



Position Title: Certified Nursing Assistant/Patient Care Assistant

Job Summary:

The Certified Nursing Assistant/Patient Care Assistant performs technical tasks that support clinical operations. The primary focus of this position is for assisting in the delivery of efficient, timely care to the patients of our center through assisting the clinical staff.

Key Areas of Responsibility:

The Certified Nursing Assistant/Patient Care Assistant contributes to organizational effectiveness by reporting for duty on time, adhering to Center policies/standards and completing related duties in an effective efficient manner. These duties include but are not limited to:

Perianesthesia Department / 23HR Extended Care Unit:

1. Participating in the patient care team to admit patients into the pre-op area, including initial vital signs and documentation, preliminary instructions to change clothes, etc. and in general assist in the preoperative preparation of patients.
2. In the postop areas, admit straight local patients into the step down area of PACU, take vital signs, offer nourishment and give report to RN Charge Nurse.
3. Participate in the documentation of interval vital signs for PACU patients, assist the patient with dressing for discharge and transport patient to car.
4. Participate in data entry of discharge information and other pertinent information into the information system. Retrieve information, if necessary from the information system.
5. Assist with efficient turnover between patients. This includes but is not limited to removing soiled linen, wiping stretchers between patients, mopping floors if needed and participating in the flow of patients in and out of the area.
6. Participating in inventory and restocking of supplies and nourishment.
7. Participating in other duties as assigned to create an environment of teamwork, high patient care standards and overall responsive, efficient care.

Operating Room Suite:

1. Participate in the use of the Steris machine for sterilization of instruments and other related equipment needed for surgical cases. Be willing to learn instrumentation needs to gain independence and enhance participation in the patient care team.
2. Assist in the Inventory, ordering and stocking of supplies in OR Rooms and sterile supply room.
3. Assist with the turnover and preparation of successive cases. This includes but is not limited to linen/trash removal, cleansing of OR bed and other flat surfaces, mopping of floors, if needed, and room setup, i.e., setup of instruments and other equipment needs of surgical procedures.
4. Retrieve, if needed, information from the information system if requested by nursing staff.
5. Assist in other patient care activities of the OR, such as delivery of pathology specimens, errands, copying, etc. to enhance service to patients and physicians.

Knowledge, Skills & Abilities:

1. Minimum one (1) year as a certified nursing assistant or patient care assistant in an accredited healthcare facility.
2. Understanding of patients' needs and how to handle those patients under stress.
3. Able to seek assistance when patient's condition is compromised.
4. Adherence to standards of practice/infection control and universal precautions for perianesthesia department and operating room.
5. Maintaining acceptable attendance and punctuality to maximize contribution to the organization in accordance with Center policy.
6. Able to communicate well with the public, medical and nursing staff, has a caring attitude. Works as a team member.
7. Can work effectively as a member of a team, with flexibility when the staffing needs of the departments change.
8. BLS card required.

Education:

1. High school graduate or equivalency.
2. Certification as a Nursing Assistant in those states where available and may be required.

Working Conditions:

1. Normal perioperative environment with exposure to chemical odors, cleaning solvents and other hazardous materials. Must follow established procedures to ensure safety.
2. Exposure to possible injury when working with electrical equipment which requires care and following proper safety procedures.
3. In the care of patients, protection required against blood-borne pathogens.

Based on the OSHA guidelines for protection against occupational exposure to Hepatitis and HIV, this position is described as Category I. This means that this position has exposure to blood and body fluids. Policies are in place for Universal Precautions identifying risks and appropriate barrier protection.

Please send resume and cover letter to Roberta: rcarr@orthowisconsin.com