

Sample Job Description: Physician Practice

SUMMARY OF COMPANY

Enter a brief description of who is hiring the AT. Example: The National Athletic Trainers' Association (NATA), a non-profit association organization, is seeking a full-time athletic trainer for the role of Athletic Trainer-in-Residence at the NATA Headquarters in Carrollton, TX.

POSITION TITLE: Athletic Trainer

REPORTS TO: Physician, Practice Manager

QUALIFICATIONS:

Required

YEARS OF EXPERIENCE: *Enter preferred years of experience here.*

EDUCATION: Bachelor's Degree

CERTIFICATION/LICENSES: Must be BOC certified and possess state athletic training licensure, certification or registration. NPI Number Required.

KNOWLEDGE, SKILLS AND ABILITIES

- Applied Knowledge: Athletic trainers must have knowledge about a large range of medical problems. Assessment and evaluation skills and working with other healthcare professionals will be needed.
- Decision-Making Skills: Quick thinking by athletic trainers are vital to patient health.
- Attention to Detail: Athletic trainers should take notes on how people are recovering, and how to best keep them healing.
- Interpersonal Skills: Athletic trainers work with people in stressful situations. Keeping a clear head and a calm demeanor when talking to patients, medical professionals, staff and families will be an asset.
- Must have strong oral communication skills (reading, writing, speaking and comprehension).
- Must have the ability to organize, prioritize and perform multiple tasks with little or no supervision.

Recommended/Preferred:

SPECIFIC DUTIES & RESPONSIBILITIES:

- Responsible for following patient care from check in to check out.
- Liaison between patient, physician or physician office staff.
- Responsible for taking patient history, initial evaluation and documentation.
- Design and educate patients on home exercise protocols per the physician's request.
- Responsible for patient setup and education of in office procedures.
- Prepares for and assists physician with in office procedures.

- Responsible for brace and crutch fitting and product education.
- Triage patient messages, phone calls and questions appropriately, whether it is resolving issue within the scope of practice or utilizing physician, nurse triage and other ancillary staff as needed.
- Responsible for maintaining clinic flow between all areas of the clinic.
- Completes special projects as assigned.
- Counsel patient regarding diagnosis, treatment options, and outcomes.

Surgical Position

- Responsible for patient set up for OR procedure.
- Knowledge and skill of sterile prep and draping in OR.
- Ability to communicate with scrub tech, OR Nurse, Anesthesia regarding procedure expectations.
- Collaborate with outside vendors for surgical needs such as grafts, implants, or special equipment needed.
- May be needed for patient positioning, retraction, suction, and wound closure as discretion of physician.

NUMBER/DESCRIPTION OF PATIENTS RESPONSIBLE FOR: *Provide number of patients and patient population the AT is responsible for.*

TRAVEL REQUIREMENTS: *List any travel requirements here.*

PHYSICAL REQUIREMENTS

Work is medium demand. Lifting 50 pounds maximum with frequent lifting and/or carrying of objects weighing up to 25 pounds. Medium strength is required to position patients for examination. May assist patients as needed, helping them on and off the exam table and/or bed. Works inside hospital and clinic settings.

SUPERVISORY RESPONSIBILITIES: *List if any or "No Supervisory Responsibilities"*

ADDITIONAL QUALIFYING FACTORS

- *Is there a pre-employment drug test that must be passed?*
- *Is there a background screening check that must be passed?*
- *Is transportation to/from work a necessity?*
- *Is holding a valid driver's license a necessity?*
- *This is also where Shareholder Preference, Equal Opportunity Employments, and any other legal disclaimers would be placed within the job description.*

WEBSITE OF HIRING ORGANIZATION LINK HERE