



Document Name:

Policy for Fitness &amp; Sports Rehabilitation Centre

Document Number:

DUHS / DIPM&amp;R/ SOP / (01)

## **DOW UNIVERSITY OF HEALTH SCIENCES**



### **STANDARD OPERATING PROCEDURE**

### **Policy for Fitness & Sports Rehabilitation Centre**

	NAME	DESIGNATION	SIGNATURE	DATE
PREPARED BY:	Dr Muhammad.Sarfraz	Assistant Professor		17/10/24
REVIEWED BY:	Ms. Sanam Soomro	Director Quality Enhancement Cell		21/10/24
REVIEWED BY:	Dr Farhan Ishaque	Director Dow Institute of Physical Medicine & Rehabilitation		12/11/2024
APPROVED BY:	Dr Jaha Ara	Pro Vice Chancellor		29/10/24
REVISION NO.:	00			
DATE OF LAST REVISION:	0			
DATE OF ISSUE:				

Controlled Document  
Not valid if photocopied



Document Name:

Policy for Fitness &amp; Sports Rehabilitation Centre

Document Number:

DUHS / DIPM&amp;R/ SOP / (01)

Copyright: © Dow University of Health Sciences

**Document Change Record**

Sr. No	DCR No.	Rev. Date	Page No.	Section No.	Description of Change
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					



Document Name:	Policy for Fitness & Sports Rehabilitation Centre
Document Number:	DUHS / DIPM&R/ SOP / (01)

## TABLE OF CONTENTS

SR. NO.	CONTENTS	PAGE NO.
	Distribution List	4
	Terms and Definitions	5
	List of Abbreviations	6
1.	<b>Purpose</b>	7
2.	<b>Scope</b>	7
3.	<b>Responsibility</b>	7
4.	<b>Procedure</b>	7
5.	<b>Related Documents</b>	10
6.	<b>Related Records</b>	10



Document Name:	Policy for Fitness & Sports Rehabilitation Centre
Document Number:	DUHS / DIPM&R/ SOP / (01)

### **DISTRIBUTION LIST**

The following personnel are on the controlled distribution list:

- Vice Chancellor
- Pro-Vice Chancellor(s)
- Registrar
- HOD Institutes/Departments/Program Directors/Directors
- MS
- QMR



Document Name:	Policy for Fitness & Sports Rehabilitation Centre
Document Number:	DUHS / DIPM&R/ SOP / (01)

### TERMS AND DEFINITION

TERMS	DEFINITION
<b>Fitness Trainer</b>	Certified Fitness professional who must be a Physiotherapist/Physiologist.
<b>Safety Coach</b>	Person ensure safety during Fitness and Rehabilitation sessions.
<b>Client</b>	Person seeking professional services including exercises and nutritional guidance to improve their physical health, fitness, and overall well-being.
<b>Patient</b>	Person receiving therapeutic Exercises to recover from illness, injury, or impairment pertaining to phase III and IV Rehabilitation..
<b>HOD/Incharge</b>	One overseeing the facility's operations, program development, workshops and seminars for community as well as staff and students, and staff management to enhance athlete/Patient/client recovery and fitness outcomes.



Document Name:	Policy for Fitness & Sports Rehabilitation Centre
Document Number:	DUHS / DIPM&R/ SOP / (01)

## LIST OF ABBREVIATIONS

<b>DIPMR</b>	Dow Institute Of Physical & Medicine Rehabilitation
<b>F&amp;SRC</b>	Fitness and Sports Rehabilitation Centre
<b>FTS</b>	Fitness Trainer Specialist





Document Name:	Policy for Fitness & Sports Rehabilitation Centre
Document Number:	DUHS / DIPM&R/ SOP / (01)

## **1. PURPOSE:**

To make a smooth induction of patients/clients, staff and students as well as laboratories for PhD, MSAPT, DPT and other academic programs.

## **2. SCOPE:**

This policy applies to all the labs and staff members, students, practitioners, and clients/patients of the Fitness and Sports Rehabilitation Centre. It covers

- Neurologic rehabilitation
- Orthopedic rehabilitation
- Geriatric rehabilitation
- Sports rehabilitation
- Women's health and
- Fitness management programs

Fitness management includes fat loss, weight maintenance, and weight gain, as well as high-intensity interval training (HIIT) and moderate-intensity continuous training (MICT) under the supervision of HOD/Incharge and all these comes under Directorate of DIPM&R.

## **3. RESPONSIBILITIES:**

- i. The HOD/Incharge addresses the scheduling of Fitness and Sports Rehabilitation Centre and labs access for patients, clients, students, and staff.
- ii. The In-Charge/HOD is responsible for supervising FTS program, assessments and treatments for Phase III and IV (Phase III rehab involves supervised exercise programs for patients, focusing on maintaining fitness and preventing further heart issues. Phase IV is a maintenance phase, encouraging independent exercise and lifestyle changes.
- iii. The Program Director of concerned course manages laboratory workloads by assigning faculty.
- iv. House officers and fitness trainees are supervised by the HOD/In-Charge at Fitness and sports Rehabilitation centre..

## **4. PROCEDURE:**

### **i. Enrollment Procedure**

#### **Introduction**

At DUHS F&SRC the offerings include weight management (fat loss, weight gain, maintenance) programs, as well as specialized rehabilitation services for orthopedic,



Document Name:	Policy for Fitness & Sports Rehabilitation Centre
Document Number:	DUHS / DIPM&R/ SOP / (01)

neurological, geriatric, sports, and women's health.

**a. Initial Inquiry**

The primary objective during this stage is to collect basic information, including the client's name, contact details, and the specific services they are interested in (Registration form- attached in annexure of this policy). This helps us initiate a personalized approach right from the start.

**b. Pre-Assessment Questionnaire**

To better understand each client's unique needs, we require them to complete a detailed health history questionnaire (PARQ- attached with this policy in annexure). This document gathers crucial information about medical conditions, injuries, and fitness goals and their readiness for exercise by identifying specific needs, we tailor our approach to ensure optimal outcomes.

**c. Consultation Appointment**

Following the submission of the pre-assessment questionnaire, clients are invited to schedule a consultation appointment with HOD/Incharge, which is conducted in person. During this meeting, a thorough assessment is conducted that includes physical fitness evaluations and functional movement screenings along with fat analysis. This enables us to understand the client's current physical condition and establish a foundation for their personalized fitness program.

**d. Customized Program Design**

Based on the results of the assessment, we develop individualized fitness and rehabilitation plans. These plans are designed collaboratively with the client, incorporating their goals, preferences, and any special considerations identified during the consultation. Our aim is to create realistic and achievable short-term and long-term goals that motivate and empower clients.

**e. Payment and Scheduling**

DUHS F&SRC offer monthly package as well as daily payable sessions as per schedule mentioned on website. Once payment is processed, we assist clients in scheduling their sessions at times that best fit their availability, ensuring a seamless integration into their routine.

**f. Orientation Session**

To enhance the client experience, incharge conduct a welcome orientation session. This session familiarizes clients with our facility, equipment, and staff, providing an opportunity to





Document Name:

Policy for Fitness & Sports Rehabilitation Centre

Document Number:

DUHS / DIPM&R/ SOP / (01)

introduce them to their primary trainer/ therapist/ rehabilitationist and any support personnel involved in their program.

#### **g. Regular Progress Evaluations**

Ongoing progress evaluations are a key component of our program. We schedule regular check-ins—monthly or bi-weekly—to assess improvements, address any concerns, and adjust the program as necessary. This feedback loop is essential for maintaining client motivation and ensuring they are on track to achieve their goals.

#### **h. Community Engagement**

Staff at F&SRC believes in fostering a sense of community among our clients. To support this, workshops, classes, and community events are organized to encourage participation and connection. These opportunities not only enhance the client experience but also promote a supportive network.

### **ii. Eligibility for Gym Enrollment**

DUHS F&SRC is catering to Phase III and IV patients, as well as individuals seeking fat loss, weight gain, and maintenance. Clients/Patients should be capable of following prescribed exercise programs, have no contraindications to physical activity, and demonstrate a commitment to their fitness goals. Personalized assessments are conducted to tailor programs effectively, ensuring safety and optimal results for all individuals, including those with specific health conditions.

#### **iii. Confidentiality:**

All client information must be kept confidential in accordance with relevant privacy laws and regulations.

#### **iv. Training and Certification of Staff at DUHS F&SRC:**

- All staff members must possess appropriate degrees (atleast Masters in Physiotherapy/Physiology) and fitness certifications with experience (6 months certification & at least one year experience for induction) and undergo regular professional development to maintain high standards of care.
- A Safety Coach must have at least an Intermediate education, a 6-month fitness certification, and 1 year of relevant experience in the field.

#### **v. Health and Safety:**

- Regular maintenance and inspection of equipment.
- Adherence to infection control protocols and emergency procedures.



Document Name:

Policy for Fitness & Sports Rehabilitation Centre

Document Number:

DUHS / DIPM&R/ SOP / (01)

**vi. Client Feedback:**

- Encourage and facilitate client feedback to continuously improve services and address any concerns.

**vii. Non-Discrimination:**

- Provide services without discrimination based on race, gender, age, disability, or other protected characteristics.

**viii. Compliance:**

- Ensure that all practices comply with relevant local and federal regulations.

**5. RELATED DOCUMENTS:**

**6. RELATED RECORDS:**