COMMUNITY BASED ASSESSMENT CENTRE – POSITION CHECKLIST

Reception and Administration Staff

**Reports to:**

* CBAC Manager/Administration Team Leader.

**Responsible for:**

* Being the initial point of contact for all personnel entering the CBAC facility.
* Ensuring the collection of correct patient demographics into the CBAC electronic data system
* Advising immediately Nursing Leader/Nursing Shift Leader of any patients presenting acutely unwell
* Advising clinical leadership team of all clinical concerns relating to patient care or enquiries
* Ensuring correct data entry of clinical record following each patient event and seek clinical advice if unsure of clinical documentation
* Faxing of all patient records to identified General Practitioners
* Faxing of all CBAC prescriptions to pharmacies
* Ensuring laboratory specimens are delivered to the CDHB laboratory

**Duration of shift**

* Report to Administration Team Leader/CBAC Manager
* If commencing first shift report to CBAC Manager/Admin Leader for orientation
* Conduct receptionist and administration duties as required.
* Enter patient demographics, ensuring correctness of patient details utilising electronic CBAC clinical record forms
* Liaise with Registered Nurses for all areas of uncertainty e.g. those obviously very unwell
* Liaise with CBAC Nursing Leader/Nursing Shift leader with management of patients waiting to be processed if Reception area becomes overwhelmed
* Following discharge of patient ensure correct data entry of clinical record, with attention to details and accuracy. Liaise with clinical staff to clarify any uncertainties in clinical documentation
* Fax copy of patient clinical record to patient’s GP as identified
* Fax as required any CBAC prescriptions to pharmacy identified by patient, copy prescription and attach to the clinical record and place original script in label folder for posting to pharmacy
* Ensure maintenance and adherence to infection control procedures by all CBAC reception staff
* Ensure Reception/data entry areas are cleaned as per cleaning guidelines
* Twice daily, 11am and 4pm deliver all specimens held in the Lab fridge are delivered to the CDHB laboratory.
* Check administration supplies prior to shift changeover and advise CBAC Manager
* Attend any relevant briefing on shift change.