



world  
anti-doping  
agency

# TUE Administrator Role Descriptor

## GLDF | Global Learning and Development Framework

The role descriptor will support the anti-doping industry by clarifying the main characteristics of key anti-doping roles. It can be used to support the development of a job description when an Anti-Doping Organization (ADO) aims to recruit TUE practitioners. ADOs should tailor this role descriptor to their specific needs and realities.

The TUE role descriptor provides a high-level overview of this role and includes:

Key purpose of the TUE role

Role summary

Key responsibilities

Qualities and attributes

Qualifications and experience

Typical employer organizations

Example of job titles

Career progression and professional development opportunities for the practitioner undertaking this role



## Key purpose of the role

The TUE role contributes to the ADO's 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 rules

The allocation of functions covered by this role to one person or a team of people within the anti-doping organization (ADO) will depend on the size and capacity of the organization, as well as the national and/or international context.



## 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.



## Key responsibilities

The day-to-day functions of the TUE role typically include the following aspects:

### Establishing a secure process to receive, support and evaluate TUE applications

Identifying the organisation's 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

### 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

### 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

### 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



## Qualities and attributes

Common values in the anti-doping industry, regardless of the role a practitioner undertakes, which should be checked for in candidates to the position, are:

**Integrity** (equity, justice, fairness, courage, accountability)

**Excellence** (professionalism, innovation, quality, competence)

**Respect** (honesty, openness, inclusion, diversity)

**Collaboration** (engagement, teamwork)

**Dedication** (passion)

The Core Competency Framework for Anti-Doping Practitioners further describes these core values with descriptive statements and captures the competencies that are common across the various roles of the anti-doping industry. It is a useful tool to refer to if the ADO seeks to further develop the list of qualities and attributes that a candidate to any position in anti-doping should be able to demonstrate.

Based on the results of a survey that was circulated among TUE administrators across the anti-doping industry in 2022, a list of skills was identified as necessary for the profession. The following list details skills deemed as essential by 65% of respondents. Such skills should be assessed in candidates applying for a TUE administrator role:

- 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
- Ability to multi-task
- Being able to use word processing spreadsheets, social media, data visualization and email communication
- Ability to give and receive feedback
- Decision making
- Planning
- Critical thinking
- Self-motivation
- Ability to record processes in detail and with accuracy
- Ability to appropriately target communications to the audience
- Stress management



## Qualifications and 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. Candidates should typically hold:

Junior positions (e.g., administrator, assistant manager)	Bachelor's degree/ undergraduate level -or- Equivalent years of relevant experience (0-3 years)
Managerial positions (e.g., managers, coordinators)	Master's degree -or- Equivalent years of relevant experience (at least 5-7 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 for a TUE role:

- Working knowledge of the sport and anti-doping systems' structures at national, regional, and international level
- Understanding of the relevant technical and governance aspects of anti-doping at national and international level
- Working knowledge of anti-doping rules and regulations at national, regional, and international level and anti-doping rule violations and consequences in particular
- Experience in managing administrative and clerical procedures such as managing files and records, and other office procedures

## Typical employer organizations

- National Anti-Doping Organization (NADO)
- Regional Anti-Doping Organization (RADO)
- International Sports Federation (IF)
- Major Event Organization (MEO)
- World Anti-Doping Agency (WADA)

## Examples of job titles

Medical programs officer

TUE administrator

TUE committee support officer

Athlete services officer

## Career progression and professional development

Opportunities for progression and development depend on the size and nature of the employing organization.

One career pathway is a linear progression from junior to senior positions within therapeutic use exemption and goes hand-in-hand with years of experience, and proof of a management and health sciences background for higher positions. A senior career progression could lead to a CEO or president position in an ADO.

Opportunities for professional development may include further education in leadership and management or sports medicine.

## Collaborators

WADA, while leading the standard setting work to develop the professional standards, works collaboratively with stakeholders and WADA technical teams. The development work for TUE was conducted by a Technical Working Group composed of:

- Dr. Chin Sim Teoh - Chair of the Therapeutic Use Exemption Committees of Anti-Doping Singapore and the SEA Regional Anti-Doping Organisation
- Yujin Hong - KADA
- Tommasina Barberini - NADO Italia
- Gina Maria Gil Herrera - Mindeporte
- Richard Mohr - USADA
- Rebecca Lee - UEFA
- Dr. David Gerrard - FINA
- Katia Alloun - WADA

This group was chaired by Education practitioners from the anti-doping industry:

- Alexis Cooper - SIA

## Quality Management

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## GDLF Overview

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One of WADA's six priorities under the World Anti-Doping Agency's 2020-2024 Strategic Plan is to 'Grow Impact'. As one of the key initiatives under this priority, the Agency has committed 'to developing training programs and qualifications standards for anti-doping professionals to improve professionalism and enhance the capabilities of the anti-doping workforce'.

Accordingly, in April 2020, WADA's Education Department commenced development of a Global Learning and Development Framework (GLDF), through which specific, standardized training for a range of anti-doping roles are being developed and made available for Anti-Doping Organizations (ADOs) and other stakeholders worldwide within the anti-doping ecosystem. The GLDF establishes role descriptors, professional standards and global learning and development activities for practitioner roles in the anti-doping industry.

The role descriptors have been used by WADA to develop competency-based training programs. They can be read alongside:

- (1) the professional standards for the corresponding role, which describe the expected standard of competence for a given role
- (2) the anti-doping core competency framework, which details the values and competencies that are common across the various roles in the anti-doping industry.

*\*\* The Professional (occupational) Standards are the benchmarks of good practice and describe the expected standard of competence for a given role. They should not be confused with the International Standards, which are a set of documents that, along with the World Anti-Doping Code, seek to harmonize anti-doping policies, rules and regulations among Anti-Doping Organizations (ADOs) for specific technical and operational parts of anti-doping programs.\*\**