

Patient Flow Coordinator

[Facility name] is looking for a patient flow coordinator (PFC) to join our leadership team in the emergency department. The PFC works alongside the nurse manager and charge nurse to coordinate care throughout the ED.

Our [Facility name] Level 1 Trauma Center provides 24/7 emergency medical services to over 30,000 patients per year. To achieve our mission of delivering exceptional critical care services, we prioritize rapid access to providers and advanced diagnostics. As a valued member of our team, you would work in a fast-paced and rewarding environment connecting patients with the best interventions, treatments, and therapies possible.

Benefits

- Competitive hourly pay and shift differentials
- 401(k) plan and HSA with employer contributions
- Flexible scheduling options
- Health, dental, and vision insurance for employee and dependents
- Free counseling services available for emotional support
- On-site child care available
- Relocation assistance
- Access to nurse leadership courses, conferences, and seminars

Duties and Responsibilities

- Work with the ED nurse manager and ED charge nurse to optimize the flow of patients through the ED
- Monitor the ED waiting room and communicate with triage nurses to ensure accurate and timely triage of patients
- Communicate with emergency dispatch personnel to facilitate efficient intake of EMS patients
- Communicate with outside agencies to facilitate efficient intake of transfer patients
- Monitor and track bed availability throughout the hospital
- Ensure timely movement of admitted patients to the appropriate facility unit
- Train ED staff on patient flow optimization strategies
- Identify quality improvement initiatives to improve ED resource usage
- Develop length of stay (LOS) reduction strategies in conjunction with hospital leadership
- Follow patient confidentiality standards
- Interact with all patients, families, and staff with excellent communication skills
- Stay current on emerging hospital operations trends; attend conferences and review industry publications

Compensation and Schedule

- \$44.00–\$56.00/hr and a \$10k sign-on bonus
- 8 or 12-hour day shifts with flexible scheduling options
- Shift differential for any evening hours worked (3 pm to 7 pm)
- Full time, 36 - 40 hours/week
- Bi-weekly pay periods
- Location: *[Facility's location including city/town, state, and country]*

Skills and Qualifications

- An active *[State]* or multistate RN license
- BSN required
- At least 2 years in a critical care setting
- At least 2 years in of experience in a nurse supervisor or leadership position (charge nurse positions included)
- Excellent communication skills
- Familiarity with predictive analytics preferred
- MSN preferred

Take Your Nursing Career to the Next Level

Ready to discover how fulfilling it can be to work alongside our expert care team to meet our patients' emergency medical service needs? Click [here](#) to submit your patient flow coordinator application today.