JOB DESCRIPTION

**Pain Management Facility Assistant**

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| **Department:** Coffee Road Surgery Center |  |
| **Reports to:** Department Manager |  |
| **Ages of Patients served:** Adult through Geriatric |  |

# JOB SUMMARY

Provides environmental service duties and patient transportation under the supervision of the Charge Nurse or Department Manager

***JOB DUTIES and RESPONSIBILITIES***

1. **Maintaining Standards of Care Assists with:**
   1. Patient care throughout patient visit
   2. Patient transportation between patient care areas
   3. Movement of equipment
   4. Escorting patients to Pre-Operative
   5. Instructing patient about changing into patient gown
   6. Helping patient onto gurney and raising side rail
   7. Providing warm blanket
   8. Providing refreshments for patients after procedure as instructed by RN
   9. Patient care needs and positioning of patient under direction of RN or physician
   10. Inform licensed nurse of patient requests if unable to attend to the needs independently
   11. Escorting patients to designated vehicle upon discharge of the facility
2. **Sterile Processing**:
   1. Washes equipment for sterilization
   2. Sterilization skills:  
      Able to Complete:
      1. 3M Attest
      2. Sterilization of instruments
      3. Sterilization logs
      4. Cleaning and documentation of Sterilizer
3. **Housekeeping:**
   1. Opens facility at start of day
   2. Removes trash and linen and disposes of properly
   3. Changes out sharps containers
   4. Stocks blanket warmer, drinks, linen and supplies
   5. Disinfects gurneys following patient discharge
   6. Mops floors
   7. Makes coffee
   8. Completes monthly cleaning of coffee pots with documentation in logs
   9. Completes terminal cleaning weekly in patient care areas
   10. Receives supplies and store all supplies in appropriate designated areas; communicates supply needs in a timely manner.
   11. Promptly reports safety hazards
4. **Policy and Procedures**:
   1. Adheres to Hospital policies and procedures
   2. Observes safety precautions
   3. Reads and signs posted memos and meeting minutes
   4. Follows Standard Precautions
   5. Knowledge of Health Insurance Portability and Accountability Act (HIPAA)
5. **Communication:**
   1. Utilizes effective English communication skill across organization
   2. Able to read and write in English
   3. Answers telephone and relays messages in a timely manner
   4. Follows chain of command with concerns
6. **Teamwork**
   1. Accepts constructive feedback
   2. Actively provides input for change
   3. Functions as a team member
   4. Keeps informed of working schedule
   5. Performs other duties as assigned by RN within the boundaries of skill level and job description.
   6. Participates in staff meetings

### JOB SPECIFICATIONS

## Education: High School Diploma or GED

**Licenses** Current Basic Cardiac Life Support

## Experience: At least 2 years experience in acute care setting

***Physical Requirements:***

For the purpose of the American Disability Act (ADA), this position has been assessed to identify essential and marginal functions.  Tasks listed below are considered to be essential functions of the job.  Reasonable accommodations may be made for individuals with qualifying disabilities in order to perform the essential function of the job.

1. Work Position
2. Sitting                                                                          20% or more
3. Standing                                                                      40% or more
4. Walking                                                                        40% or more
5. Body Movements
6. Lifting/Carrying up to 20lbs                                  Frequency, less than 30%
7. Bending and stooping                                            Frequency, less than 35%
8. Hand grip, wrist and digital dexterity               Frequency, 35%
9. Speaking, hearing and visual acuity to receive and interpret instructions
10. Verbal and written English communication skills
11. Mathematical and reasoning Skills
12. Normal vision range. Ability to distinguish letters, numbers and symbols
13. Requires the use of office equipment, such as computer, telephones, photocopier, and scanner and FAX Machine

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| Employee Signature |  | Date |