

DAVIS COUNTY HOSPITAL
Job Description

TITLE: ER Coordinator

DEPARTMENT: Emergency Room

JOB GRADE:

APPROVED BY: Chief Nursing Officer

FORMER REVISION: 09/08 (ER Manager)

LATEST REVISION: 07/10

LATEST REVIEW: 07/10

This job description covers the most significant duties performed, but does not exclude other work assignments not mentioned.

DEPARTMENT OBJECTIVE:

To assure the provision of quality patient care to all patients receiving services in the Emergency Department. This includes the provision of excellent customer service to patients, families, visitors, physician, and coworkers.

JOB SPECIFICATIONS:

Education & Training: Graduate of an accredited school of nursing.
Bachelors degree in nursing preferred.

Licensure: Current Registered Professional Nurse licensure in the state of Iowa.
BCLS within 30 days of employment.
ACLS, NRP, PALS, and TNCC required within first year of employment.

Experience: 2 – 5 years ER Experience required.

Abilities Strong leadership, communication and problem solving abilities required.

REPORTING RELATIONSHIPS:

Reports to: Chief Nursing Officer

Supervises: None

JOB SUMMARY:

Plans, organizes, implements, and evaluates the care provided to patients of all ages in the Emergency Room. Assures that care is appropriate by nursing standards and for age and condition. Responsible for operations, budget, QI, education, orientation, and other duties as assigned. Responsible for the knowledge, awareness, and practice of the Davis County Hospital's Safety, Quality, Behavioral Standards and Corporate Compliance Plans.

ESSENTIAL FUNCTIONS:

1. Maintains own clinical and skills, functioning clinically and as resource person in ER and clinical areas. Responsible for planning, organizing, directing, implementing and evaluating of various activities, programs and services relating to emergency and nursing care.
2. Assure the carrying out of established nursing procedures utilizing the nursing process, and assuring the maintenance of safe, clean environment. Assures the prompt carrying out of physician orders and appropriate and timely documentation. Completes annual competencies.
3. Coordinates services with medical staff, EMS, nursing staff, other nursing units, and departments as well as other providers. Maintains accountability for activities in ER keeping Chief Nursing Officer informed. Supports hospital and management philosophy and decisions.
4. Interacts and consults with patients, families, physicians, staff, regulators, payers, etc. demonstrating the ability to coordinate the multi-disciplinaries necessary for total patient care. Maintains confidentiality of all patient and appropriate program and staff information throughout the ER.
5. Develops and maintains the department: program budgets, policies and procedures, quality improvement and safety program; incorporating industry trends and regulatory parameters.
6. Assists with self scheduling of staff, assuring adequate staff-patient ratios. Assists CNO with employee performance and appraisals, coordinates orientation and education for all ED staff. Active in programs to attract, retain and motivate people.
7. Develops standards of nursing practice along with other nursing leaders and monitors performance based on these standards. Monitors patient/resident care utilizing the quality improvement plan. Plans and coordinates with nursing education to provide appropriate staff education and development.
8. Assures cost-effective utilization of human, financial and material resources. Supports and promotes achievement of fiscal goals and responsibilities. Monitors procurement of supplies, maintains proper inventory control, maintains equipment, and monitors the accuracy of patient charges as appropriate to services. Able to prioritize and manage time efficiently.
9. Self-motivated and able to make decisions independently keeping Chief Nursing Officers and appropriate others informed and supporting the hospital's philosophy and decision.

10. Communicates verbally and in writing in an appropriate and timely manner, participating in various meetings and committees, for the purpose of communication and problem identification and solving.
11. Adheres to and promotes the established values of the organization, i.e., customer service, safety, compliance standards and all others.
12. Reviews Policy & Procedure manuals annually.
13. Completes annual OSHA training.

MARGINAL FUNCTIONS:

1. Appropriate cleaning, checking and restocking of ER and clinical areas.
2. Cooperates with student nurse education program.
3. Operates various office equipment, i.e. fax, copier, computer.
4. Assist with audits and quality improvement activities.

WORK CONDITIONS:

The worker is subject to hazards: including a variety of physical conditions such as proximity to mechanical parts and chemicals including odors.

The worker at times is required to wear a facemask, gown and/or gloves.

Employees in this job classification have been identified as having the likelihood of occupational exposure to blood and other potentially infectious materials, therefore are included in the OSHA Exposure Control Plan with it's specification for preventing contact with the above materials.

PHYSICAL ACTIVITY REQUIREMENTS: (Constant = 67 - 100% of work day, Frequent = 34 - 66% or work day, Occasional = 33% or less of work day.)

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| Constant | <p>Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. This factor is important if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.</p> <p>Reaching: Extending hand(s) and arm(s) in any direction.</p> <p>Standing: Particularly for sustained periods of time.</p> <p>Walking: Moving about on foot to accomplish tasks, particularly of long distances.</p> |
| Frequent | <p>Stooping: Bending body downward and forward by bending spine at the waist.</p> |

This factor is important if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.

Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.

Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.

Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires the substantial use of the upper extremities and back muscles.

Fingering: Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.

Occasional Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.

Kneeling: Bending legs at knee to come to a rest on knee or knees.

Crouching: Bending the body downward and forward by bending leg and spine.

Crawling: Moving about on hands and knees or hands and feet.

PHYSICAL REQUIREMENTS:

If a patient is unable to function independently, a mechanical/assistive device and /or additional personnel must be utilized. If an object requires lifting > 50 lbs., additional equipment/personnel must also be utilized.

Heavy work: Exerting up to 65lbs. push/pull (force to move frequently, and lifting up to 50 lbs. occasionally, and lifting up to 40 lbs. frequently, and lifting up to 20 lbs. constantly, to move patient and/or objects.

VISUAL ACUITY REQUIREMENTS:

MACHINE OPERATORS (including inspection), INSPECTION CLOSE ASSEMBLY, CLERICAL, ADMINISTRATIVE. This is a minimum standard for use with those whose work deals largely with preparing and analyzing data and figures, accounting, transcription, computer terminal, extensive reading, visual inspection involving small defects, small parts, operation of machines (including inspection), using measurement devices, assembly or fabrication of parts at distances close to the eyes.

INTELLECTUAL AND EMOTIONAL REQUIREMENTS:

1. Adaptability to accepting responsibility for the direction, control, or planning of an activity.
2. Adaptability to situations involving the interpretation of feelings, ideas, or facts in terms of personal viewpoint.
3. Adaptability to influencing people in their opinions, attitudes, or judgments about ideas or things.
4. Adaptability to making generalizations, evaluations, or decisions based on sensory or judgmental criteria.
5. Adaptability to making generalizations, evaluations or decisions based on measurable or verifiable criteria.
6. Adaptability to performing repetitive work or to performing continuously the same, according to set procedures sequences, or pace.
7. Adaptability to performing under stress when confronted with emergency, critical, unusual, or dangerous situations; or situations in which working speed and sustained attention are make-or-break aspects of the job.
8. Adaptability to situations requiring the precise attainment of set limits, tolerance, or standards.
9. Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.