

**HILLSBOROUGH COUNTY  
JOB DESCRIPTION**

**Position Title: Trauma Coordinator**

**Job Code: U8301**

**Grade: G**

**February 2008**

**POSITION SUMMARY**

Coordinate and perform quality monitoring of services that provide care to the citizens of Hillsborough County accessing the trauma system. Conduct monthly/bi-monthly countywide trauma audit committee meetings to include ambulance services based both inside and outside the county, as well as trauma center and non-trauma center participation. Assist the trauma centers with quality assurance aspects of their trauma program administration. Maintain the uniform trauma transport protocol followed by all prehospital providers to assure timely and appropriate emergency care to the injured patient. Maintain the trauma plan to delineate trauma system administration. Represent the county on various state level committees to advise on legislative issues. Serve as a resource for the trauma community. Conduct special projects relating to trauma care.

**KEY RESPONSIBILITIES**

**% OF  
TIME**

Monitor regulatory compliance of trauma care providers in Hillsborough County. Pursue quality of care inquiries on questionable practices and untoward outcomes. Review medical records from the prehospital, hospital and medical examiner to determine if accepted standards of care had been rendered and appropriate triage performed. \*

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Plan agenda and prepare materials for monthly county wide trauma audit committee meetings and promote attendance. \*

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Function as a quality assurance liaison between EMS and hospitals countywide on trauma and transport issues. Participate/assist with the performance improvement programs of trauma centers and emergency medical service providers. Provide patient outcome feedback to emergency medical services as requested. Identify training issues, prepares reports and related documentation. \*

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Revise the uniform transport protocol as required to effect changes in prehospital triage and treatment to improve care for the injured patient and correct system deficiencies, incorporating constituent input and acquiring required state endorsements. Promulgate approved changes to all prehospital and hospital providers, and emergency medical dispatch centers.

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Write an annual performance evaluation of the trauma system. Write and update the state-mandated trauma plan to codify/describe current system components and nature/status of provider services and relationships. \*

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Serve as a resource on trauma care issues to the trauma community, answer questions, provide materials, and mediate disputes.

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Coordinate/execute special projects involving the care of injured patients in Hillsborough County. Perform other special assignments, research and prepare reports, develop and implement programs.

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Influence and promote trauma care at the local and state levels by serving on the State Plan Committee which advises the State EMS office on issues such as increasing access to trauma care statewide, funding the cost of trauma care, and trauma data collection. Participate in rule development workshops, professional associations, statewide committees and alliances and other special committees that propose standards and other legislation. Provide support to related committees and functions to the extent possible.

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\* Indicates an "essential" job function.

## Position Title: Trauma Coordinator

### WORKING CONDITIONS

Constantly in normal office situation Occasionally requires travel, excluding overnight stays.	Occasionally requires travel, including overnight stays.
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### PHYSICAL EFFORT

Constantly sitting at a desk or table. Frequently requires good near or distant vision.	Occasionally intermittently sitting, standing, or stooping. Occasionally requires light lifting or carrying 25 lbs. or less. Frequently requires good hearing.
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### KEY JOB REQUIREMENTS

<b><i>Formal Education:</i></b>	Bachelor's Degree required.
<b><i>Work Experience:</i></b>	3 years to < 5 years
<b><i>Impact of Actions:</i></b>	Makes recommendations or decision which usually affect the assigned department, but may at times affect operations, services, individuals or activities of others outside of the assigned department.
<b><i>Complexity:</i></b>	Analytic: Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, and/or precedents used in combination. Frequently, the application of multiple, technical activities is employed; therefore, analytical ability and inductive thinking are required. Problem solving involves identification and analysis of diverse issues.
<b><i>Decision Making:</i></b>	Highly Complex: Supervisor is available to review established departmental and/or County objectives. Independent judgement is required to recommend departmental or County objectives, evaluate new approaches to problem solving, and assess changing facts or conditions.
<b><i>Internal Communication:</i></b>	Requires regular contacts to discuss issues of moderate importance and to respond to inquiries. Occasionally requires contact with officials at higher levels on matters requiring cooperation, explanation and persuasion.
<b><i>External Communication:</i></b>	Requires regular external contacts to discuss issues of moderate importance and to respond to inquiries. Occasionally requires contacts with the public involving the enforcement of regulations, policies and procedures.
<b><i>Managerial Skills:</i></b>	Responsible for orienting and training others, and assigning and reviewing their work. May also be responsible for assign in a "lead" or "senior" capacity over other positions performing essentially the same work, or related technical tasks and reporting to a higher level on a formal basis.
<b><i>Problem Solving:</i></b>	Problem solving involves identification and analysis of diverse problems; answers are usually found by reviewing standard technical manuals and administrative procedures and modifying them for unusual situations. Guidance is usually provided on what sources to review and solutions are reviewed before acceptance.
<b><i>Planning:</i></b>	One to Three Months: Plan events that are expected to occur in the next one to three months or on a quarterly basis.
<b><i>Planning Scope:</i></b>	Section or large Group