

LOUISIANA STATE UNIVERSITY HEALTH SCIENCES CENTER

Job Description
EMS NURSING DIRECTOR

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

MISSION: Organize and oversee management of EMS Division. Provide for a controlled patient discharge.

Immediate

- ___ Receive briefing from EMS/Outpatient Chief.
- ___ Read Job Description and put on position tag.
- ___ Obtain briefing from EMS/Outpatient Chief.
- ___ Appoint:
 - Triage Leader _____
 - Urgent Leader _____
 - Emergent Leader _____

- ___ Distribute corresponding Job Descriptions.
- ___ Brief leaders on current status. Designate time for follow-up meeting.
- ___ Assist establishment of any new treatment areas in new locations if necessary.
- ___ Instruct all leaders to begin patient priority assessment; designate those eligible for early discharge.
- ___ Assess problems and treatment needs in each area.
- ___ Ensure staff have resources needed to provide patient care.
- ___ Update EMS/Outpatient Chief on status of patient care and flow.
- ___ Ensure patient transportation needs are being met.
- ___ Notify Labor Pool of staffing needs.
- ___ Obtain needed supplies/equipment through normal channels – if not available, notify EMS/Outpatient Chief.

Extended

- ___ Periodically check to see patient tracking information is being sent to Patient Tracking Leader.
- ___ 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 and relief.
___ Direct non-utilized staff to Labor Pool