Job Description

<table>
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<tr>
<th>Job Title</th>
<th>Patient Discharge Care Coordinator (Permanent Role - Part Time)</th>
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<tr>
<td>Department</td>
<td>Bed Management – Patient Flow</td>
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<tr>
<td>Reports to</td>
<td>Nurse Manager, Bed Management</td>
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<td>Date</td>
<td>February 2015</td>
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Overall Purpose of Job

The Beacon Hospital’s mission is to provide exceptional patient care in an environment where quality, respect, caring and compassion are at the centre of all we do.

This role will work with in patient Nursing Teams, Members of the Multidisciplinary Teams and Consultants to ensure patients are discharged in a timely, efficient and safe manner.

Key Responsibilities and Deliverables

- As an ongoing process, assesses patients, their circumstances and plans their transition from the acute hospital environment to an appropriate setting to meet the patient needs when discharged.
- Collaborate with Consultants and Associated Health Care Team Members to ensure clinical documentation which supports a holistic and clear plan of care and discharge readiness.
- Works closely with the Medical Social Work Team and the Allied Health Professional Groups to provide a comprehensive transition or discharge plan for any long term patients.
- Set-up, coordinates and maintains records of bi-weekly multidisciplinary team meetings to ensure excellent communication amongst all professionals.
- Ensure the patient and family are kept up to date with patient progress and estimated date of discharge as agreed in collaboration with the Primary Consultant, the Ward Manager and the applicable Multidisciplinary Team Members.
- Analyse clinical information and makes recommendations regarding appropriateness of care, while keeping in mind the patient’s individual needs and limitations.
- Liaise with Ward Staff to ensure the delivery of the agreed transition plan as well as the execution of an education plan as required by the patient and family.
- Participates with all other departments as appropriate and required to ensure the safe and efficient management of patients discharges.
- Take responsibility for completion of Interqual IT System as required for all emergency medical admissions to the Hospital.
- Oversee preparation of discharge summaries in accordance with Hospital guidelines in a
timely manner and ensure that discharge summaries reaches GP Practises within 48 hours
after discharge from acute care.
- Raises any issues with the Chief Medical Resident in relation to noncompliance with
completion of discharge summaries.

**Personal Specification**

| Qualifications | - The minimum qualifications listed below are representative of the knowledge, skills and abilities needed to perform the position successfully. Equivalent education and experience will substitute for all minimum qualifications except when there are legal requirements such as licence, certification or registration.
- Graduate of an accredited Bachelor’s of Nursing Science Degree Program |
| Experience | - A minimum of 3 years Registered Nurse experience in an acute hospital setting |
| Job Specific Competencies and Knowledge | - Current (and in good standing) licence to practice as a Registered Nurse by NMBI.
- Must have an understanding of biological, social and behavioural theories as well as human growth and development and cultural awareness of diverse patient populations, normally acquired through the completion of a Bachelor’s of Nursing Science Degree.
- Must possess adequate knowledge to perform clinical assessments; plan patient care, identify and creatively plan and coordinate solutions to barriers that impeded the delivery of the right care at the right time and to educate and orient patients and families.
- Experience with conflict resolution strategies and ability to negotiate and collaborate with members of healthcare team in order to provide patient centred care that is consistent with clinical standards and pathways of both the Beacon Hospital and NMBI. |
| Personal Competencies | - Ability to prioritise workload and to delegate appropriately to ancillary staff.
- Ability to act independently and to utilise critical analytical thinking and problem solving skills.
- The individual is a professional who seeks to positively represent the integrity of both the nursing profession and that of the Hospital and who makes a concerted effort to maintain and seek out competencies that help to ensure best practise.
- All post in the Beacon Hospital require a high level of flexibility to ensure the delivery of an effective and efficient service. |

This Job Description is intended to be an outline of the areas of responsibility and deliverables at the time of its writing. As the Hospital and the post holder develop, this job description may be subject to review in light of the changing needs of the Hospital.
Job Description received by employee: _______________________  Date: __________

Signature

____________________
Name (Block Capitals)