



JOB POSTING

ESTES PARK MEDICAL CENTER

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation or any other legally protected status.

DATE OF POSTING: March 31, 2010

POSITION TITLE: TRAUMA COORDINATOR/ASSISTANT DIRECTOR ED
FT = 32 HOURS / WEEK DAYS
ON-CALL EVERY OTHER WEEKEND AND NIGHTS

REPORTS TO: Director of Emergency Department

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.

DUTIES:

1. Facilitates the efficiency of trauma patient care.
2. Responsible for successful completion of trauma surveys.
3. Communicates with trauma patients after dismissal to Trauma Committee.
4. Collects, organizes and submits accurate and complete trauma data in accordance with state and hospital requirements.
5. Maintains current knowledge of all regulations for trauma certification.
6. Schedules trauma meetings, develops agendas, takes and distributes minutes of the trauma meeting.
7. Coordinates with the Nursing Director of ED department and with the Medical Director of Trauma, providing QI information.
8. Assists ED Director with operations, systems and processes of the department.
9. Serves as Director when Director is not available.
10. Shares "on-call" and 24/7 accountability with ED Director.
11. Works as staff in ED on a regular basis.

FOR MORE INFORMATION, PLEASE CONTACT HUMAN RESOURCES.