

Job Description: **CLINICAL ADMISSIONS SPECIALIST**

Source:

POSITION DESCRIPTION: CLINICAL ADMISSIONS SPECIALIST

### **DEFINITION**

Responsible as a member of the interdisciplinary team to the Director of Patient Services for assigned functions related to admissions of patients, provision of services information and liaison with inpatient and outpatient institutions and groups identified as sources of referrals consistent with hospice policies and procedures.

### **RESPONSIBILITIES**

Responsible for the assessment, planning and coordination of all admissions of total care patients to hospice program of care. Responsible for continuity of care and discharge planning in contract hospitals. Responsible for

### **QUALIFICATIONS**

1. Possession of current license to practice as a registered professional nurse in the state of employment.
2. B.S. degree preferred.
3. Minimum four years of varied work experience as a professional nurse including one year in an acute setting.
4. Demonstrated ability to relate effectively with patients, physicians, community agencies and institutions.
5. Demonstrated ability to communicate effectively with members of the hospice interdisciplinary team (IDT), referral sources, patients and families.

### **FUNCTIONS**

1. Process all inquiries for admission to Hospice total care category.
2. Determine patient's appropriateness for Hospice services consistent with hospice service policies and admission criteria and in conjunction with patient's physician.
3. Make telephone contact and/or assessment visits with potential hospice patients to provide information on hospice services and/or assess patient's status.
4. Plan for admission and/or admit patients to Hospice in coordination with nurse/team coordinators.
5. Serve as Hospice staff liaison with physicians, hospital/institutional nurses, social workers, discharge planners and community agencies.
6. Implement and coordinate services required for discharge of patients from hospitals into Hospice's program of care.
7. Visit hospitalized Hospice patients and confer with hospital staff to ensure continuity and control of the plan of care.
8. Visit hospitalized Hospice patients and confer with hospital staff to ensure continuity and control of the plan of care.
9. Provide information regarding Hospice's program of care and services to patients, physicians and other sources of referrals.

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10. Work with various community agencies to facilitate the delivery of appropriate services for potential Hospice patients.
11. Promote utilization of hospice services by community physicians.
12. Other assignments as may be appropriate.

**JOB DESCRIPTION REVIEW:**

I understand this job description and its requirements; and that I am expected to complete all duties as assigned. I understand the job functions may be altered from time to time.

I further understand that the purpose of this job description is to identify the major duties and responsibilities of the job and that it is not intended to contain each and every duty inherent in this job.

I have noted below any accommodations that are required to enable me to perform these duties. I have also noted below any job responsibilities or functions, which I am unable to perform, with or without accommodation.

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Employee

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Date

\_\_\_\_\_  
Supervisor or Orientation Leader

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Date