

Georgia Trauma Care Network Commission
Regional Trauma Advisory Committee Coordinator: Job Description
20 June 2018

Objective: Plans, coordinates, and oversees requested improvement activities for the Regional Trauma Advisory Committee (RTAC) and represents the goals and plans of the Georgia Trauma Care Network Commission (GTCNC). Performs needs based assessments; to include performance studies, facilitation of organizational planning, resource networking, and awareness sessions with RTAC officers and committee members.

- System Advising Activities:
 - Knows and understands all aspects of the Regional Trauma System and is able to advise on organizational aspects of such
 - Analyzes various aspects of the Regional Trauma System and reports finding of issues, concerns, and benefits to the RTAC Chairman and the GTCNC Trauma System Planner along with possible solutions as the need arises
 - Acts as liaison with outside organizations (hospitals, EMS providers, 911 dispatch centers and other agencies) to gather or report program-related information.
 - Provides program, technical, and or administrative assistance to various stakeholders in the regional trauma system
 - Works with their respective EMS Regional Director to ensure an alliance between the RTAC and the EMS Council and a common direction in trauma system management
- RTAC Coordinating Responsibilities:
 - Facilitates RTAC meetings for their respective region and may assist in neighboring RTAC's as needed
 - Attends Regional EMS Council, Emergency Management, and other meetings as needed
 - Works as an advisor to the RTAC subcommittees for their development needs
 - Serves as a liaison between the RTAC and the GTCNC System Planner
 - Coordinates with all parties to develop metrics that will then be implemented and continually utilized to assess the effectiveness of the RTAC's programs
 - Assembles and delivers reports on the status and progress of their RTAC system.
 - Works closely with other RTAC coordinators to determine best practices and to foster development of inter-regional relationships and practices
 - Develops knowledge of various databases to include but not limited to GEMISIS, Trauma Registry, and TQIP
 - Assists with analysis of data to guide RTAC direction and toward reaching measurable goals established by the RTAC
 - Coordinates and assists with training opportunities
- Program management:
 - Manages projects as assigned by the RTAC Chairman or GTCNC Executive Director
 - Manage and prepare budgetary items for defined RTAC projects
 - Create and organize appropriate documentation
 - Recommend and implement changes to activities as approved by the RTAC Chairman, the RTAC Sub-committees, and the GTCNC Trauma System Planner to better prioritize resource usage or improve outcomes
- Meeting and conference organization:
 - Responsible for assisting the RTAC Chairman in organizing and running various meetings and conferences
 - Finding, reserving, and handling the logistics of meeting
 - Taking and publishing minutes as appropriate
- Required Understanding:
 - Knowledge of the Georgia Trauma System

- Knowledge of the Regional Trauma System
- Ability to research and collect necessary information
- Ability to develop program metrics and provide assessments
- Ability to coordinate workshops and meetings
- Ability to prepare and present information in front of large groups
- Development and coordination of annual program budgets
- Preferred Qualifications:
 - Bachelor's degree in Healthcare, Business, Finance or other related field Experience with EMS / Trauma System / Health Emergency Preparedness/ Crisis Management/ Injury prevention systems (relevant professional experience may substitute for Bachelor's Degree of least 5 years)
 - Experience in regional trauma systems development, oversight and performance improvement programs
 - Experience in grant writing
 - Experience in evidence-based research initiatives
 - Experience in conference planning
 - Knowledge of national EMS / Trauma Systems best practices
 - Experience in system design, planning, development and oversight preferably for trauma systems
 - Extensive knowledge of trauma clinical care best practices and public health administration, including related laws and regulation
 - Ability to use Microsoft Office to include Outlook, Excel, Power Point and Word