



North Canyon Medical Center Job Description

Title: Pre/Post-Op LPN

Dept. Number: 700

Reports to: Surgery Director and/or Surgery Supervisor

Status: Non-exempt

Unit/Area: Surgery

Position: LPN

I. JOB SUMMARY

Perform duties to support the department providing efficient patient care according to the needs of the patient and other duties as assigned to meet the department needs.

II. DUTIES & RESPONSIBILITIES

A. Pre-Post Op/Administrative

1. Obtain pre-op patient information.
2. Schedule patients in the surgery scheduler
3. Make pre-op and post-op phone calls
4. Maintain Surgical Record Log
5. Infection Control Letters
6. Order Entering for pre/post/OR medications
7. Put charts together
8. Clean and set up pre-op rooms

B. Clinical

1. Assist RN with pre-op patient preparation as needed
2. Set up patient rooms
3. Administer medications as needed
4. Assist RN with secondary recovery
5. Collect specimens and transport to lab
6. Assist with transport of patients at discharge
7. Practice efficient use of hospital supplies and equipment. Use care to avoid waste of supplies.
8. Assist in emergency situations under the direction of the RN, anesthesia, and/or patient's provider.
9. Observe aseptic technique, universal precautions, and other regulatory mandates, for example, OSHA, CMS, CAH, and AORN.

C. Professional Communication

1. Maintain confidentiality in matters relating to patients/families. Conform to HIPPA guidelines at all times.
2. Interact with patients/families with a variety of developmental and sociocultural backgrounds.
3. Update family members hourly to reduce anxiety.
4. Maintain professional relationships and with members of the health care team within the department, as well as other departments and physician offices.
5. Communicate accurate and pertinent patient information with appropriate members of the health care team.
6. Be clear and concise when relaying information over the phone.

D. Teamwork

1. Accept assignments based on needs of the department.
2. Work closely with other team members to provide the best care for patients.
3. Report patient condition or changes in condition to appropriate providers.
4. Initiate problem solving and conflict resolution skills to foster effective work relationships.
5. Serve as a role model and mentor to peers and students.

E. Professional Development

1. Attend staff meetings, in-services, and other continuing education as directed.
2. Contribute to annual peer reviews as directed by supervisors.
3. Assist in projects to better the department.

4. Support involvement in the hospital's performance improvement initiative.
5. Participate in and maintain competencies required for the position and unit specific assignments.

F. Service Excellence Standards

1. Provide excellent service in carrying out North Canyon Medical Center's Mission and Vision: Live service excellence every day; utilize the service standards in contact with internal and external customers.
2. Take the opportunity to address and resolve any customer complaint that comes to your attention. Help others to also promote NCMC's commitment to service excellence.
3. Assist any customer in need in the facility (example: Walk the patient to their destination instead of giving directions).
4. Demonstrate behaviors that promote cooperation and teamwork with internal and external customers.
5. Demonstrate or verbalize proper procedures in responding to fire drills (RACE), codes, disasters, and hazardous spills.
6. Demonstrate safe work practices such as aseptic technique, hand washing, proper body mechanics, use of PPE or how to report a safety hazard.
7. Maintain confidentiality of all personnel and patient information including electronic and print.

III. JOB REQUIREMENTS

- A. Graduate from an accredited Licensed Practical Nurse Program.
- B. Must be licensed in the state of Idaho.
- C. Minimum experience required for the position.
- D. Ability and willingness to demonstrate and maintain competency as required for job title.
- E. Excellent communication skills (oral and written comprehension/expression).
- F. Ability and willingness to work with a wide variety of patients.
- G. Ability to manage a chaotic work environment.
- H. Ability and willingness to adapt to tasks and the needs of the department.
- I. CPR Certification.
- J. Understanding that the needs of the department may necessitate changes to the duties as directed by the supervisors; you must be willing to adapt.

IV. WORKING ENVIRONMENT

Risk of exposure to:

<input checked="" type="checkbox"/> Blood & bodily fluids	<input checked="" type="checkbox"/> Latex	<input checked="" type="checkbox"/> Odors, chemicals
<input checked="" type="checkbox"/> Disease	<input checked="" type="checkbox"/> Hazardous drugs	<input type="checkbox"/> Other:
<input checked="" type="checkbox"/> TB (required mask)	<input checked="" type="checkbox"/> Mechanical/Electrical	<input type="checkbox"/> Other

V. PHYSICAL REQUIREMENTS

Frequent standing, stooping, kneeling, squatting, twisting/turning from waist, pushing/pulling objects on rollers/wheels and bending. Frequent walking, reaching above shoulder level, moving objects horizontally and vertically up to 25lbs, sometimes up to 50lbs. Employees are asked to ask for assistance when lifting more than 50lbs. Some sitting senses needed to perform the functions of the position. Ability to hear and talk in quiet or noisy surroundings and talk/hear over the phone. Vision for near/far, depth perception. Touch for feeling (size, shape, temperature, texture). Smell to determine hot/burning equipment.

EMPLOYEE ACKNOWLEDGMENT

I have read and understand the qualifications and expectations of this position.

Employee

Date

Surgery Director

Date

Human Resources

Date

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel classified in this position.