



THE STEADMAN CLINIC

POLICY AND PROCEDURES HANDBOOK

Athletic Training Residency

Program Document

This handbook is designed to acquaint residents with the residency program and provide some information about the program and organization. The handbook is not all-inclusive but is intended to summarize some of the program's guidelines and our expectations regarding your conduct. Residents also abide by The Steadman Clinic Employee Handbook.

Brandie Martin, ATC

Table of Contents

Introduction	3
Vision and Mission Statement	3
Residency Employment Standards	4
Equal Opportunity Policy for Athletic Training Residents.....	4
Selection Process	4
Non-Discrimination	4
Reasonable Accommodations	4
Diversity and Inclusion.....	4
Harassment-Free Environment.....	5
Reporting Procedures	5
Training and Education	5
Review and Revision	5
Equal Employment Opportunity Harassment Policy	5
Sexual Harassment.....	5
Athletic Training Residency Entrance Requirements.....	6
Athletic Training Residency Program Details.....	7
Retention Policy	7
Graduation Requirements	8
Hours Requirement.....	8
Requesting to Leave the Program.....	8
Attendance	9
Leave of absence.....	9
Absences	9
Unscheduled Absences	9
Tardiness	10
Leaving early or leaving for periods during the workday	10
Requesting Time Off	10
Disciplinary Actions.....	10

Grievance Policy and Process	11
Job Duties and Responsibilities.....	11
Clinic Rotation Responsibilities.....	11
Time Clock.....	12
Cell Phone Use	12
General Expectations.....	12
High School Coverage Responsibilities	13
Additional Outreach Coverage Responsibilities.....	14
Research Responsibilities.....	14
Education and Professional Responsibilities.....	15
Educational Responsibilities	15
HIPAA and OSHA Compliance	16
Stocking Rooms and Ordering Supplies	16
Dress Code	17
Athletic Training Residency Facilities and Resources	17
AT Resident Office Space	17
Conference Rooms and Lab Space.....	17
Program Director and Medical Director Office Space	18
Additional Work Spaces.....	18
Educational Resources.....	18
Rotations.....	18
Exit Evaluation	20

Introduction

This handbook cannot anticipate every circumstance or question. After reading the handbook, employees who have questions should talk with the program director or the human resources department. In addition, the need may arise to revise, delete, or add to the provisions in this. The program reserves the right to make such changes with or without prior notice while maintaining the CAATE accreditation standards.

Vision and Mission Statement

Athletic Training Residency Vision Statement

Advancing Orthopaedic care through exceptional Athletic Training education and practice

Athletic Training Residency Mission Statement

Provide Athletic Trainers an advanced educational experience focused in Orthopaedics, integrating exceptional equitable patient care with leading evidence-based medical research and cutting-edge treatment techniques under elite mentorship in a collaborative healthcare environment

Core Values of The Steadman Athletic Training Residency

Consistency - Proven dependability through interactions with colleagues and patients

Transparent Communication - Honest, concise exchange of ideas and information to foster growth

Universal Respect - upholding principles of dignity and professionalism in every interaction with the foundation of self-respect

Collaboration - The multiplication of all individual contributions regardless of team position toward a common goal

Patient Centricity - A commitment to acknowledging and exceeding each patient's treatment expectations, while respecting them as a fellow human

Positive Community Impact - The proactive selfless sharing of resources for the benefit of the local and global communities we serve

Ethical Leadership - Influencing others by consistently upholding and practicing our core values, visions and missions

Passionate Innovation - Willingness to boldly advance patient care and outcomes through forward thinking solutions.

Accountability - Accepting responsibility for the results of our actions and disclosing the results in a transparent manner for everyone's benefit

Residency Employment Standards

Equal Opportunity Policy for Athletic Training Residents

The Steadman Clinic is committed to providing equal educational opportunities and placements for all athletic training residents, regardless of race, ethnicity, color, national origin, sex, gender identity, sexual orientation, religion, age, disability, or any other characteristic protected by applicable law.

TSC is dedicated to the principles of equal employment opportunity. We prohibit unlawful discrimination against applicants or employees on the basis of age 40 and over, race (including traits historically associated with race, such as hair texture and length, protective hairstyles), sex, sexual orientation, gender identity, gender expression, color, religion, national origin, disability, military status, genetic information, marital status, or any other status protected by applicable state or local law.

Selection Process

Selection for athletic training residency positions will be based solely on merit, qualifications, and suitability for the program. All applicants will be evaluated fairly and without bias. The Steadman Clinic Athletic Training Residency program is dedicated to ensuring diversity in recruitment, selection, and retention of our residents.

Non-Discrimination

The Steadman Clinic prohibits discrimination in all aspects of the athletic training residency program, including but not limited to recruitment, application process, selection, placement, training, and opportunities for advancement.

Reasonable Accommodations

The Steadman Clinic is committed to providing reasonable accommodation to qualified individuals with disabilities, pregnancy, injury and other situation to ensure equal access to educational opportunities and placements. Applicants and residents are encouraged to request accommodations as needed.

Pregnancy Accommodation: TSC will provide reasonable accommodation to otherwise qualified employees due to pregnancy, a health condition related to pregnancy, or the physical recovery from childbirth absent undue hardship. Employees have the right to be free from discriminatory or unfair employment practices because of pregnancy, a health condition related to pregnancy, or the physical recovery from childbirth.

ADA and Religious Accommodation: TSC will provide reasonable accommodation for qualified individuals with known disabilities unless doing so would result in an undue hardship to TSC or cause a direct threat to health or safety. TSC will make reasonable accommodation for employees whose work requirements interfere with a religious belief, unless doing so poses undue hardship on TSC. Employees needing such accommodation are instructed to contact their supervisor or the Human Resources Department immediately.

Diversity and Inclusion

The Steadman Clinic values diversity and inclusion and is dedicated to fostering a supportive and inclusive environment for all residents. We celebrate the unique backgrounds, perspectives, and experiences that each resident brings to the program.

Harassment-Free Environment

Harassment, including but not limited to harassment based on race, ethnicity, color, national origin, sex, gender identity, sexual orientation, religion, age, disability, or any other protected characteristic, will not be tolerated. All residents are expected to treat each other with respect and professionalism.

Reporting Procedures

Residents who believe they have experienced discrimination or harassment are encouraged to report their concerns promptly to the Program Director or HR. The Steadman Clinic will promptly investigate all complaints and take appropriate action to address any violations of this policy.

Training and Education

The Steadman Clinic Athletic Training Residency will provide training and education on diversity, equity, and inclusion to all residents and staff members involved in the athletic training residency program to promote awareness and understanding of issues related to bias, discrimination, and harassment.

Review and Revision

This policy will be reviewed regularly to ensure compliance with applicable laws and regulations and to reflect The Steadman Clinic Athletic Training Residency's ongoing commitment to diversity, equity, and inclusion in the athletic training residency program.

The Steadman Clinic AT Residency Program reaffirms its dedication to providing a supportive and inclusive environment where all athletic training residents have equal opportunities to succeed and thrive.

Equal Employment Opportunity Harassment Policy

TSC strives to maintain a work environment free of unlawful harassment. Unlawful harassment includes any unwelcome physical or verbal conduct or any written, pictorial, or visual communication directed at an individual (or group) because of that individual's (or group's) membership in, or perceived membership in, a protected class, that is subjectively offensive to the individual alleging harassment, and is objectively offensive to a reasonable individual who is a member of the same protected class. Harassment does not need to be in person and can occur over electronic media such as Zoom or other electronic platforms. Prohibited behavior may include but is not limited to the following:

- Written form, such as cartoons, emails, posters, drawings, or photographs.
- Verbal conduct, such as epithets, derogatory comments, slurs, or jokes.
- Physical conduct such as assault or blocking an individual's movements.

This policy applies to all employees, including managers, supervisors, coworkers, and nonemployees, such as customers, clients, vendors, consultants, etc.

Sexual Harassment

Because sexual harassment raises issues that are to some extent unique in comparison to other types of harassment, TSC believes it warrants separate emphasis. TSC does strongly oppose sexual harassment and

inappropriate sexual conduct. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- Submission to such conduct is made explicitly or implicitly a term or condition of employment.
- Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment.
- Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

All employees are expected to conduct themselves in a professional and businesslike manner at all times. Conduct which may violate this policy includes, but is not limited to, sexually implicit or explicit communications whether in:

- Written form, such as cartoons, posters, calendars, notes, letters, e-mails.
- Verbal form, such as comments, jokes, foul or obscene language of a sexual nature, gossiping or questions about another's sex life, or repeated unwanted requests for dates.
- Physical gestures and other nonverbal behavior, such as unwelcome touching, grabbing, fondling, kissing, massaging, and brushing up against another's body.

Athletic Training Residency Entrance Requirements

The program's application and material submission are open from December of the year prior to acceptance until February of the new year. Applications are only accepted via online applications through The Steadman Clinic website. The application must be complete and be received no later than the publicly published application deadline.

The application requirements are:

- Current BOC Certification
- Master's degree with 1-2 years of certified experience (preferred)
- Eligible for Athletic Training Licensure in the state of Colorado
- Eligible for Surgical Assist Licensure in the state of Colorado
- Pass a Background Check for working with a variety of organizations

The application must be submitted online and material includes:

- Application submission form (via online website)
- Cover letter
- Resume/CV
- Reference list
- Three letters of recommendation

Upon acceptance into the program, the Athletic Training Resident must meet the following requirements before beginning the program and be able to show proof of each.

- Licensed in the state of Colorado as an athletic trainer under Colorado's Department of Regulatory Agencies (DORA)
- In good standing and certified with Board of Certification (BOC) for athletic training

- Registered in the state of Colorado as a Surgical Assistant under Colorado’s Department of Regulatory Agencies (DORA)
- Completed the application for Vail Health Allied Healthcare Provider-Athletic Trainer and passed the background checks of all organizations.
- Pre-employment Screening and proof of immunizations provided through Occupational Health Department of Vail Health.
- Valid driver’s license, current auto insurance and reliable transportation

The Steadman Clinic does not offer any scholarships for the residency program.

Athletic Training Residency Program Details

The Steadman Clinic is committed to providing an exemplary learning experience and a healthy work environment.

- The Steadman Clinic’s Athletic Training Residency Program is a full-time 12-month post-professional education program.
- The salary for the 12-month program is \$55,000 with health/dental/vision insurance benefits.
- Liability insurance is provided by the clinic, both as an athletic trainer and as a surgical assist.
- A CEU fund of \$1,000 is provided to the residents. Continuing education conferences/symposiums and hours that require time away from the scheduled rotations must be pre-approved by the Residency Program Director.
- Residents are eligible for a \$1,000 wellness bonus.
- NATA annual membership dues, DORA registration fees, VH AHP fees, BOC certification maintenance fee are covered by The Steadman Clinic, not to exceed \$1,000.
- Residents receive paid sick leave, up to a maximum of 48 hours per year. Residents accumulate sick time at the rate of 1 hour per 30 hours worked, up to 48 hours in a year.
- Residents have flexible paid time off, any health/family/personal requested time off must be approved by the Program Director. Any change in the residents’ daily schedule must be approved by the program director. AT Resident’s do not accrue PTO.
- Residents are eligible for paid holidays, seven (7) paid holidays per calendar year, however outreach coverage maybe scheduled on holidays.
- Duty hour standards are the same as those set by the Accreditation Council for Graduate Medical Education (ACGME Common Program Requirements, Clinical Experience and Education, page 43) https://www.acgme.org/globalassets/pfassets/programrequirements/cprresidency_2023.pdf .
- The Athletic Training Resident will abide by the items in this handbook as well as The Steadman Clinic’s Employee Handbook.

Retention Policy

All residents will comply with The Steadman Clinic’s Employee Handbook (provided during on-boarding and orientation) and the Athletic Training Residency Handbook. Failure to comply with the company’s Handbook or the Resident Programs Agreement, including policies and procedures, may result in disciplinary actions

within the discretion of the Medical Director and the Residency Program Director and may include termination from the Program and from employment.

Graduation Requirements

Completion of the Program is determined by the following guidelines:

1. Completion of all rotations as assigned.
2. Evaluation scores by preceptors, Medical Director and Residency Program Director that show improvement with use of constructive criticism through the entire year's program
3. Completion of 80% of the assigned competencies, case logs, reading list, projects, assignments and quizzes/exams with marked growth and progression.
4. No more than 3 unapproved late arrivals (15 minutes) or 1 unapproved absence from scheduled Residency commitments (i.e. Monday academic sessions, Friday academic sessions, journal clubs, clinic, outreach events, and meetings)
5. Post-Examination score of 80% at the year's conclusion of the Residency Program
6. A research project must be completed: At a minimum, one submitted case study to a journal or conference, other projects that are approved by the program director may fulfill this requirement.
7. Submission of the resident's e-portfolio at the end of the year.
8. Submission of didactic and clinical experience log that demonstrates fulfilled hours requirement (see *Hours Requirement* description below).
9. Completion of evaluations that are determined by the program.
10. *Contingent on BOC Orthopedic Specialty Exam and CAATE standards* Application submitted to sit for the BOC Orthopedic Specialty Exam upon graduation of the residency program.

Hours Requirement

1. Didactic activities of no less than **5 hours a week** (minimum of **260 hours** total).
 - a. These are planned and ongoing educational activities that must be documented in the didactic section of the hours log.
 - b. These may include (but are not limited to), Grand Rounds, lectures, labs, competency reviews, image review, reading list (articles, books, online material), journal club, projects, research, symposiums, or clinical discussions.
 - c. The Program Director will review this log per rotation
2. Clinical Experience with direct and indirect patient care, a minimum of **1664 hours** of clinical practice dedicated within Orthopaedics must be logged in the hours log and/or using Paylocity.
 - a. A minimum of **500 hours** must be mentored and mentored hours must be logged.
3. All hours must be documented.
 - a. The Program Director will review this log at least once a rotation.

Requesting to Leave the Program

Any Athletic Training Resident who requests to leave the Program before completion must write a formal letter of resignation that is addressed to the Residency Program Director. An exit interview will be scheduled

no later than two days after the letter has been acknowledged by the Residency Program Director and the Medical Director (additional staff may be asked to attend). Company policy on employment leave will be referenced.

Attendance

The Steadman Clinic Athletic Training Residency follows the Accreditation Council for Graduate Medical Education standards for duty hours. The residents are not mandated to be on-call for patient care services. (ACGME Common Program Requirements, Clinical Experience and Education, page 43)

https://www.acgme.org/globalassets/pfassets/programrequirements/cprresidency_2023.pdf.

Days that the residents are scheduled for Research/Surgery/Outreach (RSO days) have 7-hour minimum requirements for attendance to a work facility (outreach venue, TSC, VH, VVSC, SPRI). On assigned clinical days that clinic is not seeing patients, residents are required to be onsite (outside of didactic hours) 9am-4pm. MD Fellow/PA clinics are mandatory for the residents to attend and should be treated as a normal physician clinic days.

Leave of absence

Resident's must abide by the company policy for leave of absence. However, to successfully complete the residency program, the resident must not miss more than four weeks (28 days) of assigned clinical duties. These four weeks are a combination of time off and sick leave, approved/unapproved absences, and family leave. Absence from any assigned outreach coverage during the week or on the weekend is regarded as an absence from an assigned duty. The effect of missed days on the educational experience is the evaluated by the Medical Director and Program Director, and at their discretion related to the effect on educational achievement or the egregious nature of the absence(s), the resident's date of graduation may be extended or the resident may be terminated from the Program.

Absences

The Steadman Clinic understands that occasionally residents may be absent or late arriving to assigned duties. These are the guidelines for a resident being absent, tardy, leaving early and requesting time off. (refer to The Steadman Clinic Employee Handbook for additional policies). Unapproved absences or tardiness will lead to disciplinary action.

Unscheduled Absences

Unscheduled absences such as illness or injury maybe covered under paid sick leave. Other unscheduled absences must be reported within 30 min. of the start of your scheduled work hours.

- You must notify the Residency Program Director with a phone call prior to any unscheduled absence. If you cannot directly contact the Director, you must leave a voice message and send a text message. This notification should occur before your scheduled work hours. If absence occurs during the work hours, you must contact the Program Director before you leave your assigned job duties/facility. You must also contact your preceptor and inform them of your absence before work hours begin.
- If you require an unexpected absence of more than one day, you must call the Director each additional day of absence before the start of your scheduled work hours. If you can call the night before, please do so.

- Absences of five consecutive workdays or more due to illness require a doctor's release before you can return to work.
- If you abuse the sick call-in provision, you may be subject to disciplinary action.

Tardiness

You must notify the Residency Program Director with a phone call if you anticipate being tardy. Secondly, you must contact the preceptor/mentor with whom you are working to notify them of expected time of arrival. If you cannot directly contact the Director or preceptor/mentor, you must leave a voice message and send a text message. You must contact the Residency Program Director and preceptor/mentor before your scheduled work hours.

Leaving early or leaving for periods during the workday

You must get approval from the Residency Program Director as well as the preceptor/mentor that you are working with if you anticipate leaving early or for a period of time during the standard workday

- Approval will be accepted only by submission of the "Request for Time Off" form to the Residency Program Director with all information filled out and with all the approved and pertinent signatures. This form can be found in the Athletic Training share drive or SharePoint.
- If you do not obtain pre-approval you may be subject to disciplinary actions.

Requesting Time Off

Requested time off may be approved for the following situations but is up to the discretion of the residency Program Director and/or Medical Director:

- Interviews/job seeking
- Continuing Education
- Family emergencies
- Weddings and funerals of close family members (parents, grandparents, brothers or sisters)
- Family special occasions
- Mental health/Injury/Illness

Approval will be accepted only by submission of the "Request for Time Off" form to the Residency Program Director with all information filled out and with all approved and pertinent signatures. This form can be found in the Athletic Training share drive or Sharedrive. To request time off, a "Request for Time Off" form must be fully completed and submitted to the Residency Program Director no less than 2 weeks before the requested time off. Granting approval for requested time off is at the discretion of the Residency Program Director and may be brought to the Medical Director for further review.

Disciplinary Actions

Disciplinary actions may be taken if the AT resident violates policies of The Steadman Clinic's Employee Handbook or the Athletic Training Residency Handbook or the resident's employment agreement. The Steadman Clinic Residency Program may place a resident on probation with a corrective action plan or has the right to terminate a resident's employment and enrollment in the program due to inadequate educational progression, unacceptable personal and professional conduct, or other reasons related to health, safety or welfare of patients or at the discretion of the Program Director. A maximum, but not a minimum, of three verbal and/or written warnings may be given before disciplinary action is taken, including probation or

employment termination. Probation will be determined on a case-by-case basis and a written notice of probation with a corrective action plan and timeline will be given to the resident. Please refer to The Steadman Clinic's Employee Handbook for additional policies on disciplinary actions.

Academic Dishonesty

Academic dishonesty undermines the integrity of our educational environment and research. It includes, but is not limited to cheating, plagiarism, unauthorized collaboration and falsification of data. Academic dishonesty will result in disciplinary action which may include corrective action forms or termination of your employment.

Grievance Policy and Process

Grievances should be filed in a professional and constructive manner. Formal grievances will be addressed promptly and fairly. A grievance is an allegation by an individual based on specific facts that substantiate a misinterpretation, misapplication, discriminatory application, or violation of a company or program policy or procedure. A formal grievance should be documented and emailed to the Program Director. If the grievance is against the Program Director, it should be sent to the Medical Director. If the resident feels uncomfortable addressing the grievance to both those individuals it should be sent to Human Resource Department.

TSC is committed to resolving misunderstandings and preserving effective working relationships within the organization. Interpersonal problems will inevitably occur, and it is in everyone's best interest to try to resolve them quickly. Generally, the first step in resolution is to attempt to settle the problem by discussing the issue with the person with whom you have a problem. If a satisfactory solution is not reached, both parties should attempt to resolve the matter with the help of a supervisor(s). Additional discussions may be needed to review the problem, records, policies or procedures. In matters of extreme sensitivity or where the problem involves someone in the chain of command, you may bypass the above procedure and meet directly with the Human Resources Department. Whenever practical, care will be taken to assure confidentiality of matters discussed during the problem resolution process, although documentation will be retained.

Job Duties and Responsibilities

Clinic Rotation Responsibilities

Daily, residents will assist the clinical staff in providing professional, competent, compassionate, and world class care to all patients visiting the Steadman Clinic. The daily demands will vary according to the specific schedule and physician. It is crucial that residents are aware of the specific demands of each clinical rotation in accordance with the specific preferences of each physician.

The responsibility lies with the AT residents to know the physician's clinical and surgery hours.

Communication with the physician's team is essential and required to the daily start time. Residents are required to be in clinic a minimum of 30 minutes prior to the first patient (may be earlier per the rotation's role delineation). When a physician is out of the office, AT residents must coordinate start times for the MD fellows or NP/PA clinic hours. If a physician and his team are not seeing patients on their normally scheduled day, the resident must coordinate administrative tasks with the physician's support staff or projects with the Residency Program Director. AT residents are required to be in clinic for a minimum of 40 hours/week unless

they have approval from the Residency Program Director otherwise. Even if a specific rotation's clinical staff is not requiring the AT resident to help with clinic for a given day, the AT resident is still required to be in the Vail Clinic from 9:00am-4:00pm and report to the Program Director for assignments.

Time Clock

Residents may be required to use the company time clock to clock in and out for their working and clinical experience hours. Residents are to clock in once they arrive to their workstation and to clock out during their lunch, for any personal time (e.g. personal phone calls, errands, personal time) and as they are leaving their workstation. Traveling to an outreach event will only count towards hours if you are traveling from the clinic to the event when you are already clocked in. Anytime that is spent waiting for an event to start will not be logged. A pay period review of time clock documentation will be performed by the Residency Program Director. If you are not able to clock in at the time of your work hours, you may complete them at a later date/time by emailing the Program Director.

Cell Phone Use

Residents should keep use of their cell phones during the clinic or outreach events for personal reasons to an absolute minimum, this includes but is not limited to the following: texting, phone calls, emails, and social media. If residents must make a phone call, please keep it to a minimum, preferably during mealtimes and breaks.

General Expectations

The following is a list of general expectations and roles in the clinic (each rotation will have specific expectations and duties in addition to these, which can be found in the role delineation):

- All rooms must be clean, stocked and ready to be used before the start of clinic.
- Supplies that have arrived in a shipment must be stocked in the assigned areas before and after each clinic day.
- A schedule must be placed in the assigned spot and appropriately covered if in view of patients.
- Greet patients in the waiting area in a kind, courteous, and professional manner. Escort them to the proper exam room and assist them in getting into the proper examination attire.
- Obtain a brief history, perform an appropriate exam, organize previous medical reports/studies/prior operative reports, etc., and order appropriate studies if indicated. Utilize the physician, MD Fellow, PA, NP, ATC, or RN, if questions arise or if you are uncertain of what studies to order.
- Be present, in the room while the physician is interacting with the patient to learn and help expedite the necessary steps of continued care, i.e. scheduling an MRI, helping with an injection or brace, facilitating a prescription, etc.
- Tactfully and at an appropriate time, ask questions and be inquisitive about the injury, treatment plan, surgical plan, etc., in order to further your education and understanding of Orthopedics.
- If requested, be present for any post-operative dressing change, patient education, and hospital or physical therapy rounds.
- Escort each patient to the x-ray area for imaging. If necessary, assist them returning to their room after imaging.
- Assure that the patient has no questions about the visit, treatment plan, follow-up appointments, etc. prior to their departure.
- Assure that proper coding and billing occurs by checking the diagnosis, E&M code(s) and any modifiers that may be needed.

- Escort the patient to the front desk for checkout; do not leave a patient in the room to find the way out themselves. Do not let the patient leave without first checking with the front desk if the patient has a co-pay/payment to make.
- Clean and organize the exam room after each patient visit and prepare the room for the next patient. Wipe down the tables at the end of the day and prepare the rooms for the next day.
- Before you leave for the day, check in with team members and the Residency Program Director for any additional tasks that need to be completed before you leave. Never leave a clinic without checking in with the team members.
- Assist clinical personnel with phone calls and any tasks that they may ask of you.

High School Coverage Responsibilities

While providing medical coverage for the local area high schools, you are representing The Steadman Clinic and its physicians and act as an extension of the Steadman Clinic physicians. This coverage is provided as a community health service via the staff physicians, Vail Health and The Steadman Clinic. High School coverage responsibilities are required to be fulfilled even on holidays, weekends and days that the clinic is closed. The following is a list of general expectations and roles when working in the high schools (please refer to the Eagle County School District (ECSD) Athletic Training Handbook for specific guidelines):

- Represent The Steadman Clinic in a professional and competent manner at all events where coverage has been agreed upon between the organizing program and The Steadman Clinic.
- Provide coverage for all practices and games based upon the predetermined schedule of such events.
- Understand appropriate emergency action plans and care for these events.
- You are an extension of The Steadman Clinic physicians in evaluating, treating and overseeing care of all athletic injuries occurring to the student athletes. You will refer injured student athletes to the appropriate physician as indicated in the handbook of that organization.
- Act in accordance with national and state standards of practice regarding preventative medicine, daily treatment, therapeutic exercise, and safe return to sport.
- Communicate with the student-athlete, parents, coaches, and athletic directors regarding the diagnosis, treatment plan, and playing status of the student athlete.
- There will be a daily update to the Residency Program Director regarding injuries and participation status and a weekly injury review with the Residency Program Director and athletic directors and coaches.
- Contact the Residency Program Director to facilitate office visits for injured student athletes as indicated. Provide vital information prior to visit and be present, when possible, to assure continuity of care. Ensure proper documentation and participation forms are filled out and filed to maintain current medical records.
- If the student athlete has care provided outside of The Steadman Clinic, make sure that the proper documentation and participation forms are filled out by the outside Physician, PA, NP, or other medical staff member and filed to maintain continuity of care and current medical records.
- Facilitate weekly physician visits to the high school for the predetermined day this is to happen. Ensure proper documentation and participation forms are filled out and filed to maintain current medical records.

- Document all interactions, assessments, treatments, physician visits, and return to play decisions occurring between you and the student athletes in the EMR system and SPRI research database. This information will be used for injury tracking and research purposes.
- Keep an inventory of medications, supplies, and durable medical equipment to assure proper inventory is maintained and appropriate ordering is occurring.
- Maintain all equipment and call the Athletic Director to make sure any equipment in disrepair, or that is not safe, is fixed or replaced in a timely manner.
- Be a positive role model and example for the student athletes at the schools. Provide and assist with educational opportunities as appropriate.
- Coordinate curriculum with the sports medicine students and be a positive role model.

Additional Outreach Coverage Responsibilities

Your main responsibility when covering outreach events is to be an extension of The Steadman Clinic physicians. This coverage is arranged via individual agreements/contracts between The Steadman Clinic and the governing body of these specific events. Outreach responsibilities are required to be fulfilled even on holidays, weekends and days that the clinic is closed. Following is a list of general expectations and roles for working outreach events:

- Represent The Steadman Clinic in a professional and competent manner at all designated events where coverage by an athletic trainer has been agreed upon.
- Setup the medical tent, marketing material, and table at each event.
- Provide Basic First Aid/CPR/AED coverage and act in accordance with national and state standards of practice when taking care of participants and spectators at these events.
- Educate yourself on the availability and location of EMS personnel for emergency situations as indicated.
- Provide appropriate contact information for follow-up care at The Steadman Clinic or other facilities as indicated. Contact the Residency Program Director to facilitate visits to The Steadman Clinic as indicated. Provide vital information prior to visit to assure quality care at the time of visit.
- Document all interactions between yourself and the participants/spectators for injury tracking and research purposes.
- Communicate with event staff regarding injuries and/or concerns related to safety.

Research Responsibilities

Your main responsibility in working on research is to expand your knowledge of evidence-based medicine and learn the process of conducting and submitting research. Following is a list of general expectations regarding conducting research:

- Collaborative Institutional Training and Initiative (CITI) Training with affiliation through Vail Health (VH) must be completed and recorded with SPRI and VH prior to research projects being planned. The VH Investigator Manual must be reviewed prior to any research that requires IRB approval.
- All research projects that a resident is involved in must be approved by the Program Director and SPRI. A research submission form and authorship agreements may be needed for projects and must be turned into the program director during planning of project and before submission of research.

- Resident will identify a minimum of one case study, compose a draft, present it to the staff, and submit it to at least one state/district/national conference and/or one peer reviewed journal. Multiple case studies and research projects are encouraged.
- A Systematic Review of an Orthopaedic/Athletic Training topic may be assigned and presented at predetermined meetings/conferences/symposiums.
- Mentoring students in research and evidence-based practices.
- For those interested in further research opportunities, please discuss opportunities and ideas with the Residency Program Director. The Program Director will guide you and be the liaison between you and the SPRI staff.
- If you have a specific study that you would like to do, you should schedule a meeting with the SPRI staff to discuss it and get approval. Once approval has been obtained, you will have specific deadlines that you will be expected to meet including IRB presentation, data collection, paper writing, review with staff and/or physician, editing, and submission. It is the resident's responsibility to be aware of and meet deadlines for abstract submission for meetings.
- For journal submissions, the specific journal to which the research would be submitted should be selected at the start of the project between the resident and faculty member/physician, and the resident must familiarize themselves with submission guidelines before commencing writing the paper.
- Projects may be presented at the end of the year to the SPRI staff, at the RAC meeting (if necessary) and at conferences if accepted. Funding and time off for presentations at meetings will be provided within reason by SPRI or TSC.

Education and Professional Responsibilities

Your main responsibility for education and professional responsibilities is to be present for all educational opportunities, e.g. Grand Rounds Meetings, Athletic Training lectures/labs, TSC and SPRI-related symposiums, quality improvement project and other scheduled educational sessions. The didactic and selected scholarly experiences will be scheduled in advance and will be mandatory to attend. For clinical practice experience and other scholarly experience, self-directed engagement by the resident is mandatory. This includes being present for educational opportunities as they arise and pro-actively searching for educational experiences other than those scheduled by the Program. Residents are encouraged to attend patient rounds, MRI reviews, MD fellow surgical skill lab sessions, observe surgeries, engage with the research staff and their projects, ask questions, become involved in scientific discussion, and keep a journal of their experiences during the residency year.

Educational Responsibilities

- Attend Grand Rounds/educational meetings and be prepared by reading pertinent articles related to the topic being discussed. Participate in discussions during and after the talk.
 - Comply with all the requirements for obtaining BOC CEUs for each lecture if submitting additional CEUs.
- Complete assigned competencies and reading list. Competencies list are an outline of the material that need to be didactically included in each rotation and reviewed with the assigned preceptor/mentor.

- Signature of the preceptor/mentor for each item on the competency list shows that an assessment of the knowledge, skills, ability, and professional behavior has been done and that the resident demonstrates a level of competency in that area.
- Reading lists are provided to supplement the material on the competency list and *required readings* must be read, *recommended reading* should be read.
- Participate in assigned surgical skills lab. Participate in non-assigned surgical skills labs as often as possible.
- Attend and contribute to physician, staff and MD Fellows' lecture series for the athletic training residents.
- Keep an update didactic, clinical experience and outreach hours log. This will be given during reorientation you will need to complete on a daily schedule.
- Attend local, state, regional and/or national conference/educational seminars as approved by the Program Director.
- Attend SPRI conferences and symposia, including the Injury Prevention Symposium, Vail Scientific Symposium, Hip Symposium, Shoulder Symposium, etc.... as approved by the Program Director.
- Schedule, attend and bring required material for end of rotation performance evaluations and orientation with preceptors/mentors and the Program Director.
 - Maintain your profile, professional goals, and self-evaluations.
 - Keep an E-portfolio as means of monitoring your learning progress and advancing your practice.
- Engage and complete a quality improvement project:
 - A Quality Improvement exam score of 80%
- Attend and participate in clinical application and healthcare informatics meetings as assigned (eg. SuperUser Meetings, Insurance, Front Desk, Information Technologies).
- Pass the post-residency examination with a minimum of an 80% score

HIPAA and OSHA Compliance

We value the privacy of our patient's personal and medical information and the safety of our employees and patients. HIPAA and OSHA compliance is a priority of The Steadman Clinic. If you have questions or concerns about HIPAA and OSHA or need to report a violation, please contact the HIPAA compliance officer for the clinic. Residents are required to complete and pass all HIPAA and OSHA compliance modules for both The Steadman Clinic and VH.

Stocking Rooms and Ordering Supplies

It is the responsibility of the Athletic Training Resident to make sure that the rooms are properly stocked and clean before and after each clinic. Inside each cabinet door is a list of the minimum number of each item and its location in that cabinet. You must check all expiration dates and properly discard items that have expired. It is the responsibility of the AT residents to bring delivered supplies from the mail room to each clinic. These items should be stored or stocked in the appropriate areas. Extra supplies in the storage closet should be used to restock the rooms and the post-op dressing area daily.

If you notice that we are running low on an item, please email the Procurement Manager so that an order can be placed. When the supplies are delivered, it is the primary responsibility of the AT resident to make sure that these items are put away that same day. It is the responsibility of the Procurement Manager to

order supplies in a timely manner and to make arrangements for alternative supplies to be ordered if a particular item is back ordered.

Dress Code

Clinic

- Business casual- khakis, dress pants, polo shirts, appropriate dresses, business skirts, dress shirts, clean tennis shoes, dress shoes.
- No open-toed shoes.
- Jeans may only be worn on Fridays, as approved by your clinical preceptor.
- Clothing should be clean and neat. Revealing (i.e. spaghetti strap tank tops, midriff exposure, miniskirts, etc.), faded, frayed, or worn-out clothing is not appropriate.
- Avoid strong or heavy scented colognes/perfumes, lotions, etc.
- Name tags should be worn and visible on your shirt or neckline.
- Vail Health policies should be followed for attire worn in their facilities.
- Surgical scrubs should be picked up at the facility to be used and returned there at the conclusion of the case or end of the day.

Outreach

- Company issued shirt/sweatshirt/jacket
- Professional attire for pants (no cutoffs, sweatpants, gym shorts)
- Tennis shoes or snow boots (no open-toed shoes)

* Cold weather considerations may alter dress code. *

* Be aware that weather conditions often change quickly, including very cool nights in the summer, snow that can persist into June and start again in October. Come prepared to events/outdoor activities. *

Athletic Training Residency Facilities and Resources

AT Resident Office Space

The AT residents have a dedicated office space in the Vail clinic that is easily accessible throughout the day. This includes a workstation for each individual resident, a laptop/tablet, space for personal items, and access to a printer/scanner. Workspace in other locations and facilities are available for daily use and are not assigned to individual residents or employees (shared workspaces).

Conference Rooms and Lab Space

The organization has two conference rooms that are accessible for didactic and scholarly meetings. These rooms can be reserved by the Program Director or the resident as needed. Lab space in SPRI is accessible to the resident without reservation, however material that is needed during the labs should be communicated and reserved with the Lab Director before use. Vail Health houses multiple conference and small group meeting rooms that are accessible to the residents via reservation.

Program Director and Medical Director Office Space

The Program Director has an office space that can be used for private meeting and counseling. The Medical Director has an office that can be used for private meetings and counseling.

Additional Work Spaces

The company break room and appliances can be used by the residents and includes a refrigerator, microwave, coffee machine, water cooler and a large table with chairs.

Vail Health has a cafeteria that offers discounted prices to employees of The Steadman Clinic.

Additional break rooms can be found in the surgery centers and hospital operating room that may also be used by the residents.

Educational Resources

- The AT residents have a variety of educational resources that can be accessed to enhance their didactic, scholarly and clinical experience.
- Orthopaedic journals with access codes are available although some of these logins may only be accessible while on the company server.
- Orthopaedic libraries are in the SPRI conference room and the AT office.
- Journal articles that are assigned on the reading list are either accessible on the AT drive or on the individual physician's website.
- Books are often given to the residents by the preceptors and physicians as additional resources.
- Access to digital Grand Round Academic Sessions is available on the TSC website with a passcode.
- Residents are encouraged to sign-up for VuMedi for their online didactic sessions and surgical videos that can help in preparation for a surgical experience.
- Athletic Training Share Drive contains study material for OTC exam, surgical skills lab material, journal articles, and additional educational material accessible through this drive.
- Athletic Training SharePoint contains education materials, documents, schedules, lectures, and other resources for the residents to access both at the facility and off facility.
- Other resources maybe purchased with CEU money as approved by the Program Director.

Rotations

Schedule

A pre-determined rotation schedule will be given to the residents during orientation. The rotation schedule will include 7-8 weeks in 7 rotations. The rotations will consist of a 5 day per week schedule (Monday – Friday) divided between clinic, surgery, outreach and research. An additional outreach calendar will supplement the rotation schedule for events that are outside of the clinical/high school hours.

The rotations will cover the following area of Orthopaedic expertise with each of our doctors:

Knee, hip, ankle/foot injuries, wrist/hand, shoulder, elbow, spine, adult reconstruction, pain management, and regenerative medicine.

The Program ensures that all residents have equal opportunities for instruction, clinical experience, and other educational activities in several ways. The rotation schedule for the residents is set before their start date and is given to the incoming residents on their first day of employment. This rotation schedule is not changed unless approved by the Program Director and Medical Director, and the reason for change is due to an unforeseen organizational change (e.g. physician leave). Regardless, everything possible is done to prevent an adverse effect on the educational component of the program. Each resident is scheduled for the same rotations over the course of the year. Scheduled educational activities are required for each resident to attend, and communication of each activity is sent to all residents and also placed on each resident's Outlook calendar. A detailed schedule of outreach events is recorded and reviewed regularly by the Program Director to ensure fairness of assignments. Competencies, assignments and roles are the same for each resident on each rotation, as laid out by the role delineation and competency list.

High school schedule for practices and games/events is the responsibility of the AT resident. Communication with the coaches and athletic director is necessary to obtain the schedule of events and practices. For complete guidelines to high school coverage, please refer to the ECSD Athletic Training Handbook.

Research/surgery/outreach(RSO) days are built into the rotation schedule. These days give the resident the opportunity to complete competencies, conduct research, observe surgeries and to obtain additional experience with outreach events. The Residency Program Director may have assignments arranged for you on these days. During these days you are still required to be in clinic (9:00am-4:00pm), unless assigned outside of the clinic by the Program Director. Please be prepared to communicate with the Residency Program Director what you are working on during these days.

Role Delineation

Each rotation has a role delineation that outlines specific responsibilities and job duties for that specific physician. It is the residents' responsibility to read the role delineation and to meet the responsibilities while on that rotation. Role delineations for each physician can be found on the AT residents shared drive on the company network.

Competencies/Learning Objectives/Reading List

Each rotation will have a list of learning objectives that are achieved through a list of competencies that must be reviewed and assessed throughout each rotation during the residency year. Competencies are specific knowledge, skills, abilities and behaviors that enable the learner to perform a skill for effective patient care. Clinical competencies should be met during the rotation, while the surgical competencies can be achieved throughout the year. It is the resident's responsibility to expand their skills and knowledge in each one of the competencies listed and to record the "competency assessments" for review with the Residency Program Director. The competency lists can be found on the AT residents shared drive on the company network.

Evaluations

The preceptor/mentor for each rotation will conduct an evaluation of the athletic training resident at the conclusion of their rotation. These evaluations will be sent electronically to the Residency Program Director for review. It is the residents' responsibility to meet with each preceptor/mentor before and after each rotation to go over expectations, evaluations and competencies. The resident will also meet with the

Residency Program Director after each rotation to review the evaluations and discuss goals, and the resident's review of the rotation.

Exit Evaluation

Each resident will complete an exit interview before graduating from the program. This will include an individual meeting with the Medical Director, an individual exit interview with the Residency Program Director, and a self-evaluation. An evaluation form will be given to each resident to complete regarding the program in its entirety along with an evaluation form related to the performance of the Program Director. The information on these evaluations will be used for research and improvement of the program.

Policy and Procedure Handbook and AT Residency Orientation Acknowledgement

I fully acknowledge that I have reviewed the Athletic Training Residency P&P Handbook and have been given a comprehensive orientation to the Athletic Training Residency Program and my roles and responsibilities to and within the program.

Signature

Date

Printed name