



## PROGRAM QUICK START GUIDE

### VIRTUAL FIT FEET

1. Program will endeavor to recruit athletes to participate in virtual Fit Feet.
2. Athletes should have connectivity and a device that allows them to view a screen and connect to audio. It is preferred, but not essential, that an athlete have a helper available to assist with camera placement if required.
3. The protocol is delivered through a remote, virtual individual encounter where the athlete can visit with CD/student privately. Should multiple athletes be arranged during one appointment, an equal number of clinical volunteers should be available to screen the athletes individually e.g. in breakout rooms.
4. The CD completes the HAS form and the Report Card during the screening and then scan and send them to the Program. The Program will liaise with their Regional Health Manager re sending the HAS forms to SOI via a secure link. The Report Card must be sent to the athlete along with any other materials deemed useful or required (educational, referral list of Providers, link to new educational video for Fit Feet etc.). These can be sent to the athlete via physical or electronic mail.
5. It is most imperative that any athlete that requires a referral (especially and urgent one), be carefully logged and be followed up as best as is possible.





## CLINICAL DIRECTOR QUICK START GUIDE

### VIRTUAL FIT FEET

1. Program should ensure a number of open dates and times that the CD and if used, students, and athlete/s can be appointed for the encounter.
2. Athlete/s appointment is made by Program and CD is notified by email with an attachment of the scanned HAS form that are pre-filled out with as much demographic information as available. Likewise, for the report card. Be sure and have athlete name on all pages. Avoid double-sided pages as these are going to be scanned and sent back and forth.
3. Program representative should also be on the encounter.
4. At the start of the meeting, provide introduction, thanks and brief description of what we are doing and ask if the athlete has any questions prior to starting. Determine if the athlete has a helper on the encounter as this will assist during observations. Make sure you have the correct athlete as per the HAS form in hand.
5. With HAS form at the ready and athlete version of PPT on shared screen, begin going through the questions. **Please note that images in the PPT may be switched out to better represent the demographics of the athlete audience.**
6. A big purpose of the athlete encounter PPT is to provide pictures to clarify the questions you are asking if the athlete is not sure how to answer.
7. The CD version of this PPT has significant background information not necessary for the encounter, but includes useful "Did you know?" blurbs that the CD and/or student can use as they work through the HAS/Athlete PPT.
8. The responses are logged on the HAS form. If the CD has a student or other volunteer that can be on the encounter as a scribe, the process is far more efficient. Ultimately the task of doing the queries can be handed over to the student and CD can scribe.

