



Category 4 – Travelling With a Team Form

DESCRIPTION

This form is used by Registrars to document completion of Category 4 – Travelling With a Team event and team coverage requirements in the Training Program. This form must be completed by the Registrar, the team manager/contact and the ACSEP supervisor.

REGISTRAR AND EVENT/TEAM DETAILS

Registrar name		Year	
Stage of training		Training period	
Position at event			
Event/team name		Sport type	
Start date		End date	
Team manager name		Team manager position	
ACSEP supervisor name		ACSEP supervision level	

REGISTRAR ROLE DESCRIPTION

To be completed by the Registrar.

Overview of the Registrar's medical role and a description of the event/team and travel details.



Category 4 – Travelling With a Team Form

PRE-TRAVEL INVOLVEMENT AND PLANNING

To be completed by the Registrar.

Overview of the Registrar's role within pre-travel activities related to the event/team.

TOUR DEMANDS AND PROVISIONS OF MEDICAL CARE

To be completed by the Registrar.

Overview of the care the Registrar needed to prepare for and how medical care transport and setup was organised.

MEDICAL/MUSCULOSKELETAL CONDITIONS MANAGED

To be completed by the Registrar.

List of the significant medical or musculoskeletal problems managed by the Registrar and how they were managed. Note: All problems must be included in the Registrar's Training Logbook.



Category 4 – Travelling With a Team Form

REFLECTION

To be completed by the Registrar.

Describe the aspects of the coverage that went particularly well and aspects that were not expected or did not go according to plan. How would you change your approach to managing another similar event/team?

MEDICAL AND CONSULTATION SKILLS

To be completed by the ACSEP supervisor.

	Poor	Fair	Satisfactory	Good	Excellent	N/A
Pre-travel screening and examination						
Pre-travel location and medical planning						
Management of acute medical situations						
Management of injuries and illness						
Medical recordkeeping – accurate, detailed, up to date						
Follow on care – continuum of care of athletes suitable						
Additional comments – strengths or development areas						



Category 4 – Travelling With a Team Form

REGISTRAR STRENGTH AND DEVELOPMENT AREAS

To be completed by the Registrar and ACSEP supervisor.

Discuss the Registrar's strengths	Discuss the Registrar's areas for development

IGNOFF

Registrar name		Signature	
Date			
Team manager name		Signature	
Date			
Acknowledgement/appreciation letter received for coverage from team manager. Registrar to retain and present if requested.		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
ACSEP supervisor name		Signature	
Date			
Overall outcome (determined by ACSEP supervisor)	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory		