



# TUE MANAGER

## ROLE DESCRIPTION

## PURPOSE

The Therapeutic Use Exemption (TUE) Manager role contributes to the WPV anti-doping program by supporting the protection of athletes' health through the management of a TUE program that allows athletes to apply for a TUE which is fairly reviewed and processed in line with the relevant WPV rules.

## ROLE SUMMARY

The TUE role involves all stages of the therapeutic use exemption process, from setting up secure processes to review TUE applications through to recording and communicating the results of an application.

## QUALITIES & ATTRIBUTES

Integrity (equity, fairness, courage)  
Excellence (professionalism)  
Respect (honesty, openness)  
Collaboration (teamwork)  
Dedication (passion)

## KEY RESPONSIBILITIES

### 1. ESTABLISHING A SECURE PROCESS TO RECEIVE, SUPPORT AND EVALUATE TUE APPLICATIONS

Identifying WPV jurisdiction and responsibilities for TUE applications Ensuring existing administrative procedures, including record keeping comply with the WADA Code and ISTUE

Assisting in the appointment of an appropriate TUE committee chair and/or establishing/maintaining an appropriately qualified and experienced TUE Committee

Coopting, where necessary, specialists relevant to the medical condition in question

Managing any potential conflicts of interest

Briefing and supporting TUE Committee members

Ensuring all procedures protect the athlete's privacy and data protection

### 2. SUPPORTING ATHLETES AND THEIR SUPPORT PERSONNEL IN MAKING TUE APPLICATIONS

Ensure that information on TUE processes and resources is published on the ADO website

Supporting athletes and athlete support personnel to complete the TUE application, including where necessary the submission of further information Ensuring any potential TUE application is necessary and falls under the organisation's jurisdiction

Doing an administrative check of TUE applications to ensure the application is correctly completed and has all the required supporting documentation

Following all the necessary recording procedures Keeping the athlete informed of the application's progress

### 3. SUPPORTING THE TUE COMMITTEE IN EVALUATING TUE APPLICATIONS

Providing the TUE application and all other relevant information securely to the TUE committee

Ensuring TUE committee members fully understand their roles and responsibilities, including timeline for the TUE decision

Providing administrative support to the TUE committee to ensure it meets agreed deadlines

Where necessary, organising a meeting of the TUE committee to expedite its decision making

Ensuring the TUE review is documented in line with ISTUE criteria and that records are signed off by the TUE chair and relevant colleagues Reviewing the TUE committee processes, decisions and rationale to ensure they meet ISTUE requirements



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## SKILLS

- Ability to work in compliance with code, standards, ethics
- Ability to work with sensitive information and maintain confidentiality
- Time management/prioritization
- Writing & listening
- Ability to deal with internal and external stakeholders
- Ability to work under pressure
- Attention to detail
- Willingness and ability to learn
- Speaking
- Analytical and logical thinking
- Teamwork collaboration
- Being able to use word processing spreadsheets, data visualization and email communication
- Decision making
- Planning
- Critical thinking
- Self-motivation
- Ability to record processes in detail and with accuracy

Ensure that information on TUE processes and resources is published on the WPV website

#### 4. COMMUNICATING, RECORDING AND MONITORING THE OUTCOMES OF TUE APPLICATIONS

Providing the athlete and their support personnel with the TUE committee decision within agreed timelines, indicating, where necessary, any requirements or conditions placed on the TUE and the appeals process

Recording the TUE decision in ADAMS

Monitoring the ongoing implementation by athletes and their support personnel of any conditions placed on TUE decisions

Identifying trends in substances being applied for

Supporting the testing and/or results management process by dealing with follow-on enquiries

## QUALIFICATIONS & EXPERIENCE

The TUE Process is primarily an administrative and management one but it is also helpful if candidates have some background in anti-doping or related pharmaceutical, science and health fields.

Bachelor's degree/undergraduate level or Equivalent years of relevant experience (0-3 years)

Experience in handling file management, committee support managing sensitive and confidential information and in analyzing medical documents is an advantage for this role.

Prior knowledge and/or experience in the following areas are important assets (but not a requirement) for a TUE role:

- Working knowledge of the sport and anti-doping systems' structures, rules and regulations at national or international level

Experience in managing administrative and clerical procedures such as managing files and records, and other office procedures.