

 Oroville Hospital	Job Description for Admission Nurse	Department:	Ambulatory Care
		Dept.#:	7760
		Last Updated:	7/17/08

Reports To

Ambulatory Care Clinical Supervisor

Job Summary

The Admissions nurse is a Licensed Vocational Nurse who interviews pre-operative patients to gather necessary data to assist the Ambulatory Care RN in admission planning, pre-admission screening and teaching.

Duties

1. Coordinates the services of the Nursing Admissions Department with physicians for the most comprehensive patient care. Provides nursing care to all patients of all ages
2. 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
3. Receives physician orders for direct admissions and organizes admission process for patient
4. Obtains a nursing history. Takes appropriate action when needed
5. Discusses information regarding patient with physician as indicated
6. Reviews results of pre-op procedures (lab, x-ray, EKG) and notifies physician of any abnormal results
7. Demonstrates a time conscious awareness and ability to prioritize. Distinguishes between low and high priority activities. Identifies and eliminates time wasters
8. Consistently is on time and ready for work at start of shift. Consistently completes all work within shift time frame. Does not allow outside commitments of personal issues to interfere with the work schedule
9. Demonstrates a high level of mental and emotional tolerance sensitivity, diplomacy, sound judgment, and a professional attitude when relating with patients, families and co-workers
10. Performs duties with frequent interruptions, in close quarters and under time constraints in a professional manner.
11. Has knowledge of medical and technical terms used within the hospital. Maintains a current knowledge of the legal aspects of nursing and of the policies, procedures and regulations of the hospital. Clearly understands purposes, objectives, practices and procedures of department

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12. Has knowledge of medical and technical terms used within the hospital. Maintains a current knowledge of the legal aspects of nursing and of the policies, procedures and regulations of the hospital. Clearly understands purposes, objectives, practices and procedures of departments
13. Makes patient teaching presentations with poise. Provides pre-op instructions and teaching to patients
14. Handles situations with poise, understanding and tact. Promotes and maintains positive relationships with personnel, medical staff, patients, families and general public. Is cooperative and open minded in working with others
15. Writes and maintains legibly accurate and current records, giving meticulous attention to detail. Establishes effective systems for record retention
16. Takes pride in personal appearance, displays the type of grooming which is neat, attractive and appropriate and projects a positive image
17. Demonstrates proper telephone techniques and etiquette. Uses proper oral and written language
18. Ability to demonstrate use of various equipment including but not limited to the typewriter, photocopy machine, calculator and computer
19. Seeks creative alternatives and innovative possibilities in problem solving. Demonstrates a strong ability to identify, analyze and solve problems and can be a relied upon to make sound decisions. Understands and considers the ramifications decisions may have on other departments
20. Is consistent, dependable and accurate in carrying out responsibilities to a successful conclusion. Can be relied upon to meet schedules and deadlines
21. Effectively develops individual, departmental and organizational goals to obtain objectives
22. Is judicious in carrying out assignments without direction. Excels in self-directing and self pacing. Constantly seeks new and better ways of performing job
23. Devotes appropriate time to the development of professional competence
24. Inspires cooperation and confidence in others
25. Displays strong emotional control and keeps situations in proper perspective. Displays positive responses to negative situations. Accepts constructive criticism to improve performance on the job. Has ability to disagree without arguing

Qualifications

1. Must meet requirements of Licensed Vocational Nurse job description
2. Must demonstrate knowledge of surgical procedures and pre and post-op care
3. Must demonstrate proficiency in medical terminology, abbreviations and spelling
4. Ability to demonstrate use of various equipment including but not limited to; typewriter, photocopy machine, calculator and computer
5. Ability to use adult learning principles when teaching patients
6. Ability to prioritize and problem solve
7. Ability to related well with physicians

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Lifting Requirements

Sedentary- generally not more than 10 lbs. maximum and occasionally lifting and/or carrying such articles as ledgers, files and small items.