

Standard Operating Procedure

Athletic Therapy Clinic: Access and Safety Guidelines

PC-SOP-AT-001-05

Revision History

Version	Reason for Revision	Date
05	Abbreviated SOP as per new guidelines	February 5, 2019

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 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 certified athletic therapists. 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 instructions 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 Additional clinic rules:

- 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
- 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

4.2 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

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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.

4.3 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 a locked filing cabinet within the administrative office of the clinic. The provincial rules regarding medical record confidentiality, safety and archiving will be followed.

5. Incidental Findings

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