

Clinic hours

The clinic needs to be open daily during the event at times convenient for athletes to obtain treatments i.e. when returning from training/competition or in preparation for training/competition. The head physicians and physiotherapists will determine the clinic hours and staffing roster.

It is recommended that the clinic be open from 8.00am to 10.00pm daily. Providing medical support via the clinic is the main priority of the medical team. If necessary, physicians and/ or physiotherapists may also attend training/ matches to provide necessary support to teams (eg physician required at Waterpolo matches as suturing will likely be required).

Determining the daily schedule/ staffing roster will assist to determine clinic hours eg if all sports/ teams are out of the village for training/ competition this is an opportunity to close the clinic and provide a rest period for personnel.

When the clinic is closed during the day, the key should be left at Team Headquarters and a notice put on the clinic door so that anyone seeking medical assistance is aware to contact the Doctor On-Call.

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Clinic set up and pack down

Upon arrival in the Village, all medical personnel will be responsible for assisting with set-up of the clinic including unpacking supplies and checking equipment. Equipment damaged or lost during transit or freight should be reported to the Deputy Chef de Mission. This information will be passed on to the Team Headquarters to facilitate repair/ replacement and insurance claims.

All medical personnel will also be required to assist with stocktake of supplies and packing of all equipment and supplies prior to departure. It is important that all supplies and equipment are counted and recorded for customs purposes.

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Equipment

AUS sources, provides and/or purchases a range of equipment and supplies to allow for appropriate level of medical support. The medical team will be involved in planning and determining required equipment and may be asked to assist with sourcing of equipment and supplies. Any personal medical equipment that is provided to AUS for use at the Universiade will be covered under AUS insurance.

Siobhan - how do you want to link this? See Appendix 2 for AUS medical equipment and supplies stock list.

Additional supplies – during event

All medical personnel are responsible for informing the head physiotherapists should stock levels of a demand item become low. This will then be communicated to team headquarters. Any additional supplies and equipment required during the event must be approved by the Deputy Chef de Mission prior to purchasing.

Loss and damage

It is the responsibility of all team members to ensure that equipment is not misused or lost and any damages/ losses should be reported immediately to the Deputy Chef de Mission.

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Housekeeping

Every member of the team has a responsibility to ensure that his or her work space, accommodation, clinic, area under his or her use remain tidy at all times and ensure that cables and electrical leads are tucked away or secured to the wall or floor.

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Ice supplies

Ice will be provided at all competition and training venues and will be made available to each delegation within the Village. The process and quantities available often vary between events. Senior Management will work to ensure that appropriate supplies are available.

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Cleaning

The clinic will be serviced by athlete village cleaning staff (primarily emptying bins and sweeping floors). Personnel are responsible for the cleaning of equipment and ensuring the collection and washing of treatment towels etc. Any 'special' or additional cleaning requests should be lodged with athlete village personnel via the AUS Team Headquarters.

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Lights and locking up

Lights

Lights are to be turned off each night by the last person leaving the clinic. Lights should be turned on each morning by the person arriving at the clinic first, no matter what time of the day.

Locking up

The team is provided keys for the clinic by the Organising Committee. As a general rule, if the clinic is being locked during team office operating hours, the key should be left in the office. Overnight the key should be left with the person responsible for opening the clinic the following day.

At the end of the event, all medical personnel staff will be required to assist with the pack up of the clinic and keys returned to the team office for completion of check out procedures.

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Polyclinic

The Organising Committee (under the supervision of the FISU Medical Commissioner) will provide a Polyclinic service within the Athlete Village.

The Polyclinic usually provides 24 hour service for acute medical problems although some services may have limited hours. Services usually include – Pharmacy, X-rays and Ultrasound, Laboratory, Dentistry, Surgery. Some services may be free of charge and others may incur a cost.

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Security

The level of security within the Athlete Village may vary from event to event and it is likely that the clinic would not have an alarm system and it is therefore the responsibility of all personnel to ensure that equipment is securely housed (especially medication) and that the clinic is always locked if not being manned (even if only for a brief amount of time).

The last person to leave each night is to ensure that all computers monitors and lights are turned off and that all cupboards are locked. Never assume that the door is locked – always check.

If you are the first staff member to arrive and upon entry notice that there has been a break in or security breach, the following procedure should be implemented:

- contact Deputy Chef de Mission
- leave all items where they are found (do not touch anything)
- upon arrival of the Deputy Chef de Mission or other Senior Management official, an assessment of the clinic will be undertaken
- senior management will contact relevant authorities

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Storage

Storage may be limited. AUS senior management will endeavour to ensure appropriate storage space for all equipment and supplies.

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Strapping tape

All athletes are advised by AUS to bring with them enough strapping tape for their own personal needs. If an athlete therefore requests to be strapped (for a pre-existing injury or preventative purposes) prior to training or competition, they should be supplying their own tape.

Strapping tape will be ordered as part of the kit of medical equipment and supplies but only in quantity to allow for treatment of injuries sustained during the event.