

TABLE 5-2

EXAMPLES OF POLICY AND PROCEDURE TOPICS: INTERCOLLEGIATE ATHLETICS

- Archiving Electronic Health Forms
- Athletic Camp Coverage
- Athletic Related Dental Care
- Athletic Trainer Coverage by Sports
- Banned Drugs and Medical Exceptions
- Blood-Borne Pathogens
- Catastrophic Injury Insurance
- Chiropractic Therapy Services
- Coordination of Medical Coverage for Events
- Coordination of Staff Physical Therapist Services
- Dietary Supplement Policy
- Distribution of Medications
- Event Sport Medicine Coverage
- Extended Tryout Periods for Rowing
- Influenza Vaccine
- Injury/Illness Related DXA
- Insurance Coverage and Medical Bills
- Mouth Guards
- Nutrition Clinics and Referrals
- Orthopedic Appliances Orthotics Arch Supports and Braces
- Outside Services and Second Opinions
- Paper Medical Record Archiving
- Payment of Outside Rehabilitation Services
- Performance DXA Scanning
- Performance Related Blood Evaluations
- Performance Related Blood Evaluations—Special Populations
- Physician Clinics
- Physiological Testing
- Pre-Participation Physical Evaluations
- Psychiatric and Psychological Resources
- Referral for Clinical Psychological Services
- Referral for Outside Clinical Care
- Reporting of Injuries and Illnesses
- Resources for Urgent and Crises Services
- Restorative Massage Therapy
- Short-Term Tryouts
- Therapeutic Massage Therapy Services
- Use of Outside Urgent Care Clinic
- Use of the Emergency Department
- Vision Correction Lens Policy
- Visiting Teams
- Weight Control and Body Composition Assessment Policy

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written statement that identifies the basic rules and principles used to control and expedite decision making.¹² Procedures describe the steps that should be followed—the processes—of how something should be done. Table 5-2 outlines some common policies found in an intercollegiate sports medicine environment. Policy and procedure guides are useful tools that provide athletic training staff, physicians, administrators, and coaches a clear understanding of specific program functions. They also provide a foundation for continuity of care and a uniform guide for daily operations. An athletic training staff with diverse backgrounds and approaches can create a dynamic and positive work environment. However, having written policies and procedures provides uniformity to the program, establishes

fair and equitable practices, and allows for greater shared vision in the application of the program's vision. When assembling a policy and procedure manual, each topic can be broken down into 4 key areas:

1. **Policy**—Basic rules and principles
2. **Purpose**—Explain the need for the policy
3. **Procedures**—Steps to follow the policy
4. **Documentation**—How we document and provide evidence that the policy and procedures have been followed

Samples of areas addressed in the policy and procedures manual include the following: