

LOUISIANA STATE UNIVERSITY HEALTH SCIENCES CENTER

Job Description
DISCHARGE LEADER (Healthcare Facilities)
PATIENTS TRANSFERRED TO OTHER HEALTHCARE FACILITIES
EXPERIENCED UNIT MANAGER

Position Assigned To: _____
You Report To: _____ (Nursing Chief)

Mission: Will establish a discharge area for patients that will be transferred from inpatient units to other healthcare facilities.

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| <u>Immediate</u> | <ul style="list-style-type: none">___ Receive Job Description from Nursing Chief.___ Read Job Description and put on position tag.___ Obtain briefing from Nursing Chief.___ Establish discharge area in Conference Center, ground floor of Medical School___ Assess situation for staffing, supplies and medical equipment needs:<ul style="list-style-type: none">Request supplies and equipment as needed. Request staffing as needed from Labor Pool.___ Prepare area for minor treatment and extended observation.___ Request Health Information Management copy chart(s) of patient(s) to be transferred.___ Request a phone be set up in Conference Room. |
| Extended | <ul style="list-style-type: none">___ Ensure patients that are being transferred are tracked and documented on the Discharge Area Patient Tracking Log.___ On a regular basis send a copy of the Discharge Area Patient Tracking Log to Patient Tracking Leader.___ Ensure a copy of patient's chart accompanies all patients transferred. If situation is such that the chart cannot be copied prior to patient transfer document chart was sent with patient.___ Document any medical equipment transferred with patient.___ Document all actions/decisions with a copy to Nursing Chief.___ Observe and assist staff who exhibit signs of stress and fatigue. Provide for staff rest periods and relief.___ Direct non-utilized staff to Labor Pool. |