



## CERTIFIED ATHLETIC TRAINER

### **DEFINITION**

Under direction, coordinates and implements a comprehensive sports medicine program for the care, treatment, rehabilitation, and prevention of physical injuries; administers emergency first aid and attends to the routine medical needs of injured athletes and staff during practice sessions, physical education classes and sporting events; maintains and controls the training room; and performs related duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from assigned supervisory and management personnel. Exercises no supervision of staff.

### **CLASS CHARACTERISTICS**

This journey level professional classification is responsible for independently administering preventative care to athletes to ensure the reduction of injuries, as well as, for providing emergency first aid, triage of injuries, and rehabilitative treatment for sports-related injuries requiring considerable discretion and independent judgment. Positions in the classification rely on experience and judgment to provide the level of care needed for athletes. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to provide the necessary care and treatment. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Provides preventive, post-injury and post-surgical care to athletes engaged in various inter-collegiate sports; administers emergency first aid and attends to the routine medical needs of injured athletes and staff during practice sessions, physical education classes and sporting events.
- Organizes pre-participation exams; conducts various screening procedures, including physical exams and assessments.
- Provides preventive and rehabilitative taping and support for ankles, knees, wrists and other joints, muscle groups and body structures; applies preventative taping, wrapping, bracing, and padding of injured areas; designs, fabricates, and fits custom and commercial protective devices.
- Provides athletic injury documentation, injury surveillance, follow-up treatment, and rehabilitation under a physician's direction; manages treatment of chronic athletic injuries; determines and certifies ability of students and athletes to participate in the athletic program.
- Supervises and participates in the treatment and rehabilitation of injuries, including ultrasound, transcutaneous electrical nerve stimulator (TENS) units, whirlpool, muscle stimulation, massage, hydrotherapy, PNF stretching techniques and modalities, cryotherapy, and thermal therapy.
- Attends athletic events and practices and provides immediate emergency care for injured athletes, other students, staff and visiting athletic guests as needed; escorts injured athletes to proper medical services for primary and follow-up care as needed.
- Maintains records of injuries, rehabilitation, daily treatment, and related activities in the athletics department; prepares accident and insurance forms; informs parents on injuries as appropriate.

- Completes insurance claim filing in accordance with District policies; serves as a liaison between physicians, coaches, athletes, and parents regarding athletic injuries and medical insurance claims.
- Provides technical and individual information to athletes and coaches regarding diets, rest, conditioning, exercises, re-conditioning, and related health matters.
- Orders and inventories athletic training equipment and supplies following a pre-determined budget.
- Oversees and maintains the District athletic training room; reviews equipment and material needs with coaches for individual athletic teams, department use and for health supplies in training program.
- Maintains all forms, reports, and medical records related to athletic injuries, rehabilitation, and clearance.
- Attends seminars, conferences, and other meetings in order to maintain status and certification and to keep up to date on legislation and trends affecting the job area.
- Works productively and cooperatively with others by demonstrating respect, patience and equitable treatment of all internal and external customers.
- Observes and complies with District and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Current foundations, principles, techniques, and practices of athletic and sports trauma, evaluation, prevention, minimization, treatment, and rehabilitation.
- Principles and theories of biology, kinesiology, anatomy, physiology, and biomechanics.
- Equipment used in the prevention, evaluation, and therapeutic and rehabilitative care of athletic injuries and illnesses.
- Athletic equipment used in training and competitive sports.
- Applicable Federal, State, and local laws, regulations, codes, and guidelines relative to assigned areas of responsibility including the Family Educational Rights and Privacy Act (FERPA).
- Rules and regulations of a variety of sports and athletic activities.
- Principles and practices of taping and bracing for the prevention of injuries.
- Rehabilitation and reconditioning techniques for athletic injuries to minimize the risk of re-injury.
- Injury referral methods to appropriate medical professionals.
- Health conditions and illnesses related to athletic participation and sports.
- Basic first aid and CPR and operation and use of an AED.
- Principles and practices of record-keeping.
- District and mandated safety rules, regulations, and protocols.
- Techniques of providing a high level of customer service by effectively interacting with students, staff, faculty, representatives of outside organizations, and members of the public, including individuals of diverse academic, socio-economic, ethnic, religious and cultural backgrounds, physical ability, and sexual orientation.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

### **Ability to:**

- Plan, coordinate, and implement a comprehensive athletic training/sports medicine program.
- Apply the principles of taping and bracing for prevention of injuries.
- Evaluate and assess the condition and progress of student athletes in therapeutic, rehabilitative, and conditioning programs and modify these programs to meet individual needs.
- Effectively operate and supervise the use of a variety of exercise and conditioning equipment such as

- free weights, nautilus and universal machines, ergometers, and treadmills.
- Effectively administer therapeutics and first aid to injured student athletes.
- Act decisively and prudently in emergency and life-threatening situations.
- Establish, maintain, and organize medical insurance, treatment, and injury records and reports.
- Perform basic first aid and CPR and utilize an AED.
- Interpret, apply, and explain applicable District policies, rules, and regulations related to areas of responsibility.
- Establish and maintain a filing, record keeping, and tracking systems.
- Organize own work, set priorities, and meet critical time deadlines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Demonstrate sensitivity to, and understanding of, the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds of community college students.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Education:

Equivalent to a bachelor's degree from an accredited college or university with major coursework in kinesiology, physical education, health, pre-medicine, biology, or a related field.

Experience:

Three (3) years of athletic training experience.

**Licenses and Certifications:**

- Possession of a valid California Driver's license to be maintained throughout employment.
- Possession of National Athletic Trainers Association certification to be maintained throughout employment.
- Possession of First Aid and Cardiopulmonary Resuscitation certifications to be maintained throughout employment.

**PHYSICAL DEMANDS**

Must possess mobility to work in an athletic training facility and in the field and use standard office and medical, therapeutic, and rehabilitative apparatus and equipment, including a computer; to operate a motor vehicle and to visit various college and event sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Must possess the mobility, physical strength, and stamina to respond to emergency situations, provide injury and illness care, and use all medical, therapeutic, and rehabilitative equipment. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator, as well as, to set up and manipulate modalities, tape, and apply splints and to operate the equipment mentioned above. Positions in this classification frequently bend, stoop, kneel, reach, climb, run, and walk on uneven surfaces to provide medical care; and push and

pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 75 pounds and heavier weights with the use of proper equipment.

#### **ENVIRONMENTAL CONDITIONS**

Employees work in standard office, gymnasium, treatment room, and outdoor sports events environments and are occasionally exposed to loud noise levels, wet weather conditions, and cold and/or hot temperatures. Incumbents may be exposed to blood and body fluids. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.