

CERTIFIED ATHLETIC TRAINER

BASIC FUNCTION

Plans, coordinates, and implements comprehensive sports medicine programs for the care, treatment, rehabilitation, and prevention of physical injuries; provides athletic injury documentation, injury surveillance, follow-up treatment, and rehabilitation under a physician's direction; evaluates all initial athletic injuries and recommends, responds to, and performs appropriate medical care to student athletes.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned area supervisor. May provide lead direction to temporary staff and/or student workers.

CLASS CHARACTERISTICS

This classification is responsible for independently performing professional duties in support of administering preventative care to athletes to ensure the reduction of injuries, as well as for providing rehabilitative treatment for sports-related injuries. The employee may administer first aid to athletes during practice sessions and sporting events and advises and counsels students regarding injuries and rehabilitation. They regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment. Employees in the classification rely on experience and judgment to perform assigned work. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

EXAMPLES OF TYPICAL JOB FUNCTIONS

1. Evaluates all initial athletic injuries and recommends, responds to, and performs appropriate medical care to student athletes; determines athletes' capabilities to return to competition with the help of appropriate medical staff; communicates diagnoses, medical treatment, and rehabilitation information to student athletes and their parents, as legally required.
2. Develops and implements injury management protocols and emergency action plans in accordance with risk management guidelines and athletic association regulations; renders first aid and emergency care, immediate injury evaluation, initiates Cardiopulmonary Resuscitation (CPR), and activates Emergency Medical Services (EMS) when necessary, at practices, hosted events, and off-campus events.
3. Creates and maintains medical records for athletic injuries, treatment, and rehabilitation.
4. Provides follow-up treatment and rehabilitation under a physician's direction; manages treatment of chronic or recurring athletic injuries; determines and certifies ability of students and athletes to participate in the athletic program.
5. Develops and implements therapeutic exercise programs; recommends and implements appropriate preventative measures to avoid athletic injuries, illnesses, and conditions; performs and applies preventative taping, wrapping, bracing, and padding of injured areas.
6. Collects and organizes pre-participation exams and collects all documentation associated; conducts various screening procedures, including physical exams, baseline testing, and assessments; develops and advises conditioning programs to reduce risk of injury and illness.
7. Serves as a liaison between physicians, coaches, athletes, and pertinent District personnel regarding athletic injuries and medical insurance claims; prepares and submits insurance billing and necessary follow-up paperwork.

8. Maintains all forms, reports, and medical records related to athletic injuries, rehabilitation, and clearance.
9. Maintains a clean and functioning athletic training facility and equipment, including laundering; maintains working areas in sanitary condition; wipes down treatment tables, taping tables, and counters.
10. Assists with the budgeting, ordering, and inventorying of athletic training equipment and supplies.
11. Coordinates on-site coverage of teams' practices and competitions; arranges for physician and/or ambulance coverage at games when required; arranges for transportation, loading, and set-up of medical equipment to event sites.
12. Sets up an athletic training student program; recruits, trains, and directs athletic training students.
13. Supervises the fitting of protective equipment provided or required by the athletic training staff
14. Participates in District-provided in-service training programs.
15. Performs other related duties as assigned; specific duties not listed does not exclude them for this classification if the work is similar or related.

QUALIFICATIONS

Knowledge of:

1. Measures related to the prevention and minimization of athletic injuries.
2. Early recognition, evaluation, and care of athletic injuries, including accurate assessment of the types and severity of injuries.
3. Modern foundations, principles, techniques, and practices of athletic and sports trauma, evaluation, prevention, treatment, and rehabilitation.
4. Applicable federal, state, and local laws, rules, regulations, ordinances and organizational policies and procedures relevant to assigned areas of responsibility.
5. Principles and theories of biology, anatomy, physiology, exercise physiology, and biomechanics.
6. Equipment used in the prevention, evaluation, and therapeutic and rehabilitative care of athletic injuries and illnesses.
7. Athletic equipment used in training and competitive sports.
8. Principles and practices of taping, padding, and bracing for the prevention of injuries.
9. Rehabilitation and reconditioning of athletic injuries to minimize the risk of re-injury.
10. Injury referral methods to appropriate medical professionals.
11. Healthcare administration, including medical record keeping, documentation, and reporting of injuries, writing of policies and procedures, and budgeting.
12. Health conditions and illnesses related to athletic participation and sports.

Ability to:

1. Apply the principles of taping and bracing for prevention of injuries.
2. Plan, coordinate, and implement a comprehensive athletic training/sports medicine program.
3. Evaluate and assess the condition and progress of student athletes in therapeutic, rehabilitative, and conditioning programs and modify these programs to meet individual needs.
4. Effectively operate and supervise the use of a variety of exercise and conditioning equipment such as free weights, nautilus and universal machines, ergometers, and treadmills.
5. Effectively administer therapeutics and first aid to injured student athletes.
6. Act decisively and prudently in emergency and life-threatening situations.
7. Establish, maintain, and organize medical insurance, treatment, and injury records and reports.
8. Perform basic first aid and CPR and utilize an AED.
9. Train and direct student interns.
10. Interpret, apply, and explain applicable District policies, rules, and regulations related to areas of

responsibility.

11. Establish and maintain filing, record keeping, and tracking systems.
12. Independently organize work, set priorities, meet critical deadlines, and follow up on assignments.
13. Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
14. Effectively use computer systems, software applications relevant to work performed, and business equipment to perform a variety of work tasks.
15. Communicate effectively in the course of performing work tasks.
16. Establish, maintain, and foster effective working relationships with those contacted in the course of work.
17. Demonstrate clear evidence of sensitivity and understanding of the diverse academic, socio-economic, disability, and ethnic backgrounds of students, staff, and the community.
18. Provide efficient, high-level customer service to the public, vendors, contractors, and District personnel.

Education and Experience:

A bachelor's degree with coursework in athletic training, kinesiology, physical education, health, pre-medicine, biology, or a related field and two (2) years of experience working in an athletic training environment; or an equivalent combination of education, training, and/or experience.

Licenses and Certifications:

1. A valid driver's license and proof of insurability may be required to drive a District or personal vehicle.
2. Possession of a valid certification by the Board of Certification for Athletic Trainers, which must be maintained throughout employment.
3. Possession of valid Standard First Aid and Basic Life Support (CPR and AED) certificates, which must be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in an athletic training facility and in the field and use standard office and medical, therapeutic, and physical therapy apparatus and equipment, including a computer; to operate a motor vehicle and to visit various District and event sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Must possess the mobility, physical strength, and stamina to respond to emergency situations, provide injury and illness care, and use all medical, and therapeutic apparatus and equipment. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator, as well as, to set up and manipulate modalities, tape, and apply splints and to operate the equipment mentioned above. Employees in this classification frequently bend, stoop, kneel, reach, climb, and walk on uneven surfaces to provide medical care; and push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and/or pull materials and objects up to 50 pounds and heavier weights with the use of proper equipment and/or assistance from staff.

The essential functions of this classification must be performed by the incumbents with or without reasonable accommodations.

ENVIRONMENTAL CONDITIONS

Employees work in a typical office and injury treatment and rehabilitation facility, as well as outdoor

environments and are occasionally exposed to loud noise levels, cold and/or hot temperatures, chemicals, dust, fumes, and allergens. Incumbents that may be exposed to blood and body fluids while rendering First Aid, CPR, or performing other job duties are required to wear appropriate protective attire. Employees may interact with upset individuals in interpreting and enforcing departmental policies and procedures.