

Promoting Swimming & Water Recreation in Healthcare Organizations

Swimming and water recreation is a great way for your patients to stay physically active and to learn how to be safe around the water. Your organization can promote swimming by having a dedicated staff person who is responsible for maintaining swimming and water recreation materials. These materials can be shared with patients and used to refer them to swimming. Here is an example of a job description that can help your organization make sure it has the materials to promote swimming and water recreation:

Obtaining and Tracking Materials

Ensure area pieces are kept in stock; order any that are getting low.

- Create, utilize, and keep an up-to-date material orders spreadsheet with list of desired water recreation materials, ordering information, order tracking, quantities and languages.
- Establish a regular schedule for ordering, and email or call the appropriate contact and request the desired materials on a regular basis, including scholarship applications, class schedules and class information flyers. Keep in mind that most pools and water recreation programs update their schedules quarterly.
- Receive materials when they arrive, store in appropriate area.

Keeping Materials Organized

Ensure materials and holders are kept clean, orderly and presentable (may include straightening displays, picking up used flyers left behind, etc) in the waiting room, exam rooms and storage area so that all areas look presentable and materials are presented neatly.

- Do regular walk-throughs of waiting area and exam rooms and pull out any crinkled, bent or used flyers that have been left behind
- Do regular walk-throughs of storage area and pull out boxes that are empty, move materials to labeled area of storage shelves

Stocking Materials

Stocking exam and waiting rooms— Ensure adequate quantities are in-stock and easily accessible.

- Establish a schedule for restocking based on quantities taken.
- Regularly restock materials in waiting areas and exam rooms.

This job description was used by Everyone Swims partners to systematically ensure water recreation information was available. Partners added this language to their Patient Care Coordinators, Medical Assistants, Health Educators, Pediatric Residents and AmeriCorps Volunteers' job descriptions.

Made possible by funding from the Department of Health and Human Services and Public Health Seattle & King County. For more information, visit www.seattlechildrens.org/dp.