



## Coordinator, Trauma and Emergency Preparedness

<b>Reports to:</b> Director, Regional Preparedness Coordination		
<b>Level/Grade</b> Professional	<b>Type of Position</b> Full Time	<b>Hours/Week</b> 30 hrs/week; non-exempt

<b>GENERAL DESCRIPTION</b>
<p>The coordinator is responsible for assisting with the coordination of regional emergency preparedness initiatives with the trauma and preparedness team. The coordinator assists with emergency preparedness communication, regional asset management, exercises, and grant deliverable activities.</p> <p>The coordinator is responsible for managing the Tristate Nursing Resource Center and the Centralized Clinical Placement System. The coordinator assists with performance improvement, clinical initiatives and with development and execution of regional education.</p>
<b>JOB RESPONSIBILITIES</b>
<p><b>Education</b></p> <ul style="list-style-type: none"> <li>• Assist with coordinating disaster and trauma education including, but not limited to; Hazmat, COOP, HICS, TNCC, ENPC, ATLS, TCAR etc. Includes: assembly and distribution of participant and instructor course materials, registration management, room setup, instructor support and follow up documentation.</li> <li>• Assist with coordination and participate in injury prevention activities.</li> </ul> <p><b>Performance improvement</b></p> <ul style="list-style-type: none"> <li>• Collaborate to identify opportunities for performance improvement through monitoring trauma care in the region</li> <li>• Serves as liaison to regional EMS for trauma and disaster preparedness</li> </ul> <p><b>Clinical Initiatives</b></p> <ul style="list-style-type: none"> <li>• Develop quarterly handwashing collaborative reports and communicate with Qualaris staff</li> <li>• Assists with clinical initiative projects</li> <li>• Assist with maintaining updated contact information through Salesforce</li> <li>• Assist with Hospital Status Reporting data/media requests</li> <li>• Participates in clinical performance improvement workgroups and committees, assists with facilitating groups and committees</li> <li>• Perform as a community and regional liaison</li> <li>• Assist with TriSate Nursing Excellence Committee symposium preparation and execution</li> </ul> <p><b>CCPS/TNRC On-Site Administrator</b></p> <ul style="list-style-type: none"> <li>• Maintain the Tristate Nursing Resource Center website</li> <li>• Support the Centralized Clinical Placement System program and website</li> <li>• Respond to technical inquiries regarding clinical placements for hospitals and nursing schools</li> <li>• Facilitate the contracts, invoicing and orientation for new members</li> <li>• Create and reset user account information as needed</li> </ul> <p><b>Emergency and disaster preparedness</b></p> <ul style="list-style-type: none"> <li>• Assist warehouse manager with maintaining, inventorying, and deployment of regional assets.</li> <li>• Assists with coordinating regional exercises and drill design, implementation, evaluation and reporting.</li> <li>• Other duties as assigned</li> </ul>

**POSTION REQUIREMENTS**

- Proficient in Microsoft Excel, Microsoft Word, Microsoft PowerPoint, Microsoft Outlook
- Proficient in computerized database system
- Ability to collate and assess raw data
- Excellent oral and written communication skills
- Present a positive service attitude toward internal and external customers
- Maintains confidentiality, HIPPA Compliance
- Has the initiative and ability to manage multiple projects simultaneously, meet deadlines in a fast-paced environment and organize work load
- Well-developed analytical and problem-solving abilities
- Works well independently or as part of a team
- Comfortable presenting materials in a group setting to administration and public representatives
- Strong attention to detail required
- 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

**EDUCATION/CERTIFICATION REQUIREMENTS**

- Minimum 3 years of experience pre-hospital EMT or Paramedic or hospital-based EMT or Paramedic with some pre- hospital experience OR registered nurse with minimum 3 years experience, Emergency Department preferred
- Associate's degree preferred
- Knowledge and experience with basic medical terminology, anatomy and physiology, and medical equipment
- Knowledge of trauma registry system
- Knowledge of emergency preparedness frame work

**OTHER INFORMATION**

- Type/use a computer for extended periods of time
- Perform office work
- Travel by car for meetings within driving distance and by plane for out-of-town meetings
- Lift and move light-weight items such as computer hardware, files, conference tables/chairs, and boxes of marketing materials, etc.

**APPROVED BY Amber Antoni, MSN, RN****DATE POSTED 7/09/2018**

***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.***