

## SAMPLE OUTLINE / Table of Contents

### Standard Operating Policies and Procedures

*This outline is neither all exclusive nor exhaustive; only suggesting items to include.*

#### 1. Code of Ethics and Code of Conduct: For Athletic Training Professionals providing AT Services

- State the Code of Conduct and Code of Ethics that your facility's staff will follow 100% of the time.

#### 2. Personnel: Overview of descriptions, responsibilities, methods of communication to all involved

- Supervising Physician (MD/DO) (*with Written Protocol & signature pages*)
- Head Athletic Trainer; Assistant Athletic Trainer; Athletic Training Student(s)
- Athletic Director
- School Nurse/Health Services
- Local Pharmacist
- School Dentist
- Crisis Management Team Counselors
- Psychologist (Sports or Mental/emotional)

#### 3. Athletic Training Services: Short description of "who, what, when, where, personnel involved..."

- Athletic Training room schedule (camp, in season all year long, summer hours)
- Team Coverage-contact sports and other sports
- Home vs. Away policies; letters to league AT's stating supplies provided for home events
- Affiliated Sports Medicine Clinic (if utilized)
- Emergency Medical Services utilized
- Referral Protocols/ Insurance Company policies

#### 4. Emergency Action Protocol & Procedures: May be a separate document, but should be referenced in SOP

- Less severe incident/accident
- Moderate incident/accident
- Conscious catastrophic
- Unconscious catastrophic
- Communication Flow Chart
- INCLUDE, BUT NOT LIMITED...**
- Facility layout with emergency exits marked
- Phone location(*if no cell coverage*), Keys to gates
- Evacuation plans
- EMS arrival / landing zones

#### 5. AT Policies & Procedures: Short description of protocols that have been approved by supervising MD/DO

- Asthma
- Blood-Borne Pathogen
- Catastrophic head/C-spine Injury
- Concussion Management
- Pre/Post Concussion Screening (ImPACT™, SAC, SCAT...)
- Chemical Substance Use/Abuse
- Child Abuse Identification
- Diabetes
- Disordered Eating Recognition
- Exertional Heat Stroke
- Exertional Sickling
- Head Down Tackling
- Hyponatremia
- Lightening Safety
- Pregnancy and Sports
- Rx /OTC Drug Storage & Dispense
- Sudden Cardiac Arrest
- Wrestling - Weight Assessment Certification
- "0" tolerance / Weapons
- Crisis Management
- Other...

#### 6. Administrative Duties: Short description of the following outlining frequency, dates, other pertinent info:

- Communication schedule with MD/DO
- Physical Exams - PIAA -CIPPE
- Daily injury logs
- Rehabilitation SOAP documentation
- General AT Room maintenance
- Maintenance Policies: Equipment/calibration schedule for modalities, AED, other equipment
- Inventory / Budget
- Insurance information
- Emergency protocols for secondary care providers (hospital, ambulance...)
- Provide in-service educational programs for coaches, parents, officials...
- End of the year reports to Administration

#### 7. Necessary Signatures: Have your legal counsel review and approve prior to signatures

- Supervising Physician
- Licensed Athletic Trainer
- Athletic Director, Principal, and other institution/organization designee
- Legal Counsel