

**Longwood University
Sports Medicine - Athletic Training
Policies & Procedures Manual**



Updated 1/29/06

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Introduction

This manual is a compilation of procedures, guidelines, policies, and action plans for Longwood University. **It is important to note that any Longwood University procedures, guidelines, policies, or action plans would supercede any information included in this manual.** All athletic staff members; including coaches, athletic trainers, and administration, should familiarize themselves with this document and all Longwood University policies and procedures, so they understand with how certain situations and incidents will be addressed. Please direct any questions or comments you may have about the content of this document to:

Danny Sterling
Head Athletic Trainer.
(434)395-2557
sterlingdl@longwood.edu

Mission Statement:

It is the responsibility of the sports medicine staff to provide the highest quality medical care for the student-athletes at Longwood University. The sports medicine staff consists of designated team physicians, athletic training staff, Longwood University Student Health Center and Counseling Center, and various other consultants or specialists. The sports medicine staff will provide medical care for the student-athletes in the following manner: pre-participation medical exams, injury prevention, emergency care, and treatment for illnesses, injuries, and or conditions affecting the physical or mental well being of the student-athletes.

Athletic Training Staff Directory

Danny Sterling, ATC
Head Athletic Trainer
sterlingdl@longwood.edu
434-395-2557 - office
434 390 5310 - mobile

Darlene Abramovich, ATC
Assistant Athletic Trainer
abramovichda@longwood.edu
434-395-2017 - office
978-790-4712 - mobile

Jamie Messer, ATC
Assistant Athletic Trainer
messerjw@longwood.edu
434-395-2827 – office
434-390-0028 – mobile

John Wen, ATC
Assistant Athletic Trainer
[wenjn@longwood.edu](mailto:wenj@longwood.edu)
434-395-2827 – office
571-228-6378 – mobile

Other important Longwood University contact information

Charles Lowe
Director of Public Safety and Chief of Police
434-395-2092
lowece@longwood.edu

Dan Dillon
Environmental Health & Safety Manager
434-395-2940
dillonjd@longwood.edu

Medical Consultants

In the event of an emergency call 911

CJW Medical Center
500 Hioaks Road
Richmond, VA 23225
Douglas Cutter, MD – Team Physician
804-560-6500 - office
804-560-6506 - fax

Sports Medicine/Physical Medicine & Rehabilitation
1429 Johnston Willis Drive
Richmond, VA 23235
Katherine Dec, MD
804-745-9000 – office
804-330-7055 - fax

West End Orthopedic
1400 Johnston Willis Drive
Richmond, VA 23235
David Nedeff, MD
804-379-8088 – office
804-320-1339 – fax

Southside Community Hospital
800 Oak Street
Farmville, VA 23901
434-395-2831 – general information
434-395-2530 – emergency room
434-395-2540 – medical records & radiology scheduling
434-395-2810 – case management

Athletic Training Room (ATR) Rules & Regulations

1. Please, no horseplay, loitering, inappropriate language or disrespectful behavior.
2. Report all injuries and/or illnesses to an athletic trainer when they occur.
3. No athletic equipment, spikes, cleats, gloves, or book bags allowed in the ATR at any time.
4. No food, beverage, or tobacco allowed in the ATR.
5. Under no circumstances are athletic training students to administer treatments unsupervised.
6. Please allow suitable time before practice/games or make arrangements with the athletic training staff for necessary treatment.
7. Being in the ATR is not an excuse for missing or being late for class. Please do not ask AT staff for written excuses.
8. The computer and phone in the athletic training room are for professional use only.
9. Please shower before entering the ATR for treatment.
10. No cell phones and pagers allowed in the ATR.
11. Please return all loaned equipment as soon as it is no longer needed (ie. braces, wraps, crutches, etc).
12. Please do not remove towels.
13. Dress appropriately as necessary for treatment (ie. shorts, sports bra, T-shirt). Please note that the athletic training room is co-ed. Please be sure that the athletes dress appropriately.
14. Please do not put shoes on the treatment tables.

Athletic Training Room Hours of Operation

These hours are subject to change.

Call the Athletic Training Room at 2603 for the current hours.

1. While Longwood University's classes are in session, the athletic training room will be open from 8:00 am until 11:30 am, close for lunch, then reopening at 1:00 pm until 6:00 pm. **From 2:30 – 4:00 the athletic training room is available only to the student-athletes that are in-season and preparing for practice. No rehabilitation will be done during this time; the athletic training room will reopen to all student-athletes from 4:00-6:00.**
2. During weekends, the athletic training room will be open on an as needed basis to cover in season sports practices/games.
3. During holidays, school breaks, and instances when the school shuts down (weather emergencies) the athletic training room will be opened on an as needed basis to cover in season sports practices/games.
4. During the fall and spring seasons, all athletic training staff members may be covering outdoor sport games/practices simultaneously, and the athletic training room may temporarily close to allow for coverage of these in season sports. If this is the case, emergency contact information (including names, locations and cell phone numbers of the athletic training staff) will be posted outside of the athletic training room on the door.

Reporting Injuries and Illnesses

1. In order for the sports medicine staff to provide effective, quality medical care to the student-athletes at Longwood University, it is important that the student-athletes report all illnesses and injuries, including those injuries that are not sport-related, to the athletic training staff as soon as possible.
2. It should be made clear to all concerned that no penalty, stated or implied, should deter the student-athlete from reporting an injury. Coaches shall neither require nor permit a sick or injured athlete to practice or participate in a game or practice without the approval of the medical staff.
3. All student athletes should schedule an appointment during weekday mornings between the hours of 8:00am – 11:30am, afternoons from 1:00pm – 2:30pm, and from 4:00 – 6:00 for treatment and injury evaluation.
4. Coaches should encourage student-athletes to report new injuries or illnesses to the athletic training staff from 8:00 am – 11:30 am, so that the athletic training staff can update coaches on the current injury status of athletes prior to practice and to perform the appropriate rehabilitation.
5. Coaches are encouraged to report any known injury to the athletic training staff, as soon as possible.

Health Insurance

1. The Longwood University athletic department carries secondary insurance policy on all student athletes participating in intercollegiate athletics. **This policy does not cover routine medical, dental, surgical, optical care, pre-existing injuries, non-sport related accidental injury, or prescription medications.**
2. Longwood University provides secondary insurance coverage for student-athletes through Student Athletic Protection, Inc. For those athletes who have primary insurance through another company, this policy acts as an excess policy and covers remaining balances after the primary insurance company has paid its share of the costs. For athletes who do not have primary insurance, Student Athletic Protection, Inc. may act as the primary insurance provider. However, the same coverage limitations apply as in point 1 (above).
3. Any bills received by a student-athlete that is the result of a referral by the athletic training staff should be submitted to the head athletic trainer. In addition, student-athletes must supply the head athletic trainer with a copy of the explanation of benefits (E.O.B.) from their primary insurance before secondary claims can be filed.
4. The medical staff will evaluate all bills in accordance with NCAA rules and regulations for approval.
5. **The athletics department will assume no financial responsibility for the following:**
 - a. **Routine medical, dental, optical, or surgical care**
 - b. **Care of injury resulting from injury in anything other than a scheduled practice or game (Non-sport related injuries).**
 - c. **Prescription medications**

Pre-Participation Medical Exams

1. Each coach must provide the athletic training staff with a roster for his/her respective sport by July 1st of each school year. This will allow the athletic training staff to organize the physical examinations and to gather insurance information for the upcoming year.
2. **All student-athletes are required to have a complete physical examination performed by a physician, orthopedic screening, proof of medical insurance, and medical history on file prior to their participation in sport activity.** This may include such tests as deemed necessary by the examining, consulting, or personal physician. This examination will be kept on file in the athletic training room in the student-athlete's permanent file.
3. The athletic training staff will inform each coach when his/her team will be administered pre-participation medical screenings.
4. **No student-athlete will be treated in the athletic training room or be given medical clearance without a complete physical examination performed by a physician, orthopedic screening, proof of medical insurance, and medical history on file. The pre-participation medical screenings will not be repeated because a student-athlete failed to show up. Any athlete that misses the time assigned for his/her team's medical screening without prior approval of the athletic training staff will have to have his/her physical completed at a time that is convenient to the team physician and the student-athlete may be responsible for out of pocket the costs of this visit.**
5. After the pre-participation medical screenings are completed, the athletic training staff will provide the coaches and the director of compliance with a list of student athletes who have been examined. It is the coach's responsibility to ensure that all of their athletes have been examined.

Physicians and Referrals

1. The Longwood University Athletic Training Department works cooperatively with CJW Sports medicine and West End Orthopedic Clinic in Richmond, VA. The athletic training staff at Longwood University is under the supervision of these doctors and these doctors have final word on all medical decisions affecting participation status of the student-athlete.
2. It is within the rights of the student-athlete to seek a second opinion outside of the sports medicine staff; **all referrals to physicians, specialists, or consultants require the prior approval of the athletic training staff.**

This is extremely important for two reasons:

- a. **In order to provide a high standard of medical care, the athletic training staff will need to know which physicians have been contacted for second opinions in order to coordinate the medical care for each student-athlete.**
 - b. **The athletic training staff must approve of the physicians visit (for second opinions) in order to facilitate the school's secondary insurance billing process. Without the knowledge of and referral from Longwood University's athletic training staff, there can be no assurance that Student Athletic Protection, Inc. will provide coverage of second opinion consultations/diagnostic tests, etc.**
3. When an athlete chooses to seek a second opinion, he/she must provide written reports/documentation from the examining physician
 4. **Any athlete seeking a second opinion must receive medical clearance from the orthopedic physicians from CJW Sports Medicine Clinic and/or West End Orthopaedic Clinic before being allowed to return to play.**

Sport Coverage

The following are guidelines and coverage may need to be adjusted as the situation demands.

1. The athletic training staff will cover every sport to the best of their ability and according to the incidence of injury. If at all possible, there will be a certified athletic trainer available during practice and game times. The athletic training staff must prioritize coverage of care of traditional season practices, home and away events, athletic training room coverage, and non-traditional events. In addition, the overlap that occurs between fall/winter sports and between winter/spring sports further challenges the athletic training staff's ability to provide on site coverage of various athletic events/practices. These factors all contribute to the athletic training staff's ability to provide coverage for Longwood University's 14 intercollegiate athletic teams.

2. The priority of medical coverage is as follows,
 - a. Traditional season (in-season) sports will be given priority in coverage by the athletic training staff over non-traditional (out of season) sports.
 - b. Home competitions will be given priority over practices.
 - c. Non-traditional (out of season) sport competitions may be covered if staffing permits.
 - d. Non-traditional practices will be covered if possible, if coverage cannot be arranged, then an athletic trainer will be on call. Being "on call" implies that the athletic training staff will be accessible by phone either in the athletic training room or while off duty.
 - e. The following chart breaks down athletic training staff coverage by sport and athletic season. Please note that this schedule is not absolute and may vary when situations arise that alter the availability of the athletic training staff.
 - f. Coverage of sports depends on the availability of the athletic training staff and is subject to change as the situation demands.

LONGWOOD UNIVERSITY SPORTS MEDICINE

Scope of Coverage- 2006-07

	GOLF	TENNIS	BASKETBALL
Assigned Certified Athletic Trainer(s)	Darlene Abramovich	Jamie Messer	Danny Sterling – WBB Jamie Messer - MBB
Practice coverage by an ATC	NO (ATR availability %)	NO (ATR availability %)	YES
Home Game/Contest coverage by an ATC	YES	YES	YES
ATC travel	NO	NO	YES
Non-traditional ** season coverage by an ATC	NO (ATR availability %)	NO (ATR availability %)	N/A
Out-of-season # coverage by an ATC	NO (ATR availability %)	NO (ATR availability %)	NO (ATR availability %)
	SOCCER	SOFTBALL	BASEBALL
Assigned Certified Athletic Trainer(s)	Darlene Abramovich – MSC John Wen - WSC	John Wen	Jamie Messer
Practice coverage by an ATC	YES	YES	YES
Home Game/Contest coverage by an ATC	YES	YES	YES
ATC travel	YES	YES	YES
Non-traditional ** season coverage by an ATC	YES (as available)	YES (as available)	YES (as available)
Out-of-season # coverage by an ATC	NO (ATR availability %)	NO (ATR availability %)	NO (ATR availability %)

** = Includes sanctioned practices and contests ONLY

= includes weightlifting, conditioning, individual workouts, etc.

% = members of the Sports Medicine Department will be available during normal athletic training room(ATR) hours (8:00am – 6:00pm) hours subject to change, check posted hours

	CROSS COUNTRY	WOMEN'S LACROSSE	FIELD HOCKEY
Assigned Certified Athletic Trainer	Jamie Messer	Darlene Abramovich	Danny Sterling
Practice coverage by an ATC	NO (ATR availability %)	YES	YES
Home Game/Contest coverage by an ATC	YES	YES	YES
ATC travel	NO	YES	YES
Non-traditional ** season coverage by an ATC	N/A	YES (as available)	YES (as available)
Out-of-season # coverage by an ATC	NO (ATR availability %)	NO (ATR availability %)	NO (ATR availability %)

** = Includes sanctioned practices and contests ONLY

= includes weightlifting, conditioning, individual workouts, etc.

% = members of the Sports Medicine Department will be available during normal athletic training room(ATR) hours (8:00am – 6:00pm) hours subject to change, check posted hours

3. It is the responsibility of each head coach at the beginning of each month to provide the athletic training staff with a schedule for that month, including; practice times, days off, games (both home and away), travel times, weights, and/or separate conditioning times. The athletic training staff needs each sport's schedule in order to provide the highest possible medical coverage for the student-athletes.
- 4. It is the responsibility of the head coach to notify the athletic training staff immediately if there are any changes to the schedule.**
5. Non-traditional season sports or individual sports such as, cross-country, tennis, or golf may pick up a medical kit at the beginning of the season. This medical kit should be brought to practices and **all away games** in absence of an athletic trainer.
6. The medical kit should be accompanied by the student-athletes' insurance information in case an emergency arises on the road. That is why it is imperative for each coach to ensure that he/she has the appropriately assigned medical kit.
7. It is the responsibility of the coaching staff to see that the kit is periodically returned to the athletic training room for restocking and that non-expendable items are accounted for (tape cutters, scissors, etc.).
- 8. In the event that a kit is stolen, lost, misplaced, etc. then the cost of the kit will come out of the athletic team's budget that lost the kit at a cost of \$200. This fee covers the cost of the lost kit, taping and wound care supplies, and non-perishable supplies.**

Athletic Training Students

1. The athletic training student is a valued member of the Longwood University athletic training staff. **First and foremost, athletic training students are here for their education, they are not to be used in place of a certified athletic trainer.** They are here to assist the athletic trainer while acquiring their education and will be involved in all aspects of injury care and prevention.
2. **Athletic training students cannot make return to play decisions for an athlete or the coach.**
3. If there is a problem with an athletic training student's performance, then coaches should approach an athletic training staff member with the problem. Please leave it up to the athletic training staff to discuss any problems with the students.

The Athletic Training Staff's Policy regarding the transportation of injured student-athletes to the emergency room or hospital

A university RTA should be filed prior to any non-emergency transport

1. Athletic training students are **NEVER** to be used to transport a student-athlete.
2. **All medical emergencies that occur and that are life threatening; provide appropriate care, call 911, and have the athlete transported by ambulance to the emergency room.**
 - a. Do not leave the practice site unless the injury is life threatening and you will be traveling with the ambulance. If you must leave, practice should either be suspended or other coverage arrangements made.
 - b. If an ambulance is called during a practice and there is an athletic training student present either have them ride in the ambulance with you or send them home.
 - i. **Do not send the athletic training student with the ambulance by themselves.**
 - ii. **The athletic training student cannot remain at the field unsupervised.**
 - c. If an ambulance is called to a competition send the student-athlete to the hospital, remain at the site, and contact the head athletic trainer and he will make the appropriate arrangements.
3. If an injury that occurs and requires a student-athlete to be evaluated in the emergency room (for example; to rule out a fracture, stitches, etc.) then an athletic training staff member will transport the student-athlete to the hospital.
 - a. If the injury occurs during practice or competition and you are unable to leave the field with the student-athlete, call another athletic training staff member and have them transport the athlete to the hospital or transport them at the conclusion of the practice/competition.
 - b. If an athletic training staff member takes an athlete to the emergency room; help the athlete with the triage nurse and registration. Once the student-athlete is registered then it is up to the discretion of the athletic training staff member as to if they remain at the hospital with the student-athlete or not.
4. If the staff member does leave then give the student-athlete contact information; as that staff member is responsible for returning the athlete to campus.

Camp/Clinic Policy

The Athletic Training Staff at Longwood University wishes to provide the best coverage possible for all camps/clinics. Early planning will aid the Athletic Training Staff in assisting the coach/sponsor in providing this coverage. The Athletic Training Staff can not guarantee coverage for all camps and clinics. It is the responsibility of the coach/sponsor to meet with the Head Athletic Trainer to arrange for appropriate medical coverage, supplies, insurance and documentation. The Head Athletic Trainer will make all final decisions on medical coverage, insurance, and appropriate medical documentation.

All camps and clinic **MUST** have prior written approval from the Athletic Director. Appropriate medical documentation is required for camp approval. This will allow the Athletic Training Staff to provide appropriate coverage and be aware of any special medical conditions. Attached is a copy of forms to be used.

Coverage for a camp or clinic **CANNOT** interfere with the day-to-day coverage of any sport at Longwood University. If a conflict occurs the Athletic Training Staff must cover the other varsity sports as appropriate.

Standard Fees

Free clinics sponsored by Longwood University coaching staff

Any free clinic that occurs will be covered at no charge.

“For Profit” (fee charged) clinics sponsored by Longwood University coaching staff

Any Longwood University Athletic Training Staff member that works a “for profit” camp or clinic will receive a fee of \$20/hour, or \$600 per week. If you require an ATC to stay overnight, there will be an additional fee of \$50 per night, to a max of \$150.

The Longwood University Athletic Training room will receive a standard fee of \$2 per participant up to a max of \$15 per day or \$50 week to cover expendable supplies (cups, ice, first aid materials, etc.).

Athletic Training Students will be paid at the same pay rate as any student worker for the camp.

In certain circumstances adjustments to the fees may be approved by the Head Athletic Trainer.

Camps/clinics coverage

Free clinics sponsored by Longwood University coaching staff

If a “not for profit” camp or clinic takes place during the academic year, it will be given out-of-season coverage priority. An ATC will be “on call”. Due to potential conflicts, no “on site” coverage can be guaranteed. If “on site” coverage is required, prior arrangements must be made with the Head Athletic Trainer, for ATC assignment.

For profit clinics sponsored by Longwood University coaching staff

If a “for profit” camp or clinic takes place during the academic year, the coach/sponsor must make prior coverage arrangements with the Head Athletic Trainer. Standard fees will apply (\$20/hour, or \$600 per week).

Assignments

ATC coverage for any camp or clinic will require prior arrangements with the Head Athletic Trainer. These arrangements should be made as early as possible to assure adequate coverage for the camp. The Head Athletic Trainer will make all assignments based on staff availability and expertise. Standard fees will apply.

Staff requirements

Discuss all of your camp staffing needs with the Head Athletic Trainer, so the proper number of athletic training staff can be assigned to your camp. The Head Athletic Trainer will make all final decisions on the actual staffing requirements.

Incident Action Plan

An Incident Action Plan (IAP) helps to outline the procedures that should be followed in the event of an accident, injury, or illness that results in a medical emergency. It is vital that all people involved are aware of these procedures and their role within them. The following pages illustrate and explain this plan.

NOTE: The ATC and/or coach must complete and incident report (appendix H), and file with Jim Simpson – Director Materials Management, Dan Dillon – Environmental Health & Safety Manager and Barb Dearing – Associate Athletic Director, within 24 hours.

Definition of an Incident-

1. Sudden Death of a student-athlete, coach, and/or staff member;
2. Disability / Quality of Life Altering injury / illness including, but not limited to:
 - Spinal cord injury resulting in partial or complete paralysis;
 - Loss of a paired organ;
 - Severe head injury;
 - Injuries / illnesses resulting in severely diminished mental capacity or other neurological injury that results in an inability to perform daily functions (e.g. coma); and
 - Irrecoverable loss of speech, hearing (both ears), sight (both eyes), or one or both arm(s) and/or leg(s).
3. Sudden Illness including but not limited to:
 - Diabetic emergency
 - Cardio/Respiratory incident
 - Head injury
4. Any injury during an unsupervised practice (no ATC present)
5. Other incidents as deemed appropriate

Members of the IAP and their Responsibilities:

Incident Action Team (IAT)-

- Troy Austin, Director of Athletics
- Barb Dearing, Associate Athletics Director
- Douglas Cutter, MD, Head Team Physician
- Danny Sterling, Head Athletic Trainer
- Appropriate Longwood University team athletic trainer
- Appropriate Longwood University Head coach
- Dan Dillon Environmental Health & Safety Manager
- Longwood University Counseling Center
- Longwood University Campus Police

Certified Athletic Trainer (ATC):

If on site:

1. Primary survey
2. Activate IAP
3. Provide care/first aid as necessary until Emergency Medical Services arrives
4. Depending on the situation; travel with the athlete to hospital

If not on site:

1. After activating the IAP, go to the scene immediately. **Take the Automated External Defibrillator (AED) from the ATR to the site.**
2. Assess situation, find out if EMS has been contacted
3. Assist on-site ATC with care/first aid as necessary until Emergency Medical Services arrives
5. Provide Emergency Medical Services with athlete's medical history and Insurance information
6. Contact the head athletic trainer and inform them of the current situation.

Head Athletic Trainer

1. If there is no administrator on-site then, inform the athletic director of the situation and the current status of the athlete.
2. Make any arrangements to ensure continued medical coverage at the athletic event.
3. Contact the "emergency contact person" on the athlete's parent information sheet.

Events Administrator/Assistant Athletic Director

If on site:

1. Inform other necessary administrators of the situation
2. Wait for Emergency Medical Services to arrive and direct them to proper Doors/gates

3. Help control other athletes, spectators, or crowd

Coaches and/or Assistant Coaches:

If ATC is on-site:

1. Assist ATC as needed
2. Assist Emergency Medical Services as needed
3. Help control other athletes, spectators, or crowd

If ATC is not on-site:

1. Activate the IAP
2. Calm, reassure, and stabilize the athlete
3. Send another athlete/coach to get/call an ATC and/or activate Emergency Medical Services (call 911) depending on the situation
4. Notify campus police as necessary

Longwood University Campus Police:

1. Unlock and open any doors, gates, or buildings
2. Assist Emergency Medical Services with location of emergency site
3. Assist ATCs as needed
4. Control any spectators or crowd

Athletic Training Student (ATS):

1. Assist in the activation the IAP
2. Assist the ATC in providing first aid as necessary until ATC or Emergency Medical Services arrive
3. Depending on the situation; travel with the athlete to hospital. This should only occur if the ATC also travels to the hospital – **at no time should an ATS travel without an ATC**

Lancer Field Incident Action Plan

Contact information for the Athletic Training Staff:

Athletic Training Room (434) 395-2603

Danny Sterling, ATC
434-395-2557 – office
434 390 5310– mobile

Darlene Abramovich, ATC
434-395-2017 - office
978-790-4712 - mobile

Jamie Messer, ATC
434-395-2827 – office
434-390-0028 – mobile

John Wen, ATC
434-395-2827 – office
571-228-6378 – mobile

Activating the IAP:

1. The ATC on site will activate the IAP and provide care. IF no ATC is on site the coach will activate the IAP and provide care.
2. If needed, **call 911** to activate Emergency Medical Services (when in doubt call EMS)
Inform 911 operator:
 - a) Location
 - b) Phone number of caller or the ATR phone number: 434-395-2603
 - c) Athlete's chief complaint
 - d) Number of athlete's involved
 - d) Athlete's age
 - e) Athlete's level of consciousness
 - f) Any treatment initiated
 - g) Directions to site listed below.
3. Inform events administrator (if present), the events administrator will assist as needed.
4. Call and inform Longwood University Campus Police: 434-395-2091
5. Explain situation and give location of injury site
6. Call the Athletic Training Room (ATR) 395-2603, or contact an ATC (number listed above) with radio or cell phone
7. Stabilize the athlete until a Certified Athletic Trainer (ATC), or EMS arrives
8. ATC and/or coach will complete an incident form and forward copies to Risk Management, and Athletic Administration within 24 hours.

Lancer Field

Communications: a land-line phone (395-2664) is located in the home team dugout (3rd base side) of the Lancer Baseball Stadium and another (395-2710) is located in the press box of the Lancer Baseball Stadium. The Certified Athletic Trainer or coach should have a walkie-talkie radio and cell phone as well.

Equipment: Backboard and vacuum splints are located in the storage shed that is behind the home team dugout (1st base side) of *softball field*.

Directions: From Main St or Griffin Blvd, turn onto Franklin St, go South on Race St, continue up the hill (dirt road). Lancer field is on the right.

First Avenue Field Incident Action Plan

Contact information for the Athletic Training Staff:

Athletic Training Room (434) 395-2603

Danny Sterling, ATC 434-395-2557 – office 434 390 5310– mobile	Darlene Abramovich, ATC 434-395-2017 - office 978-790-4712 - mobile
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Jamie Messer, ATC 434-395-2827 – office 434-390-0028 – mobile	John Wen, ATC 434-395-2827 – office 571-228-6378 – mobile
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Activating the IAP:

1. The ATC on site will activate the IAP and provide care. IF no ATC is on site the coach will activate the IAP and provide care.
2. If needed, **call 911** to activate Emergency Medical Services (when in doubt call EMS)
Inform 911 operator:
 - a) Location
 - b) Phone number of caller or the ATR phone number: 434-395-2603
 - c) Athlete's chief complaint
 - d) Number of athlete's involved
 - d) Athlete's age
 - e) Athlete's level of consciousness
 - f) Any treatment initiated
 - g) Directions to site listed below.
3. Inform events administrator (if present), the events administrator will assist as needed.
4. Call and inform Longwood University Campus Police: 434-395-2091
5. Explain situation and give location of injury site
6. Call the Athletic Training Room (ATR) 395-2603, or contact an ATC (number listed above) with radio or cell phone
7. Stabilize the athlete until a Certified Athletic Trainer (ATC), or EMS arrives
8. ATC and/or coach will complete an incident form and forward copies to Risk Management, and Athletic Administration within 24 hours.

First Avenue Field

Communications: a land-line phone (392-8829) is located in the storage shed on the field sideline. The Certified Athletic Trainer or coach should have a walkie-talkie radio and cell phone as well.

Equipment: Backboard and vacuum splints are available located in the storage shed on the field sideline.

Directions: From Main St, head West onto High St, turn left onto Second Ave. First Avenue Field is located on the corner of First Avenue and School Road.

Barlow Field Incident Action Plan

Emergency contact information for the Athletic Training Staff:

Athletic Training Room (434) 395-2603

Danny Sterling, ATC
434-395-2557 – office
434 390 5310– mobile

Darlene Abramovich, ATC
434-395-2017 - office
978-790-4712 - mobile

Jamie Messer, ATC
434-395-2827 – office
434-390-0028 – mobile

John Wen, ATC
434-395-2827 – office
571-228-6378 – mobile

Activating the IAP:

1. The ATC on site will activate the IAP and provide care. IF no ATC is on site the coach will activate the IAP and provide care.
2. If needed, **call 911** to activate Emergency Medical Services (when in doubt call EMS)
Inform 911 operator:
 - a) Location
 - b) Phone number of caller or the ATR phone number: 434-395-2603
 - c) Athlete's chief complaint
 - d) Number of athlete's involved
 - d) Athlete's age
 - e) Athlete's level of consciousness
 - f) Any treatment initiated
 - g) Directions to site listed below.
3. Inform events administrator (if present), the events administrator will assist as needed.
4. Call and inform Longwood University Campus Police: 434-395-2091
5. Explain situation and give location of injury site
6. Call the Athletic Training Room (ATR) 395-2603, or contact an ATC (number listed above) with radio or cell phone
7. Stabilize the athlete until a Certified Athletic Trainer (ATC), or EMS arrives
8. ATC and/or coach will complete an incident form and forward copies to Risk Management, and Athletic Administration within 24 hours.

Barlow Field

Communications: in the Longwood Power Plant, open 24 hours/day, a land-line phone (395-2350) is available. The Certified Athletic Trainer or coach should have a walkie-talkie radio and cell phone as well.

Equipment: Backboard and vacuum splints are located in the storage building (next to the French Building). Athletic Training staff and coach has keys.

Directions: From Main St, left on Madison St, Barlow Field is located on the corner of Venable St and Madison St.

Lancer Gymnasium/Willet Hall Incident Action Plan

Contact information for the Athletic Training Staff:

Athletic Training Room (434) 395-2603

Danny Sterling, ATC
434-395-2557 – office
434 390 5310– mobile

Darlene Abramovich, ATC
434-395-2017 - office
978-790-4712 - mobile

Jamie Messer, ATC
434-395-2827 – office
434-390-0028 – mobile

John Wen, ATC
434-395-2827 – office
571-228-6378 – mobile

Activating the IAP:

1. The ATC on site will activate the IAP and provide care. IF no ATC is on site the coach will activate the IAP and provide care.
2. If needed, **call 911** to activate Emergency Medical Services (when in doubt call EMS)
Inform 911 operator:
 - a) Location
 - b) Phone number of caller or the ATR phone number: 434-395-2603
 - c) Athlete's chief complaint
 - d) Number of athlete's involved
 - d) Athlete's age
 - e) Athlete's level of consciousness
 - f) Any treatment initiated
 - g) Directions to site listed below.
3. Inform events administrator (if present), the events administrator will assist as needed.
4. Call and inform Longwood University Campus Police: 434-395-2091
5. Explain situation and give location of injury site
6. Call the Athletic Training Room (ATR) 395-2603, or contact an ATC (number listed above) with radio or cell phone
7. Stabilize the athlete until a Certified Athletic Trainer (ATC), or EMS arrives
8. ATC and/or coach will complete an incident form and forward copies to Risk Management, and Athletic Administration within 24 hours.

Lancer Gymnasium/Willet Hall

Communications: a land-line phone (395-2603) is located in the Athletic Training Room adjacent to the gym floor. All coaches have a key to access this equipment room. The Certified Athletic Trainer or coach should have a walkie-talkie radio and cell phone as well.

Equipment: Backboard and vacuum splints are located in the Athletic Training Room adjacent to the main gym floor.

Directions: From Main St, turn onto Redford St, turn left onto Spruce Street. Willet Hall will be on the Right. Lancer Gym is located straight ahead inside the main doors.

Iler Gymnasium Incident Action Plan

Contact information for the Athletic Training Staff:

Athletic Training Room (434) 395-2603

Danny Sterling, ATC
434-395-2557 – office
434 390 5310– mobile

Darlene Abramovich, ATC
434-395-2017 - office
978-790-4712 - mobile

Jamie Messer, ATC
434-395-2827 – office
434-390-0028 – mobile

John Wen, ATC
434-395-2827 – office
571-228-6378 – mobile

Activating the IAP:

1. The ATC on site will activate the IAP and provide care. IF no ATC is on site the coach will activate the IAP and provide care.
2. If needed, **call 911** to activate Emergency Medical Services (when in doubt call EMS)
Inform 911 operator:
 - a) Location
 - b) Phone number of caller or the ATR phone number: 434-395-2603
 - c) Athlete's chief complaint
 - d) Number of athlete's involved
 - d) Athlete's age
 - e) Athlete's level of consciousness
 - f) Any treatment initiated
 - g) Directions to site listed below.
3. Inform events administrator (if present), the events administrator will assist as needed.
4. Call and inform Longwood University Campus Police: 434-395-2091
5. Explain situation and give location of injury site
6. Call the Athletic Training Room (ATR) 395-2603, or contact an ATC (number listed above) with radio or cell phone
7. Stabilize the athlete until a Certified Athletic Trainer (ATC), or EMS arrives
8. ATC and/or coach will complete an incident form and forward copies to Risk Management, and Athletic Administration within 24 hours.

Iler Gymnasium

Communications: a land-line phone (395-2356) is located in the Campus Recreation office, upstairs from the gym floor. The Certified Athletic Trainer or coach have a walkie-talkie radio and cell phone as well.

Equipment: there is none available in the immediate area - call 911 or the Athletic Training Room (395-2603).

Directions: From Main St, go left on Madison St. The most accessible entrance to Iler Gym is at the side of the building on Madison St.

Longwood Golf Course Incident Action Plan

Emergency contact information for the Athletic Training Staff:

Athletic Training Room (434) 395-2603

Danny Sterling, ATC 434-395-2557 – office 434 390 5310 – mobile	Darlene Abramovich, ATC 434-395-2017 - office 978-790-4712 - mobile
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Jamie Messer, ATC 434-395-2827 – office 434-390-0028 – mobile	John Wen, ATC 434-395-2827 – office 571-228-6378 – mobile
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Activating the IAP:

1. The ATC on site will activate the IAP and provide care. IF no ATC is on site the coach will activate the IAP and provide care.
2. If needed, **call 911** to activate Emergency Medical Services (when in doubt call EMS)
Inform 911 operator:
 - a) Location
 - b) Phone number of caller or the ATR phone number: 434-395-2603
 - c) Athlete's chief complaint
 - d) Number of athlete's involved
 - d) Athlete's age
 - e) Athlete's level of consciousness
 - f) Any treatment initiated
 - g) Directions to site listed below.
3. Inform events administrator (if present), the events administrator will assist as needed.
4. Call and inform Longwood University Campus Police: 434-395-2091
5. Explain situation and give location of injury site
6. Call the Athletic Training Room (ATR) 395-2603, or contact an ATC (number listed above) with radio or cell phone
7. Stabilize the athlete until a Certified Athletic Trainer (ATC), or EMS arrives
8. ATC and/or coach will complete an incident form and forward copies to Risk Management, and Athletic Administration within 24 hours.

Longwood Golf Course

Communications: a land-line phone (395-2613) is available in the Clubhouse. The Certified Athletic Trainer or coach should have a walkie-talkie radio and cell phone as well.

Equipment: there is none available in the immediate area - call 911 or the Athletic Training Room (395-2603).

Directions: From Main St, go East on 4th St which becomes Longwood Ave, turn right on Johnston Dr, turn right into Longwood Golf Course. The Clubhouse is approximately $\frac{3}{4}$ mile down the road. Alternative directions: From Rt 460 Business, go South on Milwood Rd, turn right on Johnston Dr, turn right into Longwood Golf Course.

Lancer Baseball Stadium Incident Action Plan

Contact information for the Athletic Training Staff:

Athletic Training Room (434) 395-2603

Danny Sterling, ATC 434-395-2557 – office 434 390 5310 – mobile	Darlene Abramovich, ATC 434-395-2017 - office 978-790-4712 - mobile
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Jamie Messer, ATC 434-395-2827 – office 434-390-0028 – mobile	John Wen, ATC 434-395-2827 – office 571-228-6378 – mobile
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Activating the IAP:

1. The ATC on site will activate the IAP and provide care. IF no ATC is on site the coach will activate the IAP and provide care.
2. If needed, **call 911** to activate Emergency Medical Services (when in doubt call EMS)
Inform 911 operator:
 - a) Location
 - b) Phone number of caller or the ATR phone number: 434-395-2603
 - c) Athlete's chief complaint
 - d) Number of athlete's involved
 - d) Athlete's age
 - e) Athlete's level of consciousness
 - f) Any treatment initiated
 - g) Directions to site listed below.
3. Inform events administrator (if present), the events administrator will assist as needed.
4. Call and inform Longwood University Campus Police: 434-395-2091
5. Explain situation and give location of injury site
6. Call the Athletic Training Room (ATR) 395-2603, or contact an ATC (number listed above) with radio or cell phone
7. Stabilize the athlete until a Certified Athletic Trainer (ATC), or EMS arrives
8. ATC and/or coach will complete an incident form and forward copies to Risk Management, and Athletic Administration within 24 hours.

Lancer Baseball Stadium

Communications: a land-line phone (395-2664) is located in the home team dugout (3rd base side) of the baseball field and another (395-2710) is located in the press box. The Certified Athletic Trainer or coach should have a walkie-talkie radio and cell phone as well.

Equipment: Backboard and vacuum splints are located in the storage room of the home team dugout (3rd base side).

Directions: From Main St, go west on Franklin St, left on Pine St, right at stop sign, left into parking lot, access field via road on left going towards 3rd base dugout

Softball Field Incident Action Plan

Contact information for the Athletic Training Staff:

Athletic Training Room (434) 395-2603

Danny Sterling, ATC 434-395-2557 – office 434 390 5310 – mobile	Darlene Abramovich, ATC 434-395-2017 - office 978-790-4712 - mobile
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Jamie Messer, ATC 434-395-2827 – office 434-390-0028 – mobile	John Wen, ATC 434-395-2827 – office 571-228-6378 – mobile
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Activating the IAP:

1. The ATC on site will activate the IAP and provide care. IF no ATC is on site the coach will activate the IAP and provide care.
2. If needed, **call 911** to activate Emergency Medical Services (when in doubt call EMS)
Inform 911 operator:
 - a) Location
 - b) Phone number of caller or the ATR phone number: 434-395-2603
 - c) Athlete's chief complaint
 - d) Number of athlete's involved
 - d) Athlete's age
 - e) Athlete's level of consciousness
 - f) Any treatment initiated
 - g) Directions to site listed below.
3. Inform events administrator (if present), the events administrator will assist as needed.
4. Call and inform Longwood University Campus Police: 434-395-2091
5. Explain situation and give location of injury site
6. Call the Athletic Training Room (ATR) 395-2603, or contact an ATC (number listed above) with radio or cell phone
7. Stabilize the athlete until a Certified Athletic Trainer (ATC), or EMS arrives
8. ATC and/or coach will complete an incident form and forward copies to Risk Management, and Athletic Administration within 24 hours.

Softball Field

Communications: a land-line phone (395-2664) is located in the home team dugout (3rd base side) of the *Lancer Baseball Stadium* and another (395-2710) is located in the press box of the *Lancer Baseball Stadium*. The Certified Athletic Trainer or coach should have a walkie-talkie radio and cell phone as well.

Equipment: Backboard and vacuum splints are located in the storage shed that is behind the home team dugout (1st base side) of softball field.

Directions: From Main St or Griffin Blvd, turn onto Franklin St, go South on Race St, continue up the hill (dirt road). The softball field is on the left.

Lancer Tennis Courts Incident Action Plan

Contact information for the Athletic Training Staff:

Athletic Training Room (434) 395-2603

Danny Sterling, ATC 434-395-2557 – office 434 390 5310 – mobile	Darlene Abramovich, ATC 434-395-2017 - office 978-790-4712 - mobile
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Jamie Messer, ATC 434-395-2827 – office 434-390-0028 – mobile	John Wen, ATC 434-395-2827 – office 571-228-6378 – mobile
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Activating the IAP:

1. The ATC on site will activate the IAP and provide care. IF no ATC is on site the coach will activate the IAP and provide care.
2. If needed, **call 911** to activate Emergency Medical Services (when in doubt call EMS)
Inform 911 operator:
 - a) Location
 - b) Phone number of caller or the ATR phone number: 434-395-2603
 - c) Athlete's chief complaint
 - d) Number of athlete's involved
 - d) Athlete's age
 - e) Athlete's level of consciousness
 - f) Any treatment initiated
 - g) Directions to site listed below.
3. Inform events administrator (if present), the events administrator will assist as needed.
4. Call and inform Longwood University Campus Police: 434-395-2091
5. Explain situation and give location of injury site
6. Call the Athletic Training Room (ATR) 395-2603, or contact an ATC (number listed above) with radio or cell phone
7. Stabilize the athlete until a Certified Athletic Trainer (ATC), or EMS arrives
8. ATC and/or coach will complete an incident form and forward copies to Risk Management, and Athletic Administration within 24 hours.

Lancer Tennis Courts

Communications: a land-line phone (395-2603) is located in the Athletic Training Room adjacent to the gym floor and another is located in the equipment storage room (395-2751) adjacent to the main gym floor. All coaches have a key to access this equipment room. The Certified Athletic Trainer or coach should have a walkie-talkie radio and cell phone as well.

Equipment: Backboard and vacuum splints are located in the Athletic Training Room adjacent to the main gym floor.

Directions: From Main St, turn onto Redford St, turn left onto Spruce Street. Lancer Tennis Courts are located on the right, next to Willet Hall.

French Tennis Courts Incident Action Plan

Contact information for the Athletic Training Staff:

Athletic Training Room (434) 395-2603

Danny Sterling, ATC 434-395-2557 – office 434 390 5310 – mobile	Darlene Abramovich, ATC 434-395-2017 - office 978-790-4712 - mobile
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Jamie Messer, ATC 434-395-2827 – office 434-390-0028 – mobile	John Wen, ATC 434-395-2827 – office 571-228-6378 – mobile
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Activating the IAP:

1. The ATC on site will activate the IAP and provide care. IF no ATC is on site the coach will activate the IAP and provide care.
2. If needed, **call 911** to activate Emergency Medical Services (when in doubt call EMS)
Inform 911 operator:
 - a) Location
 - b) Phone number of caller or the ATR phone number: 434-395-2603
 - c) Athlete's chief complaint
 - d) Number of athlete's involved
 - d) Athlete's age
 - e) Athlete's level of consciousness
 - f) Any treatment initiated
 - g) Directions to site listed below.
3. Inform events administrator (if present), the events administrator will assist as needed.
4. Call and inform Longwood University Campus Police: 434-395-2091
5. Explain situation and give location of injury site
6. Call the Athletic Training Room (ATR) 395-2603, or contact an ATC (number listed above) with radio or cell phone
7. Stabilize the athlete until a Certified Athletic Trainer (ATC), or EMS arrives
8. ATC and/or coach will complete an incident form and forward copies to Risk Management, and Athletic Administration within 24 hours.

French Tennis Courts

Communications: in the French building, a land-line phone (395-2404) is on the wall outside of racquetball court #1 and another land-line phone (395-2482) is in the old wrestling room. The Certified Athletic Trainer or coach should have a walkie-talkie radio and cell phone as well.

Equipment: Backboard and vacuum splints are located in the storage building (next to the French Building). Athletic Training staff and coaches have keys.

Directions: From Main St, left on Madison St, right into the parking lot past Barlow Field, right after the Graham Building, continue straight back to the cul-de-sac.

New Complex Incident Action Plan

Contact information for the Athletic Training Staff:

Athletic Training Room (434) 395-2603

Danny Sterling, ATC
434-395-2557 – office
434 390 5310 – mobile

Darlene Abramovich, ATC
434-395-2017 - office
978-790-4712 - mobile

Jamie Messer, ATC
434-395-2827 – office
434-390-0028 – mobile

John Wen, ATC
434-395-2827 – office
571-228-6378 – mobile

Activating the IAP:

1. The ATC on site will activate the IAP and provide care. IF no ATC is on site the coach will activate the IAP and provide care.
2. If needed, **call 911** to activate Emergency Medical Services (when in doubt call EMS)
Inform 911 operator:
 - a) Location
 - b) Phone number of caller or the ATR phone number: 434-395-2603
 - c) Athlete's chief complaint
 - d) Number of athlete's involved
 - d) Athlete's age
 - e) Athlete's level of consciousness
 - f) Any treatment initiated
 - g) Directions to site listed below.
3. Inform events administrator (if present), the events administrator will assist as needed.
4. Call and inform Longwood University Campus Police: 434-395-2091
5. Explain situation and give location of injury site
6. Call the Athletic Training Room (ATR) 395-2603, or contact an ATC (number listed above) with radio or cell phone
7. Stabilize the athlete until a Certified Athletic Trainer (ATC), or EMS arrives
8. ATC and/or coach will complete an incident form and forward copies to Risk Management, and Athletic Administration within 24 hours.

New Lacrosse, Field Hockey, Soccer complex

Communications: There are no land lines available at this time. The Certified Athletic Trainer or coach should have a walkie-talkie radio and cell phone as well.

Equipment: Emergency equipment will be available when storage facilities are in place.

Directions: From third street, turn on Longwood Avenue. The Fields will be on your left. Emergency access is between the Moose lodge and the fields.

Catastrophic Incident Plan

Definition of a Catastrophic Incident-

1. Sudden Death of a student-athlete, coach, and/or staff member;
2. Disability / Quality of Life Altering injury / illness including, but not limited to:
 - Spinal cord injury resulting in partial or complete paralysis;
 - Loss of a paired organ;
 - Severe head injury;
 - Injuries / illnesses resulting in severely diminished mental capacity or other neurological injury that results in an inability to perform daily functions (e.g. coma); and
 - Irrecoverable loss of speech, hearing (both ears), sight (both eyes), or one or both arm(s) and/or leg(s).
3. Other incident as deemed appropriate.

Catastrophic Incident Management Team (CIMT)-

- Dr. Patricia Cormier, President
- Troy Austin, Director of Athletics
- Barb Dearing, Associate Athletics Director
- Douglas Cutter, MD, Head Team Physician
- Danny Sterling, Head Athletic Trainer
- Greg Prouty, Assistant Athletic Director for Media Relations/SID
- Michelle Meadows, Assistant Athletic Director for Compliance/Academics
- Appropriate Longwood University team athletic trainer
- Appropriate Longwood University Head coach
- Dan Dillon, Environmental Health & Safety Manager
- Longwood University Counseling Center

Longwood University Catastrophic Incident Immediate Action Plan

1. The Longwood University emergency action plan will be followed at home. If a catastrophic incident occurs away from home, the traveling ATC or coach should contact **Danny Sterling – Head Athletic Trainer (434 390 5310 cell, 434 392 8880 home)**, who will begin the catastrophic incident immediate action plan.

2. Longwood University Sports Medicine personnel, a member of the coaching staff, and/or a member of the Longwood University Department of Athletics will accompany the injured student-athlete to the medical facility with the injured student-athlete's emergency medical/ insurance information.

3. The Longwood University certified athletic trainer or coach will immediately call **Danny Sterling – Head Athletic Trainer (434 390 5310cell, 434 392 8880 home)** or designee (if applicable) to notify him/her of the emergency situation.

- The Head Athletic Trainer or designee will immediately notify the Director of Athletics, and/or the Associate Athletics Director, to notify them of the emergency situation, and will keep all designated parties updated at regular intervals
- The Director of Athletics and/or designee will contact other Athletics Department and University administrative personnel as he/she deems necessary.

4. The Head Athletic Trainer and/or designee and/or other Department of Athletics personnel will make every effort to notify the injured student athlete's family / next of kin of the emergency situation.

5. At the conclusion of the game / practice, the Head Athletic Trainer or and/or designee will update the team in the locker room as to the injured student athlete's condition.

- **All team and department personnel will be strongly cautioned to not speak with the press/ media regarding the injured student-athlete and/or the emergency situation and to refer all media inquiries to Greg Prouty, Assistant Athletics Director for Media Relations/SID and/or designee.**

7. Once the student-athlete's family / next of kin has been notified of the emergency situation and gives its consent, the Head Athletic Trainer or designee, working with Greg Prouty Assistant Athletics Director for Media Relations/SID, will make a statement concerning the injured student-athlete to be released to the press / media.

- **At no time is anyone besides the aforementioned personnel authorized to speak to anyone concerning the injured student-athlete and the emergency situation.**

8. Longwood University Sports Medicine personnel will be responsible for contacting authorities at the medical facility and on the Longwood University campus for the purpose of arranging psychiatrists, psychologists, chaplains, grief counselors, etc. for the use of all team and University personnel.

Wayne O'Brien – Director of Longwood University Counseling Center 434 395-2094

9. The Head Athletic Trainer and/or designee along with University Risk Management will be responsible for the following-

- Compiling complete documentation of events from everyone involved in the incident with signatures;
- Constructing a detailed time line of events related to the incident; and
- Collecting and securing all equipment / materials involved in the incident;

In the event that the catastrophic incident is a result of a criminal action, the Catastrophic Incident Management Team will assist the appropriate university, local and state law officials in what ever way deemed appropriate.

Catastrophic Incident Management Team (CIMT) & Other Personnel Areas of Responsibility:

DIRECTOR OF ATHLETICS AND/OR DESIGNEE-

- Notifies or is notified by the Head Athletic Trainer and/or designee of a catastrophic incident
- Notifies or is notified by the Associate Athletics Director along with other appropriate University officials (President, FAR, etc.) of a catastrophic incident
- In consultation with the student-athlete's family / next of kin, medical personnel at the facility, Team Physicians, the Assistant Athletic Director- Media Relations/SID and/or designee, the Head Athletic Trainer, and other appropriate personnel, drafts, and approves a public statement regarding the catastrophic incident;
- Other duties as needed;

ASSOCIATE ATHLETICS DIRECTOR-

- Assume the duties of the Director of Athletics as needed and/or directed;
- Assists the Director of Athletics with any and all duties as needed and/or assigned;
- Other duties as needed and/or assigned;

HEAD ATHLETIC TRAINER

- Notifies or is notified by the Director of Athletics and/or designee, the Associate Athletics Director, Head Coach, appropriate members of the Sports Medicine Staff, and Dan Dillon – Environmental Health and Safety Manager, of the catastrophic incident and continues to provide updates as warranted;
- Notifies the student-athlete's family / next of kin of a catastrophic incident and continues to provide updates as warranted;
- If appropriate, updates team personnel as to the status of the injured student-athlete, in conjunction with the Team Physician(s), the head coach, the team's athletic trainer, and the Director of Athletics and/or his/her designee;
- In consultation with the student-athlete's family / next of kin, medical personnel at the facility, Team Physicians, the Assistant Athletic Director- Media Relations/SID and/or designee, the Head Athletic Trainer, and other appropriate personnel, drafts, and approves a public statement regarding the catastrophic incident;
- Assists with the coordination of arranging for psychiatrists, psychologists, clergy, grief counselors, etc. for the use of all team and University personnel;
- Responsible for compiling complete documentation of events from everyone involved in the incident with signatures;
- Responsible for constructing a detailed time line of events related to the incident;

- Responsible for collecting and securing all equipment / materials involved in the incident;
- Assists with the coordination of travel, lodging, and meal arrangements for Longwood University Sports Medicine personnel;
- Assists with the coordination of return travel for the injured student-athlete back to Farmville VA or other appropriate location in conjunction with the family / next of kin, medical personnel at the facility, the Team Physician(s), and other appropriate persons;
- Assist with arrangements for follow-up care and/or rehabilitation for the injured student-athlete in conjunction with the family / next of kin, medical personnel at the facility, and other appropriate persons;
- Assists with the filing of appropriate insurance claims (student-athlete's primary insurance, Longwood University secondary insurance, NCAA Catastrophic insurance, etc.) as needed;
- Communicates with the Faculty Athletics Representative, and/or other appropriate departmental personnel as needed;
- Other duties as needed and/or assigned;

TEAM PHYSICIAN-

- Communicates directly with medical personnel at the facility regarding the catastrophic incident;
- Communicates with the Head Athletic Trainer and/or designee regarding the catastrophic incident;
- Other duties as needed;

LONGWOOD UNIVERSITY TEAM ATHLETIC TRAINER

- Assumes the duties of the Head Athletic as needed and/or directed;
- Assists the Head Athletic Trainer with any and all duties as needed and/or assigned;
- If appropriate, update team personnel as to the status of the injured student-athlete, in conjunction with the Team Physician(s), the head coach, the Head Athletic Trainer, and the Director of Athletics and/or designee;
- Other duties as needed and/or assigned;

HEAD COACH

- Notify or is notified by the team's athletic trainer and/or the Head Athletic Trainer of a catastrophic incident;
- Strictly follows the established plan as outlined;
- Mandate that student-athletes and other team personnel not discuss the catastrophic incident until cleared to do so;
- Other duties as needed and/or assigned;

ASSOCIATE ATHLETIC DIRECTOR- MEDIA RELATIONS/SID

- In consultation with the student-athlete's family / next of kin, medical personnel at the facility, Team Physicians, the Assistant Athletic Director- Media Relations/SID and/or designee, the Head Athletic Trainer, and other appropriate personnel, drafts, and approves a public statement regarding the catastrophic incident;
- Other duties as needed and/or assigned;

LONGWOOD UNIVERSITY COUNSELING CENTER

- Assists with the coordination of arranging for psychiatrists, psychologists, clergy, grief counselors, etc. for the use of all team and University personnel both at the medical facility and on campus;
- Provide and/or arrange for follow-up counseling post-incident to all needed parties;
- Other duties as needed and/or assigned;

ASSISTANT ATHLETIC DIRECTOR- COMPLIANCE

- Provides interpretive support relating to any NCAA regulations;
- Notify professors of the catastrophic incident and its impact on class / grades;
- Other duties as directed;

ENVIRONMENTAL HEALTH & SAFETY MANAGER

- Annually reviews plans for effectiveness, and conflicts with Longwood University policies and procedures;
- Reviews incident;
- Other duties as directed;

Catastrophic Incident Management Team (CIMT) Contact List

Troy Austin,
Director of Athletics
austints@longwood.edu
434-395-2058

Barb Dearing,
Associate Director of Athletics
dearingbe@longwood.edu
434-395-2655

Greg Prouty,
Assistant Director of Athletics for Media Relations/SID
proutygd@longwood.edu
434-395-2097

Michelle Meadows,
Assistant Director of Athletics for Compliance/Academic Advising
meadowsme@longwood.edu
434-395-2429

Danny Sterling, ATC
Head Athletic Trainer
sterlingdl@longwood.edu
434-395-2557 - office
434-390-5310- mobile
434-392-8880- home

Darlene Abromovich, ATC
Assistant Athletic Trainer
abramovichda@longwood.edu
434-395-2017 - office
978-790-4712 - mobile

Jamie Messer, ATC
Assistant Athletic Trainer
messerjw@longwood.edu
434-395-2827 – office
434-390-0028 – mobile

John Wen, ATC
Assistant Athletic Trainer
[wenjn@longwood.edu](mailto:wenj@longwood.edu)
434-395-2827 – office
571-228-6378 – mobile

Charles Lowe
Director of Public Safety and Chief of Police
lowece@longwood.edu
434-395-2092

Dan Dillon
Environmental Health & Safety Manager
dillonjd@longwood.edu
434-395-2940

Policies & Position Statements

A. Nutritional Supplements & Ergogenic Aids

Improved athletic performance, decreased recovery time, and increased muscle building capacity are all marketed to athletes in the form of nutritional dietary supplements. These supplements may promise benefits, however the lack of regulation and safety in the manufacturing of dietary supplements is of great concern. The majority of these products are not subject to the strict regulations set by the United States Food and Drug Administration. In addition, the ingredients could possibly contain impurities or banned substances which would cause an athlete to test positive on a drug test. A positive drug test ***will not be overturned*** if an athlete claims that they simply did not know the contents of the supplement they were taking. Know what you are putting into your body! For more information please see Longwood University Drug and Alcohol Education Program for Student Athletes. The following guidelines should be followed:

1. According to NCAA rules; any supplement that contains more than 30% of its calories from protein, is a banned substance. Large quantities of amino acids (proteins) affect the absorption of other essential amino acids. This may lead to nausea and impairment of kidney function; which will affect the athlete's hydration level.
2. Antioxidants, vitamin E, vitamin C, beta-carotene, etc do not protect athletes from the possibly damaging effects of aerobic exercise. Vitamins and minerals ***do not provide enhanced performance*** if no deficiency exists in the first place. Eating a balanced diet is always best.
3. Sources of potentially damaging substances are not limited to nutritional supplements. For example; stimulants (caffeine) are present in coffee, soda, and "energy drinks". Be aware that these may contribute to a positive drug test. Please note: in accordance with NCAA Bylaw 16.5.2 (Nutritional Supplements), *Longwood University may provide only non-muscle building nutritional supplements to student-athletes at any time for the purpose of providing additional calories and electrolytes, provided the supplements do not contain any NCAA banned substances.*

To view a complete updated list of NCAA banned substances refer to www.ncaa.org. For more information please see Longwood University Drug and Alcohol Education Program located on page 31 of the Longwood University student handbook, or <http://www.longwood.edu/judicial/Handbook.pdf>

Policies & Position Statements

B. Head, Neck or Spinal Injuries

Guidelines

- Any athlete suspected of having a spinal injury should not be moved and should be managed as though a spinal injury exists. C-spine in-line stabilization should be maintained.
- The athlete's airway, breathing, circulation, level of consciousness and neurological status should be assessed. If airway is impaired, maintain c-spine in-line stabilization simultaneously with airway using a modified jaw thrust maneuver. If the athlete's breathing is inadequate, assist ventilations as appropriate.
- The IAP should be activated.
- The athlete should not be moved until immobilized unless absolutely essential to maintain airway, breathing and circulation. If the athlete must be moved, the athlete should be placed in a supine position while maintaining spinal immobilization.
- The rescuer(s) should maintain in-line stabilization, and continue to monitor baseline vital signs and complete secondary evaluation while awaiting EMS.

EMS will assume responsibility for immobilizing and transferring any athlete with a suspected spinal injury to a back board and to appropriate medical facilities.

Policies and Position Statements

C. Exertional Heat Illness

Practice or competition in hot and/or humid conditions presents particular problems for athletes. In these situations, heat illness as a result of heat stress, is a major concern of the sports medicine staff. Education and consistent monitoring are necessary to prevent heat-related problems. Death from heat illness is rare but certainly possible. The following guidelines should be followed:

1. A complete medical history, including past history of heat illness, should be ascertained prior to practice/competition.
2. Acclimatization over a period of 1-2 weeks should be encouraged. Athletes need this time to ***gradually*** increase aerobic activity and give their body an opportunity to acclimatize. The term acclimatization is not simply referring to an athlete “getting used to” practice/competition in hot/humid conditions. Acclimatization refers to the actual *physiologic changes* that occur within the human body to accommodate for increasingly levels of activity and hot/humid conditions. Acclimatization also occurs during changes in altitude. Each exposure should reflect a *gradual increase in duration and intensity* of activity over the 1-2 weeks until an exposure is approximately equal to the expected time of a practice/competition.

For example: having athlete’s run/jog/sprint or other conditioning for 2 or more practices on the first day of Fall preseason; would be ***highly inappropriate***. This is not only a heat illness concern, but also relates to incidence of injury. Injuries are much more likely to occur when an athlete is lacking fitness and is fatigued.

A more appropriate practice plan would be to focus on conditioning for the 1st session of the day, while the temperature is not as hot, then focus on technique for the 2nd session, and strategy for the 3rd session. The amount of conditioning can then be *progressively increased* each day and each practice exposure.

3. When heat/humidity conditions are extreme, consider moving practice/competition to another time of day that is cooler.
4. Heavy clothing, protective equipment, pads, and helmets impede upon the body’s cooling mechanism by restricting methods of heat loss and sweating. Therefore, this equipment should be avoided, when possible, during times of extreme heat/humidity. Frequent rest periods are encouraged for the purpose of loosening equipment/clothing and allowing heat loss.
5. Dark colored clothing should be avoided because it absorbs more solar energy than lighter colored clothing. **Rubber or plastic suits should *never* be used.**
6. Athletes should be encouraged to avoid substances that contain diuretics and/or stimulants. Some examples include caffeine, ma huang, amphetamines, ecstasy, and

ephedrine. These substances increase the risk of heat illness and furthermore may be NCAA banned substances. For more information please see “Nutritional Supplements & Ergogenic Aids” on page 21

7. The following conditions should be taken into consideration as they make an athlete more susceptible to heat illness: inadequate aerobic fitness, a history of heat illness, inadequate re-hydration, heart conditions, excess body fat, and inadequate acclimatization.

8. At all times during practice, training, competition, and especially during acclimatization; hydration should be maintained and encouraged. For more information please see “Hydration Policy” on page 25

9. The following are signs and symptoms of exertional heat illness: weakness, cramping, excessive sweating, fatigue, rapid and weak pulse, flushed or pale skin, nausea, lack of coordination/balance, incoherency, and cessation of sweating. Any such problems should be *immediately* reported to the Athletic Trainer.

10. The athletic training staff and coaching staff is responsible for monitoring environmental conditions for possible heat/humidity extremes. Measurements should be taken to assess the likelihood of extreme conditions. These measurements include: wet-bulb temperature, dry-bulb temperature, and globe temperature. Final decisions on the postponing or cancellation of a practice/competition will be made by the on-site Athletic Trainer after consulting the Head Athletic Trainer.

Heat Cramps

Definition:

Heat cramps are caused by people who sweat a lot during strenuous activity. This sweating depletes the body's salt and moisture. The low salt level in the muscles causes painful cramps. Heat cramps may also be a symptom of heat exhaustion

Signs and Symptoms:

- Abdominal Cramps
- Muscle Spasms
- Leg Cramps

First Aid:

1. Move victim to a cool location
2. Give victim water slowly, 1/2 a glass of water every 15 minutes, over next 30 minutes to an hour

Heat Exhaustion

Definition:

Heat exhaustion is a milder form of heat-related illness that can develop after several days of exposure to high temperatures and inadequate or unbalanced replacement of fluids. Heat exhaustion is caused by fluid loss which, in turn, causes blood flow to decrease to vital organs, resulting in a form of shock. As a result of dehydration, victims often complain of flu like symptoms hours after exposure.

Signs and Symptoms:

- Cool, Moist, Pale Skin
- Headache
- Dizziness and/or Weakness
- Nausea
- Skin may feel warm
- Excessive Sweating

First Aid:

1. Call 911
2. Move victim to a cool location
3. Give victim water slowly, 1/2 a glass of water every 15 minutes
4. **Do not** give liquids with alcohol or caffeine in them, as they may make the condition worse
5. Loosen or remove tight or bulky clothing
6. Apply cool, wet cloths or towels

Heat Stroke

Definition:

Heat stroke occurs when the body's heat regulating mechanisms fail. Body temperature rises so high that brain damage and death may result unless the body is cooled quickly

Signs and Symptoms:

- Skin may be hot, red and dry
- Weak, rapid pulse
- Rapid, shallow breathing
- Vomiting
- Decreased level of consciousness

First Aid:

1. Call 911 - Heat Stroke is a life threatening condition
2. Move victim to a cool location
3. Place victim in a cool tub of water and/or apply wet rags, towels or sheets
4. Use ice packs if available in the armpits, neck, wrists, and ankles to cool the major blood vessels
5. **Do not** give any fluid by mouth

Based on a CDC Prevention Guide for Emergencies and Disasters

Policies and Position Statements

D. Fluid Replacement and Hydration

Athletes must be allowed access to water/fluids at any time.

1. Hydration issues in athletics have become increasingly important in recent years. It is essential that procedures are in place to handle and control these situations should they arise.

Dehydration: the *process* of losing body water; that if not reversed, may lead to a serious medical condition which may result in illness, permanent disability or death

2. Unless hydration issues are addressed, an athlete will usually experience gradual dehydration over the course of practice or competition, because athletes fail to recognize their body's hydration requirements, their amount of thirst, and the availability of hydration.

3. **An athlete's level of performance significantly decreases when dehydrated. There is no justifiable reason to intentionally dehydrate an athlete.**

4. Dehydration by only 3-5% of body weight results in:

- reduced muscular strength and endurance
- elevated heart rate
- decreased electrolytes
- decreased blood volume
- a reduced ability to thermo-regulate

All of these put the athlete at greater risk for heat illness, kidney failure, cardiac arrest, rhabdomyolysis, and possible death.

5. The amount of hydration needed will be different for each athlete based upon:

- an individual's sweating rate
- the climate conditions
- the exercise intensity
- the amount clothing/pads worn
- level of acclimatization
- the athlete's current level of fitness
- the state of hydration they begin in
- how the athlete's body reacts/manages heat stress

6. General guidelines can be applied to prevent adverse situations. The following is a list of ***Fluid Replacement Recommendations***:

- Pre-exercise: drink 17-20 ounces of water/sports drink, 2-3 hours before activity. Then drink 7-10 ounces of water/sports 10-20 minutes before activity.
- During exercise: drink 7-10 ounces of water/sports drink every 10-20 minutes.
- Post-exercise: drink what is needed to replace the amount you lost. Rehydration should contain water, electrolytes, carbohydrates, and should be completed within 2 hours of activity.

Please note:

- These are simply guidelines. As stated before, each individual will differ and so fluid replacement can also be based on a person's needs and tolerance.
- The goal of fluid replacement is to approximate urine and sweat losses, and maintain hydration at less than 2% body weight reduction.
- It is at the discretion of the Athletic Training Staff to use body weight as a measure of an athlete's level of hydration before, during, or after activity.

Policies and Position Statements

E. Lightning & Inclement Weather

The National Severe Storms Laboratory suggests that all athletic participation stop when lightning is detected within six miles. Such detection will be indicated by a **30-second lightning to thunder count** as assessed by the athletic trainer and/or coach on site.

Count (or use a watch to count) the seconds from the time the lightning is sighted to when the thunder is heard.

The decision to delay or stop athletic participation will be made by the coach (practice) or official (game/scrimmage) on site. The athletic training staff will advise and assist in this decision. When the decision has been made to delay or stop participation, teams will report to their assigned “Safe Structure”. **Teams will remain inside the Safe Structure until 30 minutes after the last bolt of lightning has passed.** The following Safe Structures should be used:

Safe Structures		
Athletic Site	1 st Option	2 nd Option
New complex	Car*	On ground in <i>safe position</i> **
Lancer Field	Car*	On ground in <i>safe position</i> **
First Avenue Field	Car*	On ground in <i>safe position</i> **
Barlow Field	Barlow Building	Dorill Dining Hall
Longwood Golf Course	Clubhouse	Car*
Lancer Baseball Stadium	Baseball house	Car*
Softball Field	Car*	On ground in <i>safe position</i> **
Lancer Tennis Courts	Willet Hall	Curry/Frazer Hall
Barlow Tennis Courts	Barlow Building	Dorill Ding Hall

Visiting teams should use their means of transportation (bus/vans) in any location that indicates a car as the first option.

* *Car*: Do not touch the sides of the vehicle.

***Safe Position*: In the middle of field, away from trees/poles/metal objects, free from any metal objects (bats, umbrellas, etc.) in squat position, head tucked, arms over head, on balls of feet.

Policies and Position Statements

F. Participation of a Pregnant Athlete

Athletic participation by a pregnant athlete must be determined by the individual demands and requirements of their sport. This is to ensure the safety of the athlete and their fetus. During the first trimester, activity in the supine position has shown a relative obstruction of venous return and orthostatic hypotension. Supine positions during activity should be avoided as much as possible as suggested by the American College of Obstetrics and Gynecology. Heavy strength training or activities that require straining or Valsalva is discouraged by the American College of Sports Medicine as well.

Athletic activities that put the athlete at risk of falling should be avoided. Contact sports after the 14th week of pregnancy should also be avoided. Participation in non-contact endurance sports should be done at a non-competitive level.

Physical activity should be avoided until consultation with their obstetrician if medical conditions present that would place the pregnancy of an athlete at high risk for complications. Conditions include but are not limited to poorly controlled diabetes or hypertension, multiple gestations at risk for pre-term labor, pre-eclampsia, and cervical defects that increase the risk of a spontaneous abortion or pre-term labor.

The risks and benefits of athletic participation include the effects of pregnancy on competitive ability, the effects of strenuous physical training and competition on both the athlete and their fetus should all be discussed with the team physician during a counseling session. Counseling sessions between the student athlete team physician and certified athletic trainer should be conducted. Warning signs to terminate activity include **1) vaginal bleeding 2) shortness of breath prior to exercise 3) dizziness 4) headache 5) chest pain 6) calf pain or swelling 7) pre-term labor 8) decreased fetal movement 9) amniotic fluid leakage 10) muscle weakness.** NCAA rules do permit a one-year extension of the five-year period of eligibility for a female athlete for reasons of pregnancy.

Documentation outlining the athlete's medical condition, the potential risks of participation while pregnant, and the athlete's understanding of these risks of participation to her and her child must be included in the medical records of the student athlete. The document should be outlined as a signed informed consent form. Approval from the physician with the most knowledge of the condition, the team physician and an appropriate school official at the institution should be documented as well. A close obstetric following may be needed for these athletes. If the pregnancy is terminated or following labor medical clearance is **required** to ensure the safe return of the student athlete.

Warning Signs to Terminate Exercise in a Pregnant Athlete

Vaginal bleeding	Dizziness	Decreased fetal movement
Chest pain	Pre-term labor	Amniotic fluid leakage
Muscle Weakness	Calf pain/swelling	Shortness of breath

Policies and Position Statements

G. Drug Policy and Testing

To view the NCAA drug testing policy or for a complete updated list of NCAA banned substances refer to www.ncaa.org. For more information please see Longwood University Drug and Alcohol Education Program located on page 31 of the Longwood University Student Handbook, or <http://www.longwood.edu/judicial/Handbook.pdf>

Appendix I

Code of Ethics

NATA Code of Ethics

PREAMBLE

The National Athletic Trainers' Association Code of Ethics states the principles of ethical behavior that should be followed in the practice of athletic training. It is intended to establish and maintain high standards and professionalism for the athletic training profession.

The principles do not cover every situation encountered by the practicing athletic trainer, but are representative of the spirit with which athletic trainers should make decisions. The principles are written generally; the circumstances of a situation will determine the interpretation and application of a given principle and of the Code as a whole. When a conflict exists between the Code and the law, the law prevails.

PRINCIPLE 1:

Members shall respect the rights, welfare and dignity of all.

- 1.1 Members shall not discriminate against any legally protected class.
- 1.2 Members shall be committed to providing competent care.
- 1.3 Members shall preserve the confidentiality of privileged information and shall not release such information to a third party not involved in the patient's care without a release unless required by law.

PRINCIPLE 2:

Members shall comply with the laws and regulations governing the practice of athletic training.

- 2.1 Members shall comply with applicable local, state, and federal laws and institutional guidelines.
- 2.2 Members shall be familiar with and abide by all National Athletic Trainers' Association standards, rules and regulations.
- 2.3 Members shall report illegal or unethical practices related to athletic training to the appropriate person or authority.
- 2.4 Members shall avoid substance abuse and, when necessary, seek rehabilitation for chemical dependency.

PRINCIPLE 3:

Members shall maintain and promote high standards in their provision of services.

- 3.1 Members shall not misrepresent, either directly or indirectly, their skills, training, professional credentials, identity or services.
- 3.2 Members shall provide only those services for which they are qualified through education or experience and which are allowed by their practice acts and other pertinent regulation.
- 3.3 Members shall provide services, make referrals, and seek compensation only for those services that are necessary.
- 3.4 Members shall recognize the need for continuing education and participate in educational activities that enhance their skills and knowledge.
- 3.5 Members shall educate those whom they supervise in the practice of athletic training about the Code of Ethics and stress the importance of adherence.
- 3.6 Members who are researchers or educators should maintain and promote ethical conduct in research and educational activities.

PRINCIPLE 4:

Members shall not engage in conduct that could be construed as a conflict of interest or that reflects negatively on the profession.

- 4.1 Members should conduct themselves personally and professionally in a manner that does not compromise their professional responsibilities or the practice of athletic training.
- 4.2 National Athletic Trainers' Association current or past volunteer leaders shall not use the NATA logo in the endorsement of products or services or exploit their affiliation with the NATA in a manner that reflects badly upon the profession.
- 4.3 Members shall not place financial gain above the patient's welfare and shall not participate in any arrangement that exploits the patient.
- 4.4 Members shall not, through direct or indirect means, use information obtained in the course of the practice of athletic training to try to influence the score or outcome of an athletic event, or attempt to induce financial gain through gambling.

September 28, 2005

**Virginia Board of Medicine
Standards of Professional Conduct for Athletic Trainers**

18VAC85-120-155. Confidentiality.

A practitioner shall not willfully or negligently breach the confidentiality between a practitioner and a patient. A breach of confidentiality that is required or permitted by applicable law or beyond the control of the practitioner shall not be considered negligent or willful.

18VAC85-120-156. Patient records.

A. Practitioners shall comply with provisions of § 32.1-127.1:03 related to the confidentiality and disclosure of patient records.

B. Practitioners shall provide patient records to another practitioner or to the patient or his personal representative in a timely manner and in accordance with provisions of § 32.1-127.1:03 of the Code of Virginia.

C. Practitioners shall properly manage patient records and keep timely, accurate, legible and complete patient records.

D. Practitioners who are employed by a health care institution, school system or other entity, in which the individual practitioner does not own or maintain his own records, shall maintain patient records in accordance with the policies and procedures of the employing entity.

E. Practitioners who are self-employed or employed by an entity in which the individual practitioner does own and is responsible for patient records shall:

1. Maintain a patient record for a minimum of six years following the last patient encounter with the following exceptions:

a. Records of a minor child, including immunizations, shall be maintained until the child reaches the age of 18 or becomes emancipated, with a minimum time for record retention of six years from the last patient encounter regardless of the age of the child;

b. Records that have previously been transferred to another practitioner or health care provider or provided to the patient or his personal representative; or

c. Records that are required by contractual obligation or federal law may need to be maintained for a longer period of time.

E. From October 19, 2005, athletic trainers who maintain their own patient records shall post information or in some manner inform all patients concerning the time frame for record retention and destruction. Patient records shall only be destroyed in a manner that protects patient confidentiality, such as by incineration or shredding.

F. When a practitioner is closing, selling or relocating his practice, he shall meet the requirements of § 54.1-2405 of the Code of Virginia for giving notice that copies of records can be sent to any like-regulated provider of the patient's choice or provided to the patient.

18VAC85-120-157. Practitioner-patient communication.

A. Except as provided in § [32.1-127.1:03](#) F of the Code of Virginia, a practitioner shall accurately present information to a patient or his legally authorized representative in understandable terms and encourage participation in decisions regarding the patient's care.

B. A practitioner shall not deliberately make a false or misleading statement regarding the practitioner's skill or the efficacy or value of a medication, treatment, or procedure provided or directed by the practitioner in the treatment of any disease or condition.

C. Practitioners shall adhere to requirements of § 32.1-162.18 of the Code of Virginia for obtaining informed consent from patients prior to involving them as subjects in human research with the exception of retrospective chart reviews.

18VAC85-120-158. Practitioner responsibility.

A. A practitioner shall not:

1. Perform procedures or techniques that are outside the scope of his practice or for which he is not trained and individually competent;
2. Knowingly allow subordinates to jeopardize patient safety or provide patient care outside of the subordinate's scope of practice or area of responsibility. Practitioners shall delegate patient care only to subordinates who are properly trained and supervised;
3. Engage in an egregious pattern of disruptive behavior or interaction in a health care setting that interferes with patient care or could reasonably be expected to adversely impact the quality of care rendered to a patient; or
4. Exploit the practitioner/patient relationship for personal gain.

B. Advocating for patient safety or improvement in patient care within a health care entity shall not constitute disruptive behavior provided the practitioner does not engage in behavior prohibited in A 3 of this section.

18VAC85-120-159. Vitamins, minerals and food supplements.

A. The recommendation or direction for the use of vitamins, minerals or food supplements and the rationale for that recommendation shall be documented by the practitioner. The recommendation or direction shall be based upon a reasonable expectation that such use will result in a favorable patient outcome, including preventive practices, and that a greater benefit will be achieved than that which can be expected without such use.

B. Vitamins, minerals, or food supplements, or a combination of the three, shall not be sold, dispensed, recommended, prescribed, or suggested in doses that would be contraindicated based on the individual patient's overall medical condition and medications.

C. The practitioner shall conform to the standards of his particular branch of the healing arts in the therapeutic application of vitamins, minerals or food supplement therapy.

18VAC85-120-160 Anabolic steroids.

An athletic trainer shall not sell, dispense, or administer anabolic steroids to any patient.

18VAC85-120-161. Sexual contact.

A. For purposes of § 54.1-2915 A 12 and A 19 of the Code of Virginia and this section, sexual contact includes, but is not limited to, sexual behavior or verbal or physical behavior which:

1. May reasonably be interpreted as intended for the sexual arousal or gratification of the practitioner, the patient, or both; or
2. May reasonably be interpreted as romantic involvement with a patient regardless of whether such involvement occurs in the professional setting or outside of it.

B. Sexual contact with a patient.

1. The determination of when a person is a patient for purposes of § 54.1-2915 A 19 of the Code of Virginia is made on a case-by-case basis with consideration given to the nature, extent, and context of the professional relationship between the practitioner and the person. The fact that a person is not actively receiving treatment or professional services from a practitioner is not determinative of this issue. A person is presumed to remain a patient until the patient-practitioner relationship is terminated.

2. The consent to, initiation of, or participation in sexual behavior or involvement with a practitioner by a patient does not change the nature of the conduct nor negate the statutory prohibition.

C. Sexual contact between a practitioner and a former patient.

Sexual contact between a practitioner and a former patient after termination of the practitioner-patient relationship may still constitute unprofessional conduct if the sexual contact is a result of the exploitation of trust, knowledge, or influence of emotions derived from the professional relationship.

D. Sexual contact between a practitioner and a key third party shall constitute unprofessional conduct if the sexual contact is a result of the exploitation of trust, knowledge or influence derived from the professional relationship or if the contact has had or is likely to have an adverse effect on patient care. For purposes of this section, key third party of a patient shall mean: spouse or partner, parent or child, guardian, or legal representative of the patient.

D. Sexual contact between a supervisor and a trainee shall constitute unprofessional conduct if the sexual contact is a result of the exploitation of trust, knowledge or influence derived from the professional relationship or if the contact has had or is likely to have an adverse effect on patient care.

18VAC85-120-162. Refusal to provide information.

A practitioner shall not willfully refuse to provide information or records as requested or required by the board or its representative pursuant to an investigation or to the enforcement of a statute or regulation.