



MERRIMACK COLLEGE
SCHOOL OF HEALTH SCIENCES

**ATHLETIC TRAINING STUDENT
Policies & Procedures Manual**

Professional Master's Program

(Exhibit A: For Clinical Affiliation Agreement)

Revised 3/29/2021

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MERRIMACK COLLEGE

SCHOOL OF HEALTH SCIENCES

Athletic Training Students:

Welcome and congratulations on your enrollment in the CAATE accredited Professional Program Master's Degree in Athletic Training at Merrimack College. The Athletic Training Students Policies and Procedures Manual reflects the requirements and expectations associated with the Master of Science in Athletic Training. It is expected that all Athletic Training Students review and accept the policies and procedures associated with the MSAT program. The Athletic Training Policies and Procedures Manual is an extension of the policies created by Merrimack College and the School of Health Sciences.

This handbook is designed to serve as a guide to inform and assist athletic training students enrolled in the Athletic Training Program. As an athletic training student, you are expected to understand these procedures thoroughly and abide by them completely when the occasion arises. It is strongly recommended that you review this manual on a regular basis. Your signature on the following page acknowledges that you have received a copy of the manual, have been made aware of the contents of the manual and agree to abide by all policies and procedures.

Sincerely,

**Birgid Hopkins MS ATL ATC
MSAT Program Director
Associate Clinical Professor
School of Health Sciences**



MERRIMACK COLLEGE
SCHOOL OF HEALTH SCIENCES

**ATHLETIC TRAINING STUDENT
POLICIES & PROCEDURES MANUAL
Acknowledgement Form**

I have:

1. Received a copy of the Athletic Training Student (ATS) manual
 2. Reviewed the Athletic Training Student Manual with an ATP faculty member
 3. Read and understand the contents of the Athletic Training Student Manual
 4. Had an opportunity to ask questions regarding the listed content areas with all of their individual properties
 5. Agreed to abide by all the policies and procedures stated in the Athletic Training Student Manual.
- I also understand that the policies and procedures stated in the Athletic Training Student Policies & Procedures Manual may be revised and I will be given the opportunity to read and review any revisions prior to their implementation.
 - It is my desire to continue in the Athletic Training Program according to the policies and procedures outlined in this manual. By my signature, I acknowledge that I have received a copy of the Merrimack College Athletic Training Student Policies & Procedures Manual in its entirety and agree to abide by the manual as long as I am enrolled in the Professional Master's Degree Program in Athletic Training at Merrimack College.

Student Signature

Date

Printed Student Name

Date

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MSAT Program Overview

The Professional Master's Degree Program in Athletic Training at Merrimack College is offered by the School of Health Sciences. Along with the academic portion the students acquire a certain body of practical knowledge in compliance with CAATE (Committee on Accreditation of Athletic Training Education programs) Standards and Guidelines, NATA (National Athletic Trainers Association) Educational Competencies, and the BOC Role Delineation Study. This Allied Health Education program involves the study and implementation of medical skills used in the treatment of injuries for the active patient population. It includes the following eight content areas and CAATE 2020 Core Competencies:

Content Areas:

- **Evidenced Based Practice,**
- **Prevention and Health Promotion,**
- **Clinical Exam/Diagnosis**
- **Acute Care**
- **Therapeutic Intervention**
- **Psychosocial Strategies and Referral**
- **Healthcare Administration**
- **Professional Development/Responsibility**

2020 Core Competencies

- **Patient -Centered Care**
- **Interprofessional Practice & Interprofessional Education**
- **Evidence Based Practice**
- **Quality Improvement**
- **Health Care Informatics**
- **Professionalism**

Upon completion of this course of study, students are eligible to sit for the Board of Certification Examination administered by the BOC. Successful completion of this examination will allow the applicant to be awarded Certification preparing the individual for a career as a Certified Athletic Trainer. Merrimack College's Athletic Training Program will also prepare those students who may choose to continue their education via Residency, Post Professional, DAT or PhD programs.

Successful completion of the Professional Master's Degree Program in Athletic Training and subsequent passing of the BOC certification examination will also meet the requirements of eligibility for state licensure. Athletic trainers are licensed or otherwise regulated in 49 states and the District of Columbia; efforts continue to add licensure in California. Of the 49 regulated states (plus the District of Columbia), 45 of the states have a licensure bill, four have registration bills and one has a certification bill. Please see the link for the most recent state by state regulatory boards.

<https://members.nata.org/gov/state/regulatory-boards/map.cfm>

Merrimack College Mission

Our mission is to enlighten minds, engage hearts and empower lives. Inspired by the Catholic faith and the Augustinian tradition of seeking truth through inquiry and dialogue, our vision is to:

- Prepare students to adapt creatively to tomorrow's realities through excellence in the liberal arts, sciences and the professions.
- Build a community of scholars welcoming and respecting a diversity of backgrounds, experiences, beliefs and perspectives.
- Cultivate the intellectual, moral, spiritual, physical and personal awareness needed to make wise choices for life, career and service.
- Encourage and support scholarly work that contributes to the wisdom on which society bases its decisions.
- Engage other educational institutions, industry and agencies of social change in collaborative efforts fostering a just, peaceful and sustainable world.

A Renewed Mission and Vision

Merrimack College has renewed its mission and vision for the 21st century. In December 2008, the board of trustees approved a more clear and compelling mission statement that guides us in our strategic planning.

Chaired by the Rev. Ray Dlugos, O.S.A., vice president of mission and ministry, a 20-member committee composed of faculty, students, staff and administration worked to elicit involvement and input from the entire college community. They were charged with refining the mission of Merrimack College to better express the true spirit of the college.

Our entire community has had the opportunity to provide their thoughts and to help shape the future of Merrimack College. This will continue to be very important as we embark on our strategic-planning process. This mission and vision statement is our guiding beacon for the future.

STATEMENT OF COMMUNITY STANDARDS

Before all else, the students, faculty, staff, and administration of Merrimack College form an Augustinian community that supports and challenges its members in the pursuit of truth. We declare and celebrate our common purpose, and commit ourselves:

- to serious study, generous service and courageous leadership
- to academic integrity and personal growth
- to civilized discourse in the exchange of ideas
- to friendship, diversity, and mutual respect
- to primacy of conscience and the spiritual life
- to responsibility for the common good, and
- to pride in our school and ourselves.

NOTICE OF NONDISCRIMINATION

Merrimack College is firmly committed to the practice of equal opportunity and prohibits discrimination of any kind. Every student is entitled an environment free of discrimination, which erodes dignity and morale. Discrimination constitutes a serious infraction of College policy, as well as a violation of state and federal law. Any member of the Merrimack College community, who discriminates against, excludes, degrades, or otherwise devalues another on basis of race, color, religion, national origin, ancestry, sex, sexual orientation, gender, gender identity, age, mental or physical disability, or other lawfully protected categories, will be disciplined accordingly, up to and including dismissal.

It is policy of Merrimack College to administer all decisions without regard to race, color, religion, national origin, ancestry, gender, gender identity, sexual orientation, age, mental or physical disability, or other lawfully protected categories.

SCHOOL OF HEALTH SCIENCES OVERVIEW

The School of Health Sciences offers a strong foundation in the basic sciences, and technology, enhanced by diverse experiential learning opportunities. Students are mentored in the development of career-related skills in a student-centered curriculum that fosters an active learning environment and practical experience in the health care and human performance fields.

MSAT Mission & Goals

Mission: The athletic training program provides students with a superior athletic training education integrated with dynamic experiential learning opportunities that promote and cultivate healthcare professionals who are able to provide patient centered care. The program emphasizes interprofessional collaborations and provides real world experiences in the development of athletic trainers who are lifelong learners advocating for the profession.

Athletic Training Program Goals:

1. To prepare graduates to become competent and successful athletic trainers working in a dynamic healthcare industry
2. To provide students with a comprehensive didactic curriculum with a focus on evidence- based practice/medicine
3. To provide students with quality clinical education opportunities that will afford inter-professional collaboration and cultural competence in the development of entry-level athletic trainers
4. To prepare graduates to conduct themselves with a sense of integrity, professionalism and ethical understanding by following the NATA Code of Ethics and BOC Standard for Professional Practice
5. To develop entry-level athletic trainers who are analytical problem solvers who utilize current research to answer clinical questions, guiding clinical practice

Student Learning Outcomes:

1. Students will exhibit the application and mastery of knowledge, skills and abilities to practice inter-professionally in the healthcare field
2. Students will develop an understanding of the importance for continued professional development and maturation while embodying the significance of professional behaviors
3. Students will demonstrate skill in critical thinking and analysis necessary in becoming an effective athletic trainer
4. Students will obtain BOC certification
5. Students will demonstrate oral, written and visual communication that is organized, coherent, accurate and professionally prepared and delivered

Admission Requirements

Admission Requirements for two-year post-baccalaureate program:

- A Bachelor's degree from an accredited institution
- Preferred GPA: 3.0
- Pre-requisite courses:
Preferred C+ or better: Anatomy & Physiology I and II; Biology; Nutrition; Psychology
Preferred C or better: Chemistry I & II; Physics; Statistics

Please note: Those with a Bachelor's Degree in Athletic Training are not eligible to apply.

Admission Requirements for Accelerated 3+2:

Students will formally apply to the MSAT program early in the spring of their 3rd pre-professional year. Students in the 3+2 Accelerated track who meet all requirements are given priority over post-baccalaureate and other applicants choosing 3+2 at Merrimack College.

Students in other majors interested in applying into the 3+2 (five year accelerated program) may apply although additional coursework may be needed to stay on track.

Students who do not matriculate into the MSAT will use their 4th year of study to complete their undergraduate degree in Exercise Science or Health Sciences.

Students in the 3+2 accelerated program will be required to achieve/maintain:

- Preferred C+ or better:
Anatomy & Physiology I and II; Biology; Nutrition; Psychology
- Preferred C or better:
Chemistry I & II; Physics; Statistics

TECHNICAL STANDARDS:

The Athletic Training Program at Merrimack College 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 students to enter a variety of employment settings in athletic training and to render care to a wide spectrum of individuals engaged in physical activity. The technical standards set forth by the Athletic Training Program, establish the essential qualities considered necessary for students admitted to this program to achieve the knowledge, skills and competencies of an entry-level athletic trainer, as well as meet the expectations of the program's accrediting agency (Commission on Accreditation of Athletic Training Education (CAATE)). The following abilities and expectations must be met by all students admitted to the Athletic Training Program. In the event a student is unable to fulfill these technical standards, with or without reasonable accommodation, the student will not be admitted into the program.

Compliance with the program's technical standards does not guarantee a student's eligibility for BOC certification exam.

Candidates for selection to the Athletic Training Program must demonstrate the following technical standards and guidelines with or without reasonable accommodations:

1. The ability to learn through observation. Observation requires the functional use of vision, hearing and somatic senses. The student must be able to participate in lectures, as well as laboratory and practicum demonstrations. He/she should be able to:
 - Observe clinical signs through visual and tactile assessment (swelling, deformity), palpate a patient accurately to determine variations from the norm (through palpation of anatomical structures)
 - Observe output readings to determine a patient's condition and status of treatment (blood pressure, range of motion, loss of function)
 - Ability to listen to a patient describe their medical history and symptoms

2. The student must possess the ability to communicate effectively and sensitively.
 - With patients: to obtain information regarding the patients' health complaints and disposition.
 - With colleagues and other members of the health care community: to convey essential information for safe and effective care.
 - Students must be able to read, communicate in writing and demonstrate computer literacy assignments. The student must also be able to understand and speak the English language at a level consistent with competent professional practice.

3. The student must have sufficient neuromuscular control, sensory function and coordination to perform physical examinations using accepted methods. Accurately and safely utilize equipment and materials during the assessment and treatment of patients.
4. The student must possess the intellectual abilities to effectively solve problems and critically think. They must be able to measure, calculate, reason, analyze, integrate and synthesize information in a timely manner. (The student must be able to synthesize knowledge and integrate the relevant aspects of a patient's history and examination findings to develop an effective treatment plan).
5. Students must possess the psychological ability required for the full use of their intellectual abilities, for the exercise of good judgment, for the prompt completion of all responsibilities inherent to assessment and care of patients, and for the development of mature, sensitive and effective relationships with patients. Students should be able to tolerate physically and mentally taxing workloads and function effectively under stress. They must be able to adapt to a changing environment, and function in the face of uncertainties inherent in the setting of athletic training. Students must demonstrate ethical behavior, both in the classroom and during their clinical experience.

Reasonable accommodations:

A student must demonstrate the above skills and abilities, but may do so with or without reasonable accommodation. The Athletic Training Program Director in combination with the Director of Accessibility Services will provide reasonable accommodations to qualified students to enable them to meet these technical guidelines. Whether or not an accommodation is reasonable will be determined on an individual basis.

Students seeking academic accommodations must provide medical documentation of their disability and comply with the procedures of the Merrimack College Office of Accessibility Services. Once a student's eligibility is established the Director of Accessibility Services will forward a set of recommended accommodations to each of the student's professors who reviews these recommendations to ensure that the accommodations requested are reasonable, taking into account whether the accommodation would jeopardize clinician/patient safety, or the educational process of the student or the institution, including all coursework, clinical experiences and internships deemed essential to graduation.

A student who is admitted to the major but unable to fulfill these technical standards, with or without reasonable accommodation, will not be able to complete the major.

Decline Accommodations:

I certify that I have read and understand the technical standards for selection listed above, and I believe to the best of my knowledge that I meet each of these standards

without accommodation. I understand that if I am unable to meet these standards I will not be admitted into the program.

Request Accommodations.

I certify that I have read and understand the technical standards of selection listed above and I believe to the best of my knowledge that I can meet each of these standards with certain accommodations. I will contact the Director of Accessibility Services and the Athletic Training Program Director to determine what accommodations may be available. I understand that if I am unable to meet these standards with or without accommodations, I will not be admitted into the program.

Name of Applicant (Print)

Date

Signature of Applicant



**Athletic Training Program
Medical History and Physical
Examination Form**

Instructions:

1. A medical history and physical exam is required.
2. The student must provide all information requested
3. Immunization and tuberculin skin tests must be completed and/or updated as necessary
4. Proof of immunizations must be presented to the Student Health Center per Massachusetts State Law.

Name: _____	Date: _____
Address: _____	Phone: _____
Date of Birth: _____	Gender: _____

Medical History

Condition	Yes	No	Description
Allergy	Yes	No	
Emotional Disorders	Yes	No	
Hearing/Vision Impairment	Yes	No	
Migraine	Yes	No	
Heart Problems	Yes	No	
Diabetes Mellitus	Yes	No	
Kidney Disease	Yes	No	
Tuberculosis	Yes	No	
Other (Please Explain)			

Physical Exam (Completed by MD, DO, PA or NP)

Height _____ Weight _____ BP _____ Pulse _____ Vision Screen _____

(Indicate any abnormal findings)

HEENT
Cardiac
Pulmonary
Breast/Genitalia
Abdomen
GU
Musculoskeletal
Neurological

Does this student require any follow-up health supervision? Yes _____ No _____

If so, recommendations: _____

Cleared for Clinical Yes _____ No _____

Healthcare Provider Signature: _____



Merrimack College Athletic Training Technical Standards

The student demonstrates:

1. The mental capacity to assimilate, analyze, synthesize, integrate concepts and problem solve to formulate assessment in a timely manner and 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. Ability to communicate effectively and sensitively with patients and colleagues and speak the English language at a level that is consistent with competent professional practice
4. Ability to communicate in writing: report the physical examination results, and treatment plans clearly and accurately
5. Capacity to maintain composure and continue to function well during periods of high stress
6. Flexibility and the ability to adjust to changing situations and uncertainty in clinical situations
7. Affective skills and appropriate demeanor and rapport to relate to other health care professionals and patients in administering quality patient care

Based on the results of this exam, this student demonstrates the observation, communication, motor, intellectual and social abilities to perform in the ATP at Merrimack College.

_____ Yes

_____ No

_____ Yes, with accommodations (explain): _____

Healthcare Provider Signature: _____ Date: _____

Immunization Form: https://www.merrimack.edu/about/offices_services/hamel-health-center/health-forms-requirements/



MERRIMACK COLLEGE

SCHOOL OF HEALTH SCIENCES

MSAT CURRICULUM

Summer I.

ATR 5100 Functional Clinical Anatomy (4cr)
ATR 5200 Fundamental Skills for Athletic Training (4cr)
ATR 5150 Emergency Management and Prevention (4cr)
ATR 5300 Clinical Decision Making I (4cr)

Year 1:

Fall

Spring

HSC 5320 Chron Disease Prev (4cr) ATR 6550 Concepts Ther. Interven. (4cr)
ATR 5400 Clinical Exam/Diagnosis I (4cr) ATR 6400 Clinical Exam/Diag II (4cr)
ATR 5500 Phys. Agents & M. Modals (4cr) ATR 6450 Clin Path & Med Interven. (4cr)
ATR 5301 Clin Decision Making II (4cr) ATR 6300 Clin Decision Making III (4cr)

Year 2:

ATR 6350 CC in HC Admin. (4cr) ATR 6750 CMH 5090 Behav H- Care (4cr)
ATR 6600 Res Mtds in Clin Practice (4cr) HSC 6200 Sports Nutrition (4cr)
ATR 6650 Intro to Medical Imaging (4cr) ATR 6700 Special Topics Healthcare (4cr)
ATR 6301 Clin Decision Making IV (4cr) ATR 6302 Clin Decision Making V (4cr)

Graduate Academic Policies

Graduate Grading Policies

Although the graduate grading policy is similar to the undergraduate policy, it should be noted that the expectations for graduate students are much higher and therefore the grading is more rigorous. Candidates for any graduate-level degree or certificate must attain a final cumulative grade point average of 3.0 before the degree or certificate will be conferred.

Letter and Special Grade Definition

The following letter and special grades are used across all graduate programs. Please note that this document sets the minimum standards for the College. Individual degree programs may have stricter GPA and course grade requirements.

- A: "A" indicates outstanding work
- B: "B" means that the work is satisfactory
- C: "C" (2.0) is deemed unsatisfactory at the graduate level. No more than two courses at the C level (2.0 or higher) will be counted as acceptable toward a graduate degree. Students may be permitted to repeat only two courses, and may repeat each course only one time. Those who receive more than two C level grades will be automatically dismissed from their program of study. "See Repeat Policy" to understand how to repeat a course.
- Any grade lower than a C - will not be acceptable for graduate-level work and cannot be counted as credit towards the degree. However, the grade will be counted toward the graduate student's GPA. If a student receives a grade lower than a C in a required course, the student will be required to retake the course. A course may only be retaken one time. The most recent grade will replace the first grade and will be factored into the student's GPA.
- "N" indicates an incomplete course as the result of failure to complete all coursework within the timeframe of the course. With the approval of the course instructor, the student may be allowed up to four weeks from the end of the term to finish their work. Upon completion, the grade will be converted. If the instructor has not informed the Registrar of a new grade by the end of the four-week period, an "N" will convert to an "F" (See Incomplete Grade).
- "H" indicates that the student has audited the course and therefore will not have completed any coursework and will not receive a grade
- "W" means that the student has withdrawn from the course or the college
- Pass/Fail courses are not permissible.

Grade Points

While grading, policies may differ across programs, the calculation of academic averages for all scholastic purposes and points for each credit hour are assigned as follows:

A	4.0	A-	3.7	B+	3.3
B	3.0	B-	2.7	C+	2.3
C	2.0	C-	1.7	F	0.0

Course Listing on Graduate Transcript

The graduate transcript will list all graduate courses attempted as well as completed, including repeated courses. The transcript will include a record of every graduate course taken and the letter grade received. When a course is repeated, the most recent grade earned is the one used to calculate a student's grade point average. Undergraduate courses taken to fulfill prerequisites before or during matriculation in a graduate program will be listed on the undergraduate transcript and will not be calculated in the student's GPA average for the graduate degree nor will the credits be counted towards the degree.

Incomplete Grade

Occasionally, extenuating circumstances lead to an inability to complete a course successfully during the regularly scheduled time in which it is offered. At the discretion of the instructor for the course, students may be able to take an incomplete, and complete the course after the semester has ended. An incomplete is not used to extend the time for completion of general course requirements, but is restricted to the completion of a limited requirement, such as a final examination or paper. (See "N" grade above)

Repeat Policy

Graduate students may be permitted to repeat only two courses that were taken at Merrimack College for graduate credit (i.e., applied towards a graduate degree) and may only repeat each course once. Before registering to retake a course, students must get the written approval of their program director. Both grades will appear on the transcript, but only the most recent grade, whether it is higher or lower than the original grade,

will be used to calculate the student's graduate GPA. All repeated courses must be taken at Merrimack College.

Change of Grade

If the student thinks that the grading criteria were not properly applied or the grade is inaccurate, the student must first appeal directly to the course instructor as soon as possible, but within seven days at the latest of receiving the disputed grade either in person or through computer mediated means (e.g., email, and uploading the grade to the course management system). If the instructor agrees to a change in grade, the instructor must submit a "Grade Change" form to the Registrar's Office. The form must be dated and signed by the instructor as well as the dean of the school through which the student's program of study is offered.

If, after that consultation, the instructor does not agree to change the grade and the student still wishes to appeal further, they must follow the grade appeal process described in Appendix K of the Faculty Handbook (AAUP Policy on The Assignment Of course Grades and Student Appeals).

Grade Appeal

(Appendix K in the Faculty Handbook)

1. A student who wishes to complain about a grade would be expected to discuss the matter first with the course instructor, doing so as soon as possible after receiving the grade.
2. The instructor should be willing to listen, to provide explanation, and to be receptive to changing the grade if the student provides a convincing argument for doing so. (In most cases the discussion between the student and the instructor should suffice and the matter should not need to be carried further.)
3. If, after the discussion with the instructor, the student's concerns remain unresolved, the student might then approach the instructor's department chair or another member of the faculty who is the instructor's immediate administrative superior. That person, if he or she believes that the complaint may have merit, would be expected to discuss it with the instructor. If the matter still remains unresolved, it should be referred to an ad hoc faculty committee.
4. The ad hoc committee would ordinarily be composed of faculty members in the instructor's department or in closely allied fields. The committee would examine available written information on the dispute, would be available for meetings with the student and with the instructor, and would meet with others as it sees fit.
5. If the faculty committee, through its inquiries and deliberations, determines that compelling reasons exist to change the grade, it would request that the instructor make the change, providing the instructor with a written explanation

of its reasons. Should the instructor decline, he or she should provide an explanation for refusing.

6. The faculty committee, after considering the instructor's explanation, and upon concluding that it would be unjust to allow the original grade to stand, may then recommend to the department head or to the instructor's immediate administrative superior that the grade be changed. That individual will provide the instructor with a copy of the recommendation and will ask the instructor to implement it. If the instructor continues to decline, that individual may then change the grade, notifying the instructor and the student of this action. Only that individual, upon the written recommendation of the faculty committee, should have the authority to affect a change in grade over the objection of the instructor who assigned the original grade.

Academic Standards Full-time Status

A graduate student is considered a full-time student when enrolled in eight or more credits in a single term.

Part-time Status

A graduate student is considered a part-time student when enrolled in fewer than eight credits in a single term.

Good Standing

The necessary grade point average (GPA) for a student to be considered in good standing for all graduate programs is a 3.0. In addition, all students must have all bills paid and immunizations up to date in order to continue in good standing. Graduate students must meet this minimum GPA in order to have the degree conferred and to graduate. The director of each graduate program monitors the minimum program cumulative GPA, and failure to meet this requirement in any term will result in the student being placed on probation. (See Probation below.)

Graduate Satisfactory Academic Progress Standards

Federal regulations require that Merrimack College measure a student's progress towards the completion of their degree program, which is called Satisfactory Academic Progress. The standards of Satisfactory Academic Progress apply to all Title IV, state, and some institutional funding. You must meet both the qualitative and quantitative standards below.

Qualitative Standards: Satisfactory academic progress requires a cumulative GPA of 3.0 or better by the end of each semester.

Quantitative Standards: Students must successfully earn 50% of their cumulative attempted credits. In addition, you will not be eligible to receive federal financial aid once you have attempted more than 150% of the normal credits required for your degree. For full-time students this means the student must complete their degree within 1.5 years. For instance, if your degree requires 30 credit hours, you may not attempt more than 45 credits to achieve this degree.

Note:

- All transfer, summer, and winter credits are calculated toward the satisfactory academic progress standard whether taken at Merrimack College or any other institution.
- Grades of F, W (including medical), unofficial withdrawal or N are considered attempted, but not earned credits.
- Students can repeat courses as many times as required to pass the course. However, if a student wishes to repeat a course to improve their grade, they can only receive aid for courses repeated one time.

Review of Satisfactory Academic Progress

Satisfactory Academic Progress for federal and state financial aid will be reviewed for graduate students at the end of each semester. If the cumulative grade point average falls below the minimum standard and/or the student falls behind in earned credits, the student will be notified by the Office of Financial Aid, and may appeal in writing by completing the required process below. Once the appeal is received, the Office of Financial Aid will notify students of future eligibility.

Note: The review of Satisfactory Academic Progress for financial aid purposes is based on a student's entire graduate record, even if the student did not receive financial aid during previous semesters of enrollment. This includes all prior coursework (including remedial courses) taken at Merrimack as a non-matriculated student.

These courses will be calculated as part of the qualitative and quantitative calculations. If a student is placed on suspension, and wishes to appeal, they may provide documentation of coursework that is not applicable to their degree program, or is a result of changing their major, and these courses may be excluded from the SAP calculation.

Warning

Graduate students who do not meet the minimum Satisfactory Academic Progress requirements for financial aid will be placed in a Warning status for one semester. Students are eligible to receive financial aid during their Warning term. Students who do not meet minimum Satisfactory Academic Progress standards at the end of their Warning term will be placed on Financial Aid Suspension.

Suspension

After a term on Financial Aid Warning, students who fail to meet Satisfactory Academic Progress, as described above, will lose all eligibility for federal financial aid. Students will be notified in writing by the Office of Financial Aid if they have lost eligibility.

Appeal

Students who do not meet the minimum Satisfactory Academic Progress requirements for financial aid have the opportunity to appeal when special circumstances exist. Conditions when a student may appeal include death of a relative, injury or illness of the student or other extenuating circumstances.

In order to appeal, a student must submit a completed Satisfactory Academic Progress appeal form, including personal statement and supporting documentation. In addition, the student must meet with The Center for Academic Enrichment or their Dean's Office to develop an academic plan, outlining the steps required to meet Satisfactory Academic Progress standards.

If a student's appeal is approved, they will be placed on financial aid probation, and will continue to receive financial aid while on probation. At the end of this probation period, the student's academic record will be reviewed to evaluate progress and determine continued eligibility.

Denied appeals will result in the student being ineligible for financial aid until minimum Satisfactory Academic Progress standards are met.

Appeals will be granted only one time during your enrollment at Merrimack.

After an appeal is granted, if the student fails to meet the terms outlined in their academic plan, they will become ineligible for financial aid until the minimum standards for Satisfactory Academic Progress are met. All courses, including summer and transfer courses, are calculated toward Satisfactory Academic Progress whether they are taken at Merrimack College or any other institution.

Re-establishing Financial Aid Eligibility

A student may regain financial aid eligibility by successfully meeting the college's SAP policy requirements or successfully meeting the requirements of an established academic plan.

Probation

Students who fall below a cumulative GPA of 3.0 at the end of any given term will be notified in writing that they have been placed on probation. A copy of the notification will also be sent to their dean, to the Office of Graduate Studies, the Office of Financial Aid, and the Registrar's Office. Students who have been placed on academic probation must meet with their program director to develop a written "Academic Improvement Plan" which specifies how the student will address whatever issues have led to the decline in GPA; the plan must be signed by both the student and the program director. Students who are not in a one-year program must bring their GPA up to 3.0 by the end of the second term after the term in which their GPA has fallen below 3.0 and they have been placed on probation. At the end of the first term after being placed on probation, the student must achieve at least a 2.5 GPA; at the end of the second term after being placed on probation, the student must achieve the 3.0. Thus, if at the end of the first term following probation a student has not yet achieved a 3.0 cumulative GPA but has obtained a minimum cumulative GPA of 2.5, the student may remain on probation for one additional term. If the student does not achieve a 2.5 GPA by the end of the first term following probation, the student will be dismissed (see below). If at the end of the second term following probation the student does not achieve a 3.0 GPA, the student will be dismissed. Being on probation may affect the status of a student's fellowship, internship, or assistantship. It may also affect a student's financial aid eligibility. Students in one year programs who fall below a 3.0 are allowed only one term on probation to bring their GPA up to 3.0 given the accelerated nature of their program. Students on probation can take up to 16 credits during the semester they are on probation.

Low Grade in Required Courses

If a graduate student receives lower than a C (2.0 GPA) in a course that is required by their program, they must retake the course. If the student receives a C (2.0 GPA) or lower for a second time in that course, they will be required to meet with their academic advisor and will be placed on academic probation.

Academic Dismissal

If a student's cumulative GPA is below a 2.5 in the term following the assignment of academic probation, the student will automatically be dismissed. A student who has continued on probation for two consecutive terms during which the student is enrolled in classes, but who does not attain a minimum cumulative GPA of 3.0 at the end of the second term of enrollment after the institution of the probationary period, will be automatically dismissed. Students may also be dismissed under the academic integrity policy (see below).

Readmission after Academic Dismissal

A student who is dismissed for failing to remain in academic good standing may apply for readmission at the earliest after the lapse of one term and at the latest after four consecutive terms. To be readmitted, the student must present a petition to the program director explaining in detail how the causes of low achievement have been corrected and what plans are in place to ensure future academic success. The program director will convene an academic board of representatives including at least two additional members from the school in which the program is housed to review the appeal; interdisciplinary program appeals will be reviewed by an interdisciplinary committee. A student may be dismissed and readmitted only one time. A second dismissal may not be appealed.

Time Limits/Statute of Limitations

Degree candidates must fulfill all the requirements for the graduate degree within six consecutive years of the date of matriculation, unless their program specifies a more restrictive time limit. This time limit ensures that the degree conferred represents a well-sequenced, cohesive body of current knowledge. All the program requirements, including coursework, transfer credits, independent studies, and internships must be completed within the six-year time limit. Exceptions may be requested for cases in which the progress to degree is interrupted by circumstances that are beyond control of the student by written appeal to the program director explaining and documenting the circumstances. Final approval of any exception rests with the dean of the school through which the program is offered.

Withdrawal from the Program

Withdrawal is initiated by the student (except as noted below), usually in consultation with their academic advisor. Students may not withdraw simply because of low grades. Withdrawal from the program implies withdrawal from all courses, and the graduate regulations concerning grades are applicable. Mere non-attendance does not constitute official withdrawal from the program. It is necessary to complete an official withdrawal form and file it with the Registrar. These forms are available from the program director.

Non-Attendance

Matriculated students who have not enrolled in two consecutive terms in which they take at least four credits each term will be automatically withdrawn from the program without notice; while they may appeal to the program director in writing to be re-activated, depending on circumstances, they may be required to reapply with no guarantee of admission.

International students must adhere to the Student and Exchange Visitor Program (SEVP) regulations regarding taking time off and should consult with the Office of International Programs with any questions.

Leave of Absence

A leave of absence is a period during which the student maintains their status (i.e., is still considered active in the program), but is entitled to none of the services of the College that are provided in return for the payment of tuition or fees. An application for a leave of absence may be filed at any time during the academic year for the following term(s). A leave of absence may begin during a term, provided the completed application for leave is filed with the program director before the end of the fourth-class session. In this case, the entire term is counted toward the leave. No refund of tuition will be given except as provided by other existing regulations.

The total leave allowed a student during his/her graduate program is two semesters which need not be taken consecutively. Students desiring a leave of absence must complete a "Leave of Absence" form available from the appropriate program director to complete arrangements for a leave. A date of return will be agreed upon in advance and stated on the Leave of Absence form. A student who fails to return on the agreed date will be considered to have withdrawn from the College.

A leave of absence may be granted to any student complying with the College regulations. Such a leave of absence will be revoked if the student incurs an academic dismissal subsequent to the granting of the leave. Students on leave are fully responsible for returning on the agreed date. No reminders will be sent to the student. A leave of absence does not waive the mandatory six-year time limit requirement. That is, all students requesting a leave of absence still must complete their program within six years of the date of matriculation.

International students must adhere to the Student and Exchange Visitor Program (SEVP) regulations regarding taking time off and should consult with the Office of International Programs with any questions.

Commencement Participation

Students who have completed all degree requirements for their program may participate in the College's annual Commencement exercises. Diplomas will be awarded if and when the student has been certified by their program director as having completed all academic requirements and has been certified by the Bursar as having met all financial obligations to the College.

Financial Aid for Graduate Students

Scholarship opportunities are available for graduate students at Merrimack College.

Graduate students enrolled at least half-time (a minimum of four credits per semester) may qualify for financial aid in the form of Unsubsidized Federal Direct loans.

For the 2019-20 academic year, Graduate Direct Unsubsidized loans carry a fixed interest rate of 6.08 percent and an origination fee of 1.066 percent, prior to Oct. 1, 2018 and 1.062 percent after Oct 1, 2018.

Repayment does not begin until after a student falls below half-time or graduates. Graduate students are eligible to borrow a maximum of \$20,500 per academic year, or up to their yearly financial aid cost of attendance.

Students may apply for financial aid by completing a Free Application for Federal Student Aid (FAFSA) online at www.fafsa.gov.

To ensure efficient processing, please complete your FAFSA prior to the start of the fall semester. Please be sure to add Merrimack's school code, 002120, to ensure your FAFSA is received.

If you have any questions on the application process or your eligibility, please contact the Office of Financial Aid: Joyce Buckley, Asst. Director. 978-837-5126(P); 978-837-5067 (F) email: buckleyjo@merrimack.edu

Opportunities for International Graduate Students

International applicants may be eligible for scholarships, depending on the strength of their application and the graduate program for which they are applying. In addition, some graduate programs offer [graduate fellowship](#) options, which help to absorb the cost of tuition. International students are not eligible for federal financial aid, but have the option of obtaining [private loans](#) and/or enrolling in an [institutional payment plan](#).

Students can access the Graduate Student Handbook in its entirety on ATrack or myMack.

COLLEGE GRIEVANCE PROCEDURES

1. To resolve an academic grievance, the student should discuss the grievance immediately with the faculty member(s) directly involved and attempt to settle the issue.
2. If resolution is not achieved, the student should take the grievance to the Chair of the Department of Exercise and Rehabilitation Sciences who shall attempt to resolve the grievance.
3. If resolution is not achieved, the student should take the grievance to the Dean of the School of Health Sciences who shall attempt to resolve the grievance.
4. If resolution is not achieved, the student can petition to the Academic Board, in writing for resolution of the grievance.
5. If the student wishes to appeal the decision of the Academic Board, s/he may do so by writing to the Vice President for Academic Affairs/Provost. The decision of the Vice President for Academic Affairs/Provost is final.
6. Throughout the process, the student should consult with his/her advisor and the Office of Academic Support Services for assistance.

Merrimack College Academic Integrity Policy

Academic Integrity Review Procedures These procedures cover all cases where students are alleged to have committed infractions of the academic integrity code. Materials on academic integrity violations will be considered an internal and confidential record. These materials will be retained in the files of the Provost / VPAA until the student graduates or withdraws from the college. At that point, the files will be removed and destroyed. Note: All references to “dean” in the following procedures are to the instructor’s academic dean unless otherwise indicated.

Reporting the Violation

The Academic Integrity Code helps students understand what is permissible and what is not regarding academic course conduct. Any additional requirements an instructor seeks to impose must be specifically published and accessible to students on either an instructor’s course syllabus and/or course website.

1. If an instructor believes that a student has violated the academic integrity code, the instructor will, under normal circumstances, notify the student, allowing the student an opportunity to respond. Depending on the circumstances, the instructor may choose to notify the student orally or in writing. At his or her sole discretion, the instructor may take a variety of actions, including taking no action, requiring the student to redo the work or complete an alternative piece of work, giving the student a failing grade for the assignment in question, or giving the student a failing grade for the course, which requires written notification to the student.
2. When an instructor assigns as penalty a failing grade for the course, the instructor must also report the matter in writing to the instructor’s department chair. If the department chair has questions, the chair may refer the matter back to the instructor for further discussion or clarification. Unless the instructor wishes to withdraw the action, the department chair will report the matter to the dean. The dean will notify the Provost /VPAA’s office of the instructor’s action. If the dean decides to impose a college penalty, then such a penalty can include suspension or expulsion from the college. The dean may request further consultation with the instructor, the department chair, or the student before imposing such a penalty
3. Students who believe an academic integrity violation by others has occurred should report the suspected violation to the instructor. If the instructor does not act on the report, students may also report the matter to the instructor’s department chair, the instructor’s academic dean, or to their own academic dean who will report the complaint to the instructor’s academic dean. The instructor’s department chair or academic dean will investigate and determine how to proceed.

Appeals

1. **Appealing the Course Grade Penalty** If a student believes the course grade penalty imposed by the instructor is inappropriate, the student can appeal the course grade through the normal college procedure for resolving grade disputes.
2. **Appealing the College Penalty**, if a student believes the college penalty imposed by the dean is inappropriate, the student may appeal the college penalty to the Provost / Academic Vice President.
3. **Appealing the Allegation**, if a student denies that an academic integrity violation has occurred, the dean will refer the matter to the Academic Integrity Board (AIB). A student may also appeal directly to the AIB. Upon receiving notice from the dean that an alleged academic integrity violation has occurred and the student(s) involved have denied the allegation, the Provost / VPAA will direct the Chair of the AIB to assemble a hearing panel consisting of faculty and student members of the AIB (see “Composition and Procedures of the Academic Integrity Board” in Appendix A).

If several students are involved in one case, the dean may request that the panel consider the situation of all involved students, even if one or more do not deny having committed an academic integrity offense. The panel will make a determination regarding whether academic dishonesty has occurred and convey its findings to the dean, who will advise the student and the instructor of their rights of appeal. The sole purpose of the hearing panel is to determine whether an academic integrity violation has occurred. If the hearing panel determines that a violation has occurred, the original action of the instructor will stand, subject to decision on any appeal of the board’s findings (see #4 below, “Appealing the Findings of the Academic Integrity Board”). The Chair of the AIB will notify in writing at the same time the instructor’s academic dean and all parties of the hearing panel’s findings.

If the student believes, nonetheless, that the instructor’s action is inappropriate, the student may appeal the grade through the normal college procedure for resolving grade disputes. The grade appeal process will only consider the grade and not reconsider or review the decision that an academic integrity violation has occurred. If the hearing panel determines that a violation has occurred, the dean may impose on the student a college penalty. If, in the dean’s judgment, there are no extenuating or mitigating circumstances and the penalty for the academic integrity violation assigned is expulsion from the college, the dismissal and the reason for the dismissal may be noted on the student’s transcript. 8 If the hearing panel determines that a violation has NOT occurred, the Chair of the AIB notifies in writing the instructor’s dean and all parties, at the same time, of the hearing panel’s findings. The instructor’s department chair will then request that the instructor re-grade the student’s work based on the premise that no violation has occurred. If the instructor refuses, the instructor’s department chair will follow the normal college procedure for resolving grade disputes to resolve the matter.

4. Appealing the Findings of the Academic Integrity Board Findings of the hearing panel of the Academic Integrity Board (AIB) can be appealed in writing to the dean by either the student(s) or the instructor within five (5) business days. There are only two grounds for an appeal: (1) there was a material procedural error in the panel's review of the case; (2) new evidence not reasonably available to the panel at the time of its deliberations has come to light. After reviewing the records of the hearing panel, written materials submitted with the request for an appeal of the panel's findings, and the results of any further consultations with the parties, the dean may either affirm the finding of the hearing panel or remand the case to the hearing panel on the basis of either or both grounds for appeal. If the case is remanded to the hearing panel, the panel will review and correct any substantiated violation of procedure and examine any new evidence; it will once again forward its findings to the dean. At this point, the dean will review the findings to be sure the grounds for the appeal of the hearing panel's original findings have been addressed. If so, the findings of the board will stand.

Required Educational Program

Once the determination has been made that an academic integrity violation has occurred, either by admission of the student(s) or findings of the hearing panel of the Academic Integrity Board (AIB) and the penalty is not expulsion from the college, the student's academic dean, in consultation with the AIB Chair, will require the student to complete a program of education and reflection on the meaning and importance of academic integrity. This program will be designed by the office of the Provost / VPAA and may include written exercises, community service, and/or participation in an integrity educational program supervised by the college. If the educational program is not completed in a timely and satisfactory manner as determined by the student's academic dean, the student's dean will impose a hold on the student's academic records, thus preventing the student from registering for further courses, transferring coursework to another institution, or graduating until the conditions of the educational program have been met. (Appendix A Composition and Procedures of the Academic Integrity Board)

The Academic Integrity Board (AIB) is the appeals mechanism for allegations of academic integrity code violations. It consists of faculty members and students. From its ranks come the members of a hearing panel for any case of alleged academic dishonesty. The sole purpose of the hearing panel is to determine whether an academic integrity violation has occurred. The hearing process is an internal community-based procedure governed by the policies of Merrimack College and is limited to members of the Merrimack College community as defined below. Membership the Provost / Vice President for Academic Affairs (VPAA) will constitute the membership of the AIB according to the requirements below.

Except for the Chair of the AIB, who is a member of the Provost/VPAA's staff, AIB members will normally serve three-year terms to provide experience and continuity to the hearing panels.

1. A Chair of the AIB from the Provost / VPAA's office who will have faculty status, as defined in the Faculty Senate Constitution and Bylaws. The job of the Chair will be to oversee the academic integrity policy at the college, including ensuring that incoming students are aware of the code, that the code is widely disseminated and regularly communicated, working with faculty and academic support staff in devising ways that promote and support academic integrity, devising an educational program to aid understanding of academic integrity by students who have violated the code, and overseeing all procedures of the AIB, including the training of board members on issues such as conflicts of interest, the importance of confidentiality, and how to assess evidence.

2. At least five (5) full time faculty with at least one faculty person from each of the college's disciplinary divisions (business, humanities, science and engineering, social science) chosen by the Faculty Senate. The faculty will normally serve for three-year terms.

3. At least four (4) undergraduate students chosen by the Student Government Association are drawn from each of the college's disciplinary divisions (business, humanities, science and engineering, social science) who have at least sophomore status. Students will serve for the duration of their tenure at the college or up to three years. If a vacancy in the board occurs, the Provost / VPAA will ask the Faculty Senate and/or the Student Government Association to fill the respective vacancy.

The Hearing Panel: A hearing panel will be formed from the membership of the AIB to hear cases involving an alleged breach of the academic integrity code. A new panel for each case will be formed by the Chair of the AIB on the basis of availability and impartiality.

A panel will consist of six (6) members from the following AIB membership categories: the Chair of the AIB, who will be a non-voting member, who will provide continuity among the various hearing panels, convene and preside over the proceedings, and assure compliance with the requirements of reviewing the complaint at all levels including the hearing process; one faculty member, preferably from the school of the course involved in the alleged violation; two (2) other faculty members, preferably one from the student's school if different from that of the course instructor; two (2) students.

The Hearing Panel Review Process

1. When a case is referred to the AIB, the Provost / VPAA's office will ask the Chair of the AIB to convene a hearing panel to determine if a violation has occurred. Normally the panel will be convened within thirty (30) days of receipt of notification. If the violation occurred prior to the final exam in the course, the hearing panel will, if possible, be convened prior to the scheduled time of the final exam. If the violation is reported during the examination period or between semesters, the hearing panel will, if

possible, be convened within thirty (30) days after the beginning of the next fall or spring semester.

2. The Chair of the AIB will inform in writing the student(s), the instructor, the instructor's department chair, the instructor's dean and the student's dean (and, if appropriate, any additional or other complainant) of the time, place, and membership of the hearing panel. The AIB Chair will do so within a reasonable time to permit adequate preparation for the hearing. The hearing will not be delayed if a student cannot be reached for lack of a correct address in the college's student record system. If the student fails to appear for the hearing, the hearing panel will make its judgment on the basis of the evidence presented at the hearing, and the student will forfeit any right to a further hearing or appeal.

3. Members of the hearing panel will disqualify themselves from hearing a case if they feel there is a conflict of interest or a perceived conflict of interest. A disqualified member will be replaced by another member of the same membership category, if possible (see "The Hearing Panel" above for the definition of categories). If another member of the same membership category is not available, the Chair of the AIB will select another member of the AIB to fill the vacancy. In no case, however, will the number of students on the hearing panel exceed two. If the AIB Chair cannot perform the responsibilities of chairing the hearing panel either because there is a real or perceived conflict of interest or other special circumstance that prevents it, then the Provost / VPAA will provide 11 a person to serve as hearing panel chair, preferably a past or present member of the AIB. An accused student or a complainant may object to any single panel member assigned to the case. The objection must be written and received by the AIB Chair at least two (2) business days before the hearing. Upon ruling that a challenge is valid, the AIB Chair, after notifying the student and complainant, will replace the challenged member with another from the same category if possible. If another member of the same category is not available, the AIB Chair will select another member of the AIB to fill the vacancy.

4. The student(s), the instructor, and the instructor's chair may attend the hearing. Each may, with the approval of the AIB Chair, address the panel. Any member of the panel may question the student(s) or the instructor. The student may present relevant evidence, including witnesses, in support of his or her position. The hearing will be conducted at the college and is closed to the public (including parents, legal guardians, and legal counsel). The AIB Chair will preside but not vote. Formal rules of evidence will not apply. The AIB Chair may admit or exclude witnesses during the testimony of other witnesses and may exclude any person who, in the Chair's judgment, disrupts the proceeding. The student or instructor may each be accompanied by a student or faculty member whose role is limited to advising the student or instructor. This adviser may not make statements, examine witnesses, or otherwise intervene. Advisers cannot be attorneys in any case.

5. The hearing panel will deliberate among themselves with no other persons present and make its determination by confidential majority vote based on the evidence. The sole purpose of the panel is to consider whether an academic integrity violation has occurred. The panel does not make recommendations on issues such as mitigating circumstances or the severity of the punishment. All materials and discussions with respect to any case are considered confidential educational records and are protected by the Family Educational Rights and Privacy Act (FERPA), and any release of case materials is guided by the college's FERPA guidelines. All communications follow the official Merrimack College communication policy as outlined in the Student Handbook. The minutes of the hearing or hearings are the responsibility of the AIB Chair and will be part of the official confidential file to be kept by the Chair of the AIB in the Provost / VPAA's office. The minutes should include the names of the student(s), the faculty member, the panel members, and any witnesses, advisers, or other individuals who attended the hearing, and should tell the result of the panel's decision. The minutes should not include the actual vote count. The Chair may, at his or her sole discretion, also summarize information that was brought up in the hearing but that does not appear in the record.

6. The Chair of the Academic Integrity Board will notify in writing the instructor's dean and all parties, at the same time, of the hearing panel's findings. Appendix B Academic Dishonesty Sanction Guidelines (adapted from the University of Southern California, http://www.usc.edu/studentaffairs/SJACS/forms/sjacs_appa.pdf). Copying answers from other students on exam F for the course. (quiz, test, other course work). One person allowing another to cheat from his F for the course. or her exam (quiz, test, other course work). Possessing or using material during exam (crib F for the course. sheets, notes, books, etc.) which is not expressly permitted by the instructor. Taking an exam from room and later claiming F for the course and that the instructor lost it. further disciplinary action. Failing to submit an assignment and later F for the course and. claiming that the instructor lost it. further disciplinary action. Changing answers after an exam (quiz, test, F for the course and other course work) has been returned. further disciplinary action. Fraudulent possession of exam prior to F for the course and administration. further disciplinary action. Obtaining a copy of an exam or answer key F for the course and prior to administration. further disciplinary action. Having someone else take an exam. F for the course and further disciplinary action for both students. Plagiarism. F for the course. Submission of purchased term papers or papers F for the course and written by others. further disciplinary action. Submission of the same term papers to more F for the course and the one instructor, where no previous further disciplinary action. approval has been given. Unauthorized collaboration on an assignment. F for the course for both students.

STUDENT PRIVACY RIGHTS - FERPA

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when they reach the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students." These rights include:

- Students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

- Students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth their view about the contested information.

A student who wishes to ask the College to amend a record should write to the College official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the College decides not to amend the record as requested, the College will notify the student in writing of the decision and the student's right to a hearing re-garding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- Generally, schools must have written permission from the student in order to release any information from a student’s education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

The College discloses education records without a student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted as its agent to provide a service instead of using College employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing their tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibilities for the College.

- Schools may disclose, without consent, “directory” information such as a student’s name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

In general, the College will not release information from students' records to agencies outside the College without the prior written consent or request of the student. However, the College may release the following directory information, without the prior consent of the student:

- name, address, telephone number, email address, film, video and electronic images
- date and place of birth
- fields of study, academic level and enrollment status
- participation in officially recognized activities and sports, weight and height of members of athletic teams
- dates of attendance
- degrees, honors and awards received
- the most recent previous educational agency or institution attended by the student
- other similar information

Those students who do not desire the release of directory information should notify the Registrar in writing. For more information on FERPA, please contact the Office of the Registrar.

TITLE IX SEXUAL HARASSMENT POLICY

Merrimack College is a community in the Augustinian tradition and we strive to maintain an environment that is consistent with our mission and respectful of the rights of all individuals within the College community. The College affirms that all members of this community are freely united by this agreement in the pursuit of scholarship and intellectual growth. The College and the students accept responsibility toward each other within this community. Sexual misconduct, including sexual harassment, violates the sacredness of the human body and spirit and will not be tolerated within our community. Campus sanctions, up to and including expulsion, may result from a responsible finding determined through the Title IX Sexual Harassment Process. Sexual misconduct, including sexual harassment, is considered one of the most serious violations of the Community Standards of Merrimack College. This Title IX Sexual Harassment Policy is based on definitions set forth in regulations promulgated by the U.S. Department of Education under Title IX of the Education Amendments Act of 1972, which also limit the scope of Title IX to, among other things, conduct that occurs within the United States and conduct that occurs within the College's education program or activity.

In order to address incidents of sexual misconduct that do not fall within the definition of Title IX Sexual Harassment, the College has two policies that address sexual misconduct: (1) this Title IX Sexual Harassment Policy ("Title IX Policy") and (2) the Sexual Misconduct, Relationship Violence and Stalking Policy ("Sexual Misconduct Policy")

(http://catalog.merrimack.edu/content.php?catoid=5&navoid=99#Sexual_Misconduct)

These policies are interrelated and must be read together. The Sexual Misconduct Policy applies only to certain conduct, as defined under that policy. Specifically, the Sexual Misconduct Policy applies to forms of sexual misconduct that do not fall under the scope of the Title IX Policy, including Sexual Exploitation and Non-Title IX Sexual Harassment. The Sexual Misconduct Policy also applies to certain conduct that would otherwise be prohibited under the Title IX Policy (e.g., Sexual Assault, Relationship Violence, and Stalking under the Title IX Policy), but which must be dismissed under the Title IX Policy because they do not meet the jurisdictional requirements.

DEFINITIONS

The following definitions clarify key terminology as used in this Policy. Actual Knowledge or Notice: The College has actual notice of alleged Title IX prohibited conduct only if a report concerning the conduct is made to the College's Title IX.

Coordinator, a Deputy Title IX Coordinator, or to one of the following College officials who have authority to institute corrective measures on the College's behalf: The Director of Human Resources and the Dean of Students. Advisor is a person chosen by a party, who may but need not be an attorney, who provides support and advice to the party during any stage of the process set forth in the Policy. Any person serving as a party's advisor is prohibited from publicly disclosing private information learned during this process, including information protected under the Family Educational Rights and Privacy Act ("FERPA") or other state or federal laws.

Parties and advisors are expected to maintain the privacy and respect the privacy concerns of all parties and witnesses to the greatest extent possible. If any advisor is concerned about violating this assurance of privacy to gather evidence, they should raise such concerns with the Title IX Coordinator immediately so that it can be appropriately addressed to protect the sensitivity of the information without limiting the ability of either party to find and present relevant evidence.

Coercion is the use or attempted use of pressure and/or oppressive behavior, including express or implied threats, intimidation, or physical force, which places a person in fear of immediate harm or physical injury or causes a person to engage in unwelcome sexual activity. A person's words or conduct cannot amount to coercion unless they wrongfully impair the other's freedom of will and ability to choose whether or not to engage in sexual activity. Coercion also includes administering or pressuring another to consume a drug, intoxicant, or similar substance with the intent to impair that person's ability to consent prior to engaging in sexual activity.

Educational Program or Activity: Locations, events, or circumstances in which the College exercises substantial control, as well as in any building owned or controlled by a student organization that is officially recognized by the College. Formal complaint refers to a document filed by a Reporting Party (meaning a document or electronic submission such as by electronic mail) that contains the Reporting Party's physical or digital signature, or otherwise indicates that the Reporting Party is the individual filing the formal complaint alleging that a Responding Party committed some form of prohibited conduct under this Policy. At the time of filing a formal complaint, a Reporting Party must be participating in or attempting to participate in the education program or activity of the College. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail.

In limited circumstances where a Reporting Party is reluctant to file a complaint, the Title IX Coordinator may submit and sign a formal complaint if the circumstances warrant it, but neither the College nor the Title IX Coordinator are a party to the process and both the Reporting Party and the Responding Party will be provided notice of the allegations, as set forth below. Incapacitation is defined as the inability, temporarily or permanently, to give consent, because an individual is mentally and/or physically helpless, unconscious, or unaware that the sexual activity is occurring. This may or may not be due to alcohol or other drugs. Party or parties refer to the Reporting Party and the Responding Party. Preponderance of the Evidence: The College uses the preponderance of the evidence standard (i.e., it is more likely than not that the reported incident and/or behavior violated College

Merrimack's Commitment to Diversity, Equity and Inclusion

Merrimack College's founding values of teaching, learning and serving inform the institution's unwavering commitment to diversity, equity and inclusion. We work on building and nurturing a culturally, racially diverse community, anchored in intersectional justice and respect for all identities and differences. It is our duty, as an institution of higher learning and faith, to continuously ask ourselves how we will make the world a better place and how will we better the lives of others. To do this, we must listen. We must learn. We must pursue progress. And most of all, we must open our hearts and minds.

Diversity, Equity and Inclusion Goals

- To integrate diversity, equity and inclusion (DEI) into all aspects of campus life
- To facilitate coordination and collaboration among all perspectives on campus
- To provide ongoing education and training for faculty, staff and students
- To focus on DEI in recruiting, hiring and retention of faculty, staff and students
- To enhance support for students, faculty and staff from underrepresented group

● Programs and Initiatives

- Merrimack has been focused on advancing diversity, equity and inclusion for more than a decade. Our efforts have led to the creation of particular programs and initiatives tailored to increase access and to promote diversity and inclusion.

Academic Accommodations

The first step to requesting academic accommodations is to complete our online form:

REQUESTING ACADEMIC ACCOMMODATIONS

Next Steps

What happens in my first meeting?

This meeting is a collaborative conversation between you and an Accessibility Services staff member. The main goals are to develop your personalized accommodation plan, learn about how to utilize your accommodations at Merrimack, be introduced to technology that might be helpful, and have the opportunity to be connected to one of us as your success coach.

Once I am registered, am I all set for all four years at Merrimack?

- You only need to register and have an intake meeting once with Accessibility Services
- You're responsible to request your accommodation plan through our software each new semester.
- Accommodation plans can be updated at any point in your academic career. You can meet with an Accessibility Services staff member to discuss your concerns.

Some examples of potential accommodations include:

- Testing accommodations
- Alternative format text and information about assistive technology
- Note-taking support and audio recording

Eligibility and Documentation

To be eligible for services, students must have a disability as defined by the [Section 504 of the Rehabilitation Act of 1973](#), the [Americans with Disabilities Act of 1990](#) and the [ADA Amendments Act of 2008](#).

What is the definition of disability under the ADA?

It is important to remember that in the context of the ADA, “disability” is a legal term rather than a medical one. Because it has a legal definition, the ADA’s definition of disability is different from how disability may be defined under some other laws.

The ADA defines a person with a disability as a person who has a physical or mental impairment that substantially limits one or more major life activities. This includes people who have a record of such an impairment, even if they do not currently have a disability.

What factors does the Accessibility Services Office consider in its determination of accommodations?

There is no one-to-one correspondence of disability to accommodation. This is an interactive process which evolves through a series of conversations and review of documentation.

We consider your disability, history, experience, request and the unique characteristics of Merrimack’s courses, programs and requirements in order to determine reasonable accommodations.

I am looking for academic accommodations. What are the general guidelines for documentation that I should provide?

- Documentation should be signed and dated from a licensed and/or credentialed professional and on letterhead.
- Documentation must be current (testing is suggested to be within the past three years and psychological documentation within the past one year).
- Documentation is typically in the form of an assessment (either neuropsychological testing or academic achievement testing). The assessment should include the following:
- A clear diagnostic statement identifying the disability and a clinical summary of strengths and functional limitations.
- A recent [Individualized Educational Program](#), a [504 Plan](#) and/or any other evaluations and reports are welcome but are often insufficient as standalone documentation.

What if my disability is not best supported by neuropsychological testing and/or an IEP/504?

How can I register with Accessibility Services?

- Documentation should be signed and dated from a licensed and/or credentialed professional and on letterhead. This must be a multi-paragraph letter to our office including the following information:
 - How long and in what capacity they know you
 - Your diagnosis
 - Your symptoms
 - How it impacts academics
 - Recommendations for accommodations in college
 - Any other relevant information

I've never taken a foreign language or I am very concerned about taking a language at Merrimack.

Is there an accommodation for a language waiver?

- Having an accommodation that allows a student to take a substitution course instead of a foreign language is very rare in higher education as it is a modification of curriculum which is more akin to the IDEA law in elementary and secondary education than the ADA law in higher education. We will consider each student individually but please understand it is rather unlikely to be approved for this as a reasonable accommodation.
- Please indicate if you would like to be put on the request list. Requests for this rare accommodation are reviewed semesterly via the Foreign Language Substitution Committee, before the next round of registration. Your documentation will be reviewed thoroughly as well as high school records provided to admissions. We would let you know if there is more documentation needed to complete the review.
- Regarding Placement Exams: If you wish to be considered for this accommodation, you should still take the placement exam if you took any part of a language before. If you've never taken a language before, you should be able to indicate that or skip the test. If you are not approved and skipped the test, you will be expected to take the placement test before you sign up for a language.

Grievance Procedure

Any student who believes the services that have been received are unsatisfactory has the right to file a complaint with Merrimack's ADA Compliance Officer, [Jodi Rachins](#). If the complaint involves Jodi Rachins, please forward your complaint to [Peter Ellard](#), Dean of Student Success and Academic Support.

Additional documentation may be requested once a complaint has been filed. A committee will review the report and reach a decision. If, at that time, the student remains dissatisfied, the student may file a complaint with the [U.S. Department of Education, Office for Civil Rights](#).

CLINICAL EDUCATION REQUIREMENTS

Goals of the Athletic Training Clinical Experience:

The Athletic Training Program at Merrimack College is designed to educate students in the development of essential duties and responsibilities of the Athletic Trainer. **The primary purpose of the field experience is to provide appropriate settings for the progressive advancement of Athletic Training knowledge and skills in cooperation with CAATE 2020 Standards and Guidelines.** These competencies will develop through observation and coactive work with Athletic Trainers, physicians, and other Allied Health Care providers. It is important to be familiar with all NATA performance domains and competencies (as delineated in the BOC Role Delineation Study).

Domain of Athletic Training

1. Injury/illness prevention and wellness protection – Educating participants and managing risk for safe performance and function.
2. Clinical evaluation and diagnosis – Implementing standard evaluation techniques and formulating a clinical impression for the determination of a course of action.
3. Immediate and emergency care – Employing standard care procedures and communicating outcomes for efficient and appropriate care of the injured.
4. Treatment and rehabilitation – Reconditioning participants for optimal performance and function.
5. Organizational and professional health and well-being – Understanding and adhering to approved organizational and professional practices and guidelines to ensure individual and organizational well-being.

NATA Athletic Training Education Competencies 5th Ed: Content Areas

1. Evidence Based Practice
2. Prevention and Health Promotion
3. Clinical Exam/Diagnosis
4. Acute Care
5. Therapeutic Intervention
6. Psychosocial Strategies and Referral
7. Healthcare Administration
8. Professional Development and Responsibility

Programmatic Costs:

Students in the Athletic Training Program at Merrimack College may incur additional costs associated with his/her clinical education experience. Additional expenses may include costs associated with travel to off-campus affiliated clinical sites, dress code requirements, and Criminal Background Checks.

MSAT Program Specific Costs

NATA Membership	\$85.00 yearly fee
ATrack Membership	\$90.00 lifetime fee
Criminal Background Checks (CORI)	\$75.00 - \$100.00
Transportation / Parking Clinical Sites	Varies based on site
Immunizations	Varies
BOC Examination / Application Fee	\$35.00
BOC Examination / Examination Fee	\$300.00
CPR Certification	\$5.00

CLINICAL EDUCATION EXPERIENCE POLICIES AND PROCEDURES:

The following lists the policies and procedures all Athletic Training Students must adhere to:

1. All clinical hours must be appropriately documented on ATrack. Students are required to obtain hours per clinical experience courses as stipulated on Clinical Decision-Making course syllabi (ATR 5301, ATR 6300, ATR 6301, & ATR 6302)

A. Student Responsibility: It is the responsibility of the student to keep accurate records of hours accumulated. Hours should be recorded on a daily basis and approved by the preceptor via ATrack. Forging of hours is an example of academic dishonesty and is subject to disciplinary action. (Please see the academic integrity policy)

B. Preceptor's Responsibility: Preceptor's are responsible to review ATrack and verify/approve student's clinical hours by the end of each week.

2. All patient exposures will be recorded and documented in ATrack as outlined in all Clinical Decision Making course syllabi (ATR 5301, ATR 6300, ATR 6301, & ATR 6302). Students are responsible for completing patient exposures each week when at their assigned clinical site.

C. Hours to be "counted" toward clinical experience/field experience:

1. Time spent in the Athletic Training Facility / Clinical Site
2. Time spent providing healthcare to athletes / patients
3. Time spent preparing for and providing healthcare at athletic contests/practices
4. Time spent developing skills and proficiencies

3. Athletic Training Students should report to the Athletic Training Facility one hour prior to practice in order to prepare the athletes for each practice session. For games, the Athletic Trainer will designate the time in which students must report to the Athletic Training Facility. It is the responsibility of the athletic training student, to make sure that the athletic training kits are stocked and that they are familiar with the location of supplies in each kit.

4. Athletic Training Students are expected to arrive promptly at their clinical site by the assigned time. All athletic training students who arrive at their clinical assignment more than 10 minutes late are considered tardy. Each episode of tardiness is considered an offense and is subject to the disciplinary action described in #10

5. While providing medical care at practices and games the Athletic Training Student must be attentive and alert at all times. The Athletic Training Student is responsible for supplying ice and water, and providing care and treatment to athletes under the direct supervision of their preceptor.

HOMEWORK SHOULD NOT BE DONE DURING PRACTICE OR GAMES.

6. Athletic Training Students are expected to complete an injury evaluation form for each injury assessed. It is also expected that the Athletic Training Student will fill out all pertinent forms and information related to the rehabilitation of the injured athlete on a daily basis in combination/under the guidance of the Athletic Trainer.

7. In the event of College or NCAA Drug Testing of the student athletes, Athletic Training Students may be asked to assist the medical staff.

8. The Athletic Training Student assigned to a preceptor / sport for a specific season is expected to attend practices and games as permissible by class schedule. The Athletic Training Student will only be able to travel with the athletic team when accompanying an Athletic Trainer. On road trips, team rules for the athletes also apply to the Athletic Training Student. These rules may include policies regarding conduct, dress code, curfews, etc.

9. Clinical assignments will be made approximately four weeks prior to the start of the rotation. It is the responsibility of the student to make arrangements in their academic and outside employment schedules, as well as transportation to off-campus sites when necessary. **All ATS ARE RESPONSIBLE FOR THEIR OWN TRANSPORTATION.**

10. Athletic Training students will be formally evaluated by their Preceptor at the mid-term and end of semester for each clinical experience via ATrack.

11. All Athletic Training Students are required to strictly follow all policies and procedures presented in this manual and as specified by their preceptor. Any violation of these policies will result in disciplinary action from the Athletic Training Staff and/or the Clinical Education Coordinator as follows:

First Offense: Verbal warning

Second Offense: Written warning to the Athletic Training Student (this will include the behavior to be corrected)

Third Offense: Grade dropped a full letter grade w/ documentation in the Student's file

Fourth Offense: Athletic Training Student will be removed from the clinical assignment and awarded a failing grade

*Athletic Training Students are allowed three excused absences from their clinical assignment. More than three excused absences or other infractions will result in disciplinary action as described above. Athletic Training Students may be removed from their clinical assignment at any time at the discretion of the Athletic Training Faculty.

ATHLETIC TRAINING FACILITY RESPONSIBILITIES

Athletic Training Students are expected to be accountable for their clinical rotation. This means adhering to a schedule and notifying your preceptor if you will not be present **in advance** for your absence. Not only is your clinical experience in the Athletic Training Facility / Clinical Site important for your education, but also the student-athletes, patients and preceptors that are depending on you to be present in coordinating the appropriate learning opportunities.

General Duties / Responsibilities:

1. Communication with the preceptor on a daily basis.
2. Arrive daily before student athlete treatment time and stay until treatments are complete.
 - Treatments should not be altered unless directed to do so by a certified athletic trainer or physician
 - Absolutely no self-treatments by a patient / athlete are allowed
3. Learn and understand the Administrative side of Athletic Training: Make record keeping a priority. This includes:
 - Documenting injuries, evaluations, progress notes and treatments
 - Completing insurance claim forms as needed
4. Take care of all student athletes regardless of the team in the order of their arrival into the athletic training facility. If one of your athletes arrives late, he/she must wait his/her turn.
5. Always work to become skillful in all competencies and proficiencies from Clinical Decision Making and Laboratory Courses
 - Use free time to work on skills and competencies. (Hands- On)
 - No homework from any class should be performed in the athletic training facility.
6. Cell phone use is strictly prohibited unless in an emergency situation. Cell phones should be stowed away and not be used while at your clinical site.
7. Confidentiality of student athletes/patients and injuries is of the utmost importance. Under no circumstance should their injuries be discussed outside the healthcare facility.
8. No athletic training student is permitted to administer medication until receiving approval from a preceptor.
9. Help to keep the athletic training facility stocked and clean

Clinical Field Experience

Various clinical affiliations have been set up and established by Merrimack's Athletic Training Program to expose ATS to the many roles and areas of employment for the Certified Athletic Trainer. These settings will introduce the ATS to a wide variety of Allied Health Care Professionals.

Please see the most current listing of approved clinical sites and the clinical education plan on the MSAT webpage or from the Clinical Education Coordinator.

Clinical Sites:

<https://www.merrimack.edu/academics/health-sciences/graduate/athletic-training/clinical-affiliations.php>

Clinical Education Plan:

<https://www.merrimack.edu/academics/health-sciences/graduate/athletic-training/clinical-education-plan.php>

Clinical Settings:

Baptist Outpatient Rehabilitation Facility, Dedham, MA
Massachusetts General Hospital / Home Base Foundation, Watertown, MA
Boston Children's Hospital / Micheli Center, Waltham, MA
Excel Orthopaedics, Woburn, MA

Pediatric / High School Setting:

Andover High School, Andover MA
Brooks School, North Andover MA
Essex Technical School, Danvers MA
Haverhill High School, Haverhill, MA
Lowell High School, Lowell, MA
Reading High School, Reading, MA
Salem High School, Salem NH

Collegiate / University Settings:

Assumption College, Worcester, MA
Boston College, Chestnuthill, MA
College of the Holy Cross, Worcester, MA
Tufts University, Medford, MA
Harvard University, Cambridge, MA
UMASS Lowell, Lowell, MA
University of Rhode Island, RI



MERRIMACK COLLEGE

SCHOOL OF HEALTH SCIENCES

ATHLETIC TRAINING PROGRAM AFFILIATED SITE AGREEMENT

This Agreement is made this _____ day of _____, 2020 by and between Merrimack College ("Merrimack"), 315 Turnpike Street, North Andover, MA 01845 and _____ (the "Facility") (together, the "Parties") and is effective upon execution by both Parties.

WHEREAS, Merrimack and the Facility desire to cooperate in the arrangement of a Clinical Field Work Training Program for Merrimack student(s) in the Athletic Training Program, who is preparing for practice/certification in the field of athletic training (the "Student");

WHEREAS, the Facility has the facilities, equipment, and personnel to provide the necessary clinical experience;

NOW THEREFORE, for the mutual covenants and obligations below and other good and valuable consideration, the receipt of which hereby is acknowledged, the parties agree as follows:

1. The term of the Agreement will be September 1st 2019 – August 31st 2020 and will terminate upon the Student's completion, withdrawal, or expulsion from the program.
2. The Student taking part in the Clinical Field Work Training Program will be enrolled in the Masters of Science in Athletic Training at Merrimack.
3. Clinical Field Work Training Program hours will be mutually agreed upon by Merrimack, Facility and Student.
4. Prior to the commencement of the Clinical Field Work Training Program, Merrimack's Athletic Training Program Director or Clinical Education Coordinator will contact the Facility's Athletic Trainer and present this proposal for the Clinical Field Work Training Program which has been approved by Merrimack and which is in accordance with specific guidelines. The specific responsibilities of the Facility are delineated in the Athletic Training Students Policies and Procedures Manual.

5. Merrimack, by statute, has the responsibility for awarding degrees and the determination of the curriculum leading thereto. Merrimack is responsible for the administration of the course and will provide the Facility with the written guidelines for the Clinical Field Work Training Program. The Facility agrees not to make any changes in the course of study and/or training without conferring with Merrimack. Merrimack shall inform the Facility of the level of training the students have received prior to this placement. Merrimack shall provide the Facility with current information about Merrimack's curriculum and clinical education goals.

6. The Facility agrees to inform both Merrimack and the Student concerning the Student's level of clinical growth and competence and to complete one or more evaluation reports on forms provided by Merrimack. The evaluation process will be completed during a meeting between the supervisor and Student.

7. The Facility has been reviewed by Merrimack and has been deemed to have the necessary facilities, equipment and materials for the Clinical Field Work Training program of the Student. Any changes in these requirements will be presented to the Facility. The Facility may choose to comply with the additional requirements or terminate this Agreement without penalty.

8. Merrimack and the Facility will each assign one of their staff members to coordinate the Clinical Field Work Training Program and to serve as a liaison.

9. Merrimack reserves the right to make visitations to the Facility at the convenience of the Athletic Training Program Director or the Clinical Education Coordinator to monitor the performance of the Student in the Clinical Field Work Training Program.

10. While participating in the Clinical Field Work Training Program, the Student will:

- a. Observe all rules and regulations within the Facility, which promotes the quality of care and which pertains to the welfare and comfort of the patient.
- b. Dress according to Merrimack and the Facility dress code.
- c. Receive no monetary compensation.
- d. Be responsible to the Athletic Trainer in charge of the department to which the Student is assigned.
- e. Maintain confidentiality of all information coming to his/her attention.
- f. Abide by the Charter, Bylaws, rules regulations and supervision of Facility personnel.
- g. Have health insurance and provide proof of coverage to the Facility.

11. In the event of injury or illness, any medical treatment necessary for the Student, while participating in the Clinical Field Work Training Program, shall be rendered by the Facility or a third party, at the request of the Student and the Student's health insurer shall be financially responsible for such treatment, consistent with the terms

of the Student's health insurance policy. The Facility will notify Merrimack in the event of a Student's injury or illness, but assumes no liability.

12. It is understood that the ultimate responsibility of patient care is retained by the Facility.

13. Merrimack will carry professional liability insurance which covers the Student participating in the Clinical Field Work Training Program.

14. The Facility will provide a certificate of insurance evidencing its general liability coverage to Merrimack.

15. Each Party agrees to indemnify and hold harmless the other Party and its successors, assigns, directors, officers, trustees, employees, and any other person for whom any of them may be legally responsible, to the extent permitted by law, from and against any claims, costs, actions, suits, judgments, damages, liabilities, losses, or expenses including, without limitation, reasonable attorneys' fees, expert witness fees, and other consultant fees, which arise or are asserted against or imposed upon or incurred by the Party seeking indemnification as a consequence of any negligent or wrongful act or omission by the Party from whom indemnification is sought, except such claims resulting from the gross negligence and willful misconduct of the other Party. This Section shall survive the expiration or termination of this Agreement.

16. The Facility will ensure that all students of Merrimack Athletic Training Program will receive supervision from the Facility Certified Athletic Trainer. Supervision as defined by CAATE's 2020 Standards and Guidelines: "Supervision occurs along a developmental continuum that allows students to move from interdependence to independence based on the student's knowledge and skills as well as the context of care. Preceptors must be on-site and have the ability to intervene on behalf of the athletic training student and patient. Supervision also must occur in compliance with the state practice act in which the student is engaging in client/patient care.

Furthermore, the Facility will not treat the Student as a Certified Athletic Trainer allowing the Student to work without the Facility's Certified Athletic Trainer on the premise or travel to away contests without the Facility's Certified Athletic Trainer.

17. Either party may terminate this Agreement upon ninety (90) days written notice to the other provided that any such termination or notification shall not prevent a Student then in the Clinical Field Work Training Program from completing the course instruction.

18. Any Student may be terminated from the Clinical Field Work Training Program if supervisory personnel of the Facility deem the Student's performance or conduct not be in the best interest of the Facility.

19. All parties to this agreement understand that all decisions regarding the Student will be made without regard to race, sex, color, gender, national origin, religion or handicaps.

20. Student educational records are protected by the Family Education Rights and Privacy Act ("FERPA"). Facility shall take all commercially reasonable measures to protect the Personal Information of Students consistent with FERPA. Accordingly, Facility agrees to ensure that written permission is obtained from the Student before releasing Student data to anyone other than to Merrimack. Merrimack shall provide guidance to Facility as needed with respect to complying with FERPA.

21. **Force Majeure:** No party shall be liable for any failure to perform its obligations under this Agreement where such failure is proximately caused by circumstances or events not reasonably in the control of either Party, including: Acts of nature (including flood, fire, storm, tornado, earthquake, hurricane and other natural disasters), war, terrorism, riot, epidemic, pandemic, labor strike and other industrial dispute, or by any law, regulation, order, or other action by any public or regulatory authority.

Signed: _____ Date: _____
Merrimack College President or representative

Signed: _____ Date: _____
Merrimack College Athletic Training Program Director or
Clinical Education Coordinator

Signed: _____ Date: _____
Facility's President/Superintendent or representative

Signed: _____ Date: _____
Facility's Director/Medical Director

Signed: _____ Date: _____
Facility Athletic Trainer (Preceptor)

APPEAL PROCESS CLINICAL PLACEMENT

1. If an athletic training student is unable to fulfill the commitment to the assigned rotation, the Clinical Education Coordinator must be notified in writing detailing the reasons within one week of the posting. The Athletic Training Program Director, Clinical Education Coordinator and the appropriate Preceptors will review the appeal. Students with sound reasons for changes in their assignments will have the opportunity to be reassigned to a rotation, which is not in conflict. Students who simply choose not to accept an assignment will be dismissed from the program.
2. Students wishing to appeal any disciplinary actions must notify the Athletic Training Program Director in writing detailing the reasons for their behavior.

Transportation

Student Transportation:

Students who are in the MSAT program are directly responsible and must provide their own reliable transportation to and from affiliated off campus clinical sites. Students are responsible for mileage and parking fees associated at their clinical site.

Student Travel to Clinical Sites During Inclement Weather

In the event that Merrimack College is closed all off campus, responsibilities are suspended. In the event of hazardous road conditions, each individual ATS must determine if they feel they can safely travel to their clinical site. If an ATS determines it is unsafe, they are to contact their preceptor and inform them. If the ATS is unsure of their safety, then they **SHOULD NOT** drive. The ATS will call the preceptor to inform them they will not be able to attend. It is the ATS's responsibility to reschedule the missed assignment if necessary. In the event the ATS's assigned clinical site is closed due to inclement weather, the ATS is **NOT** required to attend.

(CORI) CRIMINAL Background Checks /(SORI) Sex Offender Registry Information

CRIMINAL BACKGROUND CHECKS Criminal background checks are required by the majority of clinical sites. In order for a student to be eligible to participate in clinical education opportunities that involve potential unsupervised contact with children, the disabled, or the elderly, the student/staff member may be required to undergo a Criminal Offender Record Information (CORI) check and/or a Sex Offender Registry Information (SORI) check. MSAT Students found to have certain criminal convictions or pending criminal actions will be presumed ineligible to participate in such activities.

Merrimack College has partnered with Castle Branch to offer Compliance Tracker, Background Checks, Drug Testing if requested by the clinical site.



Merrimack College - Athletic Training (Immunizations)

Instructions for Order Placement

When you place your initial order, you will be prompted to create your secure myCB account. From within your myCB, you will be able to:

- ✓ View your order results
 - ✓ Upload and store important documents and records
 - ✓ Manage requirements specific to your programs
 - ✓ Complete tasks as directed to meet deadlines
 - ✓ Place additional orders as needed.
- To place an order, go to mycb.castlebranch.com



In the "Place Order" field, enter the following package code specific to your organization: **IX80im:**

Compliance Tracker

During order placement you will be asked for personal identifying information needed for security or compliance purposes, including your Personal Identification Number (PIN). Supplying accurate and comprehensive information is important to the speed in which your order is completed.

The email address you use when placing your order will become your username for your myCB and will be the primary form of communication for alerts and



messages.

You can respond to any active alerts or To-Do List items now, or return later by logging into your myCB. You will receive alerts if

information is needed to process your order. Access your myCB anytime to view order status and completed results. Authorized users at your organization will have access to view your compliance status from a separate CastleBranch portal.



STATEMENT OF CONFIDENTIALITY

I, _____, as a student in the Athletic Training Program at Merrimack College agree to keep any and all information regarding the injury and/or illness of any student athlete of the College and or associated clinical site and the medical records of any and all student-athletes / patients strictly confidential.

This includes but is not limited to, information regarding the type of injury/illness sustained, therapeutic treatment, medications prescribed, status for competition and limitations regarding participation. This information is not to be discussed with individuals who are not authorized by the student-athlete/ patient to receive such information. The discussion of such information will be limited to the student-athlete, athletic trainer, and athletic training student, and may be initiated only in the process of performing one's duties and responsibilities.

Questions related to a student-athlete's injury/illness or the athlete's status for participation is to be directed to the full-time athletic training staff. Information regarding a student-athlete's injury/illness or status for participation is not to be discussed or released to other athletes, members of the press, other students, friends, or relatives.

I also agree not to disclose any of the following information without the consent of the student athlete and the approval of the supervising athletic trainer: name, telephone number, address, social security number, date of birth, major field of study, and academic classification.

The release of confidential information to unauthorized persons is considered to be a severe breach of trust with respect to the relationship between the athletic training staff and the student-athlete, a violation of the Family Educational Rights and Privacy Act of 1974, as amended, and as violation of the Health Insurance Portability & Accountability Act (HIPAA) of 1996. If it is discovered that an athletic training student has violated this policy, then appropriate disciplinary action will be taken.

Athletic Training Student Signature

Date

Witness

Date

Emergency Cardiac Care Certification

All MSAT Students will be certified in CPR/AED for the Healthcare Provider through the Emergency Care Safety Institute (ECSI) during ATR 5150 Emergency Care & Prevention. Athletic Training Students will be certified in CPR for the Healthcare Provider during the summer term I prior to participating in any clinical education experiences. Students are responsible for the cost (\$5.00) of the completion cards. Recertification courses will be offered through the program for the cost of a completion certificate (\$5.00).

EMERGENCY PROCEDURES

ATS should receive a written copy of their clinical sites Emergency Action Plan (EAP). The preceptor and ATS should discuss the ATS's roles and responsibilities in the event that an emergency situation arises. All clinical affiliated sites EAP's can be found on ATrack. The EAP should be readily accessible at the clinical site.

Procedures to be discussed

Injuries involving any of the conditions listed below are considered potentially serious and need immediate medical attention:

- cessation of breathing and/or pulse
- severe bleeding
- severe fracture or dislocation (compound)
- head or spinal injury
- heat stroke
- severe asthma attack
- severe allergy attack

PREVENTION OF TRANSMISSION OF BLOOD-BORNE PATHOGENS (OSHA)

As a healthcare professional, you are exposed to infectious diseases that are borne by blood and other bodily fluids. The Centers for Disease Control recommend that “Universal Precautions” be followed by all health care professionals. Universal Precautions are the standardized procedures that are carried out when dealing with potentially infectious material (blood, bodily fluids, cerebrospinal fluids, etc.). It is important that you become knowledgeable about protection and adhere to the following rules.

1. Routine use of barrier precautions to prevent skin and mucous membrane exposure when contact with blood and other bodily fluids is anticipated. **Gloves must be worn for touching any potentially infectious material, non-intact skin (i.e., abrasions, dermatitis), and for handling items or surfaces soiled with blood or bodily fluids.** Gloves must be changed after contact with each student/athlete. All soiled items (gauze, Band-Aids, gloves, etc.) must be placed in the red biohazard waste bags/trash bin.
2. Hands and other skin surfaces should be washed immediately and thoroughly if contaminated with blood or other bodily fluids. Hands should be washed after gloves are removed. If any athletic training student is exposed to any potentially infectious material, he/she should report the incident to a staff athletic trainer immediately.
3. Surfaces contaminated with blood should be cleaned with Cavicide or a solution made from one to ten dilution of household bleach.
4. Precautions should be taken to prevent injuries caused by needles, scalpels and other sharp instruments or devices. To prevent needle stick injuries, needles should not be recapped, purposely bent or broken by hand, removed from disposable syringes or otherwise manipulated by hand. All needles, scalpels and other sharp instruments are to be placed in the red sharps container immediately after use.
5. Although saliva has not been implicated in HIV transmission, the athletic training student should use a CPR shield found in each kit to perform mouth-to-mouth resuscitation.
6. Athletic training students who have exudative lesions or weeping dermatitis should refrain from all direct patient care until the condition resolves.
7. Soiled linen (towels, wraps, slings, etc.) must be placed in red biohazard bags.
8. Do not eat, drink or handle contact lenses in environments in which exposure to blood or potentially infectious material may occur.

9. In the athletic setting, Universal Guidelines should be considered in the immediate control of bleeding and when handling bloody dressings, scalpels and other articles containing bodily fluids. All athletic training students are required to comply with these procedures at Merrimack College, at a host site, and at each clinical site.

10. In the event of an exposure to a blood borne pathogen the athletic training student should inform their preceptor immediately of the exposure. The MSAT student should also make the Clinical Education Coordinator aware of the exposure. (All exposures should be documented utilizing the “Blood borne pathogens exposure report form).

11. Athletic training students will be trained annually on OSHA guidelines and regulations in ATR 5150 & ATR 6301. Copies of training dates/programs will be maintained in the Athletic Training Program Director’s office in each individual’s file.



MERRIMACK COLLEGE
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Blood borne pathogens Exposure Report Form

Name: _____ **DOB:** _____

Date of Incident: _____ **Time:** _____

Location of Incident:

Name(s) of injured person(s): _____

Name(s) of designated first aid responders who rendered assistance:

Did an exposure occur? Yes: _____ **No:** _____

Briefly describe the incident:

Type and source of blood borne pathogen: _____

Type of care (if any) received (ie., vaccination): _____

REGULATIONS REGARDING HEPATITIS - B VACCINATION

Hepatitis is an infection of the liver, which may be caused by a number of different viruses, including hepatitis B. Hepatitis B can be found in almost all body fluids including blood, saliva, tears and urine of someone infected with the virus. Therefore, it can be transmitted through cuts, scrapes, or breaks in the skin or mucous membrane.

Those infected with the hepatitis B virus may show no signs of liver disease, but can still transmit it to others. There are no treatments or drugs to kill the virus and the hepatitis B vaccine is recommended for health care providers such as athletic trainers. The vaccine is a series of three injections over a period of 6 months.

As required by Massachusetts State Law, Merrimack College mandates that each student in the Health Science Programs obtain a Hepatitis-B vaccination.

STUDENT ILLNESS POLICY ON COMMUNICABLE DISEASES

Merrimack College recognizes the importance of minimizing the exposure of athletes or patients in a clinical setting to communicable diseases. Therefore, it is recommended that athletic training students not report to their clinical site if they have active signs or symptoms of a communicable disease. (A communicable disease is defined as a disease that may be transmitted directly or indirectly from one individual to another. Diseases such as streptococcal (sore throat) and influenza can be spread by discharge from the nose or throat, either by a droplet through air or by contact with objects contaminated by these discharges. They can be spread by casual contact that occurs in the school or clinical environment.)

Athletic Training Students are to immediately notify their Preceptor of their status and an estimate of how long they will need to be absent from their clinical assignment. It is the option of the athletic training student whether or not to seek medical attention when they have communicable disease symptoms, but seeking such attention is strongly recommended. Athletic Training students are strongly advised to report to the Hamel Health Center to be seen by a physician or the student may use their own family physician if they so desire. Once the student seeks medical attention, that student is required to follow the recommendations and guidelines of that physician (bringing written documentation to their Preceptor). As a matter of policy, students with active communicable diseases are not allowed in the clinical setting until their health has been restored.

Handwashing / Hygiene

Sanitation precautions in the healthcare setting is critical in reducing the spread of germs, infections, diseases and illnesses. The first line of defense against and the single most effective way to prevent the spread of infections, diseases, and illnesses is hand washing. All students are expected to take appropriate sanitation precautions when in the clinical setting. All clinical settings will provide the students, staff, and preceptors the ability to clean their hands before and after patient encounters. All MSAT students should habitually wash their hands between patient encounters. When a sink is immediately unavailable students should use an appropriate hand sanitizer consisting of 70% of ethyl alcohol. Please see the link provided from the CDC on appropriate hand washing. <https://www.cdc.gov/cdctv/healthyliving/hygiene/fight-germs-wash-hands.html>

Calibration & Equipment Maintenance / Inspection

Athletic Training Students will be exposed to a variety of therapeutic interventions located in the Sports Medicine Lab (301) as well as a variety of clinical affiliated sites. Students should not use these modalities on actual patients until they have received formal instruction on the modality's application during class or with their assigned preceptor. Athletic Training students should only use therapeutic modalities that have been appropriately calibrated and inspected. Students should look for a valid calibration sticker / tag prior to using these modalities. In the event that the modality has not been calibrated or inspected ATS should refrain from using the modality and discuss with their preceptor regarding the safety and efficacy of the modality.

Radiation Policy

Based on the nature of the clinical site or supplemental experience MSAT students might be at risk for potential radiation exposure. Exposure may occur in athletic training / healthcare facilities that have access to fluoroscopy, x-ray or other diagnostic imaging devices. All MSAT students will have access to lead vests upon request as well as radiation monitoring tools. Risk can be further minimized by maintaining a distance of 6 feet while an imaging unit is operational. All MSAT students should follow the directions of their preceptor / healthcare provider in minimizing their exposure to radiation.

NATIONAL ATHLETIC TRAINERS ASSOCIATION

Foundational Behaviors of Professional Practice

These basic behaviors permeate professional practice and should be incorporated into instruction and assessed throughout the educational program.

Primacy of the Patient

- ◆ Recognize sources of conflict of interest that can impact the client's/patient's health
- ◆ Know and apply the commonly accepted standards for patient confidentiality.
- ◆ Provide the best healthcare available for the client/patient.
- ◆ Advocate for the needs of the client/patient.

Team Approach to Practice

- ◆ Recognize the unique skills and abilities of other healthcare professionals.
- ◆ Understand the scope of practice of other healthcare professionals.
- ◆ Execute duties within the identified scope of practice for athletic trainers.
- ◆ Include the patient (and family, where appropriate) in the decision-making process.
- ◆ Work with others in effecting positive patient outcomes.

Legal Practice

- ◆ Practice athletic training in a legally competent manner.
- ◆ Identify and conform to the laws that govern athletic training.
- ◆ Understand the consequences of violating the laws that govern athletic training.

Ethical Practice

- ◆ Comply with the NATA's Code of Ethics and the BOC's Standards of Professional Practice.
- ◆ Understand the consequences of violating the NATA's Code of Ethics and BOC's Standards of Professional Practice.
- ◆ Comply with other codes of ethics, as applicable. Advancing Knowledge
- ◆ Critically examine the body of knowledge in athletic training and related fields.
- ◆ Use evidence-based practice as a foundation for the delivery of care.
- ◆ Appreciate the connection between continuing education and the improvement of athletic training practice.
- ◆ Promote the value of research and scholarship in athletic training.

- ◆ Disseminate new knowledge in athletic training to fellow athletic trainers, clients/patients, other healthcare professionals, and others as necessary.

Cultural Competence

- ◆ Demonstrate awareness of the impact that clients'/patients' cultural differences have on their attitudes and behaviors toward healthcare.
- ◆ Demonstrate knowledge, attitudes, behaviors, and skills necessary to achieve optimal health outcomes for diverse patient populations.
- ◆ Work respectfully and effectively with diverse populations and in a diverse work environment. Professionalism
 - ◆ Advocate for the profession.
 - ◆ Demonstrate honesty and integrity.
 - ◆ Exhibit compassion and empathy.
 - ◆ Demonstrate effective interpersonal communication skills.

ATHLETIC TRAINING STUDENT DRESS CODE:

Athletic Training is a health care profession and the manner in which you dress should express this. This includes appropriate attire (listed below), maintenance of good hygiene. It is also important your clothing choice be functional as well.

Students should dress in a professional manner and communicate with their preceptor to understand the appropriate expectations based on their specific clinical site. The following serves as a general guideline for all students.

Standard Attire (Your site/preceptor will determine appropriate attire for the site):

- Polo, t-shirt or sweatshirt with MC graphics or blank
- Sweater, button down shirt or blouse
- Dress pants/Chinos
- Dress shorts/Chinos (minimum 5" inseam)
- Sneakers or a closed toe casual shoe
- Name tag**

All students will receive a Merrimack College Athletic Training Name Tag. If a name tag is lost it is the student's responsibility to purchase a new one at a cost of \$12.50. Replacement name tags can be purchased from:

Reading Trophy and Shirt
660 Main Street, Reading, MA
(781) 944 - 7171

In order for patients/clients to differentiate students from credentialed healthcare providers, students must wear their assigned name tags at all times while at their clinical site. The name tag will identify the student as a Master of Athletic Training Student at Merrimack College.

Inappropriate Attire

- Jeans or jean shorts
- Short shorts or gym shorts
- Yoga or spandex pants
- Open toe shoes or "high-heels"
- Clothing with rips or tears
- Clothing promoting alcohol, drug use or inappropriate language
- Hats (outdoor use only)

If students do not wear appropriate attire, they will be sent home to change.

Game Day (indoors)

Check with the preceptor prior to games for what is appropriate game day attire.

Basketball: Men: Dress Shirt and slacks

Women: Slacks with sweater or blouse

Game Day (outdoors)

Functional clothing as stated above

Travel

Check with the assigned preceptor for what is appropriate travel attire as each team may be different.

PROFESSIONAL ORGANIZATIONS

NATA PROFESSIONAL ORGANIZATION

Memberships in professional organizations instills a sense of professionalism, aids in interaction with peers and medical & health care providers and provides the Athletic Training Student with a unique opportunity to learn about current issues and research pertaining to athletic training. All students are encouraged to attend conferences and seminars/lectures, particularly events sponsored by the National Athletic Trainers Association (NATA), Athletic Trainers of Massachusetts (ATOM) and the Eastern Athletic Trainers Association (EATA).

National Athletic Trainers Association.

The NATA was formed in 1950. It has grown tremendously over the past several years. The NATA promotes continuing education through the publication of a quarterly journal, *The Journal of Athletic Training*, as well as, annual national conventions and regional educational forums. The NATA Mission Statement is as follows:

The mission of the National Athletic Trainers' Association is to enhance the quality health care for the physically active and advance the profession of athletic training through education and research in the prevention, evaluation, management and rehabilitation of injuries. Scholarships are available yearly to qualified student members of the organization.

*All Athletic Training Students enrolled in the professional Master's Degree Program are required to become active student members of the NATA.

<https://www.nata.org/membership/about-membership/join-or-renew>

*All Athletic Training Students are required to subscribe to ATrack and maintain a valid subscription throughout their tenure in the MSAT Program.

<https://www.atrackonline.com/site/index>

Athletic Trainers of Massachusetts.

Students are also encouraged to become members of the state organization, ATOM., Inc. this membership fee provides a quarterly newsletter with information on workshops and conferences of interest to athletic trainers.

National Athletic Trainers' Association Code of Ethics

Principle 1:

Members shall respect the rights, welfare and dignity of all individuals.

1.1 Members shall not discriminate against any legally protected class.

1.2 Members shall be committed to providing competent care consistent with both the requirements and the limitations of their profession.

1.3 Members shall preserve the confidentiality of privileged information and shall not release such information to a third party not involved in the patient's care unless the person consents to such release or release is permitted or required by law.

Principle 2:

Members shall comply with the laws and regulations governing the practice of athletic training.

2.1 Members shall comply with applicable local, state, and federal laws and institutional guidelines.

2.2 Members shall be familiar with and adhere to all National Athletic Trainers' Association guidelines and ethical standards.

2.3 Members are encouraged to report illegal or unethical practice pertaining to athletic training to the appropriate person or authority.

2.4 Members shall avoid substance abuse and, when necessary, seek rehabilitation for chemical dependency.

Principle 3:

Members shall accept responsibility for the exercise of sound judgment.

3.1 Members shall not misrepresent in any manner, either directly or indirectly, their skills, training, professional credentials, identity or services.

3.2 Members shall provide only those services for which they are qualified via education and/or experience and by pertinent legal regulatory process.

3.3 Members shall provide services, make referrals, and seek compensation only for those services that are necessary.

Principle 4:

Members shall maintain and promote high standards in the provision of services.

- 4.1 Members shall recognize the need for continuing education and participate in various types of educational activities that enhance their skills and knowledge.
- 4.2 Members who have the responsibility for employing and evaluating the performance of other staff members shall fulfill such responsibility in a fair, considerate, and equitable manner, on the basis of clearly enunciated criteria.
- 4.3 Members who have the responsibility for evaluating the performance of employees, supervisees, or students are encouraged to share evaluations with them and allow them the opportunity to respond to those evaluations.
- 4.4 Members shall educate those whom they supervise in the practice of athletic training with regard to the Code of Ethics and encourage their adherence to it.
- 4.5 Whenever possible, members are encouraged to participate and support others in the conduct and communication of research and educational activities that may contribute knowledge for improved patient care, patient or student education, and the growth of athletic training as a profession.
- 4.6 When members are researchers or educators, they are responsible for maintaining and promoting ethical conduct in research and educational activities.

Principle 5:

Members shall not engage in any form of conduct that constitutes a conflict of interest or that adversely reflects on the profession.

- 5.1 The private conduct of the member is a personal matter to the same degree as is any other person's except when such conduct compromises the fulfillment of professional responsibilities.
- 5.2 Members of the National Athletic Trainers' Association and others serving on the Association's committees or acting as consultants shall not use, directly or by implication, the Association's name or logo or their affiliation with the Association in the endorsement of products or services.
- 5.3 Members shall not place financial gain above the welfare of the patient being treated and shall not participate in any arrangement that exploits the patient.
- 5.4 Members may seek remuneration for their services that is commensurate with their services and in compliance with applicable law.

Addendum A

COVID -19 Policies & Procedures

COVID - 19 Policies & Procedures

All MSAT students are expected to follow all Merrimack College Policies and Procedures regarding COVID-19 when on campus. The most recent COVID-19 handbook (Spring2021) can be accessed using the following hyperlink.
<https://www.merrimack.edu/live/files/3822-return-to-campus-handbook>

All questions related to COVID-19 should be directed to the following email address taskforce@merrimack.edu. MSAT students should comply with all policies and procedures regarding COVID-19 when in the classroom & laboratory settings in O'Reilly Hall. MSAT students are to follow all COVID - 19 policies and procedures outlined at their clinical site and should follow all directions from their preceptors. MSAT students are strongly encouraged to keep a spare face covering and hand sanitizer in their fanny packs at all times. Students should use appropriate PPE and utilize appropriate hygiene measures to mitigate the risk of exposure.



COVID 19 Classroom Procedures

Section I Entering the Classroom

- The classroom doors in O'Reilly Hall will be propped open prior to the start of each class period.
- All students must adhere to Merrimack's Face Covering Policy while on campus. Students who don't have /wear a face covering will not be permitted in the classroom.
- Students will sanitize hands upon entering & reentering the classroom.
- Students will disinfect their personal space (desk, table, chair) etc. prior to the start of each class.

Section II Selection /Assignment of Laboratory Partners

- All hands-on skills limited to one lab partner in fixed pairs; one triad if necessary.
- When possible, preference is to keep pairs to roommates or others who would normally have close social contact when/where possible. Students will have the same laboratory partner for the duration of the course.

Section III General Laboratory Rules

- All trash should be disposed of in the appropriate receptacles
- No Food or Drink will be permitted in the lab
- All individuals play a key role in maintaining the cleanliness & sanitization of the labs.
- Cleanse all lab surfaces, instruments, equipment, door handles and light switches at the start and conclusion of all lab sessions with appropriate sanitizing wipes.
- Limiting personal items (backpacks, water bottles, lunch boxes) – limited sizing to a 'carry on' concept which must hang off the back of a standard desk chair.
- Identify a check-in station/table in the classroom for daily lab materials (needed for cleaning pre and post lab usage)

Section IV Instructor Responsibilities

- When in O'Reilly 201 and 210 Only instructors or teaching assistants will navigate the anatomage tables
- When in O'Reilly 301 Only instructors or teaching assistants will navigate the SIMULATION-Mannequin
- Prior to the start of each course the instructor will wipe down the computer console, podium etc. (personal space) with the appropriate sanitizing wipes
- Only necessary equipment should be made available; all other materials and equipment should be appropriately stored.
- All anatomical models, skeletons, lab equipment etc. (including anatomage, SIMULATORS and/or other large equipment) will be cleansed with the appropriate disinfectant after each use.
- After sanitizing, instructors should turn off the lights and lock the classroom doors at the conclusion of each class.

Section V Student Responsibilities

- Prior to the start of each class students will clean their areas / personal space (desk, table, chair) with the appropriate disinfectant wipes.
- Students will wear gloves when working with anatomical models.
- Gloves will be worn when palpating bony landmarks and surface anatomy on laboratory partners.
- All anatomical models, skeletons and/or lab equipment etc. will be wiped with the appropriate disinfectant after each use.
- Students will wash hands/use hand sanitizer at the end of each of session

Section VI Teaching Assistant Responsibilities

- All anatomical models, skeletons, lab equipment etc. will be wiped with the appropriate disinfectant after each use.
- Cleanse all lab surfaces, instruments, equipment, door handles and light switches at the start and conclusion of all lab sessions with appropriate sanitizing wipes
- At the conclusion of each laboratory session the TA will move all models to the designated staging area for appropriate sterilization
- Equipment used throughout day will remain in the staging area for electrostatic spray (at end of day)

Section VII Cleaning Materials / PPE

- **All labs will be stocked with the following disinfectant supplies and PPE:**

Sink

Hand Soap Dispenser

Paper Towel Dispenser

Sanitizing Wipe Dispenser

Rolling Plexiglass Instructor Barriers



MERRIMACK COLLEGE
SCHOOL OF HEALTH SCIENCES

Laboratory Checklist

Departmental Procedure Title	Merrimack College SHS Laboratory Spaces “Opening” or Set-up and Closing Checklist	Procedure
Key Words	Checklist, opening and set up of lab spaces, closing of lab spaces, cleaning, disinfecting, sanitizing, equipment and supply management, training events, learning experiences.	

Purpose of the Procedure/Procedure Statement:

This procedure guides the steps required for the “opening” or set-up, and closing procedure for learning experiences facilitated in the laboratory spaces of the SHS. It applies to SHS Faculty members and designated Teaching Assistants (TA) facilitating or assisting to facilitate learning experiences in the Laboratory spaces of the SHS.

“Opening” or Set-up

- Open doors and turn on lights.
- Ensure there are enough paper towels at the sinks, and set out the gloves
- Any equipment that has been left out in the “staging area” as part of the previous laboratory sanitizing efforts is to be put away prior to the set up and start of the next laboratory.
- Only equipment needed for the scheduled laboratory experience will be available for use by learners and faculty.
- Set up “staging area” for next laboratory in addition to lab supplies required for scheduled event.
- Confirm availability of cleaning, disinfecting, and/or sanitizing solutions/ products for use during and after the lab.

Closing

- ☒ All trash is to be disposed of in the appropriate receptacles,
- ☒ All unused supplies are to be left at the end of the exam table, work station, or bedside table (nursing center) at the end of each training.
- ☒ Environmental surfaces and objects that are touched often, such as chairs, desks, countertops, doorknobs, light switches, computer keyboards/monitors, hands-on learning items, faucet handles, phones are to be sanitized at the end of each session.
- ☒ Work stations, exam tables and/or beds/side rails and bedside tables (nursing center) are to be wiped down with sanitizing products provided in each laboratory space. Chairs are to be replaced against the tables in each room.
- ☒ Lab equipment, manikins, models, and the anatomage table are to be cleansed according to manufacturer's guidelines. The above equipment is to be then disinfected and sanitized and left to air dry in the staging area at the end of the training. Monday – Friday in the evenings, lab staff and/or instructors may designate an area where lab equipment can be placed so that custodial staff may spray with electrostatic sanitizing sprayers. All such areas should be clearly labeled for spraying. If not labeled, sanitizing spraying will not be performed.
- ☒ When leaving, the door to the laboratory space should be closed with the lights turned off and doors locked.