

NYU Langone Medical Center

Perelman Emergency Department Medical Staff Facilitator

NYU Langone Medical Center's Perelman Emergency Department (ED) is looking for two exceptional individuals who can flourish in the busy environment of a Manhattan Emergency Department. Working in close relationship with ED physicians, nurses, residents, and physician assistants in the Emergency Department you will provide enhanced communication between the Emergency Department Medical Staff, ED patients, and referring physicians. This is a one-year full-time position and an ideal opportunity for gap-year students seeking to enter medical school.

Responsibilities:

- Provide outgoing communication from the ED to the medical staff physician about the status of their patients who have visited the ED
- Collect process improvement project information from patients and staff
- Work on projects/publications aimed at improving ED patient care
- Contact patients after their ED stay and assess and/or assist with the continuity of their medical care
- Set up follow-up appointments for patients being discharged from the ED
- Round on patients in the ED to verify that we have correct information in regards to their primary care doctor and referring specialists
- Work with the ED attending, resident, and nursing staff to develop enhanced modes of communications with patients and the private medical staff
- Assist with projects and other duties as assigned by the NYU Langone Emergency Department Leadership team

Required skills:

- Outstanding communication skills
- Flexibility and adaptability
- Proactivity and self-starter mentality
- Ability to multi-task
- Working knowledge of Microsoft Excel
- Problem solving skills
- Positive attitude

Additional Information:

- 1 year position
- 40 hours/week (full-time)
- Bachelor's degree by May 2015
- ideal for gap-year students seeking admission to medical school

This is an opportunity for someone interested in medicine to experience real world emergency medicine and work closely with ED staff and patients in a learning environment.

Anticipated start date in late May or early June 2015.

Please email CV and a letter of interest to: emjobposts@nyumc.org

