

# Job Description

<b>JOB TITLE:</b> System Director, Trauma Services	<b>JOB CODE:</b>
<b>DEPT NAME:</b> Nursing Regional	<b>FLSA STATUS:</b> <input checked="" type="checkbox"/> EXEMPT <input type="checkbox"/> NON-EXEMPT
<b>DATE CREATED/REVISED:</b> XX/XXXX	

<b>POSITION SUMMARY</b>								
(General statement reflecting the overall purpose of the position.)								
Responsible for ensuring that the trauma care for BHS is in constant compliance with state regulations appropriate for the level of trauma designation maintained in the various BHS facilities. Possesses in-depth knowledge and experience to meet the needs of trauma patients. Works closely with the medical staff, administration, department heads, ancillary staff and nursing personnel to coordinate all aspects of trauma care. Provides overall administration of the Trauma Services which includes, but is not limited to: trauma registry; trauma care management; performance improvement; trauma education; nursing direction; physician relations and education; Regional and State Trauma Advisory Councils; BHS representative to external entities; community involvement. Completes established competencies for the position within designated introductory period. Other related duties as assigned.								
<b>POSITION QUALIFICATIONS</b>								
<b>MINIMUM EDUCATION:</b> Graduate of an accredited school of nursing								
<b>PREFERRED EDUCATION:</b> BSN								
<b>MINIMUM EXPERIENCE:</b> 4 years of recent hospital nursing experience in critical care, trauma, or emergency room.								
<b>PREFERRED EXPERIENCE:</b>								
<b>REQUIRED CERTIFICATIONS/LICENSURE:</b> Possession of current Texas State License for Registered Nurse.								
<b>PREFERRED CERTIFICATIONS/LICENSURE:</b>								
<b>REQUIRED COURSES/ COMPLETIONS</b> (e.g., CPR): BLS required- Obtained through approved American Heart Association Training Center or the Military Training Network. Trauma Nursing Core Course or Advanced Trauma Course for Nurses required. ENPC or PALS required. Trauma Outcomes Performance Improvement Course (TOPIC) <i>preferred</i> .								
<b>PATIENT POPULATION/AGES SERVED:</b> (√) Check all that apply								
<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:</b> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO								
<b>ESSENTIAL / PRIMARY DUTIES</b>							<b>% OF TIME PERFORMING DUTY</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>General Management:</b> <ul style="list-style-type: none"> <li>Participates in planning, developing, organizing and evaluation of the trauma program</li> <li>Coordinates trauma services/systems to ensure compliance with trauma center designation standards.</li> <li>Establishes protocols and/or guidelines in accordance with designating authority</li> <li>Develops collaborative relationships with other departments to facilitate and support quality trauma care</li> <li>Assesses, implements, and evaluates trauma program orientation and educational programs for</li> </ul>							100%	

<p>nursing staff in collaboration with educators and nurse managers</p> <ul style="list-style-type: none"> <li>• Disseminates and assists in critique and interpretation of nursing research findings to facilitate utilization by nursing staff</li> <li>• Maintains current knowledge of trauma care via literature review and/or trauma conferences</li> <li>• Participates in state and regional organizations that support trauma system development</li> <li>• Collaborates with local, regional and state entities involved in trauma care and/or trauma systems oversight</li> <li>• Interacts with Regional Advisory Council (RAC) and the Governors Emergency Trauma Advisory Council (GETAC)</li> <li>• Serves as liaison and/or participates with appropriate community organizations involved in injury prevention and/or trauma related activities</li> <li>• Serves as liaison with Emergency Medical Services agencies</li> <li>• Maintains overall administration of Trauma Registry</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>• 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>	
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## 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 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