

## Job Description

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<b>Job Title:</b>	Manager, Therapy Services
<b>Department:</b>	Athletics & Recreation
<b>Reports To:</b>	Associate Director, Athletics
<b>Jobs Reporting:</b>	Assistant Athletic Therapist
<b>Salary Grade:</b>	USG 11
<b>Effective Date:</b>	June 2018

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### **Primary Purpose**

This position is accountable to the Associate Director, Athletics, for all services related to the Athletic Therapy Clinics including the therapeutic treatments involved in the prevention, immediate care, rehabilitation, and reconditioning of sports injuries in the Interuniversity student-athlete population. This person also provides training, scheduling, and management of all student therapists and staff, and makes available all therapy services necessary for student-athletes and others participating in the Interuniversity program environment. The role is responsible for the coordination of all professional therapy providers including Doctors, Chiropractors, etc. on behalf of the Department. This position is also expected to continue to take a leadership role in growing a service model that provides support for all students.

### **Key Accountabilities**

#### **Injury prevention/care for Interuniversity (IU) athletes**

- Works in the clinic providing clinical assessment and treatment of injuries incurred by any of the over 600 IU student athletes. This includes injury assessment, applying therapeutic modalities, manual therapy techniques, surgery rehab, exercise prescription and programming.
- Coordinates pre-season neurocognitive testing of at-risk sports including but not limited to football, hockey, rugby, soccer, basketball and volleyball. This testing is performed via interaction with UWaterloo AHS-KIN. Follow-up neurocognitive testing for those Interuniversity athletes sustaining traumatic brain injury is arranged by the Manager with the consulting psychologist in AHS-KIN for evaluation relative to baseline testing. Traumatic brain injury return to play protocols, based upon the most current scientific data, are developed and reviewed by the Therapist in consultation with physician and psychologist input. Research involvement with Faculty members in various Faculties on campus and externally is common.
- Ensures the safe environments for athletes and student therapists. This includes responsibility for making recommendations to the Facility Manager, and the Associate Director, Athletics and coaches regarding major or minor safety repairs to any of the facilities.
- Ensures education of student therapists in emergency procedures, including advising the Department and student therapists on safe procedures for situations where blood is present; is involved in the Departmental Risk Management Committee.
- Works closely with the Strength and Conditioning Coordinator to develop a comprehensive return to activity program for injured interuniversity student athletes.

#### **Collaboration/Communication**

- This position reviews and makes recommendations for the policies and procedures related to all aspects of the Therapy team. This may include, but is not limited to, inclement weather related

policies as well as the research, planning and development of procedures using the most current best practices for all interuniversity teams. The Manager is responsible for disseminating these policies and procedures to Therapy staff, coaches, and student-athletes.

- Coordinates and collaborates with other University non-athletic units such as Health Services, Counselling Services, Campus Police, Safety Office, Procurement Services and their related support staff. Similarly, this person also deals directly with external agents and/or agencies such as other Universities, the OUA and U Sports Governing Associations (provincial and national), athletic therapists, physiotherapists, physicians, chiropractors, massage therapists, pedorthist, psychologists and local hospitals.
- Must be knowledgeable in all University policies and procedures, be familiar with University Health and Safety policies, and have excellent communication and managerial skills, and good interpersonal relations skills when dealing with Therapy staff, student training staff as well as coaches and student athletes. Knowledge is also required of Government Health and Safety Regulations, and sport risk and liability issues. The Manager interacts and is an active participant in the Athletics Risk Management program.
- Schedule the attendance of a Physician and Athletic Therapist at all home games in high-risk sports in accordance with various league requirements and rules. The Manager must be either present at high-risk sport practices and home games of other sports or appoint a qualified therapist to these events. Immediate emergency care may include prophylactic and supportive taping, injury assessment, life support, recognition and management of head and spinal injuries, first aid, and/or implementation of the emergency action plan including interaction with the appropriate health care delivery systems such as the local hospitals.
- Involvement, communication and collaboration with other university and college Athletic Therapists and Therapy groups such as the Canadian Athletic Therapist Association and Ontario Athletic Therapist Association.
- Collaborates with AHS-KIN through volunteer management, course development, expert opinion and the AHS-Athletics Speaker series.
- Interacts with other Faculty experts in AHS and Optometry in research related to the most current practices in injury prevention and rehabilitation.

### **Mentorship/Education**

- Directly supervises, manages payroll, and provides leadership opportunities and mentoring to multiple athletic therapists (full-time and part-time), 2 paid co-op students, 75 volunteer student trainers and 8-10 contract health care providers for Therapy Services.
- The student therapy staff is comprised of UW AHS Kinesiology students, other University of Waterloo students, Sheridan College students, and Canadian Athletic Therapy Association certification candidates. Training, orientation and instruction of the student therapists includes theoretical material, practical skills, patient care, clinical and equipment operation, filing and charting patient records, and fostering of a professional atmosphere through appropriate clinical behavior. The Manager is responsible for the recruitment and assignment of these student trainers to various interuniversity teams including 20 higher risk interuniversity teams to assist coaches and athletes through prevention and care of injuries to the athletes in practices and games, at home and away. The students may also work in the Athletic Therapy Clinic with other medical and paramedical personnel. The Therapist is available to all athletes and coaches for further consultation and counselling especially in the areas of nutrition, fitness, exercise, drugs, assessment and rehabilitation or referral to appropriate local health care professionals or agencies.

### **Clinic Promotion/Support**

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- The Manager works with the Therapy staff and Marketing staff to discuss ideas/strategies to increase the awareness of services offered in the clinics. This includes promotion to on campus and off campus potential clients.

### **Clinical Administration**

- Coordinates all components of Interuniversity Therapy Services, including equipment and consumable supply purchasing and inventory, budgeting, staffing, program evaluation, leadership development, risk management, and student discipline issues and conflict management.
- Provides statistical reports of student-athlete therapy clinic activity and student training program makes recommendations for program improvement. Collaborates with UWaterloo Conditioning Staff on return to play exercise rehabilitation for interuniversity student-athletes and review of physical testing results.
- Liaison to other related student service groups on/off campus including, but not limited to, Health Services, Police Service, Counselling, Safety Office, and AccessAbility with respect to risk management and health related matters.
- Responsible for scheduling clinic times for Therapy staff as well as coordinating clinic times and locations for all outside health care professionals assisting in the care of UWaterloo student athletes.
- Responsible for the development and maintenance of the Injury Centre records including records of staff, qualifications, maintaining a Therapy manual with policies on procedures and operations; patient records, visiting practitioners (doctors, chiropractors, etc.) files. The Manager will also coordinate confidential patient record storage and eventual destruction per accepted health care record practices. The Manager will also oversee the implementation of an electronic record-keeping process in coordination with UWaterloo IST, Records Management and the Business Operations team.
- Accountable for an operating budget supporting the Athletic Therapy program including the payrolls, invoice processing, revenue generation targets and budgetary planning.
- Responsible for developing a plan to optimally utilize both the CIF and PAC clinics.

### **Required Qualifications**

#### **Education**

- Master's Degree is preferred
- Canadian Athletic Therapist Association- CAT(C), requiring completion of practical field and clinical hours, and examination
- Certified Member in good standing of CATA, OATA
- Ontario Athletic Therapist Association
- First Responder certification- Advanced first aid techniques requiring recertification every 3 years
- CPR-HCP and AED certification- Advanced CPR training requiring bi-annual recertification

#### **Experience**

- Experience in a USports institution as an Athletic/Student Therapist preferred
- Experience with contact sports (hockey, rugby, football) is an asset
- Experience mentoring/teaching is an asset

#### **Knowledge/Skills/Abilities**

- Current in the area of clinical modalities, equipment, therapeutic techniques, and supplies related to therapy

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- Ability to communicate with all members of the Sports Medicine team, various coaches and athletes, and other members of the Department in a professional manner
- Time management skills are essential

### **Nature and Scope**

- **Contacts:** other Athletic Therapists and members of the Sports Medicine and Mental Health teams; facilities and event staff; other members of the Athletic & Recreation Department; student therapists; student-athletes; general student population
- **Level of Responsibility:** Staff management, leadership
- **Decision-Making Authority:** Required to make decisions/solve problems as it pertains to specific team assignments and student trainers. Required to deal with medical scenarios including appropriate treatment of patients.
- **Physical and Sensory Demands:** May be required to occasionally lift greater than 50lbs
- **Working Environment:** Time will mostly be spent between the CIF clinic, PAC clinic, and various practice or game locations, both in Waterloo or at another USports school (for away games only). Required to cover events in various environments (indoor, outdoor, arenas, courts, fields) and in various temperatures (cold, hot, humid, etc). Required to work evenings and weekends as needed.