



Criteria and Application Procedure

Department of Public Health-Approved Training in Sports-Related Head Injury

105 CMR 201.000, *Head Injuries and Concussions in Extracurricular Athletic Activities*, specifies that the following persons must receive annual training in sports-related head injury and that such training is approved by the Department of Public Health: coaches, certified athletic trainers, trainers, volunteers, school and team physicians, school nurses, athletic directors, marching band directors, parents of student athletes and student athletes.

DPH has approved two free, on-line courses: one offered through the CDC Heads Up Concussion program and the other through the National Federation of State High School Associations (NFHS).

DPH is interested in approving other training programs and this document provides the criteria on which such approval will be based and describes the application process.

Criteria for DPH-Approved Sports-Related Head Injury Training

Learning Objectives

Participants should

- Be able to recognize the signs and symptoms of head injury/concussion.
- Understand the appropriate management of concussion.
- Be able to understand the short and longer term consequences of concussion and of repeated concussions.
- Understand the state regulations relevant to a particular audience.

Training Content

The training must be based on the most up to date medical evidence and clinical best practice and must include the following content areas:

- Description of the signs and symptoms of concussion/head injury, including the fact that loss of consciousness is not required to diagnose a concussion.
- Description of the signs and symptoms of related conditions, such as intracranial hemorrhage or spinal injury, that require immediate triggering of emergency medical response.
- Description of the short and long term sequelae of concussions, including the cumulative effects of repeated concussions over a lifetime.

- Discussion of the risks of recurrent concussion and injury prior to complete recovery, including second impact syndrome.
- Importance of low threshold for removing students with suspected concussion from play for further evaluation.
- Description of the key elements of and the importance of return to play guidelines.
- Description of the key elements of and the importance of return to academic plans.
- Review of current MA state regulations, including relevant requirements for health care professionals.

In addition, training organizers should demonstrate the following:

- How the presentation will be tailored to the specific needs of the audience.
- How language accessibility will be handled.
- How participants will be assessed regarding their understanding of the content presented.

Faculty Requirements and Qualifications

- Experience and expertise in one or more of the following subject areas, regardless of degree or license: pediatrics, sports medicine, neurology, neurosurgery, neuropsychology, or appropriate, relevant subject.
- Demonstrated knowledge of relevant anatomy and physiology, concussion prevention, diagnosis and management.
- Familiarity with the Massachusetts sports-related head injury legislation, regulations and the requirements concerning health care professionals.
- Ideally would involve a multidisciplinary team to reinforce the importance of a multidisciplinary approach to concussion diagnosis, management, follow up and reentry into academics and athletics.
- The faculty should demonstrate that they can modify the training to fit the specific needs of the audience.

Application Procedure:

Those seeking approval of a sports-related concussion training under these regulations, must provide the following information and materials to the Department of Public Health:

- 1) Completed Cover Sheet (see attachment)
- 2) Learning Objectives for the Training
- 3) Intended Audience(s) for the training. Note: if the training may be used for more than one audience (e.g. coaches and parents), please describe what changes, if any, would be made to assure that the presentation meets their learning needs/styles.
- 4) Expected duration of the training
- 5) Prior relevant trainings held, if applicable
- 6) Anticipated fee associated with training

- 7) How attendance will be documented (providing certificates, sign in sheets at end of program, etc.)
- 8) How participant's understanding/learning will be assessed (evaluation)
- 9) Affirmation that if the content of the training changes, a new set of learning objectives and training materials will be submitted to the Department for approval
- 10) Materials to be used (copies of agenda, presentation materials, handouts)
- 11) Resumes or curriculum vitae of all proposed trainers

All materials should be submitted with four hard copies to the following address:

Olga Higuera
Division of Violence and Injury Prevention, 4th Floor
Massachusetts Department of Public Health
250 Washington Street
Boston, MA 02108
617 624-5463
617 624-5075 (fax)

Applications will be reviewed as they are submitted. Applicants will be contacted with any questions or with notification of approval/non-approval by DPH in as timely a manner as is practicable. Applicants should expect that the review process will take a minimum of 8 weeks. *Please keep this in mind when preparing for your training.*

Cover Sheet
Sports-Related Head Injury Training Approval Application

- 1) Name of the Organization:
- 2) Contact Person:
- 3) Address:
- 4) Phone:
- 5) Email:
- 6) Fax:
- 7) Title of the Training:
- 8) Training or Course Director (Name, Title):
- 9) Names and Qualifications of Faculty/Trainers
 - Trainer 1 -
 - Trainer 2 -
 - Trainer 3 -