

Sample Job Description: College/University – Director of Sports Medicine

SUMMARY OF COMPANY

Enter a brief description of who is hiring the AT.

POSITION TITLE: Director of Sports Medicine

REPORTS TO:

Medical Supervision:

Health Care Administrative Supervision:

QUALIFICATIONS:

Required

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

EDUCATION: Master's Degree

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

SPECIFIC DUTIES & RESPONSIBILITIES:

- Administers and oversees the care, prevention, evaluation, treatment and rehabilitation of injuries to all student-athletes.
- Provides specific clinical care as assigned by the Medical Director.
- With Medical Director, manages and supervises sports medicine staff.
- Organizes and maintains all medical records in accordance with federal and state regulations.
- Develops and maintains emergency action plans for all permanent and temporary practice and competition venues in accordance with university risk management guidelines and state regulations.
- Develops and maintains all department guidelines, policy and procedure in accordance with national/international best practices and consensus statements.
- With Medical Director, develops and maintains all service contract with medical consultants.
- Prepares clear and accurate reports regarding travel authorities, expenditure reconciliations, visa reconciliations, inventory lists and requested accounting.
- Maintains student-athlete insurance information.
- Maintains good communication with the insurance providers and manages all paperwork required for claims.
- Develops and manages the Athletic Training Facility, budgets and policies to maintain optimal health, safety and welfare of all constituents.
- Coordinates the purchasing and use of all equipment and supplies needed for the operation of the athletic training facility, in accordance with State and University policies.
- With Medical Director, Plans and coordinates physical examinations and screenings.
- Communicate with physicians and coaching staff regarding the injury status of athletes.
- Makes appropriate physician's referrals and appointments.

- Organizes and administers drug testing per department policy.
- Assists the institution in hosting athletic events.
- Assists the Athletic Director and coaching staff in determining whether the athletic facility is in optimal and safe condition.
- Helps monitor weather conditions and dangerous environments (humidity/lightning).
- Adheres to Conference guidelines, including visiting team accommodations and services.
- Ensures the Athletic Department staff maintains First-Aid, CPR and AED certification.
- Responsible for implementation and rehearsal of health and safety best practices.
- With Medical Director assigns Athletic Health Care Administrator per NCAA guidelines.
- Knowledge of rules and regulations set forth by the NCAA and conference should be maintained, reviewed and practiced to ensure compliance relative to those applicable duties.

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 100 pounds maximum with frequent lifting and/or carrying of objects. Medium strength is required to position patients for examination. May assist patients as needed, helping them on and off the exam table. Ability to work a flexible schedule, including evenings, weekends, and holidays.

SUPERVISORY RESPONSIBILITIES: *This statement should accurately reflect all individuals this position is directly supervising including sports nutrition, sports psychologist, strength and conditioning coaches, etc.*

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