

THE CALIFORNIA STATE UNIVERSITY
Office of the Chancellor
401 Golden Shore
Long Beach, California 90802-4210
(562) 951-4411

Date: April 23, 2004

Code: TECHNICAL LETTER
HR/PCOS 2004-02

To: Human Resources Directors
Athletic Directors

From: Cathy Robinson, Assistant Vice Chancellor
Human Resources Administration



RESPONSE REQUIRED BY
Friday, May 14, 2004

Subject: Athletic Trainer Classification Study

In response to a request from the CSU Health Services Advisory Committee, Human Resources Administration (HRA) developed a proposed Athletic Trainer classification series. The draft standards are based on the results of extensive internal and external data collection and analysis, as well as review by athletic and physical education subject experts and human resource representatives. This memorandum requests your review and feedback of the proposed drafts. **Your input is critical to the development of the final classification standards and assists us in ensuring that the new standards meet campuses' operational needs.** For your reference, the following attachments are provided:

Attachment A – Athletic Trainer Classification Study Overview

Attachment B – Draft Series for Athletic Trainer I, Athletic Trainer II and Head Athletic Trainer Classifications

Series Overview: The internal campus needs assessment survey results clearly indicated the need for three distinct classifications. In addition, the new Fair Labor Standards Act rules state that this body of work is “exempt” from overtime. The complete draft classification standards are provided in Attachment B. Summaries of the proposed classifications are as follows:

- **Athletic Trainer I** – Incumbents at this level typically work under 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 at this level 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

Distribution:

CSU Presidents
Vice Chancellor, Human Resources
Vice Presidents, Administration

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 at this level 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 equipment and supplies; and maintaining and monitoring the medical records and progress of all athletes.

Campus Review: As you review these materials, please consider the following:

- *Do the proposed classification standards provide an umbrella under which you can equitably classify your positions?*
- *Are the three classification levels properly defined? Are the distinctions between the three levels clear?*
- *Are the skills and abilities in the Qualifications section appropriately defined?*
- *Is the classification series flexible enough to meet the needs of all 23 campuses?*
- *Do the standards adequately cover the breadth of work performed by Athletic Trainers today? In the next few years?*
- *Are any critical work functions or skills missing? If yes, please provide.*

Next Steps: Campus feedback will be reviewed in May 2004 and revisions will be made, as appropriate. The revised draft will be reviewed with subject experts and the management advisory group in May/June. The standards will be finalized in late June 2004 (date subject to change).

Systemwide Labor Relations reviewed the findings of the Athletic Trainer campus survey in detail and determined that the Athletic Trainer fell within the "community of interest" of Unit 2. Once the draft classification standards are finalized, the CSU will submit a Unit Modification Petition to the Public Employment Relations Board (PERB), requesting placement of the Athletic Trainer classification series in Unit 2. Once PERB assigns the proposed classification to a bargaining unit, impact bargaining (e.g., salary ranges and employee conversion) will begin with the appropriate bargaining representatives.

Sending in Feedback: Thank you in advance for your time and effort in reviewing these drafts. We look forward to hearing from you by **Friday, May 14, 2004**. Please provide written comments to Gina Caywood via e-mail (preferred) to gcaywood@calstate.edu or fax at (562) 951-4954. If you have any questions regarding this technical letter, please contact Ms. Caywood at (562) 951-4416.

This technical letter also is available on Human Resources Administration's Web site at: <http://www.calstate.edu/HRAAdm/memos.shtml>. Thank you.

CR/gc/en

ATTACHMENT A

ATHLETIC TRAINER CLASSIFICATION STUDY OVERVIEW

The Athletic Trainer classification study involved the gathering and analysis of extensive internal and external data and comparisons.

Internal Data Collection

- The internal data collection process involved a campus management needs assessment survey on Athletic Trainer functions. Athletics, health services management and human resources jointly responded to the management needs assessment survey regarding the study classifications. Responses were received from twenty-one (21) campuses and helped clarify operational and classification needs. The draft classification standards are based on the survey results.
- Highlights of the survey results include:
 - ◆ Of the 21 campuses responding to the survey, about 1/3 participate in the NCAA Division 1, another 1/3 of the campuses participate in NCAA Division 2. The remaining third are split between NCAA Division 3 or NAIA.
 - ◆ While larger campuses participating in NCAA Division 1 have more athletes and Athletic Trainers, overall the average number of student athletes per Athletic Trainer is very consistent (between 136 and 144 students per Athletic Trainer). The number of Athletic Trainers on a campus ranges from one to four. NCAA-1 campuses average 3.25 and NCAA-2 campuses average 1.8 Athletic Trainers.
 - ◆ Most Athletic Trainers support all of a campus' sports programs; only a couple of campuses specialize their Trainers. About 40% of the responding campuses use Athletic Trainers to support competitive cheer and dance teams. Only two use them to support students participating in intramural sports programs.
 - ◆ NCAA division level within CSU appears to have no bearing on an Athletic Trainer's compensation or position level. Division level does impact the number of weeks of training.
 - ◆ Data received from the survey supported the creation of three distinct classifications: Athletic Trainer I, Athletic Trainer II and Head Athletic Trainer. The duties outlined in the needs assessment survey proved to be on target.
 - ◆ Staffing requirements will be impacted by the fact that NATABOC certification can no longer be acquired through an internship. Currently, most campuses supplement their athletic training staff with interns.
- The Athletic Trainer Management Advisory Group was used to review the position questionnaire findings and results and provide direction for classification development. This group included human resource and athletics management representatives from Chico, Stanislaus, San Luis Obispo, San Diego, San Francisco, Sacramento, Northridge and Hayward.

External Research

- The external data collection process involved contacting other universities to explore how they define Athletic Trainer work. Fifteen universities and systems were contacted regarding their Athletic Trainer classifications: UC System, USC, Stanford University, University of Florida, Vanderbilt University, Louisiana Tech University, University of Utah, University of Nebraska, University of Illinois, Penn State, Washington State University, Northern Illinois University, University of New Mexico, St. Louis University
- Athletic Trainer duties were fairly consistent across the universities contacted.
- In terms of qualifications, all universities require NATABOC certification, and at a minimum a bachelor's degree in athletic training or a related field, with specific course work requirements related to athletic training, as well as certification in CPR and first aid.
- Most universities identify two to three levels of Athletic Trainers.
- Licensing requirements vary significantly by state.

ATHLETIC TRAINER

DRAFT CLASSIFICATION SERIES

April 20, 2004

Classification Series Overview:

The Athletic Trainer classification series is comprised of three classifications, each requiring progressive levels of expertise in providing clinical athletic training services primarily to student athletes participating in intercollegiate athletic programs. Athletic Trainers are responsible for administering a sports medicine program, which involves working to prevent athletic injuries through evaluation of an athlete's physical condition and proper conditioning programs, and when injuries do occur, to recognize and evaluate the injuries, and to develop treatment and rehabilitation programs incorporating the appropriate therapeutic modalities and use of rehabilitation and exercise equipment. In their role, Athletic Trainers must coordinate with and serve as a liaison between a wide range of individuals including student athletes, coaching staff, physicians and other allied health professionals on the status of and treatment for injuries. Athletic Trainers also work to educate and counsel 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 at this level typically work under 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 at this level 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 at this level 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 equipment and supplies; and maintaining and monitoring the medical records and progress of all athletes.

Athletic Trainers are distinguished from Physical Therapists in that incumbents are primarily concerned with the prevention, immediate first responder care, and treatment of athletic injuries for student athletes participating in intercollegiate sports programs.

Athletic Trainer I

Under supervision, incumbents at this level perform the full range of clinical athletic training functions, which involves the planning, organization and delivery of daily athletic training services to student athletes. The following examples of typical work activities are meant to illustrate the general range of work functions performed by Athletic Trainers at this level; 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.
- Use a variety of therapeutic modalities 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.
- 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.
- Advise students on how to prevent injuries and maintain their physical condition and regularly evaluate their physical condition.
- Educate and counsel athletes and staff regarding conditioning, athletic training and rehabilitation. Assist in designing conditioning programs to prevent injuries.
- Attend practices and athletic events and provide medical emergency coverage to student athletes. Travel with sports teams to away games as needed.
- May provide injury evaluation and/or treatment for students involved in dance and cheer squads and/or intramural sports teams.
- Maintain equipment and cleanliness of the athletic training facility.
- Maintain appropriate medical records of injuries, treatment plans and progress.

Typical Qualifications

- ***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 NATA (National Athletic Training Association) curriculum requirements and some course work in sports 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.
- ***Certification*** – Incumbents must possess and maintain NATABOC (National Athletic Trainers Association Board of Certification) certification. In addition, incumbents are required to possess and maintain certification in CPR/AED for the Professional Rescuer and first aid.

- **Knowledge** – Incumbents at this level 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 (eg. NCAA or NAIA) pertaining to student athletes, their training, sports medicine care and health and safety; OSHA standards for handling Blood Born Pathogens; maintaining medical records, including HIPPA 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 and insurance 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 between athletes, coaching staff and other health professionals.

Athletic Trainer II

Incumbents at this level work independently in performing the full range of athletic training functions. They are expected to have greater expertise in making clinical judgments regarding injuries and their treatment and are more involved in the development and organization of the sports medicine program, especially when there is no Head Trainer. The following examples of typical work activities are meant to illustrate the general range of work functions performed by Athletic Trainers at this level; 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 the following:

- Develop and manage 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 interns.
- Coordinate drug prevention and testing programs for student athletes.
- Assist coaches in designing and implementing conditioning programs.

- Provide support to the athletic training curriculum by providing academic or clinical instruction to students enrolled in such classes.
- Assist in maintaining insurance records and monitoring and verifying insurance billings.
- Assist in developing and monitoring the program budget.

Typical Qualifications

- ***Education and Experience*** – In addition to the education and experience requirements identified for the Athletic Trainer I, the Athletic Trainer II must have at least two years of experience or the equivalent training and experience working as a certified Athletic Trainer in an intercollegiate varsity athletic program. In addition, a master's degree in the applicable field of study is preferred.
- ***Certification*** – Certification requirements are the same as those established for Athletic Trainer I.
- ***Knowledge*** – Incumbents at this level 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 program.

Head Athletic Trainer

The Head Athletic Trainer typically has responsibility for the ongoing 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 Athletic Trainers at this level; 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 student 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.
- Supervise 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

- ***Education and Experience*** – In addition to the educational and experience requirements identified for the Athletic Trainer II, the Head Athletic Trainer must have two to four years of experience or equivalent training and experience working as a certified Athletic Trainer in an intercollegiate varsity athletic program, ***plus*** at least one year of experience in a lead or supervisory capacity including responsibility for program management. In addition, a master's degree in an applicable field of study is preferred.
- ***Certification*** – Certification requirements are the same as those established for Athletic Trainer I.
- ***Knowledge*** – Incumbents at this level 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 supervisory 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 manage 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.