

Policy Title: Head Athletic Trainer/Approved Clinical Instructor Job Description		Approved Signature(s):  Department Chair, Athletic Training	
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**Southwest Baptist University  
Job Description**

**Job Title: Head Athletic Trainer/Approved Clinical Instructor**

**Faculty Rank: Instructor**

**Date Last Modified: 12/03/10**

**FLSA Status: Exempt**

**Purpose:** This position is a ten-month, approved clinical instructor faculty and head athletic trainer position. The Head Athletic Trainer portion is responsible for providing athletic training services to the athletics department. The Approved Clinical Instructor portion is responsible for providing educational services to the Department of Athletic Training. This position reports to and is supervised by the Director of Sports Medicine/Department Chair, AT.

**Head Athletic Trainer Essential Functions:**

- Coordination of the Part-Time Employee Budget – Long Term written projections and receive input from Assistant AT's and Director of Sports Medicine/Department Chair, AT
- Assist's Director of Sports Medicine in the hiring and orientation of Part-Time AT's
- Manage and 3010 Budget – Inventory and ordering of all AT Equipment and Supplies. Makes needs known to Director of Sports Medicine/Department Chair, AT.
- Coordination of all Pre-Participation Physicals.
- Maintain Certification to teach CPR/AED Professional Rescuer.
- OSHA Officer – educate employees and students, and maintain a complaint facility
- HIPAA Officer – educate employees and students, and maintain a compliant facility
- Provides athletic training services to practices and athletic events as assigned by the Department Chair of AT.
- Creates, Maintains, and Adheres to emergency action plan.
- Coordination of care (transportation to appts.) of assigned sports regardless of season.
- Maintains an athletic training kit for assigned teams (insurance information and appropriate supplies)
- Coordinate AT Lab (Coverage, cleaning schedule, clutter free and organized, OSHA/HIPAA compliant, etc)
- Referring athlete with appropriate information. (Primary and Secondary Insurance Information, HIPAA release forms, injury reports, rehab records)
- 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)
- Documentation – follows proper documentation of athletic injuries, rehab and treatment records, med logs, etc.)
- Appropriately schedules physician appointments. (Contract with CMH must be adhered to)
- Appropriately refers athlete to CMHSMC rehabilitation (Contract must be adhered to)
- Communicates regularly with assigned Head and Assistant Coaches in person.
- Develops Rapport and Trust with Assigned Coaches
- Communicating daily progress reports of athletes to coaches of assigned sports (regardless of season)
- Appropriately creates End-of-Season and End-of-Year Reports to coaches of assigned sports
- Communicating with CMHSMC and reporting to coaches regarding the progress of injured athletes, physician results, and other important information.

- Coordination for preparation, deliver, and retrieval of ice and water to all out-of-season and transitional season sports.
- Professionalism (office space, appearance, communication, etc.)
- Provide and/or coordinate back-up athletic training coverage to other ATC's.
- Provide daily supervision and leadership to the Assistant AT's and Part-Time AT's
- Communicating injury information to Coaches of your out-of-season sports.
- Work in conjunction with University dining services, and coaches staffs regarding student-athlete nutritional issues (i.e. Fall Camps)
- 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
- Assist Director of Sports Medicine with NCAA requirements and guidelines
- NCAA Drug liaison for Southwest Baptist University and is responsible for all duties within.
- Coordinate SBU Physician Clinics
- Performs all other duties as assigned by the Director of Sports Medicine/Department Chair of AT.
- Summer Responsibilities include the following duties
  - Track Secondary Insurance
  - Athlete's to Dr's (Surgical and Appts.)
  - Track Athlete's rehab at home
  - Coordinate PPE's
  - Inventory and Order Supplies
  - Treatment and Rehab Athletes
  - Other...at the discretion of the Head AT

**Approved Clinical Instructor Essential Functions:**

- Instruction and evaluation of clinical performance and proficiencies in ATH 3023 - ATH 4123 Athletic Training Practicum I-IV courses.
- Appropriately communicates student grades, and submits completed student modules.
- Administers appropriate clinical supervision as it applies to the CAATE accreditation standards, and the *Policy and Procedure Manual* in the Department of Athletic Training.
- Ensure the mission of the University is incorporated into the activities under the direction of the Department Chair of Athletic Training.
- Adheres to the SBU Faculty Handbook.
- Adheres to the Department of Athletic Training's Policy and Procedure manual.
- Serves on University committees as assigned.
- Performs ATS performance evaluations, holds individual meetings with each student to review
- Encourages ATS
- Provides feedback in a constructive manner to ATS

**Overall Essential Functions:**

- Practices legal and ethical behavior
- Effective supervisory skills
- Cooperation/adaptability
- Clinical competence
- Administrative skills
- Positive attitude
- Accepts constructive criticism
- Availability/Approachability
- Teachability
- Tactfulness with receiving and giving admonition (correction, reproof or advice)

**Performance Standards:**

- Job knowledge
- Responsibility
- Customer service orientation
- Organizational Skills
- Initiative
- Judgment
- Communication
- Time management
- Job related areas

**Supervision:**

The position receives direction and supervision from the Director of Sports Medicine/Department Chair of Athletic Training.

**Education and Experience:**

**Required:**

- Hold an earned academic bachelor's (for adjunct ACI), or master's (for SBU Instructor ACI) degree or higher in a relative discipline or field from a regionally accredited university or college
- Demonstrate appropriate work or professional experience in athletic training for a period of at least 1 year.
- Currently holds or is eligible to hold a Missouri Athletic Training Licensure
- Current athletic training certification through BOC.
- Complete the institutional clinical instructor training program.
- Current Certification as AED/CPR Professional Rescuer Instructor Certification.

**Preferred:**

- Previous experience as a college-level athletic trainer
- Previous experience supervising and evaluating student athletic trainers

**Equipment:**

Must be able to operate standard office equipment such as personal computer, fax machine, photocopier, and therapeutic clinical equipment including ultrasound, whirlpool, electrical stimulation, etc.

**Working Conditions:**

Must be able to work in athletic training room environment. Must be able to travel with athletic teams and be present for athletic events. Must be available for night and weekend responsibilities.

**Physical Requirements:**

- Be able to withstand outdoor and indoor environmental conditions day or night such as heat, cold, rain, snow, ice, wind, sun, etc.
- Prolonged standing and/or sitting 5-8 hours
- Be able to drive a motor vehicle
- Be able to lift 50 to 75 lbs from ground to shoulder height repeatedly /daily
- Be able to sprint or run 200-300 yards
- Be able to bend, stoop, extend, flex, rotate at the ankles, knees, trunk, shoulders, and cervical regions to perform athletic training services duties

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Signature

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Date