

DEPARTMENT OF EDUCATION
BOARD OF EDUCATION
SUPPORT SERVICES PERSONNEL

Specification for the:

ATHLETIC HEALTH CARE TRAINER COORDINATOR
(ATHLETIC HLTH CARE TRNR COORD)

CLASS DISTINGUISHERS:

Complexity:

The position is a staff specialist responsible for planning, developing, evaluating and coordinating a department-wide athletic health care services program; developing departmental policies, procedures, and standards; developing program and budget proposals; developing and maintaining an Athletic Health Care Trainer (AHCT) Manual; and supporting AHCTs.

Guidelines Available:

Positions in this class are guided by State and Federal laws, regulations and standards that govern athletic training activities such as scope of practice and occupational safety and health, and from the National Athletic Trainers' Association Board of Certification (NATA BOC) Standards of Professional Practice.

Nature of Supervision Received:

Positions in this class perform work independently under the general supervision of the Education Specialist.

EXAMPLES OF DUTIES:

(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all the duties that may be assigned. The omission of specific statements does not preclude management from assigning such duties if such duties are a logical assignment for the position. The classification of a position should not be based solely on the examples of duties performed.)

1. Plan, organize, direct, and coordinate the statewide AHCT Program in the Department.
2. Develop and implement departmental policies, procedures, guidelines and standards governing the Department's AHCT Program and oversee their implementation.
3. Prepare manuals, directives, and where applicable, conduct research to develop specifications for AHCT Program standards.

4. Establish record keeping and data acquisition processes/systems that monitor and evaluate the effectiveness of the school's programs and activities.
5. Prepare and complete program and budget proposals for departmental and legislative hearings.
6. Participate in administration meetings to integrate, evaluate, and coordinate the provision of athletic health care programs with existing school programs.
7. Provide guidance, direction, and support to AHCTs in implementing the programs at the school level.
8. Serve as technical resource and provide consultation to AHCTs, Athletic Directors, and other school staff involved in the AHCT programs.
9. Provide and/or arrange for in-service training for AHCT.
10. Hold individual and group discussions with AHCT relating to program direction, protocol, ethics, standards, etc.
11. Assist school administration in hiring qualified AHCT applicants by developing selection criteria, participating in interview committees and/or recommending selection.
12. Conduct periodic visitations/inspections of training rooms and athletic training operations to assist, advise, audit record keeping, evaluate the effectiveness of services being provided, ensure conformance to established procedures and standards, and determine the need for additional or new training.
13. Recommend appropriate changes/improvements to individual school training programs and/or facilities (to improve training room environment, equipment, etc.).
14. Establish work performance standards specific to athletic trainers (e.g., athletic training/sports medicine practices, skills, techniques, etc.).
15. Participate in the evaluation of AHCT job performance (with the school administrator) by providing input regarding technical performance of the work of the employee.
16. Discuss technical performance with each AHCT as appropriate and recommend corrective action.
17. Design research instruments to evaluate the AHCT Program and work closely with the research staff of the Department to implement, research, collect, and evaluate medical injury data.

18. Monitor medical injury data validity, reliability, and prepare reports and recommendations.
19. Perform workforce planning for the program.
20. Serve as liaison between the AHCTs, Executive Secretary, League Secretaries, Hawaii High School Athletic Association Administrators, Athletic Directors, University of Hawaii Athletic Training Education Program Director, and allied health care professionals (e.g., physicians, physical therapists, Mobile Intensive Care Technician/Emergency Medical Technicians, emergency room personnel, etc.).
21. Participate in conflict resolution (e.g., problems/concerns between AHCTs, Athletic Directors, parents, medical professionals, etc.).
22. Participate with the Attorney General's Office on all legal concerns affecting AHCTs and the AHCT Program.
23. Participate with Hawaii Government Employees' Association and departmental staff offices regarding bargaining unit issues affecting AHCT.
24. Meet with sports medicine vendors to establish/maintain contact and to keep abreast of new or improved products. May conduct sampling and pre-qualification studies to ensure applicability and appropriateness of products.
26. Attend seminars, workshops, conferences, or other training sessions to keep abreast of developments in sports medicine trends and techniques and other related subject areas.

KNOWLEDGE AND ABILITIES REQUIRED:

Knowledge of: Athletic health care principles and practices; program planning and evaluation; research methods and techniques; organization and administration of an athletic health care program in a school setting; report writing; legal issues in athletic training; pertinent laws, rules, regulations, and policies regarding athletic training services; principles and practices of supervision; NATA code of ethics; injury prevention, recognition, treatment, evaluation, and referral of athletic injuries; rehabilitation, follow-up evaluation, and reconditioning; education and counseling of students and student-athletes; departmental policies and procedures; State and Federal safety and sanitation regulations and standards for health care facilities; and therapeutic modalities, devices, and equipment.

Ability to: Ability to plan, coordinate, and implement a statewide program for Athletic Health Care Programs in public high schools; develop policy and procedures manuals and directives; establish record keeping, data acquisition, and reporting systems; review and analyze medical injury data; evaluate data in terms of reliability, validity, and relevance to conduct program

analyses; develop long term program goals; conduct operational analysis, identify problem areas, and recommend corrective action; conduct training activities; maintain effective relationships with school administrative staff, medical professionals, allied health care professionals, vendors, etc.; prepare clear and concise reports, correspondence and informational material; communicate effectively orally and in writing, including speaking to groups and individuals; maintain effective working relationships with departmental personnel, community agencies, and governmental representatives; and serve as the Department's representative in Athletic Health Care related areas.

BASIC EDUCATION REQUIREMENT:

Applicants must meet the education and supervised athletic training experience requirements for certification by the NATA BOC in accordance with Section 461J-3(d) of the Hawaii Revised Statutes.

The education must also demonstrate the ability to write clear and comprehensive reports and other documents, read and interpret complex written material, and solve complex problems logically and systematically.

EXPERIENCE:

Three and one-half (3 ½) years of responsible professional experience as a NATA BOC certified Athletic Trainer in a high school or university setting. The experience must have provided a full professional understanding of Athletic Health Care principles and practices; laws, rules, and regulations; and its application in an Athletic Health Care program in a school setting.

QUALITY OF EXPERIENCE:

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate the ability to perform the duties of the position.

SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE:

1. Possession of a master's degree from a regionally accredited university in athletic training, health, physical education, exercise science, kinesiology, or closely related field that included graduate courses in human anatomy, human physiology, kinesiology/biomechanics, medical ethics and legal issues, nutrition, pathology of injury/illness, risk management and injury/illness prevention, statistics and research design, and therapeutic exercise and rehabilitative techniques may be substituted for one (1) year of the experience requirement; or
2. Possession of a doctorate degree from a regionally accredited university in athletic training, health, physical education, exercise science, kinesiology, or closely related field that included graduate courses in human anatomy, human physiology, kinesiology/biomechanics, medical ethics and legal issues, nutrition, pathology of injury/illness, risk management and injury/illness prevention, statistics and research design, and therapeutic exercise and rehabilitative techniques may be substituted for two (2) years of the experience requirement.

CERTIFICATION/REGISTRATION/LICENSE REQUIRED:

1. Current active certification as an Athletic Trainer from the NATA BOC.
2. Current certification in first aid and cardiopulmonary resuscitation (CPR) from the American Heart Association, American Red Cross, or National Safety Council for First Aid and CPR.
3. Applicants must be registered with the Department of Commerce & Consumer Affairs as an Athletic Trainer in the State of Hawaii at the time of employment.
4. Applicants must possess a valid State of Hawaii Driver's license, Class 3.

SELECTIVE CERTIFICATION:

Specialized knowledge, skills, and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Organizations requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

TESTS:

Applicants may be required to qualify on an appropriate examination.

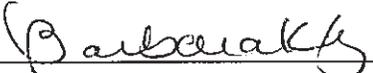
PHYSICAL AND MEDICAL REQUIREMENTS:

Applicants must be physically able to perform the essential duties and responsibilities of the position effectively and safely, with or without reasonable accommodation

This is an amendment to the class specifications and a change in title for the class ATHLETIC HEALTH CARE SPECIALIST COORDINATOR (ATHLETIC HLTH CARE SPCLT COORD) that was approved on March 16, 2005. The amended title is ATHLETIC HEALTH CARE TRAINER COORDINATOR (ATHLETIC HLTH CARE TRNR COORD).

DATE APPROVED: 1/30/15

DATE SIGNED: 1/30/15



Barbara A. Krieg
Assistant Superintendent
Office of Human Resources