



Medical Coordinator

Brief summary: To oversee, collate, manage and monitor the medical, health and welfare information for athletes, coaches and management team of Team Ireland 2025 before and during the Games. To support the team in the preparation phase and at Games time.

Term of Office: From appointment up until 5 weeks after the Games

Key tasks & responsibilities

Prior to Games

- Coordination of the capturing and checking of athlete medical, health and welfare information by liaison with families, clubs and other stakeholders.
- Act as a point of contact/advisor for the Management Team and family members on health and welfare related issues concerning the athletes including sharing of relevant health, medical and welfare information in a confidential manner.
- Liaise and work with athletes, families, clubs, volunteers or health professionals on health & welfare matters (including behaviour supports) to oversee that athletes receive, when necessary, the relevant medical health and welfare related intervention to support their participation on the team.
- Communicate with families/primary carers the importance of providing up to date and accurate information in relation to medication, personal care and behaviour.
- Attendance at any information meetings or sessions relevant to supporting the medical, health and welfare requirements of the team.
- Coordinate relevant medical cover (both information and personnel) for any training and overnight sessions in both sports training facilities which may involve recruitment of additional medical volunteers with the support of Special Olympics Ireland.
- Ensure that any medical incidents that occur at training sessions are reported, recorded and managed following the correct procedures.
- Work with the Head of Delegation to ensure that all team members are aware of and familiar with relevant reporting structures within the team.
- Assess team requirements for education in the areas of intellectual disability/ health/ nutrition and Code of Ethics and Good Practice.
- Maintain confidentiality in relation to all aspects of information received regarding both athletes and management team members.
- Support coaches in the supervision of athletes where required.
- Abide by Special Olympics Ireland's policies and procedures.

During Games

- Liaise with the Medical Services in the Local Organising Committee as appropriate.
- Provide support, where necessary, for team members using Games Medical Services, ensuring they are utilised appropriately.
- Maintain any relevant team medical, health or welfare incident records.
- Support Head coaches and coach/chaperones in regards to the medical, health and welfare needs of the athletes including monitoring hydration, nutritional and behavioural requirements.
- Abide by Special Olympics Ireland's policies and procedures and those in operation at the 2025 Special Olympics World Winter Games.

Post Games

- Submit a report to the Head of Delegation on or before 17 April 2025.
- In the event of any outstanding or incomplete matters participate fully in any investigations and reviews.
- Return all incident forms to the Special Olympics Ireland.

Person Specification

To take up the position of Medical Coordinator you must have:

- Possess a professional nursing/ medical qualification and be currently registered with their professional governing body.
- Be a registered volunteer with Special Olympics Ireland and have an understanding of the Special Olympics programme.
- Experience of travelling away with teams within and/or outside of Special Olympics.
- Comfortable sharing a room for training sessions and at Games time with a fellow management team member of the same gender.
- Comfortable with 10,000 – 20,000 steps per day.
- Ability to demonstrate leadership qualities and to foster a spirit of teamwork.
- Excellent communication, people-management and motivational skills.
- Be committed to making the Games a positive experience for Team Ireland.
- Competent in use of word, excel and e-mail and can access documents on the web. E-mail and online meetings (zoom/teams) is a key method of communication and it will be necessary to have regular and frequent access to it.
- Hold a current full clean driving licence.
- Be available to volunteer for the duration of the project and to attend all training/preparation sessions as required which will include weekends, overnight stays.
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It would be desirable for the applicant to have:

- Qualification or experience of working with individuals with an intellectual disability.
- Prior experience of managing and coordination of health-related matters for a number of people.
- Knowledge of treatment and prevention of injuries caused or associated with sport.