

Job Description

Job Title	Patient Care Co-ordinator
Department	Nursing Administration
Reports to	Paula Vernon, PSQI
Date	February 2013

Overall Purpose of Job

UPMC 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 multi-disciplinary teams and Consultants to ensure patients are discharged in a timely, efficient and effective and safe manner.

Key Responsibilities and Deliverables

- As an on-going process, assesses patients and 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 supports a holistic and clear plan of care and discharge readiness.
- Works closely with the Social work team and the Allied Health professional groups to provide a holistic transition/discharge plan for any long term patients.
- Set up, co-ordinates and maintains records of bi-weekly multi-disciplinary team meetings to ensure excellent communication amongst professionals and ensuring the patient and their family are kept up to date with patient progress and potential discharge date, this will be decided in collaboration with the primary consultant, the unit manager and the RN looking after the patient directly.
- Analyse clinical information and makes recommendations regarding appropriateness of care, keeping in mind the patient's holistic needs and limitations.
- Early identification of potential patients who require Inpatient Rehabilitation and working towards appropriate transfer to a suitable facility in collaboration with the Receiving facility, Patient/Family, Ward Manager/Nursing Staff, Admitting Consultant, and MDT members.

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- Liaising with local health care facilities to maintain relationships in order to facilitate referrals and optimize referral procedures in particularly Rehabilitation and assisting families with convalescence.
- Ensuring Convalescent packs are readily available on the in-pt floor.
- 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.
- Liaising with local health care facilities to maintain relationships in order to facilitate referrals and optimize referral procedures would also benefit the process.

Person Specification

Qualifications	<ul style="list-style-type: none"> The minimum qualifications listed below are representative of the knowledge, skills and abilities needed to perform the position successfully. Equivalent education/experience will substitute for all minimum qualifications except when there are legal requirements such as licence/certification/registration. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions. Graduate of an accredited Bachelor's of Nursing Science degree program.
Experience	<ul style="list-style-type: none"> A minimum of 3 years RN experience in an acute hospital setting.
Job Specific Competencies and Knowledge	<ul style="list-style-type: none"> Current (and in good standing) licence to practice as an RN by An Bord Altranais (ABA). 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. 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. 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 UPMC Beacon Hospital and An Bord Altranais.
Personal Competencies	<ul style="list-style-type: none"> Ability to prioritise workload and to delegate appropriately to ancillary staff. Ability to act independently, and to utilise critical 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/or seek out competencies that help to maintain best practice methods. All posts in UPMC 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: _____

Signature

_____ **Date**