

## **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 may include, but are not limited to:**

- Contact patients after their ED stay and assist with the scheduling of their follow-up appointments
- Set up follow-up appointments for patients being discharged from the ED
- Make weekly calendar for attending, resident, and PA staff, and review patient comments of ED staff
- Data collection regarding primary care physician contact
- Assist with projects and other duties as assigned by the NYU Langone Emergency Department Leadership team
- Work on projects/publications aimed at improving ED patient care
- Contacting primary care physicians and outside consultants

### **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 2017
- May require working some evenings

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 2017.

Please email CV/resumé and a letter of interest to:  
[emjobposts@nyumc.org](mailto:emjobposts@nyumc.org)

