

Montgomery County Hospital District Job Description

Job Title: Cardiac Care Coordinator
Department: Office of the Medical Director
Reports To: Assistant EMS Director
FLSA Status: Non-exempt

SUMMARY

This position serves to enhance the clinical practice of MCHD EMS. The Cardiac Care Coordinator is responsible for assisting in the development and advancement of the quality of practice through the provision of patient care, consultation, collaboration, education and research.

This position requires the personal skills to be an effective leader and the ability to inspire individuals by communicating needed changes, motivating individuals to become active participating members of a team and encouraging self development through a leadership example approach. The Cardiac Care Coordinator will work collaboratively within the Office of the Medical Director to ensure that the clinical goals of the organization and contracted agencies are achieved. In addition, the Cardiac Care Coordinator will foster exemplary clinical practices among the field personnel and serve as a role model for staff in achievement and maintenance of clinical skills.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Monitor, track, report on, and work collaboratively to improve the performance of all elements of the resuscitation process including but not limited to response by the public, access to 911, dispatch, first response, ALS response, and integration with other aspects of the health care system.
- Follow all cardiac arrest cases throughout the process, document their progress, and provide regular reports on system performance, including Utstein style outcome information.
- Coordinate Save Reunions for all eligible patients.
- Design, implement, and administer CPR classes to District employees and the community.
- Properly document attendance, progress, or other required elements as determined by the Texas Department of State Health Services, American Heart Association, and other governing bodies as appropriate.
- Visit cardiac patients/families in the hospital.
- Evaluates patient care records for a variety of clinical purposes.
- Work collaboratively with the Associate EMS Director-Clinical Practice on reviews for clinical compliance with protocols and standards of practice. Integrates findings into educational programs for the field staff.
- Serve as a resource for improvements in the clinical standard of care.
- Monitors relevant scientific literature and recommends appropriate changes to Standing Orders.
- Work with other members of the Office of the Medical Director to coordinate all Resuscitation / Cardiac / Stroke improvement initiatives and protocols as well as related education.
- Other duties as necessary that are reasonably consistent with the above.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

CERTIFICATES, LICENSES, REGISTRATIONS

Required:

- Current Texas Driver's License required. Must remain insurable by the current insurance vendor of MCHD.
- Experience in the health care field, preferably in prehospital care.

Preferred:

- CPR Instructor certification. Must obtain within 6 months of accepting position or at the earliest date possible if classes are not available.

EDUCATION and/or EXPERIENCE

AA/AS or equivalent industry experience required. Involvement with STEMI, Stroke, and / or Resuscitation systems required. Previous education/teaching experience to small and large groups preferred. Previous quality improvement experience preferred. Involvement in research activities and/or publishing preferred.

COMPUTER SKILLS

Experience with Utstein, CARES, or other patient registry systems preferred. Moderate word processing, database, presentation and spreadsheet skills required. Basic Email and internet skills required. Ability to learn specific job related software applications.

LANGUAGE SKILLS

Ability to effectively speak and present information before groups of customers, employees, and/or boards of directors of the organization. Ability to read and interpret a variety of documents and instructions such as safety rules, operating and maintenance instructions, and procedure manuals furnished in written, oral, diagram, or schedule form. Ability to write routine reports and correspondence. Ability to read, analyze, and interpret common scientific and technical journals. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals and use these functions to perform and instruct others on performance of medication calculations. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to deal with several abstract and concrete variables in problem solving. Ability to prioritize tasks and deadlines and apply critical thinking skills to address conflicting priorities.

INTERPERSONAL

Demonstrates effective leadership, human resource development, customer service, and project management skills. Demonstrates ability to assume responsibility without direct supervision, exercise initiative and judgment, and make decisions within the scope of assigned authority. Demonstrate ability to communicate and work effectively with others and to maintain confidentiality.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand and walk. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision, and ability to adjust focus. Employee may be required to drive fleet vehicle long and short distances.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.