



Example of RN Program Coordinator Job Description

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Our growing company is looking for a RN program coordinator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for RN program coordinator

- Coordination of Prevention & Management of Disruptive Behavior (PMDB) training for the Kansas City VA Medical Center employees
 - Collaborates with facility leadership to ensure facility policies are compliant with The Joint Commission (TJC) and Occupational Safety and Health Administration (OSHA) requirements regarding workplace violence prevention training
 - Prepares, reviews, and submits national reports regarding assignment and completion of PMDB training
 - Uses Microsoft software (Word, PowerPoint, Excel, Office, Database, Publisher,) effectively to complete and manage correspondence, tracking, reporting, and education initiatives
 - Knowledge in VA, TJC, OSHA and other guidelines associated with education and training in workplace violence prevention
 - Coordinates with Facility Education in assignment of Level I PMDB training to all employees within 90-days of hire
 - Coordinates with Facility Education in assignment of additional levels of PMDB training to employees based on the facility's annual Workplace Behavioral Risk Assessment (WBRA)
 - Coordinates with Facility Education to track training assignments and completions for the facility
 - Operations of the outpatient wound clinic
 - Coordinates comprehensive multi-disciplinary patient-centered sepsis care across the continuum
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- Process Improvement/ Quality experience preferred
- Candidates for the Renal Transplant program are required to have at three or more years transplant nursing and/or renal transplant program coordinator experience
- Candidates for the Cardiology Services department are required to have three or more years of experience in the direct care of the ACS patient in ED, Cath Lab, Critical Care or Telemetry Units
- Licensed as a Registered Nurse or Physical Therapist in the State of Illinois
- Ability to organize and think independently with orientation to deadline and detail
- Strong knowledge of Microsoft Office package