



SITE COORDINATOR RESPONSIBILITIES

The Site Coordinator:

1. **Serves** as the hospital contact for all telemedicine/telehealth activities.
2. **Is responsible for contacting** the appropriate personnel to schedule rooms and equipment for presentations or consultations.
3. **Maintains** a usage log of all telemedicine/telehealth activities.
4. Is required to **enter** the monthly usage data on the TeleHealth website by the 1st of each month for the previous month's usage.
5. **Faxes** all consent forms and patient/provider evaluation forms to the TeleHealth office.
6. **Works with** the hospital's Medical Education/Professional Relations department to determine the medical staff's continuing medical education (CME) needs.
7. **Communicates** prospective telemedicine/telehealth educational offerings to the TeleHealth Event Coordinator.
8. **Identifies and trains** facilitators/medical staff to operate the equipment at meetings.
9. **Communicates** with conference presenters to have them fax CME forms to remote sites and faxes them back to the presenter/education contact at the hosting facility.
10. **Facilitates** copying and distribution of handouts to all attendees.
11. **Trains** new end-users in equipment operation and contact procedures for equipment problems.
12. Is required to **attend** monthly site coordinator meetings on the 3rd Wednesday of every other month.
13. Must **fill out** online Request Forms at least 48 hours before any scheduled event.
14. **Posts** telemedicine/telehealth education calendars in prominent locations at their site and identifies specific topics to forward to appropriate audiences.
15. **Maintains** patient confidentiality for all clinical consultations.
16. Has the telemedicine/telehealth equipment **turned on and ready to be connected** at least 30 minutes before bridged conferences and 15 minutes before point-to-point conferences are scheduled to begin.
17. **Obtains** prior permission from hosting facility for videotaping.
18. **Serves** as the liaison to clinical staff, medical staff and administration for telemedicine/telehealth related issues.
19. **Conveys** new ideas and concepts to the TeleHealth team for incorporation into operational practice.
20. **Communicates** technical and operational problems to the TeleHealth office for resolution.
21. **Promotes** telemedicine/telehealth to the community at large including media, physicians, schools, public health centers, etc.