



## JOB DESCRIPTION

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**Job Title:** PreOP/PACU LPN

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**Department:** Ambulatory Surgery Center

**Immediate Supervisor Title:** Lead PACU RN

**Job Supervisory Responsibilities:** None

**General Summary:** A nonexempt position responsible for nursing care under the supervision of physicians and clinical services manager.

**Essential Job Responsibilities:**

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 with appropriate certification. Ensure patient privacy and comfort during the exam; instruct patients in the collection of samples and other tests.
4. Ensure that patient or family understands follow-up and referral information.
5. Document procedures and interactions in patient's medical record.
6. Prepare, clean and sterilize instruments and maintain equipment; keep patient exam rooms 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.
7. Actively participate in continuing education, meetings, and participates with committees as requested. Participants in professional development activities and maintains professional affiliations.

8. Under supervision of the physician respond to patient telephone calls using approved protocols, ensuring documentation of phone calls meets standards. Conduct postoperative follow-up phone calls.
9. Under supervision of physician or nurse lead, administer approved medications via oral, subcutaneous, intramuscular or intradermal routes

**Education:** High school diploma. Graduation from an approved practical nursing program.

**Experience:** Minimum one year of LPN experience; clinic experience preferred.

**Other Requirements:** State-licensed practical nurse.

**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.

**I have read the PREOP PACU LPN Job Description and understand the functions of the position.**

**Employee**  
**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_