



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

- Coordination of external agency survey activity including the Joint Commission, CMS, DSHS, , including but not limited to pre-survey, onsite and post-survey activities
- Utilizes and trains staff related to data systems and tracer methodology for assessment of regulatory compliance
- Maintenance of Accreditation Manager Plus software program for the documentation of regulatory assessment and compliance
- Leads and instructs others in policy review, update and development in support of patient safety and regulatory compliance
- Maintenance of the Compliance 360 Policy & Procedure software system
- Coordinates the Policy Committee meetings to include – preparation of notices and meeting materials, review with Chairperson, coordination of policy reviews, recording of minutes, coordination of follow up actions and report to appropriate committees
- Assists in review of cases, concurrently or retrospectively, for quality and regulatory compliance
- Facilitates training and development of hospital leadership and medical staff in the area of regulatory compliance
- Ensures the reliability and maintainability of organization performance improvement data collection processes and tools through regular interaction with hospital leadership and staff
- Responsible for all aspects of publicly reported data and comparative data

Qualifications for registered nurse coordinator

- At least 2 years of experience as a Certified Clinical Research Coordinator, or eligible to test for certification preferred
- Knowledge of regulatory guidelines regarding research
- Experience and knowledge of IRB submissions, FDA regulations, data collections, and exposure to EMR systems
- Cardiovascular research experience
- Certification as a Wound and Ostomy Certified Nurse or Certified Wound Specialist within 1 year of hire
- Bachelor's degree in nursing (or enrolled with BSN achieved within 5 years)