

UW HEALTH JOB DESCRIPTION

Athletic Training Residency Coordinator

Job Code: 930004	FLSA Status: Exempt	Mgt. Approval: J. Strifler	Date: July 2023
Department: Clinics - Orthopedics		HR Approval: J. Olson	Date: July 2023

JOB SUMMARY

The Athletic Training Residency Coordinator is an experienced athletic training position with clinical responsibilities in the UW Health Sports Medicine and Orthopedic Clinics. This position requires that the incumbent possess the clinical evaluation and educational skills expected of an Athletic Trainer for UW Health. The incumbent will provide athletic training services for UW Health under the direction of a designated physician.

In addition to the clinical responsibilities outlined, the Athletic Training Residency Coordinator has responsibility and day to day oversight for the Athletic Training Residency Program. In this role, the incumbent is responsible for leading the recruitment of new residents, onboarding new residents for orientation and scheduling, coordinating learning experiences for residents, conducting regular rounding regarding work performance, assisting leadership by providing input on the performance appraisal for each resident, and securing and maintaining accreditation by the Commission on Accreditation of Athletic Training Education for the Athletic Training Residency Program.

The Athletic Training Residency Coordinator 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 Board of Certification (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 clinical and outreach settings. The Coordinator has access to and knowledge of confidential medical information regarding patient's medical history; access to this information is crucial in the evaluation and treatment of patients.

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

A wide variety of internal and external contacts and relationships are involved in the performance of the duties of this position. 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 administrative staff. External contacts include, but are not limited to, physicians, athletic trainers, and physical therapists from other organizations, academic athletic training programs, other athletic training residency programs, patients and/or athlete family members, coaches, athletic directors, equipment vendors, case managers, and insurance representatives. The incumbent also plays a lead role in the development of clinical support staff, athletic training internship students, and volunteer workers.

The Athletic Training Residency Coordinator is highly involved in the instruction and/or training activities of a variety of students, faculty, clients, patients, and the public. Student programming, staff development, and research facilitation are areas which involve a high degree of problem solving, interpretation, and analysis.

MAJOR RESPONSIBILITIES

Coordinator of the Athletic Training Residency Program

1. Coordinates the day-to-day operations of the UW Health Athletic Training Residency Program and works closely with preceptors and other faculty and staff to deliver a superior educational product.
2. Coordinates employment searches and recruitment of athletic training resident candidates. Provides input into final hiring decisions of athletic training residents.
3. Performs regular assessments of the knowledge, skills, and behaviors of the athletic training residents and provides significant input into performance appraisal.
4. Leads strategic planning initiatives for the UW Health Athletic Training Residency Program.
5. Develops and manages the budget for the UW Health Athletic Training Residency Program.
6. Responsible for securing and maintaining Residency Program Accreditation through the Commission on Accreditation of Athletic Training Education (CAATE).

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7. Performs ongoing assessments and directs quality improvement efforts for the UW Health Athletic Training Residency Program.
8. Represents UW Health nationally as a resource and content expert on athletic training residency education.

Athletic Trainer: UW Health Athletic Trainer in the Physician Practice

1. The performance of an appropriate medical history on each patient seen that must include, but is not limited to:
 - a. A thorough history of the 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
2. The performance of an appropriate physical examination on each patient seen. 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
3. The ordering of diagnostic studies or other referrals under the direction of the attending physician to include, but is not limited to:
 - a. Radiographs
 - b. MRIs
 - c. EMG Studies
 - d. CT Scans
 - e. Ultrasounds
 - f. Rehabilitation referrals
 - g. Physician referrals
4. The performance of educational responsibilities 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 future care
5. Providing initial rehabilitation exercises and the instruction, demonstration, and feedback on patient performance of the exercises as directed by the attending physician
6. Fitting the patient with splints, crutches, braces, wraps, and other various durable medical equipment as directed by the attending physician. The incumbent will also educate the patient on the appropriate use of the equipment provided to the patient.
7. Removal of sutures or staples and providing dressing changes to post-surgical patients as directed by the attending physician.
8. Aiding the physician in preparing patients for injections that will be performed by the attending physician. Preparations include cleaning and disinfecting the area to be injected and preparing materials to be utilized both prior to and after the injection.
9. Completing all required documentation accurately for each patient encounter, following UW Health guidelines.
10. Scheduling of patient follow up clinic appointments.
11. Rooming patients for clinic visit to include:
 - a. Vitals
 - b. Pain Rating
 - c. Learning Assessment

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- d. Medication Reconciliation
- e. Allergy Verification
- f. Updating past medical and surgical history

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

JOB REQUIREMENTS

Education	Minimum	Undergraduate Degree in Athletic Training
	Preferred	Masters Degree in Healthcare, Athletic Training, Education, or Business
Work Experience	Minimum	Five (5) years of experience as an Athletic Trainer in the physician practice
	Preferred	Six (6) or more years of experience as an Athletic Trainer in the physician practice
Licenses & Certifications	Minimum	Certification by the Board of Certification for Athletic Trainers Licensure as an Athletic Trainer in the State of Wisconsin
	Preferred	Orthopedic Technician Certification
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Excellent verbal and written communication skills. Demonstrates effective communication skills with supervisors, peers, and all other medical staff encountered. • Ability to use medical terminology • Strong clinical, academic, and organizational background • Possesses 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 • Arrives in punctual manner and is present or arranges coverage for all assigned responsibilities • Demonstrates the ability to accurately document in the medical record • Works to assure each patient encountered has the most appropriate and timely treatment possible • Demonstrates emergency management skills for all necessary conditions that may be encountered • Demonstrates willingness, flexibility, and a positive attitude toward the performance of all responsibilities • Delivers patient medical care in a positive, caring, and empathetic manner while working to assure all patient questions are answered in a helpful manner

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,

<input type="checkbox"/>	Infants (Birth – 11 months)	<input checked="" type="checkbox"/>	Adolescent (13 – 19 years)
<input type="checkbox"/>	Toddlers (1 – 3 years)	<input checked="" type="checkbox"/>	Young Adult (20 – 40 years)
<input checked="" type="checkbox"/>	Preschool (4 – 5 years)	<input checked="" type="checkbox"/>	Middle Adult (41 – 65 years)
<input checked="" type="checkbox"/>	School Age (6 – 12 years)	<input checked="" type="checkbox"/>	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
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	Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as dockets, 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.