

## UW HEALTH JOB DESCRIPTION

### TRAUMA REGISTRAR SENIOR

Job Code: 440094	FLSA Status: Non-Exempt	Mgt. Approval: T. Ellison/B. Eithun	Date: March 2021
Department: Various		HR Approval: J. Olson	Date: March 2021

#### JOB SUMMARY

The responsibility of the Trauma Registrar Senior is to ensure the Trauma Registry contains accurate, detailed, reliable, and readily accessible information needed to support the operations, quality initiatives, and research of the UW Health Medical Centers. Data collected using the current National Trauma Data Standard Dictionary must describe the injury event, demographics, pre-hospital information, diagnosis, care, outcomes, complications, as well as costs of treatment for injured patients. This data collected is a required component of Trauma Center verification by the American College of Surgeons and is required by law at the state level. Trauma registry data must also be submitted to the National Trauma Databank as an ongoing requirement of Trauma Center Verification at a time set by the American College of Surgeons Trauma Quality Improvement Program.

With an approved Institutional Review Board (IRB), the registry data may be used internally and externally for research, clinical performance improvement (PI), public health initiatives, injury prevention strategies, UW Health system initiatives, clinical outcomes measurement, and resource utilization. The Trauma Registrar Senior provides progressive and effective leadership for UW Health Trauma Registry.

#### MAJOR RESPONSIBILITIES

- Monitors the registry database by performing edit checks, inter-rater reliability auditing, and re-abstracting.
- Assists with orientation and leadership support of Trauma Registry staff, including training, delegation, and review of accuracy of case finding.
- Provides feedback to Trauma Registrars regarding data entry reports.
- Develops, manages, and maintains registry data collection, validation, and reporting in conjunction with Trauma Program leadership.
- Creates reports and provides data for a variety of stakeholders, including but not limited to Trauma Program leadership, Trauma Medical Director, Trauma PI Coordinator, internal health care professionals, and external governmental agencies. In addition, creates reports that support internal and external hospital-wide research projects and initiatives.
- Analyzes data and supports Trauma performance improvement and research by identifying variations in patient care delivery and measuring clinical outcomes parameters and benchmarks such as response times, timeliness of care, length of stay, complications, and cost for the UW Health Trauma Center.
- Ensures compliance with local, state, and national agencies that regulate trauma care.
- Ensures continuous development to comply with the laws and regulations for trauma data collection reporting as well as any updates.

**ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.**

#### JOB REQUIREMENTS

Education	Minimum	<ul style="list-style-type: none"> <li>• Completion of ICD-10 Coding Program or equivalent experience</li> <li>• Completion of Association for the Advancement of Automotive Medicine (AAAM) Abbreviated Injury Scale (AIS) Coder Training</li> <li>• Completion of the American Trauma Society's Trauma Registrar Course or equivalent provided by a state trauma program</li> </ul>
	Preferred	
Work Experience	Minimum	<ul style="list-style-type: none"> <li>• Two (2) years experience working with trauma registry databases and report writing</li> <li>• Experienced in handling medical information in a health care setting</li> </ul>
	Preferred	
Licenses & Certifications	Minimum	
	Preferred	<ul style="list-style-type: none"> <li>• Certified Abbreviated Injury Scale Specialist (CAISS)</li> <li>• Certified Specialist in Trauma Registries (CSTR)</li> </ul>
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> <li>• Knowledge of and ability to use computers, including word processing, spread sheets, graphics, messaging (E-Mail), data base management, and report writers.</li> <li>• Extensive knowledge of Registry maintenance and related regulations</li> <li>• Knowledge of medical terminology, anatomy, and physiology.</li> <li>• Knowledge of data abstraction techniques</li> </ul>

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- Knowledge of ICD-10 Coding
- Ability to work independently on assigned projects and to recommend improvement to the process of collecting, maintaining, and reporting patient information.
- Ability to establish productive relationships with a wide variety of health care professionals
- Ability to communicate and lead effectively
- Experience in training and development
- Experience with performance audits

### AGE SPECIFIC COMPETENCY (Clinical jobs only)

Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.

**Instructions:** Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,

	Infants (Birth – 11 months)		Adolescent (13 – 19 years)
	Toddlers (1 – 3 years)		Young Adult (20 – 40 years)
	Preschool (4 – 5 years)		Middle Adult (41 – 65 years)
	School Age (6 – 12 years)		Older Adult (Over 65 years)

### JOB FUNCTION

Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.

### PHYSICAL REQUIREMENTS

**Indicate the appropriate physical requirements of this job in the course of a shift.** *Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.*

Physical Demand Level	Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
<b>X</b> <b>Sedentary:</b> Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as docketts, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	<b>Up to 10#</b>	<b>Negligible</b>	<b>Negligible</b>
<b>Light:</b> Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	<b>Up to 20#</b>	<b>Up to 10#</b> or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	<b>Negligible</b> or constant push/pull of items of negligible weight
<b>Medium:</b> Ability to lift up to 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.	<b>20-50#</b>	<b>10-25#</b>	<b>Negligible-10#</b>
<b>Heavy:</b> Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	<b>50-100#</b>	<b>25-50#</b>	<b>10-20#</b>
<b>Very Heavy:</b> Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	<b>Over 100#</b>	<b>Over 50#</b>	<b>Over 20#</b>
List any other physical requirements or bona fide occupational qualifications:			

**Note:** The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.