**RN Admissions Nurse**

**Westminster Canterbury on Chesapeake Bay**

3100 Shore Drive Virginia Beach, VA 23451

**JOB DESCRIPTION**

RN, Admissions Nurse is part of the care management team for patients and aids in assessment, planning, implementation, and evaluation of patient care and the use of resources through both admission and discharge of patients through various care levels.

RN, Admissions Nurse monitors quality of care to ensure all aspects of services are appropriate, including infection control and risk management. RN, Admissions Nurse acts as a liaison between interdisciplinary team members to uphold continuity of care with patients transferring across care settings and optimize communication. RN, Admissions Nurse also assists in admission planning, Pre-admission screening, discharge planning and teaching.

**RESPONSIBILITIES**

* Works closely with the Admissions team and assists the Clinical Team with the admission of patients including electronic medical record charting, nursing assessment and initiation of plan of care.
* Supports clinical nurses by coordinating admission activities, serving as a liaison to other team members and ensuring that all aspects of admission/discharge are complete for patients.
* Ensure admission orders and assessments are completed and communicated to appropriate team members in a timely manner.
* Assist in medication reconciliation upon admission to healthcare center and processing of medication orders with pharmacy.
* Assess individual patient’s needs and work with patients/families to develop a baseline plan of care
* Provide support to clinical nurses, patients and other team members to enhance patient experience and customer service
* Supports patient’s continuity of care by monitoring scheduling of PCP appointments, specialist appointments, and discharge education.
* Assists in arrangement of follow up services, reinforces patient instructions and preparations for discharges as needed.
* Maintains communication, documentation and reporting as outlined by Director of Nursing/Healthcare Administrator
* Demonstrates a time conscious awareness and ability to prioritize, distinguishing between low and high priority activities.
* Participates in the orientation, training and evaluation of new staff.
* Maintains a current knowledge of the legal aspects of nursing and of the policies, procedures and regulations. Clearly understands purposes, objectives, practices and procedures of department
* Other duties as the need arises, specifically at time of staffing needs, including assignment to work on the cart as needed.

**QUALIFICATIONS**

* Registered Nurse required. BSN preferred. Associate’s degree
* 1-2 years’ prior experience or knowledge of skilled nursing centers and continuity of care is preferred.
* Individual must be highly motivated, energetic and able to work both independently and under the direction of the Director of Nursing. Multi-tasker with excellent communication skills and ability to prioritize. Possess strong computer skills and experience with health care applications, Microsoft and/or Windows applications Ability to work in a self-directed environment with little supervision Excellent verbal and written communication skills
* Physical Requirements:
	+ Able to climb or descent 5 flights of stairs
	+ Able to stand or walk for a period of at least 4 hours
	+ Performs other duties incidental to the work described herein.

**BENEFITS**

* Health & Dental Available Day 1 for new employees!
* Dental Insurance
* Life Insurance
* Long-term Disability Insurance
* Medical Insurance
* Short-term Disability Insurance
* Employee Assistance Program
* Retirement Plan with employer match
* Paid Time Off (PTO)
* Employee Discounts
* Excellent Advancement Opportunities
* Scholarship Program for Employees/Family Members
* Tuition Assistance
* Six paid holidays
* Vision