

Sheridan Memorial Hospital and Nursing Home

JOB TITLE: Trauma Program Coordinator	DEPARTMENT: Nursing Service
REPORTS TO: Director of Nursing	EMPLOYEES SUPERVISED: None
DATE APPROVED: 9/14/09	DATE REVISED:
APPROVED BY: <i>Sandra Christman, CEO</i>	

**JOB SUMMARY:**

A registered nurse who is responsible and accountable for the planning, training, development, coordination, and implementation of the hospital Trauma Program. The TC works in collaboration with the Director of Nursing and Medical Director. This position requires clinical professional nursing skill and knowledge in the delivery of trauma care in the emergency department and pre-hospital settings, communication skills, and leadership skills. There must be designated hours for this position as determined by Medical Staff.

**ESSENTIAL FUNCTIONS:**

1. Supports and practices the mission and philosophy of Sheridan Memorial Hospital and Nursing Home.
2. Responsible for coordinating resources and activities necessary to ensure that the trauma service meets regulatory and/or certification requirements.
3. Develops and reviews policies and procedures in relation to care of trauma patients.
4. Assists in identification of patient and staff education needs and works cooperatively with other hospital departments to coordinate educational opportunities in trauma care.
5. Serves as a liaison for trauma services with pre-hospital providers, regional hospitals, community, and government agencies.
6. Maintains performance improvement programs to obtain objective data for overall analysis of the trauma program, emergency service, and development of improved methods of care to ensure quality trauma care.
7. Participates as the chair of the trauma committee and performs chart review for trauma patients.
8. Maintains current knowledge of trauma by attending regional and state meetings of trauma issues and by reading current journals.
9. Responsible for data collection and submitting data to the Trauma Registry.
10. Coordinate community injury prevention activities.
11. Participate in Regional Trauma Advisory Committee (RTAC).

**KNOWLEDGE, SKILLS & ABILITIES:**

Knowledge of:

1. Regulatory guidelines as pertains to trauma care.
2. SMH policies and procedures.
3. Interpersonal skills necessary in order to instruct and comfort patients and their families and maintain effective contact with a variety of health care providers.

4. Confidentiality requirements.
5. Patient rights.
6. Montana nurse practice standards.

Skill in:

1. Planning and organization.
2. Providing instructions.
3. Effective time management.
4. Analytical skills necessary to implement effective nursing care and develop solutions to problems concerning residents.
5. Being able to think quickly and respond appropriately in an emergency.
6. CPR, ACLS, PALS or ENPC, & TNCC

Ability to:

1. Utilize time management concepts to make efficient use of time.
2. Provide instructions in a clear and easily understood manner.
3. Work independently.
4. Work with frequent interruptions.
5. Work effectively with nursing, allied health and medical personnel.
6. Communicate clearly and effectively, both verbal and written.
7. Establish and maintain collaborative relationships.
8. Read, write, speak and understand the English language
9. React professionally when dealing with difficult or emergent situations.

Complexity & Difficulty:

1. Professional behavior when dealing with difficult situations with co-workers, patients and visitors
2. Resourcefulness in dealing with emergency situations.
3. Required to be competent and knowledgeable in emergency care principles.
4. Practices within the scope of practice of licensure.

EDUCATION/LICENSURE/CERTIFICATION

A current valid registered nurse license in Montana; current CPR certification; PALS, ACLS, TNCC or ENPC required within six months of employment. Employee should be knowledgeable of the State of Montana Trauma System and Guidelines.

EXPERIENCE

Minimum of 5 years experience in acute care/ER setting.

SHERIDAN MEMORIAL HOSPITAL TRAUMA PROGRAM  
ORGANIZATIONAL CHART

