



Peri-Operative Assistant

Department: NICLC

Reports to: ASC Manager

FLSA Status: Non-Exempt / Hourly

Revision Date: October 12, 2020

Summary:

The Peri-Operative Assistant will perform various direct patient care activities under the supervision of a Registered Nurse, assisting with admission and discharge of the patient for surgery and laser procedures. This position will also be assisting in the OR with instrument processing, and other peri-operative duties as assigned. Other duties include clerical duties, housekeeping, and other non-medical functions, such as pre-surgery counseling back-up.

Minimum qualifications:

- High school diploma or GED equivalent required
- CNA or medical assistant training preferred
- COA/COT certification preferred
- General housekeeping experience preferred

Knowledge, Skills, and Abilities Required:

- Understanding assisting, patient safety and positioning, maintenance of medical records, scheduling variables, basic housekeeping functions
- Safe medication administration if trained to do so by C.N.A. class, medication administration class or nursing student education in medication administration, under the supervision of the RN; or Certified Ophthalmic Assistant/Certified Ophthalmic Technician
- Understands and reviews periodically the frequently used medication information records for the surgery center
- Understanding and implementation of effective inter-personal communications and relationships
- Understanding of principles of infection prevention and the direct correlation between these and the functions of the surgery center
- Adherence to the utmost infection prevention standards in compliance with CDC, AORN, and APIC recommendations

Duties and Responsibilities:

1. Assist the RN with patient care from the admission through the discharge process.
2. Administer eye drops if trained to do so, as directed by the RN and with written orders of the physician.
3. Assist with the preparation of and documentation in surgery charts.
4. Pull old chart for previous surgery patients or set up access to the records via the computer.
5. Assist the surgeon with patient care during the block procedure (medications must be drawn and prepared by an RN only).
6. Assist with medical records completion and QA review at the end of the day.

7. Transport patient to and from the OR safely and deliver report to the OR circulator and scrub.
8. Able to review pre-op and post-op instructions with patient, discharge the patient after evaluation by an RN.
9. Disinfect and maintain a clean environment.
10. Instrument processing.
11. Support to PSC department, as needed.
12. Performs other duties that may be assigned.

Safety:

North Idaho Eye Institute enforces a safety culture whereby all employees have the responsibility for continuously developing and maintaining a safe working environment. Each employee is responsible for completing all training requirements, participating in emergency response tasks as requested, and serving on safety committees and teams as requested. In addition, employees must accept the responsibility for maintaining the safety of themselves and others by adhering to all written and verbal instructions, promptly reporting and/or correcting all hazards or unsafe conditions and providing feedback to supervisors and management on all safety issues.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

This position requires the ability to occasionally lift office products and supplies, up to 20 pounds. Amount of time spent lifting or exerting force is about 50% for up to 10 pounds and less than one-third of the time up to 25 – 40 pounds. Rarely is there a need to lift more than 41 pounds.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Working Conditions:

Work is typically performed in an interior clinical office setting. Workflow may be demanding and chaotic at times requiring the need for multitasking. Exposed to patient population that can present a variety of contagious diseases, physical injuries, and emotional states of mind.

Acknowledgement:

I have received, read, and understand my job description. My signature below attests to the fact that I can perform the essential functions of the job with or without reasonable accommodation.

Employee Signature

Date

Employee Name – Please Print