

# Job Description

<b>JOB TITLE: Manager Trauma Program</b>	<b>JOB CODE: XXX</b>
<b>DEPT NAME: Trauma Services-Administration</b>	<b>FLSA STATUS: <input checked="" type="checkbox"/> EXEMPT <input type="checkbox"/> NON-EXEMPT</b>
<b>DATE CREATED/REVISED: XX/XXXX</b>	

<b>POSITION SUMMARY</b> (General statement reflecting the overall purpose of the position.)								
Responsible for ensuring that the trauma care for their facility or facilities is in constant compliance with state regulations appropriate for the level of trauma designation for the facility. Possesses in-depth knowledge and experience to meet the needs of trauma patients. Works with the medical staff, administration, department heads, ancillary staff and nursing personnel to coordinate all aspects of trauma care for the facility. Assumes administration of Trauma Program which includes, but is not limited to: trauma care management; trauma education; nursing direction; physician relations and education; Regional Trauma Advisory Councils; facility representative to external entities; trauma registry; process improvement and community involvement; active participation in facility, regional and community disaster preparedness. Completes established competencies for the position within designated introductory period. Other related duties as assigned.								
<b>POSITION QUALIFICATIONS</b>								
<b>MINIMUM EDUCATION: Graduate of an accredited school of nursing</b>								
<b>PREFERRED EDUCATION: BSN</b>								
<b>MINIMUM EXPERIENCE: 3 years of recent full time hospital nursing experience in critical care, trauma, or emergency room.</b>								
<b>PREFERRED EXPERIENCE: Trauma Coordinator or Program Management</b>								
<b>REQUIRED CERTIFICATIONS/LICENSURE: Possession of current Texas State License for Registered Nurse.</b>								
<b>PREFERRED CERTIFICATIONS/LICENSURE:</b>								
<b>REQUIRED COURSES/ COMPLETIONS (e.g., CPR): BLS required-Obtained through approved American Heart Association Training Center or the Military Training Network. Trauma Nursing Core Course (TNCC) or Advanced Trauma Course for Nurses required. Trauma Outcomes Performance Improvement Course (TOPIC) required. ENPC or PALS preferred.</b>								
<b>PATIENT POPULATION/AGES SERVED: (√) Check all that apply</b>								
<b>Category</b>	<b>Age</b>	√	<b>Category</b>	<b>Age</b>	√	<b>Category</b>	<b>Age</b>	√
Infant	0-12 mons		Adolescent	13-18 yrs		Geriatric	70 + yrs	
Pediatric	1-12 yrs		Adult	19-69 yrs				
No responsibility to treat or care for patients: <input checked="" type="checkbox"/>								
<b>SUPERVISORY RESPONSIBILITIES: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</b>								
<b>ESSENTIAL / PRIMARY DUTIES</b> (The essential job functions or primary responsibilities that must be performed unaided or with the assistance of an accommodation – all job functions should begin with an action verb)								<b>% OF TIME PERFORMING DUTY</b>
<b>General Management:</b> <ul style="list-style-type: none"> <li>Assists in establishing goals and objectives that support overall strategic plans of the facility/Baptist Health System</li> <li>Monitors the annual department operating and capital budgets NA</li> <li>Manages daily operations of assigned department/s NA</li> </ul>								20%

<ul style="list-style-type: none"> <li>• Manages performance of staff</li> <li>• Demonstrates objectivity in decision making, utilizing facts to support decisions</li> <li>• Supports the mission statement, policies and procedures of the Baptist Health System</li> <li>• Manages to eliminate boundaries to achieve integrated, efficient and quality service</li> <li>• Achieves ongoing compliance with all regulatory agencies</li> <li>• Serves as a resource to employees and customers as demonstrated by visibility and knowledge of issues</li> <li>• Demonstrates flexibility in response to change</li> <li>• Anticipates and responds to problems and risks</li> <li>• Communicates effectively with all levels in the organization and with inter/external customers</li> </ul>	
<b>People Management:</b> <ul style="list-style-type: none"> <li>• Selects or assists in selection of personnel for hire and promotion; takes appropriate actions regarding counseling, disciplinary actions, demotion and termination</li> <li>• Manages, supports and coaches direct reports</li> <li>• Responds proactively to employee needs and concerns</li> <li>• Recognizes “experts” and “expertise” throughout the department and seeks employee input</li> <li>• Facilitates consensus among divergent groups</li> <li>• Minimizes staff turnover</li> <li>• Recognizes employees’ strengths and accomplishments</li> <li>• Evaluates or assists in evaluating assigned staff performance and competency, providing direct feedback</li> <li>• Assists in development of competency plans and provides opportunities for learning</li> </ul>	NA
<b>Department/Business Management:</b> <ul style="list-style-type: none"> <li>• Participates in planning, developing, organizing and evaluation of the trauma program for facility.</li> <li>• Coordinates and maintains trauma certification for the facility.</li> <li>• Assists with management of staff in collaboration with department leader/s.</li> <li>• Assists with establishing protocols and/or guidelines in accordance with designating authority</li> <li>• Develops collaborative relationships with departments to support quality trauma care</li> <li>• Assesses, implements, and evaluates trauma program orientation and educational programs for nursing staff in collaboration with educators and nurse managers</li> <li>• Monitors trauma patient care from ED Admission through Operative Intervention(s) , ICU , Stabilization, Rehabilitation Care and Discharge and enters in Trauma PI Program.</li> <li>• Maintains current knowledge of trauma care</li> <li>• Participates in regional organizations that support trauma system development</li> <li>• Collaborates with local, regional entities involved in trauma care</li> <li>• Interacts with Regional Advisory Council (RAC and the Governors Emergency Trauma Advisory Council (GETAC)</li> <li>• Coordinates monthly trauma meetings</li> <li>• Coordinates education as related to trauma throughout the community</li> <li>• Provides training for Trauma Nursing Core Course (TNCC) and Emergency Nurse Pediatric Course (ENPC)</li> <li>• Demonstrates dedication to meeting the expectations and requirements of internal and external customers; gets first-hand customer information and uses it for improvements in service; talks and acts with customers in mind; establishes and maintains effective relationships with customers. Role models Studer Principles and “must haves”.</li> <li>• Assures department and staff readiness for each and every patient</li> <li>• Serves as liaison between Trauma and EMS.</li> <li>• Provides follow-up and resolution for identified problems</li> <li>• Utilizes resources efficiently and effectively</li> <li>• Maintains safe environment</li> <li>• Participates in Performance Improvement activities</li> </ul>	80%

## DESCRIPTION OF PHYSICAL DEMANDS AND WORKING CONDITIONS

Essential job tasks or primary responsibilities that must be performed unaided or with the assistance of an accommodation. Check appropriate box for each of the following items to best describe the extent of the specific activity performed by the staff members in this position.

Technical/Motor Skills		Mental Abilities		Working Conditions	
Data Input / Typing	<input checked="" type="checkbox"/>	Calculations	<input checked="" type="checkbox"/>	Inside	<input checked="" type="checkbox"/>
Copying	<input checked="" type="checkbox"/>	Interpreting Numbers / Data	<input checked="" type="checkbox"/>	Outside	<input type="checkbox"/>
Speaking Clearly	<input checked="" type="checkbox"/>	Analyzing	<input checked="" type="checkbox"/>	Extreme Cold (non-weather)	<input type="checkbox"/>
Answering Telephones	<input checked="" type="checkbox"/>	Forecasting	<input checked="" type="checkbox"/>	Extreme Heat (non-weather)	<input type="checkbox"/>
Precise Manipulation	<input type="checkbox"/>	Assessing / Evaluating	<input checked="" type="checkbox"/>	Temperature Changes	<input type="checkbox"/>
Calibrating Equipment	<input type="checkbox"/>	Explaining / Teaching	<input checked="" type="checkbox"/>	Humidity	<input type="checkbox"/>
Reading	<input checked="" type="checkbox"/>	Synthesizing	<input type="checkbox"/>	Noise Level:	
		Attention to Detail	<input checked="" type="checkbox"/>	<i>Loud Noise</i>	<input type="checkbox"/>
		Memory	<input checked="" type="checkbox"/>	<i>Very Loud Noise</i>	<input type="checkbox"/>
<b>Physical Requirements</b>		Problem Solving / Reasoning	<input checked="" type="checkbox"/>	<i>Quiet</i>	<input checked="" type="checkbox"/>
Eye / Hand / Foot Coordination	<input checked="" type="checkbox"/>	Spatial / Form Perception	<input type="checkbox"/>	<i>Very Quiet</i>	<input type="checkbox"/>
Fingering / Fine Dexterity	<input checked="" type="checkbox"/>			<i>Moderate Noise</i>	<input type="checkbox"/>
Handling / Gripping/Squeezing	<input checked="" type="checkbox"/>	<b>Sensory Requirements</b>		Exposure / Use of sharps	<input type="checkbox"/>
Transferring-Vertical/Horizontal	<input checked="" type="checkbox"/>	Ability to see:	<input checked="" type="checkbox"/>	Blood / Body Fluid/ Tissue	<input type="checkbox"/>
Lifting / Carrying	<input checked="" type="checkbox"/>	<i>No Special Requirements</i>	<input checked="" type="checkbox"/>	Fumes / Odors	<input type="checkbox"/>
<i>Sedentary</i>	<input type="checkbox"/>	<i>Close Vision</i>	<input checked="" type="checkbox"/>	Toxic / Caustic Materials	<input type="checkbox"/>
<i>Light: 1-20 lbs.</i>	<input checked="" type="checkbox"/>	(clear vision at <20 inches)		Dust / Airborne Particles	<input type="checkbox"/>
<i>Medium: 21-35 lbs.</i>	<input type="checkbox"/>	<i>Distance Vision</i>	<input checked="" type="checkbox"/>	Poor Ventilation	<input type="checkbox"/>
<i>Heavy &gt;35 lbs. with assistance</i>	<input type="checkbox"/>	(clear vision at >20 feet)		Radiation	<input type="checkbox"/>
Push / Pull	<input checked="" type="checkbox"/>	<i>Color Vision</i>	<input checked="" type="checkbox"/>	Explosive Materials	<input type="checkbox"/>
Climbing	<input checked="" type="checkbox"/>	(identify and distinguish colors)		Dangerous Equipment	<input type="checkbox"/>
Balancing	<input type="checkbox"/>	<i>Peripheral Vision</i>	<input type="checkbox"/>	Moving Mechanical Parts	<input type="checkbox"/>
Stooping/Bending	<input type="checkbox"/>	(ability to observe an area that can be seen up and down or to the left and right while eyes are Fixed on a given point)		Risk of Electrical Shock	<input checked="" type="checkbox"/>
Kneeling	<input checked="" type="checkbox"/>			Exposure to Vibration	<input type="checkbox"/>
Walking	<input checked="" type="checkbox"/>				
Sitting	<input checked="" type="checkbox"/>			<b>Travel</b>	
Crouching / Squatting	<input type="checkbox"/>	<i>Depth Perception</i>	<input type="checkbox"/>	Local	<input checked="" type="checkbox"/>
Crawling	<input type="checkbox"/>	(three-dimensional vision: judge distances and spatial relationships)		Out of Town	<input checked="" type="checkbox"/>
Standing	<input checked="" type="checkbox"/>				
Holding	<input checked="" type="checkbox"/>				

Physical Requirements		Sensory Requirements		OSHA Task Category	
Flexing / Positioning/ Twisting	<input type="checkbox"/>	Ability to Adjust Focus (adjust eye to bring an object into sharp focus)	<input checked="" type="checkbox"/>	At risk for exposure to blood borne pathogens (Category I)	<input type="checkbox"/>
Restraining	<input type="checkbox"/>			May have exposure to blood borne pathogens (Category II)	<input type="checkbox"/>
Repetitive Activity	<input checked="" type="checkbox"/>				
Reaching	<input checked="" type="checkbox"/>	Ability to hear	<input checked="" type="checkbox"/>	No intentional exposure to blood borne pathogens (Category III)	<input checked="" type="checkbox"/>
Speed Movement / Velocity	<input type="checkbox"/>	Ability to feel	<input type="checkbox"/>		
		Ability to taste / smell	<input type="checkbox"/>		
				List other:	

The above job description is not intended to be an exhaustive list of all responsibilities, duties, and skills required of the job. Management retains the right to add or to change the duties of the positions at any time with or without notice.

I hereby acknowledge that I have read and understand the position qualifications, primary duties, physical requirements and working conditions and I agree to abide by this job description for as long as I am employed by XXX or until it has been revised or my job title changes. I further acknowledge that I have reviewed this job description with my supervisor and that I have been provided a copy of this document.

\_\_\_\_\_  
Employee Printed Name

\_\_\_\_\_  
Employee Number

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager Signature

\_\_\_\_\_  
Date