

SPC Credential Program Logbook

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**Credential Program Forms & Form Information**

**INFORMATION ABOUT THE LOG BOOK**

The purpose of the logbook **(see Sample #1 – page 29)** is to keep an accurate record of:

a. Practical field experience

b. Seminars and course work

c. Interim reports

**Practical and Field Experience**

This section of the logbook will contain a record of two types of experience:

a. Team and/or seasonal

b. Tournament and/or weekend

**Entries into the log should (whenever possible) include:**

a. Date and type of activity

b. Athlete's condition

c. Significant findings/complaints

d. Treatment and comments

From a medical-legal standpoint, all entries should be done on the day in question, be accurate and legible, as well as ensure patient (athlete) confidentiality. Initials or numbers should be used rather than full names. Standard medical terminology according to the reference, Standard Nomenclature of Athletic Injuries\* is required.

Practical hours should be verified by the signature of another team official (i.e. coach, doctor, and manager) **once a month**. For tournaments and weekend events, the individual responsible for organizing the medical and paramedical should sign. Examples are included. Please make multiple copies of empty logbook sheets for your own recordings.

**Seminar and Course Work**

Courses, seminars and symposia related to the materials outlined in the syllabus which are attended by the

Candidate are to be summarized **(see pages 35/36)**.

**Interim and Mentor's Report**

Interim reports to the Mentor are to be included in this section of the logbook. They should briefly summarize the candidate’s most recent experience **(see pages 38, 40 & 41).** One copy of this report should be forwarded to the candidate’s Mentor, as well as including one in the logbook.

The member should contact his/her Mentor **every 50 hours** (once every three months or as arranged with the Mentor) to review and discuss their progress. Following this discussion, the Mentor will complete an interim report and send it to the candidate to include in their logbook documentation. A copy of this report should be filed in the logbook.

The interim reports, along with ***a summary*** of the log book and the final Mentor Recommendation letter are required when the candidate submits their Exam Application. They are to accompany the Examination Application – please do NOT send them to SPC as stand-alone documents

**Note:**

1. It is suggested that a recent copy of the syllabus be included at the back of the logbook for ease of reference by the candidate and the Mentor.

2. It is the candidate’s responsibility to align herself/himself with an SPC approved Mentor, to arrange the necessary reviews, and to submit the necessary reports.

**DAILY LOG**

**\*\* for tracking & Use with Mentor – do NOT submit with Exam Application\*\***

**TEAM/SEASONAL EXPERIENCE (Sample #1)**

**Sport: League:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Team/Event**  **Date** | **Condition**  **Presented** | **Significant Findings** | **Treatments/**  **Comments** |
| 27/2/95  Practice  **2 hrs** | J.M. (athlete’s initials)  Chronic ankle sprain  S.D.  Sl. Hamstring strain  T.T. dislodged tooth  P.M. shin splints  S.D. sl hamstring strain | . min. edema lat. malleolus  . pain on eversion w/plantar flexion  . tenderness over ant. Talo-fibular ligament  . poor balance injured leg  . sl. Tenderness over proximal musculo-tend.  junction biceps femoris  . loss of full ROM SLR  . pain against resistance in inner ROM  . flattened transverse and longitudinal arches  . no change from pre-practice | Preventative taping  .U.S. to tender area  . stretch  . bandage  .observe during practice  . transport to hospital for observation  . ice massage  . follow-up  . ice pack  . U.S.  . bandage |
| 28/2/95  Game  **3 hrs** | V.W. chr. quad strain  J.M. ankle sprain  D.S. laceration to forehead | . pain on strong contraction outer range | . assist warm-up  . bandage  . preventative taping  . first aid |

**Total Hours this page: 5 Total Hours this Sport:\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Verified by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Make Copies for your Records**

**DAILY LOG**

**TEAM / SEASONAL EXPERIENCE**

**\*\* for tracking & Use with Mentor – do NOT submit with Exam Application\*\***

**Sport: League:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Team/Event**  **Date** | **Condition**  **Presented** | **Significant Findings** | **Treatments/**  **Comments** |
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**Total Hours this page:** **Total Hours this Sport:**

**Make Copies for your Records**

**TOURNAMENT / WEEKEND INVOLVEMENT**

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**Sport: League:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Team/Event**  **Date** | **Condition**  **Presented** | **Significant Findings** | **Treatments/**  **Comments** |
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**Total Hours this page:****Total Hours this Sport:**

**COURSES, SEMINARS, SYMPOSIA (Sample #2)**

**\*\* for tracking & Use with Mentor – do NOT submit with Exam Application\*\***

|  |  |  |  |
| --- | --- | --- | --- |
| **Date & Location** | **Topic-Time-Type** | **Instructor/Speakers** | **Key Words** |
| 28/2/95  University of Toronto | “Drugs and the Athlete”  . three 45 minutes talks  . lecture presentation | Canadian Academy of Sport Medicine | . steroid use and weight lifters  . muscle hypertrophy & histology  . blood doping and endurance events |

**Make Copies for your Records**

**COURSES, SEMINARS, SYMPOSIA**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date & Location** | **Topic-Time-Type** | **Instructor/Speakers** | **Key Words** |
|  |  |  |  |

**CANDIDATE’S INTERIM REPORT TO MENTOR (Sample #3)**

**\*\*\* DO submit a single copy of each interim Mentor Report along with final Mentor Recommendation with the Examination Application Form\*\*\***

Over the past six months, I have completed 24 hours of fieldwork with senior girls’ field hockey team and six hours with a gymnastics club.

With field hockey, I gained valuable experience in pre-event taping and evaluation of acute injuries. These were predominantly ankle sprains and contusions to the hands and fingers. My first aid experience involved facial lacerations and a tooth dislocation, which was successfully re-implanted at the hospital, while I observed.

My work with the gymnastics club has involved me in the alteration of the warm-up programs for two gymnasts presently undergoing physiotherapy treatment at the clinic for back pain.

My plans for the next six months are to continue with the gymnastics club and to complete my hours by working with a men’s AA volleyball team.

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hours:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sport: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hours:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sport: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hours:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sport: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hours:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sport: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hours:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sport: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Total Hours to Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**