

UW HEALTH JOB DESCRIPTION

Trauma Program Coordinator

Job Code: 800085	FLSA Status: Exempt	Mgt. Approval: T Abitz	Date: 10.2020
Department: Nursing – Trauma/Transplant/Burn		HR Approval: A Phelps Revolinski	Date: 10.2020

JOB SUMMARY

The Trauma Program Coordinator at UW Health at The American Center (TAC) is a registered nurse with expertise in trauma nursing practice who is responsible for the development, implementation, operation and evaluation of the TAC Trauma Program. The Trauma Program Coordinator is responsible for the organization of services and systems necessary for a multidisciplinary approach to providing care to injured patients and works both independently and in collaboration with the Trauma Program Medical Director and multidisciplinary health care team and management staff. This position assumes day-to-day responsibility for process and performance improvement activities as they relate to nursing, registry and injury prevention staff.

The Trauma Program Coordinator is considered a technical expert in the trauma field and is responsible for oversight of a highly complex patient population and program. Activities associated with this role have organizational, local, regional, state, and national impact. The Trauma Program Coordinator is responsible for directing, evaluating, and providing feedback to professional level employees who participate in the operations of the trauma program and works closely with others to promote education and research. This position is responsible for communication of resource needs across multiple departments.

The Trauma Program Coordinator reports directly to the Director, Trauma/Transplant/Burn/Ortho/Psych. Additionally, this individual collaborates closely with the Senior Director, CNO at TAC and others across the organization as appropriate to improve clinical, operational, and financial outcomes.

MAJOR RESPONSIBILITIES

Administration:

- Participate in the Regional and State Trauma Meetings.
- Manage the trauma program registry including downloads to the Wisconsin Department of Health Services.
- Interpret and implement policies and procedures; make recommendations for revisions; assist with updating policies procedures and guidelines.
- Participate in the development and planning of goals and objectives related to trauma care.
- Coordinate with the medical director, hospital administration and clinicians to assess the need for policies, procedures and protocols relating to the care of trauma patients.
- Collaborate on the development of policies and procedures based on current literature, input from clinicians and other sources such as information from patient care evaluations.
- Represent the Trauma Program on various hospital and community committees to enhance and foster optimal trauma care management.
- Participate in the budget process: anticipate trends, future needs of the trauma program.
- Work with a broad array of departments to resolve inefficiencies and reduce costs.
- Supervise adherence to hospital policies and procedures and standards through observation, medical record review, staff feedback and other appropriate sources.
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Program Initiatives:

- Implement program initiatives.
- Monitor and maintain compliance with statewide trauma system regulatory requirements.
- Coordinate preparation for statewide trauma system designation site visit.
- Develop and foster collaborative relationships with all hospital departments to facilitate and support quality trauma care.
- Participate in state and regional trauma care activities
- When possible respond to trauma team activations that occur during work hours; function in whatever role necessary to assist the team in the care of the patient.
- Serve as a resource for the hospital staff regarding trauma care issues.
- Plan and implement strategies for ongoing trauma program development and improvement.
- Monitor state and national trends in trauma care.
- Collaborate with trauma program medical director, physicians 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.

Performance Improvement:

- Assess and improve departmental performance.
- Maintain quality control programs and participate in the organization's overall quality control program.

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- Monitor performance of hospital staff involved with the care of trauma patients.
- Monitor trauma patient outcomes; evaluate for trends.
- Coordinate with physicians, nurses, other in-hospital staff and outside providers to evaluate and address specific patient care issues.
- Participate in case review.
- Assist the trauma program medical director and hospital administration in the development, implementation and evaluation of a quality, multidisciplinary plan focused on improved patient outcomes.
- Serve as the coordinator for the identification, investigation, reporting and follow up of incidents and quality issues throughout the program while maintaining confidentiality.
- Monitor the trauma team's availability and compliance with policies and standards.
- Develop and monitor the trauma Performance Improvement program in collaboration with the trauma program medical director.
- Coordinate and schedule the morbidity and mortality committee and multidisciplinary review meetings.
- Assist in data collection related to the trauma patient.
- Analyze registry data on the trauma patient population; identify trends for strategic planning and performance improvement.
- Manage registry data: collect, analyze and trend
- Supervise the collecting, coding, scoring and developing of processes for validation of data entered into the registry.
- Ensure accurate data entry into the trauma registry.
- Ensures the maintenance of the trauma registry. Ensure the periodic reporting of trauma data to the state trauma program.
- Facilitate the measurement of selected outcomes for the trauma patient population.

Clinical Education:

- Plan, coordinate and evaluate trauma-related educational programs for nursing staff.

ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.

JOB REQUIREMENTS

Education	Minimum	Bachelor's degree in Nursing or a related field. Four (4) years of relevant trauma program nursing and/or leadership experience in addition to the required work experience below may be considered in lieu of degree.
	Preferred	
Work Experience	Minimum	Three years clinical experience in trauma and/or emergency care.
	Preferred	
Licenses & Certifications	Minimum	<ul style="list-style-type: none"> • Licensed as a Registered Nurse in the State of Wisconsin. • Must obtain certification in Trauma Nursing Core Course (TNCC), Certified Emergency Nurse (CEN), Trauma Certified Registered Nurse (TCRN), or Advanced Trauma Care for Nurses (ATCN) within one (1) year of hire.
	Preferred	
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Exceptional oral/written communication skills. • Ability to establish and maintain effective interpersonal relationships. • Excellent customer service skills and ability to work with a diverse group of people. • Excellent critical thinking, analytical, teaching/coaching and research skills. • Ability to determine course of action based on research, data, standards of care and general guidelines/protocols Ability to use analytical skills to solve complex problems and issues. • Ability to independently research issues and make effective recommendations using critical thinking skills. • Ability to accept, implement and champion change. • Demonstrated ability to function independently and as a team member, and consistently deliver quality outcomes. • Excellent organizational skills and attention to detail. • Proficient in MS Outlook, Word, Excel, and PowerPoint.

AGE SPECIFIC COMPETENCY (Clinical jobs only)

Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.

Instructions: Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,

<input checked="" type="checkbox"/>	Infants (Birth – 11 months)	<input checked="" type="checkbox"/>	Adolescent (13– 19 years)
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X	Toddlers (1 – 3 years)	X	Young Adult (20 – 40 years)
X	Preschool (4 – 5 years)	X	Middle Adult (41 – 65 years)
X	School Age (6 – 12 years)	X	Older Adult (Over 65 years)
JOB FUNCTIONS			
Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.			
PHYSICAL REQUIREMENTS			
Indicate the appropriate physical requirements of this job in the course of a shift. <i>Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.</i>			
Physical Demand Level		Occasional Up to 33% of the time	Frequent 34%-66% of the time
		Constant 67%-100% of the time	
	Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as dockets, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	Up to 10#	Negligible
X	Light: Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	Up to 20#	Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls
	Medium: Ability to lift up to 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.	20-50#	10-25#
	Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	50-100#	25-50#
	Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#
List any other physical requirements or bona fide occupational qualifications:			

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.