

Testing

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 a Testing practitioner. ADOs should tailor this role descriptor to their specific needs and realities.

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

Key purpose of the testing 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 performing this role





Key purpose of the Testing role

The Testing role contributes to the ADO's anti-doping program by protecting clean sport and the integrity of athletes by developing and managing effective testing programs that are compliant with the World Anti-doping Code and standards and other applicable regulations.

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 Testing role involves all stages of the testing process including the initial risk assessment and development of a test program, and its management, coordination and review.



Key responsibilities

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

Planning an effective testing program

- Carrying out a risk assessment and analysing its outcomes to inform planning
- Calculating, negotiating and agreeing a budget for the testing program
- Developing and communicating a test distribution plan
- Establishing a registered testing pool and other testing pools
- Determining testing priorities, types of samples and analysis
- Establishing a process to maintain the security of samples
- Establishing a process to monitor and evaluate the effectiveness of the testing program

Organising resources for the planned testing program

- Establishing testing policies and procedures
- Establishing a collaboration framework with suppliers and other relevant external providers
- Recruiting, training, accrediting and evaluating sample collection personnel
- Setting up ADAMS to access the doping control data and test results

Managing and coordinating the implementation of the testing program

- Scheduling testing in line with the test distribution plan
- Monitoring and maintaining the whereabouts information of athletes in the registered testing pool and other testing pools
- Recording doping control documentation into ADAMS

Monitoring and managing the outcomes of the testing program

- Monitoring outcomes and other relevant information and adjusting the testing plan accordingly
- Managing ADAMS data entry and reporting
- Determining a strategy for the long-term storage and further analysis of samples
- Preparing support documentation for any potential anti-doping rule violation (ADRV)
- Ensuring all aspects of the testing program are compliant with the Code and the relevant International Standards
- Identifying opportunities to improve the testing program

Managing stakeholder relationships

- Managing relationships with internal stakeholders
- Managing relationships with external stakeholders



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.



Skills

Based on the results of a survey that was circulated among testing practitioners across the anti-doping industry in 2023, a list of skills was identified as necessary for the profession. The following list details skills deemed as essential by 75% or more of respondents. Such skills should be assessed in candidates applying for a testing role:

- Ability to work with sensitive information and maintain confidentiality
- Ability to work in compliance with code, standards, ethics
- Planning
- Teamwork collaboration
- Time management/ prioritization
- Decision making
- Ability to deal with internal and external stakeholders
- Listening
- Willingness and ability to learn
- Writing
- Project management
- Speaking
- Analytical and logical thinking
- Strategic thinking
- Ability to give and receive feedback
- Ability to multi-task
- Ability to work under pressure
- Being able to use word processing spreadsheets, social media, data visualization and email communication
- Self-motivation
- Critical thinking



Qualifications and experience

The testing process is primarily an operational management and administrative one. Candidates for this position should generally be able to demonstrate an operational management and administrative background. Typically:

| | |
|--|--|
| Junior positions (e.g. administrator, coordinator) | Diploma or Bachelor's Degree -or- Equivalent years of relevant experience |
| Managerial positions (e.g. managers, officers) | Bachelor or Master's degree -or- Equivalent years of relevant experience (at least 5-7 years) |

Experience in risk management, operational planning and implementation, monitoring and review, managing sensitive and confidential information and working in a health, medicine or sport sciences context is an advantage for this role.

Prior knowledge and/or experience in the following areas are important assets for a Testing 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

Testing officer

Testing administrator

Testing coordinator

Testing manager



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 testing and goes hand-in-hand with years of experience, and proof of a scientific/medical and management 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 scientific, medical or management practices in relation to anti-doping.

Collaborators

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

- Chika Hirai - Japan Anti-Doping Agency (JADA)
- Fahmy Galant - South African Institute for Drug-free Sport (SAIDS)
- Francesca Rossi - French Anti-Doping Agency (AFLD)
- Ilaria Baudo - World Anti-Doping Agency (WADA)
- Jenny Schulze - Anti-Doping Sweden (ADSE)
- Jude Ellis - International Paralympic Committee (IPC)
- Minjung Seo - Korean Anti-Doping Agency (KADA)
- Olivier Banuls - International Testing Agency (ITA)
- Thomas Capdevielle - Athletics Integrity Unit (AIU)

This group was chaired by a senior education practitioner from the anti-doping industry:

- Karri Dawson - Canadian Centre for Ethics in Sport (CCES)

Quality Management

Version: 1.0

Approved by: WADA Education Committee

While WADA will update this document regularly to ensure it remains up-to-date, version 1.0 specifically is published as part of GLDF4CleanSport, an Erasmus+ project, and will be reviewed at the conclusion of the project.

GDLF Overview

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.****



Co-funded by
the European Union

Co-funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or the European Education and Culture Executive Agency (EACEA). Neither the European Union nor EACEA can be held responsible for them.

