Clinical Athletic Trainer Job Duty

Job Title: Athletic Trainer

General Job Description: The athletic trainer is the liaison between the patient, the medical doctors or their support staffs, and the medical assistant. Job includes following the patient from the time of arrival to their time of departure and making sure all the patient's and doctors needs are met to provide the best physician/patient experience as possible.

Supervision Received: Reports directly to the clinic coordinator.

Physical Demands: Possible lifting, bending, walking, kneeling, stretching, and stooping. Requires eye-hand coordination and manual dexterity to allow for suture or staple removal. Requires normal hearing and eyesight to allow for patient interaction and transfer of patient information from the patient to pen chart. Need to have the ability to handle high amounts of stress.

Typical Working Conditions: Fast paced orthopedic medical practice environment. Occasional night or early morning hours as well as the possibility for overtime. Must be able to adjust and adapt to changing conditions.

Duties:

Primary Responsibilities:

1. Responsible for following new patient care from check in to check out.
2. Liaison between patient, medical assistant, physician or physician office staff.
3. Responsible for escorting patients from the registration lounge to the exam room, cast room, or X-ray waiting area.
4. Responsible for data collection and data entry (patient history).
5. Responsible to provide home exercise protocols for patients per the doctor's request.
6. Responsible for patient setup and education of electrical modality units.
7. Responsible for patient brace/crutch fitting and product education.
8. Responsible for daily stocking of clinic rooms.
9. Responsible for following all HIPAA regulations and guidelines.
10. Responsible for following all OSHA guidelines while handling blood or bodily fluids.
11. Responsible for organization of work time and work areas.

Secondary Responsibilities:

1. Provide assistance to medical assistants for stocking and cleaning of all clinic areas. These areas include exam rooms, doctor's stations, closets, and any area patient may have access to. If you see paper on the floor pick it up. Clinic exam rooms are to be thoroughly cleaned biweekly or sooner if needed. If stock is low or missing restock it and let the clinic coordinator know what product needs to be reordered.
2. Responsible for helping to check in charts the night before patient's appointment and making sure all needed information is in chart: test results, referrals, lab results, ect. If anything is missing call the

appropriate facility to retrieve the needed information. This should be done prior to the patient being seen by the physician.

3. Responsible for backing up other employees, which may include changing offices, stations, or assignments.
4. Must be able to answer phones, take messages, or transfer patient to appropriate department.
5. Must be able to communicate with patients, fellow employees, physicians, and physician support staff. Remember the patient is always right even when they are wrong.
6. Must be able to take pulse rate, blood pressure, respirations, and or temperature and determine if any of the above is normal or abnormal.
7. Responsible for suture or staple removal for a postoperative patient.
8. Responsible for aiding physician in procedures as needed.
9. Responsible for wound care and wound dressing.
10. Responsible for drawing up injectables per doctor protocol.
11. Responsible for maintaining clinic flow between all areas of the clinic.
12. Opening procedures: Make sure all lights in all patient areas are turned on and all patient rooms are cleaned and stocked. Turn on pen tabs. Make sure all the fee tickets and new demographic forms are complete. Help with any remaining chart preparation. Look for any test results that may have come in over night. Make sure all clinic areas are cleared of dictated charts or papers left by previous physicians or physician staff.
13. Closing procedures: Help make sure all charts are checked in and notes are left for the needs of the visit. Help check in X-ray jackets. Check charts to make sure all needed information is in the charts for the next day's visit. Help spray down all exam rooms with disinfectant cleaner and set rooms back up. **Do not leave gowns on the floor or in the doorway when cleaning and scrubbing rooms**. Make sure all clinic areas are cleared of dictated charts or papers left by previous physicians or physician staff.

Performance Requirements: Knowledge and proficiency with all the above listed duties and procedures.

Minimum Qualifications:
Education: Must possess at least at Bachelors Degree.
Experience: Some medical experience preferred but not required.
Certificate/License: Must be NATA BOC certified and possess or be in the process of acquiring licensure, certification or registration from the state.

F/cbl/CIC/Clinical ATC job duty