

Pennsylvania Athletic Trainers' Society

Continuing Education Program Development Operations Manual

2020

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Mission, Vision and Beliefs

PATS Mission

The mission of the Pennsylvania Athletic Trainers' Society is to: Empower Athletic Trainers to be leaders in transforming healthcare by advocating, educating and providing resources to deliver quality patient-centered healthcare.

Continuing Education

The mission of PATS Continuing Education is to provide our membership with quality educational opportunities that enhance the knowledge and skills of our healthcare practitioners. We will do this in an ethical manner and ensure that participants are satisfied with the level of instruction, content, facilities, and presenters.

Vision Statement

The Pennsylvania Athletic Trainers' Society is a progressive organization of health care professionals who work under the direction of a licensed physician. Licensed Athletic Trainers working in the Commonwealth protect and enhance the health and welfare of our clients through prevention, recognition, management, and rehabilitation of injuries. Further, the society's vision is to continue to promote our profession and to serve the needs of the membership.

Values Statement

The Pennsylvania Athletic Trainers' Society believes that the strength of this society is derived from the membership and the values we uphold. These values include:

Possessing a deep passion for the athletic training profession

Holding athletic training to the highest professional standards by practicing moral and ethical behaviors

Encouraging the continuous improvement and advancement of the athletic training profession

Demonstrating empathy for our clients

Delivering current, quality, and evidence based health care

Valuing a strong sense of family, both personally and professionally

Recognizing and respecting diversity

Serving as a resource for the public

Valuing camaraderie and collaboration

Exhibiting adaptive, flexible, and creative solutions

Code of Ethics

The Code of Ethics sets forth ethical standards, obligations, and responsibilities that an Athletic Trainer exercises in carrying out his/her professional responsibilities, including continuing education. The Code of Ethics also instills the member's obligation to promote the value and importance of Athletic Training and the Athletic Trainer. Related Standards of Practice further define those ethical standards and obligations as set forth in the Code of Ethics. The Standards of Practice serve as a guide for the individual Athletic Trainer in the everyday conduct of his/her professional duties. The PATS Code of Ethics is found at www.gopats.org.

Provider Responsibilities

The Pennsylvania Athletic Trainers' Society (PATS) participates in the BOC Approved Provider Program. BOC Approved Providers are responsible for providing continuing education (CE) programs to Athletic Trainers and complying with the *Standards for BOC Approved Providers and the BOC Approved Provider Handbook*.

PATS is approved to offer continuing education (CE) activities to BOC Certified Athletic Trainers (ATs). These are Category A CEUs.

Renewal consists of an annual renewal fee as set by the BOC.

The provider status is a blanket approval, which is granted annually and covers all Category A live events and home study programs offered by PATS.

Evidence Based Practice (EBP) Category events are approved on an individual basis under a separate application.

There must be an Annual Report for **all** programs offered to ATs provided to the BOC at the end of each year.

Administration of Continuing Education

As a BOC Approved Provider, PATS will:

- Comply with BOC guidelines
- The Chair of the Continuing Education Committee serves as the contact person who will be responsible for the communicating with the BOC and disseminating information to anyone who will provide instruction to ATs.

The Chair will:

- Read and maintain compliance with the Standards and Handbook
- Be knowledgeable of the Domains of Athletic Training
- Document changes in the Continuing Education Operations Manual
- Ensure that all members involved with leadership with the organization understand and is in compliance with the continuing education standards.
- Respond to all BOC staff inquiries and customer complaints within 2 business Days.
- Notify the BOC of any organizational changes and update our online BOC Approved Provider Profile.

The Chair of the Continuing Education Committee is also responsible for revising and updating this Policy & Procedure Manual on a yearly basis.

Agreements clearly defining the working relationship between parties must be developed for co-sponsorship opportunities as outlined below. We cannot assign or transfer our provider number to another individual or organization.

Cosponsor Agreement

In the event that PATS cosponsors a program, a written agreement that clearly defines the working relationship between parties shall be developed, agreed upon and documented.

The Cosponsor Agreement shall dictate which party is to complete the following tasks:

Prior to the Event

Secure the date, location, and ancillary facilities

Determine audience

Determine topic and content development

Secure speakers and forms
Determine Level of Difficulty
Create program schedule and assign CEUs
Determine registration procedures
Develop marketing strategies
Create attendance roster
Create Statement of Credit
Create participation assessment
Create program evaluation
Post program to BOC Provider Directory
▪During the Event
Collect registration and fees
Provide attendance roster
Provide participant assessments and program evaluations
Distribute Statements of Credit
After the Event
Retain records
Process complaints
Participate in Annual Review

Business Practices

Non-Discrimination

The purpose of this policy is to ensure that no individual is denied participation in continuing education programs offered by PATS on the basis of race, color, national origin, religion, sex, disability, military status, sexual orientation or age. PATS also required to allow sole credentialed Athletic Trainers to attend programs. To prevent discrimination from occurring, PATS must:

- Promote equality and diversity at all times
- Recognize and respond to the needs and requirements of the participants who attend continuing education programs.
- Ensure that presenters are aware of the requirements and avoid discrimination during the administration of programs and activities. They should incorporate the following statement into their presentation:
- “No individual will be denied participation in PATS CE programs on the basis of race, color, national origin, religion, sex, disability, military status, sexual orientation or age”.
- Address ADA requirements.

Copyright

PATS uses a Speaker Release Form (Appendix A), leasing agreement and other documentation to identify the permission of use for protected program materials, PATS will ensure that copyright permission of material used by program developers, instructors or others are identified on program materials, including audio-visual and program related materials. Program instructors and sponsors will be required to complete a Release Form stating the use of copyrighted

materials prior to participating in the program.

Conflict of Interest

Conflict of Interest defined:

Conflicting interest or a conflict of interest occurs when a person's personal interest can influence his or her duties. A conflict of interest is defined as any social, professional or economic relationship with individuals or a matter at hand that could affect judgment and result in an outcome. Conflicts of interest can have negative consequences for tasks which require objectivity and fairness from those involved. Due to conflict, professional judgment may suffer, including conducting or reporting research. A conflict of interest exists even if no unethical or improper act results from it. A conflict of interest can undermine confidence in the presenter or profession. The failure of fiduciary responsibility is a key concept in defining conflict of interest situations. Conflicts of interest include, but are not limited to, financial interests and nonofficial relationships that may impact personal benefit.

All individuals in a position to influence the content of a program to be offered for continuing education credits must disclose any relevant financial or nonfinancial relationship(s) that might affect independent involvement in the proposed program.

- Each speaker shall disclose any personal interest which he/she may have in any business which would be in conflict to the goals or objectives of PATS or BOC. This system could be as simple as filling out a speaker form and supplying it to PATS as well as declaring conflict at the beginning of their presentation. Declaring conflicting interest for sponsors may be disclosed by identifying any and all sponsors in printed program materials.
- Any speaker or planning committee member who refuses to disclose financial or nonfinancial relationships will be disqualified from participating in the planning and implementation of the program.
- Sponsors will be listed in the promotional materials. No registered, trademarked or copyrighted material, products or techniques will be used within the program. Eliminate product specific narrative from program. CEUs will not be given for time if products are mentioned, goods and services are promoted per the *BOC Approved Provider Handbook* requirements.
- PATS requires that all individuals in the development and deliverance of program content offered for continuing education credit to disclose relevant financial and non-financial relationship(s). All actions to identify and resolve conflicts of interest among the individuals developing and presenting the program will be documented and retained.

If a conflict is identified for any speaker or individual involved in the development of program content and cannot be resolved, further action must be taken to prevent the introduction of bias into the activity. Such actions may include:

- Removal of the speaker or individual involved in the development of program content from the program.
- Offering the program or session, but not for continuing education credits.

Program Type

Live Event vs. Home Study defined:

- Live events are programs that involve interaction between the instructor and participant in real time. Programs may be in person or online. Conferences, conventions, grand rounds, labs, symposiums, webinars, and workshops are acceptable methods of instruction for live events.
- “Home study” is defined as an individually-completed course when content is contained in written, computerized or videotaped media. Home study programs do not have a live facilitator or presenter but may have an instructor via video, CD or web recording. Home study programs must meet the same standards as any other CE program. BOC Approved Providers must use specific criteria when determining the number of CEUs for recorded and text-based or non-timed courses.

Program Topics

Topics are determined to address a needs analysis in the field of orthopedics, sports medicine and athletic training. Content is based on a knowledge, competency, or performance gap, to identify current, valid findings in the literature. Content must fall within the practice analysis for invited participants and be delivered at or above entry-level knowledge and skill for the associated profession.

Learning Objectives

Learning objectives are the basis for an educational program. Once a topic has been determined, course outcomes/learning objectives that define the knowledge and/or skills that program participants are expected to gain through the completion of the course are created. Each program must have corresponding learning objectives. Learning objectives shall be formulated using Bloom’s Taxonomy.

Event Cancellation and Refund Policy

Cancellations received at least 7 business days before the event are 100% refundable. There will be no refund for cancellations received later. If participants register and do not attend, they are still responsible for full payment. Participants will need to contact PATS Chair of Continuing Education via phone or email with a request for refund.

Telephone: 814-434-7933

Email: conedpats@gmail.com

PATS will process the participant’s refund within 5 business days from the day the request is received.

Grievance Policy

PATS is committed to conducting all activities in strict conformance with accreditation agencies and boards. PATS will comply with all responsibilities to be nondiscriminatory in activities, program content, and in treatment of participants. PATS will provide participants with the ability to raise any complaints or concerns they may have.

- When a participant, either orally or in written format, files a grievance/complaint, the

Continuing Education Committee will evaluate the nature of the complaint. If it is meritorious, the Continuing Education Committee will instruct the Program Coordinator to implement any necessary change in the course. The complainant will receive a response from the Continuing Education Committee Chair within 5 working days.

- Participants may file a complaint by telephone or email. Telephone #: 570-484-2294

Email: conedpats@gmail.com

For a complete list of program development requirements, adhere to the Sections 3,4,5, and 6 of the *Standards for BOC Approved Providers* and the *BOC Approved Provider Handbook*.

Procedures for Program Development

Content

Program instructors must submit their program content and materials to the Program Coordinator one month prior to the presentation for review. Once all content is submitted and reviewed, suggestions are made to the instructors (if warranted) to ensure they meet the goals of the program. Revisions are made and reviewed until the course learning objectives are appropriately met.

The following items must be met:

- Based on evidence
- The learning environment must be appropriate to support the program
- Must declare conflict of interests

Instructor Qualifications

Instructors are selected based upon their knowledge of the subject matter; experience and teaching ability; and ability to meet the educational needs of the course participants.

Instructors for any PATS sponsored CE event must provide the following documents prior to the provision of any course:

- Curriculum vitae
- Speaker Release Form (see Appendix A)
- Current bio
- Written statement declaring any conflicts of interest or lack thereof. This must also be included at the beginning of the course presentation.
- List of 5-10 references supporting course content. References must be from within the last 5 years and be from peer-reviewed sources.
- All presentations must be sent to the Program Coordinator in hand-out format at least 30 days prior to the course.
- Outline/Agenda of lecture must include:
- Title of presentation and 5 learning objectives using Bloom Taxonomy estimated time of each lecture (for CEUs)
- Proposed method of instruction and any material requests

Determine Program Format and Size

The format of the program will be determined based on the content created by the program instructors and the Program Coordinator. The inclusion of breaks such as breakfast, lunch and coffee breaks will also be determined by the program instructor and the Program Coordinator. The format is dependent on what will best achieve the program's chosen learning objectives.

The size of the program will be determined based on the format of the educational program as well as the number of available qualified instructors. Lab and hands-on programs beyond will be limited to 1 instructor per 12 participants. Lecture-based programs may be larger and would then be limited by the size of the venue.

Determine Program Date and Location

Location will be chosen based on the following criteria:

Comfortably accommodates the predetermined number of attendees

- Is accessible via all forms of transportation
- Provides appropriate space/facilities for the format of the program
- Has nearby access to food and drink options for programs for which lunch is not provided
- Access to A/V equipment (if needed)

Continuing Education Credits/Approval

Every CE event will be accompanied by the following statement in both marketing and attendees certificate of completion:

This is the statement that must appear on certificates disseminated to Athletic Trainers: The Pennsylvania Athletic Trainers' Society (BOC AP#: P319) is approved by the Board of Certification, Inc. to provide continuing education to Certified Athletic Trainers. This program is eligible for a maximum of (#) (select one: Category A/Evidence Based Practice Category) hours/CEUs. ATs should claim only those hours actually spent in the educational program

PATS shall apply for EBP category continuing education approval when applicable. The appropriate format is found at:

<http://www.bocatc.org/approved-providers/ebp>

PATS shall utilize and adhere to the BOC 2020 Standards for BOC Approval Providers, when creating educational programming for Athletic Trainers (ATs).

Calculate Amount of Contact Hours and Level of Difficulty

Assign CEUs based on contact hours. A contact hour is the time actually spent in the educational portion of the program. One contact hour equals 1 CEU, rounded to the nearest quarter hour. The number of CEUs that can be offered for each Category A program will be determined by the BOC AP and the BOC will assign CEUs for EBP programs.

Based on the content of the program, a **Difficulty Level** will be determined using the categorization criteria developed by the NATA Professional Development Committee (PDC).

Program Logistics - Prior to the Program

Create Online Registration Page

The program's online registration page will be created, linked and posted to the main PATS web site (www.gopats.org) prior to the creation and distribution of any marketing materials related to the program. This will allow the attendees to electronically register and pay for the program.

Marketing

All programs, including in-house events, must have corresponding promotional materials. Coordinate a marketing campaign with the PATS Webmaster that would be able to appropriately reach the chosen target audience in order to ensure optimal attendance. Target audience will be determined based on the topic and content offered by the program. Brochures will be distributed via website, email, or both. Distribution method will be determined in conjunction with the marketing team. Distribution lists consisting of specific target audiences are on file with the PAT's Membership Coordinator.

Program Material

Course booklet/handouts will be created using the presentation materials created and submitted by the program instructor and/or by the Program Coordinator. These booklets/handouts may be compiled in either print or electronic format for delivery during or prior to the start of the program.

Submit Program to BOC Program Directory

In accordance with the *Standards for BOC Approved Providers*, all continuing education programs aimed at ATs must be submitted to the BOC Program Directory.

Procedures

- A completed electronic event form must be submitted to the BOC at least 10 business days prior to the program start date.
- The electronic form is available within the BOC Approved Provider Profile.
- Programs that are not posted to the directory 10 business days prior to the program date shall not be eligible for Category A continuing education.

During the Program

Attendance Roster/Sign-in Sheet

All program participants will be required to sign in at the beginning of all live programs (Appendix B). Legal documents/agreements/consents

Some programs may require that participants provide legal consent in order to participate in the programs labs/activities. In such event, the documents will be provided at the beginning of the program so that the participants may read and sign the consent. A copy of the signed document may be provided upon the participant's request.

Conflict of Interest

PATS program instructors, as well as program sponsors, are required to declare any and all potential or actual conflict of interest at the beginning of each program. No registered, trademarked or copyrighted material, products or techniques will be used within the program. Eliminate product specific narrative from program.

Participant Assessments

PATS creates participant assessments to measure participants' mastery of the program content. The assessment allows participants to explain how they plan to incorporate the new skill and/or knowledge into their clinical practice to improve patient outcomes. Assessments must reflect the educational methods, measure the learning objectives of the program and provide participant feedback.

For lecture programs, a pre-and post-test will be used to determine each participant's mastery of the content. Lab, hands-on or other participation programs will require a rubric to assess mastery of the learning objectives. An example is found in Appendix C.

Program Evaluations

Program evaluations must be developed and conducted for each educational program. See the Approved Provider Handbook for list of requirements, an example is found in Appendix D. Completed evaluations are reviewed and feedback is summarized for future program improvements. All Evaluations are kept on file with the Chair of Continuing Education for 5 years. The information collected from the program evaluations will be used to make improvements/adjustments to future programs as needed. Feedback about the program and its instructor may also be used to evaluate the instructor's performance.

After the Program

Distribute Statements of Credit

Statements of Credit will be provided to all program participants after they have satisfied all of the following requirements:

- Signed in
- Completed the program
- Passed participant assessment
- Completed program evaluation
- Signed out (when applicable)

An example is found in Appendix E.

Program Feedback

Date and feedback from program evaluations will be compiled, thoroughly evaluated and synthesized. A summary of all feedback will be provided to the Continuing Education Committee for later review. Feedback information will also be provided to all of the program instructors within 8-10 business days, so that they may make all necessary adjustments to their future program content.

Internal Program Review

PATS Continuing Education Committee conducts an annual internal review of all of the program offerings each March. During this annual review, the Continuing Education Committee will evaluate the programs efficacy and will provide recommendations for improvements based on the available feedback. The Continuing Education Committee will also evaluate the program instructors and will provide them with feedback to help improve or refine their teaching and learning methods as well as their presentation materials.

Program Records

The Chair of PATS Continuing Education will keep program records for a total of 5 years following the completion date of the program. Participants will be allowed to request a copy of their statement of credit at any point within that time period. There is no fee for a replacement copy.

PATS Replacement CEU Policy

PATS will replace the CE certificate at no cost. Email the Continuing Education Chair at conedpats@gmail.com for all requests.

Process Complaints

Any complaints or concerns raised by program participants will be addressed in a timely manner and in accordance with PATS Grievance Policy.

Appendix A - PATS, Inc. Annual Clinical Symposium Speaker Contract and Release

The Pennsylvania Athletic Trainers' Society is excited to offer you the opportunity to serve as a guest speaker at our annual clinical symposium at **(Insert Location Here)**. Presentation information is below:

Topic Title: Presentation Day: Presentation Date: Presentation Time:

Please arrive at the site approximately thirty (30) minutes prior to your presentation. A speaker-ready room will be provided. *A seventy-two hour cancellation notice is required, and a suitable substitute speaker must be provided.*

I, **(Insert Speaker's Name Here)** hereby assign to the Pennsylvania Athletic Trainers' Society, Inc., all rights to video and sound recording made of me this **(Insert Date Here)** and hereby authorize the reproduction, sale, copyright, exhibition, broadcast, internet streaming and/or distribution of said video and sound recording as well as my associated support material without limitations. I hereby release PATS, Inc., from any liability concerning these matters. An electronic version of the speaker notes will be made available to conference attendees on the conference web page. Therefore, if any copyright information is to be reproduced it is the presenter's responsibility to obtain reprint permission and have the permission statement accompany the reprint information.

As speaker, I must also provide:

- Curriculum vitae
- Current bio
- Written statement declaring any conflicts of interest or lack thereof. This must also be included at the beginning of the course presentation.
- List of 10 references supporting course content. References must be from within the last 5 years and be from peer-reviewed sources.
- Outline/Agenda of lecture must include:
 - Title of presentation and 5 learning objectives Estimated time of each lecture (for CEUs)
 - Proposed method of instruction and any material requests

The signing of this contract and release in no way prohibits you from using your own material in any way. Please print two copies and sign **BOTH** copies but **return only ONE copy** with the associated **Speaker Biographical and Audio-Visual Request Form** to the address below by **(Insert Date Here)**.

Name

Signature

Date

Address

Phone

Fax

Email

Appendix B - Roster Sign-in/out

Name _____ of _____ Event _____ Host Name _____
Date(s) of _____ Event _____ Total Number of
CEUs _____

Last name	First Name	BOC #	Date	Time	Sign in	Date	Time	Sign Out

Appendix C - Program Assessment Pre/Post Test Example

A patient has suffered cardiac arrest, brain damage usually begins within:

1 to 2 minutes.

2 to 3 minutes.

4 to 6 minutes.

8 to 10 minutes.

By compressing a patient's sternum during CPR, you:
change pressure in the patient's chest and force blood through the body.
dramatically increase the amount of blood that is oxygenated in the lungs.

will often cause a spontaneous return of pulse after about 5 to 10 minutes.
can sustain his or her life indefinitely if compressions are of adequate depth.

When checking for a pulse in an adult patient, you should:
locate the brachial artery and feel for pulsations.

begin CPR if the pulse rate is less than 60 beats/min.
check for at least 5 seconds but no more than 10 seconds.

feel for the pulse on the inside of the upper part of the arm.

What is the proper location for performing chest compressions on a child or adult patient?

Upper third of the patient's sternum

Center of the chest, in between the nipples
Below an imaginary line beside the nipples

Lower part of the sternum, over the xiphoid process
Regardless of the patient's age, chest compressions should be:

followed by one fast rescue breath.
initiated after 9-1-1 has been called.

shallow in depth to avoid liver injury.
performed at a rate of 100 per minute.

When performing chest compressions on any patient, it is important to:
compress the chest to a depth of 1 to 2 inches.

allow the chest to fully recoil between compressions.
deliver 2 rescue breaths after every 15 chest compressions.

rest your fingers on the chest wall to help support your hands.
The correct compression to ventilation ratio for adult CPR is: A. 5:1
B. 15:2

C. 30:2

D. 30:1

Which of the following statements regarding chest compressions on an infant is correct?

Compress the sternum by using 2-3 fingers at a rate of 100 times per minute.
Use the heel of one hand and compress the chest at a rate of 100 times per minute.

Deliver two breaths after every 15 compressions if you are the only rescuer present.
More compression force is needed in the infant to ensure that blood is adequately circulated.

When performing chest compressions on a small child, you should:
deliver at least 120 compressions per minute.

place the heel of one hand in the center of the chest.
compress the chest to a depth of approximately 2 inches.
use your middle and ring fingers to compress the sternum.

When performing CPR on an adult patient, you should recheck for a pulse:
after every five cycles of CPR.

after 5 minutes of effective CPR.
if the patient's skin color improves.

after you have performed 100 compressions.

Appendix D - PATS CE Speaker Evaluation

PATS CE Speaker Evaluation

Address City, State Zip
 Phone Email
 www.gopats.org

Evaluation Template

Activity Title: _____

Activity Date: _____

Speaker/ Presenter 1: _____

Speaker/ Presenter 2: _____

(Select one. 4 = excellent, 1 = poor)

1. How would you rate this educational activity overall? 4 3 2 1

2. Please rate the projected impact of this activity on your competence, performance, and	Strongly Agree	Agree	Disagree	Strongly Disagree
This activity increased my competence (ability to apply knowledge, skills, and judgment in	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
This activity will improve my performance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
This activity will improve my patient outcomes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

How will you change your practice as a result of this activity?

What barriers, besides time and/or money, do you anticipate encountering as you make changes in your practice?

5. Do you feel the following objectives were met?	Yes	No	Partially
<Insert Objective 1>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<Insert Objective 2>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<Insert Objective 3> (add additional lines for additional objectives)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. Do you feel that the information presented was based on the best available evidence?

Yes No If no, please explain:

7. Were the following speakers/presenters knowledgeable, relevant and effective regarding the content of their presentation?	Knowledgeabl		Relevant		Effective	
	Yes	No	Yes	No	Yes	No
<Insert Speaker 1 Name>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<Insert Speaker 2 Name> (add additional lines for additional speakers/presenters)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If you answered no to any of the 3 categories, please explain:

Did you feel that there was commercial bias or influence in this activity? No Yes

If yes, please explain:

General Comments:

Appendix E - Statement of Credit



This certificate is presented to:

Participant Name:	
--------------------------	--

For attending

(title)

June 6, 2020

Number of hours actually participated: _____

Elizabeth A. Evarts, LAT, ATC PATS
Convention Chair

Rebecca L. Mokris, D.Ed., LAT
PATS Continuing Education Chair



The Pennsylvania Athletic Trainers' Society (BOC AP# P319) is approved by the Board of Certification, Inc. to provide continuing education to Certified Athletic Trainers. This program is eligible for a maximum of 1.0 Cat ACEU(s). Athletic Trainers should claim only those hours actually spent in the education program.

Appendix F - CE Event Checklist

You must clearly state in your Promotional Materials:

- At least 3 Educational Objectives (At the conclusion, the attendee will be able to...)
- A statement as to which of the 5 Domains of AT does this program fall
- Target Audience (must state ATs, but may include others)
- Detailed daily schedule for the event
- Fee

Refund/Cancellation policy

Non-discrimination statement per this manual Name/Credentials/Affiliation of the instructor(s)

(Appendix A) Number of contact hours (CEUs) (1 hour=1CEU)

Level of difficulty (Essential, Advanced, or Mastery)

Post to PATS and BOC website.

For the event itself:

A program schedule including Registration Time, Instruction Time(s), Breaks, and total contact hours (Registration, lunch, breaks cannot be counted for CEUs, only instructional time)

Presenters must share include credentials and conflict of interests in presentation.

A detailed Attendance Roster including:

- Name
- BOC #
- Date/Time in and out
- Signature in and out **(Appendix B)**

Course Evaluation collected from each attendee - an example is found on the BOC website and in **Appendix D** of this manual.

Certificate of Attendance (Statement of Credit) for every attendee-which must include:

- Title of activity
- Date of event Participant's name Number of max CEUs
- Signature of individual verifying attendance (Program Coordinator) Provider name (PATS) and number (P319)
- BOC Approved provider logo (on BOC website) BOC statement as follows:
"The Pennsylvania Athletic Trainers' Society (PATS) is recognized by the Board of Certification, Inc. to offer continuing education for Certified Athletic Trainers. This program has been approved for a maximum of (###) hours of Category A continuing education. Certified Athletic Trainers are responsible for claiming only those hours actually spent participating in the continuing education activity."
- Number of hours actually participated **(Appendix E)**
- It is recommended to do a Pre/Post test for Assessment Purposes (EBP has to do it). Ten questions is suffice **(Appendix C).**

After the event:

Send the Attendance Roster, Course Evaluations, and Pre/Post Assessments to the PATS Continuing Education Chair to keep them on file for the required 5 years.

EXAMPLE

Event: Implementation of the Current Guidelines for the Pre-Hospital Care of the Spine Injured Athlete. A Peer-to-Peer Discussion

Sponsor: Pennsylvania Athletic Trainers' Society North West Region

Date/Time: March 22, 2016 7:00 pm – 8:00 pm

Location: Slippery Rock University

Target Audience: Athletic Trainers, EMT/Rescue Personnel, Team Physicians

Fee: No fee will be charged

CEUs: 1 CEU (1 contact hour)

Level of Difficulty: Essential Facilitator(s):

Name & credentials:	<u>Gary Hanna, LAT</u>
Place of Employment	<u>Edinboro University</u>
Title:	<u>Head Athletic Trainer/Assistant Professor</u>
Address:	<u>455 Scotland Road, Edinboro, PA 16444</u>
Cell Phone Number:	<u>(814) 434-7931</u>
E-mail:	<u>ghanna@edinboro.edu</u>
Member of PATS (Y or N)?:	<u>Yes</u>

Gary Hanna joined the Edinboro University athletic department staff in 1990 and is now in his 22nd year. He took over as the Head Athletic Trainer in 2003. He came to Edinboro after previously working in the Department of Physical Therapy at St. Joseph's Riverside Hospital in Warren, Ohio. He has been a certified athletic trainer since 1978.

Hanna served as the Head Athletic Trainer at John Carroll University from 1981-87 and also worked with the Youngstown Pride professional basketball team in the World Basketball League during the 1988 season. He has extensive international experience, working as a member of the medical staff at the 1988 Olympic Games in Seoul, Korea. He also has worked at the USOC Training Center, the U.S. Olympic Festivals, and with USA Baseball and the National Sports Festival.

Hanna received his Bachelor of Science degree in Health and Physical Education at Indiana University of Pennsylvania and Master's Degree in Sports Science from the U.S. Sports Academy and a Master's of Science degree in Exercise Science and Health Promotions from California University of Pennsylvania. He is currently in the doctoral program for Educational Leadership at Indiana (Pa.)

An active member of the Pennsylvania Athletic Trainers' Society, he has held numerous positions, including the office of President.

Educational Objectives:

- Attendees will be able to identify the changes in recommended protocols for restricting spinal motion and protective equipment removal.
- Attendees will describe ways to coordinate with EMS on implementation of the new guidelines.
- Attendees will be able to describe multiple approaches for educating staff on the new guidelines.
- Attendees will be able to incorporate guidelines into their specific Emergency Action Plans.
- Attendees will be able to summarize the current research on protective equipment removal that has prompted these guidelines.

REMINDER: The Peer-to-Peer format is primarily audience driven discussion, not lecture.

Brief Abstract:

The relative incidence of catastrophic cervical spine injury in sports is low compared with other injuries. However, cervical spine injuries necessitate delicate and precise management, often involving the combined efforts of a variety of health care providers. The outcome of a catastrophic cervical spine injury depends on the efficiency of this management process and the timeliness of transfer to a controlled environment for diagnosis and treatment.

There are new recommendations based on current evidence pertaining to prevention strategies to reduce the incidence of cervical spine injuries in sport; emergency planning and preparation to increase management efficiency; maintaining or creating neutral alignment in the cervical spine; accessing and maintaining the airway; stabilizing and transferring the athlete with a suspected cervical spine injury; managing the athlete participating in an equipment-laden sport, such as football, hockey, or lacrosse; and considerations in the emergency department.

The purpose of this presentation is to update the recommendations of the recent statements of the Task Force on the Appropriate Prehospital Management of the Spine-Injured Athlete. The Task Force believes that the positions taken foster a “best practices” approach for our patients. While many locations that have already begun training initiatives for equipment removal, the Task Force does appreciate that the implementation of this position will take time and dedication. There has been input to merit altering the wording of the statements to allow for greater flexibility.

Domains: 1 = Injury/illness prevention & wellness protection; 2 = Clinical evaluation & diagnosis; 3 = Immediate & emergency care; 4 = Treatment & rehabilitation; 5 = Organization & professional health & well-being); 1, 3, 5

Presentation Outline:

- *Review of the existing literature including previous and current NATA Position Statements*
- *New research and 8/15 Executive Summary from the Task Force on the Appropriate Prehospital Management of the Spine-Injured Athlete.*

- *Football Helmet and Shoulder Pad Removal Demonstration Lacrosse Helmet and Shoulder Pad Removal Demonstration Hands on practice*
- *Discussion*

Program Outcomes:

Attendees will amend their EAPs to include new guidelines.

Each ATC will practice the new guidelines with their team and EMS to the point of becoming proficient in their use.

Attendees will use the guidelines when needed.

Non-Discrimination Statement:

No individual will be denied participation in this PATS CE program on the basis of race, color, national origin, religion, sex, disability, military status, sexual orientation or age. PATS has confirmed that this facility meets ADA requirements.

Cancellation Policy:

There is no fee for this event but attendees are asked to register with the event facilitator at the contact information above. If participants register and do not attend, they are ineligible for CE credit.

Program Schedule:

6:45 pm – 7:00 pm Registration

7:00 pm – 7:05 pm Welcome

Dr. Rebecca Mokris, PATS NW Regional Representative 7:05 pm – 8:00 pm Discussion and Demonstration

Gary Hanna, Edinboro University 8:00 pm – 8:15 pm Program Evaluation/Dismissal