

## UW HEALTH JOB DESCRIPTION

### Sports Medicine Educational Services Coordinator

Job Code: 930010	FLSA Status: Non-Exempt	Mgt. Approval: P. Swain	Date: February 2020
Department: 17490		HR Approval: J. Theisen	Date: February 2020

#### JOB SUMMARY

Under the direction of the Director of Orthopedics, this position is responsible for the planning and coordination of sports medicine educational activities. This person works closely with the faculty in the Division of Sports Medicine and leverages internal and external partners to develop, coordinate, promote and present sports medicine educational programming. In addition to the educational duties outlined above, the incumbent will also serve in a clinical role as an athletic trainer, physical therapist, nurse or other. Duties for the clinical component of the role are consistent with pertinent LAT, PT or RN job descriptions

This individual is highly involved in the instruction and/or training activities of a variety of students, faculty, clients, patrons, and the general public. Student programming, staff development, and research facilitation are areas which involve a high degree of problem solving, interpretation and analysis. Therefore, a strong clinical, academic, and organizational background is necessary.

#### MAJOR RESPONSIBILITIES

##### Sports Medicine Education

Administers and coordinates hospital-based sports medicine educational programs and activities that align with priorities set by leadership and faculty, these may include:

- Planning and executing the Annual Sports Medicine Symposium including coordination of faculty/staff in content development and ensuring the event is accredited for continuing education credits
- Assisting sports medicine faculty with coordination of the weekly Sports Medicine Education Conferences
- Developing, coordinating, promoting, and presenting educational programming in connection with sports performance and other sports medicine initiatives by identifying speakers, determining content, and assisting with logistics.
- Collaborating with sports medicine managers, staff, and faculty to determine educational priorities for sports medicine and to implement actions that allow the program to meet identified goals and objectives.

##### Patient Care

The clinical component of this position will involve providing athletic training (physician extender or outreach), physical therapy or nursing care in a sports medicine setting. Specific responsibilities will vary depending upon the clinical role and will be consistent with the job description of that clinical role.

**ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.**

#### JOB REQUIREMENTS

Education	Minimum	Bachelor's degree in a clinical field
	Preferred	Master's degree in a clinical field
Work Experience	Minimum	Minimum of five (5) years' work experience in a related sports medicine clinical field such as athletic training, nursing, or physical therapy
	Preferred	A background in teaching and organization of educational programs related to sports medicine is strongly preferred
Licenses & Certifications	Minimum	<ul style="list-style-type: none"> <li>• State of Wisconsin Licensure in Athletic Training, Physical Therapy or Nursing</li> <li>• Pertinent certification associated with clinical background/licensure (i.e. Certification by the National Athletic Trainers Association and NATABOC)</li> <li>• Valid Driver's License</li> </ul>
	Preferred	
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> <li>• Skill in developing, coordinating, conducting, and presenting educational programs, including working knowledge of current audiovisual systems and technology.</li> <li>• Excellent verbal and written communication skills.</li> </ul>

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- Ability to work in a team environment and to collaborate with a variety of professionals.
- Excellent organizational skills

### PHYSICAL REQUIREMENTS for Education Coordinator Role (clinical component of this role may have different physical demand level)

Indicate the appropriate physical requirements of this job in the course of a shift. *Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.*

Physical Demand Level		Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
	<b>Sedentary:</b> Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as dockets, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	<b>Up to 10#</b>	<b>Negligible</b>	<b>Negligible</b>
<b>x</b>	<b>Light:</b> Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	<b>Up to 20#</b>	<b>Up to 10#</b> or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	<b>Negligible</b> or constant push/pull of items of negligible weight
	<b>Medium:</b> Ability to lift up to 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.	<b>20-50#</b>	<b>10-25#</b>	<b>Negligible-10#</b>
	<b>Heavy:</b> Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	<b>50-100#</b>	<b>25-50#</b>	<b>10-20#</b>
	<b>Very Heavy:</b> Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	<b>Over 100#</b>	<b>Over 50#</b>	<b>Over 20#</b>
List any other physical requirements or bona fide occupational qualifications:				

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.