

# FIMS Team Physician Development Course (TPDC)

## Instructors' Guide

The goal of the FIMS Team Physician Development Course is to prepare physicians of any specialty to fulfill the basic fieldside medical needs of athletes

### I. Introductory section

#### A. *Mission*

The team physician is usually the first person to evaluate an athlete's injury. Decisions made at that time often make the difference between rapid treatment and appropriately accelerated rehabilitation with early and safe return to sport – or a long lay-off for the athlete.

The Team Physician Development Course, developed by the International Federation of Sports Medicine (FIMS), is designed to improve the knowledge base of team physicians worldwide. Such a course is particularly important in regions where the passion for sports may have exceeded the ability to provide appropriate fieldside medical support.

***The goal of the course is to prepare physicians of any specialty to fulfill the basic fieldside medical needs of athletes.***

The Team Physician Development Course Instructor's Guide is a tool to help local organizing groups to plan, deliver and evaluate a course in their own regions. The goal of the FIMS Education Commission is to enable many regions – perhaps for the first time – to deliver an educational experience that expands the knowledge base of physicians providing care to sports teams.

#### B. *Requirements for running the course*

1. The first step for organizing a FIMS Team Physician Development Course is for the Local Chair of the Course to contact the Chairperson of the FIMS Education Commission.
2. Language: A Team Physician Development Course may be delivered (taught) in any language.
3. Target audience: The primary audience for the FIMS Team Physician Development Course is physicians. Local organizing committees may also include allied health professionals such as nurses, physiotherapists, and certified athletic trainers *as observers* (observers may be charged a lower fee at the discretion of the organizing committee; observers will not receive the standard FIMS certificate of attendance, but should still be encouraged to complete the evaluation form, as it is the intent of FIMS to develop a parallel course for allied health personnel).
4. Instructors:
  - a) Team Physician Development Courses must have at least 1 instructor from the FIMS Core Instructor Group to serve as the FIMS Course Coordinator in the planning and delivery of the course. A FIMS Core Instructor will serve as the FIMS Course Coordinator in the planning and delivery of the course. The FIMS Course Coordinator will assist in planning, supervising, and evaluating each Team Physician Development Course. The list of current FIMS Core Instructors is available from the chairperson of the FIMS Education Commission.
  - b) There are three possible organizational structures for determining the course faculty

- (1) The FIMS Course Coordinator works with the Local Chair of the Team Physician Development Course to choose the course faculty, In this case, the Local Chair will have successfully completed the Team Physician Development Instructors' Course (and will have received written notification that he/she is a FIMS-approved Team Physician Development Course instructor) before beginning to organize the course. Faculty may include both FIMS-approved instructors and other qualified speakers from the host country and elsewhere.

or

- (2) The FIMS Course Coordinator is a member of the Education and/or Executive Commission, who works very closely with the Local Chair of the Team Physician Development Course in all aspects of the course organization. In this case, most of the speakers will be from the FIMS Core Instructor Group. Also, in this situation, the Local Chair is not required to be a FIMS-approved Team Physician Development Course instructor.

or

- (3) When the FIMS Team Physician Development Course is given in conjunction with the FIMS World Congress, the Chair of the World Congress will appoint the Local Chair of the Team Physician Development Course. The Local Chair will be responsible for all logistic details. The Chair of the FIMS Education Commission (or his/her designate) and the Local Chair together will determine the faculty and the course schedule. Typically, most of the faculty will be FIMS commission members in this situation.

c) Qualifications (pre-requisites) for Team Physician Development Course faculty:

- (1) The Local Chair must be a medical doctor, fully licensed by his or her local medical board/health authority. It is recommended that the Local Chair be an Individual Member of FIMS. He or she must be able to communicate in English. He or she must have a thorough understanding of all the curricular materials provided by FIMS, which are in English, and be able to communicate readily with FIMS concerning the course application and administration. When possible, the FIMS Course Coordinator will be able to communicate regarding course administration in the native language of the nation giving the course; in this event, the Local Chair does not need to be fluent in spoken English.
- (2) All instructors must meet the following qualifications:
  - (a) Educational qualification: equivalent to doctor of medicine or an appropriate degree (such as doctorate) in a life science – required
  - (b) Good ability to understand English – required (in order to understand the material that is to be covered, in the FIMS Team Physician Manual and/or the hand-out outlines, both of which are in English)
  - (c) Good communication skills – required
  - (d) Appropriate experience in teaching and presenting clinical materials well – required
  - (e) Team physician experience as determined adequate by the national federation – very strongly recommended

5. Course organization specifics

- a) An organization wishing to deliver a Team Physician Development Course will make application to the Chair of the Education Commission. The host organization must provide to the Education Commission the planned curriculum – lecture and workshop titles and lengths, with the names of the instructors for each section, and the instructors' qualifications. The

Education Commission will then either approve the curriculum as submitted or recommend changes. The requirements below must be fulfilled in any final, approved curriculum.

- b) The organization delivering the Course will sign a Letter of Agreement with FIMS, indicating compliance with the organizational and fee requirements. For each registrant, \$30 shall be remitted to FIMS to cover the costs of the Team Physician Manual and processing the course evaluations and other materials. In certain cases in developing countries, a flat fee of \$500USD will be remitted to FIMS in partial coverage of these FIMS expenses.
- c) The organization delivering the Course will work with the FIMS Course Coordinator through all stages of Course planning, implementation, and evaluation. The organization delivering the Course is responsible for the expenses incurred by the FIMS Course Coordinator in relation to the planning, implementation, and evaluation of the Course.
- d) The Team Physician Development Course will consist of 16 hours of instruction, which will be divided between lecture and workshop formats. Courses are to have a minimum of 8 hours of lectures and a minimum of 4 hours of workshops. The remaining 4 hours may be divided as the organizing group wishes, and used for either lecture or workshop educational activities. We expect that most or all of the topics covered in the Manual will be discussed. In addition, we recommend that additional time be allotted for informal interaction among the students and faculty.
- e) Lecture outlines (hand-outs) - local speakers may add to the FIMS lecture outlines that are in the FIMS Team Physician Development Course *Instructors' Guide*; however, they *may not* delete any material from the FIMS outlines. The local organizing group may have the lecture outlines translated into the language(s) of the course.
- f) Lectures – local speakers may customize the FIMS educational materials to meet local needs and customs where appropriate; however, they *may not* make statements that are in opposition to the FIMS materials – *unless* the FIMS material is stated, the speaker's differing view is presented, *and* discussion on the subject is provided for the audience.
- g) Promotional material – all promotional materials for the course must be approved by the FIMS Course Coordinator and the Education Commission chairperson before they are printed or distributed in any manner. All promotional materials should include  
  
The course objective: ***The goal of the FIMS Team Physician Development Course is to prepare physicians of any specialty to fulfill the basic fieldside medical needs of athletes.***  
The target audience: ***Physicians***
- h) Evaluation of course material – each attendee will complete a questionnaire at the end of the course. The Local organization may translate this questionnaire if preferred. The Local organization will need to insert the lecture title and speaker name, in the order of presentation, into the proper location on the form, substituting these in the areas marked “Topic 1, Speaker 1”, etc. *All pages of the form should be stapled together. The student does not receive a certificate until the complete evaluation form has been turned in.*

The purposes of this questionnaire are:

- (1) Continuing improvement of the material presented in the course
- (2) Continuing improvement of course organization and logistics

6. FIMS will provide the following materials to the FIMS Team Physician Development Course organizing group:

- a) One current copy of the FIMS *Team Physician Manual* and CD-ROM
- b) One current copy of the Team Physician Development Course *Instructors' Guide*, which contains the FIMS lecture outlines and a copy of the evaluation form for the course attendees.
- c) One complete FIMS Team Physician Development Course PowerPoint presentation on disc (electronic format), in English.

- d) A prototype of the Certificate of Attendance, in both hard copy and electronic format.  
*Reminder: The certificate must not be given to the student until a completed evaluation form has been turned in.*
7. The local organizing group will have the following responsibilities:
- a) Preparing and distributing the promotional materials (including paying the costs of preparation and distribution of these promotional materials)
  - b) Indicating the language(s) in which the course will be delivered
  - c) Distributing the FIMS Team Physician Manual to registrants in advance of the meeting, whenever possible, so that they may read it in advance and be better prepared for the lectures and workshops
  - d) Copying and distributing to attendees the lecture outlines (including paying the costs of preparing and distributing the outlines in the Team Physician Development Course Instructors' Guide either as they are, or as translated and/or customized by the local speaker)
  - e) Distributing evaluation forms, translating them for the attendees if needed, collecting them from the attendees, translating any attendee comments into English as needed, and sending the forms to the Chair of the FIMS Education Commission (including paying all associated costs for completing and sending the forms).
  - f) Printing, completing and distributing the Certificates of Attendance, including the associated costs

## **II. Educational materials**

- A. Outlines for each of the major topics, keyed to the chapters in the FIMS Team Physician Manual, are included in these materials.
- B. Workshop ideas
  - 1. Workshops provide the student with hands-on experience in examination and basic treatment techniques. They also provide the opportunity for excellent interaction between student and teacher.
  - 2. The workshop topics listed below have been very successful in past FIMS Team Physician Courses. However, the local organizing group is not limited to topics in the list, but may choose to customize the workshops based on regional needs.
  - 3. We recommend offering several workshops concurrently so that groups will be smaller and interaction increased.
  - 4. Suggested workshop topics:
    - a) Physical examination of the neck and spine
    - b) Physical examination of the shoulder
    - c) Physical examination of the elbow, forearm and hand
    - d) Physical examination of the pelvis and hip
    - e) Physical examination of the knee
    - f) Physical examination of the leg, ankle and foot
    - g) Fieldside evaluation/ initial treatment of head injury
    - h) Taping and strapping
    - i) Splinting
    - j) Sports medicine injections: indications and techniques

### III. Checklist for Course application to the FIMS Education Commission

#### A. *Name the Local Chair of the Team Physician Development Course*

#### B. *Local Chair*

1. Contact the Chair of the FIMS Education Commission, who will consult with the Local Chair to determine the FIMS Course Coordinator
2. Communicate with the FIMS Course Coordinator to name the course faculty and set the course schedule
3. Make all necessary logistical arrangements for the course, including
  - a) Course site
  - b) Audiovisual arrangements (and notifies all speakers of the available audiovisual formats)
  - c) Food and drink for breaks and for course faculty, as appropriate
  - d) Lodging, meals, airfare and ground transportation for course faculty
  - e) Smaller workshop spaces, with several tables in each workshop space for physical examination technique demonstration and practice
4. Publicize the course in the host region
5. Understand and sign the Letter of Agreement for the FIMS Team Physician Development Course with FIMS
6. Process course registrations
7. Distribute the FIMS Team Physician Manual to the registrants before the day of the course, if possible
8. Make sufficient number of copies of the course outlines, post-test questions and both evaluation forms to distribute to all registrants at the course
9. Fill in the names and distribute the Certificate of Attendance at the FIMS Team Physician Development Course, signed by the FIMS Course Coordinator and the Local Chair; the certificate is not to be given to the student until he or she turns in the course evaluation form at the end of the course
10. Remit the appropriate fee to FIMS, as determined in the signed Letter of Agreement
11. Collect the evaluation forms, translate comments into English (if not already in English) and mail all forms to the FIMS Education Commission Chair

#### C. *FIMS Course Coordinator*

1. Consult with the Local Chair regarding course faculty, course curriculum, and all logistic arrangements
2. As soon as the course faculty and curriculum are determined, communicate this information by e-mail to the Chair of the FIMS Education Commission
3. Provide oversight of all course arrangements, and communicate with the Chair of the FIMS Education Commission regarding any problems so that solutions can be obtained in a timely manner
4. Provide a written evaluation of the course to the Education Commission no later than 1 month after the completion of the course

<b>Team Physicians' Development Course Preparation Checklist for Local Organizing Group</b>		
<b>Task</b>	<b>Time in advance</b>	<b>Date finished</b>
Name of local chairperson: _____	6 months	
Local chairperson contacts FIMS Education Commission chair	6 months	
FIMS Education Commission chair names the FIMS Course Coordinator	5.5 months	
Local chairperson tasks:		
Determine language(s) of the course: _____	6 months	
Determine course site: _____	5.5 months	
Send faculty list to FIMS Course Coordinator, including speaker qualifications	5 months	
Set course schedule	5 months	
At least 8 hours lecture		
At least 4 hours workshop		
Arrange audiovisual equipment and personnel	4 months	
Notify speakers of audiovisual format(s) available	4 months	
Arrange spaces for workshops, with examination tables	3 months	
Arrange food and drink for breaks in the course	2 months	
Arrange lodging, meals, air and ground transportation for course faculty	4 months	
Publicize the course in the host region	4 months	
Understand and sign the Letter of Agreement for the FIMS TPDC with FIMS	4 months	
Process course registrations		
Distribute FIMS Team Physician Manual to registrants	1 month	
Assemble packets for registrants		
Make copies of course outlines for registrants	2 weeks	
Make copies of course evaluation forms		
Print certificates of attendance and insert name of student	1 week	
Give certificates to FIMS Course Coordinator for signing	at course	
Remit appropriate fee to FIMS, as determined in the Letter of Agreement	by last day of course	
Collect course evaluation forms and give students their certificates	last day of course	
Translate evaluation forms into English	2 weeks after course	
Send evaluation forms to FIMS Education Commission chair or designate	2 weeks after course	
FIMS Course Coordinator tasks:		
Consult with Local Chair regarding faculty, curriculum and all logistics	throughout	
E-mail course faculty and curriculum to Education Commission chair	5 months before	
Oversee all course arrangements and maintain communication of any potential problems with Education Commission chair	throughout	
E-mail your evaluation of the course to the Education Commission chair	by 1 month after	