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### Leadership, Policy Development and EMR Utilization in AT Services at Heidelberg University

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# Leadership, Policy Development & EMR Utilization in AT Services at Heidelberg University

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**Masters of Allied Health: Healthcare Administration**

## Introduction

The practicum is being completed with Heidelberg University AT Services. I started January 2023 and plan to finish April 2023. I am working directly with Tyson Depinet, Coordinator of AT Services, to learn more about roles and responsibilities of a collegiate head athletic trainer.

Emphasized areas of focus:

- EMR Administrative Utilization
- Policy Development
- Leadership & Management

## Goals

1. Achieve a better understanding of administrative roles that come with being a collegiate head athletic trainer.
2. Learn leadership and management skills and strategies.
3. Utilization of the emergency medical record (EMR) system, ATS, such as implementing the inventory function.
4. Be active in the process of developing and updating policies, programs and procedures.
  - a. Sport Physicals
  - b. Concussion Policy/Protocol
  - c. Policies & Procedures (P&P)
  - d. Standard of Practice (SOP)
5. Gain knowledge in budgeting and financial management.

## Development

### Sports Physicals

- When it comes to reviewing physical time there are always questions that arise. What warrants the need for a physical?
- Creating a document allows for easier and quicker communication between AT's about what requires a physical, SCAT and SCT on physical day.



### Heidelberg University Physical Day Requirements

#### Physical, SCAT & Sickle Cell Testing

- All freshmen and newcomers
  - If they have already been sickle cell tested, they must submit a hard copy during check-in day, email the results to their respective AT, or submit the results directly into their ATS profile.

#### New Physical Only

- Returners, including:
  - Diabetics
  - pHx of seizures or epilepsy
  - pHx of surgery and has not yet RTP
  - pHx of cardiac issues/concerns
    - Syncope or near syncopal episodes
    - Chest pain or discomfort with exercise
    - Elevated BP
    - Current heart murmur
    - Arrhythmias/palpitations
    - Wolf-Parkinson-White syndrome
  - Family hx
    - Death of a relative from cardiac complications or sudden death < 50 y.o.
    - Marfan Syndrome
  - Marks "yes" to "Do you have concerns you would like to discuss with a doctor"
  - Born without or missing an organ (eye, testicle, kidney, etc.)

#### SCAT Only

- Returners who sustained a TBI the previous academic year

#### Sickle Cell Testing Only

- Returners who select "OPTION 2" on their ATS Sickle Cell Trait Reporting Form
  - Applies to graduating classes of 2024 & 2025 (they have the option to waive)

### Policy Development/Updates

- As a Head Athletic Trainer at Heidelberg University, it is their responsibility to develop and update the P&P.
- This is an example of just 1 policy Tyson and I worked on developing together.
- We are currently working on developing and updating the rest of the P&P.

#### Lightning and Inclement Weather Policy

For lightning and inclement weather, the sports medicine staff at Heidelberg University will follow the guidelines and policies as dictated by the National Collegiate Athletic Association (NCAA).

- **Thirty-minute rule** – Competition or practice shall be suspended once lightning has been recognized or thunder is heard. It is required to wait at least 30 minutes after both the last sound of thunder and after the last flash of lightning is at least six miles away, and moving away from the venue. If lightning is seen without hearing thunder, lightning may be out of range and therefore less likely to be a significant threat. This significantly reduces the risk of local lightning flashes. Any subsequent lightning or thunder after the beginning of the 30-minute count shall reset the clock, and another count shall begin.
- NCAA Lightning and Inclement Weather Policy - <https://www.ncaa.org/sports/2014/4/9/lightning-safety.aspx>
- Evacuation sites:
  - **SAFE SHELTERS include:** an enclosed structure with four grounded walls (i.e., school building, cars and/or buses)
  - **UNSAFE SHELTERS include:** a structure, often outside, without four grounded walls (i.e., trees, storage shed and dugouts, convertible vehicles, gators, golf carts, building overhang, etc.)

Table 1. Flash to Bang Method

If Thunder is heard	The Lightning is...
5 seconds after a Flash	1 mile away
10 seconds after a Flash	2 miles away
15 seconds after a Flash	3 miles away
20 seconds after a Flash	4 miles away
25 seconds after a Flash	5 miles away

## Activities

1. Inventory process
2. Inputting inventory and equipment into ATS (EMR)
3. Creating a step-by-step process information sheet
4. Sports physical process and document creation
5. Worked directly with Tyson to create and update a new P&P, as well as SOP.
6. Weekly touch base meeting w/ Tyson
7. Attended bi-weekly AT staff meetings
8. Presented new inventory and equipment process and the new policies at bi-weekly meetings
9. Interview with Taylor Ramsey, AT and academic faculty at UWA

## Goal Achievement

1. By taking part in policy development and EMR utilization, I gained a better understanding of what some other administrative roles of a Head AT entails.
2. Utilization of different leadership techniques in healthcare.
3. Gained experience and understanding with many functions in ATS (i.e., inventory check out).
4. I am still active in working together with Tyson creating and updating the P&P, SOP, and sports physical process.
5. Knowledge of budget and financial management from and inventory and equipment process.