

Human Resources  
750 S. Wolcott  
Room: G-50  
Chicago, IL 60612



Job Code: 6803  
Grade: 24  
FLSA: Exempt

**Standard Job Description**

**Job Title**  
Director of Emergency Room and Trauma

**Department**  
Emergency

**Job Summary**

The Director of Emergency Room and Trauma will be responsible for providing clinical direction and leadership for effective nursing practices in the Emergency Room (ER) and Trauma center for Cook County Health & Hospitals System (CCHHS). Acts as a liaison between physicians and staff to ensure continuity of care and services. Maintains open relationships with leadership and peers across CCHHS. Administers and coordinates patient care to ensure processes are in place to promote best quality patient care and safety. Collaborates with other health care staff to establish and maintain programs that cross service and discipline lines and influence the organizational mission.

This position is exempt from Career Service under the CCHHS Personnel Rules.

**General Administrative Responsibilities**

*Collective Bargaining*

- Review applicable Collective Bargaining Agreements and consult with Labor Relations to generate management proposals
- Participate in collective bargaining negotiations, caucus discussions and working meeting

*Discipline*

- Document, recommend and effectuate discipline at all levels
- Work closely with labor relations and/or labor counsel to effectuate and enforce applicable Collective Bargaining Agreements
- Initiate, authorize and complete disciplinary action pursuant to CCHHS system rules, policies, procedures and provision of applicable collective bargaining agreements

*Supervision*

- Direct and effectuate CCHHS management policies practices
- Access and proficiently navigate CCHHS records system to obtain and review information necessary to execute provisions of applicable collective bargaining agreements

## General Administrative Responsibilities continued

### *Management*

- Contribute to the management of CCHHS staff and CHHSS' systemic development and success
- Discuss and develop CCHHS system policy and procedure
- Consistently use independent judgment to identify operational staffing issues and needs and perform the following functions as necessary; hire, transfer, suspend, layoff, recall, promote, discharge, assign, direct or discipline employees pursuant to applicable Collective Bargaining Agreements
- Work with Labor Relations to discern past practice when necessary

### Typical Duties

- Provides leadership and oversight by directing, administering, and coordinating patient care in ER and Trauma center.
- Recommends, develops, and implements of policies and procedures ensuring multidisciplinary involvement throughout the process to ensure effective department operation and administration.
- Establishes performance goals and objectives for the ER and Trauma center nursing division in accordance with the Department of Nursing policies and practices.
- Makes rounds to assess and evaluate patient care needs and to ensure care delivered meet standards of care and standards of practice criteria.
- Evaluates nursing intervention, patient response, effectiveness, complications, and communicates information to physicians and staff; develops corrective action plans as needed to facilitate efficient operational strategies.
- Reviews and adheres to a staffing plan to determine and monitor staffing effectiveness; creates a strategic plan to support staffing shortages and maintain efficient department operations.
- Ensures staff are adequately trained and competent to respond to emergencies and identify medical codes.
- Promotes and encourages professional growth and development of staff through continued education efforts of staff to ensure compliance with standards set by Joint Commission
- Promotes an awareness of patient rights by ensuring staff are trained and educational materials are provided to patients as needed
- Participates in quality assessment and improvement activities to enhance patient care.
- Participates in interview, selection, and hiring process of new staff.
- Participates in annual budget process to ensure department operated in compliance with allocated funding.
- Prepares and submits reports on a monthly, quarterly, and annual basis to review performance metrics.
- Maintains open and collaborative relationships with leadership and peers across CCHHS.
- Attends meetings and addresses any concerns to ensure nursing practices are align with patient care systems
- Serves as a patient advocate to address any questions or concerns from the patient or family members.
- Performs other duties as assigned.

## Reporting Relationships

Reports to the Associate Nurse Executive, Inpatient

## Minimum Qualifications

- Licensed Registered Professional Nurse in the State of Illinois
- Master's Degree in Nursing, Public Health, Health Administration, or Business Administration
- Five (5) years of progressive administrative/management experience in an Emergency Room or Trauma center
- Five (5) years of prior Director level experience
- Advanced Cardiac Life Support (ACLS) Certification

## Preferred Qualifications

- Certified Emergency Nurse (CEN) or Critical Care Registered Nurse (CCRN)
- Nurse Executive-Board Certified (NE-BC) credential

## Knowledge, Skills, Abilities and Other Characteristics

- Knowledge of emergency and trauma service practices
- Knowledge of nursing practice standards, state law, regulatory and accrediting organization standards
- Excellent verbal and written communication skills necessary to communicate with all levels of staff and a patient population composed of diverse cultures and age groups
- Ability to function autonomously and as a team member in a multidisciplinary team
- Ability to train by presenting concepts and demonstrating tasks
- Ability to perform accurate and reliable mathematical calculations
- Ability to prioritize, plan and organize projects and tasks
- Ability to multi-task and meet deadlines in a stressful environment
- Ability to maintain a professional demeanor and composure when challenged
- Ability to train by presenting concepts and demonstrating tasks
- Ability to adhere to department policies and standards utilizing best practices incorporating the use of electronic health record (EHR)
- Ability to meet appropriate confidentiality standards for protected health information (PHI)

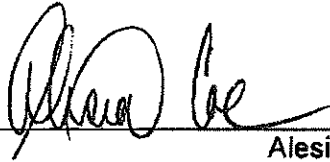
**Physical and Environmental Demands**

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.

For purposes of the American with Disabilities Act, "Typical Duties" are essential job functions.

Approval:



Alesia Coe

Associate Nurse Executive, Inpatient

1/4/17  
Date

Approval:

Gladys Lopez  
Chief of Human Resources

Date

