

DIVISION SCOPE OF SERVICE

Division: MIDAMERICA
Classification: PATIENT TRANSFER COORDINATOR
Applicant Name:
<p>Patient Transfer Coordinator: The Patient Transfer Coordinator 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>Definition of Care or Service: The Patient Transfer Coordinator performs those functions necessary to support transportation of patients, equipment, supplies and documents throughout hospitals as required. These duties are performed in accordance with the facilities policies and procedures. Scope of service may include:</p> <ul style="list-style-type: none"> • Coordinate with doctors, nurses and other medical professionals to take patients from their rooms to various locations for X-rays, scans, surgery and other medical tests or procedures. • Collect and deliver laboratory specimens to technicians, move medical equipment, wheelchairs and stretchers • Maintains pleasant, friendly and professional demeanor with all patients, location staff and co-workers • Acknowledges and greets patients within 30 seconds while maintaining a professional and friendly demeanor • Explains all procedures to the patient prior to beginning transport • Collects transport equipment and returns it to the appropriate storage area • Ensures patient comfort, safety and privacy at all times • Communicates patient needs to clinical staff upon arrival to the designated area • Communicates patient arrival and/or departure to appropriate clinical staff. • Perform a physical handoff with receiving clinical staff • Confirms patient identity in accordance with written standards before transporting patient • Ensures that patients are not left unattended while in the care of the transporter • Transports and secures medical charts when conducting patient transports • Utilizes proper safe patient handling techniques • Escorts visitors as needed between departments; provide way finding services as needed • Demonstrates proper use of the patient transport tracking system/log sheets. • Provides oxygen tanks on transport equipment as requested • Is familiar with hospital emergency codes and procedures in accordance with Joint Commission standards. • Conducts an effective and efficient room presentation • Does not perform duties other than those outlined above without direct approval Demonstrates Clinical and Service excellence behaviors to include code of HCA conduct core fundamentals in daily interactions with patients, families, co-workers and physicians.
<p>Setting(s):</p> <ul style="list-style-type: none"> • Hospitals, Surgery Centers and Supply Distribution Centers
<p>Supervision:</p> <ul style="list-style-type: none"> • Reports to designated Director/Manager of facility

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- Direct supervision by the department leader of the patient's location
 - Indirect supervision by the hospital department leader who is responsible for EMS/case management/care coordination

Evaluator: EMS Coordinator, director of case management/care coordination or designee

Tier Level: 2

Qualifications:

- High school diploma or GED
- Valid and current state driver's license
- American Heart Association health care provider BLS Certification

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:

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Experience:

- N/A

Competencies:

The Patient Transfer Coordinator will demonstrate:

- Able to lift the position patients
- Infection Prevention
 - Practices consistent hand hygiene
 - Uses personal protective equipment (PPE)
 - Required immunizations per Division requirements
 - Complies with Isolation precautions

References:

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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: _____