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# Example of Admission Nurse Job Description

Our innovative and growing company is hiring for an admission nurse. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for admission nurse

* Coordinate with Bed Placement Specialist for timely transfer, appropriate bed assignment and to ensure the patients information is accurate
* Recognizes we are linked to one another by a common purpose, serving our patients and our community
* Builds positive relationships with nursing units, nursing managers and supervisors and Nursing Leadership to ensure the appropriate placement of patients based on priority, acuity, care needed treatment anticipated
* Ability to organize and prioritize multiple complex tasks in a stressful environment
* May make bed assignments and any other responsibilities as assigned
* Assess patient/family learning needs, including any tasks that the patient can or cannot accomplish as related to his or her current health problem
* Prescribes appropriate nursing care to meet the goals, the physical, psychological, psychosocial, emotional, and social needs of the patients
* Document and monitor results of above to maintain required standards
* Manage cases related to work environment/OSHA
* Perform eye exams and clinical lab work when provided at the workplace

## Qualifications for admission nurse

* Master’s degree in Nursing (MSN) or concurrent enrollment in an accredited program
* Previous experience in Emergency, Triage or Critical Care
* Previous experience in care coordination or case management
* One year experience in a medical office preferred
* Demonstrates skills and abilities in clinical and administrative areas
* Ability to work with limited supervision and to make decisions based on established policies and procedures