

EMERGENCY DEPARTMENT POLICIES

SUBJECT:	Operations Coordinator - Job Description	NO. 19.8 PAGE NO. 1 of 1
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Original Date of Issue: 11/99

Reviewed:	4/00	4/03					
Revised:							

Patient Population

Neonate	√
Pediatric	√
Adolescent	√
Adult	√
Geriatric	√

POLICY:

The Emergency Department Operations Coordinator is responsible for the oversight of the Support Associates in the Emergency Department. The duties include the maintenance and cleanliness of the clinical areas, procurement and stocking of supplies and equipment as well as ancillary support to the clinical staff.

IMPLEMENTATION:

Carries out the responsibilities in accordance with the attached job description.
(Attached)