU MSAT Program Student Remediation and Readmission into the MSAT Program Policy & Procedure

Policy:

AT Students who fails to meet the retention criteria for academic progression will be dismissed from the program. AT Students are not eligible for remediation or academic probation. AT Students must apply for readmission to the MSAT Program. Any student who has been dismissed from the program due to unsatisfactory performance in the academic and/or clinical components of the program may be eligible to apply for readmission to the MSAT Program after a one semester hiatus from the program. Please note that the completion of the readmission process and submission of the required documents does not guarantee re-entrance to the MSAT Program. AT Students dismissed for policy violations and/or professional behavior issues are not eligible for readmission to the MSAT Program. Readmission is based on successful completion of the procedure outlined below.

A student who is dismissed may apply for readmission after the lapse of a minimum of one semester. To be readmitted, the student must present a petition to the MSAT Program Director explaining in detail how the causes of low achievement have been corrected and what plans are in place to ensure future academic success. A student may be dismissed and readmitted only once. A second dismissal cannot be appealed.

Procedure:

1. To apply for readmission, the dismissed student must meet with the Program Director in-person to set up an action plan and petition in writing.
2. To petition for readmission, the AT student must present a written statement and remediation plan to the program coordinator explaining in detail how the causes of low achievement have been corrected and what plans are in place to ensure future academic success.
3. The following procedure will be followed for eligible AT Student who wish to petition for readmission:
 - a. AT Student must schedule a meeting with the Program Director upon notification of dismissal.
 - b. Provide a written statement addressing the reasons for dismissal and explaining in detail how the causes of low achievement have been corrected and what plans are in place to ensure future academic success. The statement will also include an action plan detailing steps required to be successful.
 - c. The student schedules an interview with the MSAT Program Director and MSAT admissions committee.
4. The MSAT Program admission committee will deliberate on the student and make a recommendation to the Program Director.
5. The MSAT Program Director will review the committee's recommendation and will forward the request to the Dean of the School of Graduate Studies with a recommendation to either grant or deny the petition; if there is sufficient evidence that the causes of previous poor performance have been resolved, the Dean may choose to readmit the student.
6. The student's request for readmission to the MSAT Program may depend on the following circumstances:
 - a. There is availability in the classroom/lab that the student will be entering.
 - b. There are an adequate number of clinical affiliation sites to accommodate the student.
 - c. The student completed a dismissal interview with the Program Director following dismissal or at the end of the semester in which the student failed to meet the minimum requirements of the MSAT Program.
 - d. The student demonstrates reasonable progress in meeting the action plan developed during the dismissal interview.
 - e. The student demonstrates growth in the deficient areas, as noted on the Dismissal Interview

[continued next page]

7. The Program Director and the student will complete and sign the agreement which will be filed in the student's folder.
8. Application or petition for readmission to the MSAT Program does not guarantee approval of the readmission into the MSAT Program.

By signing below, I hereby certify that I have read and understand the policy and procedure for readmission to the MSAT Program as stated and agree to the parameters set forth.

Student Signature _____ **Date** _____

Endorsement:



Kevin J. Silva, EdD, MSAT, ATC
Director, Master of Science in Athletic Training

Revised Date: 05/01/2023

Framework Declaration



Athletic Training Program Framework Declaration

By signing below, I hereby certify that I have received and reviewed the SSU MSAT Program's Framework. I have been given an opportunity to provide feedback as a stakeholder in the program and ask for clarification regarding any aspect of the program's framework. My signature below indicates that I understand my role as a member of the Athletic Training Program as it pertains to the development, evaluation, and refinement of the program's framework and the future direction of the program.

,
MSAT Program Member Name [print]: _____

Signature _____ Date _____

Endorsement:

A handwritten signature in black ink, appearing to read "K. J. Silva".

Kevin J. Silva, EdD, MSAT, ATC
Director, Master of Science in Athletic Training

Revised Date: 05/01/2023

Handbook Declaration



Athletic Training Program Handbook Declaration

By signing below, I hereby certify that I have received the SSU MSAT Program Policies and Procedures Handbook. I further certify that I have read and understand all program policies and procedures. I have been given an opportunity to ask for clarification and address any question or concern regarding the policies and procedures outlined by this handbook. My signature below indicates that I understand my role and responsibilities as a member of the Athletic Training Program, and I will uphold the standards, requirements, expectations, and commitments outlined in the SSU MSAT Program Handbook in its entirety. I further understand that any failure on my part to meet any of these standards may result in disciplinary action and possible suspension or dismissal from my role in the MSAT Program.

MSAT Program Member Name [print]: _____

Signature _____ **Date** _____

Appendix B - MSAT Program Specific Forms

Plan of Study Form

Salem STATE UNIVERSITY SCHOOL OF GRADUATE STUDIES	352 Lafayette Street Salem, MA 01970-5353 978-542-6323 Salemstate.edu/graduate graduate@salemstate.edu
--	--

Master of Science in Athletic Training – Plan of Study Check one: New Revised

Name: (last, first, middle, former) _____		Student ID: _____	Semester matriculated: _____	
Mailing address: (street/number) _____		Apt #: _____	City: _____	State: _____ Zip: _____
Home phone: _____	Work phone: _____	SSU email: (see note below) _____		
Undergraduate degree: (college) _____	Year: _____	Major: _____	GPA: _____	
Master's degree: (college) _____	Year: _____	Major: _____	GPA: _____	

Conditional acceptance:			Needed	Met
<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, condition: _____	_____	_____

Program requirements:

Course number	Title	Credit hours	Semester	Grade
Required Courses –				
ATR 700	Functional Anatomy for Athletic Training	4		
ATR 702	Principles of Athletic Training & Emergency Care	4		
ATR 704	Neurological Examination & Immediate Care: Head, Maxillofacial, & Cervical Spine	2		
ATR 706	Taping, Bracing, and Protective Equipment	2		
ATR 708	Clinical Examination & Diagnosis I: Lower Extremity	4		
ATR 710	Clinical Examination & Diagnosis II: Upper Extremity	4		
ATR 712	Electrophysical Agents	4		
ATR 714	Therapeutic Exercise	4		
ATR 716	Evidence-Based Practice	1		
ATR 718	Clinical Experience I	3		
ATR 720	Clinical Experience II	3		
ATR 800	Research Methods I	2		
ATR 802	Clinical Pathology & Pharmacology	4		
ATR 804	Administration and Professionalism in Healthcare	3		
ATR 806	Manual Therapy for Musculoskeletal Conditions	3		
ATR 808	Clinical Decision Making	1		
ATR 810	Clinical Experience III	3		
ATR 812	Seminar in Athletic Training	3		
ATR 814	Research Methods II	2		
ATR 816	Clinical Experience IV	4		
Total Credits		60		
Program coordinator notes: _____				

Signatures: (student, program coordinator, graduate school dean, registrar)

Student: _____	Date: _____
Program coordinator: _____	Date: _____
Graduate school dean: _____	Date: _____
Registrar: _____	Date: _____

SSU email note: All email correspondence to graduate students at Salem State University must go through your SSU email account. Signing this form indicates that you understand this policy and that you agree to consistently check your SSU email.

Fall 2021

Prerequisite Tracking Form



MS Athletic Training
Prerequisite Information and
Tracking Form

SCHOOL OF GRADUATE STUDIES

352 Lafayette Street, Salem, MA 01970
salemstate.edu/graduate
978.542.6323

There are 11 prerequisite courses that must be completed with a final grade of C+ or better. Prerequisites **do not have to be** completed at time of application, however all prerequisite course work must be completed before the start of classes in September.

It is the applicant's responsibility to track completion of prerequisites. View the list of prerequisites in the left column. If the course has been completed, please use the third column headed 'Have I Taken This Course Already?' and type in Y (yes), the school, and term/date the course was taken in that column. If the course has **NOT** been completed, please use the third column headed 'Have I Taken This Course Already?' and type in N (no), the school, and term/date you *plan* to take the course in that column.

If you are not sure that a completed course meets prerequisite requirements, [email graduate admissions](mailto:gradadmissions@salemstate.edu) all course details (course title, credits, description, etc.) and the Athletic Training department will determine if a course you have taken or plan to take meets the prerequisite requirement.

Courses older than 5 years will be reviewed individually with an official transcript.

This form is due as part of your application.

You can submit the completed form in one of two ways.

Please use Option 1 (email) or Option 2 (fax) to submit forms.

Option 1: (preferred) email completed form to gradadmissions@salemstate.edu

Option 2: fax completed form to 978.542.6893

Due to the COVID 19 social distancing mandate, we will be accepting pre-req course work that has been completed online during the academic year 2020-2021.

PREREQUISITE COURSES	GENERAL COURSE DESCRIPTION	Have I taken this course? Y/N				If no, here's how I can take the course.
		Y/N	School	C/IP Date	G	
Online Medical Terminology course	Online Medical Terminology course					Salem State course ATR301 or Search online for "medical terminology course." Here are samples: Sample One , Sample Two , and Sample Three (three is good for ESL or international students). Email your certificate of completion to be included application. Medical terminology taken for credit accepted; submit transcript.
Anatomy and Physiology I (4 credits)	Study of various systems of the human body, including tissues and skeletal, muscular, and nervous systems. Appropriate medical terminology introduced.					Salem State course BIO200 or use the transfer equivalency viewer to view equivalent courses at other schools
Anatomy and Physiology II (4 credits)	Continuation of Anatomy and Physiology I with emphasis on the circulatory, respiratory, digestive, urinary, endocrine, immune and reproductive systems. Appropriate medical terminology introduced.					Salem State course BIO201 or use the transfer equivalency viewer to view equivalent courses at other schools
Kinesiology (3 credits)	Applies the basic principles of anatomy and physics to exercise and human movement. Emphasis will be placed on anatomical analysis of human performance.					Salem State course SMS300 or use the transfer equivalency viewer to view equivalent courses at other schools
Chemistry (3-4 credits)	This course is a systematic survey of measurements, scientific notation, atomic structure, periodic trends, chemical bonding, chemical calculations, acids and bases, and radioactivity. The course will also cover the nomenclature, structure, and reactions of organic compounds and biochemicals, including carbohydrates, lipids, and proteins. Intended for health science and other non-chemistry majors.					Salem State course CHE117 or CHE130 or use the transfer equivalency viewer to view equivalent courses at other schools
Biology (3-4 credits)	Features of diversity among organisms are emphasized. Topics include taxonomy, a survey of the biological kingdoms, anatomy and physiology of representative organisms, and the interaction of the organism and its living and nonliving environment.					Salem State course BIO105 or BIO121 or use the transfer equivalency viewer to view equivalent courses at other schools
Physics (3-4 credits)	An introduction to principles of classical mechanics, with emphasis on development of problem-solving skills. Topics include the relationship between force and motion, the conservation of energy and momentum, rotational motion, and simple harmonic motion. Algebra, geometry and elementary trigonometry are used freely.					Salem State course PHS211A or use the transfer equivalency viewer to view equivalent courses at other schools
Psychology (3 credits)	This course introduces the student to the scientific study of the mind and behavior and to applications of psychological theory and research to everyday life. Topics covered include abnormal psychology, biological psychology, cognition, development, learning, personality, and social psychology. Students explore the nature of evidence in psychology, assess the value of theory in understanding contemporary social issues, and engage in systematic investigations of human behavior and mental processes.					Salem State course PSY101 or use the transfer equivalency viewer to view equivalent courses at other schools
Statistics (math, psychology, or business) (3 credits)	Introduces statistical concepts, probability, frequency distributions, sampling, testing of hypotheses, and linear regression. Emphasis on practical and usable results, rather than on mathematical derivations.					Salem State course MAT147, BHS247, ECO 304N, PSY 203S or use the transfer equivalency viewer to view equivalent courses at other schools
Exercise Physiology (3 credits)	The course studies the acute and chronic effects of exercise on the human condition as well as the anatomical and physiological interactions necessary to perform exercise. Adaptive responses to exercise will included the musculoskeletal, neuromuscular, cardiovascular, endocrine and respiratory system. Attention will be given to bioenergetics and nutrition.					Salem State course SMS352 or use the transfer equivalency viewer to view equivalent courses at other schools
Nutrition (3 credits)	This course enables students to attain an understanding of the dynamic relationship between nutrition and the human body. This course prepares students to engage in preventive and dietary management techniques as related to nutritional requirements and athletic and physical performance.					Salem State course SMS250 or use the transfer equivalency viewer to view equivalent courses at other schools

Observation Hours Tracking Form

 **Salem** | STATE UNIVERSITY

MS Athletic Training
Observation Hours
Reporting Form

SCHOOL OF GRADUATE STUDIES
GRADUATE ADMISSIONS

352 Lafayette Street, Salem, Massachusetts 01970-5353

978.542.6323
salemstate.edu/graduate
gradadmissions@salemstate.edu



Instructions: A total of 30 observation hours under the direct supervision of a licensed athletic trainer are required for admission to the MS in Athletic Training Program. In the table below, record the date of the observation, provide a brief description of what you observed, and the number of hours for that specific date. If you have questions regarding observation hours, please contact the Program Director. If you complete observation hours at more than one location, please use a separate form for each location.

Location/Organization:

Address:

Supervising Athletic Trainer: BOC#: LIC#:

DATE	DESCRIPTION	NUMBER OF HOURS
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Observation Hours Completed:		<input type="text"/>

Supervising Athletic Trainer Signature: Date:

Applicant Signature: Date:

Exposure Incident Report Form (26C, 29, 66)



Exposure Incident Report

Student Name:	DOB:
SSU ID #:	Student Phone #:
Preceptor Name:	Preceptor Phone #:
Clinical Site:	Course #:
Date of Exposure:	Time of Exposure:

Location of Exposure:

In detail, describe how the incident occurred [if needed attach comments on separate piece of paper]:

Were there any witnesses or other individuals involved in the exposure, if so, list names:

Where did the AT Student receive medical examination and treatment? [attach documentation]

Endorsement:

Athletic Training Student Signature **Date:**

Preceptor Signature **Date:**

Coordinator of Clinical Education Signature **Date:**

CORI & SORI Authorization Form (24F, 27G)



CORI/SORI Authorization Form

AT Student Authorization Form for Criminal Offender Record Information (CORI) & Sexual Offender Record Information (SORI). This form authorizes Salem State University to perform a CORI and/or SORI Check. Students need to report to the Human Resource department to complete their CORI/SORI check and my need to provide more information.

Full Name: _____ DOB: _____

SSU ID #: _____ Student Phone #: _____
[Permanent] [Current]
Street Address: _____ Street Address: _____

Town: _____ Town: _____

State: _____ State: _____

Zip Code: _____ Zip Code: _____

By signing below, I authorize Salem State University to perform a CORI and/or SORI on my behalf. I understand that the results of the CORI or SORI may limit my abilities to participate in certain clinical experiences and/or my ability obtain a state license to practice Athletic Training in the future.

Athletic Training Student Signature Date:

Handbook/Policy Violation Form (27)



Handbook Violation Report

Student Name:	YOG:
SSU ID #:	Student Phone #:
Date of Violation:	Location:

SSU AT Policy and Procedure Handbook, code of conduct, or professional behavior violation:

Description/nature of violation:

Plan for discipline or course of action:

Athletic Training Student Signature **Date:**

Program Director Signature **Date:**

Tuberculosis Testing Form (24J, 26F)



Tuberculosis Screening Form

Student Name: _____ DOB: _____
SSU ID #: _____ Student Phone #: _____
Date of Test: _____ Location/Facility: _____

Provider to fill out:

1. _____ [Initial] Negative TB symptom screening completed on _____ [Date]
2. _____ [Initial] PPD one-step given on _____ [Date]
3. _____ [Initial] PPD one-step read on _____ [Date]
4. _____ [Initial] PPD one-step results _____ [mm]

Results (check one):

- Positive TB Test Negative TB Test

MD/DO/PA/NP/RN Signature **Date**

MD/DO/PA/NP/RN Name & license #

Immunization Record (24J, 26F, 27J)



Immunization Record Form

Student Name: _____ DOB: _____

SSU ID #: _____ Student Phone #: _____

AT Students are required to submit proof of immunization prior to enrollment. Please attach official immunization records with this form including copy of immunizations record, copy of influenza card, copy of COVID-19 card, and/or laboratory documentation indicating immune serology.

Athletic Training Student Signature **Date:**

Dismissal/Withdrawal Form (23E)



Dismissal/Withdrawal Form

Student Name: _____ YOG: _____

SSU ID #: _____ Student Phone #: _____

PD Interview Date: _____

Reason for Dismissal/Withdrawal:

Action Steps/Plan for Readmission to the MSAT Program, if applicable:

Recommendation/Action:

- Dismissal:
- Withdrawal:
- Dismissal with readmission to the Athletic Training Program

Athletic Training Student Signature **Date:**

Program Director Signature **Date:**

