

Family:

JobCode:

Job Description

Date: XX/XXXX

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## **TRAUMA PROCESS IMPROVEMENT (PI) COORDINATOR**

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The Trauma PI Coordinator under direction of the Trauma Program Manager is responsible for coordination and facilitation of the Trauma Performance Improvement Programs. Responsible for monitoring and coordinating trauma care to ensure quality care for the trauma patient. Also includes development, coordination, implementation and evaluation of age specific trauma education programs to improve hospital and regional outcomes from major trauma by dissemination of knowledge, education, and expertise regarding care of the injured patient.

### Education Required:

Graduate of an accredited school of nursing required  
Bachelor's of Science-Nursing required  
Masters degree preferred  
CE planner course within one year of hire

### Experience

5 Years  
Trauma/Emergency/Critical Care/Injury prevention/Education  
Strong presentation, teaching, leadership and course development experience  
Effective interpersonal communication skills  
Research and statistical data experience preferred

Scope/Impact: -

### Job Functions

#### **I. Clinical:**

**Responds to disaster activation and performs RN duties as delegated**

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### **II. Performance Improvement (PI):**

**In collaboration with the Trauma Program Manager, develops, implements, and evaluates a PI plan for the Trauma Program.**

**Monitors trauma care from all phases of care (pre-hospital to discharge) for complications, compliance with audit filters, and standards of care. Tracks and reports any identified quality issues, including sentinel events, deaths, transfers, complications, adherence to trauma service guidelines, and variances from care plans. Maintains knowledge of current external and internal quality indicators and standards.**

**Participates in assessment, development, implementation, and evaluation of processes and education for process improvement/quality improvement in care of trauma patients to promote optimal patient outcomes.**

**Assists with departmental and hospital staff education as it relates to trauma performance improvement**

**Assists in the development of Practice Management Guidelines that address issues identified in the PI process.**

**Integrates the trauma registry in the trauma PI process.**

**Serves as resource and mentor to others in area of Trauma PI**

**Assumes active role in departments and councils.**

**Coordinates flow of quality improvement data to all stakeholders.**

**Integrates or links trauma PI with hospital or system PI.**

**Obtain, extract, manipulate and analyze data from various internal and external sources and will be responsible for submission of reliable data into the Trauma Registry.**

**Maintains Trauma Dept Dashboards monthly and evaluates outcomes of PI projects related to dashboard metrics.**

**Compiles data for weekly Trauma Case Review Committee, and monthly Trauma M&M and PIPS/OPS meetings and maintains minutes.**

**Assists in obtaining/tracking/documenting loop closure for QI/PI issues into the Trauma Registry**

**Responds to trauma activation pages when available to provide support and evaluate effectiveness of trauma resuscitation process.**

**Attends bi-weekly multidisciplinary floor and ICU rounds to capture complications/quality issues.**

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**Assists with research data collection, presentations, and publications.**

**Assists with annual review and update of Trauma Dept policies, procedures, and guidelines.**

### **III. Education/Outreach Activities:**

**Develops and implements educational programs on new trauma care guidelines, research, and evidence-based practice.**

**Collaborates with managers, staff, and education team to identify, implement, and evaluate education programs for trauma based on educational needs of units for quality/process improvement.**

**Provides trauma education in trauma orientation classes in the ED.  
Coordinates, implements, and evaluates Trauma Grand Rounds monthly.  
Presents at least one educational lecture at Trauma Grand Rounds yearly.**

**Coordinates and instructs in outreach education programs such as ATLS, ATCN, and TNCC.**

**Attends NCTTRAC SPI committee meetings.**

**Develops, coordinates, and presents an educational lecture in a yearly trauma symposium**

**Maintains a quarterly log of inservices and educational presentations**

**Develops and coordinates Continuing Medical Education (CME)/Nursing Continuing Education (CE) for Trauma Grand Rounds and other related educational opportunities**

**Acts as education liaison for Trauma Conference- develops performance improvement education presentations**

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

**Participates in community and facility outreach programs**

### **IV. Professional Growth:**

**Seeks new information to broaden knowledge base and keep practice current by attending educational programs, conferences and in-services related to trauma care and process/quality improvement.**

**Maintains current certifications**

**Develops and attains yearly goals for professional growth**

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### V. Other:

**Completes yearly nursing and employee surveys**

**Maintains values based on universal competencies, core competencies and job specific competencies**

**Maintains patient confidentiality**

**Supports mission statement, vision, strategic objectives and department goals**

**Assists with American College of Surgeons (ACS) level I trauma survey**

**Maintains professional and effective interpersonal skills**

"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,ACLS,TNCC provider

### 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 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.

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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 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 XXX. Spends time on most important work.

### **Organizational Core Competency Requirements:**

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.

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