

SOUTHWEST BAPTIST UNIVERSITY
PERFORMANCE REVIEW

Job Title: Head Athletic Trainer/Approved Clinical Instructor

Employee Name: _____ **Appraisal Period:** From _____ To _____

Circle the Rating which best describes the overall performance of each work function as described on the employee's job description. Provide specific examples for support/clarification of rating when necessary.

Rating Scale:

- NA Too soon to evaluate or Not Applicable- Performing present job or specific responsibility for too short a time or not applicable in this period of evaluation.
- 1 Unacceptable/Deficient - Employee performs below what is expected. Occasionally meets established standards. Seldom exceeds desired results, often falls short of desired results. Performance must be improved.
- 2 Marginal - Employee is hesitant or reluctant to complete task or objective when prompted by supervisor. Inconsistently generates desired results and seldom exceeds desired results.
- 3 Competent - Requires reminders, but willing to complete task or objective. Employee generates desired results and occasionally exceeds desired results.
- 4 Commendable/Good - Employee consistently generates results above those expected. Often exceeds established standards. Periods of self initiation, requiring little reminders to complete task or objective.
- 5 Exceptional/Superior - Employee performance represents unusually high level of excellence. Consistently generates results above those expected with little direction. Usually exceeds expected standards. Self initiation, needing no reminders to complete task or objective.

I. Head AT Essential Functions	Rating						Comments
Coordination of Part-Time Employee Budget – Long-Term written projections and input from Assistant AT’s	NA	1	2	3	4	5	
Assist’s Director of Sports Medicine in the hiring and orientation of Part-Time AT’s	NA	1	2	3	4	5	
Manage 3010 Budget – Inventory and Supplies. Communicates needs appropriately	NA	1	2	3	4	5	
Coordination of all PPE’s	NA	1	2	3	4	5	
Maintain CPR/AED Professional Rescuer Instructor Certification	NA	1	2	3	4	5	
OSHA Officer – Educate employees, ATS, and maintain a compliant facility	NA	1	2	3	4	5	
HIPAA Officer – Educate employees, ATS, and maintain a compliant facility	NA	1	2	3	4	5	
Provides Athletic Training Services to practices and athletic events as assigned by the Director of Sports Medicine/Dept. Chair of AT.	NA	1	2	3	4	5	
Creates, Maintains, and Adheres to emergency action plan	NA	1	2	3	4	5	
Coordination of care (transportation to appts.) of assigned sports regardless of season.	NA	1	2	3	4	5	
Maintains assigned teams kits (insurance information and appropriate supplies)	NA	1	2	3	4	5	
Coordinate AT Lab (Coverage, cleaning schedule, clutter free, and organized, OSHA/HIPAA compliant, etc.)	NA	1	2	3	4	5	
Referring athlete with appropriate information. (Primary and Secondary Insurance Information, HIPAA release forms, injury reports, rehab records)	NA	1	2	3	4	5	
Fulfills secondary insurance responsibility (tracking all bills – submit to primary, take care of any issues, attempt to keep athletes in-network, train CMHSMC employee who assists)	NA	1	2	3	4	5	
Documentation – follows proper documentation of athletic injuries, rehab and treatment records, med logs, etc.)	NA	1	2	3	4	5	
Appropriately schedules physician appointments. (Contract with CMH must be adhered to)	NA	1	2	3	4	5	
Appropriately refers athlete to CMHSMC rehabilitation (Contract must be adhered to)	NA	1	2	3	4	5	
Communicates regularly with assigned Head and Assistant Coaches in person.	NA	1	2	3	4	5	
Develops Rapport and Trust with Assigned Coaches	NA	1	2	3	4	5	
Communicating daily progress reports of athletes to coaches of assigned sports (regardless of season)	NA	1	2	3	4	5	
Appropriately creates End-of-Season and End-of-Year Reports to coaches of assigned sports	NA	1	2	3	4	5	
Communicating with CMHSMC and reporting to coaches regarding the progress of injured athletes, physician results, and other information	NA	1	2	3	4	5	
Coordination of preparation, delivery and retrieval of ice and water to out-of-season and transitional season sports.	NA	1	2	3	4	5	
Professionalism (office space, appearance, communication, etc.)	NA	1	2	3	4	5	

I. Head AT Essential Functions	Rating						Comments
Provide and/or coordinate "back-up" AT coverage to other ATC's.	NA	1	2	3	4	5	
Provide daily supervision and leadership to the Assistant AT's and Part-Time AT's	NA	1	2	3	4	5	
Communicating injury information to Coaches of your out-of-season sports	NA	1	2	3	4	5	
Work in conjunction with University dining services, and coaches staffs regarding student-athlete nutritional issues (i.e. Fall Camps)	NA	1	2	3	4	5	
Maintain a good working relationship with the physical plant and grounds department regarding the safety of practice and competition surfaces and general field/court conditions	NA	1	2	3	4	5	
Assist Director of Sports Medicine with NCAA requirements and guidelines.	NA	1	2	3	4	5	
NCAA Drug liaison for Southwest Baptist University and is responsible for all duties within.	NA	1	2	3	4	5	
Coordinate SBU Physician Clinics	NA	1	2	3	4	5	
Performs all other duties as assigned by the Director of Sports Medicine/Department Chair of AT	NA	1	2	3	4	5	
Summer Responsibilities include the following duties...(as per adjunct or 12-month contract)							
Track Secondary Insurance	NA	1	2	3	4	5	
Athlete's to Dr.'s (Surgical and Appts.)	NA	1	2	3	4	5	
Track Athlete's Rehabilitation at Home	NA	1	2	3	4	5	
Coordinate PPE's	NA	1	2	3	4	5	
Inventory and Order Supplies	NA	1	2	3	4	5	

I. ACI Essential Functions**Rating****Comments**

	NA	1	2	3	4	5	
Instruction and evaluation of clinical performance and proficiencies in ATH 3023 - ATH 4123 Athletic Training Practicum I-IV courses	NA	1	2	3	4	5	
Appropriately communicates student grades to the student and Clinical Coordinator (only on issues), and submits grades and completed student modules	NA	1	2	3	4	5	
Administers appropriate clinical supervision as it applies to the CAATE accreditation standards, and the <i>Policy and Procedure Manual</i> in the Department of Athletic Training.	NA	1	2	3	4	5	
Ensure the mission of the University is incorporated into the activities under the direction of the Department Chair of Athletic Training	NA	1	2	3	4	5	
Adherence to Faculty Handbook	NA	1	2	3	4	5	
Adherence to AT Department's P&P's	NA	1	2	3	4	5	
Service to university committees	NA	1	2	3	4	5	
Performs ATS performance evaluations, holds individual meetings with each student to review.	NA	1	2	3	4	5	
Provides feedback to ATS in a constructive manner	NA	1	2	3	4	5	
Encourages ATS	NA	1	2	3	4	5	
Other assigned academic duties	NA	1	2	3	4	5	

III. Overall Essential Functions**Rating****Comments**

	NA	1	2	3	4	5	
Practices Legal and Ethical Behavior	NA	1	2	3	4	5	
Effective supervisory skills	NA	1	2	3	4	5	
Cooperation/adaptability	NA	1	2	3	4	5	
Clinical competence	NA	1	2	3	4	5	
Administrative skills	NA	1	2	3	4	5	
Positive attitude	NA	1	2	3	4	5	
Accepts constructive criticism	NA	1	2	3	4	5	
Availability/Approachability	NA	1	2	3	4	5	
Teachability	NA	1	2	3	4	5	
Tactfulness with receiving and giving admonition (correction, reproof or advice)	NA	1	2	3	4	5	

IV. Standards of Performance

	Rating						Comments
Job Knowledge: Demonstrates competence to perform job, gathers background information, identifies priorities, establishes realistic schedules, meets deadlines, uses relevant information for decision making and solving problems	NA	1	2	3	4	5	
Responsibility: Accepts responsibility for all job duties and for problems on the job, works to solve problems, inspires teamwork, confidence, and good morale	NA	1	2	3	4	5	
Customer Service Orientation: willingly responds to the needs of people being serviced, develops and maintains effective working relationships with staff, faculty, and students	NA	1	2	3	4	5	
Organizational Skills: organizes activities to ensure proper completion of duties in timely manner with effective outcomes, looks for more efficient and more cost-effective ways of performing tasks, documents appropriately	NA	1	2	3	4	5	
Initiative: Voluntarily takes on tasks or responsibilities, actively seeks out ways in which to contribute	NA	1	2	3	4	5	
Judgment: Ability to identify problems, exhibits awareness of department objectives and procedures, recognizes and responds successfully to crisis situations	NA	1	2	3	4	5	
Communication: displays effective communication skills both verbally and in writing	NA	1	2	3	4	5	
Time Management: accomplishes objectives through effective use of time, focuses attention and energies on high priorities and objectives	NA	1	2	3	4	5	
Job Related Areas: Reports to work as scheduled and on time, dresses appropriately, respects SBU property	NA	1	2	3	4	5	

VI. Mutually Set Objectives for Next Appraisal Period

Objective	Steps Required	Date to Be Completed

V. Prior Period Objectives

Identify objectives established for prior appraisal and indicate results achieved.

Objective	Date to Be Completed	Results Achieved

VII. Overall Performance

Average Sections I, II, III, and IV on these ratings give the employee an "overall" job performance rating. Use comment section for support and clarification as necessary.

	Department Chair Overall Rating
I. Head AT Essential Functions	
II. ACI Essential Functions	
III. Overall Essential Functions	
IV. Standards of Performance	
V. Prior Period Objectives	
VI. Mutually Set Objectives	
VII. Overall Performance	

Comments:

Employee Signature

Date

Director of Sports Medicine/Department Chair of AT Signature

Date