

**LIBERTY HEALTH
DEPARTMENT OF NURSING
COMPETENCY BASED JOB DESCRIPTION**

TITLE: Admitting Nurse – Registered Nurse
Reports to: Nurse Manager
Department: Medical / Surgical

Employee Name: _____
Effective Date: _____
Revised Date: _____
Calendar Year _____

Position Summary:

Addendum to the staff nurse job description.

A registered nurse in collaboration with a designated Ward Data Entry Clerk will be responsible for the following:

Performance:

Box # 3 – exceeds standard		Box # 1 – needs improvement					
Box # 2 – meets standard		Box # 0 – not applicable		3	2	1	0
1	Initiation and completion of the nursing assessment commenced either in Emergency room or patient unit. Comments: _____ _____ _____						
2	Initiation of admission orders, including blood work, specimen collection, IV insertion. Comments: _____ _____ _____						
3	Transfer of admission orders to appropriate forms. Comments: _____ _____ _____						
4	Report to unit nurse and when necessary transport of patient to nursing unit or to diagnostic studies. Comments: _____ _____ _____						
5	Accountability for daily log. Comments: _____ _____ _____						