

Montgomery County Hospital District Job Description

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

SUMMARY

This unique position is an individual who will work for multiple agencies in order to collaboratively enhance the care and treatment of trauma patients in and around Montgomery County. The Montgomery County Hospital District will serve as the primary employer to provide compensation and benefits, oversight, and resources. Other agencies will provide funding to MCHD in exchange for services provided by the Trauma Coordinator.

The EMS Trauma 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 Trauma Coordinator will work collaboratively within the Office of the Medical Director as well as the regional trauma system to ensure that the clinical goals of the organization and contracted agencies are achieved. In addition, the Trauma 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:

- Follow all trauma and burn cases throughout their care including long term recovery.
- Visit trauma patients/families in the hospital.
- Evaluate patient care records for a variety of clinical purposes.
- Monitor all trauma patient transfers in / out of Montgomery County, follow up and report on each patient.
- Provide summary reports on system performance, adherence to appropriate standards of care, and provide recommendations for improvement.
- Monitor appropriate transport destinations of all patients and methods of transport, including air medical utilization.
- Review medical journals and scientific research to insure compliance with relevant standards of care.
- Coordinate all trauma improvement initiatives, injury-prevention activities, protocols and ITLS-related education.
- Properly document attendance, progress, or other required elements as determined by the Texas Department of State Health Services, International Trauma Life Support, and other governing bodies as appropriate.

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:

- ITLS Instructor certification. May 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. Previous quality improvement experience preferred. Involvement in research activities and/or publishing preferred.

COMPUTER SKILLS

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.