

**CENTRAL MONTANA MEDICAL CENTER
MANAGEMENT POSITION DESCRIPTION**

Position Title	Athletic Trainer - Certified	Grade	
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Department	Orthopedics	Exempt	
Immediate Supervisor	Clinic Manager		
Supervisor next in line	CCO	Workweek	24

POSITION SUMMARY

Provide athletic trainer coverage for high school athletic programs. Athletic Trainer will also provide assistance in the orthopedic office when not onsite at the high school.

Continued employment and raises in this position are dependent upon Central Montana Medical Center's fiscal viability and:

- Actions and communications that contribute to a team concept and create a **positive** environment for **all** customers
- Acceptable performance of essential and all job duties
- Acceptable attendance record
- Accountability for safety to self, patients, visitors and all customers, and care of equipment and building
- Adherence to departmental and facility policies and procedures, education requirements, compliance monitoring and reporting, and CMMC Code of Conduct
- Accountability for the consequences of own actions
- Physical and emotional ability to perform essential functions
- Acceptable background investigation results if required for position

Minimum Education, Experience, Licensure, Certification required:

Bachelor's or Master's degree in Athletic Training or a related field.
Current certification by the National Athletic Trainers' Association Board of Certification (NATABOC).
Montana licensure or eligibility for licensure as an athletic trainer.

ESSENTIAL FUNCTIONS/DUTIES:

(Must be able to perform with or without accommodation)

- 1 Establish an effective athletic training program for area high school athletics.
- 2 Provide 1st aid and injury assessment/treatment for high school athletes and be responsible for appropriate physician referral.
- 3 Provide coverage at home events, practices, and high school training room during the school year.
- 4 Supervise the clearance of injured athletes prior to and during the sport seasons.
- 5 Maintain an effective and efficient athletic training room at the high school.
- 6 Maintain communication with parents on the care & treatment of their student-athlete.
- 7 Maintain open lines of communication within department, between departments and with the physicians.
- 8 Maintain a daily treatment log.
- 9 Assist in the selection and fitting of protective equipment, including special taping, pads, or braces.
- 10 Create a safe playing environment by monitoring and controlling environmental risks.
- 11 Maintains information, reference materials, and appropriate policies and procedures issued by Central Montana Medical Center.
- 12 Greet patient and obtain patient's information for patient charts.
- 13 Take patient to room & obtain current reason for visit. Height, weight, blood pressure, etc.
- 14 Inventory soft good, splints & supplies.
- 15 Assist with casting, suture & staple removal and changing dressings.

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16 Completes other duties as assigned.

Knowledge, Skills, Abilities:

Knowledge and Skills:
 Exhibit a strong understanding of sports-related injuries, prevention strategies, and rehabilitation techniques.
 Proficiency in evaluating and managing acute musculoskeletal injuries.
 Excellent interpersonal and communication skills to effectively collaborate with athletes, coaches, parents, physicians, and other healthcare professionals.
 Sound decision-making and problem-solving abilities in high-pressure situations.
 Detail-oriented approach to maintaining accurate medical records and documentation.
Ability to communicate and work effectively with patients, athletes, co-workers, visitors, families, physicians, and the public.

- To adapt to fluctuations in workloads.
- Develop and implement injury prevention programs.
- Adapt to fluctuation in workload and take responsibility for managing work hours appropriately.
- Work without supervision.
- Communicate effectively verbally, in writing, or personally.
- Use good judgment, seek guidance when necessary. Recognize, establish, respond to priorities as indicated.

OCCUPATIONAL EXPOSURE for this position:

X	Category I	Direct contact with blood or other bodily fluid to which universal precautions apply
	Category II	Activity performed without blood/bodily fluids exposure, but exposure may occur in emergency
	Category III	Task/activity does not ordinarily entail predictable exposure to blood/bodily fluids

OTHER EXPOSURE for this position:

	Radiation	
	Noise	
	Other (Specify)	

PHYSICAL DEMANDS:

(Essential functions strength rating for position - see Job Analysis)

	Sedentary	Exert up to 10# occasionally or negligible force frequently
	Light	Exert up to 20# occasionally, < 10# frequently or negligible force constantly
X	Medium	Exert up to 50# occasionally, up to 25# or up to 10# constantly
	Heavy	Exert up to 100# occasionally, up to 50# frequently or up to 20# constantly
	Very Heavy	Exert > 100# occasionally, > 50# frequently or > 20# constantly

I HAVE READ AND UNDERSTAND THIS POSITION/JOB DESCRIPTION, AND HAVE BEEN PROVIDED THE OPPORTUNITY TO ASK QUESTIONS AND RECEIVE APPROPRIATE ANSWERS. I ALSO UNDERSTAND THAT REASSESSMENT OF ABILITIES TO MEET POSITION REQUIREMENTS MAY BE PERIODICALLY REEVALUATED.

Employee's Signature	Supervisor's Signature	Date