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## STUDENT SPORTS MEDICINE ASSISTANTS GENERAL RESPONSIBILITIES

1. **Opening of the facility:** The first student scheduled is responsible to see that everything on the 'Opening Athletic Room' sheet has been done within the first 15 minutes of their arrival. Then check the dry erase board for any specific items for that day.
2. **Sign-In Computer:** See that all student-athletes seeking service signs in on the computer. Check computer to make sure it is working.
3. **Whirlpools/Cold Tubs:** Fill and drain at appropriate times or as directed. Clean as directed. Make sure pumps are off when not in use. Cold 55-65. Hot 102-110. Drain tubs at the end of the day, or as directed.
4. **Ice Machine:** Move ice mountain during your entire shift. Fill bags appropriately for injuries. Instruct athletes how to properly make bags and self wrap, if able. Empty scoop tray water periodically.
5. **Filing:** Always check 'To Be Filed' bin and update equipment issue cards and injury files.
6. **Restock Supplies:** This includes the taping areas, jars on counters, and modality supplies. Check for supplies needed from the storage room. Make a list of supplies needed and give the list to a faculty AT. Do this before and after the high use times for taping (2:30-4:30pm). Keep these areas organized.
7. **Cleaning:** Regularly dust the facility, wipe down tables, counters, rehab equipment, etc. as needed. Sweep and vacuum as needed. Generally keep the facility CLEAN!! **Remember this is a MEDICAL FACILITY.**
8. **Laundry:** Bag laundry and take to laundry room as needed. Fold laundry and roll wraps when laundry returns. Use in-room laundry equipment as directed only. Put all clean/folded laundry away in its proper location.
9. **Phones:** Answer phones in a professional manner. (Identify the facility and yourself.) Messages should include the person's name, telephone number, time of call, date and who took the message. Be courteous at all times.
10. **Team Medical Kits:** Restock team medical kits at the beginning of each season and as needed when dropped off by coach. Take medical kit back to the Head Coaches office after it is restocked.
11. **Games:** Be on time for work. Help prepare for games as instructed. Help with all duties. **No one is above the minor details.** Follow instructions so as to help procedures run efficiently. Make sure all sports medicine items are taken out to the events and that **all** items return post event. Clean and **dry** coolers post events and return them to their proper storage place.
12. **Taping and Treatment Tables:** Tables and pillows should be cleaned on a regular basis. Pillows and other treatment articles are to be returned to their proper place after each use.
13. **Modalities:** Clean all modalities and replace parts neatly. Modalities, such as electric stim. and ultrasound, must not be used by any student unless properly instructed with its use and supervised by an AT.
14. **Biohazard Materials** Follow Department's Blood Borne Pathogen policy at all times. Remember when dealing with biohazard materials to wear gloves and dispose in proper container.

15. **Taping and Wrapping:** Taping and wrapping should only be performed by those individuals who have learned the skill and have been checked by a Faculty AT.
16. **Rehabilitation:** Instruct athletes on the proper techniques of stretching and rehabilitation as well as correcting improper techniques. The student assistant can instruct the athlete as to the progression of rehabilitation as instructed.
17. **Evaluation:** Do not perform any evaluation unless you are the only individual available, then only evaluate within your scope of First Aid knowledge. Refer all injured athletes to a AT.
18. **Medication:** Do not distribute any OTC medication without the verbal approval from a AT. Record all amounts and reasons for distributing medication on the appropriate OTC Medication card.
19. **Skills:** Practice all skills and learn new taping/wrapping and rehab techniques during down time and practice.
20. **Rules:** Enforce **all** room rules, regulations and procedures. Each sports medicine staff member should set a good example of **all** rules and professionalism on and off the field. **Remember:** Athletes will not respect you in the Sports Medicine Room, if they don't respect you away from the Sports Medicine Room.
21. **Game/Practice Preparation:** Review your sport set-up sheet for both daily practice and games a prior to your schedule. Check with AT staff for any changes due to weather, etc. The student who is scheduled last each day should gather all needed supplies for the following days contests prior to closing the facility for the evening. Label coolers as appropriate.
22. **Room Closing:** The student athletic trainer scheduled last is responsible to see that everything on the 'Closing Athletic Room' sheet has been done before they leave.