



JOB DESCRIPTION

Job Title: PreOP/PACU LPN

Location: Ambulatory Surgery Center

Reports to: Lead Pre-Op/PACU RN

Supervisory Responsibilities: None

Classification: Non-exempt

Pay: \$26.42 - \$35.96 per hour (*pay is determined based on a scale of 0-16+ years of experience*)

General Summary: 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: Graduation from an approved practical nursing program.

Experience: Minimum one year of LPN experience in a perioperative, urgent care, or emergency room setting.

Other Requirements: WA 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: Well-lit and ventilated, with non-hazardous equipment. Involves occasional occupational exposure to blood and other potentially infectious body fluids and materials

Mental/Physical Requirements: Working Conditions/Physical Requirements:

While performing the duties of this job, the employee is constantly required to move about the facility along with positioning oneself to maintain equipment and supplies. The employee will often be in contact with patients and required to move, position, or transport them. Regularly

operates equipment including, but not limited to computers, phones, copiers, and printers. The employee is regularly required to communicate and exchange accurate information with other individuals.

Summary of Benefits:

Benefits are available after a 60-day waiting period. OOA covers part or all of the cost for Health, Dental, Vision, Life Insurance, and Long-term Disability Insurance. Employees are eligible to participate in a 401k plan with company matching. Flex spending plans, uniform allowances, and an Employee Assistance Program available as well. New, full-time staff will accrue a minimum of 17 days of paid time off per year.

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

Employee

Signature: _____ **Date:** _____

It is the policy of OOA to provide equal opportunity for employment to all individuals regardless of race, color, religion, sex, national origin, age, veteran status, marital status, political affiliation, disability, sexual orientation, or other status protected by local, state, or federal law. All applicants for employment are evaluated on the basis of education, training, experience, skill, aptitude, and other work-related factors.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential job functions. If you require reasonable accommodation in performing the essential functions of this job, or with participating in any part of the employee selection process, please direct your inquiries to Gabrielle Coviello, Recruiting Coordinator, careers@olyortho.com.