

OPERATIONS MANUAL FOR THE PUBLIC SAFETY ATHLETIC TRAINERS' SOCIETY PROVIDING CONTINUING EDUCATION TO ATHLETIC TRAINERS

Non-Discrimination Policy

No individual should be denied participation in CE programs offered by BOC Approved Providers on the basis of race, gender, color, age, disability, religion, sex (including sexual harassment), pregnancy, national origin, marital status, veteran status, political affiliation, sexual orientation, gender identity, gender expression, genetic information, creed or any other basis protected by applicable federal, state or local law, ordinance or regulation.

The statement below is provided for inclusion in education program materials including, but not limited to mailings, brochures and websites:

***Public Safety Athletic Trainers' Society** does not discriminate on the basis of race, color, national origin, religion, sex, disability, military status, sexual orientation or age. **Public Safety Athletic Trainers' Society** is committed to accessibility and non-discrimination in all aspects of its continuing education activities. Participants who have special needs are encouraged to contact program organizers so that all reasonable efforts to accommodate these needs can be made.*

Copyright Policy

The United States federal law takes violations of copyright infringement seriously. To avoid copyright infringement violations:

- Ensure copyright permission of materials used by program faculty are identified on all program materials. Audio-visual and program related materials should not be excluded.
- Obtain information to identify the permission of use for protected program materials (e.g., program faculty release form, leasing agreement or other documentation). A sample program faculty release form is available on the BOC website.
- Genericize programs during program development by using Instrument Assisted Soft Tissue Mobilization, kinesiology taping and other generic information that is not a protected technique, product name or intellectual property.

Conflict of Interest Policy

Conflict of interest is a situation in which social, professional or financial considerations have the potential to compromise or bias objectivity. An apparent conflict of interest is one in which a reasonable person would think the provider's objectivity is likely to be compromised.

Conflicts of interest include, but are not limited to, financial interests and nonofficial relationships that may impact personal benefit. It is important for participants at educational activities to be aware of any, and all conflicts.

BOC Approved Providers shall make public potential and actual conflicts of interest and financial gain associated with any programs, providers, program faculty or sponsors. In addition, BOC Approved Providers shall follow an effective and responsible conflict of interest policy that clearly specifies:

- Acceptable relationships and activities.
- Prohibited relationships and activities.
- Clear guidelines on how to make certain all such arrangements are transparent.
- A transparent system where potential and actual conflicts of interest for providers, program faculty or sponsors are declared.

Examples of conflict of interest include:

- Health care providers and medical organizations pursuing private financial gain which may compromise their professional responsibilities.
- A person is paid to promote uses of products.
- A researcher or family member participating in research owned by a business in which the faculty member holds a financial interest.
- A researcher participating in research developed by that researcher.
- A researcher who wishes to recruit a subject who is also a student, an employee, a colleague or a subordinate of the researcher.
- A sponsor who pays program faculty to promote their products.

Fee/Cancellation/Refund Policy

Continuing Education programs are offered for free to subscribers of the PSAT Society, they are available for individual purchase in the online store for a price of \$20 or \$25 for individual CEUs. Conference will be priced separately based on the content provided that year, for 2023 the conference cost \$75. No cancellation is needed and no refund available.

Continuing education offered during the PSATS Annual Meeting is free and open to all. No cancellation is needed and no refund available.

Any conference held by the PSAT Society requires registration in advance, and a request for cancellation and refund must be sent to pres.psat@gmail.com a minimum of seven days prior to the start of the event. PSATS Subscribers will receive a discounted conference registration rate compared to guests, and pre-certified athletic training students who will not be collecting CEUs will have the lowest registration fee. 2023 Conference fees are as follows; Subscriber- \$50, Guest- \$75, Student- \$25.

Joint Providership Policy

The Public Safety Athletic Trainers' Society will not host a course with a non-BOC AP and is not seeking joint providership.

Record Keeping Policy

All records will be held in JotForm for five years after the event is offered. Participants can contact the PSATS to verify their attendance and request an additional copy of a lost CEU Certificate.

BOC Approved Providers do NOT have to submit materials to the BOC immediately after each event. However, please retain them for your records for five years. Use them to verify attendance should an Athletic Trainer request a replacement certificate and to complete the annual report.

Faculty Payment Policy

Program faculty of continuing education programs offered as part of the PSAT Society membership will not be offered honorarium or expense reimbursement.

Program faculty of continuing education programs for the PSATS Annual Meeting will be offered honorarium of \$250.00 (US) and no expense reimbursement. Based on the location of the presentation (in-person vs virtual) expense reimbursements can be discussed on a case by case basis.

Program faculty for the Annual PSATS Virtual Conference will receive a \$125.00 (US) honorarium, a free conference t-shirt, and free full conference registration. They will not receive expense reimbursement. If one lecture is submitted with multiple presenters the same benefits described above will be offered and presenters can split them how they choose, however the option of foregoing the honorarium in exchange for two t-shirts and two conference registrations will be offered as well.