EMERGENCY DEPARTMENT POLICIES

SUBJECT: Director, Emergency Department- Job Description

Original Date of Issue: 6/88

Patient Population

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POLICY:
The Director is a full time physician with 24 hour responsibility for the Emergency Department. He establishes, approves and has the responsibility to implement policies related to the provision of services within the Emergency Department. He directs activities of the housestaff, medical staff, Nursing and support staff to ensure that clinical services are delivered safely and appropriately and within the guidelines established by the Medical Board.

PRINCIPAL DUTIES AND RESPONSIBILITIES:
- The Emergency Director or his/her designee will have administrative authority to admit patients to any service deemed appropriate.
- In coordination with Nursing and Administration, makes recommendations to improve utilization of facilities, service and staff.
- Assures that the quality, safety, and appropriateness of emergency patient care services are monitored and evaluated and that appropriate actions based on findings are taken.
- Provides continuing education for Emergency Department attendings and housestaff.
- Participates in planning activities within the institution and the community and develops new programs to address community health problems.
- In coordination with nursing and administration, makes space allocation decisions for various programs/services and assures that the facility is adequately equipped for providing patient care.
- Designates a director of ED Quality Improvement who monitors and ensures the quality of care in the ED and within the hospital CQI protocol.
- The Director has an Associate and Assistant Medical Director who is designated and authorized to perform the function of the Director when s/he is unavailable. In the absence the Director, associate or Assistant Director, a qualified physician designee is always readily available.

QUALIFICATIONS:
The Director must be a Board Certified, Emergency Residency trained, Emergency physician with 3 years experience in emergency medicine and must maintain requirements of board certification.