



FILUTOWSKI EYE INSTITUTE

JOB DESCRIPTION: ASC Assistant

JOB SUMMARY: Provide support to medical staff by performing assigned tasks to ensure patient comfort, safety, and quality care.

REQUIRED EDUCATION/EXPERIENCE:

High school diploma or GED equivalent; customer service; must be computer literate; have multi-tasking skills, excellent organizational skills, verbal and written communication skills; team player.

POSITION RELATIONSHIPS:

- Reports directly to the Patient Services & ASC Manager
- Subject to 90-day probationary period
- Two weeks' notice required for resignation

PHYSICAL REQUIREMENTS:

- Prolonged standing and walking
- Multi-task position

TRAVEL REQUIREMENTS

Required to travel to other FEI offices on occasion.

DUTIES

- Treat all patients and staff with compassion and empathy.
- Recognize and respect cultural diversity.
- Adapt communication to individual's ability to understand.
- Use medical terminology appropriately.
- Respond to communications received within a reasonable time frame.
- Assist with chart preparation and QA.
- Assist patients with personal care and ambulation.
- Monitor and document patient vital signs and other interactions with the patient.
- Assist with the preparation of the OR.
- Assist nursing staff with admission, pre-op and post-op care, discharge and follow-up care of the patient.
- Assist OR staff on post-op tasks.
- Disinfect stretchers and change linens.
- Perform cleaning duties to ensure environmental cleanliness in the ASC and surrounding areas.

PROFESSIONAL:

- Project a professional manner and image.
- Adhere to ethical principles.
- Demonstrate initiative and responsibility.
- Work as a team member.
- Manage time efficiently, do not participate in gossip or other time-wasting activities.
- Prioritize and perform multiple tasks.
- Adapt to change, including new hours of operation and methodology.
- Attend all staff meetings and mandatory in-service education.
- Maintain proper observation and adherence to company policies and procedures, including the FEI Employee Handbook.

LEGAL:

- Maintain patient and company confidentiality.
- Practice within the scope of education, training, and personal capabilities.
- Document company documents (hard copy and electronic) accurately.
- Use appropriate guidelines for releasing information.
- Maintain awareness of federal and state health care legislation and regulations; OSHA, CLIA and HIPAA.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, talk, use repetitive motion, type, and hear. The employee is frequently required to stand, walk, use hands and fingers to handle and feel, and reach with hands and arms. The employee is occasionally required to bend, kneel, crouch, climb stairs, and reach overhead. The employee must occasionally lift and/or move up to 25 pounds.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The omission of specific statements or descriptions does not preclude management from assigning duties not listed herein if such duties are a logical assignment to the position.

Employee Signature

Date