

Medical Co-ordinator

Job Title: Medical Coordinator

Supported By: Event Manager

Brief summary: The Medical Coordinator must possess a current medical professional qualification and be currently registered and affiliated to their Governing Medical Body. They are the leader of the Medical Team at the Event and has overall responsibility for the management and coordination of medical care and delivery of medical services to the athletes, coaches, volunteers, officials and those in attendance as spectators.

Key tasks & responsibilities checklist

Pre-event

Completed (P)

- Attend the Core Event Management Team meetings to plan for the event.
- Gain a thorough understanding of the overall event day plan and the venue layout
- Complete a risk assessment and determine the requirements (first aid, doctor, ambulance etc.)
- Develop the event day plan and the pre-event action plan for Medical
- Liaise with SOI regarding any bookings with First Aid agencies.
- Prepare all necessary forms, supplies and equipment needed for the First Aid room/ centre
- Inform local hospital of the event details (sports, no. of athletes etc.)

Event day

- Brief all Medical volunteers at start of day. Assign volunteers to their roles and positions.
- Set up the Medical centre. Ensure all forms, supplies & equipment are in place.
- Coordinate and oversee the work of all Medical volunteers.
- Check in with volunteers throughout the day, rotate volunteer positions as necessary.
- Ensure Medical Centre is kept clean and tidy, ensuring health & safety guidelines are adhered to.
- Complete Medical Encounter form following any incident and administer the appropriate treatment
- Report incidents to the Event Manager that result in an athlete unable to return to competition or any person triaged to an Emergency Department.
- Ensure all relevant medical policies & procedures are communicated to medical volunteers
- Ensure all paperwork is completed correctly and forwarded to the relevant persons / SOI
- Ensure the area being used as a medical centre has been returned to original state
- Identify any supplies from medical First Aid kits used which need to be replaced and pass details to the Event Manager
- Thank volunteers / first aid agency and gain any feedback from their experience and pass same onto the Event Manager.

Post-event

- Attend an Core Event Management Team debrief meeting.

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