Guidelines and Protocols

TITLE: TRAUMA PROGRAM MANAGER JOB DESCRIPTION

PURPOSE:
The Trauma Program Manager is an individual responsible for the development, implementation, and maintenance of the Trauma Service for the hospital.

PROCESS:

1. RESPONSIBILITIES
   A. The Trauma Program Manager will function with the Medical Director of the Trauma Service in the following capacity.
      1. Develop and maintain the Trauma Injury Registry.
      2. Develop and implement the policies and procedures for the Trauma Service.
      3. Develop and implement a trauma education program for all individuals involved in trauma care at Harris Health System.
      4. Develop, initiate, and monitor public education for the citizens of Harris County.
      5. Develop and implement the Trauma Performance Improvement Program for the Trauma Service.
      6. Coordinate the development, implementation and maintenance of the components of the Trauma Service. These components include, but are not limited to:
         a. Trauma Injury Registry
         b. Trauma Clinical Practice
         c. Trauma Education
         d. Trauma Performance Improvement
         e. Trauma Injury Prevention
         f. Community Outreach Education
B. Conduct monthly meetings with the Trauma Service and Nursing Departments.
C. Act as a liaison for Harris Health System with the community and regional EMS providers.
D. Participates in a leadership role in emergency management

II. QUALIFICATIONS
A. Either a registered nurse in the State of Texas or a physician assistant licensed in the State of Texas and must be in good standing at the local, state, and federal levels.
B. Minimum of 3 – 5 years of experience in a critical care area in an accredited institution.
C. Experience commensurate with the trauma center level of verification of the hospital.
D. Good interpersonal and communication skills.
E. Demonstrates leadership and management skills.
F. If nurse, Bachelor of Science in nursing required; Master of Science in nursing preferred.
G. Involved in professional organizations.
H. ACLS – I and TNCC – I preferred.
I. PALS-provider
J. ATLS Course Coordinator, experience preferred.
K. Trauma outcomes and performance improvement course required

III. JOB RELATIONS
A. Responsible to:
   1. CNO-Chief Nursing Officer
B. Supervised by:
   1. Trauma Medical Director
C. Employees Supervised:
   1. Trauma Nurse Coordinator(s)
   2. Trauma Registrar(s)
REFERENCE / BIBLIOGRAPHY:

OFFICE OF PRIMARY RESPONSIBILITY:

LYNDON B. JOHNSON HOSPITAL TRAUMA SERVICES

REVIEW / REVISION HISTORY

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