
JOB DESCRIPTION



POSTION **MEDICAL COORDINATOR**

DESCRIPTION The Medical Chair is responsible for properly registering all Special Olympics athletes in the Area and for ensuring that all Special Olympics activities have proper medical provisions and personnel.

RESPONSIBILITIES

1. Maintain a file of Application for Participation and Official Special Olympics Release forms for all athletes in the Area. Ensure that each form is complete and legible.
2. Notify athletes when their form(s) are about to expire.
3. Provide copies of athlete forms to coaches and others as needed.
4. Submit copies of new forms to the Special Olympic Virginia's (SOVA) Harrisonburg office.
5. Request that Athlete Enrollment Packets be mailed from the SOVA office as appropriate.
6. Periodically publish a list of valid forms for dissemination to coaches, Local Coordinators and the Area Coordinator.
7. Assist the Games Chair, Sports Training Chair, Sport Coordinator and coaches in providing first aid kits at all training sites and medical coverage at all competitions as appropriate.
8. Ensure that the Games Chair, Sports Training Chair, Sport Coordinators, coaches and medical personnel are familiar with SOVA's First Report of Accident/Incident form and insurance claim procedures.
9. Arrange for free physical exams for athletes as necessary.
10. Attend monthly Area Council meetings and report on medical activities.

MEASURES OF SUCCESS IN FULLFILLING THE
MEDICAL CHAIR POSITION

1. All athletes in the Area have valid forms on file that can be easily accessed as needed.
2. A system is in place to notify athletes when their forms are about to expire.
3. All coaches and Trip Coordinators have copies of the athletes' forms at all Special Olympics activities.
4. Medical equipment and/or personnel are available at all training and competition sites.
5. All interested athletes are able to enroll in Special Olympics and get involved in the program.