

Policy Title: Head Athletic Trainer/Approved Clinical Instructor Job Description		Approved Signature(s): Department Chair, Athletic Training	
Policy Number: 06.05h	Date Effective: 04.20.04	Date Replaces: N/A	Page 1 of 3

**Southwest Baptist University
Job Description**

Job Title: Head Athletic Trainer/Approved Clinical Instructor
Faculty Rank: Instructor
Date Last Modified: 10/25/05
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 athletic department reporting to and communicating with the Athletics Director. The Approved Clinical Instructor portion is responsible for providing educational services to the Department of Athletic Training. The Head Athletic Trainer is supervised by the Department Chair of Athletic Training/Program Director.

Head Athletic Trainer Essential Functions:

- Provides athletic training services to practices and athletic events as assigned by the Department Chair of AT.
- Adheres to emergency action plan.
- In-season sport coverage - not to see athletes until previous season is completed, transitional ATC is responsible for treatment, care and/or referral of those athletes.
- Prepares and maintains an athletic training kit for assigned teams (insurance information and appropriate supplies)
- Communicating the assigned team's needs (practice schedule, pre-practice preps etc) to the Lab ATC.
- Posting of the assigned teams needs (water, ice, coverage), outside of the normal hours of lab operation (M-F 1-6 PM) on the "master plan" board.
- Sending appropriate information when referring athlete to the physician. (Primary and secondary insurance information, HIPAA release forms, injury reports, and rehabilitation records).
- Initial paperwork for secondary insurance, documentation of athletic injuries, treatment and rehabilitations records, utilizing the CMHSMC system.
- Referral of athletes to be scheduled for orthopedic physician appointments and special tests through CMHSMC.
- Order Powerade for your assigned sports, the LAB ATC is responsible for all non-assigned sports Powerade.
- Lab ATC is the NCAA Drug liaison for Southwest Baptist University and is responsible for all duties within.
- Evaluation and referral of all athletic injuries to CMHSMC that cannot participate at full-go status.
- Communicating with CMHSMC and reporting to coaches regarding the progress of injured athletes, physician results, and other important information.
- Communicating and aiding CMHSMC with any required secondary insurance information documentation.
- Appropriately administrates and tracks athletic training services budgetary needs; filling out and submitting purchase requisitions for supply and equipment needs.
- Lab ATC is responsible for preparation, deliver, and retrieval of ice and water to all out-of-season and transitional season sports M-F 1-6 PM.

- Lab ATC is responsible for daily operations (cleaning and maintaining) of ATL, which includes communicating with the Department Chair of Athletic Training on supply and safety needs, this includes OSHA and HIPAA.
- Lab ATC is responsible for responding to emergencies to any out-of-season and transitional season sports during normal hours of lab operations (M-F 1-6PM).
- Lab ATC is responsible to set-up and maintain appropriate communication with coaches of any out-of-season and transitional season sports for emergency response purposes.
- Lab ATC is to provide back-up athletic training coverage to other ATC's at the direction of the Department Chair of AT.
- Lab ATC is responsible for the coordination, operation and maintenance of the "master plan" board, with the appropriate communication from the other ATC's
- Lab ATC is responsible to keep lab safe, secure and clean following College of Science and Mathematic's Lab Safety Manual and posted cleaning schedule.
- Lab ATC is responsible for communicating injury information to the incoming ATC to that assigned sport.
- Performs all other duties as assigned by the Department Chair of 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.
- Keep lab safe, secure and clean following College of Science and Mathematic's Lab Safety Manual and posted cleaning schedule.
- Appropriate Performance Evaluation Skills
- 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

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 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.

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

Signature

Date