

LOUISIANA STATE UNIVERSITY HEALTH SCIENCES CENTER

**Job Description**  
**DISCHARGE LEADER (To Home)**  
PATIENTS DISCHARGED TO HOME  
EXPERIENCED UNIT MANAGER

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

**Mission:** Will establish a discharge area for patients that have been discharged from inpatient units or clinics requiring transportation home.

Immediate

- \_\_\_ Receive Job Description from Nursing Chief.
- \_\_\_ Read Job Description and put on position tag.
- \_\_\_ Obtain briefing from Nursing Chief.
- \_\_\_ Establish discharge area on 1<sup>st</sup> floor reception area, A Bldg. (Comp Care Bldg.)
- \_\_\_ Prepare area for minor treatment and extended observation.
- \_\_\_ Ensure patients that are discharged to home are tracked and documented on the Discharge Patient Tracking Log.
- \_\_\_ On a regular basis, send a copy of Patient Tracking Log to Patient Tracking Leader
- \_\_\_ Request supplies and equipment as needed.
- \_\_\_ Request staffing as needed from Labor Pool.
- \_\_\_ Document all actions/decisions with a copy to Nursing Chief.

Extended

- \_\_\_ 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.