

Policy Title: Clinical Coordinator Job Description		Approved Signature(s): Department Chair, Athletic Training	
Policy Number: 06.23	Date Effective: 11.28.2011	Date Replaces: N/A	Page 1 of 1

Section: Faculty

Purpose: To define the job description and guidelines for the Department of Athletic Training's Clinical Coordinator.

Policy: The individual identified to serve the University as the Department's Clinical Coordinator will fit into the following.

Job Title: Department of Athletic Training Clinical Coordinator **Date Last Modified:** 11.28.2011

FLSA Status: Exempt

Purpose: Department of Athletic Training's Clinical Coordinator provides direction, supervision and vision for the clinical education of athletic training students. Acts as assistant to the Department Chair and in the department of athletic training's clinical education program. Acts as an assistant to the Head Athletic Trainer and acts as the primary clinical site's facility manager with periodic athletic training coverage in Athletic Training Services.

Essential Functions:

- Documents and assigns athletic training students to various ACI's and CI's ensuring that all accreditation standards for clinical education components are met.
- Documents and assigns athletic training students to tag-a-long with the team physician during his/her campus visit.
- Documents and tracks the clinical volume within the Athletic Training Room's and receives data from CMHSMC on their clinical volume.
- Evaluates all clinical sites for: educational environment and safety. (How is the athletic training student being utilized, Is the environment reflective of a positive professional setting)
- Documents and tracks the 748 proficiencies assigned to various ACI's for instruction and evaluation.
- Annually evaluates all ACI's and CI's for educational and professional abilities.
- Regularly observes the athletic training student in each of the clinical sites.
- Documents and coordinates all affiliated site agreements.
- Documents and coordinates all athletic training student's surgical observations.
- Documents and evaluates the athletic training student using their annual evaluation form based on the athletic training student's position description.
- Meets with each athletic training student, ACI's, CI's and Department Chair on a regular basis.
- Provides OSHA training for the program and the Athletic Training Room, as well as documenting student orientation at each clinical site.
- Provides the Department and athletic training students with CPR certification.
- Collects and provides the Department Chair with the following athletic training student information: A) Annual CPR certification, B) Annual ADA Technical Standards document, C) Immunization Records, D) Annual TB testing, E) All education records, F) All evaluation records.
- Orientation of ACI and CI's on their position responsibilities. i.e. CIE Workshop, Fall Orientation, etc.
- Performs other duties as assigned by the Department Chair.

Supervision:

This position receives direction and supervision from department chair, athletic training and the head athletic trainer, athletic training services.

Education and Experience:

Required: BOC Certification
3-5 years of work experience
Masters degree
Knowledge of Accreditation Standards
Leadership and Administrative experience, highly preferred.

Working Conditions:

Must be able to work in typical Intercollegiate athletic training environment.

Physical Requirements:

In exercising the functions of this job the incumbent should be able to exert up to 80 lbs. of force occasionally and/or up to 10 lbs. of force frequently and/or a negligible amount of force constantly to move objects.

Signature

Date