



TRAUMA CENTER

Association of America

ADVOCACY • FINANCE • OPERATIONS

PI Coordinator Core Competencies Beginner (1-2 Years)

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Office

- ☐ Trauma Registry Software - Abstract Process, validation process
- ☐ Elevate your project management skills - polish off or develop as needed
- ☐ Mastery of EMR for solid case reviews

Education

Depending on level of center maybe oversight, instructor or director of the different programs. Some may be an optional status depending on your level of trauma center

- ☐ Maintain TNCC - status or ATCN - status
- ☐ Working knowledge of education provided by hospital
- ☐ Take TOPIC Course
- ☐ Attend TQIP webinars/conference, complete quizzes and educational modules
- ☐ Take OPTIMAL course
- ☐ Consider taking Trauma Registry course
- ☐ Consider taking TCAR

Communications

- ☐ Understanding trauma's role in each service line/department
- ☐ Job shadow each team member to learn high level portion of job and key communication skills
- ☐ Meet and greet EMS, Fire, Police, Medical Examiner, trauma contacts at hospitals
- ☐ Attend appropriate hospital/regional committees. Develop an understanding of ones own role on each committee. Understanding how sub-committees report and function. Experience with writing peer review minutes, peer review documents, etc.
- ☐ Team Rounding - will vary based on volume and level of center
- ☐ Inquire about State/National organizations
- ☐ May be asked to attend other meetings as a liaison to the trauma department

Data

- ☐ AIS - Attend course
- ☐ ICD-10 - Attend trauma specific course
- ☐ Extensive knowledge of all trauma data, how to abstract and trending data
- ☐ Mastery of the registry process, how cases are identified, how issues are monitored/identified, how and when records are closed and submitted.
- ☐ Working knowledge of registry software
- ☐ PI methodologies and linkage to quality department
- ☐ Working knowledge of NTDB, state and or regional data dictionaries