

MSAT Program Handbook.docx

**Moravian University
MSAT Program Handbook**



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Moravian University Land Acknowledgement Statement

Moravian University is located in Lenapehoking, the traditional homeland of the Lenape, which includes Delaware, New Jersey, eastern Pennsylvania, and southern New York. We honor the Native inhabitants of this land and their historic and everlasting relationships with it.

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Section I: Introduction to the Moravian University Master of Science in Athletic Training Program

PROGRAM INTRODUCTION

The Athletic Training Handbook has been designed to maintain an effective, efficient, high-quality Master of Science in Athletic Training (MSAT) Program at Moravian University. This document will serve as a required and referenced text for other courses throughout the MSAT Program. Furthermore, the Athletic Training Faculty and Preceptors will use this manual as a guide for administrative and professional decisions pertaining to the MSAT Program. It is imperative that athletic training students be knowledgeable of the contents of this manual. Any questions about the content of this document should be directed to the Athletic Training Faculty.

The MSAT Program at Moravian University, established in 2015, admitted its first class in May 2016. The program received initial accreditation by the Commission on Accreditation of Athletic Training Education (CAATE) in Spring 2018, and received continuing accreditation for a period of ten years in Spring 2023. This program is housed in the College of Health and within the School of Rehabilitation Sciences. Students completing the requirements for graduation from the MSAT Program at Moravian University are eligible for certification and licensure as an Athletic Trainer.

ACCREDITATION

Moravian University is accredited by the Commission on Accreditation of Athletic Training Education (CAATE).

VISION STATEMENT

The Moravian University Master of Science in Athletic Training Program will be nationally recognized as a leader in developing autonomous, evidence-based clinician-scholars who serve as leaders in advancing the practice of athletic training.

MISSION STATEMENT

The mission of the Moravian University Master of Science in Athletic Training Program is to provide rigorous didactic and clinical education in order to prepare students to be autonomous, evidence-based clinician-scholars across the full spectrum of athletic training practice in a dynamic healthcare environment. The program provides innovative, inter-professional didactic and immersive clinical education emphasizing critical-thinking, best practice and patient-centered care to produce clinicians who are leaders, lifelong learners and advocates for the athletic training profession.

PROGRAM GOALS & OBJECTIVES

Goal 1: Provide students with a learning environment offering the cognitive, behavioral, and psychomotor skills necessary for successful practice as an athletic trainer.

Objective 1.1: Upon completion of the program, the student will demonstrate effective problem-solving and clinical decision-making relative to their role as an athletic trainer.

Objective 1.2: Upon completion of the program, the student will demonstrate technical proficiency in skills necessary to fulfill the role of an athletic trainer.

Objective 1.3: Upon completion of the program, the student will demonstrate personal behaviors consistent with professional and employment expectations of an athletic trainer.

Objective 1.4: Athletic training faculty will provide high-quality instruction to students enrolled in the education program.

Goal 2: Provide students with a professional framework promoting leadership, teamwork, compassion, cultural competence, legal and ethical behavior while maintaining high standards in the delivery of healthcare services that meet societal needs while respecting the rights, welfare, dignity and well-being of the patient.

Objective 2.1: Upon completion of the program, the student will demonstrate leadership qualities which serve to enhance the profession.

Objective 2.2: Upon completion of the program, the student will demonstrate a commitment to a team approach to practice.

Objective 2.3: Upon completion of the program, the student will demonstrate the ability to establish and maintain patient relationships based on honesty, respect, compassion, and empathy.

Objective 2.4: Upon completion of the program, the student will demonstrate a commitment to practicing athletic training ethically and legally within the confines of the NATA Code of Ethics, BOC Standards of Practice, national, state, and institutional policies.

Goal 3: Provide students the ability to understand the administrative functions of healthcare managers.

Objective 3.1: Upon completion of the program, the student will develop a plan related to budgeting, finance, cost control and revenue and cost forecasting.

Objective 3.2: Upon completion of the program, the student will formulate strategic planning related to risk management and the legal environment of healthcare, including principles of supervision.

Goal 4: Promote the importance of research, scholarship, and continuing education, and develop strategies for consuming and producing clinical research.

Objective 4.1: Upon completion of the program, the student will become proficient in locating and evaluating medical literature.

Objective 4.2: Upon completion of the program, the student will become proficient in developing and answering focused clinical questions.

Objective 4.3: Upon completion of the program, the student will be able to formulate original research projects in athletic training, including research design, methodology, and statistical analysis.

Objective 4.4: Upon completion of the program, the student will produce original scholarship which will be accepted for publication and/or presentation at a local, regional or national professional meeting.

Objective 4.5: Upon completion of the program, the student will have attended a minimum of 10 hours of professional conferences at local, state, district, national, or international levels.

Goal 5: Students will be able to effectively communicate via oral and written means, including patient education, daily communication, and documentation in medical records, with a variety of patients, caregivers, peers, preceptors, supervisors and other healthcare professionals.

Objective 5.1: Upon completion of the program, the student will demonstrate effective communication skills with patients, caregivers, family members, and support personnel.

Objective 5.2: Upon completion of the program, the student will demonstrate effective communication skills with peers, preceptors, supervisors and other healthcare professionals.

Objective 5.3: Upon completion of the program, the student will demonstrate effective medical documentation skills, including use of paper and electronic medical record systems.

Goal 6: Students will be prepared to transition to autonomous practice through exposure to high-quality clinical education with inspired preceptors who provide authentic, real-time patient interactions across a variety of patient populations and athletic training employment settings.

Objective 6.1: Upon completion of the program, students will be prepared to transition to autonomous practice.

Objective 6.2: Clinical education sites will provide students with authentic, real-time patient interactions.

Objective 6.3: Clinical education sites will provide students with exposure to a variety of patient populations and athletic training employment settings.

Objective 6.4: Preceptors will provide high-quality instruction to students enrolled in the education program.

Objective 6.5: Clinical Education Sites will provide high-quality learning environments to students enrolled in the education program.

Section II: Definition of Terms

Affiliated Clinical Education Site: A healthcare setting that has been approved by Moravian University to serve as a site for completion of the Athletic Training Student's Clinical Education.

Athletic Training Students (ATS): Students enrolled in the Moravian University MSAT Program.

Bloodborne Pathogens: Pathogens found in blood and blood products. These include but are not limited to: HIV, Hepatitis B, and Hepatitis C.

Board of Certification (BOC): Governing body for professional certification of Athletic Trainers.

Associate Dean, School of Rehabilitation Sciences: Individual charged with supervising the faculty within the MSAT Program and serving as a resource to students in the case of appeals beyond the MSAT Program Director. The Associate Dean of the School of Rehabilitation Sciences reports to the Associate Provost and Dean of the College of Health.

Clinical Education: These are the formalized clinical experiences completed at approved clinical education sites during completion of the MSAT Program.

Clinical Education Hours: Hours obtained by an athletic training student for the completion of the requirements for graduation from the MSAT Program. Hours must be completed under the direct supervision of a preceptor. All clinical experiences must be approved by the Program Director and Athletic Training Faculty.

Clinical Proficiencies: These are a list of psychomotor skills that must be mastered by each athletic training student during their progression through the MSAT Program. Clinical proficiencies are taught in academic courses and reinforced during laboratory and clinical experiences throughout the program.

Clinical Supervision: This is the constant and direct supervision of the athletic training student by the preceptor during completion of clinical education. Direct supervision requires constant auditory and visual contact without the use of electronic means.

Commission on Accreditation of Athletic Training Education (CAATE): Commission responsible for Accreditation of Athletic Training Programs since July 2006. All athletic training students must graduate from a CAATE accredited Athletic Training Program in order to be eligible to sit for the Board of Certification (BOC) examination.

Director of Clinical Education (DCE): Faculty member who directs the clinical education of athletic training students at all clinical sites associated with the MSAT Program. This individual is responsible for maintaining clinical site contracts, scheduling clinical education experiences and creating new sites for clinical education opportunities.

Disciplinary Procedures: Procedure for formal review of disciplinary actions in the MSAT Program. This procedure also allows for appropriate appeals of action taken by the MSAT Faculty.

Eastern Athletic Trainers' Association (EATA): Organization of athletic trainers from NATA District I and District II who promote the field of athletic training in the Northeastern portion of the United States. States comprising District I of the NATA include all of the New England

states. States comprising District II include Pennsylvania, New Jersey, New York and Delaware.

Educational Standards: The Educational Standards in Athletic Training define the educational domains used in preparing entry-level athletic trainers. Each domain is then further defined by a set of cognitive and psychomotor standards. Standards are taught and evaluated in the didactic and/or clinical education components of the Athletic Training Students' education.

Electronic Medical Record: Method of recording patient medical history, treatment and rehabilitation which allows for medical information to be seamlessly shared across providers within the same healthcare organization.

Hepatitis B/C Virus (HBV/HCV): Viruses that cause inflammation of the liver which has been detected in almost all body fluids and secretions.

Human Immunodeficiency Virus (HIV): bloodborne pathogen which potentially can be transmitted through blood contact and can cause AIDS.

Medical Director: Pennsylvania Licensed Physician who oversees the MSAT Program. The Medical Director provides recommendations regarding academic program content, as well as the safety and welfare of students enrolled in the program.

MSAT Program: Two-year graduate program at Moravian University housed within the School of Rehabilitation Sciences.

National Athletic Trainers' Association (NATA): Governing body of Athletic Trainers throughout the United States.

Occupational Safety and Health Administration (OSHA) Guidelines: Federal regulations for employees whose jobs may put them at risk to bloodborne pathogens.

Pennsylvania Athletic Trainers' Society (PATS): Organization of athletic trainers who promote the profession of athletic training in the Commonwealth of Pennsylvania.

Practice Analysis: Formerly called the Role Delineation Study (RDS), this study is conducted by the Board of Certification (BOC) designed to develop the competencies necessary for the effective practice of an entry-level Certified Athletic Trainer.

Preceptor: A Certified Athletic Trainer or other appropriate healthcare professional who provides clinical education to students enrolled in the MSAT Program. Preceptors must be in good standing in their profession and maintain appropriate state / national credentials. Preceptors supervise, instruct, and evaluate athletic training students during clinical education experiences.

Program Director: Faculty member of the School of Rehabilitation Sciences who has been designated to oversee the MSAT Program.

SOAP Note: Accepted procedure for recording, documenting, assessing and discharging physically active individuals who have been evaluated or treated by an athletic trainer.

Section III: Academic Program

PROGRAM DESIGN

The MSAT Program at Moravian University is a two-year, professional graduate program designed to prepare students for entry-level practice as Athletic Trainers. The program is accredited by the Commission on Accreditation of Athletic Training Education (CAATE) through 2023.

The MSAT Program fulfills the educational standards and clinical proficiencies as outlined by the Executive Committee on Education (ECE) and the domains of practice as outlined by the Practice Analysis by the Board of Certification (BOC). These documents serve as valid guides for the construction of the BOC Examination for Athletic Trainers.

The MSAT Program at Moravian University is subdivided into two major divisions, known as the Academic Program and the Clinical Education Program. Successful completion of the MSAT Program requires successful completion of both these components.

ACADEMIC PROGRAM

A student completing the Academic Program is required to complete all required courses for the MSAT degree. This program consists of thirty-three (33) courses comprising sixty-nine (69) credit hours.

Semester	Didactic Education	Credit Hours
Summer 1	HLAT 500: Anatomy & Physiology	4
	HLAT 501: Introduction to Athletic Training & Psychology of Injury	3
	HLAT 505: Emergency Care	3
	HLAT 521: Therapeutic Modalities I	1
	HLAT 581: Clinical Education I	1
Fall 1	HLAT 511: Evidence-Based Practice I	1
	HLAT 522: Therapeutic Modalities II	1
	HLAT 530: Clinical Measures for the Lower Extremity	2
	HLAT 550: Analysis & Dysfunction of the Lower Extremity	3
	HLAT 575: Foundations of Therapeutic Exercise	2
	HLAT 582: Clinical Education II	2
	HLAT 510: Answering Clinical Questions	1
Spring 1	HLAT 512: Evidence-Based Practice II	1
	HLAT 523: Therapeutic Modalities III	2
	HLAT 540: Clinical Measures for the Upper Extremity	2
	HLAT 560: Analysis & Dysfunction of the Upper Extremity	3
	HLAT 576: Therapeutic Exercise & Manual Therapy (Lower Extremity)	2
	HLAT 583: Clinical Education III	2
Summer 2	HLAT 660: Pharmacology	1
	HLAT 665: Pathophysiology	3
	HLAT 670: Head & Spine Evaluation & Treatment	3
	HLAT 677: Therapeutic Exercise & Manual Therapy (Upper Extremity)	2

Semester	Didactic Education	Credit Hours
Summer 1	HLAT 500: Anatomy & Physiology HLAT 501: Introduction to Athletic Training & Psychology of Injury HLAT 505: Emergency Care HLAT 521: Therapeutic Modalities I HLAT 581: Clinical Education I	4 3 3 1 1
	HLAT 684: Clinical Education IV	1
Fall 2	HLAT 610: Organization & Administration in Athletic Training HLAT 613: Evidence-Based Practice III HLAT 622: Sports Nutrition HLAT 678: Psychosocial Aspects of Rehabilitation HLAT 679: Physical Adaptations to Exercise HLAT 685: Clinical Education V	3 2 3 2 3 3
Spring 2	HLAT 614: Evidence-Based Practice IV HLAT 615: Clinical Imaging HLAT 686: Clinical Education VI HLAT 690: Capstone in Athletic Training	1 1 4 1
TOTAL	33 Courses	69

Academic program progression can also be found at
<https://www.moravian.edu/rehab/athletic-training/curriculum>

The MSAT Program at Moravian University will meet all academic and clinical requirements to allow students who successfully complete the program to sit for the Board of Certification (BOC) Examination in order to become a Certified Athletic Trainer (ATC).

MSAT ADMISSIONS

Students are **eligible** for admission to the MSAT if they meet the following criteria (also available at <https://www.moravian.edu/rehab/athletic-training/admission>):

- Baccalaureate degree from a regionally accredited four-year institution
- Official transcripts from all institutions listed in the Educational History section of the application
 - Preference is given to students with an overall GPA of 3.00 or higher
- Documentation of clinical observation under the supervision of a certified / licensed athletic trainer
- Completion of the following courses (or their equivalents) with grades of C or better. If these courses were not included in the baccalaureate degree, candidates must provide evidence of additional coursework demonstrating completion of these prerequisites
 - Anatomy & Physiology 1
 - Anatomy & Physiology 2
 - Statistics
 - Biology
 - Chemistry
 - Physics

- Psychology
- IELTS/TOEFL - Students who do not consider English to be their primary language are required to submit official scores of a recent IELTS (International English Language Testing System) or TOEFL (Test of English as a Foreign Language) examination. Minimum scores for each test can also be found below:
 - IELTS: 6.5 or higher
 - TOEFL Paper: 577 or higher
 - TOEFL Computer: 233 or higher
 - TOEFL Internet: 90 or higher
- A pre-admission interview is required of all applicants to the Master of Science in Athletic Training Program. Applicants will be notified of their application status and qualified candidates will be invited for an interview within 30 days of completing their application for admission and submitting all required materials.

Admission is determined based on the following

- Overall Grade Point Average (20%)
- Prerequisite Grade Point Average (30%)
- Observation Hours (10%)
- Recommendations (10%)
- Essay (10%)
- Interview (20%) - applicants must complete a successful admissions interview

Admission to the Moravian University MSAT Program is **competitive**, with twenty-four (24) seats available in each cohort. Students are **not guaranteed** admission simply by meeting the minimum program standards.

ADMISSION APPEALS PROCESS

Students who are denied admission to the MSAT Program may appeal this decision. This appeal must be in writing and forwarded to the MSAT Program Director within 7 business days of the date of the program admission decision. The appeal letter must state the student's rationale for challenging the admission decision. The MSAT Program Selection Committee will consider all appeals and a response will be forwarded to the student no more than 7 business days following receipt of the appeal letter. In the case that a student chooses to contest an appeal decision made by the MSAT Program Selection Committee, they should appeal to the Associate Dean of the School of Rehabilitation Sciences within 7 business days of the appeal decision. In the case that the Associate Dean of the School of Rehabilitation Sciences is an MSAT Program Faculty member, the appeal should be forwarded to the Associate Provost and Dean of the College of Health. The Associate Dean of the School of Rehabilitation Sciences (or the Associate Provost and Dean of the College of Health) will forward a final admission decision to the student within 10 days of the appeal letter.

TITLE IX STATEMENT - ADMISSIONS

Moravian University is committed to providing a workplace and educational environment free from discrimination, harassment, and retaliation. The University does not discriminate against any employee, applicant for employment, student, or applicant for admission on the basis of actual or perceived age (40 years and over in the employment context), caste, citizenship status, color, disability status, ethnicity, familial status, gender expression, gender identity, genetic information (including family medical history), marital status, national origin (including ancestry), pregnancy or related conditions, race, religion, sex, sexual orientation, veteran/military status, or any other protected category under applicable local, state, or federal

law, including protections for those opposing discrimination or participating in any grievance process on campus, with the Equal Employment Opportunity Commission, or other human rights agencies.

In compliance with the requirements of Title IX, Moravian University does not discriminate on the basis of sex in its educational program and activity, including admission/employment, and does not tolerate such harassment or discrimination by or against any member of our campus community.

Employment inquiries should be directed to Human Resources at hr@moravian.edu and admission inquiries to Admissions at admission@moravian.edu.

Concerns regarding discrimination (including sex/gender discrimination and sexual harassment in admission/employment) should be directed to:

Becki L. Achey

Equal Opportunity and Title IX Coordinator

1309 Main St. (Room 101)

(610) 625-7023

equalopportunity@moravian.edu

Mailing address:

Moravian University

1200 Main St.

Bethlehem, Pennsylvania 18018

Concerns regarding gender and equity in athletics should be directed to:

Rebecca May

Associate Athletic Director (Deputy Title IX Coordinator)

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Concerns regarding the application of Title IX should be directed to:

U.S. Department of Education

Office of Civil Rights

100 Penn Square East, Suite 515

Philadelphia, PA 19107-3323

(215) 656-8541

ocr.philadelphia@ed.gov

Harassment/discrimination and/or sexual harassment/violence can be reported online anytime (can be anonymous) at www.moravian.edu/titleix. Grievance procedures can be found in the institutional [Equal Opportunity, Harassment, and Non-Discrimination Policy](#) at www.moravian.edu/policy.

FINANCIAL AID

Students who are admitted to the MSAT Program may be eligible for student loans and other forms of financial assistance. Specific information regarding the financial aid process can be found either on the MSAT webpage [here](#) or on the Moravian University Financial Aid Office webpage [here](#). Students may also contact the Student Experience Mentor for Rehabilitation Sciences, Bridget Masterson, at mastersonb@moravian.edu.

PROGRAM RETENTION & GRADUATION REQUIREMENTS

The student is retained in the MSAT Program provided acceptable academic achievement and clinical progress are made in completing all coursework and professional conduct is maintained.

In order to be retained in good standing in the MSAT Program:

1. Students are required to complete all required competency exams and to master all clinical proficiencies as evidenced by successful completion of all Preceptor Clinical Proficiencies in each clinical education course. Failure to do so may result in probation from or dismissal from the MSAT Program.
2. Students are required to practice the profession of athletic training in an ethical manner. Failure to do so may result in probation from or dismissal from the MSAT Program.
3. Students are required to maintain personal liability insurance (provided by Moravian University) each semester they are enrolled in a clinical education course. Failure to do so will result in an inability to complete a clinical education course and may result in probation from or dismissal from the MSAT Program.
4. Students are required to complete all clinical education forms and to document completion of all clinical education requirements. Failure to do so may result in probation from or dismissal from the MSAT Program.
5. Students are required to adhere to all policies and procedures as outlined in the MSAT Student Handbook.
6. Students are required to maintain an overall 3.0 Grade Point Average in the MSAT Program. Failure to do so will result in probation from (1st instance) or dismissal from (2nd instance) the MSAT Program.
7. Students are required to earn a grade of C or better in all courses in the MSAT Program. Failure to do so will result in dismissal from the MSAT Program.
8. Students enrolled in the MSAT Program who are on academic probation and fail to return to good academic standing following the Spring 1 academic semester will be required to reapply to the MSAT Program. Pending successful completion of all application materials, the student may be readmitted to the MSAT Program and will be required to re-enroll in the following:
 1. Any HLAT prefixed course in which the student earned below a "B"
 2. HLAT 581 - Clinical Education 1

3. HLAT 582 - Clinical Education 2

4. HLAT 583 - Clinical Education 3

Students will be charged a per-credit fee for each course they are required to re-take.

Scholarship Requirement: MSAT students must produce original scholarly work that is approved by the MSAT faculty for submission and accepted for publication or presentation at a local, regional, or national professional meeting. Because the program cannot guarantee conference proposal acceptances, students who have not been accepted to present must submit proof of non-acceptance (rejection) from a minimum of two (2) professional meetings. In this case, a presentation at Moravian's Graduate Research Expo will satisfy this graduation requirement.

Professional Development Units: Students must complete forty (40) Professional Development Units during their tenure in the MSAT Program. Additional information about the PDU program can be found [here](#).

Students who complete all coursework and clinical education and meet or exceed the program's retention standards and requirements outlined above will be approved for graduation from the MSAT Program.

LEAVE OF ABSENCE

Students enrolled in the MSAT Program may request a leave of absence in the event of a personal, medical, or legal issue. Such requests must be made in writing to the MSAT Program Director. These requests will be reviewed by the MSAT faculty and must be approved by a 51% or greater vote of the MSAT faculty. Students requesting a leave of absence must resume the MSAT Program at the beginning of the same academic semester during which the student accepted the leave. A student cannot advance in either the academic or clinical education portions of the program following a leave of absence. Rather, the student must return to the beginning of the last semester that was partially completed prior to being granted a leave of absence. If the leave of absence is longer than one calendar year, the student must retake the competency exam from the last completed Clinical Education course. If the student scores 70% or higher on the exam, they will be allowed to continue their course of study as scheduled. However, if the student does not earn the minimum score on the exam, remediation will be required. Remediation must be completed prior to continuing with the student's MSAT coursework or clinical education experiences.

TECHNICAL STANDARDS

The MSAT Program at Moravian 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 individuals engaged in physical activity. 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 abilities 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 MSAT Program. In the event a student is unable to fulfill these technical standards, with or without reasonable accommodation, the student will not be allowed to matriculate through the program.

Compliance with the program's technical standards does not guarantee a student's eligibility

for the BOC certification exam.

Candidates for selection to the MSAT Program must demonstrate:

1. the mental capacity to assimilate, analyze, synthesize, integrate concepts and problem solve to formulate assessment and therapeutic judgments and to be able to distinguish deviations from the norm;
2. sufficient postural and neuromuscular control, sensory function, and coordination to perform appropriate physical examinations using accepted techniques; and accurately, safely and efficiently use equipment and materials during the assessment and treatment of patients;
3. the ability to 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. Students must be able to understand and speak the English language at a level consistent with competent professional practice;
4. the ability to record the physical examination results and a treatment plan clearly and accurately;
5. the capacity to maintain composure and continue to function well during periods of high stress, including demonstrating appropriate coping mechanisms that allow for adequate emotional and mental stability to provide care to others;
6. the perseverance, diligence and commitment to complete the athletic training education program as outlined and sequenced;
7. the ability to adjust to changing situations and uncertainty in clinical situations;
8. affective skills and appropriate demeanor and rapport that relate to professional education and quality 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. Students are required to notify the Program Director of any change in health status that impacts their ability to meet the technical standards while enrolled in the MSAT Program.

If a student states they can meet the technical standards with accommodation, then the 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 educational process of the student or the institution, including all coursework, laboratory work and clinical education experiences deemed essential to graduation.

GENERAL CLASS / LABORATORY EXPECTATIONS / GUIDELINES

Attendance:

Moravian University expects students to recognize the positive effect on academic success of class attendance and participation. The classroom is the center of academia and students are expected to attend all classes and laboratory sessions. In the case of an absence (excused or unexcused), the student is responsible for all material presented and assigned. Additionally, students are required to submit any, and all, materials due, that day, in advance. Attendance at all class sessions is required. Failure to attend class sessions without an excused absence will result in ten (10) points being deducted from the student's final grade for each unexcused absence. In addition, students who arrive

to a class or lab after the session has begun without notifying the course faculty will lose ten (10) points from their final grade in the course. In the case of student tardiness, faculty have the right to ask a student to leave class for the day. It is expected that if this were to occur, students will remain professional and honor the professor's request without causing further disruption. Religious holidays are considered excused absences; students should contact their course faculty in advance of missing class. More information about Moravian University's attendance policy can be found by visiting <https://www.moravian.edu/catalog/academic-regulations/attendance-policy>.

Library and Research Assistance:

Students who need assistance with obtaining research should consult Reeves Library at <https://www.moravian.edu/reeves>. Articles, evidence-based practice resources, statistics, and other information can be found on this site. Students may also contact the Health Sciences Librarian for assistance by visiting <https://moravian.libguides.com/Masters-Athletic-Training>.

Assignments: "Everything is negotiable before but very little is negotiable after the fact."

Assignments not completed on time will result in a grade of **zero for the assignment**. No late work will be accepted. Assignments are due at the beginning of class or lab on the due date. Emergencies do arise and make-up work may be negotiated with the instructor (at their discretion), although the grade will ordinarily reflect the lateness. Any deviation from this policy is at the discretion of the course instructor. Absolutely no assignments will be accepted electronically unless previously approved by the professor.

Technology Issues:

While technology enhances our academic lives, it is not infallible. Technology failure, including but not limited to, printer failure, lack of ink for the printer, network disruptions, Learning Management System disruptions and personal computer failure are **not excuses** for late or missing assignments. A student printer is available in the Sports Medicine & Rehabilitation Center. Students should not ask faculty or staff to print or copy assignments for them. Technology issues can best be avoided by completing work at an appropriate length of time prior to the due date. If students are experiencing technological difficulties or disruptions, they should notify the appropriate course instructor at least 24 hours prior to the due date/time.

Laptop Computers:

The Moravian University MSAT Program has a laptop requirement for all students. Periodically, students will be requested to bring a laptop to class to complete classroom activities or on-line assessments. Students who fail to bring a computer on the days required will earn a **zero (0)** on that assignment or class participation grade for the day. Examinations not completed in class at this time, without prior professor approval, will not be allowed to be made up.

Cell Phones / Smart Devices:

Use of cellphones, digital messaging, and other smart devices in class or lab is disruptive and considered unprofessional. Students who use these during athletic training classes or laboratory sessions will be given a verbal warning from the course instructor. If students continue to use cell phones, smart devices or other digital messaging during class then they will be dismissed from class and subject to a 10-point deduction from their final grade in the course for each occurrence. Please discuss with the professor, in advance, any extenuating circumstance in which you feel that a cell phone, smart device, or digital messaging is required.

Hands on Practice Time:

The use of hands-on practice time outside of class is a critical part of the students' understanding of the material presented. Appropriate use of the hands-on time during and after all class sessions is

essential to mastering the skills and successfully completing the practical examinations throughout the semester. The skills taught in the course require practice to perfect and therefore, students will be expected to perform the procedures on each other for practice during and outside of class.

Dress Code for Class & Laboratory Sessions:

Required attire will change based on the specific classroom or laboratory activity, however, the following apply in all class and laboratory situations:

1. The Athletic Training Program Faculty and Staff feel that professionalism is of utmost importance in an athletic training student. In order to promote professionalism, the following dress code will be strictly enforced by the MSAT faculty at all times.
2. Students should be professionally groomed at all times. This includes practices of proper hygiene. Hair should be clean and appropriately/professionally groomed. Nails should be kept clean and of a functional length to provide safe patient care.
3. Students who do not abide by the required dress code of the day will face disciplinary action (see “**Professional Attitude & Attire**” below).

Code Green: (every day attire)

1. There are no restrictions in the attire the student is wearing, as long as it is appropriate and functional for class / laboratory activities.
2. Please remember that your appearance does represent you and the program.
3. Also, please keep in mind that St. Luke’s University Health Network (SLUHN) patients and clinicians utilize our classrooms and labs for education and patient care activities.
4. Finally, please remember that a number of important visitors tour the Sports Medicine & Rehabilitation Center (SMRC) on a daily basis.

Code Yellow (daily clinical attire for traditional athletic training settings)

Important Note: students should always ensure that the following dress code is appropriate for their assigned clinical education site. If a clinical education site has a dress code that goes above and beyond what is listed below, then the athletic training student should abide by the site’s policy.

1. All students are required to wear a Moravian University MSAT Clinical Education name tag at all times.
2. Students are required to have a pen with them at all times.
3. Students are highly encouraged to wear a wristwatch with a second demarcation during all clinical education experiences.
4. Collared shirt
 - a. This does not have to be a Moravian University Athletic Training shirt if the clinical education site provides site-specific attire to be worn
 - b. Shirts must be tucked in during all clinical education experiences. Exceptions are made for shirts specifically designed to not be tucked in.
 - c. T-shirts are unacceptable
5. “Khaki” shorts (mid-thigh or longer) or “khaki” pants
 - a. Mesh or athletic shorts are unacceptable
 - b. Jeans and jean shorts are unacceptable
 - c. Sweat pants, wind pants, athletic pants, jogger pants are unacceptable
6. Belt must be worn if shorts / pants have belt loops
7. Tennis shoes or dress shoes with socks
 - a. No open-toed or open-heeled shoes
8. Hats may be worn for outdoor events only and should be removed when coming indoors. Hats should be plain or represent either Moravian University or the clinical education site only.
9. Jewelry should be discreet and limited

- a. No large, long, dangling earrings may be worn for safety reasons
 - b. Necklaces should be placed inside the shirt or blouse while completing clinical education
- 10. Tattoos determined by the Program Director to be considered racially or otherwise offensive should be covered
- 11. Perfume and cologne can be offensive and cause allergic reactions in patients and colleagues, therefore such items should either be avoided or be worn in moderation

Code Red (indoor athletic event settings, physician office / rehabilitation center)

- 1. All students are required to wear a Moravian University MSAT Clinical Education name tag at all times (unless the clinical site requires a site-specific name tag be worn)
- 2. Students are required to have a pen with them at all times
- 3. Students are highly encouraged to wear a wristwatch with a second demarcation during all clinical education experiences
- 4. Dress Shirt, Blouse or sweater of modest design
 - a. Necktie is preferred but not required (unless stated by clinical site)
- 5. Dress jacket / Suit Jacket may be required by clinical site
- 6. Dress pants, skirt or dress of modest design
 - a. Belt should be worn if pants have belt loops
- 7. Dress shoes
 - a. No tennis shoes, unless stated by clinical site
 - b. No open-toed or open-heeled shoes
 - c. Appropriate socks, stockings or hose should be worn based on footwear selection
- 8. Hats should not be worn
- 9. Jewelry should be discreet and limited
 - a. No large, long, dangling earrings may be worn for safety reasons
 - b. Necklaces should be placed inside the shirt or blouse while completing clinical education
- 10. Tattoos determined by the Program Director to be considered racially or otherwise offensive should be covered
- 11. Perfume and cologne can be offensive and cause allergic reactions in patients and colleagues, therefore such items should either be avoided or be worn in moderation
- 12. Clinicians should be sure that clothing is modest in design and appropriate to allow for assessment, treatment, and assistance of patients without compromising oneself

Code Red: (professional attire - professional meetings / guest speaker)

- 1. Dress pants, skirt or dress of modest design
 - a. Belt should be worn if pants have belt loops
- 2. One of the following is required (if not wearing a dress):
 - a. Blouse or sweater of modest design
 - b. Dress shirt with necktie / bowtie
 - c. Dress shirt with sports coat / suit jacket
- 3. Shirts must be tucked in, except in cases where the shirt is specifically designed to be worn untucked
- 4. Dress shoes of any type
 - a. No tennis shoes
 - b. Heel height and type should be functional for extended walking and standing
 - c. Appropriate socks, stockings or hose should be worn based on footwear selection
- 5. Hats should not be worn
- 6. Tattoos determined by the Program Director to be considered racially or otherwise offensive should be covered

7. Jewelry should be discreet and limited in number

Professional Attitude & Attire:

This is essential in all aspects of the profession of athletic training. Of particular importance is your sensitivity and professional attitude. This includes being prompt to class, dressing professionally and appropriately and conducting oneself in a professional manner at all times. Proper attire is required for all class and lab sessions as directed by the instructor. Proper attire may vary from one session to the next; however, typical lab attire includes clothing that is modest in design while allowing for exposure of the spine and extremities. All students are required to be present and prepared to participate during all class and laboratory activities. Information presented during labs will be included on written exams, practical exams and quizzes. Students who fail to demonstrate appropriate behaviors in any portion of this course or are not dressed in appropriate lab attire are subject to removal from the class session and will be counted as absent for the day.

All students are required to dress minimally in Code Yellow for all practical examinations unless otherwise instructed by the instructor. Students will receive a 10% deduction from the practical grade if this policy is violated.

Drug and Alcohol Use:

The Moravian University Athletic Training Program will follow a “No Tolerance” policy regarding alcohol and/or drug abuse by Athletic Training Students. Students will be held accountable for the Substance Abuse and Drug Testing Policy which can be found in this Handbook. Any students who appear to be violating this policy will be immediately removed from the classroom or clinical education site. Any questions regarding this policy should be referred to the MSAT Program Director.

Written Communication:

A critical skill practiced in all courses is high-quality written communication that is convincing and appropriate. Students can demonstrate this skill by meeting high standards of clarity and correctness in the written work they submit in courses. The evaluation of written assignments considers content, style, grammar, spelling and punctuation. Students are expected to maintain high standards of expression and presentation in all submitted work and correspondence.

Electronic Mail & Learning Management System (LMS):

Students are required to check their Moravian University electronic mail accounts and the institution’s LMS on a daily basis (including vacations and holidays). All important class and program information will be posted in the LMS or sent via electronic mail to the students’ Moravian University accounts only. Students are responsible for all communication sent via electronic mail and for all announcements posted within the LMS. Failure to check electronic mail is not an acceptable excuse for failure to meet / complete class or program assignments. No assignments may be submitted via electronic mail without the prior approval of the course instructor.

Electronic mail communication can be a valuable tool in rapidly relaying and receiving information. Students should remember that all communication (electronic mail, phone and in-person) with faculty, staff and preceptors should be handled professionally. It is not appropriate to send a professional email message that does not use appropriate grammar, spelling, and punctuation. Text messaging, instant messaging, and the use of social media are appropriate methods of communication between student groups. However, these tools should not be used for professional communication with faculty, staff, or preceptors (unless initiated by the faculty member, staff member, or preceptor). Discussion regarding attendance, illness and schedule conflicts may be handled through electronic mail unless otherwise noted by the

course faculty.

Title IX Syllabus Statement

Moravian University faculty are committed to providing a learning environment free from sex/gender discrimination and sexual harassment/violence in accordance with Title IX of the Education Amendments of 1972.

Moravian University designates all faculty members as mandatory reporters of such disclosures to the Equal Opportunity and Title IX Coordinator, who will reach out to offer information, resources, and supportive measures. Reports of sex/gender discrimination and sexual harassment/violence can be made online anytime at www.moravian.edu/titleix. Please note that all information remains private and that the student is not obligated to respond to outreach. Faculty are strongly encouraged to consult the Equal Opportunity and Title IX Coordinator for guidance on how to follow up when a student discloses sex/gender discrimination and sexual harassment/violence on an assignment, through research participation, and/or other educational prompt (as opposed to direct disclosure).

While pregnancy discrimination must be reported, disclosures of pregnancy status alone do not. Pregnant students are encouraged to contact the Equal Opportunity and Title IX Coordinator at pregnancy@moravian.edu to ensure continued educational access through reasonable modifications. Additional information and resources related to pregnancy are available at www.moravian.edu/pregnancy.

Fully confidential reporting options include licensed professionals in the Counseling and Psychological Services (CAPS), as well as our Chaplain(s). Survivors of sexual violence are encouraged to seek immediate assistance from the Advocates for Survivors of Sexual Violence by texting or calling (484) 764-9242. For more information, including grievance procedures, please view the Equal Opportunity, Harassment, and Non-Discrimination Policy at www.moravian.edu/policy/harassment-discrimination.

During the MSAT Program there will be numerous laboratory and hands-on sessions that may include physical examination techniques. Students are reminded to conduct oneself in a professional manner at all times during these activities. If a student feels that there is any inappropriate or unwelcome behavior on the part of the instructor, graduate assistant, lab assistant, or peer, the student should notify the MSAT Program Director or one of the other Athletic Training Faculty members immediately. If the complaint is in regards to the MSAT Program Director, the issue should be addressed to the Associate Dean of the School of Rehabilitation Sciences. All complaints will be documented, in writing, and action will be taken to prevent further harassment from occurring, in accordance with Moravian University policies. In the case where there is an allegation of discrimination or harassment on the basis of protected class status while at a clinical site, students should report this to:

- Their preceptor and appropriate state agency, if the allegation were brought to the student's attention by another individual at the clinical site.
- Their Director of Clinical Education and/or Program Director, if the student was the victim of the alleged act of discrimination or harassment. All allegations will be documented, in writing, and action will be taken in accordance with Moravian University policy.

Disability Support:

Moravian University strives to create a learning environment that is accessible to all students. If you are experiencing or anticipate experiencing disability-related barriers to learning in your courses, you should contact the Office of Disability and Accommodations (ODA) at oda@moravian.edu. If you are registered with ODA and have a current accommodation letter, please share your letter with me (the instructor) as soon as possible so that we can discuss how your accommodations will be implemented in this course. To receive any academic accommodation that is not granted or offered to all students equally, you must be appropriately registered with ODA. The ODA works with students confidentially and only discloses disability-related information on a need-to-know basis or with the student's permission. To contact the Office of Disability and Accommodations (ODA), located in Reeves Library, call 610-861-1401, or email oda@moravian.edu.

Academic Integrity:

Academic integrity is the foundation on which learning at Moravian University is built. Moravian expects you, as a student, to perform your academic work honestly and fairly. In addition, as a Moravian student, you should neither hinder nor unfairly assist the efforts of other students to complete their work successfully.

In an academic community, students are encouraged to help one another learn. Because no two students learn in exactly the same way or take exactly the same things away from a lecture, the University encourages students to study together. The boundaries on what is or is not acceptable work may not always be clear; thus, if at any point in your academic work at Moravian you are uncertain about your responsibility as a scholar or about the propriety of a particular action, you should consult your instructor.

Common areas of concern include plagiarism, cheating, helping or hindering others, false testimony, violations of copyright law, and damage to academic resources. Violations of the academic integrity policy with regard to any graded assignment or examination will typically result in failure of the course and may result in dismissal from the program.

The Moravian University Academic Code of Conduct can be found at:

<https://www.moravian.edu/catalog/academic-regulations/academic-code-of-conduct>

Office Hours:

MSAT professors will be available for a minimum of three (3) regularly scheduled office hours during the academic year. These office hours will be made available for both in-person and virtual attendance. Office hours will be posted outside of the faculty members' offices and listed on course syllabi. Faculty may be contacted in person, by phone or by electronic mail to ask questions or schedule appointments. Drop-in appointments are welcomed; however, availability may be limited due to the professor's teaching, clinical or administrative schedule. Attempts will be made to return all e-mail and voice mail messages within 24 hours (weekdays) or by the next Monday (on weekends). If you do not receive a response to an electronic mail message within 24 hours, please assume the message did not reach the professor and resend the original message. Please limit calls to the professor's home and cell phone to emergencies only.

Responsible Use of Artificial Intelligence:

The purpose of this policy is to establish guidelines for the appropriate use of artificial intelligence (AI) in completing assignments within the MSAT Program. AI can be a valuable tool to enhance learning and productivity; however, it is important to ensure ethical and responsible use of this technology to maintain academic integrity and foster student development.

When completing assignments, students may use AI as a tool to assist their learning and understanding of the subject matter. AI should supplement and enhance learning, rather than substituting for the students' own efforts. The use of AI for brainstorming and idea generation is welcomed; however, students should not submit AI-generated content without making appropriate changes for accuracy, clarity, and completeness. When AI is used to generate any portion of an assignment, it should be clearly disclosed to the course faculty as part of the assignment's reference list and a copy of the AI dialogue should be included as an appendix to the assignment.

Any misuse or violation of this policy may result in disciplinary actions, as outlined in the [Moravian University academic code of conduct](#).

MSAT PROGRAM EXAMINATION POLICY

The following examination policies have been implemented to limit academic dishonesty, to ensure exam integrity and to maintain a fair testing environment for all students enrolled in the MSAT Program. Students who require testing accommodation(s) should meet with the course instructor prior to the test administration date to discuss how accommodations will be honored without jeopardizing exam integrity.

1. Most examinations in the MSAT program are delivered using a Lockdown Browser. This browser locks you into the exam, and prevents you from accessing any unauthorized websites or files during the examination. If you click out of the Lockdown Browser, your exam will be submitted.
2. Food and drinks (excluding water) are not permitted in the classroom, laboratory or computer lab where the exam is being administered. All such items should be left in the area designated by the exam proctor prior to being seated for the examination.
3. Electronic devices (including, but not limited to, cell phones, smartwatches, MP3 players, cameras and calculators) are not permitted in the classroom, laboratory or computer lab where the exam is being administered. All such items should be turned off and left in the area designated by the exam proctor prior to being seated for the examination. If a calculator is required for the examination, a calculator will be provided within the Lockdown Browser.
4. Personal items such as smartwatches, hats, scarves and jackets must be removed and stored in the area designated by the exam proctor prior to being seated for the examination.
5. If necessary, during computerized testing, the examination proctor or the student will provide blank scratch paper. At the conclusion of the examination, all notes taken by the student during testing will be turned in to the exam administrator.
6. Students may be asked by the test administrators to empty their pockets.
7. Students will not have access to their personal items during the test.
8. Students are not permitted to leave and re-enter the classroom, laboratory or computer lab where the exam is being administered without permission of the exam proctor. In general, students should plan to remain in the classroom, laboratory or computer lab where the exam is being administered throughout the examination period. Therefore, students should attend to all personal needs prior to initiating the exam.
9. Students will not be allowed to enter the classroom, laboratory or computer lab where the exam is being administered once examination materials have been distributed.
10. Students may be assigned a seat for examinations.
11. At the conclusion of the examination, all exam materials (including test booklets, exams, scratch paper, answer sheets, etc.) will be returned to the exam proctor. Under no circumstances, may any examination materials be removed from the classroom, laboratory or computer lab where the exam is being administered.

Violation of any of the examination policies is grounds for dismissal from the testing area, failure of the examination, failure of the course and /or dismissal from the MSAT Program.

ADVISING POLICY

Advisor Roles and Responsibilities

The professional advisor is a faculty member in the MSAT Program who provides the student with academic and professional guidance throughout the program of study. Each MSAT student will be assigned a professional advisor upon admission to the program. Students will meet with the professional advisor a minimum of once per semester. Additional meetings can be scheduled, as needed, at the request of the student or the advisor.

The following are the central forms of support and guidance by the advisor:

1. To assist the student in exploring their professional interests, abilities and goals within the field of athletic training
2. To keep the student informed about programmatic and university policies, regulations, and procedures impacting their progression in and completion of the MSAT Program
3. To offer advice and assistance in planning for entry into the profession of athletic training and / or future graduate education

Student Advising Roles and Responsibilities

The student's role is to take primary responsibility for the development of their academic program and for meeting all graduation requirements. In the advisor-advisee relationship, student responsibilities include the following:

1. To make appointments with the advisor in a timely manner that ensures the advisor is kept informed about the student's progress and performance.
2. To seek sources of information that can assist the student in making course selections and meeting graduation requirements.
3. To become knowledgeable about University policies and procedures.
4. To be proactive with regard to career planning and to actively involve the advisor as an adjunct to the development of career goals and objectives.

DRUG TESTING POLICY

Students enrolled in the program are required to undergo an 11 panel drug screening in their first summer prior to initiating any clinical education experiences. All expenses associated with these tests are the responsibility of the student. Students are also responsible for the costs of any additional required drug screenings as required by the School of Rehabilitation Sciences or the student's clinical education site.

CRIMINAL BACKGROUND CHECKS AND CHILD ABUSE HISTORY CLEARANCES POLICY

For the Class of 2025 and the Class of 2026:

Students enrolled in the MSAT Program are required to complete criminal background and child abuse history clearances in compliance with Pennsylvania state law. These include: FBI Federal Criminal History Record (ACT 114), Pennsylvania State Police Criminal Records Check (ACT 34), and Pennsylvania Child Abuse History Clearance (ACT 151). Information regarding these background checks is sent by the Administrative Specialist for Clinical Education prior to matriculation into the MSAT Program.

Students are also responsible for the costs of any additional required criminal background checks as required by the School of Rehabilitation Sciences or the student's clinical education site. Minimally, students will need to re-do their criminal background checks at the start of their 2nd year in the MSAT Program.

For the Class of 2027 and beyond:

Students enrolled in the DPT, MSAT, MSOT, and MS-SLP programs (each, a “Program”) are required to complete the following criminal background and child abuse history clearances in compliance with Pennsylvania state law:

- FBI Federal Criminal History Record Information (Act 114 or “FBI Check”)
- Pennsylvania Department of Human Services Child Abuse History Clearance (Act 151 or “Child Abuse Check”)
- Pennsylvania State Police Access to Criminal History (Act 34 or “PATCH”)
- Home State Police Criminal Background Check (for non-PA residents)

Students are required to complete the above clearances following admission into a Program and prior to the beginning of classes. The Program will provide students with more specific information about completion deadlines. Students who do not complete the clearances on time may experience delays in their clinical placement and/or Program completion.

In accordance with University policy, students are required to complete: (i) the FBI Check at least every three years, and more frequently if required by a clinical placement or indicated by a state background check, and (ii) the Child Abuse Check and the PATCH at least on an annual basis.

The completion of additional clearances is at the discretion of the School of Rehabilitation Sciences and the affiliated clinical education sites. Students are responsible for the cost of all clearances required. All criminal background and child abuse history clearances must be uploaded by students and maintained in the Exxat© database and shared with affiliated clinical sites through the student’s Exxat© profile. Students are responsible for maintaining and updating their clearances as necessary.

OTHER STUDENT RESOURCES

Counseling Services: During the fall and spring semesters, students enrolled in the MSAT Program have access to counseling services through the Moravian University counseling center. More information about making appointments can be found by visiting the Counseling Center website: <https://www.moravian.edu/counseling>. During the summer semester, students enrolled in the MSAT Program may access telemental health services through Mantra Health. As long as the student is located in the State of Pennsylvania, these telemental health services are free. Follow these steps to activate your account and schedule an appointment:

1. Email our care navigator at hi@mantrahealth.com and state that you are interested in signing up for therapy through Moravian.
2. The care navigator will confirm your eligibility and create your account through our system.
3. Keep an eye out for an email from Mantra - this will have an activation link for you to finish creating your account.
4. Complete the onboarding tasks in your Patient Portal and schedule your first appointment which takes about 10 minutes. Be sure to do this before your appointment - this helps your therapist focus the time spent with you on discussing your goals and establishing a treatment plan that’s right for you!
5. Join your first scheduled appointment with your provider through the Mantra

Important note: these are not an emergency or crisis resource. If you are experiencing a crisis, please call your local emergency resource or dial 911.

Health Services: While enrolled in the MSAT Program, students may access health services through the on-campus Health Center. More information about the services provided and about making appointments can be found by visiting the Health Center website: <https://www.moravian.edu/healthcenter>

JustAsk: When you enrolled at Moravian University as a student, you most likely did so understanding that the faculty and staff are here to assist you inside and outside of the classroom. With various resources available to help students succeed, the JustAsk campaign encourages students to seek help early and often during their time at Moravian.

As part of this student-focused campaign, Moravian launched the JustAsk web page where students can find the help they need: moravian.edu/help.

Canvas Student Resources: Updated by the Office of Information Technology, the Canvas Student Resources webpage contains helpful links for technical support and information pertaining to the academic code of conduct, accessibility, non-discrimination statement, and more: <https://www.moravian.edu/online-education/student-resources-canvas-module>

Section IV: Clinical Education

CLINICAL EXPERIENCE REQUIREMENTS

Athletic training students are required to complete a minimum number of hours during each clinical education course. Although a minimum number of hours are required, students are expected to complete the entire clinical education experience. The following clinical education hours are required during the MSAT Program at Moravian University.

Semester	Course	Minimum Hours	Maximum Hours	Typical Clinical Experience (weeks)
Summer 1	HLAT 581: Clinical Education I	100 hours	180 hours (60 hours/week*, 6 days/week)	Secondary School Varying Levels of Ability Different Sexes (3 weeks)
Fall 1	HLAT 582: Clinical Education II	200 hours	480 hours (60 hours/week*, 6 days/week)	Lower Extremity-focused Secondary School College/University (8 weeks)

Spring 1	HLAT 583: Clinical Education III	200 hours	480 hours (60 hours/week*, 6 days/week)	Upper Extremity-focused Secondary School College/University (8 weeks)
Summer 2	HLAT 684: Clinical Education IV	100 hours	250 hours (25 hours/week, 2 days/week)	Physician Office / OR / Outpatient Rehab Clinic Throughout the Lifespan Non-sport Activities Varying Levels of Ability Different Socioeconomic Different Sexes (2 days/week for 10 weeks = 4 weeks)
Fall 2	HLAT 685: Clinical Education V	300 hours	660 hours (60 hours/week*, 6 days/week)	Student Choice (11 weeks)
Spring 2	HLAT 686: Clinical Education VI	400 hours	960 hours (60 hours/week*, 6 days/week)	Student Choice (16 weeks)
	Total Hours Required	1300 hours		50 weeks

*The expectation is that students will complete ~40 hours / week during these clinical education experiences. However, it is recognized that, on occasion, students may complete in excess of 40 hours of clinical education during a week. Students exceeding the 40 hour / week recommendation should be the exception, not the rule, during any clinical education experience. Students are also to have a **minimum of one day off in every seven-day period** during clinical education experiences. This day off should be negotiated by the student and preceptor based on the student's needs and the educational opportunities available at the clinical site. The actual day off per week (e.g. Monday, Tuesday, etc.) may vary from one week to the next based on this negotiation, however, students may **NOT** voluntarily complete clinical education experiences on their scheduled day off.

Students will record hours completed during clinical education experiences using the EXXAT system. On a weekly basis, students are asked to submit their hours log for review by their preceptor using EXXAT. Once a review request has been submitted, preceptors will receive an automated email notification to either approve a student's hours log, or request that the student amend an hours log for a particular reason. The Director of Clinical Education (DCE) will review hours logs on a monthly basis to ensure that both minimum and maximum hours policies are being observed. The DCE will step in if hours become excessive (ie, more than one week per month of 60 hours/week during fall/spring semester, with the exception of preseason), or if students are not following the required one day off per week policy. The program is designed with all immersive clinical experiences, so hours expectations are higher than would be typical in a 'traditional' clinical experience where the student is simultaneously taking classes and attending clinical education. During Clinical Education experiences 1-3 (HLAT 581, 582, 583) students are not taking any classes during the clinical education

experience, therefore the expectation is that they are at their sites approximately 40 hours/week in order to get a full understanding of the demands of being an athletic trainer in that setting. During Clinical Education experience 4 (HLAT 684), students are in classes 3 days/week (Tuesday/Thursday/Friday) and at their Clinical Education Site 2 days/week (Monday/Wednesday), therefore the expectation is 20 hours/week. During Clinical Education experience 5 and 6 (HLAT 685, 686), students' classes are online with limited (if any) structured hours they need to be engaged with course work, therefore the hours expectation is again 40 hours/week.

GENERAL STUDENT GUIDELINES

1. The Athletic Training Student will report promptly to the clinical education site when scheduled. This includes treatments, practices, games, meetings, in-services and any other activity deemed essential by the student's preceptor.
2. The Athletic Training Student will dress in the appropriate attire when representing the MSAT Program. The student will wear the uniform of the day or dress appropriately for the event they will be attending. Professional appearance is expected at all times.
3. The Athletic Training Student is responsible for assisting in the maintenance of the clinic / athletic training facility. It is extremely important that the athletic training clinic / facility is maintained appropriately to decrease the risk of infection and the spread of disease.
4. The Athletic Training Student will be held accountable and responsible for their actions whether acting as an athletic training student or not. As a representative of the MSAT Program and Moravian University, it is imperative that a positive and professional attitude is maintained at all times.
5. The Athletic Training Student will place all non-essential occasions as secondary to their professional responsibility and their educational pursuit as an athletic trainer.
6. The Athletic Training Student will schedule any part-time jobs or extracurricular activity secondary to their athletic training responsibilities. The Athletic Training Student may not be paid or employed by the clinical education site.
7. The Athletic Training Student is expected to be attentive to the safety of all those with whom they come in contact while completing clinical education activities. This includes patients, student-athletes, coaches, support staff and fans in attendance at practices and events. The Athletic Training Student must be aware of any treatments, rehabilitation or other activities occurring in or out of the athletic training facility and must know the proper emergency protocols.
8. The Athletic Training Student must recognize their personal and professional limitations. It is the responsibility of the Athletic Training Student to improve upon and strive to gain the necessary knowledge to be the best athletic trainer possible.
9. The Athletic Training Student should accept personal praise and criticism with a professional attitude. If there is a problem or disagreement, the Athletic Training Student should discuss the problem first with their immediate preceptor or faculty member. If the problem involves clinical education and cannot be resolved at the preceptor level, the student should address the problem to the site supervisor. The supervising Director of Clinical Education is the next person to address this with. If this step fails to result in resolution of the problem or if the problem is academic in nature, the MSAT Program Director should be contacted. Finally, if the student is still not satisfied that the problem has been resolved after meeting with the Program Director, they may take the issue to the Associate Dean of the School of Rehabilitation Sciences and then the Associate Provost and Dean of the College of Health. It is imperative that the Athletic Training Student closely follow the steps described above when addressing conflicts. **The student should not bypass one or more of the steps**

in attempting to rectify the problem.

10. The Athletic Training Student will be exposed to a variety of patients and pathologies/conditions during clinical education experiences. This is done to afford the Athletic Training Student with a comprehensive background in the field of Athletic Training. The student should accept clinical education assignments as a necessary part of their development as an athletic trainer.
11. The Athletic Training Student will not discuss any personal information, medical history, injury, diagnosis, treatment or other information that is deemed confidential, with anyone not directly involved with the care of the involved patient. It is the professional and ethical duty of the Athletic Training Student to uphold the confidentiality of every patient with whom they come in contact. Athletic Training Students should abide by HIPAA Guidelines, the NATA Code of Ethics and the BOC Standards for Professional Practice at all times during professional athletic training activities.
12. The Athletic Training Student will become a member of the National Athletic Trainers' Association once they are admitted to the MSAT Program. Proof of membership must be submitted to the Program Director and/or Director of Clinical Education each year the Athletic Training Student is enrolled in the MSAT program.
13. The Athletic Training Student will maintain current CPR for the Professional Rescuer with AED certification. It is the Athletic Training Student's responsibility to update this certification and other certifications and/or memberships deemed essential by the student's preceptor or clinical education site on a continual basis. Opportunities will exist within the MSAT program to update required certifications annually.
14. Athletic Training Students must recognize the importance of maintaining appropriate personal hygiene, personal appearance and physical conditioning in order to adequately portray a healthy lifestyle conducive with successful practice as a healthcare professional. This includes, but is not limited to, maintaining professional attire, personal cleanliness, personal fitness, proper nutrition, and avoiding tobacco, drug and alcohol consumption.
15. Students should not utilize cellular phones during clinical education experiences except under direction of their preceptor (e.g., calling an individual at the preceptor's request, checking a weather-related app in the presence of an impending storm, etc.). This regulation applies to all features of the cell phone, including, but not limited to, texting, social media, games, etc.
16. Athletic Training Students should not be sitting while completing clinical education experiences. A good rule of thumb is that the Athletic Training Student should not be sitting unless the patient / athletes are also sitting. This means that during practices and treatment sessions, the student should be actively engaged in the activity and should not be sitting on the bench, in the bleachers or in the clinic. The exceptions to this rule are 1) cases where being seated is required to assess or treat a patient or 2) during downtime when no patients are present.

EXTENSION OF CLINICAL EDUCATION COSTS

If additional clinical education is required of students enrolled in professional graduate programs in the School of Rehabilitation Sciences, beyond the student's anticipated graduation date, for any reason other than the student repeating a clinical education experience due to unacceptable performance or professionalism issues (e.g. COVID-19 pandemic, medical leave of absence, etc.), students will not be charged additional tuition but will be responsible for any additional costs associated with clinical education experience (e.g. cost of background checks, required vaccinations, travel, housing, etc.).

CLINICAL EDUCATION DURING VACATION PERIODS

Any athletic training student admitted into the MSAT Program may be required to return for a clinical education experience during university vacation periods, or before and/or after the traditional academic semester begins and/or ends. These requirements are based on the student's individual clinical education assignment. The start and end dates of all clinical education experiences shall be agreed upon by the student's preceptor and the MSAT Director of Clinical Education. Vacation periods include, but are not limited to, Summer pre-season, Fall Break, Thanksgiving Break, Winter Break, Easter Break, Spring Break and post-season Spring sports season.

If an athletic training student cannot fulfill the clinical responsibilities of their respective clinical education experience, it is the responsibility of the athletic training student to notify their preceptor and the Director of Clinical Education at least one month prior to the conflict. Athletic training students will be excused from the clinical education experience during vacation periods only in extreme cases. In general, athletic training students should be prepared to be with their respective clinical education assignments during all pre-season, post-season and break periods.

ATTENDANCE DURING INCLEMENT WEATHER

In the case that Moravian University is closed due to inclement weather, athletic training students assigned to clinical education sites in the immediate area are not required to attend their clinical education assignment. In the case of inclement weather at a distant clinical education site, if the host institution is closed, students are not required to attend any required activities.

Ultimately, students should use their best judgment in determining if travel to the clinical education site is safe. In the event the student determines that it is unsafe to travel to the clinical education site, they should contact the preceptor and the Director of Clinical Education or Program Director. Students will not be penalized in any manner for failure to attend clinical experiences under these circumstances.

The same policy applies in the event of a University closure or University delay that impacts morning treatments, morning meetings or morning practices. Students must determine if travel to the clinical education site is safe. No student should risk their safety in order to attend an athletic training meeting, treatments, athletic practice or event. Students are responsible for contacting the preceptor and Director of Clinical Education to inform them of the decision not to attend.

CONFIDENTIALITY

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) is a federal act that protects the privacy of individually identifiable health information. A major goal of HIPAA is to assure that the health information of patients is properly protected while promoting the health and wellbeing of patients and the public. Health care providers, such as athletic trainers, are responsible for upholding the standards and guidelines covered under HIPAA. Information which is considered protected includes: an individual's past, present or future physical or mental health condition; care provided to the individuals; and past, present or future payments for the provision of health care to the individual. Therefore, as an athletic trainer, it is illegal to discuss an individual's injury status, health care, prognosis, diagnosis or any other information related to their health. As a student, you may be privileged to this confidential medical information regarding student-athletes or patients. As a student, you are allowed to

discuss this information with your direct supervisor or designated individual, individuals specified as appropriate by your direct supervisor, or others specified in direct written consent by the patient. Additionally, there may be cases or assignments for the academic program regarding your clinical education. At no time during these discussions or assignments is the identification of the patient or student-athlete allowed. Failure of students to comply with HIPAA may result in failure of the clinical education course or suspension or dismissal of the MSAT Program. Additionally, students who violate HIPAA confidentiality requirements may be subject to legal ramifications at the local or federal levels.

EVALUATIONS

Evaluations of student performance will occur on a consistent basis by the Preceptor. Additionally, each student will complete evaluations of the Preceptor and Clinical Education Site. All evaluations will remain on file, digitally, in EXXAT.

STUDENT EVALUATIONS

Students will be evaluated formally during each clinical experience. For experiences lasting longer than three weeks, these evaluations are completed at the mid-term of the clinical education experience and at the conclusion of the clinical education experience. The mid-term evaluation is formative in nature, while the final evaluation is summative. Evaluation forms are sent out as web links and completed through EXXAT. Preceptors are required to go over this written evaluation with the student prior to submitting it.

The following scale is used by the Preceptor when evaluating students during the clinical education experience:

Grading Scale	<u>Description</u>
4	Performs this action at the level of an entry-level certified athletic trainer
3	Performs this action at a level that is appropriate for a second-year MSAT student
2	Performs this action at a level that is appropriate for a first-year MSAT student
1	Performs this action at a level that is unsatisfactory for a first-year MSAT student
0	Not Applicable or Not Observed

Scores of “Not Applicable, Not Observed” will not positively or negatively affect the student’s overall grade. It is expected that students will score at their current level (i.e., first-year students should score a “2”, second-year students should score a “3”). An average level score for the entire evaluation (scores of zero do not factor into the student’s grade) will earn the student an 80% on the evaluation. It is recommended that Preceptors and students meet informally at a minimum of once weekly to have informal discussion regarding the student’s performance. Additionally, it is the student’s responsibility to ensure that each document is completed in its entirety. Clinical education course grades may be affected by documents not completed correctly.

PROFESSIONAL JUDGMENT

Students are awarded 100 professional judgment points at the beginning of each clinical education course (HLAT 581, HLAT 582, HLAT 583, HLAT 684, HLAT 685, HLAT 686).

Students can have points deducted from their grade based on unprofessional behavior or violation of the Moravian University MSAT Program Policies & Procedures, including but not limited to dress code violations, attendance at the clinical site, tardiness, social media policy violation, etc. Point deduction amount is variable and at the discretion of the MSAT Director of Clinical Education and/or Program Director.

PRECEPTOR/CLINICAL SITE EVALUATIONS

Students are required to formally evaluate their Preceptor and Clinical Education Site each time the student receives a formal evaluation during the clinical education experience.

Students are required to formally meet with the Preceptor to discuss this evaluation. During these evaluations, students are encouraged to discuss both positive and negative experiences, as well as constructive criticism and suggestions for improvement on the part of the Preceptor. The MSAT Director of Clinical Education or other designated faculty member will meet with the Preceptor regarding any student concerns following the evaluations. Whenever possible, student confidentiality will be strictly observed.

Informal meetings may occur, and are encouraged to occur, between the Preceptor and the student. Each student should maintain open lines of communication between all parties involved in the clinical education experience. Additionally, it is the student's responsibility to ensure that each document is completed in its entirety. Clinical education course grades may be affected by documents not completed correctly.

SUPERVISION OF THE ATHLETIC TRAINING STUDENT

Students participating in clinical education experiences must be **directly supervised** by a BOC Certified Athletic Trainer or appropriate healthcare professional at all times. This supervisor must be on-site at all times when the student is performing duties as an Athletic Training Student. **Direct on-site supervision involves constant auditory and visual supervision of the student without the use of electronic media.** This direct supervision includes all aspects of evaluation, rehabilitation, patient care, athletic practice and event coverage.

At no time will the Athletic Training Student be allowed to provide patient-care or perform athletic training services without **direct supervision** of the Preceptor or an appropriately credentialed replacement.

Suitable replacements for the Preceptor in cases of illness, vacations or emergency include any person holding BOC Certification as an Athletic Trainer or other health professional, who has been pre-approved by the Director of Clinical Education or Program Director and the clinical education site. The Moravian University MSAT Program should be notified of any such replacements prior to the change or as soon as feasibly possible.

If at any time, the athletic training student feels the supervision they are receiving is inappropriate, they should cease all patient-care and practice or event coverage and contact the Preceptor, the Site Coordinator and the Director of Clinical Education immediately.

If the Preceptor is not able to be on-site and a suitable replacement is unavailable, the student must notify the Director of Clinical Education immediately. In the event of absence of the Preceptor, under no circumstance is the Athletic Training Student allowed to perform any clinical skill.

In the event of illness, schedule conflicts or other unforeseen changes in Preceptor coverage, the athletic training student will be notified in advance of who will be assigned to supervise the student during their clinical education experience.

In the event an appropriate Preceptor is not directly supervising the athletic training student during a clinical education experience, the athletic training student may not provide any athletic training services whatsoever to patients in attendance. The athletic training student should contact the Preceptor immediately to determine why direct supervision is not available and to obtain guidance regarding the situation.

In emergency situations, the student may provide first aid and emergency care without direct supervision, within the realm of the student's training and expertise; however, it must be made clear that the student is not performing these duties in the role of an athletic training student. Examples of this might include an emergency at an intramural event, club sports event or campus community event that the student is participating in or attending. The student would simply be responding as a first aid provider and would be covered under the Good Samaritan Laws of the Commonwealth of Pennsylvania. These events are not recognized by the Moravian University MSAT Program as Clinical Education and no credit toward completion of the student's clinical education requirements will be awarded for these activities.

TRAVEL POLICY

Travel to away contests at the student's clinical education sites is highly encouraged, however, is at the discretion of the Preceptor. The expectations and feasibility of student travel will be discussed between the Program Director or Director of Clinical Education and the Preceptor prior to the student beginning their clinical education experience. Travel experiences will be determined by budgetary restraints, the ability of the Preceptor to travel and the duration of the trip. In the case student travel cannot occur at the clinical education sites, the MSAT faculty will evaluate the feasibility of the utilization of the clinical education site based upon the needs of the student and educational experiences obtained. At no time will Moravian University MSAT students travel to away sites without the direct supervision of their designated preceptor, including during team travel to / from the away contest.

DRESS CODE DURING CLINICAL EDUCATION

Required attire will vary from one clinical education site to another, however, the following apply in all clinical education situations, regardless of site.

1. The MSAT Program Faculty and Staff feel that professionalism is of the utmost importance in an athletic training student. In order to promote professionalism, the following dress code will be strictly enforced by MSAT Faculty and Preceptors.
2. Students should remember that their professional appearance impacts themselves, the MSAT Program, and Moravian University.
3. Clothing should be clean, neat and free of holes, fraying or excessive wear.
4. Students should be professionally groomed at all times. This includes practices of proper hygiene. Hair should be clean and appropriately / professionally groomed. Nails should be kept clean and of a functional length.
5. Students who do not abide by the required / appropriate dress code will face disciplinary action, including possibly being removed from the clinical education site and / or losing professional judgment points in the clinical education course.

Code Yellow (daily clinical attire for traditional athletic training settings)

Important Note: students should always ensure that the following dress code is appropriate for their assigned clinical education site. If a clinical education site has a dress code that goes above and beyond what is listed below, then the athletic training student should abide by the site's policy.

1. All students are required to wear a Moravian University MSAT Clinical Education name tag at all times.
2. Students are required to have a pen with them at all times.
3. Students are highly encouraged to wear a wristwatch with a second demarcation during all clinical education experiences.
4. Collared shirt
 - a. This does not have to be a Moravian University Athletic Training shirt if the clinical education site provides site-specific attire to be worn
 - b. Shirts must be tucked in during all clinical education experiences. Exceptions are made for shirts specifically designed to not be tucked in.
 - c. T-shirts are unacceptable
5. "Khaki" shorts (mid-thigh or longer) or "khaki" pants
 - a. Mesh or athletic shorts are unacceptable
 - b. Jeans and jean shorts are unacceptable
 - c. Sweat pants, wind pants, athletic pants, jogger pants are unacceptable
6. Belt must be worn if shorts / pants have belt loops
7. Tennis shoes or dress shoes with socks

- a. No open-toed or open-heeled shoes
8. Hats may be worn for outdoor events only and should be removed when coming indoors. Hats should be plain or represent either Moravian University or the clinical education site only.
9. Jewelry should be discreet and limited
 - a. No large, long, dangling earrings may be worn for safety reasons
 - b. Necklaces should be placed inside the shirt or blouse while completing clinical education
10. Tattoos determined by the Program Director to be considered racially or otherwise offensive should be covered
11. Perfume and cologne can be offensive and cause allergic reactions in patients and colleagues, therefore, such items should either be avoided or be worn in moderation

Code Red (indoor event attire in athletic settings, physician / rehabilitation center office attire)

1. All students are required to wear a Moravian University MSAT Clinical Education name tag at all times (unless the clinical site requires a site-specific name tag be worn)
2. Students are required to have a pen with them at all times
3. Students are highly encouraged to wear a wristwatch with a second demarcation during all clinical education experiences
4. Dress Shirt, Blouse or sweater of modest design
 - a. Necktie is preferred but not required (unless stated by clinical site)
 - b. Dress jacket / Suit Jacket may be required by clinical site
5. Dress pants, skirt or dress of modest design
6. Dress shoes
 - a. No tennis shoes
 - b. No open-toed or open-heeled shoes
 - c. Appropriate socks, stockings or hose should be worn based on footwear selection
7. Hats should not be worn
8. Jewelry should be discreet and limited
 - a. Necklaces should be placed inside the shirt or blouse while completing clinical education Tattoos should not be visible
9. Perfume and cologne can be offensive and cause allergic reactions in patients and colleagues, therefore, such items should either be avoided or be worn in moderation
10. Clinicians should be sure that clothing is modest in design and appropriate to allow for assessment, treatment, and assistance of patients without compromising oneself

INCLEMENT WEATHER DRESS CODE (FOR OUTDOOR EVENTS)

1. Students should attempt to following the traditional dress code whenever possible
2. Health and safety of the student completing clinical education takes precedence over the dress code
3. Jackets, fleeces and sweatshirts may be worn as needed
 - a. Whenever possible, these items should be plain or depict the logos of Moravian University or the clinical education site
 - b. Ideally, these items would be of a neutral color or the color of the clinical education site
4. Rain jackets and pants or wind jacket and pants may be worn
 - a. Whenever possible, these items should be plain or depict the logos of Moravian University or the clinical education site
 - b. Ideally, these items would be of a neutral color or the color of the clinical education site
5. Students are required to return to traditional dress code when coming inside for clinical education activities.

TRAVEL ATTIRE

During travel to and from events during clinical education experiences (ie: bus rides / flights to contests at opposing institutions), students should be in either Code Yellow or Code Red attire as determined by the clinical site.

Section V: Disciplinary Actions and Grievances

Disciplinary Procedures

The following procedures have been established to ensure the smooth operation of the Moravian University MSAT Program. Offenses of the rules and regulations of the University or the MSAT Program shall be deemed as either “minor offenses” or “disciplinary offenses”.

The compilation of three minor offenses shall be the equivalent of one disciplinary offense. Each disciplinary offense shall require the student to appear before the MSAT Program Faculty for disciplinary action or dismissal from the MSAT Program. The following three steps indicate formal procedures resulting from disciplinary offenses of the Moravian University MSAT Program. All disciplinary actions by the Athletic Training Faculty shall be entered into the athletic training student’s file, which is kept as long as the student is active and for one year past the student being active.

Step I: When applicable, two “minor offenses” by the student will result in a meeting with the MSAT Program Director. This meeting will serve as a warning that any further offenses of the MSAT Program rules and regulations will result in formal action against the athletic training student.

Step II: The initial “disciplinary offense” shall result in a student / MSAT Faculty formal meeting. Minutes of the meeting as well as a written response, including any disciplinary action to be taken, will be filed in the MSAT Program Director’s office. One copy of the written response will be sent to the athletic training student’s local address within seven (7) business days. An additional copy will be placed in the student’s file.

Step III: A second “disciplinary offense meeting” with the MSAT Faculty will minimally result in a probationary period of one semester.

Step IV: The “third disciplinary offense” may result in immediate dismissal from the Moravian University MSAT Program.

Minor Offenses: Minor offenses include, but are not limited to, dress code violations, tardiness to assigned clinical education experiences, failure to attend mandatory meetings or failure to complete required documentation.

Disciplinary Offenses: Disciplinary offenses include, but are not limited to, failure to complete athletic training tasks as assigned by a Preceptor, failure to attend assigned clinical education experiences, insubordination, failure to perform duties in a professional manner or failure to act in a manner consistent with the standards of Moravian University, the MSAT Program, the National Athletic Trainers’ Association Code of Ethics and / or the BOC Standards of Professional Practice.

Appeals Policy: Any athletic training student has the right to appeal all disciplinary decisions made by the MSAT Faculty. All appeals must be typed and submitted to the MSAT Program Director’s office within seven (7) business days of the date of the disciplinary written response. The MSAT faculty, in conjunction with the Associate Dean of the School of Rehabilitation Sciences, will review the appeal and submit a written response within seven (7) business days of receipt of the appeal letter of the student. In the case that the Associate Dean of the School of Rehabilitation Sciences is a MSAT Program Faculty member, the Associate Provost and Dean of the College of Health will be consulted in place of the Associate Dean of the School of Rehabilitation Sciences.

Grievances:

Students are to follow the policies identified in the Moravian University Academic Catalog for any grade appeal. Any other grievances within the MSAT Program should utilize the following hierarchy:

1. Student discusses the concern with the faculty member directly responsible for the MSAT Program Class (academic concern) or with the Preceptor (clinical concern)
2. If the student does not feel the problem has been addressed, the student should then discuss the concern with the MSAT Program Director (academic concern) or with the Site Coordinator or Director of Clinical Education (clinical concern)
3. If the student has continued concerns regarding the issue, they should discuss the concern with the Associate Dean of the School of Rehabilitation Sciences (academic or clinical concern)
4. If the student continues to feel that their concerns have not been addressed, the final level is with the Associate Provost and Dean of the College of Health (academic or clinical concern)

Additional information regarding student options for discussing grievances can be found in the Moravian University Grievance Procedures

(<https://www.moravian.edu/handbook/administration/grievance>).

Section VI: Bloodborne Pathogens

Bloodborne Pathogens Policy:

Policies have been developed to protect healthcare workers from bloodborne pathogens (BBP). The bloodborne pathogens of main concern to athletic trainers are HIV and Hepatitis B. Athletic trainers can be exposed to these pathogens in a variety of ways; including, but not limited to, bloody wounds, vomit, saliva, and blister serum. Therefore, it is imperative that athletic trainers practice preventative measures at all times.

OSHA Regulations:

OSHA (Occupational Safety and Health Administration) has developed federal regulations for employees whose jobs may put them at risk to bloodborne pathogens. All of these guidelines must be followed at all times when treating patients in the healthcare setting.

OSHA requires each workplace to develop and have readily available an exposure control plan. The exposure control plan lists and defines proper training of athletic training staff and athletic training students. The document also includes details regarding duties required to prevent exposure, documents to use in cases of exposure, personal protective equipment available for use in the clinical setting, as well as various other items essential to prevention of BBP exposure.

OSHA also requires that all health care providers who are at risk of exposure to a BBP be offered the opportunity for Hepatitis B vaccinations. If an employee or student declines the vaccination, a written statement must be signed. However, if the employee or student later changes his or her mind with regard to receiving the vaccinations, the individual may receive the series at a later date.

Special containers are available for biohazardous waste only. These containers are lined with a labeled red biohazard bag for proper waste removal. The containers also have the proper biohazard label clearly visible. Biohazardous materials include, but are not limited to, bloodied gauze, wound dressings and used or soiled gloves. Each facility will also have a red plastic container for sharps equipment. Sharps equipment includes, but is not limited to, scalpel blades, razors, capped or uncapped syringes, and needles.

If you have a risk of exposure to a bloodborne pathogen, it is required that the minimum proper precautions be adhered to. The healthcare professional must minimally wear gloves when exposed to any bodily fluids. If a glove should tear, it should be replaced immediately. In addition, one must change gloves if worn for more than ten (10) minutes. Some gloves may be slightly permeable; so two layers may be worn. After use, carefully remove gloves and discard them in a biohazard waste container or bag. Hands should be washed thoroughly after wearing gloves or handling any item contaminated with bodily fluids. In addition, hands should be washed between contact with each patient in order to prevent the spread of possibly infectious materials.

Any contaminated area (treatment table, counter top, floor, etc.) should be cleaned thoroughly to help decontaminate surfaces. Sources recommend using a 1:10 bleach-water solution, which needs to be prepared daily to be most effective. If bleach and water solutions are not utilized, similar commercial products should be available. These cleaning materials will be made available in each clinical setting for use by the clinicians and athletic training students. In addition, tables and counters must be cleaned with an appropriate cleaning solution between each patient interaction.

When cleaning an area that may be contaminated with a BBP, it is advised to wear gloves and absorb the fluids with paper towels, not terry cloth towels. Discard soiled towels in the biohazard waste container bags. Saturate the area with the appropriate cleansing solution, allowing the solution to soak for ten to twenty minutes whenever possible. Clean the area with another paper towel utilizing rubber gloves. All cleaning materials should go in the biohazard bags for disposal after use. After cleaning, remember to wash hands thoroughly, using proper hand-washing procedures.

Bloodborne Pathogen Exposure Control Plan:

This plan has been designed to promote safe working conditions for students, faculty and staff of the Moravian University MSAT Program. These guidelines have been set by the Occupational Safety and Health Administration (OSHA) standard, 29 CFR 1910.1030. The purpose of the bloodborne pathogens (BBP) standard is to “reduce occupational exposure to Hepatitis B Virus (HBV), Human Immunodeficiency Virus (HIV) and other bloodborne pathogens” that health care providers may encounter in their workplace.

It is our intent to provide appropriate care to individuals participating or working in the MSAT program at this institution without exposing individuals to any bloodborne pathogens.

We believe that if one acts prudently when working with materials containing potential bloodborne pathogens, the risk of contamination is significantly lessened. However, the risk of exposure to a bloodborne pathogen should never be underestimated.

Program Management:

MSAT faculty are responsible for overseeing the management of the bloodborne pathogen exposure plan within the educational site. These individuals are responsible for supervising proper cleaning and disinfecting of contaminated areas, record keeping with regard to potential exposure and working with other employees of the institution with regard to the BBP management and related policies. The MSAT faculty are also responsible for identifying ways to improve, revise and update the exposure control plan as needed.

Students enrolled in the MSAT program are required to complete an annual bloodborne pathogen training seminar. This training session occurs annually in the Clinical Education I and Clinical Education IV courses. The MSAT faculty, in cooperation with other medical professionals, will be responsible for providing information and annual training sessions to students enrolled in the MSAT program. In addition, documentation, including attendance records and dates of attendance, will be maintained for students.

Moravian University employees and athletic training students are the most important aspects to implementing the exposure plan because these individuals are in a position to execute the plan and act in a reasonable and prudent manner when exposed to a potential BBP. The MSAT faculty and MSAT students need to know how to perform required tasks and how to properly utilize personal protective equipment. These individuals are also responsible for proper cleaning and disinfection of all areas that may have been exposed to a bloodborne pathogen. Prudent personal hygiene habits should also be developed, such as wearing gloves and completing proper hand-washing, to lessen the risk of exposure to a bloodborne pathogen.

It is advised that the exposure control plan be reviewed often to be sure all individuals understand and follow proper procedures with regard to bloodborne pathogen exposure. The exposure control plan will be reviewed and updated a minimum of one time annually by the MSAT faculty. The review and update will occur in June of each year.

Exposure Determination

In the Sports Medicine & Rehabilitation Center, one may be exposed to a bloodborne pathogen at any time. Therefore, any MSAT faculty member, staff member or Athletic Training Student may become infected. Examples of activities one may encounter which involve potential exposure to a BBP include, but are not limited to, the following:

1. Performing CPR
2. Administering Rescue breathing
3. Management of open wounds and blisters
4. Managing vomit or other bodily fluids
5. Wound dressing and wound care
6. Disposing of soiled garments, soiled towels or biohazardous waste
7. Cleaning tables or contaminated areas

There are many ways to minimize and prevent exposure to bloodborne pathogens. These include implementing work practice controls, such as having rules and regulations in the workplace, providing and using personal protective equipment and consistently implementing appropriate housecleaning procedures.

In following work practice controls it is necessary to have proper containers for biohazardous waste. The containers should be well-labeled and contain a red plastic bag for any items saturated with blood or body fluids. Another type of container is for sharps instruments, such as needles, scalpels, and razors. These containers should be leak-proof, color-coded and labeled as biohazard. When full, containers should be disposed of properly in biohazardous waste areas.

Another work practice control is to provide adequate hand-washing facilities with antiseptic cleaners and hand towels. All personnel should wash their hands between each patient interaction, immediately after removing gloves or after potential exposure to bloodborne pathogens.

Personal protective equipment is used to provide a barrier between the individual and the exposed bloodborne pathogen. Personal protective equipment consists of gloves, goggles, face shields, CPR masks and gowns. It is recommended that the personal protective equipment be inspected periodically for any defects to ensure its effectiveness. Any reusable equipment should be cleaned thoroughly and decontaminated after use. Single use equipment should be disposed of in red biohazard bags and placed in the appropriate containers.

Housekeeping is the third area of compliance. This involves maintaining the equipment and facility in clean and sanitary condition. In order to meet this requirement, it is necessary to follow a specific daily cleaning schedule. All tables should be cleaned with an approved disinfectant after being exposed to a bloodborne pathogen. The tables should be cleaned with the solution after each patient use. It is necessary to empty all trash containers on a daily basis, as well as check biohazardous waste containers for proper disposal. It is also the responsibility of the MSAT faculty and students to make sure that all biohazardous waste is disposed of in its proper container.

Location of Biohazard Containers

Students should identify the locations of all biohazard containers at SMRC. In each athletic training laboratory, biohazard containers and sharps containers are located on counter-tops for use by MSAT faculty and students. Upon filling biohazardous waste containers or sharps containers, biohazardous waste materials will be transported to the SLUHN portion of the building where it can be sent for proper disposal.

Hepatitis B Vaccinations

The Hepatitis B vaccinations consist of a series of three injections over a six-month period. It should be noted that the series of three injections does not guarantee immunity to Hepatitis B in all persons. Therefore, a follow-up antibody test is recommended. Vaccinations can be received at any number of off-campus health care facilities.

Proper Hand-Washing Procedures

Thorough hand-washing is the **BEST** way to prevent the spread of infection.

Proper Hand-Washing Procedures include:

1. Use continuously running water.
2. Use a generous amount of soap.
3. Apply soap with vigorous contact on all surfaces of hands. (nails, fingers, hands, forearms)
4. Wash hands for **AT LEAST** 10 seconds (Sing the Happy Birthday Song twice).
5. Clean under and around fingernails.
6. Rinse with hands pointed down, so that runoff goes into the sink and not down arms.
7. Avoid splashing.
8. Dry well with paper towels.
9. Use a towel to turn the water off.
10. Discard the towels into a bag provided for that purpose.

Post-Exposure Procedures

Involving a needlestick or other potential exposure to a bloodborne pathogen by an employee, student, intern, or assigned volunteer.

Immediate Post-Exposure:

1. **Cleanse the wound and surrounding area** with soap and water (for a needle stick or body fluid exposure), or flush eyes, nose or mouth with copious amounts of tap water (for a splash to the face).
2. **Inform a supervisor that an exposure has occurred.** Provide details about the time and location of the incidence, and what type of exposure occurred (e.g., needlestick, direct contact with blood or body fluid)
3. **Report to the triage staff** according to where the exposure occurs:
 - On Moravian University's campus during normal business hours:
 - Report to the Student Health Center, 250 W. Laurel Street (Hillside 5H), Bethlehem, PA 18018. (610) 861-1567
 - On Moravian University's campus before/after normal business hours:
 - St. Luke's North (Walk-In Care), 153 Broadhead Road, Bethlehem, PA 18017. (484) 526-3000
 - OR
 - St. Luke's University Hospital, Bethlehem (Emergency Department) 801 Ostrum Street, Bethlehem, PA 18015. (484)-526-4000
 - Off campus exposure/out of area:
 - Report to the nearest hospital, and ask for the Blood Exposure Triage Staff.
4. **Tell the triage staff** you experienced an occupational blood exposure.

After Receiving Care

1. **Inform your Program Director** of your exposure as soon as possible.
2. **Complete the Bloodborne Pathogens Exposure Report form** within 24-hours of your exposure (available at:
<https://www.moravian.edu/content/moravian-college-athletic-training-bloodborne-pathogens-post-exposure-plan-0>)
3. **Send a copy of the Bloodborne Pathogens Exposure Report form** to Moravian University School of Rehabilitation Sciences, 1441 Schoenersville Road, Bethlehem, PA 18018.

Direct questions about these procedures to your Program Director, Director of Clinical Education or the Associate Dean of the School of Rehabilitation Sciences.

What are the exposed bloodborne individual's responsibilities?

The exposed individual is responsible for:

1. Becoming familiar with post-exposure procedures before an exposure occurs.
2. Obtaining medical treatment and follow up. (See "Post Exposure Procedures" above)
3. Completing necessary form(s). (available at:
<https://www.moravian.edu/content/moravian-college-athletic-training-bloodborne-pathogens-post-exposure-plan-0>)
4. Notifying your supervisor of your exposure.

What are the responsibilities of the supervisor?

The supervisor is responsible to:

1. Becoming familiar with post-exposure procedures before an exposure occurs.
2. Knowing the location of the nearest health care provider able to perform post-exposure evaluation and treatment.
3. Informing the Department Head (Head Athletic Trainer for exposure at clinical site; Associate Dean for exposure in the Sports Medicine & Rehabilitation Center) of a bloodborne pathogen exposure.

What are the responsibilities of the department?

The department is responsible for:

1. Disseminating post-exposure information to employees, students, interns, or assigned volunteers who are at risk for exposures to human blood.
2. Informing the Student Health Center of a bloodborne pathogen exposure.
3. Informing Human Resources of a bloodborne pathogen exposure.
4. Informing the exposed individual's home department/program of a bloodborne pathogen exposure.

Section VII: Policies and Procedures

GENERAL CAMPUS POLICIES

Students who are enrolled in the Moravian University MSAT Program must abide by all institutional policies. A full listing of these policies as well as detailed information pertaining to each one can be found by visiting the Moravian University Institutional Policies webpage (<https://www.moravian.edu/policy>) and the Moravian University Student Handbook (<https://www.moravian.edu/handbook>).

PREFERRED TERMINOLOGY

The Moravian University MSAT Program Faculty, in accordance with the National Athletic Trainers' Association, strongly encourages proper representation of the profession through the consistent use of the terms "AT", "ATC", "Athletic Trainer", "ATS", "Athletic Training Student", "Athletic Training Facility", and "Athletic Training Clinic". Students using incorrect terminology (e.g., "trainer", "training room") in written work will have one (1) point deducted from the assignment for each inappropriate term used.

PROFESSIONALISM

It is of vital importance to the profession of Athletic Training that a high level of professionalism is maintained by all Athletic Training Students. Of particular importance is your sensitivity, confidentiality and professional attitude. This includes being prompt to clinical education assignments, dressing professionally and appropriately and conducting oneself in a professional manner at all times. Proper attire is required for all classroom and clinical education experiences. In addition to the Athletic Training Student Dress Code, students must maintain a professional relationship with patients, athletes, peers, and coaches at all times. Please understand that your actions outside of the clinical education experiences are a direct reflection of you, the faculty and staff at Moravian University, the MSAT Program and the profession as a whole.

PRESENTATION AT PROFESSIONAL CONFERENCES

Students who are selected to complete a platform or poster presentation at a professional conference are expected to meet the following requirements prior to and during the meeting:

1. A student selected for a platform presentation is expected to submit a draft presentation to their faculty advisor a **minimum** of two weeks prior to the presentation date.
2. A student selected for a platform presentation is expected to schedule and complete a minimum of three practice sessions with their faculty advisor. The first of these sessions must be scheduled a **minimum** of one week prior to the presentation date.
3. A student selected for a poster presentation is expected to submit a draft poster to their faculty advisor a **minimum** of two weeks prior to the presentation date.
4. A student selected for a poster presentation is expected to submit a **final** poster to their faculty advisor a **minimum** of one week prior to the presentation date.
5. A student presenting at a professional conference must be dressed in **Code Red** attire.
6. A student presenting at a professional conference is **required** to pre-register for the conference prior to their presentation.

REQUIRED IMMUNIZATIONS

Students are required to submit up-to-date vaccination records demonstrating currency of the following immunizations:

Two-step TB test (or negative chest x-ray)
Hepatitis B series
Measles, Mumps and Rubella (MMR)
Tetanus, Diphtheria and Pertussis (TDaP)
Varicella (or documentation of disease history from a healthcare provider)

COMMUNICABLE DISEASE POLICY

A communicable disease is an illness due to a specific infectious agent which can be transmitted from one individual to another. A communicable disease may be transmitted directly from one person to another without physical contact with the infected person. It may be transmitted indirectly when an object transmits the organism. Objects of transmission may be clothing, linens, utensils, food, water, milk, air, soil or insects.

Students that are determined by a physician as having an active communicable disease will be required to take a medical leave of absence from class and/or clinical experience until cleared by the same physician. At that time, the student will determine, with the Program Director and Director of Clinical Education, a plan to make up the academic or clinical education requirements.

Examples of communicable diseases are:

- Rubella (3-day measles)
- Rubeola (9-day measles)
- Meningitis - viral and bacterial
- Hepatitis A
- Varicella (Chicken Pox)
- Tuberculosis (TB)
- Influenza
- Mononucleosis

Students who have any of the following signs and/or symptoms may have contracted a communicable disease. Athletic training students who experience any of the following signs or symptoms should be examined by a physician prior to attending class or clinical education experience.

- Fever
- Skin rash
- Nasal discharge
- Cough
- Open and/or oozing skin lesions
- Yellowing of the skin, eyes, or mouth
- Unexplained fatigue
- Chest pain
- Dizziness

Any Athletic Training Student who comes in contact with a communicable disease or experiences any of the above signs and/or symptoms will be referred to the Moravian University Student Health Center or a physician of their choice.

The costs associated with the referral and any additional care will be the responsibility of the

student's primary insurance and the student.

INJURY & ILLNESS POLICY

Students who are injured while completing their clinical education experiences or classroom activities are responsible for all incurred medical costs. If an injury does occur, the student must notify the Preceptor, Site Coordinator or Course Professor immediately. Once immediate care has been administered, the student, preceptor or professor must notify the Director of Clinical Education (if a clinical injury) or the MSAT Program Director (if a classroom injury). If a student must be referred to the hospital and it is not feasible for the Preceptor or Course Instructor to leave the site, it is expected that the individual will follow-up with the athletic training student as soon as it is possible. Students on-campus at Moravian University, during normal business hours, should be referred to the Moravian University Health Center whenever possible.

Students with an illness must contact the Course Professor or Preceptor immediately. The student will be referred to the Moravian University Health Center, MSAT Medical Director or appropriate physician (or comparable facility at an out-of-state or out-of-area clinical education site) who will determine the appropriate course of action for the student. Students who have been diagnosed with a potentially transmittable disease will not be permitted to complete clinical education experiences and may be excused from classroom / laboratory activities until cleared by the Medical Director, Moravian University Health Center, or appropriate physician at the Clinical Education facility. If a student has been excused from clinical experiences by a physician, it is their responsibility to contact the Preceptor and Director of Clinical Education as soon as possible.

If a student reporting to the clinical education site / class is ill, it is up to the discretion of the Preceptor / Course Instructor as to whether or not to send the student home for the day.

Please remember that all communication regarding student absences from class or clinical education must occur either via direct (phone or in person) communication or electronic mail communication.

THERAPEUTIC EQUIPMENT SAFETY POLICY

The Director of Clinical Education (DCE) is responsible for ensuring that all sites where students are actively placed are maintaining therapeutic equipment following manufacturer's guidelines regarding equipment calibration and maintenance. The DCE obtains from each active site (sites where a student has been placed for a clinical education experience in the past academic year) an annual invoice of modality calibration (for therapeutic modalities with that requirement) and electrical safety checks (including, but not limited to, ice machines, hydrocollator units, and therapeutic whirlpools). Sites that have been previously inactive (no students there for one or more full academic year) must provide updated invoices prior to a student being placed there for a clinical education experience.

OUTSIDE EMPLOYMENT

Working and completing the MSAT program is extremely difficult. Students who do choose to work must complete all athletic training assignments and duties satisfactorily and in a timely fashion. Part-time or full-time work on weekends, during holidays, and during school breaks is an excellent source of income for Athletic Training Students. Some students find on-campus employment with flexible scheduling which allows them to complete all the requirements of the MSAT Program while earning some extra spending money. Other sources of funding are

available in terms of financial aid and scholarships. Students must understand that ultimately classroom, laboratory, and clinical education experiences must be their first priority. Therefore, any missed educational activity due to outside work activities will be considered unexcused.

INTERNSHIP AND SUMMER CAMP POLICY

Students are discouraged from participating in athletic training internships and/or summer camps. Internships and summer camps are not required by the MSAT Program, nor will they satisfy any MSAT Program requirements. Students must understand that they are not considered an athletic training student by the Commission on Athletic Training Education (CAATE) during this time frame and that using athletic training student status during these experiences is inappropriate and may place the student in violation of the corresponding state practice act. Students who choose to participate in these internships are responsible for ensuring that their participation in the internship does not violate state athletic training licensure laws or other similar regulations in the state(s) where the internship/camp will take place.

CONDUCT WITH PATIENTS AND ATHLETES

The role of an athletic training student is two fold: graduate student roles and athletic trainer roles. Both inside and outside of the clinical setting, students should remember that they are filling both of these roles and act accordingly. It is recognized that in working closely with athletes and patients, professional relationships may arise between athletic training students and athletes or patients. A professional demeanor should be exercised at all times. In the clinical setting, students should act as athletic trainers. In this role, they are responsible for the care of the patients at that facility. They are also there, however, to learn and improve their athletic training skills as a graduate student.

Athletic trainers dating athletes or patients can lead to compromising situations and, therefore, is prohibited. Students must maintain a professional relationship with all patients, preceptors, additional health professionals, athletes, peers, parents, coaches, and all individuals associated with the clinical education site at all times. Please understand that your actions outside of the clinical education experiences are a direct reflection of you, the faculty and staff at Moravian University, the MSAT Program, and the profession as a whole.

Students who are involved in an unprofessional relationship may face disciplinary action through the program. Additionally, relationships with minors may result in legal ramifications and an inability to obtain athletic training licensure or certification.

SOCIAL NETWORKING POLICY

The Moravian University MSAT Program promotes professional interactions between clinicians and patients. In maintaining this professional interaction, the program prohibits athletic training students from interacting with current patients or student-athletes through the use of social media. Athletic training students should not accept nor request any interaction involving social media with any current patient or student-athlete, regardless of whether the athletic training student is directly responsible for the patient's care. This includes refraining from social networking with student-athletes from athletic teams with whom the athletic training student has no direct contact and patients being treated by another clinician at the athletic training student's clinical education site. This policy further prohibits social interaction with patients and student-athletes by text messaging and electronic mail.

Furthermore, it is unacceptable for athletic training students to interact through social media, text message, or electronic mail with patients or student-athletes who are *minors*, no matter if they are currently working with the minor or if they are no longer providing healthcare for the minor.

PHOTO & MULTIMEDIA RELEASE

The School of Rehabilitation Sciences uses social media as a platform to promote each professional program. With this, your picture may be utilized on program websites and social media accounts, including, but not limited to, Twitter, Instagram, and Facebook. By signing the photo release document, you agree that your name, photograph, story, and/or video/audio may be used for promotion of the MSAT program, the School of Rehabilitation Sciences, the College of Health, and/or Moravian University. If for any reason you are uncomfortable with the sharing of this information via social media, please do not sign this form and notify the Program Director of your decision.

DRUG AND ALCOHOL USE & ABUSE

The MSAT Faculty, Staff and Preceptors have a responsibility to prepare students to become competent, safe, and ethical practitioners. This responsibility extends to protecting the public from unsafe and unprofessional conduct of its students. It is under this responsibility that the Moravian University MSAT Program follows a “No Tolerance” policy regarding alcohol and / or drug use or abuse by Athletic Training Students. Students enrolled in the MSAT Program may be suspended or dismissed from the program for the use of illegal substances, abuse of legal drugs or alcohol abuse. Cases that also violate the Student Code of Conduct will be referred for a concurrent disciplinary review process. It is important to note that students may not be allowed to challenge the BOC examination or become licensed as an Athletic Trainer in many states secondary to a history of substance abuse or legal issues.

Alcohol Usage

Any student who chooses to consume alcoholic beverages will not be under the influence of alcohol during any academic or clinical education experience.

Students who are perceived by the faculty or preceptor to exhibit potential abuse of alcohol, evidenced by student behavior which includes, but is not limited to, excessive tardiness, slurred speech, the odor of alcohol on the breath, and lack of coordination will be referred to the MSAT Medical Director and/or Moravian University Health Center for appropriate intervention and referral. Additionally, students who appear to be under the influence of alcohol during any clinical education experience will be immediately removed from the clinical education site and will be referred to the MSAT Program Director. Students who violate this policy will be subject to disciplinary action through the MSAT Program, including possible course failure and program suspension or dismissal.

Drug Usage and Abuse

The MSAT Program requires periodic drug testing of students enrolled in the program. These drug tests will be scheduled by the MSAT program. Students will be responsible for all costs associated with these required drug tests.

Additionally, some clinical education sites require a drug test prior to beginning the clinical education experience. In the case of a required drug test, the MSAT Program Director and/or Director of Clinical Education will inform the student of the requirement and they will be directed to an approved testing location. The student will be responsible for scheduling the drug test, all administrative processes associated with testing, as well as the cost of the test.

The student will inform the testing site to forward the results of the drug test directly to the MSAT Program Director and also to the Moravian University Health Center.

In the case of a positive drug test, the student will be immediately suspended from all further clinical education experiences.

In the event of suspected drug usage or abuse perceived by the MSAT faculty or Preceptor, as evidenced by student behaviors including, but not limited to, irrational or unusual behavior, excessive tardiness or physical signs of drug usage / abuse, the student will be referred to the Moravian University Health Center and / or Counseling Services. Students may also be immediately removed from the clinical education site and suspended from continued clinical education. The student will be required to undergo a drug test within 24 hours at an approved drug-testing site. The cost of this test will be the sole responsibility of the student. Assuming a negative test, the student may be reinstated into the clinical portion of the MSAT program. In the case of a positive test or failure to comply with the required test, the student will be immediately suspended from all further clinical education experiences. Failure to comply with a required test will be treated as if a positive test has been obtained.

Students who test positive will be immediately suspended from the clinical education portion of the MSAT program and may face further disciplinary action from the program, in the form of suspension from the didactic portion of the program or dismissal from the program. As a result of any positive drug test, the student will be referred to the Moravian University Health Center and/or Counseling Services.

If a student has tested positive from a drug test and has not been dismissed, the student will be required to complete appropriate counseling as determined by the MSAT Program Director, MSAT faculty and MSAT Medical Director. Additionally, the student must undergo a hair sampling drug test prior to reinstatement to the didactic and / or clinical components of the MSAT program. All costs for these drug tests will be the responsibility of the student. Upon reinstatement into the MSAT program, the student may be required to undergo unannounced or random drug testing for the remainder of the time he or she is enrolled in the MSAT program. The cost of these tests will be the sole responsibility of the student. Failure to complete the requested tests will result in dismissal from the MSAT program.

In the case of a second offense, the student will be referred to the Moravian University Health Center and Counseling Services, and will be dismissed from the MSAT program. Furthermore, students who demonstrate an episode of alcohol or drug use / abuse may be reported to the Athletic Training Board of Certification and appropriate state regulatory bodies.

Board of Certification Exam

The MSAT Program provides a first-time Board of Certification (BOC) pass guarantee for students enrolled in the program. This guarantee states that students who do not pass the BOC examination on their first attempt will have the registration cost of all future exam attempts covered by Moravian University.

This guarantee applies only to second-year MSAT students taking the BOC exam for the first time in April or June of their graduating year. Students opting to challenge the BOC exam in February of the graduating year or after June of the graduating year are not eligible for the first-time Board of Certification (BOC) pass guarantee.

Professional Development Unit (PDU) Program

Athletic training education reform has mandated that any student sitting for the Board of Certification (BOC) exam must graduate from an accredited Athletic Training Program (ATP). As of 2020, all individuals wanting to earn a degree in athletic training must enroll in a Professional Masters Program. Therefore, after you graduate, what makes you any different or better than someone else applying for the same job?

The purpose of the Professional Development Unit (PDU) Program is to:

- Encourage students to pursue current and future professional development activities;
- Ensure that students become involved and engaged in a variety of different professional development experiences while matriculating through the ATP;
- Make students more marketable to prospective graduate schools and/or employers;
- Allow students to become accustomed to seeking out professional development activities.

During Clinical Education courses 2, 3, 5, and 6 (HLAT 582, 583, 685, 686), students must accumulate a total of at least **10** Professional Development Units (PDUs) per semester and a total of at least **40 PDUs** by graduation. PDU activities completed during the summer the student is enrolled in HLAT 684 will count towards HLAT 685. Acceptable activities are listed below. Please pay close attention to the various categories and the minimum and maximum amounts of PDUs available from each category. Please also note that students are not able to “double dip” – PDUs are not available for any ATP requirement (clinical rotation hours, class assignments, etc) or paid activities. Similar to Continuing Education Unit (CEU) requirements for BOC-credentialed professionals, progress should be continuously made toward the required PDUs, to avoid the need to “cram” for activities at the end of the semester or the end of the program. PDUs earned will be recorded in Exxat using the “My Timesheet” function. It is the student’s responsibility to ensure that PDUs are recorded and documented appropriately. Fulfillment of this program will be reflected in a portion of the clinical course grade each semester (pass/fail). Failure to reach the minimum requirement of PDUs per semester will result in:

- **Up to 2 PDUs missing** – student will receive an “Incomplete” for the course until all of the missing PDUs are completed
- **More than 2 PDUs missing** – student will receive an “F” for the course and will be dismissed from the MSAT Program

At the end of each PDU reporting period, approximately a third of the students will be audited for PDUs by the Director of Clinical Education. If requested, students will submit documentation for all PDU events recorded during the reporting period. Failure to produce documentation for PDUs will result in the above mentioned consequences, depending on the number of PDUs missing.

Category A (minimum of 10 PDUs/program)

Professional Conferences/Seminars/Workshops

(Available PDUs will be equal to the CEUs available for Certified Athletic Trainers – 1 PDU/hour. Students should only claim hours actually spent attending conference/seminar/workshop.)

- Attending National Conventions (e.g., NATA, ACSM, NSCA)
- Attending District Symposium (e.g., EATA)
- Attending State Symposium (e.g., PATS, NJATA)
- Attending other (must be approved in advance by MSAT DCE or PD) sports medicine related conferences/seminars, etc.

Category B (minimum of 10 PDUs/program)

Additional clinical experience as an athletic training student (outside of your assigned clinical rotation), **0.5 PDUs/hour**.

NOTE: all ATS experiences MUST be supervised by a Moravian University preceptor.*

- *If you would like to consider activities that are outside of current Moravian University clinical affiliations, please discuss this with the DCE prior to completing any activity.

Category C (minimum of 5 PDUs/program, maximum of 10 PDUs/program)

Assistance with on or off-campus courses, workshops, exams, tutoring, etc.

(1 PDU/hour if volunteer; paid/course credit requirements cannot be counted)

- Assisting as a model or an examiner for a practical exam (other than required)
- Acting as a designated course tutor for AT-related courses (see application)
- Guest speaking (career day, field work, etc)

Category D (minimum of 10 PDUs/program)

Research Involvement (volunteer only; paid requirements cannot be counted)

- Serving as a research participant, as approved by project primary investigator **(0.5 PDU/hour)**
- Serving as a research assistant, as approved by project primary investigator **(5 PDUs/project)**
- Serving as a primary investigator (PI) or co-PI for an approved research study **(10 PDU/project)**
- Case study or original research projects accepted for peer-reviewed publication (JAT, JSR, ATSHC, etc) and/or presentation (poster or platform) and/or at National/District/State or other athletic training/ sports medicine conference. **(5 PDUs)**

Category E (minimum of 0 PDUs/program)

Leadership Experience

- Athletic Training Program Ambassador (see application) **3 PDUs/year**
- Athletic Training Class Representative (see application) **3 PDUs/year**
- Athletic Training Student Representative to State/District/National Organization **10 PDUs/year**
- Attending iLead Conference **10 PDUs/year**

Authorship & Corresponding Author Policy

Authorship Guidelines

Authorship practices vary from one discipline to another and individual situations will often require judgment however, practices should be within these basic guidelines:

1. All authors listed should have made a substantial intellectual contribution to the work; this includes concept/design, acquisition of data, or analysis/interpretation of data. Other contributions should be acknowledged, but may not lead to authorship.*
2. All authors should participate in writing the manuscript by reviewing drafts and approving the final version.

3. The faculty author (PI) must check all the original data that was generated by the group and take primary responsibility for the work as a whole.

4. Order of authorship will vary depending on field of study and/or type of work (basic science vs. clinical) and journal standards; commonly the person doing the “most work” and leading the project will be the first author; the authors should decide this order together at the initiation of the work.

* The following contributions are not necessarily sufficient to justify authorship: Providing space or access to equipment, furnishing a sample, provision of funds, technical services, patients, or materials, and student advisory committee membership.

Disputes over authorship are best settled by the authors themselves. If these efforts fail, a committee of neutral faculty members can assist in resolving grievances.

Moravian University Master of Science in Athletic Training (MSAT) Statement of Authorship

As the result of course and/or original research project work associated with the Moravian University Master of Science in Athletic Training (MSAT) program, student work may result in a product (publication, presentation, etc) that is shared with the public. If the work is done with faculty or clinical staff (referred to as **mentor**), the following statement must be considered and signed by the student and the mentor(s). A copy of this agreement will be stored in the student’s academic file.

The secondary purpose of this document is to provide an opportunity to open a dialogue between the student and his/her mentor(s) to discuss the role of authorship, and the anticipated contribution of all potential authors for the work in question. It must be clear that agreement of the order for final authorship for a submitted manuscript must adhere to the requirements of the journal to which the manuscript has been submitted and most likely will fall under the direction of the guidelines of the Council of Science Editors <https://www.councilscienceeditors.org/2-2-authorship-and-authorship-responsibilities>. The student and mentor(s) are encouraged to discuss roles of all active members prior to the final dissemination phase. Clarity of the roles of each member is most easily carried out *a priori* than at the end of a project.

As a student, I understand that if I do not make an effort to work with my mentor(s) to publish my research project within 6 months of degree completion, the mentor may then pursue publication and determine the appropriate authorship order based on the guidelines stated above.

Student (Printed)

Mentor (Printed)

Student (Signed)
Name of Project

Author Order (Last Name, Last Name)

Moravian University Master of Science in Athletic Training (MSAT) Corresponding Author Policy

As the result of course and/or original research project work associated with the Moravian University Master of Science in Athletic Training (MSAT) program, student work may result in an article manuscript that is shared with the public. If the work is done with faculty or clinical staff (referred to as **mentor**), while the order of authorship will be established by the Statement of Authorship, the mentor will serve as Corresponding Author. The mentor will submit the original manuscript to the journal for consideration, will respond to any reviewer queries, and will submit any manuscript revisions.

Records Management Policy

In accordance with the Moravian University records management policy, student files will be securely kept as long as the student is active and for one year past the student being active.

Moravian University

Master of Science in Athletic Training Program

MSAT Program Handbook

Student Agreement

By signing this form, I acknowledge that I have read and familiarized myself with the most recent edition of the Moravian University Master of Science in Athletic Training (MSAT) Program Handbook that is posted on the Moravian University MSAT Website (<https://www.moravian.edu/rehab/athletic-training/handbook-and-policies>).

Additionally, I understand the contents of this Handbook and how the policies and procedures of Moravian University's MSAT Program will impact my progress in the program. I intend to comply fully with the policies and procedures stated above and in the *Master of Science in Athletic Training Program Handbook* as prescribed by the Athletic Training Program and Moravian University. Failure to follow the MSAT Program rules, regulations, and guidelines can result in disciplinary measures, and/or not completing the MSAT program in the desired time frame. I understand that the policies and procedures established in future editions of the MSAT Handbook supersede all previous policies and procedures of the MSAT Program. The MSAT Program Director will notify students of updates to the MSAT Handbook via electronic mail.

Finally, I have spoken with the MSAT Program Director to discuss any questions or concerns I have regarding the content of the *Master of Science in Athletic Training Program Handbook*.

This agreement should be signed and returned to the MSAT Program Director.

Student's Full Name (Printed)

Student Signature

Date