HEALTHTRUST™
Workforce Solutions

DIVISION SCOPE OF SERVICE

Division: NORTH TEXAS
Classification: ADMISSION NURSE-RN
Applicant Name:

Admission Nurse-RN: The Admission Nurse-RN must have equivalent qualifications, competence and function in the same role as employed individuals performing the same or similar services at the facility, as defined by facility job description.
Definition of Care or Service: The Admissions Nurse-RN role is evaluating patients, placing them within a healthcare context, and formally admitting or filling out file paperwork. The Admissions Nurse might engage in clinical assessment of patients. Record tracking may also be involved, and a liaison might help form the future processes for dealing with patient data. Scope of Service may include: • Communicates with available resources to promote quality cost-effective outcomes • Contacts appropriate community members, patient and family regarding transfer • Writes reports and professional correspondence • Implements standards and regulations that govern the individual case • Coordinates move-in process, paperwork and orients family and new residents to the location • Maintains confidentiality and privacy with HIPAA regulations
Setting(s): • Healthcare facilities including but not limited to hospitals   o   Patient care areas, all settings

Supervision:
  o   Direct supervision by the Case Management Dir/Mgr of the patient's location
       o   Indirect supervision by the hospital department director who is responsible for case management/care coordination
 	
Evaluator: Department director, Dir/Mgr of case management / care coordination or designee
 	
Tier Level: 2
 	
eSAF Access Required: YES

Qualifications: • Associates Degree or higher • RN License • American Heart Association or Red Cross health care provider BLS Certification **Preferred Qualifications:** • Certified in Case Management, as recognized by Case Management Society of America (CMSA), or Accredited Case Manager (ACM) NOTE: Where education may not be defined in qualifications area of the Scope, HCA requires the highest level of education completed (not training or courses) confirmed on your background check.
State Requirements: Current RN licensure in Texas or compact state license

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Experience: • N/A   **Preferred Experience:**   • 1-3 years of experience in healthcare marketing

Competencies:
 The Admission Nurse-RN will demonstrate:
    o   Accurate patient information review and evaluation
         o   Uses at least two ways to identify patients before meeting with the patient and family unit
         o   Accesses the patient medical record appropriately
    o   Appropriate admission Nurse activities
         o   Engages community resources in accordance with current laws, regulations and policies surrounding medical and behavioral healthcare
         o   Engages patient and family to gather, evaluate, analyze and integrate pertinent information to complete assessment and form conclusions
         o   Gathers and reviews information with attention to individual, family, and community resources
         o   Respects patient and family preferences
         o   Implements interventions appropriate for identified patient needs
    o   Infection Prevention
         o   Practices consistent hand hygiene
         o   Uses personal protective equipment (PPE) when required
         o   Required immunizations per Division requirements
         o   Complies with Isolation precautions
         o   Maintains sterile field

References: Texas Board of Nursing License Verification: https://www.bon.texas.gov/licensure_verification.asp   Nursing Compact States & Nurse Licensure: https://www.travelnursing.com/what-is-travel-nursing/nursing-compact-states/   Nursys: https://www.nursys.com/LQC/LQCTerms.aspx

Your signature confirms you will be able to comply with the Qualifications and Competencies listed within this Scope of Service and that you will confirm education via your background check.

   Applicant Printed Name: _____   **Signature:** _____   **Date:** _____

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