



JOB DESCRIPTION

Job Title: Medical Clearance Nurse, Licensed Practical Nurse **Department:** Olympia Surgery Center & Pre-Operative Clinic

Immediate Supervisor: Rita Waters, RN Medical Clearance Lead

Job Supervisory Responsibilities: None

General Summary: Responsible for providing triage (sorting/prioritizing patients) telephone service to ensure prompt identification of patients with high-risk conditions. Screen patients over the phone or in-person (Pre-Op Clinic) to ensure patient meets requirements established by anesthesia, for surgery in the outpatient setting.

Essential Job Responsibilities:

1. Speaks directly to patients on the telephone or in-person to screen for health issues/risks prior to surgical procedure.
2. Performs short evaluation of the patient assessing criteria for surgery in an outpatient facility.
3. Determines urgency of seeing the patient based on brief assessment and on familiarity with a patient's condition and history. May use computerized medical information database, which uses algorithms that closely imitate physician logic and thought patterns, as guide. Confers with physician as needed.
4. Schedules patients for evaluation with anesthesia for those who require an in-person evaluation.
5. Properly documents patient encounters in a timely manner using proper medical terminology.

Education: Graduate of an accredited State Board of Nursing program. Current Registered Nurse or Licensed Practical Nurse in the State of Washington required. Ability to obtain Basic Life Support (BLS) within 90 days upon hire.

Advanced Cardiovascular Life Support (ACLS) and Pediatric Advance Life Support (PALS) certifications are required for nursing staff that provide patient care in the PACU/Pre-Op areas.

Experience: Minimum two years of experience as RN or LPN

Performance Requirements:

Knowledge:

1. Knowledge of telephone-based clinical assessment techniques.
2. Knowledge of medical practice telephone triage protocols.
3. Knowledge and familiarity with current medications and treatments
4. Knowledge of operating room procedures and safety requirements

Skills:

1. Skill in using electronic medical records to check patient history.
2. Demonstrated competence in area of Orthopedics

3. Accuracy, attention to detail, and efficient
4. Maintain effective and organized systems to ensure timely patient flow
5. Demonstrate proper grammar, spelling, and punctuation while charting
6. Documenting patient care provided in a complete, accurate, and timely manner

Abilities:

1. Ability to communicate clearly and calmly with patient.
2. Ability to elicit information needed to make brief evaluation.
3. Ability to work closely with physicians and other clinicians as needed.
4. Apply written instructions and standardized work practices.
5. Ability to make judgments on/respond to disasters/emergencies, actual events, or drills

Equipment Operated: Telephone system at medical practice or Pre-Operative Clinic. Computer hardware/software for access to patient history and medical information databases.

Work Environment: Office setting, well lighted, good air quality. Perform patient care in the Pre-Operative Clinic setting which includes; medical history screening, performing EKGs, and ability to draw blood.

Mental/Physical Requirements: Mostly sedentary position. Must have ability to withstand long periods of sitting and standing while working in the pre-operative clinic. Must be able to lift 25 pounds. Hand/arm injury possible from repetitive movements. Stress generated if high volume of calls and emergencies. Must possess fine motor and visual acuity skills.

I have read the **Medical Clearance Nurse LPN** Job Description and understand the functions of the position at the Facility.

Employee's Signature

Date