



POSITION DESCRIPTION

POSITION TITLE:	PATIENT FLOW & TRANSITION FACILITATOR
DEPARTMENT:	ACUTE CARE
CLASSIFICATION:	NURSE 4
UNION:	MNU

REPORTING RELATIONSHIPS

POSITION REPORTS TO:	REGIONAL MANAGER - PATIENT ACCESS & TRANSITION
POSITIONS SUPERVISED:	NONE

POSITION SUMMARY

Reporting to the Regional Manager - Patient Access & Transition, the Patient Flow & Transition Facilitator is responsible for the following:

- Facilitates and coordinates the flow of patients through the admission, transfer and discharge processes within the Selkirk Regional Health Centre (SRHC/ IERHA.)
- Liaises with IERHA programs and sites as well as with other RHAs as required
- Participates in the education of staff nurses related to required admission and discharge planning.
- Facilitates presentations on utilization issues/ strategies to improve patient flow.
- Communicates effectively with all disciplines to ensure patient flow is optimal
- Works closely with the Regional Manager - Patient Access & Transition with the goal of efficient and appropriate placement of patients in the region
- Exercises initiative and independent judgment in determining work priorities and most effective work methods to be employed.

The position of Patient Flow & Transition Facilitator functions in a manner consistent with, and supports the Mission, Vision and Values of the Interlake – Eastern Regional Health Authority.

ESSENTIAL FUNCTIONS AND DUTIES

Function and duties include but are not limited to the following:

- Responsible for discharge planning of admitted patients; patient assessments related to discharge planning and safe patient transitions.
- Facilitates referrals to other programs such as Home Care, Mental Health, Rehabilitation services etc. as required to facilitate effective disposition planning.
- Facilitates and communicates with Long Term Care Access Coordinator on patients in hospital awaiting paneling and personal care home placement
- Actively contributes to discharge planning rounds.
- Participates in family conferences as needed related to discharge planning and transition.
- Participates in ward conferences and makes suggestions related to patient care planning as required.
- Assumes the role of Patient Flow & Transition Facilitator, being the contact person for admissions and transfers in and out of the Selkirk Regional Health Centre and liaises with other acute care facilities within the region.
- Manages wait lists for repatriations to the EIRHA and communicates regularly and effectively with acute care team. Provides daily updates on the status of repatriation list.
- Receives calls from physicians related to direct admits to the inpatient units
- Reports significant patient information to physicians and nursing units regarding patients requiring admission
- Works cooperatively with other programs and partners and ensures coordination of processes relating to patient care and patient flow
- Maintains knowledge and awareness of departments, programs and service agencies' roles and functions in order to provide guidance and assistance to the region's acute care team, in planning and coordinating safe admissions and transfers
- Participates in patient/ family education as required
- Communicates with all areas of the facility regarding patient flow and movement requirements
- Reviews regional bed availability to assist with flow of patients within the region
- Coordinates and/or arranges repatriation requests and assists with transfers as necessary
- Coordinates inter-unit transfers
- Supports ED and inpatient units to collaborate with IERHA Home Care, Mental Health Services, Social Work and Long Term Care Program as required
- Communicates effectively with nursing supervisors regarding any imminent transfers or repatriation information that may be required after hours, report most current repatriation list.
- Participates in the development of processes to improve discharge planning and patient flow and communication
- Advises and assists the Regional Manager- Patient Access & Transition in ensuring that planning is responding effectively to patient needs
- Assists in regional undertakings and projects as assigned such as Accreditation, Continuous Quality Improvement, Risk Management, etc.
- Represents the acute care program at meetings, discussions or committees as assigned
- Promotes healthy public relations between patients, families and visitors
- Maintain statistics as deemed necessary for service delivery and process improvement.
- Pursuant to the Regional Health Authority Act, Interlake - Eastern RHA is designated bilingual (English/ French). Accordingly, all employees accept the responsibility to support clients in their official language of choice.

OTHER:

- Performs other duties as assigned.
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QUALIFICATIONS**EDUCATION/CERTIFICATION:**

- Bachelor of Nursing Degree required
- Current registration and a member in good standing with the College of Registered Nurses of Manitoba
- Current BLS
- Adult education related knowledge an asset

REQUIRED KNOWLEDGE:

- Knowledge of all relevant legislation and standards
- Patient Flow & Utilization knowledge required
- Knowledge of panel process preferred
- Knowledge of the Home Care program preferred

EXPERIENCE REQUIRED:

- Two (2) years recent experience in acute care nursing
- Experience in community nursing as asset
- Patient Flow & Utilization experience required

SKILLS/COMPETENCIES:

- Demonstrated ability to function within the professional code of ethics, professional standards and legislative requirements of the profession.
 - Ability to excel in an environment that is fast paced with multiple demands
 - Ability to use an analytical and inquiring approach to problem-solving
 - Ability to work effectively with others in a multi-facility and program system
 - Strong interpersonal, communication and organizational skills
 - Demonstrated effective oral and written communication skills
 - Physical and mental ability to perform the demands of the job
 - Proficiency with Microsoft Office suite and programs
 - Valid Driver's license and vehicle
 - Given the cultural diversity of our region, the ability to communicate in more than one language would be considered an asset.
 - Proficiency of both official languages is essential for target and designated bilingual positions.
 - Completes and maintains a satisfactory pre-employment security check
 - Satisfactory employment record
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WORK CONDITIONS

- The incumbent functions autonomously on a day to day basis and manages assigned duties accordingly.
- May be required to travel throughout the region as duties may require.

- No hazardous or significantly unpleasant conditions.
- All health care workers are required to be immunized as a condition of employment in accordance with the Interlake-Eastern RHA Policy GA-13-P-110 Required Immunizations for Health Care Workers.

WORKPLACE SAFETY AND HEALTH

The incumbent contributes to making the organization safe for clients and staff and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.

- Provides a safe environment by ensuring the adherence to Workplace Safety and Health Regulations and Policies and Infection Control Guidelines. Obeys all safety and health rules and follows recommended Safe Work Procedures. Informs supervisor of any unsafe acts, work conditions, incidents, near misses, injuries or illnesses immediately.
- Demonstrates a working knowledge of Workplace Hazardous Materials Information Systems (WHMIS) and adheres to procedures for handling and storing controlled substances as described in the Material Safety Data Sheets (MSDS). Uses personal protective equipment as required.
- Demonstrates understanding of role and responsibilities in fire prevention and disaster preparedness and participates in safety and health training programs including the health facility's Fire, Disaster and Evacuation Plan.

PATIENT SAFETY

- Participates in and demonstrates an understanding of patient safety principles and practices into all day to day activities. Follow all safe work practices and procedures and immediately communicates any activity or action which may constitute a risk to patient safety.

Created: June 2015
Date

Revised: April 2019
Date

Approved by: _____
Regional Manager/ Supervisor _____
Date

Approved by: _____
Vice President/ CEO _____
Date

Reviewed by: _____
Vice President, Human Resources _____
Date

Position descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.