

POSITION DESCRIPTION

DEPT NO. 783	DEPARTMENT: Trauma/EMS Services	POSITION TITLE: Director Trauma Services and EMS FLSA CLASS: Exempt
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POSITION SUMMARY:

The Department Director is responsible for planning, organizing, coordinating and directing all functions of the department(s) in order to support the stated mission, vision and values of The Medical Center of Ohio and the philosophy of the Department of Nursing and promote, advocate and support the nursing staff's primary commitment to protect the health, safety and rights of the individual, family or community. It is expected that the Director will effectively operate the department, continue the improvement of the department's processes and outcomes, comply with hospital and corporate policy and procedures, efficiently manage finances and resources, promote teamwork and customer satisfaction, and integrate the department services into the organization's overall plan for delivery of care and service.

POSITION COMPETENCIES: Competencies associated with each position are a combination of hospital-wide and department specific standards. Competencies are evaluated initially during each employee's Introductory Period using the Competency Validation Checklist. Thereafter, competencies are assessed on an on-going basis and formally documented using the Annual Performance Evaluation Form.

HOSPITAL WIDE CORE COMPETENCIES:

- Three Pillars (Exceptional Clinical Quality, Unparalleled Service, and Stewardship)
- Environment of Care
- Infection control
- Patient Rights
- Ethics and Code of Conduct
- Information
- Employee Health and Safety
- Leadership Initiative
- Excellence Always
- Human Resources
- Performance Improvement/Patient Safety

ORGANIZATIONAL RANKING:

Reports To: Vice President/Chief Nursing Officer
Employees Supervised: Trauma and EMS Staff

JOB FUNCTIONS: Every effort has been made to make this job description as complete as possible. However, it in no way states or implies that these are the only duties the incumbent will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or is a logical assignment to the position.

POSITION RESPONSIBILITIES:

- Coordinate/integrate department services with the hospital's primary function.
- Assume responsibility for evaluation of trauma care throughout the hospital placing patient safety as the primary goal.
- Assume responsibility for evaluation of Emergency Medical Services/Education and Medical Control Services provided by facility
- Develop/implement policies/procedures that guide/support the provision of services in an evidenced-based environment.
- Provide an environment that allows the RN to exercise independent judgment within the context of interdisciplinary patient care
- Maintain an environment where the RN may provide care/treatment/services within the theoretical framework of modeling and role-modeling
- Delegate tasks appropriate to meet the needs of the individual patient and to the skills of the employee supervised.
- Recommend a sufficient number of qualified/competent staff to provide department services in support of provision of services.
- Determine the qualifications/competence of personnel.

- Continuously assess/improve department's performance.
- Ensure the provision of orientation, in-service training and continuing education and development of staff.
- Recommend space and other resources needed in the provision of services.
- Identify and select outside sources for needed services.
- Promote involvement of self and staff in health promotion/educational community involvement, life time learning and nursing research.
- Participate in development and evaluation of professional practice by participating on unit and/or hospital committees, special projects and attendance at staff meetings and town halls. Create environment to encourage unit based staff participation in above.
- Participate in the development of trauma care systems at the community, state, and or national level.
- Maintain responsibility for Trauma Performance Improvement and Trauma Peer Review Activities.
- Assist with emergency preparedness activities for the hospital in collaboration with local agencies.

MEASURES OF EFFECTIVENESS:

- As observed by staff and others.
- Review of documentation.
- Patient care and/or department service is delivered in a safe, competent, and efficient manner as determined by outcomes, quality monitors, and other internal and external processes.
- Conduct and interpersonal relationships contribute positively to the delivery of quality care and services, and to orderly operation of the department and the facility.
- Skills are maintained and enhanced through consultation with interdisciplinary team members, participation in planning activities, and attendance at in-service and continuing education programs.
- Completes mandatory education, including, but not limited to, infection control, patient safety, quality improvement, MSDS and OSHA standards (PPE, First Aide and Bloodborne Pathogens, Hazard Communications, Emergency Procedures and Job Safety).
- Follows established guidelines for compliance with MCP Patient Safety Goals and Practices.
- Actively seeks ways to control costs without compromising patient safety, quality of care or the services delivered.
- Demonstrates knowledge of the occurrence reporting system. Uses system to report potential and actual patient safety issues, medical errors or unanticipated outcomes.
- Uses Performance Improvement process to improve patient safety and patient outcomes.

POSITION REQUIREMENTS/QUALIFICATIONS:

Education:	Masters Degree in Nursing or related field or other appropriate post Graduate degree or a plan actively in place to obtain same.
Licensure/certification/registration:	RN, National Specialty Certification preferred
Experience:	10 years nursing, 5 years management
Special Skills & Qualifications:	Ability to listen, interact and communicate verbally and in writing.

AGES OF PATIENTS SERVED:

Birth - 1 year = Neonatal/Infant; 1 - 11 years = Child/Pediatric; 12 - 17 years = Adolescent; 18 - 64 years = Adult; 65 - 79 years = Geriatric; 80 years and older = Frail Elderly

AS SPECIFIED ON POSITION COMPETENCY

MENTAL AND EMOTIONAL REQUIREMENTS: The incumbent must manage stress appropriately, make decisions under pressure, manage anger/fear/hostility/violence, handle multiple priorities and be able to work alone.

ENVIRONMENTAL CONDITIONS: Spends approximately 75% of time inside with little risk exposure.

PHYSICAL DEMANDS: MEDIUM WORK: Lifting 50 lbs. maximum with frequent lifting and/or carrying of objects weighing up to 25 lbs. This position also requires that the incumbent, on some occasions, must be able to lift and/or carry items up to 25 pounds, push or pull items having a maximum weight of 50 pounds and be able to stoop, bend or kneel as necessary. During normal execution of the responsibilities of this job, the incumbent will sit approximately 40% of the time, stand 30% of the time and walk 30% of the time. This position will also require

repetitive arm/hand movements and the incumbent must have visual acuity for near objects. Ability to lift, push and pull with assistance (mechanical or co-worker), the weight of the average patient specific to the department.

CONTACTS / INTERACTS WITH: Employees, Visitors, Patients, Management Staff, Physicians, Volunteers

LATITUDE: All positions at ~~Medical Center of Killeen~~ are part of an interdisciplinary team, and, as such, participate in the care and service delivery process through effective interaction with other team members.

POSITION DESCRIPTION REVIEW/REVISION DATE:

Date: 04/14/2014

I have reviewed these job requirements and attest that I can perform all essential functions of this position with or without reasonable accommodation.

Employee Signature: _____

Date: _____