



Texas TQIP Collaborative Coordinator Role

Job Function

Prepares, plans, organizes, and coordinates the TQIP Collaborative Initiative duties with the TETAF staff and TQIP Trauma Medical Director and the participating Texas TQIP members. This is an hourly position with approximately 10 to 15 hours of work each month.

Actions

- Establish a collaborative culture to promote the sharing of information and data.
- Develops and manages a list-serve for all Texas TQIP participants to facilitate communication and discussion regarding the TQIP initiatives.
- Schedules monthly conference calls, defines the agenda, and records minutes of the discussion in collaboration with the TQIP Collaborative Trauma Medical Director.
- Schedules quarterly Texas TQIP Collaborative meetings in conjunction with the GETAC meetings (February, May, August, and November), defines agenda and records the minutes in collaboration with the TQIP Collaborative Trauma Medical Director.
- Assists the Texas TQIP Collaborative Initiative Trauma Medical Director in identifying high performers.
- Works with high performers to share “best practices.”
- Develops orientation process to welcome new TQIP Collaborative Initiative members.
- Assists the Texas TQIP Collaborative Trauma Medical Director as needed to facilitate the meetings.
- Assists the Texas TQIP Collaborative Trauma Medical Director as needed to facilitate presentation and publication of the results of this initiative.

Apply

Please email a resume to TexasTQIP@tetaf.org.