

LOUISIANA STATE UNIVERSITY HEALTH SCIENCES CENTER

Job Description
AMBULATORY CARE DIVISION DIRECTOR

Position Assigned To: _____
You Report To: _____ (EMS/Outpatient Chief)

MISSION: Prepare any outpatient service areas to meet the needs of newly received minor care patients from Triage Area.

- Immediate
- ___ Receive job description from EMS/Outpatient Chief.
 - ___ Read Description and put on position tag.
 - ___ Obtain briefing from EMS/Outpatient Chief.
 - ___ Assess current capabilities. Project immediate and prolonged capacities to provide outpatient services based on current data.
 - ___ Begin outpatient priority assessment; designate patients eligible for immediate discharge; admit patients unable to be discharged.
 - ___ Establish treatment area for minor injuries in Fast Track and have CMS send a supply cart.
 - ___ Develop action plan in cooperation with other area leaders and the EMS/Outpatient Chief.
 - ___ If supplies and equipment cannot be obtained through normal channels, request help from EMS/Outpatient Chief.
 - ___ Assign patient care teams in configurations to meet the specific mission of the Out Patient areas; obtain additional personnel as necessary from Labor Pool.
 - ___ Prepare Rehab unit to receive patients that exhibit signs of psychological trauma. See that adequate staff and supplies are available for task.

 - ___ Assign staff to assist in cast room in Ortho Clinic, and if needed, in fracture room.

 - ___ See that Patient Tracking Logs are forwarded to Patient Tracking Leader on a regular basis including those released on transfer from Rehab Unit (psychological trauma and Fast Track).

Intermediate
&
Extended

- ___ Contact Security Officer for security and traffic flow needs.
- ___ Keep EMS/Outpatient Chief apprised of status, capabilities and projected services.
- ___ Document all actions/decisions with a copy to EMS/Outpatient Chief.
- ___ Observe and assist staff who exhibit signs of stress and fatigue. Provide for staff rest periods.
- ___ Direct non-utilized staff to Labor Pool.