



# Example of Registered Nurse Coordinator Job Description

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Our innovative and growing company is looking to fill the role of registered nurse coordinator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for registered nurse coordinator

- Act as a facilitator and mentor for department teams related to performance improvement
- Authorize and make decisions on recommendations
- Serve as a resource and consultant for Quality Improvement activities and Medical Staff quality activities
- Assist in development and performance of educational activities as related to Quality Improvement, accreditation requirements and Resource Utilization
- The Trauma Coordinator assumes the responsibility for reviewing and analyzing data within the medical records, trauma care reports and trauma registry to ensure comprehensive quality care of the trauma patient and identification of performance gaps
- Provide supervision and direction to any clinical trials assistants or other delegates of the Principal Investigator
- Promote organization to private industry or governmental sponsors of clinical trials
- Obtain detailed knowledge of all components of study protocol through independent analysis and review of study to complete all study activities completely
- Attend mandatory educational programs
- Use time constructively and in an organized manner to accomplish assigned responsibilities

- 5 years of hospital experience in a progressively responsible position requiring contact with various departments is essential
- Must be a self-starter and be able to communicate clearly and concisely with all levels of nursing, administration, and professional medical staff
- 5 years of acute medical-surgical nursing experience
- Screen patients and/or their medical records and identify potential subjects for a specific study on a timely basis and within the recruitment period
- Ensure that all subjects meet protocol requirements by utilizing inclusion/exclusion criteria
- Schedule all subject visits and procedures to meet protocol requirements