

## DIVISION SCOPE OF SERVICE

<b>Division: TRISTAR</b>
<b>Classification: ADMISSION NURSE</b>
<b>Applicant Name:</b>
<p><b>Admission Nurse:</b> The Admission Nurse must have equivalent qualifications, competence and function in the same role as employed individuals performing the same or similar services at the facility.</p>
<p><b>Definition of Care or Service:</b> The Admission Nurse performs those functions necessary to support all aspects of the admissions process. These duties are performed in accordance with the facilities policies and procedures. Scope of service may include:</p> <ul style="list-style-type: none"> <li>• Assessment of patient, development of a multidisciplinary age appropriate plan of care, initiation of physician orders, documentation of admission assessment and interventions.</li> <li>• Coordinates the services of the Nursing Admissions Department with physicians for the most comprehensive patient care.</li> <li>• Discusses information regarding patient with physician as indicated</li> <li>• Establishes and maintains communication process with all patient care; and for smooth operations of admitting, discharge and transfer. Gathers data relevant to the patient's individual needs and age group</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, clinics and physician practices</li> </ul>
<p><b>Supervision:</b></p> <ul style="list-style-type: none"> <li>○ Direct supervision by the Case Management Dir/Mgr of the patient's location <ul style="list-style-type: none"> <li>○ Indirect supervision by the hospital department director who is responsible for case management/care coordination</li> </ul> </li> </ul> <p><b>Evaluator:</b> Department director, Dir/Mgr of case management / care coordination or designee</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>• Associates Degree or higher</li> <li>• RN License</li> <li>• American Heart Association or Red Cross health care provider BLS Certification</li> </ul> <p style="color: red; font-weight: bold;">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.</p>
<p><b>State Requirements:</b></p> <ul style="list-style-type: none"> <li>• Current and active RN License in the state practicing nursing</li> </ul>
<p><b>Experience:</b> At least one year of full-time work experience in a hospital, clinic or office setting</p>
<p><b>Competencies:</b> The Admission Nurse will demonstrate:</p> <ul style="list-style-type: none"> <li>• Accurate patient information review and evaluation <ul style="list-style-type: none"> <li>○ Uses at least two ways to identify patients before meeting with the patient and family unit</li> <li>○ Accesses the patient medical record appropriately</li> </ul> </li> </ul>

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- Appropriate admission Nurse activities
  - Engages community resources in accordance with current laws, regulations and policies surrounding medical and behavioral healthcare
  - Engages patient and family to gather, evaluate, analyze and integrate pertinent information to complete assessment and form conclusions
  - Gathers and reviews information with attention to individual, family, and community resources
  - Respects patient and family preferences
  - Implements interventions appropriate for identified patient needs
- Assessment, evaluation and documentation of patient status on admission
- Safe and effective operation of equipment utilized
- Interventions, treatments and medications initiated as order by physicians orders
- Collaboration with multidisciplinary team in planning care
- 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>

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

Tennessee License Verification - <https://apps.health.tn.gov/Licensure/default.aspx>

Kentucky License Verification: <https://kbn.ky.gov/Pages/default.aspx>

### Document Control:

- Created 6/17/2020

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