

Views From the E-List* – Operations Manuals

Query:

I work as a physical therapist at an outpatient pediatric therapy clinic. We have recently built a pool to start an aquatic therapy program. Does anyone have any suggestions regarding developing a policy and procedure manual specific for usage of the pool, etc. If anyone would care to share helpful websites, templates, or examples of policy and procedure manuals already in use that would be great. Thank you everyone!

Answers:

Lynette Jamison taught a course at the Aquatic Therapy Symposium last year on this. If you have the opportunity, I would buy the one their company uses. It's excellent. Contact: ljamison@desertpaininstitute.com.

OSHA and your local/county health dept should provide you with procedures about health and safety of the pool. Exact procedures that I've built have been based on those. From there, I just looked at the policy/procedure manual for my organization and expanded it aquatics. The biggest hurdle was how detailed should I get with procedures and I found that it needs to be looked at as a guideline for staff, not as a 'how to do' book.

Also check with the Arthritis Foundation, as they have guidelines that may be of help.
<http://www.arthritis.org/partners-site.php>

The Aquatic Resources Network sells an aquatic therapy manual.

I keep reading your request, and I keep thinking you are asking about a Written Plans of Operation Manual that all facilities should develop. Possibly, you might be thinking about an Aquatic Therapy program, or Arthritis program as suggested, but all facilities, Aquatics, Natatoriums, ANY business needs a written plan of operation. This is a plan that includes, (in the case of a pool) who uses it when, who takes care of, what the chain of command is etc..... You *may* want to think in that direction, each business should have one-

One of your best sources is the American College of Sports Medicine book of their Standards and Guidelines.

We (NSPF) do have a chapter on Spa and Therapy pools in the *Pool & Spa Handbook*. The new edition will be available for distribution by the end of February. Unfortunately, it is not a separate offering from the rest of the book. Contact: tom.lachocki@nspf.org.

**Opinions and suggestions expressed in this column represent e-list member responses to the query posted. They are not represented by the Aquatic Therapy and Rehab Institute and/or the author(s) of this column as recommendations regarding appropriate practice.*