

Family:

JobCode:

Job Description

Date: XX/XXXX

TRAUMA INJURY PREVENTION COORDINATOR

The Trauma Injury Prevention Coordinator under the direction of the Trauma Program Manager is responsible for coordination and facilitation of Injury Prevention Programs. Responsible for the development, coordination, implementation and evaluation of age specific trauma prevention/education/outreach programs to improve regional outcomes from major trauma by dissemination of knowledge and expertise regarding care of the injured patient.

Type of Experience

Trauma/Emergency/Critical Care/ Community Health preferred
Teaching and leadership experience preferred

Job Unit Specific Competency:

The immediate manager/supervisor for the unit or work area has the "Unit Specific Position Competencies"

Scope/Impact: -

Job Functions

I. Injury Prevention Activities:

Utilizes trauma registry data and community trauma data to identify the pattern, frequency, and risks for injury prevention within the hospital and community

Develops and updates the injury prevention program plan annually utilizing hospital, local, regional, and national statistics

Develops, implements, and evaluates trauma injury prevention programs as identified by the trauma registry statistics and annual injury prevention program plan

Coordinates, implements, and evaluates injury prevention programs in the institution and the community

Demonstrates collaboration with or participation in national, regional, state or local injury prevention activities

Participates with alcohol screening which identifies patients who are problem drinkers as indicated by the American College of Surgeons standards

Participates with community injury prevention fairs

Develops a yearly calendar of injury prevention activities

Continued...

TRAUMA INJURY PREVENTION COORDINATOR

Attends trauma committee meetings and community meetings related to injury prevention (RAC Injury Prevention Committee and others as warranted)

Maintains a quarterly log of injury prevention activities

Participates in the presentation and publication of trauma injury prevention data

Designs and coordinates production of educational materials including flyers, brochures, fact sheets, and newsletters related to injury prevention. Manages materials and other resources in a cost effective manner

Maintains awareness of legislation affecting injury prevention and shares data

**Enters injury prevention program into hospital community benefits data base
Identifies appropriate funding sources such as grants and completes application process to foster injury prevention program development and implementation
Keeps Trauma Program Manager informed of injury prevention events and progress**

Continued...

TRAUMA INJURY PREVENTION COORDINATOR

II. Education/Outreach Activities:

Recommends and assists in the development of continuing education programs based on assessment of the unit needs

Develops and implements inservices related to trauma patient care quality issues throughout the hospital when indicated
Coordinates, implements, and evaluates trauma monthly lecture series

Coordinates, implements, and evaluates outreach education programs such as ATLS, ATCN, and internship orientation to trauma care

Coordinates and participates in activities for EMS week, Trauma week, and other awareness/outreach opportunities

Completes and submits a post course analysis budget after every educational event

Maintains course budget costs within approved budget goals

Maintains course standards according to ENA or organization company guidelines

Develops a yearly calendar for educational outreach activities

Attends community and NCTTRAC committee meetings related to trauma injury prevention and outreach

Develops, coordinates, and participates in a yearly trauma symposium

Maintains a quarterly log of inservices and educational presentations

Develops and coordinates CME/CE for Trauma Conference, Trauma Talk and other related educational opportunities

Act as an education liaison for the Trauma Conference – develops performance improvement education presentations

Coordinates and evaluates physician CME activities in accordance with the American College of Surgeons (ACS) standards. Works with each physician or office manager and BHCS CME office to obtain CME information. Maintains CME log manual - updates annually

Develops and maintains the trauma website in collaboration with the Trauma Program Manager

Develops and maintains social media sites, such as a Trauma Blog, Trauma Facebook site, with frequent updates and postings

Keeps Trauma Program Manager informed of education events and progress
Coordinates and facilitates EMS outreach

Continued...

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Coordinates and facilitates education with referring facilities

"The essential job functions as stated are intended to describe the general nature and level of work being performed by individuals assigned to this job. The stated job functions are not intended to be construed as an exhaustive list of all job responsibilities, duties and skills required of personnel so classified."

May perform other duties as assigned or requested

License(s)

Registered Nurse-TX License

Certification(s)/Registration(s)

BLS

Required Education and/or Experience:

Education Required

Bachelor Degree in Nursing

Type of Degree

Amount of Experience

5 Years

Type of Experience

Trauma/Emergency/Critical Care/Community

In Lieu of Education

Amount of Experience

Type of Experience

Organizational Universal Competency Requirements:

Integrity - Models the BHCS values. Establishes trust. Is honest. Demonstrates high ethical and legal standards. Follows regulatory and compliance standards. Is respectful and fair. Holds self and others accountable for demonstrating the values - "Walks the Talk".

Servanthood - Uses power, authority and/or influence constructively. Leads and follows by example. Demonstrates an attitude of unselfish concern. Develops him or herself and supports the development of others. Understands and values the perspective of others.

Quality - Optimizes clinical outcomes. Achieves high quality results. Maintains customer focus. Provides customer value. Provides a safe environment. Continuously improves. Tackles problems head-on and resolves them without delay. Produces good results.

Innovation - Creates and supports new ideas and opportunities that are aligned with BHCS strategic priorities. Leads and adapts to change. Challenges the status quo. Plans appropriately. Solves problems. Exercises sound judgment in solving problems.

Stewardship - Uses resources responsibly. Is accountable. Applies sound judgment. Makes informed decisions. Takes appropriate action. Maintains business and industry knowledge. Works to enhance the fiscal strength of BHCS. Spends time on most important work.

Organizational Core Competency Requirements:

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TRAUMA INJURY PREVENTION COORDINATOR

Communication - Communicates openly and in a timely way. Listens to understand. Speaks and writes clearly. Shares information appropriately. Keeps others well informed. Encourages others to share contrary views. Responds in a timely manner to messages/requests.

Adaptability/Flexibility - Deals effectively with change and uncertainty. Copes well with stress and pressure. Is patient. Maintains a positive outlook. Deals constructively with mistakes and setbacks. Looks for ways to help the organization.

Teamwork - Works together to achieve successful outcomes. Seeks input from others. Seeks win-win solutions. Supports a shared purpose. Builds relationships. Supports others to achieve success. Knows when to compromise and find mutually acceptable solutions.

Job Unit Specific Competency:

The immediate supervisor for the unit or work area has the "Unit Specific Position Competencies"

Budgetary Responsibility:		Supervisory Responsibility:
Direct	Budget Amount	Direct
InDirect	Budget Amount	InDirect

Internal Job(s) that would promote to this job:

Internal Job(s) to which this job could promote to:

This Job reports to what Position(s) in the organization:

Potential Safety Hazards:

All safety hazards for the job listed above may be reduced or alleviated by employees becoming familiar with and following all facility and system-wide safety policies

Ergonomics

Potential Hazard: Static postures such as sitting or standing and prolonged computer use can cause musculoskeletal disorders (MSD), especially if the work is conducted in an awkward position, requires excessive force or includes repetitive motion.