Medical Coordinator

At USA Gymnastics (USAG), our mission is to build a community and culture of health, safety, and excellence, where athletes can thrive in sport and in life. As an athlete-centric organization, we are guided by our organizational values: Safety, Accountability, Integrity, Transparency, and Listening. Safety is our top priority, and it is a part of everyone’s role in the organization to prioritize the protection of members, particularly minor athletes, from harm.

Summary Description
USA Gymnastics’ department of Athlete Health and Wellness is committed to holistic athlete wellness. USA Gymnastics’ Athlete Health and Wellness department is responsible for planning and execution of onsite medical care (including sports medicine, nutrition, sport psychology and mental health for camps and events), planning for and execution of emergency action plans, injury prevention, education of our community (staff, club owners, coaches, parents and athletes) and contributing to the body of knowledge around gymnastics medicine.

Duties and Responsibilities
The Medical Coordinator will be responsible for:

- Providing administrative support for national team medical staff. This includes but is not limited to:
  - Working with NT medical staff to develop medical manuals and emergency action plans (EAPs) for all camps and events. This will include primary communication with the LOC staff to ensure medical prep is completed prior to events.
  - Updating medical manuals/EAPs prior to camps and events
  - Regular engagement with the USA Gymnastics electronic health record, Healthy Roster, to
    - Ensure athletes have up-to-date required documents (ie. PPE, vaccinations, insurance, etc.)
    - Provide Healthy Roster support for medical staff, athletes, parents and coaches
    - Working with Healthy Roster team and medical team to customize the system for USA Gymnastics needs
  - Submitting incident report forms to the current USA Gymnastics insurance representative/company and following up with athletes/parents to ensure that claims are processed appropriately
  - Provide support for billing/insurance issues, including following up with secondary insurance submissions
  - Helping NT medical staff facilitate local medical care (ie. physician, ATC or PT) for NT athletes


Maintaining up-to-date roster of USAG medical staff and ensure credentialing requirements are met for USAG and USOPTCs as needed

- Ensuring appropriate medical support for all events, camps, and international competitions
  - Ensure proper numbers of appropriate staff are present to provide medical care at events, camps and international competitions
  - Identify any budgetary issues for staffing, supplies or equipment and notify supervisor when discovered
  - If an event or camp medical staff member is unable to fulfill their duties, the Medical Coordinator will be tasked with finding a replacement
  - Coordinate medical supplies and equipment for events and camps and international travel
  - Assist with coordinating emergency and training supplies for camps, assist with ordering as needed
  - Work with travel administrator and programs to ensure travel and housing arrangements are in place for medical providers
  - Work with NT medical staff and USAG program and administrative staff to secure recovery rooms and medical supplies for international trips
  - Keep USAG medical staff informed regarding camp and event planning and resources in place.

- Ensuring compliance with relevant medical protocols for camps/events
  - Is the point person for questions regarding protocols
  - Is the primary resource for review of event or camp participant COVID-related eligibility
  - Review all appropriate records to ensure all participants are compliant with the protocol in place for that camp/event
  - Communicate requirements to participants who are not compliant with the protocol at regular and frequent intervals, to allow for necessary correction.
  - Communicate with onsite program and medical staff regarding participants who are not in compliance with protocols, within 4 hours of start of the event
  - Ensure that sufficient supplies are in place for each camp/event/international event
  - Ensure that onsite medical staff have a plan for confirmatory PCR testing should this be needed during camps and events
  - Ensure that an necessary testing plan is in place for return to US from international events as required
  - Will ensure appropriate personal protective equipment is provided for camps/events/international events

- Serve as lead Medical Coordinator for premier events and other events as determined by USAG
- Provide onboarding of medical staff who are new to the organization to include:
  - Initial development of appropriate onboarding process and facilitation of procedures thereafter
- Advise on needs for new or replacement medical equipment
- Serve as a member on the Athlete Health and Wellness Council
- Other duties as requested
Requirements and Competencies

- Must be a licensed and/or credentialed ATC, or PT/SCS
- Must have significant sideline coverage experience
- Must have 3 years of experience
- Must be a current member of USAG, which includes up-to-date Safe Sport training and background check
- Must complete USADA training within 30 days of hire
- Must have current CPR/AED certificate
- Must have a valid passport
- Must have experience as the medical coordinator for large, college or elite-level sports events
- Commitment to continuous quality improvement and proven ability to work within a team to make changes to improve processes and efficiency
- Strong organizational skills with a process-oriented approach and attention to detail
- Strong verbal and written communication skills, including accurate and timely response to work-related communication
- Timely documentation in the electronic medical record, when applicable
- Ability to work as part of a team and to address problems effectively, efficiently, and independently in a fast-paced environment
- Self-starter who will take initiative with new projects and work well with a variety of people and roles

Education and Experience

- Bachelor’s degree or higher in Athletic Training or Physical Therapy
- Minimum five (5) years of experience in event medical coordination preferred
- Active License and/or Certification in Athletic Training or Physical Therapy
- If Physical Therapist without ATC license, must have Sports Certification (SCS) and significant sideline experience.
- Candidates with experience providing sports medicine support and sideline coverage in gymnastics disciplines are preferred

Other Information

- Must pass a background check and complete SafeSport training
- Must have a valid passport
- Position is based in Indianapolis, Indiana but may consider remote
- Salary and benefits commensurate with experience
- Weekend work and significant travel will be required, 50-80 days per year or more

To apply, send cover letter referencing this position and a detailed resume to: recruiting@usagym.org

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

USA Gymnastics is proud to be an Equal Employment Opportunity Employer.