

JOB TITLE: Trauma Nurse Coordinator	DEPARTMENT: Emergency Department	POSITION OF SUPERVISOR: ED/Acute Care Nurse Manager
FLSA STATUS: Exempt	ANTICIPATED HOURS PER WEEK: 20 hours (0.5 FTE)	EFFECTIVE DATE:

Position Summary:

The Trauma Nurse Coordinator (TNC) will collaborate with the Trauma Medical Director, ED/Acute Care Nurse Manager, EMS, physicians, surgeons 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. The TNC is self-directed and self-motivated, plans and conducts work with minimal direction, and reports the progress of work to the ED/Acute Care Manager.

Qualifications: *At all times, the employee shall possess the following qualifications set forth below.*

Education/Training:	BSN preferred. Attend TOPIC course within 6 months of hire.
Experience:	Prefer a minimum of two (2) years of experience as a registered nurse in the Emergency Department.
Special Skills, Licenses or Certifications:	Basic computer knowledge. Microsoft Office knowledge preferred. Current RN licensure in the State of Colorado. BLS/CPR. ACLS, PALS preferred. Current TNCC required.
Language Skills:	Demonstrates ability to read, write, and clearly express one's self in English 100% of the time. Demonstrates ability to listen. Demonstrates ability to clearly convey thoughts in speech and written word.
Physical/Mental/Special Demands:	<ul style="list-style-type: none"> • Ability to walk at a rapid pace 90% of the time. • Ability to work at heights of 24-40 inches. • Ability to push stretchers, wheelchairs, and beds. • Ability to transfer adult patients from wheelchair to bed, bed to wheelchair. • Able to lift, move, and/or position weights, patients >50 pounds. • Ability to hear alarms, nurse call system, phones, and intercoms 100% of the time. • Able to initiate CPR 100% of the time. • Must have fine motor skills 100% of the time. • Ability to work and multi-task at a rapid pace with numerous interruptions 100% of the time. • Good mental health. • Demonstrate tact, versatility, and dependability. • High degree of self-motivation and directional initiative.

	<ul style="list-style-type: none"> • Ability to function successfully independently. • Ability to cope and remain calm in escalating situations. • Must consistently demonstrate compliance with organizational-wide competency statements and performance criteria based on established quality indicators.
Work Environment	<ul style="list-style-type: none"> • Work is performed with exposure to work stress, environmental stress, and frequent interruptions. • Noise level is moderate. • Frequent communications, on a daily basis, with the general public, co-workers, vendors and patients.
Job Hazards:	<ul style="list-style-type: none"> • Exposure to communicable disease. • Verbal or physical abuse. • Radiation and hazardous materials. • Physical strain due to lifting, moving, and positioning patients and/or equipment. • Potential exposure to blood and body fluids. • Potential chemical exposure. • Potential equipment and device / product hazards.
Cross-Training of Position:	PSMC cross-trains job positions. This job description must cross-train to be able to effectively perform the job position of: Emergency Department Registered Nurse.

Standard Job Requirements: At all times, employee shall satisfy the following requirements:

1. Adhere to and support PSMC's Code of Conduct and WISER values.
2. Comply with ***all*** PSMC policies including, without limitation, timely attendance, code for dress and decorum, no conflicts of interest, no harassment, fragrance free, etc.
3. Comply with all PSMC and department procedures, rules and directives.
4. Establish and maintain effective working relationships with others (e.g., co-workers, supervisors, patients, visitors, vendors of PSMC and the general public).
5. Be courteous, respectful, honest, and solution-oriented in dealing with others.
6. Communicate accurately, clearly, and effectively both orally and in writing.
7. Possess excellent organizational skills and the ability to multi-task.
8. Work independently and perform the job with minimum supervision.
9. Work effectively on PSMC/department team matters and recognize situations which require teamwork.
10. Maintain strict confidentiality of all patient matters and recognize situations where confidentiality should be maintained even if not legally required.
11. Respect the importance of compliance and quality programs and support the same.
12. Possess computer knowledge/skills and the ability to learn and adapt to new programs and software.
13. Participate in employee training, disaster/emergency preparedness events.
14. Perform other job duties, as assigned by a supervisor.

Essential Duties, Functions and Responsibilities: *At all times, employee shall be able to perform the following essential functions of the job, with or without an accommodation, as set forth below.*

Leadership:

1. Fosters a participatory organizational climate that is open, positive, reinforcing, and supportive to employees.
2. Promotes a culture of high performance and continuous improvement that values learning, commitment to quality, and collaboration.
3. Serves as advocate for the department utilizing honest, transparent, and consistent communication.
4. Works effectively and collaborates with others to achieve shared goals in a tactful and respectful manner.
5. Demonstrates leadership, integrity, and courage by making and supporting decisions that promote the organization's mission and goals.

Accountability:

1. Establishes standards and clear expectations in all areas – job performance, training, continuing education, certifications, conduct, and adherence to department values.
2. Holds self and staff accountable in a consistent, respectful manner.
3. Promotes effective actions for positive employee behavioral change.
4. Contributes to multiple projects while keeping focus on improvement and maintenance of current programs.

Interpersonal Skills:

1. Empowers employees to achieve their highest success through fostering a team environment where respect and appreciation are promoted and valued.
2. Effectively communicates with a high level of trustworthiness, diplomacy, courtesy, and tact at all times.
3. Treats people with respect and individuality and is fair and equitable in all interactions.
4. Exhibits excellent problem-solving and conflict management skills using sound and fair judgment in a calm and professional manner.
5. Demonstrates adaptability and flexibility in relationships, situational issues, and when new information becomes available.
6. Is able to work productively in a high-pressure, unpredictable, and stressful work environment, demonstrating a consistent positive attitude and approach.

Vision:

1. Supports and demonstrates the departments / organization's vision, mission, and goals in everyday actions.
2. Supports strategic goals that are clearly aligned with the mission and values of the organization.
3. Promotes and supports organizational change in a positive and productive manner.
4. Applies innovative and creative thinking to improve the organization and welcomes and supports new and cutting edge programs and processes.
5. Actively seeks out inventive ways to implement cutting edge programs to better meet the trauma health needs of the community.

Trauma Center Operations:

1. Interprets and implements policies and procedures. Makes recommendations for revisions that are agreed upon by the Trauma Committee and/or necessary to comply with current Colorado law/regulation. Assists with updating policies and procedures in Policy Manager.
2. Participates in the development and planning of goals and objectives related to trauma care.

3. Coordinates with the medical director, hospital administration and clinicians to assess the need for policies, procedures and protocols relating to the care of trauma patients.
4. Develops policies, procedures and protocols based on current literature, input from clinicians and other sources such as information from patient care evaluations.
5. Represents the Trauma Program on various hospital and community committees to enhance and foster optimal trauma care management.
6. Reviews all trauma documentation for accuracy, adherence to hospital policy and state guidelines.
7. Develops and maintains a strong performance improvement program, report outcomes regularly to the ED/Acute Care Nurse Manager, Trauma Medical Director and Trauma Committees.
8. Coordinates monthly trauma meetings and updates meeting ensuring loop closure.
9. Ensures timely documentation of minutes from Trauma Meetings; publishes the same.
10. Maintains and submits data as directed by CDPHE Trauma Chapter 3 rules.
11. Maintains necessary databases for cumulative data analysis of the Trauma Program.
12. Plans, coordinates and evaluates trauma-related educational programs for nursing and medical staff.
13. Monitors physician and nurse compliance with the education requirements of the trauma program.
14. Develops and maintains an injury prevention program. Educates the community for injury prevention program.
15. Participates in state and regional trauma care activities.
16. Coordinates preparation for statewide trauma system designation site visit.
17. Serves as a resource for the hospital staff regarding trauma care issues.
18. Analyzes registry data on the trauma patient population; identify trends for strategic planning and performance improvement.
19. Plans, schedules and participates in trauma case review.
20. Monitors trauma patient outcomes; evaluates for trends.

Approved by:

(Supervisor – Signature)	(Title)	(Date)
	Human Resources Director	
(Human Resources– Signature)	(Title)	(Date)

Receipt and Acknowledgment:

I acknowledge and understand that:

- This job description, and receipt and acknowledgment of this job description, does not imply or create a promise of employment or employment contract of any kind. I understand and acknowledge that my employment with Pagosa Springs Medical Center is “at will” and may be terminated by me or the employer at any time with or without cause.
- The job description provides a general summary and requirements of the position in which I am employed. At this time, I know of no limitations which would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor if, at any time, I am no longer qualified for my position and/or unable to perform the job requirements or essential functions of my job.

- Positions, job descriptions, duties, tasks, work hours, work requirements and qualifications may be changed at any time at the discretion of Pagosa Springs Medical Center.
- Acceptable job performance requires: (a) proper compliance with and completion of all aspects of the job description; and (b) compliance with PSMC policies, procedures, rules and directives.
- I have read PSMC values (WISER) and understand them.
- I have read and understand this job description.

(Print Employee Name)	(Employee Signature)	(Date)