

# DIVISION SCOPE OF SERVICE

<b>Division: NORTH TEXAS</b>
<b>Classification: TRANSITION COORDINATOR</b>
<b>Applicant Name:</b>

<p><b>Transition Coordinator:</b> The Transition Coordinator must have equivalent qualifications, competence and function in the same role as employed individuals performing the same or similar services at the facility, as defined by facility job description.</p>
<p><b>Definition of Care or Service:</b> The Transition Coordinator gathers assessment information, plans, facilitates and advocates for options and services to meet an individual’s health needs. Scope of Service may include:</p> <ul style="list-style-type: none"> <li>• Communicates with team and available resources to promote quality cost-effective outcomes.</li> <li>• Interprets legal or medical documents.</li> <li>• Writes reports and professional correspondence.</li> <li>• Implements standards and regulations that govern the individual case.</li> <li>• Demonstrates Clinical and Service excellence behaviors to include code of HCA Healthcare conduct core fundamentals in daily interactions with patients, families, co-workers and physicians.</li> </ul>
<p><b>Setting(s):</b></p> <ul style="list-style-type: none"> <li>• Healthcare facilities including but not limited to hospitals</li> <li>• Patient care areas, all settings</li> </ul>
<p><b>Supervision:</b></p> <ul style="list-style-type: none"> <li>• Direct supervision by the department leader of the patient’s location             <ul style="list-style-type: none"> <li>○ Indirect supervision by the hospital department leader who is responsible for case management/care coordination</li> </ul> </li> </ul> <p><b>Evaluator:</b> Department director, leader of case management / care coordination or designee</p> <p><b>Tier Level:</b> 2</p> <p><b>eSAF Access Required:</b> YES</p>
<p><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>• Associate’s degree or higher</li> <li>• Licensed as one of the below:             <ul style="list-style-type: none"> <li>○ RN</li> <li>○ Licensed Master Social Worker</li> <li>○ Physical Therapists</li> <li>○ Occupational Therapists</li> <li>○ Speech Therapists</li> </ul> </li> </ul> <p><b>Preferred Qualifications:</b></p> <ul style="list-style-type: none"> <li>• Bachelor of Science or Associate’s degree in Sociology, Public Health Administration or related healthcare field of study preferred</li> </ul> <p><b>NOTE:</b> Where education may not be defined in qualifications area of the Scope, HCA Healthcare requires the highest level of education completed (not training or courses) confirmed on your background check.</p>
<p><b>State Requirements:</b></p> <ul style="list-style-type: none"> <li>• Licensed professional are required to have an active license for the State of Texas.</li> </ul>
<p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• N/A</li> </ul> <p><b>Preferred Experience:</b></p>



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- Five years of clinical experience strongly preferred.

**Competencies:**

Transition coordinator will demonstrate:

- Accurate patient information review and evaluation
  - Uses at least two ways to identify patients before meeting with the patient and family unit
  - Accesses the patient medical record appropriately
  - Documents in the medical record according to the facility standard / policy
- Appropriate case management activities
  - Engages community resources in accordance with current laws, regulations and policies surrounding medical and behavioral healthcare
  - Engages patient and family to gather, evaluate, analyze and integrate pertinent information to complete assessment and form conclusions
  - Gathers and reviews information with attention to individual, family, and community resources
  - Respects patient and family preferences
  - Implements interventions appropriate for identified patient needs
- Infection Prevention
  - Practices consistent hand hygiene
  - Uses personal protective equipment (PPE) when required
  - Required immunizations per Division requirements
  - Complies with Isolation precautions
  - Maintains sterile field

**References:**

Job Description for a Case Manager/eHow.com. (1999-2011). Demand Media, Inc. Retrieved from [http://www.ehow.com/about\\_5208008\\_job-description-case-manager.html](http://www.ehow.com/about_5208008_job-description-case-manager.html)

Ocean to Ocean Healthcare (2008-2011) Case Manager Description. Retrieved from [http://www.oceantoocean.net/pdfs/A\\_Website\\_-\\_JOB\\_Case\\_Manager.pdf](http://www.oceantoocean.net/pdfs/A_Website_-_JOB_Case_Manager.pdf)

Texas Board of Nursing License Verification: [https://www.bon.texas.gov/licensure\\_verification.asp](https://www.bon.texas.gov/licensure_verification.asp)

Nursing Compact States & Nurse Licensure: <https://www.travelnursing.com/what-is-travel-nursing/nursing-compact-states/>

Nursys: <https://www.nursys.com/LQC/LQCTerms.aspx>

Texas Physical Therapy License Verification <https://www.ptot.texas.gov/page/pt-license-search>

Texas State Board of Social Worker Examiners <https://vo.ras.dshs.state.tx.us/datamart/selectSearchTypeTXRAS.do?from=loginPage>

Texas Speech-Language Pathologists and Audiologists <https://www.tdlr.texas.gov/slpa/slpa.htm>

Texas Occupational Therapist License: <https://www.ptot.texas.gov/page/ot-license-search>

**Document Control:**

- Cosmetic updates 3/11/2019
- Content updates 5/29/2020



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**Your signature confirms you will be able to comply with the Qualifications and Competencies listed within this Scope of Service and that you will confirm education via your background check.**

**Applicant Printed Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_