

NEVADA STATE BOARD OF ATHLETIC TRAINERS (NSBAT) AGENDA AND NOTICE OF PUBLIC MEETING

DATE & TIME: December 18, 2024 @ 3:30 p.m.

Virtual Meeting Access via Zoom:

<https://us06web.zoom.us/j/8975068640?pwd=ckhJYStrbi9wWk5BbXdKQXITMnVCZz09>

Meeting ID: **897 506 8640**

Passcode: **640B**

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The Board is pleased to invite individuals of the public to participate remotely using Zoom. To learn more about Zoom, go to <https://zoom.us/>. On the scheduled day and time of the meeting, visit the Zoom website and click “Join a Meeting.” You will be prompted to enter your name, along with the Meeting ID and Meeting Passcode above. Attendees on Zoom wishing to speak during public comment must raise their hand through the Zoom platform to be called upon by the Chair.

PLEASE NOTE: The Board may take items out of order, combine items for consideration, and items may be pulled or removed from the agenda at any time. Public comment will be taken at the beginning and end of the meeting. The public may provide comment on any matter within the Board’s jurisdiction and/or authority, whether or not that matter is a specific topic on the agenda. However, prior to the commencement and conclusion of a contested case or quasi-judicial proceeding that may affect the due process rights of an individual, the Board may refuse to consider public comment on that item. (NRS 233B.126) Public comment that is willfully disruptive is prohibited, and individuals who willfully disrupt the meeting may be removed from the meeting. (NRS 241.030(5)(b)) The Board may convene in closed session to consider the character, alleged misconduct, professional competence or physical or mental health of a person (NRS 241.030). Once all items on the agenda are completed, the meeting will adjourn.

AGENDA

1. Call meeting to order and introduction of members to determine the presence of a quorum.

2. Public comment.

NOTE: Public comment is welcomed by the Board and may be limited to three minutes per person at the discretion of the Chair of the Board. Public comment will be allowed at the beginning and end of the meeting, as noted on the agenda. The Chair of the Board may allow additional time to be given a speaker as time allows and at their sole discretion. Comments will not be restricted based on viewpoint. No action may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action may be taken (NRS 241.020)

3. Update of disciplinary action reports and statistics submitted quarterly to the Legislative Counsel Bureau (LCB). **(Discussion)**
4. Review and approve the patient population survey list of questions to be sent to all active licensees. **(For Possible Action)**
5. Review and approve a working document for Board investigators conducting investigations and site visits **(For Possible Action)**
6. Establish and approve the process for Board investigators to submit timesheets and expense reports. Delegate authority to the Executive Secretary to approve reimbursements up to a specified amount. **(For Possible Action)**
7. Discuss SB78 of the 83rd (2025) Session sponsored by the Department of Business and Industry. **(For Possible Action)**
8. Report from Executive Secretary, Michelle Cothrun. **(Discussion)**
9. Report from Harry B. Ward, Deputy Attorney General. **(Discussion)**
10. Future agenda items. **(Discussion)**
11. Discussion and possible decision on date of next meeting. **(For Possible Action)**
12. Public comment.

NOTE: Public comment is welcomed by the Board and may be limited to three minutes per person at the discretion of the Chair of the Board. Public comment will be allowed at the beginning and end of the meeting, as noted on the agenda. The Chair of the Board may allow additional time to be given a speaker as time allows and at their sole discretion. Comments will not be restricted based on viewpoint. No action may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action may be taken (NRS 241.020)

13. Adjournment. **(For Possible Action)**

Pursuant to NRS 241.030 the board may close the meeting to consider the character, misconduct, competence, or health of a person.
Items on the agenda may be taken out of order; items may be combined for consideration by the public body; and items may be pulled or removed from the agenda at any time.

Action by the Board on any item may be to approve, deny, amend, or table.

The Board may allow for public comments after each agenda item. In consideration of others, please limit your comments to no more than five (5) minutes. Prior to the commencement and conclusion of a contested case or quasi-judicial proceeding that may affect the due process rights of an individual, the Board may refuse to consider public comment. See NRS 233B.126. Public comment options may include, without limitation, telephonic or email comment. To submit public comment, contact Michelle Cothrun at (775) 787-2636 or atrainner@nsbat.nv.gov.

The Board is pleased to make reasonable accommodations for members of the public who are disabled and wish to participate in the meeting. If accommodations are necessary, please contact Michelle Cothrun, Executive Secretary, at (775) 787-2636 no later than three (3) business days before the meeting. Board meeting correspondence and supporting materials for this public workshop may also be obtained by contacting Michelle Cothrun at (775) 787-2636 or atrainner@nsbat.nv.gov or by visiting <http://nevadaathletictrainers.nv.gov/>

**NOTICES FOR THIS MEETING HAVE BEEN POSTED IN ACCORDANCE WITH
NRS 241.020, ON OR BEFORE THE THIRD WORKING DAY BEFORE THE MEETING,
AT THE FOLLOWING LOCATIONS:**

- *State of Nevada, Department of Administration Public Notice website: <http://notice.nv.gov/>
- *The Nevada State Board of Athletic Trainer's website: <http://nevadaathletictrainers.nv.gov/>
- *The Board office at 6170 Mae Anne Avenue, Suite 1, Reno, NV 89523-4705

In addition, this notice/agenda was mailed, e-mailed or faxed to groups and individuals as requested.

Patient Population Survey

atrainner@nsbat.nv.gov [Switch account](#)



* Indicates required question

Email *

Record atrainner@nsbat.nv.gov as the email to be included with my response

What setting do you work in?

- Secondary School
- College/University
- Hospital
- Professional Sports
- Physician's Office
- Performing Arts
- Industrial
- Private/business
- All of the above
- Other:

How many patients do you TREAT daily (on average)? *

Include the number of patients you perform treatment on daily.

Your answer



How many patients are you available to daily (on average)? *

Include the number of patients who have access to care. For example, if rosters include 40 athletes on varsity football, 30 on JV, and 20 on freshman teams. The AT would be available to 90 patients.

Your answer

Do you share this patient load with additional ATCs? *

Yes

No

How many injuries have you treated in the past year? *

Your answer

What age range do you typically treat? *

5-8

8-112

12-15

1`9?89

How many emergent injuries have your treated in the last year? *

Your answer



Do you cover tournaments? *

Yes

No

How many potential patients do you have at each tournament on average? *

Please include spectators, coaches, staff, etc. if you are expected to respond to them in an emergency. Answer N/A if you do not work tournaments.

Your answer

Submit

Clear form

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Working Outline

Policies and Procedures for Athletic Trainer Investigator

I. Introduction

This document outlines the policies and procedures for initiating complaints, conducting investigations, documenting findings, presenting results, and retaining investigation records relevant to the complaints against athletic trainers in the State of Nevada.

II. Complaint Initiation

1. Submission Process:

- Complaints to the Nevada Board of Athletic Trainers (NBAT) will be accepted in writing via mail or through a designated online portal.
- Complainants must provide details of the complaint and any supporting documentation.
- Complainants will be encouraged to provide their contact information to allow for follow-up with them to occur.
- An anonymous complaint will be accepted and reviewed for the potential of conducting an investigation (i.e., are there sufficient facts to investigate).

2. Acknowledgment of Complaints:

- Upon receiving a complaint, the NBAT will acknowledge receipt of the complaint to the complainant within (5) business days if the complainant has supplied their contact information.
- The acknowledgment will include information on the investigative process and potential timelines.

3. Initial Review:

- The Board will assign each complaint to an investigator upon receipt of said complaint.
- The complaint will undergo an initial review by an Athletic Trainer Investigator to determine whether it falls within the jurisdiction and criteria outlined in NRS 640B and NAC 640B.

III. Investigation Procedures

1. Investigation Assignment:

- The Athletic Trainer Investigator is responsible for investigating the complaint.
- In cases of conflicts of interest, a different investigator may be assigned.
- Multiple investigators may assist in an investigation as needed, as determined by the Board.

2. **Investigation Documentation:**

- All findings and communications should be documented in a secure, organized manner, including:
 - Initial complaint details
 - Notes from interviews with involved parties
 - Collection of relevant evidence (e.g., medical records, correspondence)
 - Any pertinent background checks or historical context related to the licensee.
- Investigators will maintain an “investigative file” which they will retain at least until the final investigative report has been properly filed with the Board.
- A completed investigative file will be completed and submitted to the Board, which will be separate from the “investigative file”.

3. **Timeliness:**

- Investigations must be conducted in a timely manner. Timely is generally regarded as completion within 90 days of the initial complaint receipt unless extenuating circumstances arise.

4. **Citation:**

Investigators may issue a citation immediately or upon completion of an investigation for violations of NRS 640B and NAC 640B.

Citations will note pertinent details of offenses alleged to have occurred and supporting details of said offense

IV. Completion of Investigations

1. **Final Report:**

- Upon conclusion of the investigation, a final report will be prepared by the Athletic Trainer Investigator summarizing:
 - The nature of the complaint
 - Evidence collected
 - Findings and conclusions
 - Recommendations for action, if applicable (e.g., disciplinary measures).

2. **Presentation to the Nevada Board:**

- The final report will be presented at the next regular board meeting for review.
- The Investigator may be required to summarize the investigation findings and answer questions from board members.

V. Retention of Investigation Records

1. **Record Retention Policy:**

- All completed investigation reports will be retained for a minimum of 10 years or longer if required by law or pending litigation.
- Records (completed investigation reports and evidence) will be stored securely, with access limited to authorized personnel only.
- Access to the records will be limited to official business only.

- When access to completed investigation reports is granted, an access log will be completed. This documentation will note the person who accessed the records by printing their name and signature, the reason they are accessing the report, the date, the time, and the location where access is made. All completed investigation records will stay at the secure site of records retention.
 - The access log noting that records have been accessed will be secured in a similar manner as the records being retained.
2. **Destruction of Records:**
- Following the retention period, records will be destroyed in a secure manner to ensure confidentiality (e.g., shredding paper documents, securely deleting electronic files, etc.).

VI. Compliance with Statutes and Regulations

- All procedures will comply with NRS 640B.030 through 640B.900 and NAC 640B.020 through 640B.080, ensuring that each step of the process aligns with legal requirements and ethical standards.
- The collection, storage, and dissemination of information regarding patient health information will comply with the Health Information Portability and Accountability Act (HIPAA).

VII. Training and Review

1. **Investigator Training:**
- Ongoing training will be provided to investigators to ensure familiarity with relevant laws, investigation techniques, and ethical standards.
2. **Policy Review:**
- These policies and procedures will be reviewed annually and updated as necessary to reflect changes in law or board governance.

Conclusion

These policies and procedures ensure that complaints against athletic trainers are handled with integrity, transparency, and compliance with state laws. Regular training and reviews will further enhance the process's effectiveness and responsiveness.

Additional Notes:

1) The complaint process is onerous to find and difficult to complete, especially since it is paper based. A fix would be to have an electronic complaint process. The complaint needs to be easily located on the website, and it needs to be forwarded to an appropriate person to review for assignment to an investigator. It will need to be able to be tracked while it is ongoing, as well as,

any concluded investigation. This will allow the Board to easily review any renewal or initial submission of a license request.

2). An electronic database would be helpful in allowing for complaints to be filed, tracked, and reviewed at a later time. This would need to comply with aspects of “public domain” information while also allowing for securing ongoing investigation information. This might mean two different systems. One that is public accessible, one that is only able to be accessed by the Board and Investigators.

3) Investigators are seeking guidance on how involved the Board would like for them to be in conducting investigations. For instance, does the Board want investigators to wait for a complaint? Do they want the investigators to self-initiate and conduct site checks as they become aware of events? Would the Board prefer a blend and is there a limit of how much time/expense they want the investigators to incur?

4) In keeping with the question of how involved the Board would like the Investigators to be, an educational campaign can likely be instrumental in gaining compliance for those who want to perform their duties in a lawful and correct manner. However, some may not be fully aware of the nuances of the NRS/NAC. If investigators were to spend time spreading information at events and on-site of special events initially, then compliance would be likely to increase. This would also spread goodwill within the AT community and engender a shared compliance type of mindset.