

# EMPLOYER TOOL: WHAT TO INCLUDE IN AN OUTREACH CONTRACT



In an outreach model, there are two contracts:

- 1) Between the AT and the employer, and
- 2) Between the employer and the client seeking AT services.

**Employer** = Hospital, clinic, per diem contracting company, etc.

**Client** = High school, industrial site, public safety department, athletic event organization, etc.

This checklist can be used by the employer to evaluate contract elements\* with an athletic trainer candidate. It does not pertain to contracts between the employer and the client.

## CRITICAL ITEMS:

- Employer name:** Who employs the AT?
- Client name:** Who gets the AT's services?
- Terms of agreement, including:**
  - Number/location of weekly hours
  - Start/end date of contract
  - Wage: amount, salary, hourly, etc.
  - Exempt or nonexempt
  - Termination policies
  - Renewal process
  - Name/role of AT supervisor
  - Minimal qualifications
  - Job description and responsibilities
  - Nondiscriminatory language
  - Professional liability coverage
  - Travel requirements
  - Confidentiality requirements
  - Leave of absence policy
  - Signatures

## PREFERRED ITEMS:

- Athletic Training facility and office space
- Defined discipline process
- Annual review
- Filing complaints
- NATA membership dues allowance
- Professional development allowance
- Equipment/supply budget
- Telework eligibility
- Security clearance
- Indemnification agreement
- Non-solicitation
- Employee training
- Defined marketing expectations that don't violate anti-kickback/Stark rules
- Uniform
- Pandemic clause for nontraditional athletic training duties, scheduling, etc.
- Entire agreement clause

## SHOULD NOT BE INCLUDED:

- Referral quotas
- Marketing/endorsement expectations outside of athletic training scope of practice
- Required direction to specific provider or organization
- Vague/ill-defined work schedule
- Vague/ill-defined reporting lines
- Vague/ill-defined payment structure
- Noncompete clause
- Exclusion of items from critical items column
- Items that violate NATA Code of Ethics
- Items that violate BOC Standards of Professional Practice

## AVAILABLE RESOURCES:

**NATA Code of Ethics:** <https://www.nata.org/sites/default/files/nata-code-of-ethics.pdf>

**BOC Standards of Professional Practice:** [https://www.bocatc.org/system/document\\_versions/versions/154/original/boc-standards-of-professional-practice-2018-20180619.pdf?1529433022](https://www.bocatc.org/system/document_versions/versions/154/original/boc-standards-of-professional-practice-2018-20180619.pdf?1529433022)

[www.nata.org/practice-patient-care/health-issues/covid-19-coronavirus](http://www.nata.org/practice-patient-care/health-issues/covid-19-coronavirus)

[www.nata.org/committee-practice-advancement](http://www.nata.org/committee-practice-advancement)