

Sample Trauma Program Manager/Coordinator Job Description

Job Title: Trauma Program Coordinator

Reports to: Director of Nursing

Qualifications:

1. Bachelor's degree
2. Currently licensed as registered nurse in Minnesota.
3. Currently certified in TNCC, CALS, CATN or ATCN.
4. Three years clinical experience in trauma/emergency care.
5. Ability to establish and maintain effective interpersonal relationships.
6. Ability to accept and implement change.
7. Ability to problem solving make decisions.
8. Possession of critical thinking, analytical, teaching/coaching and research skills.

Nature and scope: The Trauma Program Coordinator (TPC) is responsible for developing, implementing and maintaining a cost-effective system of care for trauma patients and their families throughout the continuum of care. The TPC works both independently and in collaboration with the trauma program medical director and other members of the health care team and the management staff. The TPC is self-directed and self-motivating, plans and conducts work with minimal direction, and reports the progress of work to the director of nursing.

Principal Duties and Responsibilities:

Administration:

- Support and adhere to hospital policies, procedures, philosophy and mission.
- Produce and manage the trauma program budget.
- Interpret and implement policies and procedures; make recommendations for revisions; assist with updating policies and procedures.
- Participate in the development and planning of goals and objectives related to trauma care.
- Coordinate with the medical director, hospital administration and clinicians to assess the need for policies, procedures and protocols relating to the care of trauma patients.
- Develop policies and procedures based on current literature, input from clinicians and other sources such as information from patient care evaluations.
- Represent the Trauma Program on various hospital and community committees to enhance and foster optimal trauma care management.
- Participate in the budget process: anticipate trends, future needs of the trauma program.
- Work with a broad array of department to resolve inefficiencies and reduce costs
- Supervise adherence to hospital policies and procedures and standards through observation, medical record review, staff feedbacks and other appropriate sources.
- Serves as a liaison to administration, representing the Trauma Program on various hospital and community committees to enhance and foster a fiscally sound Trauma Program.
- Monitor trauma care financial reimbursement issues.

Program Initiatives:

- Implements program initiatives.
- Monitor and maintain compliance with statewide trauma system regulatory requirements.

- Coordinate preparation for statewide trauma system designation site visit.
- Develop and foster collaborative relationships with all hospital departments to facilitate and support quality trauma care.
- Participate in state and regional trauma care activities
- Monitor national and statewide trends in trauma care.
- Respond to trauma team activations that occur during work hours; function in what ever role necessary to assist the team in the care of the patient.
- Serve as a resource for the hospital staff regarding trauma care issues.
- Plan and implement strategies for ongoing trauma program development and improvement.
- Monitor state and national trends in trauma care.
- Collaborate with trauma program medical director, physicians and other health care professionals to provide clinical and system oversight for the care of trauma patients, ensuring the provision of efficient, quality, cost-effective care.

Performance Improvement:

- Assess and improve departmental performance.
- Maintains quality control programs and participates in the organization's overall quality control program.
- Monitor performance of hospital staff involved with the care of trauma patients.
- Monitor trauma patient outcomes; evaluate for trends.
- Coordinate with physicians, nurses, other in-hospital staff and outside providers to evaluate and address specific patient care issues.
- Participate in case review.
- Assist the trauma program medical director and hospital administration in the development, implementation and evaluation of a quality plan which is multi disciplinary and patient-outcomes focused.
- Serve as the coordinator for the identification, investigation, reporting and follow up of incidents and quality issues throughout the program while maintaining confidentiality.
- Monitors the trauma team's availability and compliance with policies and standards.
- Develop and monitor the trauma PI program in collaboration with the trauma program medical director.
- Coordinate and schedule the morbidity and mortality committee and multidisciplinary review meetings.
- Assists in data collection related to the trauma patient.
- Analyze registry data on the trauma patient population; identify trends for strategic planning and performance improvement.
- Manage registry data: collect, analyze and trend.
- Supervise the collecting, coding, scoring and developing of processes for validation of data entered into the registry.
- Ensure accurate data entry into the trauma registry.
- Ensures the maintenance of the trauma registry in collaboration with the trauma registrar.
- Ensure the periodic reporting of trauma data to the state trauma program.
- Facilitate the measurement of selected outcomes for the trauma patient population.

Clinical Education:

- Plan, coordinate and evaluate trauma-related educational programs for nursing staff.

- Monitor physician and nurse compliance with the educational requirements of the trauma program.
- Ensure staffs involved in the care of trauma patients meet educational requirements of the trauma program.
- Develop, coordinate and implement orientation, nursing education, and in-service programs related to care and management of trauma patients.
- Seek and pursue opportunities for internal and external trauma-related educational programs for hospital staff.

Community Outreach:

- Coordinate and oversee the development and implementation of an injury prevention program.
- Direct community trauma education and prevention programs by developing, implementing and evaluating programs for targeted populations in the community related to injury prevention and other topics identified through needs assessment of the community.
- Develop and implement strategies for communication, education and feedback for EMS systems in the catchment area.
- Identify opportunities for injury prevention programming in the local communities.
- Plan, coordinate and collaborate with community representatives to accomplish injury prevention activities.
- Evaluate the impact of injury prevention activities.
- Seek and pursue opportunities for internal and external trauma-related educational programs for hospital staff, patients, families and the community.

Knowledge and Skill:

- Analyze and interpret complicated information.
- Determines a course of action based on research, data, standards of care and general guidelines/protocols.
- Communicate effectively with a wide variety of intra- and inter-facility staff and administration using both oral and written communication.