

### **ADMIT/TRANSFER & DISCHARGE UNIT LEADER**

**Mission:** Organize and direct resident admissions, transfers, and discharges according to facility policies and procedures. Implement and monitor the facility's resident identification and tracking system for both incoming residents or for facility residents evacuating to an offsite destination.

Date: _____ Start: _____ End: _____ Position Assigned to: _____ Initial: _____
Positions Reports to: <b>Resident Services Branch Director</b> - Signature: _____
Nursing Home Command Center (NHCC) Location: _____
Phone: _____ Fax: _____ Email: _____
Radio Title: _____

IMMEDIATE (Operational Period 0-2 Hours)	Time	Initial
Receive appointment from Resident Services Branch Director. Obtain packet containing unit's Job Action Sheets.		
Read this entire Job Action Sheet. Put on position identification (i.e. vest, cap, etc.).		
Notify your usual supervisor of your NHICS assignment.		
Obtain a briefing from Resident Services Branch Director and other Unit Leaders.		
If indicated, meet with Nursing Services Unit Leader to assist in resident priority assessment to designate residents for early discharge and/or to obtain status of vacant beds for admits.		
Process transfer and discharges in accordance with facility's procedures.		
Coordinate communication with resident family members regarding transfer or discharge through Psychosocial Unit.		
Review facility's resident identification and tracking system for transfer/discharge:		
<ul style="list-style-type: none"> <li>• Evaluate supplies needed to implement the resident I.D. and tracking system (see NHICS Form 260) and communicate any shortfalls with the Resident Services Branch Director</li> <li>• Prepare resident identification tools</li> <li>• Coordinate with Nursing Services Unit Leader to provide resident identification in accordance with facility procedures</li> </ul>		
Prepare tracking system tools if new residents are being admitted or coming to shelter-in-place.		
Coordinate the receipt of or transfer out of medical records and medications in accordance with facility procedures.		

ON-GOING	Time	Initial
Initiate the facility's disaster victim/resident tracking system (see NHICS Forms 254 and 255); oversee admissions, transfers & discharges, document, and prepare report for next operational period.		
Continue to coordinate communication with family members with Psychosocial Unit.		
Monitor the implementation of the Resident I.D. & Tracking system.		
Meet routinely with Resident Services Branch Director, Psychosocial Unit Leader, and as needed with Operations Section Chief to evaluate status and project needs.		
Observe all staff, volunteers, and residents for signs of stress and inappropriate behavior. Report concerns to Staffing/Scheduling Unit. Provide for staff rest periods and relief.		
Document all key activities, actions, and decisions.		
Communicate any unexpected problems and unresolved issues to the Operations Section Chief immediately.		

DOCUMENTS/TOOLS
<ul style="list-style-type: none"> <li>• NHICS Form 254: Patient Tracking Form</li> <li>• NHICS Form 255: Resident Evacuation Tracking Form</li> <li>• NHICS Form 260: Individual Patient Evacuation Form</li> <li>• Facility emergency operations plan</li> <li>• Facility organizational chart</li> <li>• Facility telephone directory</li> <li>• Radio/satellite phone</li> </ul>

Nursing Home Incident Command System (NHICS) Job Action Sheets have been adapted from the Hospital Incident Command System by the American Health Care Association (AHCA) Disaster Preparedness Committee