

**JOB DESCRIPTION**

**JOB TITLE:** Trauma/STEMI/Stroke Clinical Coordinator; Education Coordinator

**DEPARTMENT:** Emergency Department; Nursing Administration

**SUPERVISOR:** Nurse Director of Critical Care Service

**JOB SUMMARY:**

Develops, organizes and maintains a coordinated system of educational services supporting Grand Itasca Clinic & Hospital

The Trauma Program Manager (TPM) 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 TPM 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 TPM is self-directed and self-motivated, plans and conducts work with minimal direction, and reports the progress of work to the Vice President, Patient Care Services.

**I. QUALIFICATIONS:**

1. Associate or Bachelor’s Degree.
2. Currently licensed as Registered Nurse in Minnesota.
3. Currently certified in BLS, ACLS, TNCC or CALS, PALS.
4. Preferred 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 solve and make decisions.
8. Possession of critical thinking, analytical, teaching/coaching and research skills.

**II. PRINCIPAL DUTIES AND RESPONSIBILITIES:**

**Administration:**

- Supports and adheres to hospital policies, procedures, philosophy and mission.
- Provides or has input into and manages the trauma program budget.
- Interprets and implements policies and procedures; makes recommendations for revisions; assists with updating policies and procedures.
- Participates in the development and planning of goals and objectives related to trauma care.
- Coordinates with the Emergency Nurse Director, Trauma Program Manager, ED Medical Director Medical Director, Trauma Program Medical Director, hospital

administration and staff to assess the need for policies, procedures and protocols relating to the care of trauma patients.

- Develops policies and procedures based on current literature, input from clinicians and other sources such as information from patient care evaluations.
- Represents the Trauma/STEMI/Stroke Programs on various hospital and community committees to enhance and foster optimal trauma care management.
- Supervises 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/STEMI/Stroke Programs on various hospital and community committees.
- Monitors trauma/STEMI/Stroke care financial reimbursement issues.

### **Program Initiatives:**

- Implements program initiatives.
- Facilitates the rotation of students throughout Grand Itasca.
- Monitor and maintains compliance with statewide trauma/STEMI/stroke system regulatory requirements.
- Coordinate preparation for statewide trauma/STEMI/stroke system designation site visit.
- Develop and foster collaborative relationships with all hospital departments to facilitate and support quality trauma/STEMI/stroke care.
- Participate in state and regional trauma/STEMI/stroke care activities.
- Monitor national and statewide trends in trauma/STEMI/stroke care.
- Responds to trauma/STEMI/Stroke team activations that occur during work hours; function in whatever role necessary to assist the team in the care of the patient.
- Serves as a resource for the hospital staff regarding trauma/STEMI/Stroke care issues.
- Plan and implement strategies for ongoing trauma/STEMI/stroke program development and improvement.
- Collaborates with Emergency Nurse Director, Trauma Program Manager, ED Medical Director, Trauma Program Medical Director, physicians and other health care professional to provide clinical and system oversight for the care of trauma/STEMI/stroke patients, ensuring the provision of efficient, quality and cost-effective care.

### **Performance Improvement:**

- Participates in quality initiatives throughout the organization and develops necessary education to support the findings of the team.
- Assesses and improves departmental performance.
- Maintains quality control programs and participates in the organization's overall quality control program.
- Monitors performance of hospital staff involved with the care of trauma/STEMI/stroke patients.
- Monitors trauma/STEMI/Stroke patient outcomes; evaluate for trends.
- Coordinates with physicians, nurses, and other in-hospital staff and outside providers to evaluate and address specific patient care issues.
- Participates in case review.

- Assists the Emergency Nurse Director, Trauma Program Manager, ED Medical Director, 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.
- Monitors the trauma team's availability and compliance with policies and standards.
- Develops and monitors the Trauma/STEMI/Stroke PI Program in collaboration with the ED Nurse Director.
- Assists in data collection related to the trauma patient.
- Manages and analyzes registry data on the trauma patient population; identifies trends for strategic planning and performance improvement.
- Ensures the maintenance and accuracy of the trauma/STEMI/stroke registry in collaboration with the trauma/STEMI/stroke registrar.
- Facilitates the measurement of selected outcomes for the trauma/STEMI/Stroke patient population.

**Clinical Education:**

- Acts as a resource for unit managers/directors with specific diagnosis/procedural updates.
- Develops general nursing orientation and works with directors on unit specific orientation.
- Develops and facilitates annual required learning for the organization.
- Develops opportunities for continuing education through in-services and workshops at Grand Itasca.
- Plans, coordinates and evaluates trauma/STEMI/stroke-related educational programs for nursing staff.
- Monitors physician and nurse compliance with the educational requirements of the trauma/STEMI/stroke programs.
- Develops, coordinates and implements orientation, nursing education, and in-service programs related to care and management of trauma/STEMI/stroke patients.
- Seeks and pursues opportunities for internal and external trauma/STEMI/Stroke-related educational programs for hospital staff.

**Community Outreach:**

- Coordinates and oversees the development and implementation of community trauma/STEMI/Stroke education and prevention programs, and other topics identified through needs assessment of the community.
- Develops and implements strategies for communication, education and feedback for EMS systems in the geographic area.
- Evaluates the impact of injury prevention activities.
- Seeks and pursues opportunities for internal and external trauma/STEMI/Stroke-related educational programs for hospital staff, patients, families and the community.

Performs other related duties as required. This list is not all-inclusive and any other task or job may be assigned in the future.

**III. NECESSITY FOR INDEPENDENT ACTION:**

1. Must work independently and be self-guided.
2. Organizes and utilizes time in an effective fashion to assure all tasks assigned are completed in a timely fashion.
3. Demonstrates a commitment to providing the highest and most reliable quality service available on a daily basis.
4. Demonstrates ethical conduct and practices.

**IV. CONFIDENTIAL INFORMATION:**

1. Maintains confidentiality of all pertinent information to assure that employee, patient and visitor rights are protected.
2. Handles all information regarding the organization in a manner that assures strictest confidentiality is maintained at all times.

**V. PERSONAL CONTACTS/COMMUNICATION/BEHAVIOR:**

1. Addresses patients, visitors, families and co-workers in a pleasant, respectful and professional manner.
2. Develops and maintains open communication and collaboration with the staff in the Emergency Department and other departments to achieve overall organizational goals and objectives.

**VI. PHYSICAL DEMANDS:**

1. See the Physical Rehabilitation Department for the pre-work screen physical demands for this specific job.

**VII. ATTENDANCE AND ADHERENCE TO ORGANIZATIONAL POLICY:**

1. Responsible for scheduled hours.
2. Demonstrates behavior that fits with the organization's Mission, Vision and Values.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

**Original copy must be filed in the Human Resources employee's personnel record.**

