

## Job Description

<b>Job Title</b>	<b>Care-Coordinator</b>
<b>Department</b>	<b>Quality/Nursing Administration</b>
<b>Reports to</b>	<b>Manager of Patient Safety Quality and Innovation</b>
<b>Date</b>	<b>July 2014</b>

### Overall Purpose of Job

**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 ensure that timely reviews are completed according to Interqual criteria guidelines and the resulting data is securely collated. This role will also facilitate timely, effective and safe discharges by providing Interqual status information, and actively participating in post hospital care planning with members of the multi-disciplinary teams. This role also facilitates admissions through the GP Direct Admission Programme

### Key Responsibilities and Deliverables

- As an on-going process, assess patients and their circumstances and plan their transition from the acute hospital environment to an appropriate post hospital setting to meet the patient needs.
- Perform Interqual reviews of assigned patients admitted through the Emergency Department within twenty-four to forty-eight hours (or as soon as reasonably possible) after admission.
- Perform concurrent Interqual reviews on patients with a length of stay greater than six days every three days
- Analysis of clinical information to highlight patients to Consultants and Multidisciplinary team members without acute care criteria; make recommendations regarding appropriateness of admission.
- Liaise and collaborate with Consultants and associated Multidisciplinary health care team members providing them with an understanding of a patient's Interqual criteria status and its significance to their continued inpatient stay; ensuring clinical documentation supports a holistic and clear plan of care, post hospital plan of care and discharge readiness.
- Organise Interqual review summaries and store them securely in designated secure electronic folder.
- Maintain Interqual data spread sheet; compile and disseminate reports.
- Actively participate in multi-disciplinary team. Patient pathway and family meetings.
- Ensure excellent communication amongst professionals is practiced and supported and ensuring the patient and their family are kept up to date with patient progress and potential discharge date.
- Analyse clinical information and makes recommendations regarding appropriateness of care, keeping in mind the patient's holistic needs and limitations.
- Liaise with Staff Nurse and Ward Manager to ensure the delivery of a transition plan and education to patient has occurred prior to discharge.
- Participates with other departments to ensure the safe and efficient management of patient discharge.
- Facilitate the preparation of charts requested by insurance company in a timely fashion.

- Manage GP Direct Admission Pilot Programme according to guidelines provided.
- Provide service provision data for previous full month to manager on a monthly basis.
- Assists with policy development and review.
- Maintains accountability for ongoing self-development activities.
- Any other duties as may be assigned from time to time by Hospital Management.

## Person Specification

<b>Qualifications</b>	<ul style="list-style-type: none"> <li>▪ 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. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.</li> <li>▪ Graduate of an accredited Bachelor's of Nursing Science degree program.</li> </ul>		
<b>Experience</b>	A minimum of 3 years RN experience in an acute hospital setting.		
<b>Job Specific Competencies and Knowledge</b>	<ul style="list-style-type: none"> <li>▪ Current (and in good standing) licence to practice as an RN by An Bord Altranais (ABA).</li> <li>▪ Must have an understanding of biological, social, and behavioral theory 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.</li> <li>▪ Must possess adequate knowledge to perform clinical assessments; plan patient care, identify, and creatively plan and coordinate solutions to barriers that impede the delivery of the right care at the right time; and to educate and orient patients and families.</li> <li>▪ Experience with conflict resolution strategies and ability to negotiate and collaborate with members of healthcare team in order to provide patient centered care that is consistent with clinical standards and pathways of both the Beacon Hospital and An Bord Altranais.</li> <li>▪ Core Competencies               <table style="width: 100%; border: none;"> <tr> <td style="vertical-align: top;"> <ul style="list-style-type: none"> <li>▪ Interpersonal skills</li> <li>▪ Management skills</li> <li>▪ Assertiveness skills</li> <li>▪ Negotiation skills</li> </ul> </td><td style="vertical-align: top;"> <ul style="list-style-type: none"> <li>▪ Communication skills</li> <li>▪ Motivational skills</li> <li>▪ Assessment skills</li> <li>▪ Computer Literate</li> </ul> </td></tr> </table> </li> </ul>	<ul style="list-style-type: none"> <li>▪ Interpersonal skills</li> <li>▪ Management skills</li> <li>▪ Assertiveness skills</li> <li>▪ Negotiation skills</li> </ul>	<ul style="list-style-type: none"> <li>▪ Communication skills</li> <li>▪ Motivational skills</li> <li>▪ Assessment skills</li> <li>▪ Computer Literate</li> </ul>
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<b>Personal Competencies</b>	All posts in Beacon Hospital require a high level of flexibility to ensure the delivery of an effective and efficient service. Therefore, the post holder will be required to demonstrate flexibility as and when required by their manager or hospital management.		

**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:**

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**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Name (Block Capitals)**