



**Team Alberta 2018 Medical Liaison
Job Description**

Antigonish, NS - Athletics, Basketball, Bocce, Golf, Powerlifting, Rhythmic Gymnastics, Soccer, Softball, and Swim

Title: Team Alberta Mission Staff

Overview: The role of the Medical Liaison is to organize, prepare and provide medical consultation, services and support to the members of Team Alberta leading up to and during the 2014 Special Olympics Canada Summer Games in Antigonish, Nova Scotia (July 29-August 5, 2017).

Accountabilities: The Medical Liaison is a volunteer position primarily accountable to the Chef de Mission and Team Managers. The Medical Liaison also works closely with Special Olympics Alberta in the implementation of his/her duties.

Responsibilities: **Pre-Games**

- Review and be familiar with the information on each team member's Medical Information Form. This includes reviewing all medications and contacting parents/guardians or personal physicians, as required, to clarify medical issues which may present challenges.
- Create a summary, by sport, of critical health information from athlete medical forms.
- Lead on decision-making as it pertains to medical concerns, problems, and/or issues with athletes and/or coaches.
- Act as a resource to athletes, coaches and mission staff on health matters and for injury prevention and rehabilitation.
- Attend and participate in Provincial Team and/or sport specific training camps.
 - First Mission Meeting: September 8-9, 2017
- Actively participate in all scheduled conference calls as required.
- Assist in developing a "Guide for Travel" to help prepare athletes and coaches for to assist prepare team members for airline travel.
- Assist in preparing a kit of medical supplies to be used by the Team at Games.
- Work within the lines of communication set by Management Team
- Be familiar with the Athlete Agreement and the roles and responsibilities of the Chef de Mission, Team Managers, Coaches and Mission Staff.
- Act as a role model and conduct yourself within the Provincial Team Program Code of Conduct.

During Games:

- Oversee the evaluation and treatment of medical situations that arise during travel.
- Be available to provide medical directives to Team Alberta members with the understanding that hands on medical service will be provided by the Games Organizing Committee Medical Services Department.
- Oversee medical treatment provided by the Games Organizing Committee and/or local community medical services.
- Visit various sport venues and athlete villages to monitor health/medical matters, including appropriate resourcing of practitioners for situations that may arise as a result of competition.



- Track and maintain detailed records of all medical issues and/or treatments experienced by Team Alberta.
- Work with Management Team to determine information flow to Head Coaches and Assistant Coaches as it pertains to medical matters.
- Work with Management Team to develop emergency, safety and issues management plans for each sport venue and athlete village.
- Establish the protocol and process for the administering of athlete medications by Athletes, Coaches and/or Mission Staff.
- Assist with ensuring the safety and security of Team Alberta.
- Maintain and distribute non-prescription medical supplies as required.
- Assist with problem solving as it pertains to Athletes and Coaches.
- Travel to and from the National Games as part of Team Alberta.
- House with the Team Alberta delegation for the duration of the National Games.

Post Games:

- Submit all medical incident reports and/or GOC medical reports to Special Olympics Alberta.
- Return all medical summary sheets and medical forms to Special Olympics Alberta.
- Participate in post-Games follow-up with Athletes, Training Coaches and Best Contacts if required
- Participate in a post-Games evaluation process

Qualifications:

- Be a current and fully licensed Medical Doctor or Nurse in Alberta with appropriate insurance coverage
- Minimum of two years experience in the medical field.
- Excellent communication, organizational and administrative skills
- Experience in crisis management
- Strong interpersonal and problem solving skills
- A working knowledge of Special Olympics and experience working in a multi-sport Games setting is an asset
- Experience working with athletes with an intellectual disability is an asset
- Ability to work in a flexible, team environment

Time Commitment (may be subject to change):

- August 2017 to August 2018 – on-going team responsibilities
- September 8-9, 2017 – First Mission Planning Meeting
- Fall-Spring 2017 – Sport Specific Training Camps
- May-June 2018 – Team Training Camp
- June 2018 – Mission Planning Meeting #2
- Antigonish, NS: July 29-August 5, 2018 – National Games (one week)

Applications:

Please submit a resume and cover letter by August 30, 2017 to:

Jill Moore
Chef de Mission
Special Olympics Alberta, Team Alberta
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