

JOB TITLE: Pre-Admission Testing (PAT) Registered Nurse	DEPARTMENT: Surgical Services	POSITION OF SUPERVISOR: Director of Surgical Services
FLSA STATUS: Non-exempt	ANTICIPATED HOURS PER WEEK: 40	EFFECTIVE DATE:

Position Summary: The PAT RN is responsible for the planning, coordination, screening, and pre-procedure orientation for all of the patients undergoing a planned surgical/procedural event. The PAT RN serves as the facilitator of communications within the multi-disciplinary team. The PAT RN will evaluate each patient to identify perioperative and intraoperative risks or problems, so that they may be avoided. In addition, the PAT RN will work directly with anesthesia providers and surgeons to determine necessary safety screening criteria and pre-op teaching standards. This role is required to perform the full pre-surgical history either over the phone or via a scheduled onsite PAT nurse appointment in conjunction with an anesthesia provider (as needed). The PAT RN helps to arrange medical consultations for patients, if necessary. All the pre-operative teaching and coordination of teaching with other departments in the hospital is managed by this position. Surgical prep instructions, including but not limited to, NPO requirements, medications to be taken on the morning of surgery, and anesthesia options will be covered routinely. The PAT RN will ensure that all ordered diagnostic tests and labs are completed by the patient in a timely manner. The PAT RN is a member of the Surgical Services team and will be expected to crosstrain to other roles as assigned such as the PreOp/PACU RN Circulator RN roles.

Qualifications: *At all times, the employee shall possess the following qualifications set forth below.*

Education/Training:	BSN preferred
Experience:	Prefer Five (5) years experience working in the perioperative setting. Preferred experience working with Orthopedic, General, Gynecology, Gastroenterology, Ophthalmology surgical patients.
Special Skills, Licenses or Certifications:	Current RN licensure in Colorado or compact state in good standing Required Certifications: BLS, ACLS Preferred Certifications: PALS Preferred experience in Orthopedic, General, Gynecology, Gastroenterology, Ophthalmology specialties Basic computer knowledge (Microsoft Office, Electronic Health Record)
Language Skills:	Demonstrates ability to read, write, and clearly express one's self in English 100% of the time Additional languages preferred Demonstrates ability to listen Demonstrates ability to clearly conveys thoughts in speech and written word
Physical/Mental/Special Demands:	Lifting a minimum of <u>50</u> pounds may be required; adequate hearing is required to hear/talk with other employees, patients and public in person and on the telephone; work requires the use of computers with exposure to monitors, key boards, mouse with repetitive motions for extended periods of time; position requires standing, bending, walking and long periods of sitting. Ability to initiate CPR 100% of the time. Must have fine motor skills 100% of the time. Ability to work and multi-task at a rapid pace with numerous interruptions 100% of the time. Good mental health. Demonstrate tact, versatility, and dependability. High degree of self-motivation and directional initiative. Ability to function independently. Ability to cope and remain calm in escalating situations. Must consistently demonstrate compliance with organizational-wide

	competency statements and performance criteria based on established quality indicators.
Work Environment:	Work is performed in an office setting with exposure to work stress, environmental stress, and frequent interruptions; noise level is moderate; work may involve exposure to blood, bodily fluids and communicable diseases; frequent communications, on a daily basis, with the general public, co-workers, vendors and patients.
Cross-Training of Position:	PSMC cross-trains job positions. This job description must cross-train to be able to effectively perform the job position of: <u>PreOp/PACU RN</u>

Standard Job Requirements: *At all times, employee shall satisfy the following requirements:*

1. Adhere to and support PSMC's Code of Conduct and WISER values.
2. Comply with all PSMC policies including, without limitation, timely attendance, code for dress and decorum, no conflicts of interest, no harassment, fragrance free, etc.
3. Comply with all PSMC and department procedures, rules and directives.
4. Establish and maintain effective working relationships with others (e.g., co-workers, supervisors, patients, visitors, vendors of PSMC and the general public).
5. Be courteous, respectful, honest, and solution-oriented in dealing with others.
6. Communicate accurately, clearly, and effectively both orally and in writing.
7. Possess excellent organizational skills and the ability to multi-task.
8. Work independently and perform the job with minimum supervision.
9. Checks email at least once daily when on shift.
10. Work effectively on PSMC/department team matters and recognize situations which require teamwork.
11. Maintain strict confidentiality of all patient matters and recognize situations where confidentiality should be maintained even if not legally required.
12. Respect the importance of compliance and quality programs and support the same.
13. Possess computer knowledge/skills and the ability to learn and adapt to new programs and software.
14. Participate in employee training, Disaster Preparedness and emergency events.
15. Perform other job duties, as assigned by a supervisor.

Essential Duties, Functions and Responsibilities: *At all times, employee shall be able to perform the following essential functions of the job, with or without an accommodation, as set forth below.*

1. Conducts individualized age-appropriate preoperative patient assessment in a timely manner in conjunction with surgeon /anesthesia oversight according to PSMC procedures or protocols.
2. Coordinates care via a multi-disciplinary approach and provides individualized patient/family preoperative education teaching and discharge planning customized to the surgical patient and his/her family.
3. Responsible for maintaining up to date perioperative educational resources for surgical patients and ensures that the providers approve of any printed materials or handouts.
4. Communicates all concerns to the anesthesia provider or surgeon in a timely manner.
5. Accurately and completely documents patient assessment findings, physical/psychosocial responses to nursing interventions and progress towards problem resolution in the electronic health record.
6. Ensures that all ordered diagnostic and lab tests are completed as ordered in a timely manner.
7. Notifies the surgeon or anesthesia of any abnormal results for further orders as indicated.
8. Surgery cancellation rates are minimized due to proactive patient education.

9. Recognizes patient needs and ensures these needs are met via further education, specialty consults, or assessments are completed prior to date of surgery.
10. Works to improve the patient experience through delivery of excellent customer service.
11. Runs monthly reports to capture patients that need follow up procedures related to health maintenance patient reminders. (i.e. colonoscopies and egd's)
12. Assists the Director of Surgical Services with quality improvement projects. (ie. Surgery Patient Satisfaction Questionnaire data collection, analysis, planning and implementation of performance improvement strategies ensure excellent patient satisfaction ratings)
13. Participates in department ongoing quality improvement activities such as chart review and policy review.
14. Maintains specialized knowledge and skills in perioperative nursing practice by participating in professional organizations and on-going continuing education/in-service training with emphasis in perioperative practice.
15. Attends department and medical staff meetings, trainings, and task forces, as appropriate.

Approved by:

(Supervisor – Signature)	(Title)	(Date)
Human Resources Manager		
(Human Resources– Signature)	(Title)	(Date)

Receipt and Acknowledgment:

I acknowledge and understand that:

- This job description, and receipt and acknowledgment of this job description, does not imply or create a promise of employment or employment contract of any kind. I understand and acknowledge that my employment with Pagosa Springs Medical Center is “at will” and may be terminated by me or the employer at any time with or without cause.
- The job description provides a general summary and requirements of the position in which I am employed. At this time, I know of no limitations which would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor if, at any time, I am no longer qualified for my position and/or unable to perform the job requirements or essential functions of my job.
- Positions, job descriptions, duties, tasks, work hours, work requirements and qualifications may be changed at any time at the discretion of Pagosa Springs Medical Center.
- Acceptable job performance requires: (a) proper compliance with and completion of all aspects of the job description; and (b) compliance with PSMC policies, procedures, rules and directives.
- I have read and understand this job description.

(Print Employee Name)	(Employee Signature)	(Date)