GRADUATE ASSISTANT CERTIFIED ATHLETIC TRAINER CLINICAL RESPONSIBILITIES, POLICIES, AND PROCEDURES

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GRADUATE ASSISTANT CERTIFIED ATHLETIC TRAINER
CLINICAL RESPONSIBILITIES, POLICIES, AND PROCEDURES

Affiliated Clinical Site Overview

- Graduate athletic training students that desire professional clinical experience and the opportunity to develop skills beyond those of entry-level practitioners may apply and interview for Graduate Assistant Certified Athletic Training (GA-ATC) positions. If accepted, students will have the responsibility of providing athletic training services to an affiliated clinical site. The purpose of the clinical experience is educational and not just to provide a work force for the institution or affiliate clinical sites. The number of hours a GA-ATC spends in clinical education experiences are limited to an average of 20 hours per week to avoid interfering with classroom and research obligations. The limit of an average of 20 hours per week of graduate assistantship service complies with university, state and federal laws and regulations.
- GA-ATC gain advanced clinical experiences with a level of responsibility compatible with the credentials and expertise they possess as graduate students, and do not necessitate daily, personal supervision.
- The clinical supervisor:
  - Maintains regular communication between the GA-ATC and all affiliated clinical setting supervisors with respect to scheduling of clinical experiences and services, evaluation of GA-ATC progress, and other matters affecting the GA-ATC’s learning experiences.
  - Maintains formal administrative documentation and affiliation agreements related to all affiliated clinical settings.
  - Visits and evaluates GA-ATC at affiliated clinical settings each semester to assure student-athletes are receiving excellent and comprehensive athletic training services.
  - Visits and evaluates affiliated clinical settings each semester to assure appropriate institutional support, documentation and procedures are available and upheld.
  - Visits and evaluates affiliated clinical settings each semester to assure continued validity of learning environment and experiences.
- The welfare of the student-athlete is the primary concern while the GA-ATC strives to develop skills beyond those of entry-level practitioners.
Overview of Required Clinical Documents and Records

It is the responsibility of the GA-ATC to maintain three (3) sets of documents related to their professional practice and qualifications. GA-ATC should update each set of documents as appropriate, no less than on a seasonal basis. The clinical supervisor will evaluate each component on a season basis however; the clinical supervisor or Program Director may evaluate any component at any time. The GA-ATC must have hard copies of each set of documents available at their Affiliated Clinical Site at all times including:

   • Includes clinical policies and procedures standardized to professional practice through national or federal regulations, practice acts or guidelines or through the Graduate Assistant Athletic Trainer Clinical Policies and Procedures Manual. Also included are: guidelines and recommendations produced by the National Athletic Trainers’ Association outlined in Position Statements or Consensuses and Florida State Practice Act.

II. Affiliated Clinical Site Policies and Procedures Manual
   • Includes policies and procedures each GA-ATC develops and maintains specific to their Affiliated Clinical Site. Included are: Budget / Inventory Control for Supplies; Injury Evaluation and Rehabilitation; Referral Procedures; Athletic Training Coverage Policy; Emergency Action Plans; Return to Play Guidelines; Concussion Assessment and Treatment Guidelines. These may include components of the Standard Clinical Policies and Procedures Manual as appropriate. You will maintain and update a hard copy at your Affiliated Clinical Site and a second soft copy online.

III. Clinician Documents and Activity Folder
   • Includes all professional documents necessary to comply with National and State practice acts. You will maintain and update a hard copy at your Affiliated Clinical Site and a second soft copy online (you will E-mail weekly activity logs to your Team Physician [as described] and will retain online [secure] versions as well.)
I. STANDARD CLINICAL POLICIES AND PROCEDURES
MANUAL

All GA-ATC follow all guidelines and recommendations produced by the National Athletic Trainers' Association including those outlined in Position Statements or Consensuses (provided). The GA-ATC will perform the following duties within the scope of Athletic Training as outlined in the State of Florida's Athletic Training Legislation:

- Prevention, recognition, evaluation, and immediate care of athletic injuries;
- Rehabilitation and reconditioning of athletic injuries;
- Administration of the overall health care of the athlete;
- Maintain a consistent track of professional development while discharging all duties with professional responsibility;
- Maintain an open line of communication;
- Maintain timely and accurate records at the Affiliated Clinical Site; maintaining health and treatment records in a secure and private location in accordance with HIPAA guidelines (see Standard HIPAA Releasing Medical Information Policy);
- Use professional discretion when referring an athlete for medical attention;
- Act as a liaison between injured athletes, coaches, parents and medical specialists;
- Supervise athletic training students (college and high school, if available);
- Act as a role model in mentoring and recruiting young people into the profession of athletic training.

The GA-ATC will conduct and maintain the Athletic Training Room at their affiliated clinical site as a professional allied health care facility.

- Budget for supplies and maintain an inventory
- Evaluation of injuries
- Referral to proper medical specialists
- Carry out treatment orders
- All medical records and medical conditions are strictly confidential. Do not discuss injuries with friends, family, other athletes, or members of the media. All student athletes and parents must read and sign a medical confidentiality document (this is NOT required for participation).
- Do not transport students or student-athletes in your personal vehicle.
- GA-ATC (of either gender), whenever possible, should avoid being alone with a student-athlete (of either gender) in the Athletic Training Room (or other private place). Never close the door unless you have an adult witness in the room with you and the student athlete.
- Be available for home events and practices following the Athletic Training Coverage Policy (see the Athletic Training Base Coverage Policy)
- Travel to "away" Varsity football games. Discuss additional "away travel" with your Athletic Director in consultation with the Athletic Training Coverage Policy.
- The Graduate Certified Athletic Trainer is responsible for all activities or procedures necessary to facilitate daily operation of an athletic training room facility.
- The GA-ATC will strive to improve knowledge and skill proficiency in injury prevention, assessment and management of athletic injuries, rehabilitation of athletic injuries and administrative aspects of athletic training room operations beyond the entry-level.
- As a representative of your affiliated clinical site and Florida International University, GA-ATC are expected to act professionally at all times.
- BE ON TIME for scheduled athletic training room hours and for games/practices.
- Maintain accurate and complete medical records.
- Keep the affiliated clinical site athletic training room neat and clean.
- Follow all policies and procedures contained in this manual and the University Graduate School policies and procedures manual.

**Athletic Training Work Schedules**

GA-ATC should maintain and adhere to professional work schedules.
- GA-ATC are required to work an average of twenty (20) hours per week. See the Standard Athletic Training Base Coverage Policy
- Outside work obligations are unacceptable.
- In emergency situations, substitute coverage may be required; the GA-ATC must request substitute coverage with the Director of Clinical Education IN WRITING. (see Standard Substitute Coverage and Absence Policy).

**Standard Policies for the Athletic Training Room**

- Distribution of GA-ATC home phone number is not advised. GA-ATC may distribute personal cell phone numbers at their own discretion; GA-ATC should discuss this with the Athletic Director.
- The GA-ATC must post an Emergency Action Plan (EAP) and document practice including all involved parties for each venue and for each season. GA-ATC must keep documentation in their Clinical Documents and Activities Folder of distribution of copies to the Athletic Director and to each Coach each season. See Documentation of Professional Communication forms.
- The GA-ATC may NOT transport student-athletes in the GA-ATC’s personal vehicle.
- The GA-ATC may NOT administer over the counter medications, herbs, supplements, or anything other than water or sports drink by mouth.
- All medications any student-athlete takes must have written consent of parent/physician.
- The GA-ATC must post Rules of Athletic Training Room
- GA-ATC must consider and follow all appropriate NATA position statements, BOC guidelines and additional state statutes. All Standard Clinical Policies, Procedures, and Documents are included in each Standard Clinical Policies and Procedures (see Standard Clinical Policies, Procedures, and Documents).
**Professional Attire and Appearance**

- GA-ATC should dress professionally and appropriately while representing FIU, when working at an affiliated clinical site or attending classes or in-services. Please follow these guidelines.
  - Wear clean and appropriate, professional clothes; shirts tucked in with shorts or pants, and a belt. Shorts must have a minimum four (4) inch inseam. Jeans, jean shorts, cutoffs, mini skirts or low-cut shirts are inappropriate. The Program Director will provide staff polo shirts and T-shirts, or make available for purchase. Shirts and merchandise from other universities or teams are inappropriate as are any advertising alcohol or tobacco use.
  - Wear a staff shirt when covering official competitions (see *home event coverage*).
  - Closed shoes are appropriate, open-toe shoes (sandals, flip flops) are not.
  - Do not wear hats unless covering or returning from covering an outdoor event.
  - Facial hair must be neatly groomed.
  - No visible body piercing or tattoos, women may wear earrings.

**Home Event Coverage**

- GA-ATC should wear a staff polo shirt and appropriate pants when covering indoor events, and a staff polo shirt or staff T-shirt with appropriate shorts or pants when covering outdoor events.
- GA-ATC should conduct him/herself in a professional manner while on the sideline. Excessive cheering, coaching or ‘officiating’ is unprofessional.
- GA-ATC is responsible for arriving with enough time to complete the Home Event Coverage Procedures.
- GA-ATC is responsible for following the Home Event Coverage Procedures for ALL home events:
  1. Assure all **Essential Sideline Equipment** is available on the sideline.
  2. Introduce him/herself to the visiting team's Head Coach, any ATC or student athletic trainer traveling with the team, referees and paramedics (when present).
     - Describe the services, supplies and facilities available during the game.
     - Explain where you will be during and after the game and how you may be reached if they need anything.
     - When appropriate, discuss with paramedics Helmet Removal Policy and Spine Board Policy.
Essential Sideline Equipment
GA-ATC is responsible for assuring that ALL HOME EVENTS have the following available on the home sideline:

1. Cell Phone/Radio - Access to EMS (fully charged)
2. Access to the AED
3. CPR Pocket Mask
4. Spine Board
5. Helmet Removal Equipment
6. Vacuum Splints with extra pump
7. Emergency Contact Information for each athlete
8. Crutches
9. Latex Gloves
10. Water Coolers with bottles/cups
11. Ice Bags and Ice
12. Gauze
13. Band-Aids
14. SAM Splints
15. Elastic Bandages
16. Pen Light
17. Stethoscope
18. Sphygmanometer

GA-ATC is responsible for assuring that ALL HOME EVENTS have the following available on the away sideline:

1. Water Coolers
2. Ice Bags and Ice

Emergency Communication Protocol
1. Initiate Emergency Medical Services immediately for any medical emergency.
2. If parents/guardian are present talk with them. If not present, immediately call parents/guardian to inform them of situation. Use information from Emergency Contact Form (Student-athlete Packet).
3. If parent/guardian is unavailable, send assistant coach or other adult designee to the hospital to accompany the injured athlete until parent/guardian arrives
4. Provide a Physician Referral Form to the parent/guardian/designee with instructions to return the form to the Certified Athletic Trainer upon completion by the physician. Provide a recommendation for a sports orthopedic physician.
5. Inform coach or pre-determined designee (assistant coach in charge of injured players) of necessary measures taken.
6. Inform appropriate administrator covering the event of your actions as well as the name of the injured athlete.
7. If the injured athlete is from a visiting team, call opposing team’s ATC to provide appropriate information regarding the athlete and the measures taken.
8. Document event by completing appropriate school incident report and providing copies to the Athletic Director, School Nurse, and an Administrator.
## Team Physicians

<table>
<thead>
<tr>
<th>High School</th>
<th>FIU Athletic Trainer</th>
<th>Team Physician(s)</th>
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</thead>
<tbody>
<tr>
<td>Bay Point School</td>
<td>Marc Arel, MD</td>
<td>*Daniel A. Sheldon, MD</td>
</tr>
<tr>
<td>Cooper City High School</td>
<td>Lindsay Tunney ATC</td>
<td>*Daniel A. Sheldon, MD</td>
</tr>
<tr>
<td>Cypress Bay High School</td>
<td>Adam Simpson ATC</td>
<td>Al DeSimone, MD</td>
</tr>
<tr>
<td>Doral Charter Academy</td>
<td>Cyndi Ristori ATC, LAT</td>
<td>J. Pieter Hommen, MD</td>
</tr>
<tr>
<td>Everglades High School</td>
<td>Andrea Miller</td>
<td>*Daniel A. Sheldon, MD</td>
</tr>
<tr>
<td>Charles Flanagan High School</td>
<td>Alex Alvarez ATC, LAT</td>
<td>*Daniel A. Sheldon, MD</td>
</tr>
<tr>
<td>Hallandale High School</td>
<td>Derek Rivera</td>
<td>*George Caldwell, MD</td>
</tr>
<tr>
<td>Hollywood Hills High School</td>
<td>Seth Feldman, DO (PC)</td>
<td>Kevin Kessler, MD (Ortho)</td>
</tr>
<tr>
<td>McArthur High School</td>
<td>Shannon Singleton ATC</td>
<td>*George Caldwell, MD</td>
</tr>
<tr>
<td>Miami Christian School</td>
<td>*Erol Yoldas, MD</td>
<td></td>
</tr>
<tr>
<td>Miami Country Day School</td>
<td>Madeline McGuire, ATC</td>
<td>*Richard Rozencwaig, MD</td>
</tr>
<tr>
<td>Miramar High School</td>
<td>Courtney Schaiper ATC</td>
<td>*Daniel A. Sheldon, MD</td>
</tr>
<tr>
<td>South Broward High School</td>
<td>Laura Zona ATC, LAT</td>
<td>*George Caldwell, MD</td>
</tr>
<tr>
<td>West Broward High School</td>
<td>Nicole Figuerola ATC</td>
<td>*Al DeSimone, MD</td>
</tr>
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*Indicates Broward Health Sports Medicine Orthopedic
# Broward General Region Physician List

<table>
<thead>
<tr>
<th>Drs. Rudolf Roskos &amp; Hector Rodriguez-Cortes</th>
<th>Nolan Berman, M.D. &amp; Amy Relkin</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Pediatric Hematology and Oncology</strong></td>
<td><strong>Pediatrics</strong></td>
</tr>
<tr>
<td>Cancer Center-BGMC</td>
<td>Family Health Place at Rio Vista Pediatrics</td>
</tr>
<tr>
<td>1600 S. Andrews Avenue</td>
<td>789 S. Federal Highway, Suite 102</td>
</tr>
<tr>
<td>Fort Lauderdale, FL 33316</td>
<td>Fort Lauderdale, FL 33316</td>
</tr>
<tr>
<td>(954) 355-4527</td>
<td>(954) 462-8323</td>
</tr>
<tr>
<td><strong>CC#</strong>: 115209</td>
<td><strong>CC#</strong>: 115201</td>
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</tbody>
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<tr>
<th>Drs. Israel Wiznitzer &amp; Archana Maini</th>
<th>Amos Stoll, M.D. &amp; Randell Powell, M.D.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Medical Oncology and Internal Medicine</strong></td>
<td><strong>Neurosurgeon</strong></td>
</tr>
<tr>
<td>1625 S. Andrews Avenue, Suite 525</td>
<td>1314 SE 2nd Avenue</td>
</tr>
<tr>
<td>Ft. Lauderdale, Florida 33316</td>
<td>Ft. Lauderdale, Florida 33316</td>
</tr>
<tr>
<td>(954) 355-4975</td>
<td>(954) 763-6655</td>
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<tr>
<td><strong>CC#</strong>: 115225</td>
<td><strong>CC#</strong>: 115226</td>
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<thead>
<tr>
<th>Carl Gill, M.D.</th>
<th>Neil Tucker, M.D.</th>
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<tbody>
<tr>
<td><strong>Cardiothoracic Surgeon</strong></td>
<td><strong>Pediatric Gastroenterologist</strong></td>
</tr>
<tr>
<td>1625 S.E. 3rd Avenue, Suite 300</td>
<td>1417 SE 1st Avenue</td>
</tr>
<tr>
<td>Fort Lauderdale, FL 33316</td>
<td>Ft. Lauderdale, Florida 33316</td>
</tr>
<tr>
<td>(954) 355-5401</td>
<td>(954) 832-0332</td>
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<tr>
<td><strong>CC#: 115208</strong></td>
<td><strong>CC#</strong>: 115289</td>
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<thead>
<tr>
<th>Michael Chizner, M.D.</th>
<th>Sheldon Warman, M.D. &amp; Anne Blenke, M.D.</th>
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<tbody>
<tr>
<td><strong>Cardiologist and Internal Medicine</strong></td>
<td><strong>Internal Medicine and Hyperbaric Medicine</strong></td>
</tr>
<tr>
<td>1625 S.E. 3rd Avenue, Suite 300</td>
<td>4750 N. Federal Hwy., Suite 301</td>
</tr>
<tr>
<td>Fort Lauderdale, FL 33316</td>
<td>Ft. Lauderdale, FL 33308</td>
</tr>
<tr>
<td>(954) 355-5001</td>
<td>(954) 489-9994</td>
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<tr>
<td><strong>CC#: 115211</strong></td>
<td><strong>CC #</strong>: 115102</td>
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<tr>
<th>Drs. Kanell, Caldwell &amp; Yoldas</th>
<th>Drs. Kanell, Caldwell &amp; Yoldas</th>
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</thead>
<tbody>
<tr>
<td><strong>Orthopedic Surgeon</strong></td>
<td><strong>Orthopedic Surgeon</strong></td>
</tr>
<tr>
<td>Orthopedic Sports Medicine Center</td>
<td>Orthopedic Sports Medicine Center</td>
</tr>
<tr>
<td>789 S. Federal Highway, Suite 106</td>
<td>789 S. Federal Highway, Suite 106</td>
</tr>
<tr>
<td>Ft. Lauderdale, Florida 33316</td>
<td>Ft. Lauderdale, Florida 33316</td>
</tr>
<tr>
<td>(954) 522-3355</td>
<td>(954) 522-3355</td>
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<tr>
<td><strong>CC#</strong>: 115223</td>
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Letter of Standing Orders
Each GA-ATC (all Licensed Athletic Trainers practicing in Florida) must have a current Letter of Standing Orders signed by a Physician (kept in your Clinical Documentation and Records). Most often, your Team Physician will sign your Letter of Standing Orders. Physicians often provide Pre-participation physicals and coverage for some sporting events. The GA-ATC is responsible for contacting their Team Physician to discuss their Letter of Standing Orders, event coverage, referral procedures and communication protocol. GA-ATC will document their specific policies in their Affiliated Clinical Site Policies and Procedures Manual.

Standard Injury Reporting and Physician Referral Procedures
- Injured athletes must be evaluated by the GA-ATC or staff ATC.
- **Weekly communication with the supervising physician is required by the Florida Statues for Professional Practice as an Athletic Trainer.** For Broward Athletic Trainers, FAX or E-mail these reports to your Team Physician WEEKLY. You must discuss with your Team Physician how he would like you to communicate these with him/her. The Weekly Activity Log must include all referrals made and athletes restricted from participation (see the Weekly Activity Log). Soft versions are also included in your Clinical Documents and Activities Folder as well (see Clinical Documents and Activities Folder).
- The GA-ATC must refer athletes to a Physician for any injury causing loss of playing time or requiring appropriate follow-up care. For each referral the GA-ATC shall:
  1. Refer to an appropriate member of the sports medicine team; we recommend the North Broward Hospital District Sports Medicine Program. Parents or guardians always have the right to take the athlete to any physician; however, follow-up care is facilitated when the team physician evaluates the injury. Sports medicine clinics are appropriate only if the GA-ATC or a physician refers the injured athlete there.
  2. Provide injured athletes a **Take home referral form** including instructions listed and a secondary insurance form if applicable.
  3. Contact parents or guardian by telephone or in person, this is particularly important regarding any injury with potential complications.
  4. Provide parents with the **Physician referral contact information** so they can call and make an appointment according to their own schedule.
  5. Provide parents with appropriate completed secondary insurance claim forms and any other documents the physician's office requires.
     - The GA-ATC may facilitate appointments for injured athletes. However, responsibility must lie with the parent/guardian.
  6. Call physician's office to let them know you are referring a student-athlete. Inquire about appropriate documentation for referral.
- Allow an injured athlete to return to play only when the athlete obtains all appropriate signatures and turns in the completed referral form to the GA-ATC.
• Protect the personal health information of all athletes at all times in compliance with HIPPA regulations.

North Broward Hospital District Sports Medicine Physicians
The following policies apply to those High Schools with NBHD Sports Medicine Physicians as their Team Physician (see Team Physician Table). These physicians are fellowship trained in Sports Medicine, board Certified Orthopedic Surgeons and are willing to open their office for appointments and accommodate student-athletes in a timely manner.

Sports Medicine Coordinator for Broward Health:
To facilitate physician referrals or if you have questions, contact:

Frank Walters, PhD, ATC, LAT
Broward Health
Director, Sports Medicine
Wellness Center / BGMC
(954) 712-3956 (o)
(954) 468 - 5200 (fax)
Email: fwalters@browardhealth.org

Broward Health Sports Medicine Physicians
Director: Dr. Daniel Kanell
Partners: Dr, Erol Yoldas; Dr. George Caldwell
Includes: Dr. Howard Gelb; Dr. Daniel Sheldon

Daniel Sheldon, MD
Nurses: Patty & Renee
1855 N Corporate Lakes Blvd
Weston, 33326
Office: (954) 659-0015
Fax: (954) 217-2725

George Caldwell, MD & Erol Yoldas, MD
Orthopedic Sports Medicine Center
789 S. Federal Hwy. Suite 102,
Ft. Lauderdale, FL 33316
Office: (954) 522-3355
Fax: (954) 522-9590

Howard Gelb, MD
9980 N. Central Park Blvd. Suite 222
Boca Raton, FL 33428
Phone: (561) 558-8898
Medical Specialist Referral Options

Saturday Injury Clinics at Weston Regional Health Park

The NBHD Sports Medicine Program conducts Saturday Injury Clinics and provides Sports Medicine services Monday through Friday. Saturday Injury Clinic Hours are determined on a seasonal basis. The clinic requires athletes have a Physician referral for Physical Therapy services. If the GA-ATC is sending an athlete, they must call ahead. A parent or guardian must accompany the athlete at each appointment for authorization, or athletes must have an authorization-to-treat form if under age 18.

2300 N. Commerce Pkwy, Coral Springs Medical Center Office Bldg. Physical Therapy Weston, FL 33326
http://www.browardhealth.org/body.cfm?ID=1250

For more information, call (954) 217-5000 or (954) 217-5770
Hours: (call)
- Monday - Wednesday - Friday 7:00am - 5:00pm
- Tuesday and Thursday 8:00am - 7:30am
- Saturday (seasonal hours)

Urgent Care, Dental and Primary Care Referrals

These appointments are for non-surgical orthopedic / soft tissue injuries and can include Family Medicine issues. All acute care orthopedic injuries should be directed to designated Team Physician(s).

- Athletes must be accompanied by a parent/guardian, coach or have an authorization form to treat if under age 18.
- For more information, for current hours or any follow-up referrals to Broward Health physicians or hospitals contact Wendy Burkholder at (954) 355-5931.

Monday - Saturday 8:00am - 10:00pm
All major insurances accepted; facilities are Urgent Care, Dental & Primary Care physicians.

Weston Regional Health Park
2300 N.Commerce Pkwy.
Urgent Care Center
(954) 217-5700
Monday – Friday: 8:00am - 9:00pm
Saturday & Sunday: 9:00am - 9:00pm
All Major insurances accepted; has Rehab/Sports Medicine facility;
Dr. Kusienski is a Medicaid provider
Nova Southeastern University Sports Medicine Clinic

The North Broward Hospital District in affiliation with Nova Southeastern University offers a Sports Medicine Clinic for student-athletes who have soft tissue, musculoskeletal injuries and are referred by the NBHD Athletic Trainer at the school. Athletes must be accompanied by a parent or have an authorization-to-treat form if under age 18.

The Osteopathic /Sports Medicine Center
at Nova Southeastern
Sanford Ziff Medical Center
3200 S. University Dr. 3rd Floor, Ft. Lauderdale, 33328
Ph: (954) 262-4316 or 1-800-356-0026 ext. 4316
http://www.nova.edu/HCC/clinics.html#sportmed

Fall 2006 Operating Days and Hours
  Monday: 1:30pm – 5:00pm
  Tuesday - Thursday: 8:30am - noon
  Friday: 8:30am - noon & 1:30pm – 5:00pm
  Saturday - Sunday: Closed

Directions:
- From Ft. Lauderdale, or Hollywood: take I-95 to I-595 West to University Drive exit and go SOUTH to corner of SW 30TH (Abe Fischler drive, same road as Dolphin Training Complex) and turn LEFT. Ziff Bldg. is on the RIGHT. Park in the parking garage behind Ziff Building. Sports Medicine clinic is located on the 3rd Floor.
- From Weston and Southwest Broward: take I-595 east to University Drive and follow the same as above.
Recommendations for the Pre-Participation Physical Exam

The North Broward Hospital District is the exclusive provider of sports medicine for the Broward County School Board and offers more than 1,200 pre-participation physicals for students each year. The physicals are conducted by a team of physicians, athletic trainers, physical therapists and nurses and are offered at North Broward Hospital District facilities, medical centers and other community locations. For more information, call Wendy Burkholder at (954) 355-5931.

An accurate medical history is important and has many different components. The purposes of the history and pre-participation physical exam are to identify or rule out any conditions present that might place the athlete at risk while participating in a sport. The exam may also bring any weakness to the attention of the physician, athletic trainer and athlete, which may be addressed before the start of the sports season. Finally, the pre-participation physical provides an opportunity for consultation of all parties concerned with the safety and wellbeing of the athlete with an existing condition including athlete and parent/guardian education, risk analysis and participation eligibility.

It is highly recommended to encourage student athletes to receive a physical exam from a board certified medical doctor (MD), NOT a chiropractor. Keep the pre-participation physical exam in an individual file locked in a cabinet in the Athletic Training Room. Provide copies only with written consent.

Components of the Exam

1. Contact information- Student-athlete and parent/guardian name, address, telephone number, parents work number, physicians name and number
2. History- list of any past or present health problems / injuries
3. Measurement- height, weight, blood pressure
4. Medical examination- cardiovascular, respiratory, abdominal, lymphatic, genital, dermatological, and ear, nose and throat
5. Orthopedic examination- to rule out any joint or bony deformities
6. Eye examination
7. Dental screening
8. Laboratory tests- blood and urine screens, EKG, sonograms, and other cardiac tests are recommended, but not required.
9. Review and Signature- by the conducting physician and ATC

*Your school district may provide services for pre-participation physicals however; make sure all necessary information is on the form.
Included Standard Clinical Policies, Procedures, and Documents

1. Standard Standing Letter of Orders
2. Standard First Responder Policy
3. Standard Athletic Training Base Coverage Policy
4. Standard Substitute Coverage and Absence Policy
5. Standard Athletic Director and Coaches Guidelines for Injury Management
6. Standard HIPAA Releasing Medical Information Policy
7. Standard HIPAA Notice of Privacy Practices
8. Standard Additional Coverage Policy
9. Standard Florida Statutes for Athletic Trainers
10. BOC Standards of Professional Practice
11. NATA PS Lightening Policy
12. Guidelines for Pre-Hospital Spine Care
13. NATA - Spanish Version - Parents and Coaches Guide to Dehydration and Heat Illness in Children
14. NATA Consensus Statement APPROPRIATE MEDICAL CARE FOR SECONDARY SCHOOL-AGE ATHLETES
15. NATA Consensus Statement APPROPRIATE MEDICAL CARE FOR SECONDARY SCHOOL-AGE ATHLETES
16. NATA Consensus Statement Heat Illness
17. NATA Parents and Coaches Guide to Dehydration and Heat Illness in Children
18. NATA PS AED
19. NATA PS Asthma
20. NATA PS Commotio Cordis
21. NATA PS Concussion Management
22. NATA PS Emergency Planning in Athletics
23. NATA PS Exertional Heat Illness
24. NATA PS Fluid Replacement
25. NATA PS MRSA Statement
26. NATA PS Spearing
II. AFFILIATED CLINICAL SITE POLICIES AND PROCEDURES MANUAL

In this document GA-ATC will present the Policies and Procedures specific to their Affiliated Clinical Site. Describe the specific policies and procedures related to the following responsibilities of your Athletic Training room. Include your specific responsibilities as well as the roles of other members of the sports medicine team. See the examples; ask questions if expectations are unclear. We will provide multiple examples as well as the documents provided by the GA-ATC at your Affiliated Clinical site (if applicable).

In some cases, standard forms may not be in place or specific to your clinical site, please amend example forms to reflect policies and procedures specific to your site. Scan any site-specific standard forms if soft copies are not available.

- Soft copies of this document must be submitted to the Assistant Clinical Coordinator via email
- Each GA-ATC must meet with the clinical supervisor before August 25th to present their Policies and Procedures Manual (hard and soft versions) and Clinical Document and Activity Folder

Guidelines:
- Hard copies of this document must be available at your affiliated clinical site
- Create folders for individual documents following the example
- Name each document following the example
- Include page numbers (bottom) on all Policies and Procedures pages (excluding appendices)
- You must update this document each season
- All coach’s packet documents should be updated and disseminated each season
- You must document dissemination in the documentation of communication each season.
- (*) Indicates a sample form is required

Order of Hard Copies (in 3-ring binder)
- Cover Sheet
- Index
- School Contacts
- Athletic Training Room Rules
- Policies and Procedures
- Appendices
For each policy (numbered) you must provide a detailed description of the policies and procedures indicated. (●) Bulleted items must be addressed.

**Policies and Procedures**

1. **Budget / Inventory Control for Supplies**
   - Dates orders must be placed; approximate budget amount
     - Inventory / order sheet*

2. **Injury Evaluation and Rehabilitation**
   a. Accident/Injury Reports* (from AD)
   b. Athletic Training Daily Treatment Log*
   c. Athletic Training Daily Sign-in Sheet*
   d. Communication protocol* (line of communication) if different than EAP
     i. Athletic Training Weekly Activity Log (Physician Communication form)*
     ii. Coaches Report *
   e. Initial Evaluation form / Rehabilitation records*
   f. Maintaining confidentiality / Emergency Contact form*
   - Document storage
     i. Confidentiality form* (Student-athlete Packet, privacy, Emergency Contact form from AD)

**Athletic Training Weekly Activity Log**
The weekly activity logs are required for compliance to state practice acts. You must document your activities at least weekly any communicate them with your Team Physician. The forms are a quick, easy, and uniform way to document injuries, treatments, and referrals. At a glance, you can see how many athletes were treated, what kind of treatments, and how many athletes were referred to a physician. For Broward Athletic Trainers, FAX or E-mail these reports to your Team Physician WEEKLY. You must discuss with your Team Physician how he would like you to communicate these with him/her. Soft versions are also included in your Clinical Documents and Activities Folder as well (see Clinical Documents and Activities Folder).

**Accident/Injury Reports**
The school may require (and provide) specific forms as Accident/Injury Reports. These must be submitted as directed by the school and saved (hard copies) for your records (on-site). If you develop new or additional Initial Injury Forms, you may include any information (sign/symptoms/ SOAP, etc.) you deem appropriate (see examples). It always seems that there is never enough time to complete all the proper paperwork that must be done. However, it is important and must be done. Try not to treat your athletes until the accident report is completed (unless the emergency dictates otherwise). The student athletes will question you as to why you have to take all the time to complete the
forms. Explain to them that their health care is your most important concern and the forms are a part of it. If you are consistent, they will get used to your policies. Ideally, you should maintain a folder for each student-athlete including contact information and all medical information (i.e. student-athlete packet). This file must be considered Protected Health Information and must remain confidential and secure at all times in compliance with HIPPA regulations. The forms found in the Appendix are samples. Your school district may have forms already made and required, if so scan a copy to include it. If you must develop your own forms, make sure all necessary information is on the form.

**Athletic Training Daily Treatment Log**
The daily treatment logs allow you to track progress and athlete compliance. These are kept separate from the Sign-in Sheet (do not allow everyone to see what treatment another athlete has received). These may be replaced by Treatment Logs or SOAP notes for individual athletes. Examples of all are included.

**Athletic Training Daily Sign-in Sheet**
The daily sign-in sheet allow you to track the number of students you serve. It also allows you to track compliance of athletes. An easy way to make sure the forms are complete is not to provide any treatments until the athlete is signed in. These should be removed and stored daily.

**Emergency Information forms (Student-athlete Packets)**
These are necessary if an athlete should become injured at a time when their parents are not available. Parents’ daytime phone numbers, cell phone numbers, and work places should be listed so they can be contacted. The information also must allow emergency personnel permission to treat the athletes before the parents arrive on the scene. These emergency information forms must be copied and transported with the athlete during all travel to away games so parents can be contacted efficiently. Some schools will have standard forms in place (Student-athlete Packets). The AD should maintain and provide these forms for you (as well as assuring each athlete has provided forms). Make sure copies are provided for each coach and remind them to bring all necessary emergency information forms with the team wherever they travel. Include an explanation in your Coach’s / AD Packet for presentation during coach’s meeting prior to each season.

**Coaches Reports (Progress Report or Injured List)**
These reports will aid the coaching staff in planning practices around those injured players. They should be clear (to coaches) and concise including what the athlete is allowed to do and prohibited from doing and limitations. Provide only information needed for coaches to keep athletes safe.
Rehabilitation Records
These forms are separate from the treatment daily treatment log. These forms are used to chart the rehabilitation progress: changes in weight, repetitions, modalities, etc. They are more detailed than the sign in sheets and should be kept in the student athlete’s files.

Insurance Information
The emergency information will aid in the completion of some school insurance forms. Most school insurance policies are applied and supplement cost after the parents’ policies have been used. Some schools will have standard forms in place (included with the Student-athlete Packets).

3. Referral Procedures
   • Medical specialist contact info
   • Directions to medical specialists to provide parents / drivers
     a. Referral forms*
     b. Take home referral form*

Referral Forms
These forms can aid in fast, efficient communication between athletic trainers, emergency room personnel and physicians. They can also aid in the proper treatment of student athletes. These forms must be kept on file in the event of a law suit to show that proper procedures were followed for care of the athlete. Alter the forms in place or examples provided to fit your specific needs. These forms are helpful to let the parents know what is being provided for the athlete and how they can get involved in the treatment and care. These forms should be used in addition to a separate individual athlete injury for parents or a phone call home to the parent(s). The phone call should be documented (time, date and parents name). It is very important to have documented, open and clear communication with the athlete’s parents.

4. Athletic Training Coverage Policy (specific personnel requirements)
   • Home events / away events / special events requiring coverage (all home varsity football games, etc.)
   • Away events / special events requiring coverage, invoiced coverage
   • Practices requiring coverage
   • Methods of communication between: coaches-ATC, ATC-ATC, etc. during practices / games (phone, radio, etc.)
     a. Additional events coverage invoice*
5. Emergency Action Plans (EAP)
   • Primary and secondary insurance information (location, distribution)
     a. Coach’s / AD Packet includes:
        i. Communication protocol* (documentation of communication)
        ii. EAP* (general; seasonal and site specific) include line of communication
            for appropriate personnel: Emergency Medical Services (EMS), parent,
            coach, school administrator, etc.
        iii. Athletic Training base coverage* (from standard P & P)
        iv. Professional guidelines for injury management* (from standard P & P)
     b. Directions to playing fields / ATR*
     c. Directions to local hospitals*

6. Return to Play
   • Policy, line of communication
   • Return to play without referral (line of communication)
     a. After referral return to play form (if different than 3a)*
     b. Progress reports (if different than 2d and 2e)*

7. Concussion Assessment and Treatment
   • Evaluation policies, baseline testing (if applicable), Return to play guidelines
     (referral and non-referral) line of communication, etc.
     a. Standardized form and grading scale*
     b. Home care instructions*

8. Heat Illness Prevention Program
   • Prevention, evaluation and treatment policies, baseline testing (if applicable), return
     to play guidelines (referral and non-referral), etc.
     a. Standardized assessment and treatment form*
     b. Home care instructions*

9. Lightening and Environmental Conditions
   • Policy, line of communication and command
     a. Safe locations for each sporting event or field
Appendices

Label Appendices dividers in hard copy (A1a., A2a., etc.) (see example). Place Appendices last in binder in the following order:

1a. Inventory / order sheet
2a. Accident/Injury Reports (from AD)
2b. Athletic Training Daily Treatment Log
2c. Athletic Training Daily Sign-in Sheet
2d. Communication protocol (line of communication) if different than EAP
2di. Athletic Training Weekly Activity Log (Physician Communication form)
2dii. Coaches Report
2e. Initial Evaluation form / Rehabilitation records
2f. Maintaining confidentiality / Emergency Contact form
2fi. Confidentiality form (Student Athlete Packet, privacy, Emergency Contact form)
3a. Referral forms
3b. Take home referral form
4a. Additional events coverage invoice
5a. Coach’s / AD Packet includes:
   Communication protocol (documentation of communication)
   EAP
   Athletic Training base coverage (from standard P & P)
   Professional guidelines for injury management (from standard P & P)
5b. Directions to playing fields / ATR
5c. Directions to local hospitals
6a. After referral return to play form (if different than 3a)
6b. Progress reports (if different than 2d and 2e)
7a. Standardized form and grading scale
7b. Home care instructions
8a. Standardized assessment and treatment form
8b. Home care instructions
9a. Safe locations for each sporting event and field
III. CLINICAL DOCUMENTS AND ACTIVITIES FOLDER

GA-ATC will maintain all professional documents necessary to comply with National and State practice acts. GA-ATC will maintain and update 1) a hard copy at your Affiliated Clinical Site and 2) a soft copy online (you will E-mail weekly activity logs to your Team Physician [as described] and will retain online [secure] versions as well.

- Hard copy of all information and documentation is kept at Affiliated Clinical Site
- Soft copy is kept and updated online (scan all hard copy versions). Folder will be made for you online (direction will be provided). Place each document / activity log in the indicated folder.

Clinical Documents Folder
1. FL Athletic Training License
2. Proof of Athletic Training Certification
3. Current CPR/AED for the Professional Rescuer
4. Standing Letter of Orders, signed by team physician
5. HIPAA certification
6. Certificate of Professional Liability Insurance
7. Individual Schedule (class and ATR)

Activities Folder
1. Weekly Activity Log (Physician communication)
2. Monthly / seasonal reports
3. Documentation of Professional Communication

Athletic Training Weekly Activity Log
The weekly activity logs are required for compliance to state practice acts. You must document your activities at least weekly any communicate them with your Team Physician. The forms are a quick, easy, and uniform way to document injuries, treatments, and referrals. At a glance, you can see how many athletes were treated, what kind of treatments, and how many athletes were referred to a physician. For Broward Athletic Trainers, FAX or E-mail these reports to your Team Physician WEEKLY. You must discuss with your Team Physician how he would like you to communicate these with him/her. Soft versions are also included in your Clinical Documents and Activities Folder as well (see Clinical Documents and Activities Folder).

Monthly / Seasonal Reports
These reports will aid in the statistical information at the end of the sports season. You will be able to count the number of injuries, treatments, and see if any trend is observable. You may use the information provided by the Weekly Activity Logs.
Documentation of Professional Communication
Each season after explaining the updated Emergency Action Plan (EAP), Athletic Training Coverage Policy and the Professional Guidelines for Injury Management for Coaches and Athletic Directors (usually at a Coach’s meeting) you will have each coach sign the Documentation of Professional Communication forms to acknowledge receipt and understanding of the materials. KEEP ALL SIGNED Documentation of Professional Communication forms in your On-site Activity Folder. You will keep soft copies in your online Activity Folder (scan all hard copy versions). These must be updated each season.