

**Patient Coordinator - Anesthesia
Tufts University**

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Posted Jul. 13, 2021, set to expire Nov. 25, 2021

Job Title Patient Coordinator - Anesthesia

Department

Institution Tufts University

Grafton, Massachusetts

Date Posted Jul. 13, 2021

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Coordinator

Academic Field(s) Health Services

Agriculture/Animal Care

Apply Online Here <https://tufts.taleo.net/careersection/ext/jobdetail.ftl?job=21001568>

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Job Description

Patient Coordinator - Anesthesia - (21001568)

Description

The Cummings School of Veterinary Medicine of Tufts University provides advanced veterinary care throughout New England and serves as the primary clinical training environment for veterinary students, interns and residents. The anesthesia service provides anesthesia to both the small and large animal hospitals. The caseload is varied but generally consists of 10-25 anesthetic cases per weekday and includes a wide variety of species. The mission of the Cummings School is to improve and promote the health and well-being of animals, people and ecosystems we share. We work extremely well as a team and work together to try to allow for a balance between work and personal life.

Cummings School of Veterinary Medicine at Tufts University invites applications for a Patient

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Coordinator. The Patient Coordinator will work for the Anesthesia Department in collaboration with the Surgery, Emergency/Critical Care, Internal Medicine Departments and other services. The Patient Coordinator will have a unique role in patient care, helping to coordinate all members of the health care team and act as the anesthesia patient's advocate throughout their hospitalization. The Patient Coordinator will help minimize any miscommunication that may happen when a patient's care involves multiple services. In addition to helping coordinate day-to-day operations, this person will be a centralized point of contact for the different departments for future anesthesia cases. This person would support the in-house clinicians in creating a plan for the arrival and subsequent care of high-risk patient populations such as brachycephalic dogs or patients with behavioral challenges. The ideal candidate will have a good understanding of common medical conditions and be able to identify necessary diagnostics and/or interventions for optimal patient care.

Qualifications

Basic Requirements:

Minimum 5 years of related experience. Ability to lift up to 35 lbs. with or without accommodation.

Preferred Qualifications:

Certified Veterinary Technician

Ability to work with different groups of people (clients, support staff, nurses and doctors)

Excellent communication and interpersonal skills and high emotional intelligence

Ability to work independently, and also within a team.

Remain calm under pressure.

Organized and efficient

Flexible and adaptable, ability to multi-task in response to changing patient and health care team needs

Contribute to a positive work environment

Special Work Schedule Requirements:

This position requires working evenings and weekends, with 7 weeks/year of daytime rotations.

An employee in this position must complete all appropriate background checks at the time of hire, promotion, or transfer.

Equal Opportunity Employer – minority/females/veterans/disability/sexual orientation/gender identity

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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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