

CONWAY REGIONAL HEALTH SYSTEM POSITION DESCRIPTION

EFFECTIVE DATE: 7/2021

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JOB TITLE: HENDRIX COLLEGE ATHLETIC TRAINER-SAFETY SENSITIVE
POSITION ID: 01.9803.340

POSITION SUMMARY:

Conway Regional Health System seeks an energetic athletic trainer who will, within the scope of licensure and legal boundaries, provide education, assessment, treatment and preventative services for athletic related injuries and illnesses to assigned student-athletes, coaching staff, and members of the Athletic Department at Hendrix College. Individual must maintain accurate and confidential documentation. Individual will serve as a liaison to and coordinate treatment and referrals with physicians and healthcare professionals to assure continuity of care to student-athletes within the Hendrix College Athletic Department.

Athletic Trainer will need to complete all reporting requirements for the College as well as Conway Regional Medical Center. They will serve as an ambassador for Conway Regional Health System, embodying the values of Hendrix College and Conway Regional Health System. The athletic trainer is expected to meet the hospital's and College's professional, clinical, technical, communication, and documentation requirements and standards and to make decisions based on established National Athletic Trainers' Association (NATA) guidelines and in compliance with the NATA and BOC Code of Ethics.

SAFETY SENSITIVE POSITION:

This position is designated as "Safety Sensitive Position" under Act 593 of the State of Arkansas. An employee who is under the influence of Marijuana constitutes a threat to patients/customers which Conway Regional is responsible for in providing and supporting the delivery of health care related services.

MINIMUM JOB QUALIFICATIONS:

PRE-HIRE QUALIFICATIONS:

- Bachelor's Degree required
- Eligible for or certified by the Board of Certification for the Athletic Trainer
- Valid Driver's License
- Eligible for or holds current license as an athletic trainer in the State of Arkansas
- Current CPR/AED for HealthCare Provider Certification

Other education and experience may be substituted (if applicable) for the required minimum job qualifications with the approval of the Corporate Director of Human Resources.

REPORTS TO:

Manager of Athletic Training Services

JOB PERFORMANCE REQUIREMENTS:

- Comply with hospital system & Hendrix College Athletic Department Policies & Procedures; NCAA and Southern Athletic Association (SAA) Manuals, NCAA, BOC Athletic Training Code of Ethics and Conduct.
- Abide by all Hendrix College policies.

- Responsible to maintain a professional image while representing the hospital and Hendrix College at games, practices, away trips, conventions or meetings and in the local community.
- Assist in the daily operation, maintenance and security of the athletic training facilities.
- Coordinate all medical care, treatment, and rehabilitation for assigned teams and athletes, as well as the Athletic Administration and coaching staff within current best practice guidelines.
- Work with appropriate medical providers in the referral and return to play decisions for student-athlete injuries and illnesses.
- Develop, supervise, evaluate, and modify individual exercise programs for rehabilitation to help athletes return to a pre-injury status.
- Maintain appropriate records including injury reports, home care instructions, referrals, treatment records, rehabilitation progress notes, and insurance information, and complete student documentation as required by law, college and hospital regulations.
- Attendance at practices, home contests, and travel as allowable by assigned teams is required.
- Maintain a positive rapport and relationship with Athletic Department administration, coaching staff, and University faculty, staff and students.
- Serve as liaison between the team physician(s), the athlete, the athlete's parents, coaching staff, and athletic administration.
- Serve as a consultant to coaching staff on conditioning, nutrition, and protective equipment.
- Assist with prevention of injuries including education for athletes and coaches, identifying factors that put athletes "at risk", correcting deficiencies in athletes as deemed necessary, as well as taping and bracing.
- Provide emergency care and first aid including availability of necessary equipment, communication procedures for emergency situations, and prompt, accurate triage.
- Cover sporting events as scheduled with the Athletic Director and Manager of Athletic Training Services.
- Prepares and maintains a variety of reports, correspondence and notices.
- Maintains current professional knowledge base through attendance at conferences, workshops, or other professional development activities.
- Maintains appropriate levels of confidentiality in line with HIPAA, FERPA, hospital and institutional requirements.
- Assist the Manager of Athletic Training Services with all other duties as assigned.

SAFETY/EMERGENCY:

- Practices according to safety and infection control policies
- Initiates and follows established standards in emergency situation(s)
- Maintains annual competencies related to safety and emergency situations

COMMUNICATION:

- Good Interpersonal skills in communicating to parents and staff.
- Maintains confidentiality in matters relating to patient, family and staff
- Communicates with student athlete, family and athletic staff in a professional manner exhibiting patience and tact, which decreases anxiety and conveys an attitude of acceptance, sensitivity and caring.
- Maintains the integrity of confidential information relating to a student, family, colleague or district patron. Uses or relays personal information only in the course of performing assigned responsibilities and in the best interest of the individuals involved.

LEADERSHIP & COORDINATION:

- Follows all district or supervisor policies, rules, regulations, memos, bulleting, announcements, applicable to Athletic Trainer position descriptions and reasonable requests by proper authority.
- Demonstrates priority setting and time management abilities
- Initiates problem solving and conflict resolution skills to foster effective work relationships

- Participates in collegial interaction with other healthcare professionals
- Promotes teamwork

PROFESSIONAL GROWTH & DEVELOPMENT:

- Participates in departmental, interdepartmental and hospital quality team activities
- Adheres to all policies concerning conduct and attendance
- Demonstrates awareness of costs and utilization of hospital resources

Completes other duties as assigned

PHYSICAL JOB REQUIREMENTS:

- *Requires full range of body motion including the ability to stand, walk, and to lift a weight of 50 pounds or more*
- *Requires corrected vision and hearing within normal range*
- *Must be able to work around frequent interruptions and able to cope with stress*

KNOWLEDGE, SKILLS, AND ABILITIES:

- Exhibits excellent verbal and written skills
- Displays an ability and willingness to work with patient's growth and development needs over the entire life span (age specific)
- Able to work a varied schedule and extended hours
- Excellent verbal and written skills
- Basic Keyboarding skills
- Demonstrates awareness of costs and utilization of hospital resources