



**LIMA 2019 PARAPANAMERICAN GAMES
SPC CALL FOR APPLICATIONS
Chief Therapist & Health Services Team Selection**

This call for applications is for the **Chief Therapists & Core Health Services Team (HST)** for the 2019 Parapanamerican Games. Please find below information on the roles and the application procedure through SPC. Please note the **deadline to apply is 11:59 PM ET February 18, 2019**. Applications past this deadline will not be accepted.

GAMES INFORMATION

Dates: August 23 to September 1, 2019

The Health Services Team (HST) must be prepared to arrive up to 7 days earlier and leave 2 days after the Closing Ceremony

Chef de Mission: TBD

CMO: Dr. Andrew Marshall

Sports: <https://www.lima2019.pe/en/parapan-american-sports>

*****NEW PLEASE READ: Information for SPC Applicants*****

SPC has received feedback that there is confusion on the application and ranking process for Major Games. Please review this information very carefully and contact us with any questions you may have (games@sportphysio.ca).

Process Overview

- SPC receives applications for **CORE TEAM Chief and Therapists ONLY**. Sport based therapists are determined by their sport, not SPC. SPC may check credentials if asked by the sport.
- The criteria and games information is supplied to SPC by the Games Host.
- Once your application is received by SPC, it is checked for accuracy, membership status, credential status and scored per the SPC scoring grid (documents found here: <https://www.sportphysio.ca/games-selection/>).
- Scoring is done by 3 independent scorers.
- A ranked list (all applicants that meet the credential & membership criteria) is forwarded from SPC to the Games Host along with the games application forms.
- The Games Host Committee communicates with applicants from here. The selection timeline is determined by the Games Host Committee NOT SPC.
- The final members selected are determined by the Games Host Committee NOT SPC.
- When possible, SPC shares the news of the selected individuals as the information becomes available.
- Should an applicant have any questions throughout the process SPC is happy to answer questions and provide as much information as we have access to.
- We have established a dedicated email so you are clear on who to send applications and questions to: games@sportphysio.ca

LIMA 2019 PARAPANAMERICAN GAMES: CALL FOR CHIEF THERAPIST

SKILLS:

1. Major Games experience (This should explicitly not be limited to solely Paralympic Games experience, but also include Olympic, Pan & Parapan American, Commonwealth, Canada Games, etc)
2. Administrative skills and experience
3. Leadership/Management skills

OVERALL REQUIREMENTS:

- Report to the Chief Medical Officer throughout the Games;
- Be in good standing and duly authorized to practice as per their applicable Canadian professional association;
- Ensure that their Canadian malpractice insurance is up to date and covers them for their scope of practice at the Games; they are responsible for actions taken in the provision of care while working with Team Canada in the context of the Games and will accept full responsibility for all of their actions;
- Only treat Canadian Team members (athletes and staff), and NOT any individuals from other countries or Canadians not on Team Canada;
- As member of the Health Services Team (HST), provide health care support to the entire Canadian Team; this will include working at the Canadian Clinics, Canadian Residence Centre and/or assignments to a variety of sports during the Games period;
- Attend any Games related preparation activities;
- Familiarize themselves with their assigned sport(s); and if requested by the CMO and upon budget availability attend a training camp, competition and/or meet with the team(s);
- Attend the Planning and Preparation Session in Montreal (May 9-11, 2019)
- Act as a therapist on the Core Team
- Stay until the end of the Games to support the overall health care operation and participate in the pack-up.
- Wear the official Team clothing provided by the Canadian Paralympic Committee (CPC) while on duty and during official CPC functions;
- Stay in the accommodation provided by the CPC which could be outside the Village;
- Utilize travel services provided by the CPC;
- Attend Canadian HST meetings at Games;
- Sign the CPC "Team Member Agreement" and comply with all policies included in the agreement.

TASKS:

HST Selection:

- In consultation with the CMO, provide input to CPC on the required size of the HST;
- Assist the CMO with the preparation of the overall HST sport and health centre assignments;
- Assist in selecting nominated practitioners to the HST, along with the CMO, under the guidance of the CPC;

Team Orientation Seminar:

- Assist the CMO with the preparation and execution of HST specific sessions at Planning and Preparation Session, including agenda, content, speakers, handouts, etc.
- Meet Team Leaders and establish a positive relationship with each sport.

Staffing and Training:

- Develop overall staffing schedule and sport assignments, in collaboration with the CMO, for all HST members;
- Ensure all HST members understand their scope of practise and role at Games;
- Provide appropriate information to the HST in advance of the Games, to help them best prepare for their role on-site;
- Encourage open and honest communication between HST members;
- Facilitate team building amongst HST members and between the HST and overall mission staff;
- Ensure that HST members receive appropriate breaks during the Games (keep a reasonable pace);
- Under the direction of the CMO, assist with HST staffing related disputes/issues;
- Assist the CMO with on-site HST meetings;
- With the CMO, establish a mechanism for practitioners to communicate with one another where more than one practitioner is treating a patient in order to design a coordinated treatment plan;
- With the CMO, establish a mechanism whereby practitioners “defer” or “refer” to a practitioner with greater skill or specialization for the patient’s injury for treatment;
- With the CMO, instruct all HST members on the daily responsibilities with medical recording forms/EMR and filing;
- Provide ongoing and honest feedback to all HST members;

Games Logistics Preparation:

- With the CMO, establish a relationship with each NSO well in advance of the Games, ensuring their Games health care needs and concerns are addressed;
- Work with the CMO and the CPC Sport Team representative to coordinate all logistics elements of the Games HST operations including equipment, health centre furniture, supplies;
- With the CMO, provide the Clinic Manager with the HST schedule (once the schedule has been discussed and agreed upon by each practitioner) and assist with determining the travel dates of each practitioner;
- In collaboration with the CMO, analyze the Host Organizing Committee’s facilities and services and determine the appropriate supplies to bring to the Games;
- Work with CPC Sport Team (transportation officers) to coordinate the overall ground transportation needs of the HST, using the Host Organizing Committee’s transportation systems whenever possible;
- Familiarize with CPC’s Games Emergency Preparedness and response plan and all other related crisis communications plans;
- In collaboration with the CMO, establish an emergency protocol in the case of a life-threatening situation.

Games Operations:

- Assist the CMO with the management of the overall HST, and in particular the Athletic Therapists, Physiotherapists, Massage Therapists and Chiropractors;
- Set-up the health care operations/health centre with the assistance of the CM and CMO (ensuring that all electrical equipment is hooked up to the appropriate adapters and transformers if in a foreign country);

- Assist the CM with the monitoring and controlling of the health centre inventory;
- Participate in the pack-up of the health care operations.

Post-Games:

- Assist the CMO with the preparation of a final report on the health services team for the Games and submit to the CPC within 60 days of the Games;

LIMA 2019 PARAPANAMERICAN GAMES CALL FOR CORE HEALTH SCIENCES TEAM (HST)

SELECTION GUIDELINES

- Number of practitioners selected by the CPC under the recommendation from the Expert Groups will be determined after the NSO practitioners are selected. *Note: A major portion of the HST will be selected through an NSO application / nomination process independent from this procedure.*
- Candidates must have prior Major Multi-Sport Major Games experience.
- While the CPC will take into consideration the rankings of applicants by their Expert Groups, the CPC reserves the right to make selections to the HST based on:
 1. The needs and requirement of the different sports, and the overall HST
 2. Appropriate balance of skill sets including experience with paralympic sport high performance athletes
 3. Gender equity
 4. Availability of health care services to the Canadian delegation in both official languages
 5. The limited number of accreditations available.

Note: in some cases, accreditations may be “shared” between individuals on the Support Team or on the HST.

If selected, all practitioners (NSO and Core) are required to:

- Report to the Chief Medical Officer/or the Chief Therapist (CT) throughout the Games;
- Be in good standing and duly authorized to practice as per their applicable Canadian professional association;
- Ensure that their Canadian malpractice insurance is up to date and covers them for their scope of practice at the Games; they are responsible for actions taken in the provision of care while working with Team Canada in the context of the Games and will accept full responsibility for all of their actions;
- Only treat Canadian Team members (athletes and staff), and NOT any individuals from other countries or Canadians not on Team Canada;
- Provide health care support to the entire Canadian Team; this will include working at the Canadian Clinics, Canadian Residence Centre and/or assignments to a variety of sports during the Games period;

- (Physicians) Comply with all pre-Games requirements to obtain a license to practice in the host country for the Games;
- Attend any Games related preparation activities
- (Core team) Familiarize themselves with their assigned sport(s); and if requested by the CMO/CT, attend a training camp, competition and/or meet with the team(s);
- Attend the Lima Planning and Preparation Session in Montreal (May 9-11, 2019)
- Stay until the end of the Games (if requested by the CMO/CT) to support the overall health care operation and participate in the pack-up. However, they may also be asked to leave once their assigned sport has finished competing in order to transfer their accreditation to another person. Note: some members of the HST may not be officially accredited for the Games; i.e. they will access the Paralympic Village with daily guest passes;
- Wear the official Team clothing provided by the Canadian Paralympic Committee (CPC) while on duty and during official CPC functions;
- Stay in the accommodation designated by the CPC which could be outside the Village;
- Utilize the official travel provider of the CPC;
- Attend Canadian HST meetings at Games, as determined by the CMO and/or CT;
- Sign the CPC "Team Member Agreement" and comply with all policies and appendices included in the agreement.

SPC APPLICATION PROCESS FOR MAJOR GAMES

SPC Application Process Checklist: Please utilize this checklist to ensure all aspects of your application are complete. SPC strives to put forward top ranking applications and this list is designed to ensure you don't miss any information.

- ✓ Download the following documents:
 - **SPC GAMES APPLICATION FORM.** Hit "enable macros" so you can easy tab through the fields. Note if you have previously applied for a games opportunity utilizing this form you can update your most recent form. SPC staff are happy to send a copy of your most recent application.
 - **SPC SCORING GRID.**

- ✓ Save your application as an attachment labeled: last name, first name- Title of Games

- ✓ Indicate on the top of the application form what position you are applying for.
The options are:
 - Core Health Science Team Therapist
 - Core Chief Therapist

- ✓ Check that your application form is TYPED and completed IN FULL. Do not send your resume or CV as it has not been requested by the organizing committee. ONLY the information in the games application form will be used- we will not use any additional documents so please complete all sections of the application.

- ✓ The scoring guide has been provided to assist you in completing your application. The SPC staff (games@sportphysio.ca) are happy to answer any questions on filling out the application.

- ✓ The application form **must be received by email to (games@sportphysio.ca) at the SPC National Office by the respective deadline date;** forms which arrive after the posted date will under no circumstance be viewed as eligible for the current Game(s) application(s).

- ✓ Once submitted SPC will acknowledge receipt of your application by email within 24hrs.

- ✓ A 3-person selection committee independently score each application against the scoring grid. A ranked list of all eligible applicants is provided with your application form to the games organizing committee.

- ✓ Note: SPC does not have control over timing of selections. SPC submits applications by the end of March to the Canadian Olympic Committee. All further communication and deadlines are established by the COC.

- ✓ **APPLICATION DEADLINE: 11:59pm Eastern February 18, 2019**
All applications must be submitted directly to SPC by email (games@sportphysio.ca)

- ✓ Please E-mail your Application Form with the following subject line:
"Chief and Core Games Application- 2019 Parapanamerican Games"
OR
"Core Games Application- 2019 Parapanamerican Games"

- ✓ Please save your application as an attachment labeled: **last name, first name**