



## Director of Trauma & Clinical Initiatives

<b>Reports to:</b> Sr. Director Programs & Services		
<b>Level/Grade:</b> Leadership	<b>Type of Position:</b> Part-time	<b>Hours/Week:</b> 20 hrs/week; exempt

### GENERAL DESCRIPTION

The Director of Trauma and Clinical Initiatives has oversight responsibility for the regional trauma system to include registry, performance initiatives, and professional trauma education. Develops and staff's workgroups of priority clinical initiatives toward improving clinical care. Manages staff and budget.

### JOB RESPONSIBILITIES

- **Trauma Coordination**
  - Oversees the day to day activities related to the regional trauma system
  - Oversees the Regional Trauma Registry
  - Oversees the Regional Performance Improvement Process
  - Oversees the Regional Educational Programs including ATLS, TNCC, TCAR, ENPC
  - Serves as an instructor and Course Coordinator for course offerings as needed
  - Serves as liaison to EMS regarding trauma related issues
  - Provides a funding structure and budget for trauma activities annually
  - Participates on State level committees
  - Supervises the Manager, Regional Trauma Services
- **Clinical Initiatives / Workgroup Facilitation**
  - Facilitates, leads, and participates on clinical committees and workgroups
  - Responsive to facilitate groups that address clinical initiatives as requested
  - Provides flexibility to respond to member requests for convening
  - Liaison with community initiatives and/or represents The Health Collaborative as requested
  - Oversight of the CCPS/TNRC Administrator for this project
- **Collaborative Leadership**
  - Contributes to the organizational value communications
  - Participates as a member of the Leadership Group
  - Assists as needed with organizational events
  - Supervises and provides support to reporting staff
  - Conducts annual and ongoing performance reviews and staff development
  - Assists with the preparation of departmental budget
  - Participates in monthly financial closing meetings
  - Ensures proper use and protection of information assets by complying with the organization's information privacy and security policies to protect assets from unauthorized access and by reporting any security events or potential events or other security risks to the organization
  - Performs other duties as assigned

### POSTION REQUIREMENTS

- Must be detailed-oriented, organized and able to meet stringent deadlines
- Must demonstrate the values of The Health Collaborative
- Must be proficient in Microsoft Office
- Must be comfortable working in a very fast paced environment
- Must have the ability to travel by car and plane to meetings / programs, including out of town
- Experience in meeting facilitation and public speaking - preferred
- Experience: Two-Three years experience in Emergency Service Leadership or Trauma Program Management
- Must be able to sit for long periods of time while looking at a computer monitor, up to 8 hours in a work day
- Fiscal experience and budgeting preferred

### EDUCATION/CERTIFICATION REQUIREMENTS

- Bachelors degree in Nursing, Masters preferred
- Obtain certification in TNCC and ATLS Course Coordination within one year

**OTHER INFORMATION**

**APPROVED BY** N. Weber

**DATE POSTED:** 12/01/2017

*Disclaimer: Nothing in this job description restricts the company's right to assign responsibilities to this job at any time as critical features of this job are subject to change any time.*

*Updated: 11/28/2017*