



**ESTES PARK MEDICAL CENTER
JOB DESCRIPTION**

POSITION: **Administrative Patient Care Coordinator**

LOCATION: Medical Center

REPORTS TO: Chief Clinical Officer

Every effort has been made to make your job description as complete as possible. However, this position description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their department supervisor or department designee.

GENERAL DESCRIPTION:

Responsible for providing leadership to the departments, providing high quality, cost-effective patient care services with Estes Park Medical Center (EPMC).

EDUCATIONAL REQUIREMENTS:

Graduation from an accredited nursing program; BSN degree preferred. Current Colorado RN licensure; Certification: BLS, ALS. Prefer TNCC, PALS OR EMPC certifications.

EXPERIENCE REQUIRED:

3-5 years minimum hospital experience in varied clinical areas. Including (Med/Surg, Emergency Department, Labor and Delivery, Post Partum, Nursery and Pediatrics). 3-5 years Emergency Department experience in direct patient care. Willingness to learn Post Partum care. Management/Supervisory experience preferred

SPECIFIC JOB RESPONSIBILITIES:

Requirements are representative of minimum level of knowledge, skills and/or abilities. A review of this description has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties.

ESSENTIAL JOB FUNCTIONS:

1. Supervision of EPMC Hospital nursing staff including giving input into hiring, orientation, evaluations, and termination decisions
2. Clinical accountability ensuring departmental practices of professional and ethical standards



**ESTES PARK MEDICAL CENTER
JOB DESCRIPTION**

3. Knowledge of standards for specialty areas (OB, MS, ED). Act as a clinical resource to staff
4. Utilize and give input to maintain all policies and procedures related to EPMC Hospital nursing.
5. Create a Culture of Excellence for patients and staff
6. Utilize knowledge of admission criteria to assure appropriate placement of patients. Provide admission support as needed.
7. Assess the educational needs of the night staff and provide continued education for EPMC nursing staff.
8. Participates in the assurance of quality patient care.
9. Develops and maintains relationships between administration, medical staff, and referral sources while being an active liaison between them, and EPMC Hospital nursing staff.
10. Assists Directors with budget preparation and fiscal accountability specific to night shift Needs.
11. Provide nursing care in the areas of Med/Surg, NLC, and ED as needed

CHARACTERISTICS:

Strive towards clear communication, dependable, able to set boundaries, flexible, willing to follow-up as needed, respectful team player, leadership skills.

PHYSICAL REQUIREMENTS:

Climbing: Ascending or descending stairs using feet and legs and/or hands and arms as required for ordinary locomotion.

Balancing: Maintains body equilibrium to prevent falling when walking, standing, or crouching as needed for ordinary locomotion and maintenance of body equilibrium.

Stooping: Bending body downward and forward by bending at the waist. This factor is important since it occurs to a considerable degree and requires full use of the lower extremities and back muscles.

Kneeling: Bending legs at the knees to come to a rest on knee or knees.

Crouching: Bending the body downward and forward by bending the leg and spine.

Crawling: Moving about on hands and knees or hands and feet.



**ESTES PARK MEDICAL CENTER
JOB DESCRIPTION**

Reaching: Extending hand(s) and arm(s) in any direction.

Standing: Standing for sustained periods of time.

Walking: Moving about on foot to accomplish tasks, particularly for long distances.

Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward, or outward.

Pulling: Using upper extremities to exert force in order to draw, drag, haul, or tug objects in a sustained motion.

Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important since it occurs to a considerable degree and requires the substantial use of the upper extremities and back muscles.

Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand or arm, as in handling.

Grasping: Applying pressure to an object with the fingers and palm.

Feeling: Perceiving attributes of objects, such as size, shape, temperature, or texture, by touching with the skin, particularly that of fingertips.

Talking: Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed to other workers, accurately, loudly, or quickly.

Hearing: Perceiving the nature of sounds with no less than a 40 dB loss @ 500 Hz, 1,000 Hz, and 2,000 Hz with or without correction. The ability to receive detailed information through oral communication and to make fine discriminations in the sound, such as when making fine adjustments on machined parts or distinguishing alarm sounds.

Repetitive motions: Moving the wrists, hands, and/or fingers.

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. This position may require the use of arm and/or leg controls requiring exertion of forces greater than that for sedentary work.

VISUAL ACUITY:

Visual acuity requirements including color, depth perception, and field of vision.

Clerical, administrative: This position deals largely with preparing and analyzing data and figures, accounting, transcription, computer terminals, extensive reading.

PHYSICAL SURROUNDINGS/HAZARDS:

The worker is subject to inside environmental conditions and has protection from weather conditions but not necessarily from temperature changes.



**ESTES PARK MEDICAL CENTER
JOB DESCRIPTION**

The worker is occasionally subject to outside environmental conditions and has no effective protection from weather.

Must be able to work 8-12 hour shifts, flexibility in scheduling (weekends, days, evenings, nights).

Fluctuation in workload may create feelings of pressure/stress.

Rapidly changing priorities may cause stress and need for flexibility.

Must be able to sustain normal hospital exposure to bacteria, viruses and fungi.

This is a job description, not an implied or expressed contract of employment. Estes Park Medical Center cannot offer a position of employment until a background check consisting of a name link, criminal history and job references; and a physical and lift test has been completed.

ACKNOWLEDGMENT

I have read this job description and acknowledge the information set forth therein. I hereby accept the position of **Administrative Patient Care Coordinator** and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability. I understand and accept the policy as outlined for the introductory period. I acknowledge that as a result of my employment, I may be exposed to infectious diseases including the AIDS and Hepatitis B viruses and that the facility will make available to me, the Hepatitis B vaccinations. I acknowledge that tasks assigned to this position may/may not involve potential and/or direct exposure to blood or body fluids. I further acknowledge that my employment is at-will and thereby understand that my employment may be terminated at-will by the facility or myself and that such termination can be made with or without notice.

I understand and agree that my starting wage will be: _____

Signature of Employee _____ Date _____

Date of Job Description: _____

Date of Job Description Revision: _____