

# Classification and Qualification

# STANDARDS

## Athletic Trainer Series

Classification Title	Class Code	Date Established
Athletic Trainer I	8180/8181	03-01-08
Athletic Trainer II	8185/8186	03-01-08
Head Athletic Trainer	8190/8191	03-01-08

### OVERVIEW:

The Athletic Trainer classification series is comprised of three classifications, each requiring progressive levels of expertise in providing clinical athletic training services. Athletic Trainers are responsible for administering a sports medicine program, working to prevent athletic injuries by evaluating a student athlete’s physical condition and establishing a proper conditioning program. When injuries do occur, the Athletic Trainer serves as the first responder by recognizing and evaluating the injuries, and subsequently developing treatment and rehabilitation programs, incorporating the appropriate therapeutic modalities and use of rehabilitation and exercise equipment. In their role, Athletic Trainers work under the general supervision of the designated sports medicine physician and must coordinate and liaison with physicians, students, athletes, coaching staff, parents, and other allied health professionals on the status of and treatment for injuries. Athletic Trainers also work to counsel students, athletes, and staff regarding proper conditioning, athletic training, and injury rehabilitation.

Classifications within this series are distinguished based on their level of expertise and the scope of responsibility for the sports medicine program.

**Athletic Trainer I** – Incumbents in this classification typically work under general supervision and follow established guidelines and procedures, as they are less experienced. They perform the full range of clinical athletic training functions, but typically are not involved in program coordination or management.

**Athletic Trainer II** – Incumbents work independently in performing the full range of athletic trainer functions. Typically, they are more involved in program coordination and assist in program development, especially in the absence of a Head Athletic Trainer. Incumbents often provide training and direction to less experienced Athletic Trainers.

**Head Athletic Trainer** – In addition to performing the full range of athletic training functions, incumbents typically have responsibility for developing and coordinating the sports medicine program; providing the full range of work direction to other Athletic Trainers, including assigning, monitoring and evaluating work; developing and monitoring the program budget, including the training room and equipment and supplies; and maintaining and monitoring the medical records and progress of all student athletes.

Athletic Trainers are distinguished from Physical Therapists in that incumbents primarily are concerned with the prevention, immediate first responder care, and treatment of athletic injuries.

## ATHLETIC TRAINER I

Under general supervision, Athletic Trainer I performs the full range of clinical athletic training functions, which involves the planning, organization, and delivery of daily athletic training services to students involved in athletics. The following examples of typical work activities are meant to illustrate the general range of work functions performed by the Athletic Trainer I; they are not meant to be all-inclusive or restrictive. Work assignments may involve related activities.

- ◆ Prevent, recognize, and assess athletic injuries. Implement preventive and rehabilitation programs to treat athletic injuries using the appropriate therapeutic modalities and treatments.
- ◆ Consult with more senior Athletic Trainers, physicians, and other health professionals on injuries and treatment plans and coordinate with the coaching staff. Inform coaching staff and other health professionals on the status of injuries and treatment plans.
- ◆ Use a variety of therapeutic modalities in accordance with physician orders including, but not limited to, heat, cold, light, sound, electricity and rehabilitation and exercise equipment, and apply bandages, tapes, and braces to prevent and treat injuries.
- ◆ Advise students on how to prevent injuries and maintain their physical condition. Regularly evaluate the physical condition of student athletes.
- ◆ Counsel athletes and staff regarding conditioning, athletic training, and rehabilitation. Assist in designing conditioning programs to prevent injuries.
- ◆ May attend practices and athletic events and provide medical emergency coverage to student athletes. Travel with sports teams to away games as needed.
- ◆ May provide access to over-the-counter medication for student athletes in accordance with physician directions, applicable university policy, and legal guidelines, and ensuring required documentation.
- ◆ Maintain equipment and cleanliness of the athletic training and rehabilitation facilities.
- ◆ Maintain appropriate medical records of injuries, treatment plans, and progress.
- ◆ May assist in monitoring the work of student interns/trainers.

### TYPICAL QUALIFICATIONS:

#### ***Knowledge:***

Incumbents must possess a general knowledge of the principles and practices of Athletic Training including conditioning and injury prevention, as well as injury assessment and rehabilitation; the full range of therapeutic modalities and their practical use and physiological basis; other therapeutic preventions and treatments such as taping, bracing, and massage; effective use of rehabilitation and exercise equipment; rules, regulations and guidelines established by the campuses' governing national collegiate athletic association (e.g., National Collegiate Athletics Association or National Association of Intercollegiate Athletics) pertaining to student athletes, their training, sports medicine care, and health and safety; Occupational Health and Safety Administration (OSHA) standards for handling Blood Born Pathogens; maintaining medical records, including Health Insurance Portability and Accountability Act (HIPAA) standards; and following insurance procedures.

#### ***Abilities:***

Incumbents must be able to effectively assess and evaluate injuries and their severity; develop conditioning and rehabilitation programs and manage and treat injuries; use the full range of appropriate therapeutic modalities and treatments and rehabilitation and exercise equipment to treat and prevent injuries; determine the appropriate referrals for athletes to other health care professionals; recognize life threatening situations and administer the appropriate emergency aid; use a computer to perform medical, insurance and other recordkeeping functions; and work in an environment with competing priorities. In addition, incumbents must possess strong interpersonal and communications skills to develop effective working relationships with athletes and to serve as a liaison among athletes, coaching staff, parents, physicians and other health professionals.

**Education and Experience:**

A bachelor's degree in athletic training, physical education, kinesiology or related field of study is required. Course work must include completion of The Board of Certification (BOC) curriculum requirements and some course work in sport psychology is preferred. Some previous experience providing athletic training at the high school or college level as an intern or certified Athletic Trainer is preferred.

**License/Certification Requirements:**

Incumbents must possess and maintain BOC certification. In addition, incumbents are required to possess and maintain certification in CPR/AED (cardio pulmonary resuscitation and automated external defibrillation) for the Professional Rescuer and first aid. Some positions may require a valid California driver's license.

**ATHLETIC TRAINER II**

Working more independently, Athletic Trainer II performs the full range of athletic training functions. Incumbents are expected to have greater expertise in making clinical judgments regarding injuries and treatment, and are more involved in the development and organization of the sports medicine program, especially in the absence of a Head Athletic Trainer. The following examples of typical work activities are meant to illustrate the general range of work functions performed by the Athletic Trainer II; they are not meant to be all-inclusive or restrictive. Work assignments may involve related activities.

In addition to the typical work activities identified above for the Athletic Trainer I, the Athletic Trainer II may perform several or all of the following functions.

- ◆ Develop and administer rehabilitation programs for athletic injuries, including assisting in scheduling and assigning students for therapy.
- ◆ Coordinate athletic training programs and assist in program development, including coordinating training room operations.
- ◆ Coordinate or assign other Athletic Trainers and provide direction and training to less experienced Athletic Trainers or student trainers/interns.
- ◆ Coordinate drug prevention programs and applicable drug testing requirements for student athletes.
- ◆ Assist coaches in designing and implementing conditioning programs.
- ◆ Assist in maintaining insurance records and monitoring and verifying insurance billings.
- ◆ Assist in developing and monitoring the program budget.

**TYPICAL QUALIFICATIONS:****Knowledge:**

Incumbents must demonstrate a more comprehensive and in-depth knowledge of the requirements outlined for the Athletic Trainer I.

**Abilities:**

Incumbents must demonstrate full-to-advanced proficiency in the skills and abilities outlined for the Athletic Trainer I. In addition, incumbents must demonstrate the leadership, organizational, and administrative skills involved in coordinating an athletic training and sports medicine program.

**Education and Experience:**

The Athletic Trainer II must be more experienced to be able to perform the coordination and administrative duties often assigned. Typically, two years of experience as a certified Athletic Trainer in a high school or college environment is required. Additionally, a master's degree in athletic training or related field of study is preferred.

**License/Certification Requirements:**

Certification requirements are the same as those established for Athletic Trainer I.

## HEAD ATHLETIC TRAINER

The Head Athletic Trainer typically has ongoing responsibility for the development, organization, and administration of the sports medicine program, including providing work direction to other Athletic Trainers. The following examples of typical work activities are meant to illustrate the general range of work functions performed by Head Athletic Trainers; they are not meant to be all-inclusive or restrictive. Work assignments may involve related activities.

In addition to the full range of typical activities noted above for the Athletic Trainer II, the Head Athletic Trainer typically performs the following:

- ◆ Provide work direction to other Athletic Trainers including assisting in employee selection, scheduling and assigning work, reviewing work of other Athletic Trainers, and providing input to performance evaluations.
- ◆ Assign Athletic Trainers to students, athletes, and/or sports programs, and ensure needed coverage for practices, home events, and team travel.
- ◆ Develop and recommend program policies and procedures to the athletic administration for implementation, ensuring compliance with provisions of the applicable national collegiate athletic association, OSHA and HIPPA.
- ◆ Monitor all injury reports and rehabilitation plans and progress. Advise and consult athletic administration on all major injuries and treatment not covered by student-athlete's insurance.
- ◆ Oversee the maintenance of athletic training facilities and equipment.
- ◆ Develop and monitor athletic training program budget including equipment and supplies for the athletic training facility.
- ◆ Monitor, review and verify injury reports and medical records and take appropriate action as required. Ensure proper maintenance and confidentiality of all medical records and follow insurance processing and procedures.

### TYPICAL QUALIFICATIONS:

#### ***Knowledge:***

Incumbents must possess a comprehensive and in-depth knowledge of the requirements outlined for Athletic Trainer II. In addition, Head Athletic Trainers must possess a demonstrated knowledge of effective lead techniques and practices; working knowledge of campus human resource practices and payroll procedures; and working knowledge of campus budget and related administrative processes and procedures.

#### ***Abilities:***

Incumbents must demonstrate full mastery of the skills and abilities outlined above for the Athletic Trainer II. In addition, incumbents must exhibit the organizational and administrative abilities necessary to develop and coordinate a sports medicine program and must be skilled in establishing program priorities; providing work direction and training to other Athletic Trainers; promoting teamwork to optimize effectiveness; developing and implementing policies and procedures to ensure compliance with applicable regulating agencies; developing and monitoring the program budget; ensuring rehabilitation objectives are achieved and medical records are secured as confidential, accurate, and complete; and ensuring accurate maintenance of insurance records and billings.

#### ***Education and Experience:***

The Head Athletic Trainer must demonstrate sufficient experience to be able to oversee athletic training operations for intercollegiate athletics and provide work direction to other professionals. Typically, incumbents must possess three to four years of experience as a certified Athletic Trainer with progressive responsibility, including at least one year of experience in a lead capacity with some responsibility for program administration. Some experience must have been at the college level. Additionally, a master's degree in athletic training or related field of study is preferred.

#### ***License/Certification Requirements:***

Certification requirements are the same as those established for Athletic Trainer I.