

# Standard Operating Procedure

## Athletic Therapy Clinic: Access and Safety Guidelines

### PC-SOP-AT-001-v06

#### Revision History

Version	Reason for Revision	Date
06	Additional information added in the case of a state of emergency declared by the government.	May 6, 2020

## I. Overview

### ***1.1 Purpose***

This SOP will document the workflow, regulations and access to the Athletic Therapy Clinic within PERFORM. Information and regulations regarding the modalities used within the clinic will be covered in separate PERFORM Operating Documents (POD's) for each modality. The POD's are on the PERFORM shared drive and hard copies kept in the Athletic Therapy Clinic.

### ***1.2 Responsibility***

The clinic is under the general supervision of the Assistant Director, Education and Community Engagement Programs and direct supervision of the Clinic Team Lead, who is responsible for the security, scheduling and all general office and clinical matters. The internship students delivering treatment within the clinic are under the direct supervision of all the certified athletic therapy instructors. The certified therapists are responsible for educating students to provide quality neuro-musculoskeletal services.

## 2. Definition of Terms

Client	The party who contracts out services offered by PERFORM
Instructor	Person that has attained an adequate level of certification and expertise which qualifies them to supervise and teach students.
Internship students	A current student or recent graduate that is undergoing supervised practical training supervised by PERFORM employees.

## 3. Training

Each student, before beginning their internship, must attend a mandatory orientation session where this SOP and the POD's for all modalities are explained, read and signed. Throughout the semester the certified athletic therapy instructors will deliver in-service sessions in conjunction with the course material taught at the department of Health, Kinesiology and Applied Physiology.

## 4. AT Clinic Rules and Safety Guidelines

The PERFORM general access and emergency response procedures are followed within the Athletic Therapy Clinic. Additional safety procedures specific to the clinic area and Swim-Ex area are also included below.

### 4.1 Hygiene and additional clinic rules

- Hands must be thoroughly washed before and after every patient
- All beds, exercise equipment, mats and modalities must be disinfected after each use. Pillowcases and towels must be changed after each use.
- All medical documents must be fully answered at reception prior to assessment
- Students will not be left with a client unsupervised
- No one can use the clinic modalities unless properly trained and the POD's read and signed
- No food or drink is allowed within the clinic treatment area or pool area
- If an instructor or student presents with symptoms such as diarrhea, nausea, vomiting, fever, respiratory infection and/or intestinal problems they should remain home and email their superior to inform so. In the case of gastroenteritis, return only 48 hours after symptoms have completely ceased. In the case of novel viruses such as COVID-19 or other microbes necessitating a state of emergency, refer to public health, governmental, CTSQ and university guidelines for physical distancing and other control measures to limit transmission.

**PERFORM Centre****4.2 Swim-Ex**

- The Swim-Ex can only be used if two members of the clinic are present with the client
- All staff members supervising within the pool area must have water certification
- Proper and appropriate attire is required as to bathing suits and footwear
- There will be no running within the pool area
- Diving is forbidden

**4.3 Appointments**

Athletic therapy services and treatments will be delivered by the internship students. These treatments will be developed by the student and approved by the certified instructor during the daily case conference. The role of the supervisor/instructor is to ensure the client receives the best possible treatment and the student receives a practical and real world educational experience.

**4.4 Charting**

All charting notes, consult letters or any document referring to client care must be signed by both the student and supervisor. All documents must be kept strictly confidential. Hard copies of patients' signed consents and medical information sheets will be kept in the filing cabinet within the locked administrative office of the clinic. The provincial rules regarding medical record confidentiality, safety and archiving will be followed.

**4.5 State of emergency declared by government**

In a state of emergency declared by a public official, defer to public health, governmental declarations, professional licensing body regulations (CTSQ) and university communications and official recommendations. There can be several evolving phases, considerations for the Athletic Therapy Clinic are as follows:

**4.5.1 First phase: In-person activities and access with attention to a pending state of emergency**

- Practice physical distancing if recommended, by keeping 2 meters from others.
- Wear masks and gowns when treating or in close contact with patients and/or fellow instructors/students
- Wash hands frequently for 20 seconds.
- Provide additional frequency of cleaning and sanitation protocols to high-touch surfaces after each appointment (exercise equipment, tables, mats, modality machines, doorknobs, doors, phones etc.)
- Ensure communication to students, staff and patients of the above 4 steps
- Ensure communication with students, staff and patients prior to appointments to screen for recent external travel and symptoms, advise as per public health and government recommendations

**PERFORM Centre****4.5.2 Second phase: Suspension of in-person activities and access**

- Ensure that dirty laundry can be laundered and dried to avoid mold or mildew.
- Ensure patients for upcoming appointments are contacted by phone or email to communicate the suspension of in-person appointments and to reassure that contact and activities will resume when it is considered safe to do so. See if they would be willing to participate in tele rehab via Zoom or other.
- Offer webinar workshops for current students if semester is still in session.

**4.5.3 Third phase: Access resumes with physical distancing**

- Virtual tele rehab appointments and webinar workshops with students may continue.
- In-person activities always defer to public health and governmental recommendations and university policies, as well as documentation put forth by CTSQ listing [guidelines](#) to follow.

## **5. Incidental Findings**

For dealing with incident findings please refer to PC-SOP-GA-011.