CHECKLIST FOR CREATING AN INCLUSIVE AND WELCOMING AT FACILITY

INTAKE AND RECORD KEEPING:

- Report forms differentiate between birth sex and gender identity.
- Forms include "domestic partnership" and/or "partnered" in addition to options like single/married/widowed/divorced.
- Forms and Records indicate gender identity and preferred name and pronoun.
- Forms and Records include fields for Legal Name and Preferred Name.

THIS IS A SAFE SPACE FOR ALL AT

FACILITY ENVIRONMENT:

- Non-discrimination policy visible and includes sexual orientation and gender identity.
- Safe Zone Trained and Visible Stickers/Signage.
- Office provides and displays educational materials that are LGBTQ-inclusive or LGBTQ-specific.
- Exhibit posters showing racially and ethnically diverse same-sex couples or transgender people or posters from non-profit LGBTQ+ organizations.
- Gender neutral restrooms, locker rooms, changing rooms, etc. are available.
- Acknowledge relevant days of observance in your practice such as World AIDS Day, LGBT Pride Day, Day of Silence, and National Transgender Day of Remembrance.

LINGUISTIC SENSITIVITY:

- Clinical and non-clinical staff use gender-neutral language such as "partner(s)" or "significant other(s)." Staff use the same language that a patient does to describe self, sexual partners, relationships, and identity.
- A no tolerance policy regarding inappropriate language visible and followed through by all within the facility, including staff, patients, student-athletes, coaches, administrators, parents, and other personnel.
- All staff use a transgender patient's preferred name and pronoun.
- All staff ask non-presumptive questions.
- Interviewing techniques reflect that sexual orientation, sexual behavior, and gender identity cannot be predicted from one another.
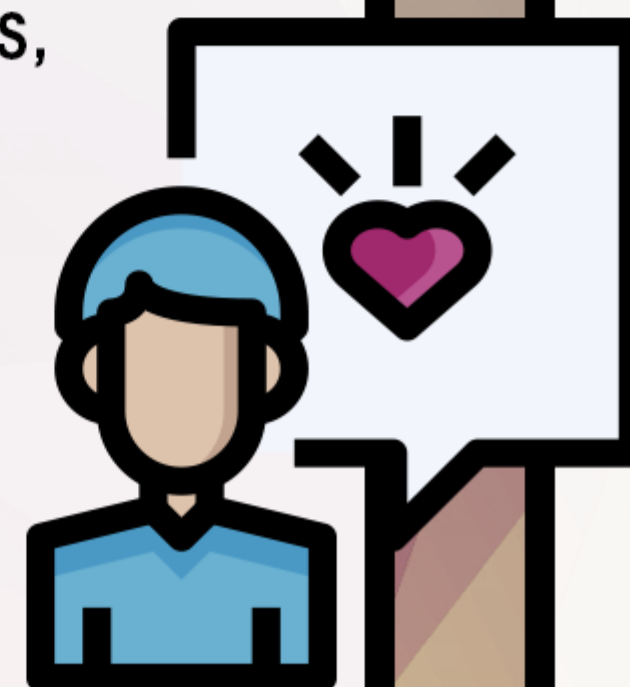
STAFF TRAINING:

- Use of appropriate language.
- Identify and challenge internal discriminatory beliefs.
- Education on important LGBTQ+ health related conditions (e.g. mental health, discrimination, substance abuse, partner violence, and HIV/STDs).
- Indications and mechanisms for referring to LGBTQ-identified providers.
- Local LGBTQ+ resources provided.

Infographic handout provided by the National Athletic Trainers' Association