

UW HEALTH JOB DESCRIPTION

POSITION SPECIFICS			
Title: MSC Clinical Assistant Pre/Post and Procedure Area		Department/Number: Madison Surgery Center	
Reports to: Nurse Manager			
Job Code: 25044	FLSA Status: Non-Exempt		
Manager Approval: D. Plendl		Date: 8-16	HR Approval: nni
Date: 8-16			
POSITION SUMMARY			
<p>Under the supervision of the Pre- Post 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, rooming patients, obtaining vital signs, and stocking rooms. The Clinical Assistant is an unlicensed individual who is trained to function in an assistive role to the Registered Nurse in 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 provide general receptionist and clerical duties in order to facilitate efficient functioning of the center.</p>			
MAJOR RESPONSIBILITIES			
<p>Pre-Post Area:</p> <ol style="list-style-type: none"> 1. Assist with admission process as directed by the RN; escort patients to pre-op or procedure rooms, obtain weight, and vital signs,. Set-up/perform 12-lead EKG test as needed. 2. Perform glucometer testing and Urine pregnancy screening: report results to RN. 3. Discontinue IV's, as directed by the RN 4. Obtain specimens and transport/send to Lab or designated area. Complete appropriate laboratory testing request forms for appropriate test to be done. Gather all laboratory tests results and attach to patient chart. 5. Participate in patient/family teaching as direct by the RN, for example. crutch instructions 6. Participate in maintaining proper inventory levels of supplies. 7. Clean and stock patient care areas per standards and schedules. 8. Maintain a safe and orderly environment. Move all supplies/equipment to appropriate storage area. 9. Answer call lights and attend to patient needs. 10. Provide drinks and nourishment for patients in Phase II and post procedure area. Assist with ambulating patients. 11. Assist with discharging patients from center at the nurse's request. 12. Clean and maintain stretchers/chairs for use by incoming patients. <p>Applies to all areas:</p> <ol style="list-style-type: none"> 13. Adheres to MSC Pledge of Service Excellence and actions reflect respect for patients, families, and all health team members. 14. Assume all other duties and responsibilities as assigned, including phone messages, chart set-up, and transportation services. 15. Assist center with first rounds of AM admissions, chart prep, filing, data entry, faxing and copying as assigned. 16. Consistently seek to utilize time efficiently and effectively. 17. Attend staff meetings, educational programs, and safety programs 			

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18. Document incident on appropriate forms per policy.
19. Follow the Surgery Center exposure control plans.
20. Maintain confidentiality at all times.
21. Answer telephone using proper telephone etiquette; screen incoming calls and direct to the appropriate departments or take and deliver messages in an accurate and timely manner.
22. Perform other duties as assigned by Nurse Manager.
23. Maintain personal attire which is professional, neat, clean, and appropriate for the Surgery Center.

All duties and requirements must be performed consistent with the UW Health Service and Performance Standards.

POSITION REQUIREMENTS

Education	Minimum	High school diploma or equivalent
	Preferred	
Work Experience	Minimum	1 year experience in relevant clinical capacity
	Preferred	
Licenses & Certifications	Minimum	<ul style="list-style-type: none"> Completion Nursing Assistant program CPR certification
	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

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.

X	Infants (Birth – 11 months)	X	Adolescent (13 – 19 years)
X	Toddlers (1 – 3 years)	X	Young Adult (20 – 40 years)
X	Preschool (4 – 5 years)	X	Middle Adult (41 – 65 years)
X	School Age (6 – 12 years)	X	Older Adult (Over 65 years)

Jxob Function

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
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	Up to 10#	Negligible	Negligible

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	sedentary criteria are met.			
	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#
	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#
	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 occupational qualifications:		•		

Work/Environmental: Exposure to blood borne pathogens, bio-hazardous waste, and chemicals

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.