



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: February 9, 2010

POSITION TITLE: ADMINISTRATIVE PATIENT CARE COORDINATOR – FT OR TWO (2) PT

REPORTS TO: Chief Clinical Officer

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

DUTIES AND RESPONSIBILITIES:

1. Supervision of EPMC Hospital staff including giving input into hiring, orientation, evaluations and termination decisions.
2. Clinical accountability ensuring departmental practices of professional and ethical standards.
3. Knowledge of standards for specialty areas (OB,MS,ED). Act as a clinical resource to staff.
4. Create a Culture of Excellence for patients and staff.
5. Utilize knowledge of admission criteria to assure appropriate placement of patients. Provide admission support as needed.
6. Assess the educational needs of the night staff and provide continued education for EPMC nursing staff.
7. Assists Directors with budget preparation and fiscal accountability specific to night shift needs.
8. Provide nursing care in the areas of Med/Surg, NLC and ED as needed.

JOB REQUIREMENTS:

Graduate of an accredited Nursing program; BSN degree preferred. Current Colorado RN licensure; Certification: BLS, ACLS, TNCC, PALS or EMPC certifications. 3-5 years minimum hospital experience in varied clinical areas (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.

FOR MORE INFORMATION, PLEASE CONTACT HUMAN RESOURCES.

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