

Health and Human Services Enterprise
Position Description (as of 7/7/2014)

TO: accessHR Classification Office

I. POSITION DATA:	
Position Number(s):	5321
Functional Job Title:	Designation Coordinator
Class Title:	Program Specialist III
Class Number:	1572
Salary Schedule/Group:	B11
FLSA Status:	Non Exempt
Work Location:	8407 Wall Street, Austin, Texas
HHSAS Department Name:	
HHSAS Department ID Number:	0537
Bureau/Facility/Division:	EMS/Trauma Coordination Office-EMS Trauma Systems Group
Agency:	Texas Department of State Health Services
II. IMMEDIATE SUPERVISOR OF POSITION:	
Supervisor's Name:	
Supervisor's Employee ID Number:	
Supervisor's Position Number:	5319
Supervisor's Phone Number:	512-834-6794
III. GENERAL DESCRIPTION:	
<p>Brief Job Description:</p> <p>Under the general direction of the State Trauma System Director, EMS/Trauma Systems (EMS/TS) Group Manager and in collaboration with other Designation staff, responsible for planning, implementing, and evaluating the Trauma Facility Designation Program. Develops standards for trauma facilities and makes recommendations on all aspects of designation to the State Trauma System Director and EMS/TS Manager. Provides on-site and in-house technical assistance to hospitals regarding the designation process. Recruits and coordinates training of appropriate candidates for the non-department site surveyor program. Collaborates in the development and/or revisions of rules, criteria, policies and procedures for the designation program. Assists in regional trauma system development through the provision of technical assistance to the Regional Advisory Councils. Disseminates trauma system information to appropriate parties and provides staff support to the Governor's EMS and Trauma Advisory Council (GETAC) and Texas Trauma Coordinators Forum (TTCF). Must be able to maintain confidential information.</p>	
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Approved By:	
Date Approved:	

IV. ESSENTIAL JOB FUNCTIONS (EJF): List in order of importance the essential job functions. Following each EJF, indicate in parentheses () the percentages of time spent. Percentages should be in increments of 5% and not exceed 100%.

Attends work on a regular and predictable schedule in accordance with agency leave policy and performs other duties as assigned.

(70%) In collaboration with Office of EMS/Trauma System Coordination (OEMS/TS) staff, implements the trauma facility/trauma systems designation process, including application review, conducting and coordinating site surveys, reviewing survey reports, developing customer response and compliance follow-up letters, and making recommendations to the EMS/TS Group Manager, State Trauma System Director and Office of EMS/Trauma Coordination Unit Director. Provides in-house and on-site technical assistance regarding the development of regional trauma systems and hospitals seeking designation, including development of letters and documents/manuals as necessary. Conducts spot inspections and otherwise monitors designated facilities/trauma systems to assure compliance with criteria. Develops survey reports and informational/ educational, compliance letters for hospitals and trauma systems. Assists in maintaining designation database and preparing reports. Documents all interactions with designated facilities/trauma systems and applicant hospitals/trauma systems in the designation files. Investigates complaints regarding designated trauma facilities/trauma systems. Assists with the non-department surveyor program, including recruitment, coordination of training, and monitoring of appropriate candidates.

(5%) Assists OEMS/TS staff with monitoring the Health and Human Services Commission's Medicaid Disproportionate Share hospitals trauma designation conditions of participation.

(10%) Staffs committees of the Governor's EMS and Trauma Advisory Council (Trauma Systems and Pediatric Committee) Texas Trauma Coordinators Forum and Regional Advisory Council meeting, including but not limited to development of informational packets, verbal dissemination of information to the committees in a public setting, and assimilation of committee feedback into original documents. Networks with other appropriate programs and organizations to further the goals of the program.

(5%) Assists in identification of potential funding sources and the development of proposals.

(5%) Disseminates trauma system information to appropriate parties.

(5%) Other duties as assigned.

Total Time Spent:	100%
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V. LICENSURE, CERTIFICATION, OR REGISTRATION REQUIRED:

List the licensure, certification, or registration required to perform this job:
Registered Nurse is preferred.

VI. KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

List the knowledge, skills, and abilities critical to performance in this position:

Skill in organizing and communicating continuous quality improvement and performance improvement needs to hospital staff.

Knowledge of hospital procedures, including documentation.

Skill in relating complex information verbally and in writing.

Skill in public speaking.

Ability to maintain a professional persona.

Ability to analyze and solve work problems.

Ability to prepare effective correspondence and reports using programs such as Word, Excel and Access.

Ability to make independent judgments.

Ability to organize thoughts for the preparation of workshops and position papers.

Ability to work in a team environment.

Ability to interpret and apply department policy and local, state, and federal law.

Ability to prioritize multiple tasks.

Preferred: Certification in the following: TNCC, ATCN, ENPC, a Trauma Coordinator course, ACLS, PAPALS, PPC, BHTLS, PHTLS, and/or PEPP.

VII. ENVIRONMENTAL/HAZARD DEMANDS OF ESSENTIAL JOB FUNCTIONS:

Place an 'X' after all work site and environmental conditions that apply to this job.

A. Working:

Travel (indicate % of time):	Irregular hours.
Indoors.	Outdoors.
On ladders or scaffolding.	With sharp instruments.
With moving vehicles/objects.	With hands in water.
Around machines with moving parts and objects.	With fire, boilers, or large hot stoves.
Other (specify):	

Place an 'X' after all work site and environmental conditions that apply to this job.

B. Exposure to:

Excessive heat.	Excessive cold.
Excessive humidity.	Excessive dampness.
Dry atmosphere.	Excessive noise.
Constant noise.	Dust/mites.
Fumes, smoke, or gases.	Grease, oils, and combustibles.
Acidic/caustic solutions.	Silica, asbestos, etc.
Cleaning supplies/abrasives and solvents (degreasing agents).	Pesticides.
Human blood, body fluids, tissue or wastes.	Animal blood, body fluids, tissue or wastes.
Biomedical waste.	Biological agents.
Electrical energy.	Radiant energy.
Vibration.	Other (specify):

VIII. PHYSICAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:**A. Enter the maximum number of pounds required in the next four blocks:**

Lifting (indicate number of pounds):	Carrying (indicate number of pounds):
Pulling (indicate number of pounds):	Pushing (indicate number of pounds):

B. Place an 'X' after all physical demands required to perform the essential job functions.

Repeated bending.	Reaching above the shoulder.
Simple grasping.	Dual simultaneous grasping.
Finger/manual dexterity.	Sitting.
Standing.	Walking.
Crawling.	Twisting upper body.
Kneeling.	Stooping.
Climbing stairs.	Climbing ladders.
Vision.	Hearing.
Other (specify):	Other (specify):