

UW HEALTH JOB DESCRIPTION

Madison Surgery Center, Pre Admission Nurse, RN

Job Code: 800047	FLSA Status: Non-Exempt	Mgt. Approval: JC	Date: 2/2017
Department : Ambulatory Surgery Center	HR Approval:	KS	Date: 2/2017

JOB SUMMARY

Under the direct supervision of the OR Nurse Manager, in conjunction with the Administrative Director, the Pre-Admission Nurse performs a verbal assessment with the patient prior to admission via a phone interview as well as collects the patient's medical history from previous medical records. The nurse also works closely with the anesthesia department in coordinating the patient's needs.

MAJOR RESPONSIBILITIES

1. Practice appropriate telephone and patient triage skills, being aware of the need to balance quality care with efficient use of time and resources.
2. Perform verbal assessment with patient prior to admission – in person or via telephone, communicating information to appropriate team members.
3. Ensure pre-operative care requirements of patients are accomplished through use of the nursing process including assessment, planning, implementation and evaluation
4. Perform patient teaching/education as established by the department.
5. Assess pertinent information, plan, implement, and document interventions and evaluate results.
6. Maintain and promote patient's safety by assessing physical and psychological needs.
7. Respond to telephone inquires regarding expressed needs of the caller.
8. Perform outbound follow-up calls as requested.
9. Provide general health information.
10. Refer caller to appropriate resources including medical/ambulatory care, hospital services, and community services within established procedures and guidelines.
11. Thoroughly document all call encounters utilizing manual and/or on-line information systems at the time of the call.
12. Alert anesthesia of results of labs, physical assessment, or special needs of individual with medical problems – prior to date of surgery.
13. Use effective communication techniques which adhere to common standards of courtesy.
14. Answer inquiries in a timely and helpful manner.
15. Communicate arrival time and NPO instructions to patients as prescribed.

General Duties

16. Demonstrate knowledge of the center's policies, protocols and safety plans. Contribute to the goals of the center and support the center's philosophies.
17. Demonstrate flexibility in performance of patient care tasks to achieve timely, responsive, cost effective and high quality care. Demonstrates flexibility in performance to achieve the center's goals.
18. Accept responsibility for own professional growth and continued education.
19. Demonstrate high quality customer service to our patients, their families, physicians and each other.
20. Respect the confidentiality of the patient.
21. Document and report incidents according to procedure.
22. Adheres to MSC Pledge of Service Excellence and actions reflect respect for patients, families, and all health team members.
23. Serve as preceptor/participates in unit teaching and orientation program for all new staff.
24. Communicate effectively, conscientiously and frequently with all team members to share information and independently solve problems in a positive, results oriented manner.
25. Coordinate and promote continuity of patient care through clear communication and harmonious working relationships.
26. Knowledgeable in surgical procedures, medications, anesthesia techniques and ambulatory surgery to answer patient questions and give appropriate pre-operative instructions.
27. Provide pre-operative instructions and emotional support to patient, family, and significant other.
28. Communicate appropriate information to surgeons and anesthesiologists concerning patient care.
29. Communicate special physician's orders.
30. Complete patient charting in an accurate, concise, and timely manner.
31. Demonstrate ability to prioritize patient needs.
32. Maintain a quiet, safe environment.
33. Utilize material, equipment and time in a safe, therapeutic and cost efficient manner.
34. Maintain and apply the scientific knowledge relevant to the care requirements of the patient with consideration of age specific and developmental needs.
35. Attend staff meetings, educational and safety programs.
36. Demonstrate the ability to respond appropriately in an emergency situation at MSC.
39. Demonstrate organizational skills to facilitate a smooth flow of the workload
40. Practice flexibility in scheduling to provide adequate staff coverage on unit.

UW HEALTH JOB DESCRIPTION

41. Participate in quality improvement activities as requested
42. Assume all other duties and responsibilities as assigned by Nurse Manager
43. Adhere and uphold the UWMF Mission, Vision, and Values, and UW Health Service and Performance Standards.

ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.

JOB REQUIREMENTS

Education	Minimum	Graduate of an accredited school of nursing
	Preferred	
Work Experience	Minimum	1-2 years experience in O.R., PACU, or ICU setting; required
	Preferred	1-2 years experience in Ambulatory Surgery Center; preferred
Licenses & Certifications	Minimum	State of Wisconsin RN licensure CPR certified
	Preferred	
Required Skills, Knowledge, and Abilities		<p>Possess good communication skills and the ability to maintain interactive/interpersonal relationships</p> <p>Possess a good working knowledge of nursing theory, practice, and legal aspects of nursing, and techniques, care and use of equipment used in an ambulatory surgery center setting</p> <p>Interview/communication skills, nursing assessment skills, critical thinking/problem solving skills, and teaching/counseling skills</p> <p>Possess strong computer skills and experience with health care applications, Microsoft and/or Windows applications</p> <p>Ability to work in a self-directed environment with little supervision</p> <p>Excellent verbal and written communication skills</p> <p>Telephone voice/speech pattern is articulate and has a pleasant tone</p> <p>Professional demeanor</p> <p>Ability to work as a member of a team</p> <p>Ability to prioritize tasks</p>

AGE SPECIFIC COMPETENCY (Clinical jobs only)

Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.

Instructions: Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,

<input checked="" type="checkbox"/>	Infants (Birth – 11 months)	<input checked="" type="checkbox"/>	Adolescent (13 – 19 years)
<input checked="" type="checkbox"/>	Toddlers (1 – 3 years)	<input checked="" type="checkbox"/>	Young Adult (20 – 40 years)
<input checked="" type="checkbox"/>	Preschool (4 – 5 years)	<input checked="" type="checkbox"/>	Middle Adult (41 – 65 years)
<input checked="" type="checkbox"/>	School Age (6 – 12 years)	<input checked="" type="checkbox"/>	Older Adult (Over 65 years)

JOB FUNCTIONS

Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.

PHYSICAL REQUIREMENTS

Indicate the appropriate physical requirements of this job in the course of a shift. *Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.*

Physical Demand Level		Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
<input checked="" type="checkbox"/>	Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as docket, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	Up to 10#	Negligible	Negligible

UW HEALTH JOB DESCRIPTION

<p>Light: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as dockets, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.</p>	<p>Up to 20#</p>	<p>Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls</p>	<p>Negligible or constant push/pull of items of negligible weight</p>
<p>Medium: Ability to lift up to 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.</p>	<p>20-50#</p>	<p>10-25#</p>	<p>Negligible-10#</p>
<p>Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.</p>	<p>50-100#</p>	<p>25-50#</p>	<p>10-20#</p>
<p>Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.</p>	<p>Over 100#</p>	<p>Over 50#</p>	<p>Over 20#</p>
<p>List any other physical requirements or bona fide occupational qualifications:</p>	<p>Work schedule will vary; well ventilated, clean area; minimal exposure to communicable disease, blood and body fluids</p>		

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.