

Job Title: Admission Nurse

Department: Nursing

Date: April 8, 2016

Status: Non Exempt

### Job Description

**Job Summary:** Admission Nurse is responsible for the complete admission assessment, order reconciliation and communication with the attending physician of each resident admitted to the facility.

#### **Reporting Relationship:**

Reports to: Director of Nursing

Supervises :None

#### **Qualifications**

Education: Current in the State of California as a Registered Nurse or as a Licensed Vocational Nurse.

Experience: One year of experience in the facility with demonstrated clinical nursing skills. Knowledge in SNF regulation.

#### **Other skills and abilities required:**

- Knowledge in erotological, rehabilitative, and Medical/ surgical nursing.
- Experience in supervisory concepts, skills and techniques.
- Act in continuing education in nursing and gerontology.
- Excellent verbal and written skills.
- Ability to work well with other staff, resident, families and physicians.
- Able to take directions from Supervisor and follow through with tasks assigned to completion in a timely manner.
- Regular and punctual attendance.
- Ability to work as part of a team.
- Willingness and ability to implement facility policy & procedures.

#### **Job Responsibilities**

- A. Performs all functions according to facility policy procedure, Nurse's Practice Act and current standards of practice.
- B. Plans, implements and evaluates resident care specific to each resident admitted to the Rehab Unit.
  1. Complete a thorough assessment of the resident within two hours of admission to

- Vital signs including pain and oxygen saturations,
  - Cardiovascular system,
  - Respiratory system,
  - Skin inspection from head to toe,
  - Functional mobility including movement of all four extremities,
  - Cognitive status,
  - Communications abilities,
  - Vision and hear,
  - Oral cavity,
  - Bowel and bladder function,
2. Completes the four standardized assessments upon admission
    - Braden skin screen
    - Fall risk screen
    - Pain screen
    - Bowel and bladder screen
  3. Communicates the resident's admission to the physician, dietary and pharmacy.
    - Sends diet slip to the kitchen
    - Sends ordered and verified admission orders to the pharmacy
  4. Reconciles the admission orders from the acute hospital with the facility standard orders.
    - All orders are transcribed and scheduled in PCC.
    - Orders are verified admission orders to the pharmacy
  5. Verifies that ordered medications are on hand or will be delivered prior to the first scheduled administration. Communicates all medication delivery delays with the attending physician.
- C. Initiates the resident care plan after completing the admission assessment.
  - D. Coordinates and supervises bowel and bladder program according to facility protocol.
  - E. Coordinates and over use of psychotropic medications on the rehab Unit including monitoring for behaviors, communicating with the physician and attending the Quarterly Psychotropic Review for each resident.
  - F. Maintain records and documents according to facility and department policies and procedures.

- G. Act a resource for staff when necessary; provides guidance and direction to the staff in performance of their duties.
- H. Promotes the safety of the residents and staff.
- I. Promotes teamwork and collaborative efforts.
- J. Attends required State and/ or facility in-services.
- K. Communicates effectively.
  - 1. Uses verbal/non-verbal skills with staff, resident, family members, physicians and visitors.
  - 2. Utilizes listening skills.
  - 3. Uses team conferences to communicate and promote within nursing staff.
- L. Performs other duties as assigned by the Unit Manager. Director of Nursing Services, or the Administrator.
- M. **Physical and Sensory Requirements (With or Without Aid of Mechanical Devices):**  
 Walking/mobility, reaching, bending, fine hand coordination, grasping, pushing medication carts, pulling, lifting and repositioning residents; ability to hear and respond to pages; ability to distinguish smells, tastes, and temperature; ability to read and write; ability to understand and follow written and oral instructions; ability to verbally communicate with residents and others; ability to understand and apply training and in-service education; ability to instruct personnel during training education and staff meetings; and ability to remain calm in emergency situations and when handling multiple tasks.

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Employee Signature

Date

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Supervisor Signature

Date