



**ESTES PARK MEDICAL CENTER
JOB DESCRIPTION**

POSITION: Trauma Coordinator/Assistant Director of Emergency Department

LOCATION: Emergency Department

REPORTS TO: Director of Emergency Department

SUMMARY:

Coordinate Level Four (4) trauma program. Serves as assistant to Director of Emergency Department.

DUTIES:

1. Facilitates the quality and efficiency of trauma patient care.
2. Communicates with transferring facilities regarding patient outcomes.
3. Responsible for successful completion of trauma surveys.
4. Actively participates in the care of the trauma patient when available.
5. Shares “on-call” with and acts as ED Director during his or her absence.
6. Maintains current knowledge of all regulations for trauma certification.
7. Maintains professional knowledge and skill through continuing educations.
8. Assists in coordinating trauma educational programs.
9. Actively participates in the Regional and State Trauma System.
10. Participates in Trauma Committee discussions of trauma care delivery and identification of additional opportunities for improvement.
11. Collects, organizes and submits accurate and complete trauma data in accordance with state and hospital requirements.
12. Coordinates and schedules trauma meetings with trauma Medical director. Develops agendas, takes and distributes minutes of trauma meetings.
13. Coordinates with the Nursing Director of ED department and with the Medical Director of Trauma, providing QI information.
14. Assists ED Director with operations, systems and processes of the department.
15. Works as staff in ED on a regular basis.
16. Participate in committees as assigned;



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17. Perform in accordance with all local, state, and federal laws and regulatory agency standards;
18. Perform in accordance with EPMC vision, mission and goals;
19. All other duties as assigned.

COMPETENCIES:

Graduate of accredited Registered Nursing Program. BLS, TNCC, PALS, ENPC and ACLS. Current Colorado RN Nursing License, BSN preferred.

QUALIFICATIONS:

Three-five years ED experience; trauma coordinator experience preferred; management/leadership experience preferred.

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.

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.



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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: 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.

WORK ENVIRONMENT:

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

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 medical center exposure to bacteria, viruses and fungi.

This is a job description, not an implied or expressed contract of employment.

ACKNOWLEDGMENT

I, _____, understand that I am expected to perform the duties listed in the Job Description.

Signature of Employee: _____ Date: _____