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# Example of Admission Nurse Job Description

Our company is growing rapidly and is looking for an admission nurse. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for admission nurse

* Prepares and educates the patient/family about aspects of the patient’s pre-post operative care
* Demonstrates competency in obtaining an accurate patient clinical medical history
* Demonstrates competency in performing technical skills required for testing
* Maintains responsibility for own professional development through active participation in continuing education programs, active membership in unit and entity committees, and timely completion of competency requirements
* Complies with Network and departmental policies regarding issue of employee, patient and environmental safety and follows appropriate reporting requirements
* Facilitates and coordinates all inpatient bed management for hospital utilizing comprehensive, integrated bed management software
* Collaborates with medical staff and other professional staff
* Assists and intervenes with bed management during Incident Command in disaster response or other emergency crisis situations
* Keeps clinical and management skills current and relevant through demonstrated involvement in job related training programs and in-service
* Assesses and evaluates patient care for an assigned group of patients, utilizing evidence based practice

## Qualifications for admission nurse

* Minimum 2 year experience in a hospital or ASC setting
* One year nursing experience in an PATT preferred
* Associate in Nursing required
* One year of previous experience preferred
* Must have an Associate and/or Bachelors in Nursing with the desire to work Admissions and routine Nursing duties
* Minimum 1 year documented RN experience, required