



## DIVISION SCOPE OF SERVICE

<b>Division: ALL HCA HEALTHCARE DIVISIONS</b>
<b>Classification: CLINICAL LIAISON</b>
<b>Applicant Name:</b>

<p><b>Clinical Liaison</b> The Clinical Liaison 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.</p>
<p><b>Definition of Care or Service:</b> The Clinical Liaison may have a significant role in evaluating patients, placing them within a health care context, and formally admitting or filling out file paperwork. The clinical liaison might engage in clinical assessments of patients. Record tracking may also be involved, and a liaison might help form future processes for dealing with patient data. Scope of service may include:</p> <ul style="list-style-type: none"> <li>• Work with all clinical teams and groups in evaluating both current and potential patients’ statuses and medical needs</li> <li>• Serve as an educational resource for the hospital and healthcare professionals</li> <li>• Assist the referring and accepting institution in addressing the needs of specific patients</li> <li>• Complete all reports required by the facility</li> <li>• Review all patients referred for admissions and help with the patient transition period</li> <li>• Display a customer service attitude toward patients</li> <li>• Demonstrates Clinical and Service excellence behaviors to include code of HCA HealthCare conduct core fundamentals in daily interactions with patients, families, co-workers and physicians.</li> </ul>
<p><b>Setting(s):</b></p> <ul style="list-style-type: none"> <li>• Healthcare facilities including but not limited to hospitals, outpatient treatment facilities, Patient care areas, all settings</li> </ul>
<p><b>Supervision:</b> Direct supervision by Case Management Team</p> <p><b>Evaluator:</b> Case Manager</p> <p><b>Tier Level:</b> 2</p> <p><b>eSAF Access Required:</b> YES</p>
<p><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>• Education Requirements: <ul style="list-style-type: none"> <li>○ High School diploma/GED or higher (for LPN’s)</li> <li>○ Associates degree or higher (for RN’s or Respiratory Therapist)</li> <li>○ Master’s degree or higher (for LCSW)</li> </ul> </li> <li>• Licensed as <u>one</u> of the below: <ul style="list-style-type: none"> <li>○ RN</li> <li>○ LPN</li> <li>○ Respiratory Therapist</li> <li>○ Licensed Clinical Social Worker</li> </ul> </li> </ul> <p><b>NOTE: Where education may not be defined in qualifications area of the Scope, HCA Healthcare requires the highest level of education completed (not training or courses) confirmed on your background check.</b></p>



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**State Requirements:**

- Current and active RN, LPN, Respiratory Therapist or Licensed Clinical Social Worker license required for the state where practicing.

**\*\*Alaska does not require a Respiratory Therapist License\*\***

**Experience:**

- N/A

**Preferred Experience:**

- ~~Hospice experience~~
- ~~1-3 years of experience in healthcare marketing~~

**Competencies:**

The Clinical Liaison will demonstrate:

- Complete required paper work with patient/families; facilitate patient discharge by working with hospital staff, DME, medications, hospice physicians, and hospital staff
- Completes thorough documentation of hospice eligibility in the required time frame
- Participate in and/or provide in-service training, attend various hospital activities, and other duties as assigned
- Respond to referral sources in a timely manner; evaluate patient appropriateness for hospice
- Meet with families/patients to discuss goals and explain services of hospice
- Serves as representative and member of marketing/admissions team
- Educate hospital based or other health care professionals and physicians as well as patients and families regarding services and programs
- Communicate and provide daily feedback to admission staff on referrals
- Infection Prevention
  - Practices consistent hand hygiene
  - Uses personal protective equipment (PPE) when required
  - Required immunizations per Division requirements
  - Complies with Isolation precautions
  - Maintains sterile field

**References:**

Nursing Compact States & Nurse Licensure: <https://www.travelnursing.com/what-is-travel-nursing/nursing-compact-states/>

Nursys: <https://www.nursys.com/LQC/LQCTerms.aspx>

Virginia License Lookup: <https://dhp.virginiainteractive.org/Lookup/Index>

Idaho License Verification: <https://isecure.bom.idaho.gov/BOMPUBLIC/LPRBrowser.aspx>

Utah License Verification: <https://secure.utah.gov/llv/search/index.html#>

Colorado License verification - [https://www.colorado.gov/pacific/dora/Social\\_Work](https://www.colorado.gov/pacific/dora/Social_Work)

Kansas License Verification - <https://ksbsrb.ks.gov/>

Texas Social Work Licensing Requirements: <https://www.socialworkguide.org/licensure/texas/>

Kentucky License Verification: <https://secure.kentucky.gov/formservices/BSW/LicenseVerification/search>

New Hampshire Verification: <https://nhlicenses.nh.gov/verification/Search.aspx>

Florida License Verification - <https://floridasmmentalhealthprofessions.gov/licensing/licensed-clinical-social-worker/>

South Carolina License Verification - <https://www.llr.sc.gov/POL/SocialWorkers/>

Georgia License Verification - <https://sos.ga.gov/index.php/licensing>



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Tennessee License Verification - <https://apps.health.tn.gov/Licensure/default.aspx>  
 Indiana License Verification: <https://www.in.gov/pla/3030.htm>  
 North Carolina Verification: <https://www.ncswboard.org/page/license-lookup.html>  
 Alaska License Verification -  
<https://www.commerce.alaska.gov/web/cbpl/ProfessionalLicensing/SocialWorkExaminers.aspx>  
 California License Verification: <https://www.bbs.ca.gov/about/weblookup.html>  
 Nevada Board of Examiners for Social Workers: <https://services.socwork.nv.gov/verify/index.asp>  
 Missouri License Verification - <https://renew.pr.mo.gov/licensee-search.asp>  
 Louisiana License Verification: <https://www.labswe.org/index.cfm/licensee-search>  
 Mississippi License Verification -  
[http://dsitspe01.its.ms.gov/swmft/Roster.nsf/webpage/Therapist\\_1?editdocument](http://dsitspe01.its.ms.gov/swmft/Roster.nsf/webpage/Therapist_1?editdocument)  
 Social Worker License Verification: <https://www.aswb.org/public/look-up-a-license/>

**Document Control:**

- Previously named Clinical Liaison – RN, LPN/LVN, or Social Worker
- Made Global 7/11/2019
- Content Update 7/11/2019

**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:** \_\_\_\_\_