

Classification and Qualification STANDARDS

Athletic Trainer Series

Class Title	Class Code	Date Revised	FLSA
<i>Athletic Trainer I</i>	8180	11-01-2013	<i>Exempt</i>
<i>Athletic Trainer II</i>	8185	11-01-2013	<i>Exempt</i>
<i>Head Athletic Trainer</i>	8190	11-01-2013	<i>Exempt</i>

Classification Standard Reformatted: 11-01-2013

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 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. 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 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 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 – Working independently, incumbents perform 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 develop and coordinate the sports medicine program; provide the full range of work direction to other Athletic Trainers, including assigning, monitoring and evaluating work; develop and monitor the program budget, including the training room and equipment and supplies; and maintain and monitor the medical records and progress of all student 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.

ATHLETIC TRAINER I

Under general supervision, the 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 duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

Athletic Trainer I's typically perform duties that include some or all of the following: 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.

MINIMUM QUALIFICATIONS:

Knowledge:

General knowledge of the principles and practices of athletic training including conditioning, injury prevention, injury assessment and rehabilitation; 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 associations (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 borne pathogens; maintaining medical records, including Health Insurance Portability and Accountability Act (HIPAA) standards; and following insurance procedures.

Abilities:

Ability 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. Incumbents must possess strong interpersonal and communications skills to develop effective working relationships with athletes and serve as a liaison among athletes, coaching staff, parents, physicians and other health professionals.

Education:

Equivalent to bachelor's degree in athletic training, physical education, kinesiology or related field of study or combination of education and experience which provides the required knowledge and abilities. Course work must include completion of the Board of Certification (BOC) curriculum requirements.

License and Certifications:

Possess and maintain Board of Certification (BOC) certification for Athletic Trainer. Some positions may require a valid California driver's license.

ATHLETIC TRAINER II

Working more independently, the 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 duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

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 interns/trainers; 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.

MINIMUM QUALIFICATIONS:

Knowledge:

Comprehensive knowledge of the Athletic Trainer I.

Abilities:

Ability to demonstrate full-to-advanced proficiency in the skills and abilities of the Athletic Trainer I; demonstrate the leadership, organizational, and administrative skills involved in coordinating an athletic training and sports medicine program.

Experience:

Equivalent to two years of experience as a certified Athletic Trainer in a high school or college environment.

Education:

Equivalent to bachelor's degree in athletic training, physical education, kinesiology or related field of study or combination of education and experience which provides the required knowledge and abilities.

License and Certifications:

Possess and maintain Board of Certification (BOC) certification for Athletic Trainer. Some positions may require a valid California driver's license.

HEAD ATHLETIC TRAINER

The Head Athletic Trainer is responsible for the development, organization, and administration of the sports medicine program, including providing work direction to other Athletic Trainers. The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

In addition to the full range of typical activities of the Athletic Trainer II, incumbents typically perform 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 HIPAA; 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.

MINIMUM QUALIFICATIONS:

Knowledge:

Comprehensive knowledge of the Athletic Trainer II. Working knowledge of campus human resource practices and payroll procedures; campus budget and related administrative processes and procedures. Knowledge of effective lead techniques and practices.

Abilities:

Ability to demonstrate the skills and abilities of the Athletic Trainer II; exhibit the organizational and administrative abilities necessary to develop and coordinate a sports medicine program; establish program priorities; provide work direction and training to other Athletic Trainers; promote teamwork to optimize effectiveness; develop and implement policies and procedures to ensure compliance with applicable regulatory agencies; develop and monitor program budget; ensure rehabilitation objectives are achieved and medical records are secured as confidential, accurate, and complete; and ensure accurate maintenance of insurance records and billings.

Experience:

Equivalent to 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 and some experience at the college level.

Education:

Equivalent to bachelor's degree in athletic training, physical education, kinesiology or related field of study or combination of education and experience which provides the required knowledge and abilities.

License and Certifications:

Possess and maintain Board of Certification (BOC) certification for Athletic Trainer. Some positions may require a valid California driver's license.