

Family:

JobCode:

Job Description

Date: XX/XXXX

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## **TRAUMA INJURY PREVENTION COORDINATOR**

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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**

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**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**

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### **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**

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### Coordinates and facilities 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)**

**Certification(s)/Registration(s)**

Registered Nurse-TX License

BLS

### Required Education and/or Experience:

**Education Required**

**Type of Degree**

Bachelor Degree in Nursing

**Amount of Experience**

**Type of Experience**

5 Years

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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**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"

<b>Budgetary Responsibility:</b>		<b>Supervisory Responsibility:</b>
<b>Direct</b>	<b>Budget Amount</b>	<b>Direct</b>
<b>InDirect</b>	<b>Budget Amount</b>	<b>InDirect</b>

**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.