



Facility Principles Quality Improvement Project Worksheet

Complete the worksheet below by following each day’s instructions and entering information where requested (in red). This project is intended to be completed as instructed.

Total Project Time	Approximate preparation and implementation time	Approximate reflection time	Materials Provided	Materials/Supplies Needed:
4 weeks	Track the time it takes to prepare and implement the change (tasks from days 1-26) and enter the time here. [Enter X Hours]	Track the time it takes to reflect on this project (tasks 27-28) and enter the time here. [Enter X Hours]	- BOC’s Facility Principles (online)	- Computer

Day 1: Identify and Assemble Personnel to be Involved (Includes but not limited to: Athletic Trainers, Athletic Training Students, Physicians, Administration, Independent Reviewers/Surveyors, Patients)

[Enter personnel here]

Day 2: Review the Project Rationale/Overview

The operation of an athletics program is very complicated. As part of your athletics program, you are responsible for the administration of an athletic training facility. Some administrators (e.g., athletic directors, principals, superintendents) are unaware of the many federal, state and local regulations and standards that govern athletic healthcare services. A review of possible regulations on the national level indicates that no fewer than eight federal agencies have regulations that can impact athletic healthcare services. In addition to the federal regulations, local, state and national non-governmental bodies have issued rules, regulations and position statements that must be considered when reviewing and establishing policies for athletic training facilities. Athletic healthcare services are not commonly delivered in a traditional healthcare facility. Most commonly, an athletic training facility serves as this point for healthcare. Local, state and federal entities issue regulations and standards – which often overlap – to ensure the quality of facilities where healthcare services are delivered. Failure to observe safety policies not only increases risk, but also increases exposure to liability suits alleging negligence. You may not be aware of all regulations and best practices that need to be followed. (BOC Facility Principles, Updated March 2015)

Resources:

1. [Board of Certification \(BOC\), BOC Standards of Professional Practice](#)
2. [Board of Certification \(BOC\), BOC Facility Principles](#)
3. [National Athletic Trainers’ Association \(NATA\), NATA Code of Ethics](#)
4. [National Athletic Trainers’ Association \(NATA\), NATA Position Statement](#)
5. [Health Insurance Portability and Accountability Act \(HIPAA\)](#)
6. [Centers for Disease Control and Prevention \(CDC\)](#)
7. [Occupational Safety and Health Administration \(OSHA\), OSHA Health Care Resources](#)
8. [Your state AT law and rules/regulations](#)

Day 2: Launch and Complete the Facilities Principles Assessment to Assess Pre-Intervention Performance

1. <http://facilities.bocatc.org/>
2. Create an account/sign in
3. Complete Facilities Principles Assessment

Day 3: View Summary Report to Assemble Baseline Data.

Accessibility: **[enter # here]** of 1 Requirement Met
 Privacy and Confidentiality: **[enter # here]** of 10 Requirements Met
 Employee Safety: Part 1: **[enter # here]** of 16 Requirements Met; Part 2: **[enter # here]** of 26 Requirements Met
 Display of Licenses, Certifications and Professional Standards: **[enter # here]** of 4 Requirements Met
[enter # here] of 57 Total Requirements Met

Day 4: Set Your Goal

[enter number here] of 57 requirements set forth by the BOC’s Facility Principles Assessment are met. This will ensure compliance with all legal provisions of athletic healthcare services.

Day 5-25: Describe and Implement Actions to Address Gaps in Facility Requirements

[Enter actions to address gaps in facility requirements here]

Example:

Requirement: Current state licenses and certifications of all employees are displayed within the facility
 Action: All licenses and certifications will be displayed in the facility by March 15, 2019

Day 26: Launch and Complete the Facilities Principles Assessment to Assess Post-Intervention Performance

1. <http://facilities.bocatc.org/>
2. Sign in
3. Complete Facilities Principles Assessment fixing deficiencies

Day 27-28: Reflect and Summarize the Intervention Impact

The summary is to include answers to the following questions, as well as an outline of resources used (e.g., handouts, presentation slide deck, survey.)

1. Did you achieve the desired change of practice, was your improvement goal met?
2. How did this impact/change practice?
3. What were the primary successes of the QI project?
4. What were the unexpected obstacles or barriers you identified?
5. Identify how you and/or others will use the results of the QI project in the future?
6. What were the unintended consequences (positive and negative) of the QI project?
7. If the desired outcome wasn't achieved, what are your next steps?

[Enter summary here - include answers to all 7 questions above in your summary]

PREVIEW ONLY