

UW HEALTH JOB DESCRIPTION

Athletic Training Outreach Coordinator

Job Code: 930023

FLSA Status: Exempt

Mgt. Approval: P. Swain

Date: May 2023

Department: Athletic Training Outreach Program

HR Approval: J. Olson

Date: May 2023

JOB SUMMARY

The Athletic Training Outreach Coordinator is an experienced athletic training position with responsibility for patient care, assisting with clinical program development, and coordination of key program functions such as staff scheduling, staff education, new staff onboarding and competency training, leading process improvement initiatives, and serving as a liaison between UW Health and our contracted schools for improving delivery of care.

This position requires that the incumbent possess the clinical evaluation and educational skills expected of an Athletic Trainer. The incumbent will provide athletic training services on behalf of the organization.

The incumbent has direct patient contact primarily for the evaluation and treatment of medical and musculoskeletal pathology consistent with the scope and practice of athletic training clinical competencies as defined by the BOC and the State of Wisconsin Athletic Training Affiliated Credentialing Board. The incumbent must perform many of the outlined tasks with minimal or no supervision in the clinical setting and in the field. Patients include pediatric through geriatric populations in the outreach setting. The incumbent has access and knowledge of confidential medical information regarding patient medical history, as access to this information is crucial in the evaluation and treatment of patients and athletes.

Problems encountered are of a moderate level of complexity and a considerable amount of creativity, resourcefulness, and innovation are utilized in problem solving. Patient and/or athlete treatment plans are developed using only broad guidelines for development, which require a high degree of independence in decision-making. Coordination of patient and/or athlete care services with other healthcare providers is essential.

A wide variety of internal and external relationships are involved in the performance of this position and a high degree of independence in creating and enhancing these relationships is expected. Internal contacts include, but are not limited to, other members of the athletic training and physical therapy staff, physicians, nursing staff, fitness center staff, exercise physiology staff, preventive cardiology staff, radiology staff, public relations staff, legal counsel, and a variety of support staff. External contacts include, but are not limited to, physicians, athletic trainers, and physical therapists from other institutions, academic athletic training programs, patient and/or athlete family members, coaches, athletic directors, equipment vendors, case managers, and insurance representatives.

The incumbent is highly involved in the instruction and/or training activities of a variety of students, faculty, clients, patrons, and the general public. Student programming, staff development, and research facilitation are areas which involve a high degree of problem solving, interpretation, and analysis. Therefore, a strong clinical, academic, and organizational background is necessary.

MAJOR RESPONSIBILITIES

I. **Patient Care** (approximately 30-40% of the position will involve event or school-based coverage responsibilities)

1. The Athletic Trainer is responsible for a variety of functions related to acute injury and health condition care of participants related to athletic activities. These include but are not limited to:
 - a. Participating in the emergency action plan for the location
 - b. Identifying event coverage needs upon arrival related to acute health care (e.g. AED location, means of contacting EMS)
 - c. Helping with pre-participation needs of athletes and game officials for the event
 - d. Responding to and evaluating acute injury and health related situations
 - e. Making return to participation decisions for the athletes and game officials related to the events
 - f. Applying, using, or advising any necessary interventions regarding health conditions including, but not limited to modalities, splints, braces/tape, compression, epinephrine autoinjector administration, use of an AED, removal from participation, cold-bath immersion, or use of other necessary durable medical equipment.
 - g. Determining the need for EMS involvement with health care situations
 - h. Advising the event participant on follow-up care for any health-related issues encountered
 - i. Providing any necessary post-event care of health-related situations associated with the athletic event.

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2. The performance of an appropriate medical history on each patient seen that must include but is not limited to:
 - a. A thorough history of injury or condition
 - b. A primary complaint
 - c. A pain level assessment
 - d. Past medical history
 - e. Quality of life and how it is affected
3. The performance of appropriate physical examination, cognitive function, symptom evaluation, or vital signs on each patient seen regarding a potential injury or condition. This includes but is not limited to:
 - a. Range of motion testing
 - b. Strength and/or Manual Muscle testing
 - c. Sensation testing
 - d. Palpation
 - e. Functional testing
 - f. Ligamentous testing
 - g. Special tests as needed
 - h. Concussion evaluation as needed
 - i. Vital signs as needed
4. The performance of educational responsibilities is specific to the needs of each individual patient. This includes but is not limited to:
 - a. Exercise instruction
 - b. Answering patient questions regarding the treatment plan, surgery, rehabilitation, and any necessary follow-up care
 - c. Communication with guardians when necessary regarding the nature of the injury or health condition, the treatment plan, necessary monitoring of the patient, rehabilitation instruction, and recommended follow-up care
5. Select, apply, and evaluate the effectiveness of therapeutic interventions using best evidence to guide those decisions. Interventions used by athletic trainers include, but may not be limited to the following:
 - a. Manual therapy (e.g., massage, joint mobilization, proprioceptive techniques, muscle energy techniques)
 - b. Techniques to restore joint range of motion and muscle extensibility
 - c. Exercises to improve strength, endurance, speed, and power
 - d. Proprioceptive activities to improve balance, neuromuscular control, and coordination
 - e. Agility training
 - f. Exercises to improve cardiorespiratory fitness
 - g. Sports specific and/or functional exercises

Modalities

- a. Thermal agents (e.g., hot pack, cold pack, etc.)
 - b. Electrical stimulation
 - c. Therapeutic ultrasound
 - d. Mechanical agents (e.g., traction)
 - e. Therapeutic laser
 - f. Biofeedback
6. Fitting the patient with splints, crutches, braces, wraps, and other various durable medical equipment as directed by the attending physician or as selected independently by the athletic trainer in the outreach setting. The incumbent will also educate the patient on the appropriate use of the equipment provided to the patient.
7. Removal of sutures or staples as directed by the attending or referring physician and providing dressing changes to post-surgical patients as directed by the attending or referring physician
8. All required documentation for patient encounters will be accurately completed following UW Health Athletic Training Outreach Program guidelines.
9. Provide guidance to school administrators, coaches, athletes, parents, and organizational groups regarding healthcare related topics

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II. Staff Education and Onboarding

- a. Plan and present pertinent education to staff and keep teams informed regarding new practice guidelines or pertinent organizational policy changes.
- b. Plan and lead annual competency training.
- c. Assist with onboarding and training of new Outreach Athletic Training staff.

III. Administrative Functions

- a. Assist with staff coordination activities such as scheduling and payroll approval
- b. Coordinate with other UW Health Departments (Payroll, Finance, HR, etc.) to assist in problem solving or to assist with answering staff questions or concerns.
- c. Assist Manager of Athletic Training Outreach Services with short and long-term strategic and operational planning.

IV. Other Duties

- a. Lead appropriate program process improvement initiatives.
- b. Serve as a liaison between the UW Health Outreach Athletic Training Program and the contracted schools and organizations that we serve.
- c. Perform additional duties as assigned.

ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.

JOB REQUIREMENTS

Education	Minimum	Undergraduate degree in Athletic Training
	Preferred	Work completed towards Master's degree in Athletic Training
Work Experience	Minimum	Three (3) years of athletic training experience
	Preferred	
Licenses & Certifications	Minimum	<ul style="list-style-type: none"> • Wisconsin Athletic Trainer License. UW Health may allow a one-month grace period to obtain license in extenuating circumstances. No patient care will be performed within the grace period. • Certification by the BOC (Board of Certification for the Athletic Trainer)
	Preferred	
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Should possess the skills needed to deliver patient-centered care as a member of an interdisciplinary team, emphasizing evidence-based practice, quality improvement approaches, healthcare informatics, and professionalism • Familiarity with a variety of equipment, including computer software (e.g. Microsoft Suite) • Excellent organizational skills, time management, flexibility, and positive attitude are crucial to successful performance • Excellent verbal and written communication skills • Ability to work in a team environment and to collaborate with a variety of health care professionals • Ability to work independently and make decisions regarding patient care, administrative issues, and communications • Ability to maintain confidentiality • Arrives in a punctual manner and is present or arranges coverage for all assigned responsibilities • Works to assure that each athlete encountered has the most appropriate and timely treatment possible. Facilitates appropriate appointments and is available in urgent care situations. • Demonstrates emergency management skills for all necessary conditions that may be encountered. This will be assessed and demonstrated annually through in-service programs.

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	<ul style="list-style-type: none"> • Demonstrates the ability to accurately document in the medical record. Accurately documents the results of evaluations, rehabilitation progress, and other medical interventions. • Documents injuries that are encountered following UW Health Athletic Training Outreach Program guidelines • Demonstrates ability to assess data reflective of an athlete's status • Demonstrates ability to interpret relevant information needed to identify athlete care requirements • Delivers athlete medical care in a positive, caring, and empathetic manner while working to assure all patient questions are answered in a helpful manner • Work will be performed in multiple off-site locations. The incumbent must have adequate transportation to perform work duties in a timely manner, hold a valid driver's license, and have appropriate insurance.
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AGE SPECIFIC COMPETENCY (Clinical jobs only)

Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.

Instructions: Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,

	Infants (Birth – 11 months)		Adolescent (13 – 19 years)
	Toddlers (1 – 3 years)		Young Adult (20 – 40 years)
	Preschool (4 – 5 years)		Middle Adult (41 – 65 years)
	School Age (6 – 12 years)		Older Adult (Over 65 years)

JOB FUNCTIONS

Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.

PHYSICAL REQUIREMENTS

Indicate the appropriate physical requirements of this job in the course of a shift. *Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.*

Physical Demand Level	Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as docket, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	Up to 10#	Negligible	Negligible
Light: Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	Up to 20#	Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	Negligible or constant push/pull of items of negligible weight
X Medium: Ability to lift up to 50 pounds maximum with frequent lifting/and or carrying objects weighing up to 25 pounds.	20-50#	10-25#	Negligible-10#
Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	50-100#	25-50#	10-20#
Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#	Over 20#
Other - list any other physical requirements or bona fide occupational qualifications not indicated above:			

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.