

Recommended Sideline Admin Written Instructions

The following instructions are derived from Sway University's Sideline Management course

Important Reminder: The Sway Medical App is intended for use by trained healthcare professionals. Other use is at the discretion of the Sway account administration.

Step 1: Log in to the Sway Mobile App

If you forgot your password, open up the app and click "forget password" to reset it. Or you can email support at [swaymedical.com](mailto:support@swaymedical.com) for any assistance with your login

Step 2: Find the injured athlete's profile

- Search by name in the profile search bar at the top of the screen
- Search by groups via the profile tab at the bottom of the screen

Step 3: Hit the TAKE TEST button on the athlete's profile page

The following steps are based on the most common sideline application. Please discuss with your organization a specific/custom sideline protocol to follow.

Test Setup

1. Choose protocol - default is Sports+
 - a. You also have the option to add the On-field Assessment if indicated
2. Choose Test Type - **screening** is recommended in the acute/sideline phase
3. Make sure the baseline button is **unchecked**
4. Click **create event**
 - a. Name the event
 - b. Select event type (suspected or clinically diagnosed concussion)
 - c. Select start date
 - d. Add any applicable notes regarding the injury
 - e. Click Save
5. Click **Continue** in the upper right-hand corner and proceed to administer the test

Step 4: Test Administration Tips

- Ensure the testing environment has good Wifi or cellular data, is in a quiet area, and there is a flat surface for the balance test
- Assist the athlete with questions as needed
- Ensure their eyes are closed for the balance test and their feet are in the proper position
- The athlete may sit once the balance module has been completed
- If unable to create an event at the time of the test, this can be created retroactively in the specific Profile Page.

Step 5: Post Test Tips

- Alert other healthcare providers of the injury to allow for early access to concussion care
- Create a symptom-only profile code for the athlete to log symptoms daily until their next follow-up visit with a healthcare provider

Sway Terminology

- Profile: Refers to the individual athlete/patient profile that has a specific and unique ID number. A single profile can be in multiple groups
- Group: A way to group/organize your profiles. Typically used as a way to group various sports teams.
- Test Protocol: Defines all of the measures included and the sequence of “stances”
 - Example - Sports+ Protocol is a combination of the following: Symptom inventory, mBESS , Inspection time, Reaction time, Impulse control, Memory
- Test Type : Refers to the individual tests within the protocol
- Test Length:
 - Screening - shorter version, only 1 trial of each test protocol
 - Assessment - longer version, athlete/patient completes 3 trials of each test type and the app takes the average to create a composite score
- Baseline Test: When creating a code you will have the option to decide if those scores will be computed into the profile’s baseline – It is just a checkbox
- Code: A unique 5-digit letter/number combination that will allow a profile access to a specific test configuration (see below)
 - Group code - Code for specific group
 - Profile code - Code only used for a specific athlete or patient
- Event: An injury or other event that requires an assessment or screening afterwards
- Event period: A series of test protocols that are within a certain time period designated by provider
- Organization: Each school or clinic will be considered an organization and have their own dashboard. If you work at more than one school, you will have access to multiple organizations
- Admin/User: Any Sway user with a login.
 - Administrators have access to all groups and can configure settings and access for users
 - Users: Only have access to groups designated by administrators