



Job Code: 9305

Grade: 23

HCWR: N

Job Title

Burn Program Coordinator

Department

Trauma and Burn

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

Job Summary

The Burn Program Coordinator has primary responsibility for Cook County Health (CCH) burn reporting to state authorities. The position also supports the department by acting as coordinator of services and systems necessary to ensure a multidisciplinary approach throughout the continuum of burn care. This is an essential position for maintaining verification through the American Burn Association. This is a highly confidential position with access to patient information per HIPAA, as well as participation in staff performance evaluations of the registry coders. The position also involves management of burn registry medical record technicians and data entry specialists, which includes responsibility for potential disciplinary actions.

Typical Duties

- Ensures multidisciplinary approach to delivery of burn care through the coordination of patient services and interdepartmental communication.
- Oversees the data collection and electronic recording function for the CCH Burn Department. This includes review of burn patient information and entry of critical factors into the Burn Registry, and Illinois Department of Public Health (IDPH) database.
- Acts as a liaison to EMS Coordinators and Burn and Trauma Directors in Region XI as well as representing the CCH Burn Department in statewide conferences.
- Acts as educator and liaison for referring hospitals providing updates on transferred burn patients and educating hospital emergency teams on burn services provided by CCH.
- Attends the Annual American Burn Association Conference.
- Participates in CCH quality assurance activities and research projects by collecting data and preparing reports.
- Participates in process improvement projects as requested by the Department Chair or the designated Medical Director.
- Conducts patient visits and clinical follow-up for burn patients to ensure appropriate coordination of care.
- Participates in burn resuscitations of acutely injured patients as needed.
- Engages in nursing education activities within CCH.
- Communicates with hospital administrators, IDPH and American College of Surgeon representatives, HIS, regional and state EMS and Burn Directors and Burn Nurse Coordinators, Chicago Police and Fire, and Gift of Hope.
- Implements and maintains the Burn Quality Improvement Plan (BQIP), a national Quality Assurance registry, with a high level of detail beyond the national burn data bank
- Oversees of burn registry and burn registrars.
- Identification of quality improvement parameters based on departmental deficiencies and data collection from registry to support changes in real time, daily.



Typical Duties

- Creates and tracks quality metrics and data collection of all burn admitted patients providing monthly report of all areas for improvement across multiple service lines-orthopedics, anesthesia, physical therapy, nutrition, radiology, neurosurgery etc.
- Manages and communicates (daily and monthly) of lessons from all service lines that interact with the burn service.
- Conducts community outreach and prehospital education for outpatient and community care
- Creates and maintains protocols of burn processes and data to support the criteria required by the American Burn Association.
- Implements two separate quality improvement committees, one for clinical indicators and the other for system-wide issues. Must organize these committees to ensure all members attend at least 75% of the meetings.
- Acts as a liaison to the Division of Pediatrics.
- Assists with medical education including medical students, residents, and fellows, as needed.
- Performs other duties as assigned.

Minimum Qualifications

- Bachelor's Degree or higher education from an accredited college or university
- Current State of Illinois license as a Registered Professional Nurse
- Five (5) years of total nursing experience
- Three (3) years of experience as a burn nurse
- Two (2) years of experience, including current experience, with burn registry and data reporting requirements
- Current Basic Life Support (BLS) certification and Advanced Cardiac Life Support (ACLS) Certification
- Prior experience consolidating data and running reports
- Familiar with Burn reporting software programs
- Proficiency in Microsoft Word, Microsoft Excel.

Preferred Qualifications

- Familiarity with Burn Quality Improvement Plan (BQIP)
- Currently employed and working in a Burn Center
- Proficiency in Microsoft Word and Excel

Knowledge, Skills, Abilities and Other Characteristics

- 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
- Strong customer service and empathy skills
- Strong interpersonal and decision-making skills
- Strong project management skills
- Demonstrate analytical and organizational, problem-solving, critical thinking and conflict management, resolution skills
- Ability to be flexible and adaptable in performing work duties



Knowledge, Skills, Abilities and Other Characteristics

- Ability to work and make sound judgments in a stressful and fast paced environment.
- Ability to adhere to department policies and standards utilizing best practices incorporating the use of electronic health record (EHR)
- Ability to work and make sound judgments in a stressful and fast paced environment.
- Ability to maintain a professional demeanor and composure when challenged
- Ability to function autonomously and as a team member in a multidisciplinary team
- Ability to tolerate exposure to unpleasant noise, odor and temperature and follow hospital protocol
- 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.