

FORT SCOTT COMMUNITY COLLEGE
Position Description AT04

NAME: _____ **JOB TITLE: Sports Medicine Coordinator**

DIVISION/DEPARTMENT: Athletics

RESPONSIBLE TO: Director of Athletics

MONTHS PER YEAR: 10 **HOURS PER WEEK: Exempt** **UPDATE: 06-06**

CREDENTIALS/EDUCATION:

Bachelor's Degree and certification required
NATABOC certification required
CPR and First Aid certification with American Red Cross, American Heart Association, or National Safety Council required
Registered athletic trainer/eligible for registration by Kansas State Board of Healing Arts
Ability to work effectively with students, faculty, administration, coaching staff and physicians
Knowledge of bloodborne pathogens laws and regulations

MAY BE REQUIRED TO: Transport equipment to various sites, lift heavy objects to approximately 50 pounds

SUPERVISORY RESPONSIBILITIES: Supervise work study students within department

DUTIES AND RESPONSIBILITIES:

1. Work closely with supervising team physician, per the practice protocol filed with the Kansas State Board of Healing Arts, to evaluate, treat, rehabilitate and/or refer athletes to the appropriate physician for injuries or illnesses
2. Maintain appropriate records including collection of athlete medical history, physicals, and insurance information, as well as documentation of injury reports, medical referrals, physical diagnoses and prescriptions, and rehabilitation progress notes
3. Work with athletes, coaching staff, parents, and physicians to ensure athlete compliance with treatment and rehabilitation programs
4. File and maintain records of secondary insurance claim forms and medical bills
5. Establish policies for athletic training room availability and use.
6. Maintain athletic training room in a clean, orderly manner
7. Purchase, maintain and inventory all expendable and nonexpendable equipment
8. Oversee practice and event coverage including attending al home athletic contests as well as all away football games
9. Schedule EMS coverage for home football games
10. Provide training kits to teams that will be traveling or who have practices out of season.
11. Recruit, train and establish a work schedule for student athletic training staff
12. Provide input as a member of the Bloodborne Pathogens Committee
13. Attend various department and college meetings as ability and/or requirements allow
14. Provide self with continuing education opportunities including self study courses or attendance at seminars/conferences in order to enhance services as well as meet NATABOC certification and Kansas Board of Healing Arts registration requirements

Reviewed by Supervisor: _____
Signature

Date

All job descriptions are subject to revision based on changing needs of the college.