

JOB DESCRIPTION

Job Title: Licensed Practical Nurse

Department: Ambulatory Surgery Center

Reports to: ASC Manager, Charge Nurse, or Lead Registered Nurse

Essential Job Functions:

1. Greet and prepare patients for physician. Provide patient mobility assistance, as necessary. Obtain and record vital signs and other appropriate information, such as height, weight, drug allergies, current medications and presenting problem. Screens, communicates and responds to patient needs appropriately.
2. Manage patient flow ensuring enough time for patient and family education.
3. Assist with diagnostic tests and clinical procedures to appropriate level of training and established procedures to include IV starts and blood draws. Ensure patient privacy and comfort. Discontinue IV access and assist patient with dressing.
4. Document procedures and interactions in patient's medical record.
5. Maintain equipment; keep patient care areas clean and orderly; dispose of contaminated items according to Olympia Surgery Center Exposure Control Plan; anticipate physician's needs for supplies and equipment and plan accordingly.
6. Actively participate in continuing education, meetings, and participates with committees as requested. Participants in professional development activities and maintains professional affiliations.
7. Under supervision of a Registered Nurse or higher level licensed provider, respond to patient telephone call using approved protocols, ensuring documentation of phone call meets standards. Conduct postoperative follow-up phone calls.
8. Under supervision of a Registered Nurse or higher level licensed provider, administer approved medications via oral, subcutaneous, intramuscular or intradermal routes.

Education: High school diploma; graduate of an accredited License Practical Nurse Program.

Experience: One year of clinical experience preferred but not required.

Other Requirements: State-licensed practical nurse, or ability to obtain Washington State Licensed Practical Nurse license. Must obtain Advanced Cardiovascular Life Support and Pediatric Cardiovascular Life Support Certification at own cost within 90 days upon hire.

Performance Requirements:

Knowledge:

1. Knowledge of medical terminology, anatomy, physiology, and pathophysiology. Familiarity with health care systems, regulations, policies, and functions. Understanding of documentation standards.

2. Knowledge of equipment, supplies, and materials needed for medical treatment. Understanding of basic laboratory procedures including preparation and screening.
3. Knowledge of infectious disease management and control and safety standards.

Skills:

1. Skill in reading and following written and oral medical orders.
2. Skill in initiating appropriate emergency procedures.
3. Skill in handling a number of tasks simultaneously.
4. Skill in performing blood draws.

Abilities:

1. Ability to use manual dexterity to perform medical treatments.
2. Ability to establish and maintain effective working relationships with coworkers and diverse patient populations.
3. Ability to perform mathematical calculations for drug dosages.

Equipment Operated: Phone, computer, medical charts, stethoscope, echocardiography (EKG) machine, ear-washing instruments, blood pressure cuff, speculums, and other nursing items. May involve use of walkers, wheelchairs, pulse oximetry, and oxygen tanks.

Work Environment: Medical exam and treatment rooms and medical offices. Environmental setting (lighting, temperature, air quality, and acoustics) controlled.

Mental/Physical Requirements: Occasional exposure to communicable diseases and biohazards. Daily standing, squatting, walking, bending, and maneuvering. May require lifting up to 50 pounds to transfer/turn patient with/without assistive devices. Stress can be triggered by workload and difficult patients.