

UW HEALTH JOB DESCRIPTION

Madison Surgery Center Clinical Assistant

Job Code: 25044	FLSA Status: Non Exempt	Mgt. Approval:	Date: 6-2011
Department : MSC – OR and Endoscopy		HR Approval:	Date: 6-2011

JOB SUMMARY

Under the supervision of the OR Nurse Manager, in conjunction with the Administrative Director, the Surgery Center Clinical Assistant is responsible for assisting the nursing staff in clinical and administrative functions. Responsibilities include, but are not limited to, monitoring patient flow, and stocking rooms. Process and maintain reusable endoscopy supplies and equipment.

MAJOR RESPONSIBILITIES

The Clinical Assistant is an unlicensed individual who is trained to function in an assistive role to the assist the Registered Nurse with the provision of patient care throughout the Surgery Center. The assistants are responsible for the general maintenance of patient care areas, assist with room turn over, supplies and cleaning of instruments. The assistants process and maintain reusable endoscopy supplies and equipment. The assistants provide general receptionist and clerical duties in order to facilitate efficient function of the center.

Position responsibility

1. Prepare operating rooms, sub-sterile area for day's procedures
2. Assist with case preparation for next day's surgeries.
3. Assist the operative team with turnover between cases, including damp dusting, mopping and disposal of waste.
4. Assist in decontamination, assembling, labeling, and sterilizing of surgical instruments.
5. Assist with monitoring non-sterile inventory to ensure adequate supplies are available.
6. Maintain and stock supplies and equipment as need in the OR and Procedure area.
7. Maintain and transfer sterile items to instrument storage room, rotating instrument trays on a last-in first-out basis.
8. Maintain a safe and orderly environment. Move all supplies/equipment to appropriate storage area.
9. Assist with putting away material supply order.
10. Participate in maintaining proper inventory levels of supplies, including linen.
11. Clean and stock patient care areas per standards and schedules.
12. Maintain a safe and orderly environment. Move all supplies/equipment to appropriate storage area.
13. Clean and maintain stretchers/chairs for use by incoming patients.
1. Position Responsibility
14. Check availability and proper condition of necessary instruments, supplies and equipment prior to start of every endoscopy procedure.
15. Assist physician during Endoscopy procedures.
16. Perform all required duties for decontamination of equipment. Clean/sterilize and maintain Endoscopy scopes and equipment according to manufacturers' instructions. Correctly load and unload equipment to ensure proper sterilization is achieved.
17. Maintain accurate and complete records of sterilization cycles for all reusable endoscopy equipment.
18. Perform and accurately document biological testing of all sterilizers (ENDO). Accurately document results of biological testing within allocated time period.
19. Meticulously inspect all equipment and instruments for proper function, including leak test on all endoscopes prior to sterilization and before storage.
20. Monitor filter system for sterilizers and report any problems, including sterilization problems and malfunctioning equipment to Nurse Manager or designee.
21. Wash processing area daily with disinfectant.
22. Restock supplies in endoscopy room.
23. Adheres to MSC Pledge of Service Excellence and actions reflect respect for patients, families, and all health team members.
24. Assume all other duties and responsibilities as assigned by Nurse Manager, including phone messages, chart set-up, and transportation services.
25. Assist center with filing, data entry, faxing and copying as assigned.
26. Maintain CPR certification.
27. Consistently seek to utilize time efficiently and effectively.
28. Attend staff meetings, educational programs, and safety programs
29. Follow the Surgery Center exposure control plans.

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30. Maintain confidentiality at all times.
31. Maintain personal attire according to policy, which is professional, neat, clean, and appropriate for the Surgery Center.

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

JOB REQUIREMENTS

Education	Minimum	High school diploma or equivalent
	Preferred	
Work Experience	Minimum	1-2 years experience in relevant clinical capacity
	Preferred	
Licenses & Certifications	Minimum	<ul style="list-style-type: none"> Completion Nursing Assistant program ; required CPR certification; required
	Preferred	
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> Ability to organize work and effectively maintain patient flow Must be patient/customer service oriented: projecting professionalism and sensitivity Good oral and written communication skills with the ability to educate patients Ability to make knowledgeable assessments Knowledge of infection control and hygiene

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 type="checkbox"/>	Infants (Birth – 11 months)	<input type="checkbox"/>	Adolescent (13 – 19 years)
<input type="checkbox"/>	Toddlers (1 – 3 years)	<input type="checkbox"/>	Young Adult (20 – 40 years)
<input type="checkbox"/>	Preschool (4 – 5 years)	<input type="checkbox"/>	Middle Adult (41 – 65 years)
<input type="checkbox"/>	School Age (6 – 12 years)	<input 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 type="checkbox"/>	Sedentary: 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.	Up to 10#	Negligible	Negligible
<input type="checkbox"/>	Light: Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	Up to 20#	Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	Negligible or constant push/pull of items of negligible weight
X	Medium: Ability to lift up to 50 pounds maximum with frequent lifting/and or carrying objects weighing up to 25 pounds.	20-50#	10-25#	Negligible-10#
<input type="checkbox"/>	Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	50-100#	25-50#	10-20#
<input type="checkbox"/>	Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#	Over 20#
List any other physical requirements or bona fide				

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occupational qualifications:	
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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.