



Our Family Caring For Yours

320 N. 13th St., WaKeeney, Kansas 67672 (785) 743-2182

www.tclmh.org

CAREER OPPORTUNITY

We offer a competitive salary and excellent benefits. Applications are available through the hospital business office or online at our website.

WaKeeney & Ellis Family Care Clinics

Pain Management Coordinator, RN

POSITION OVERVIEW

The Pain Management Coordinator RN coordinates scheduling and patient care for the Holistic Pain Management (HPM) program and HPM Clinic, including clinic and surgery days at the RHC in WaKeeney and Ellis Clinic. This position also assists with general surgery procedure days and supports communication and coordination among patients, providers, and clinical staff. The RN will participate in outreach and community engagement efforts to increase awareness, referrals, and growth of the pain management program. Also responsible for providing quality patient care in the Operating and Recovery rooms. Maintain flexibility to perform additional duties and responsibilities as assigned, as needed to support organizational needs and maintain full-time work hours.

Essential Job Functions

- Properly identify and preserve specimens seeing that they are received in the lab in a timely manner.
- Implement policies for HPM, standards, and regulations of the hospital and interpret them to personnel, patients and the public as needed.
- See that all items sterilized are marked with date sterilized, sterilization number of person processing load, load number, expiration date, and other required information.
- Documents and contacts patients, and or caregiver, pre-procedure information education and details of upcoming procedure.
- Notify the anesthetist for routinely scheduled cases.
- Review and evaluate each patient chart for Lab, X-ray, and EKG reports as well as the history and physicals, then notify physician of any abnormalities.
- Obtain and open sterile supplies and equipment needed for assigned cases.
- Determine levels of support patient may need for procedure.
- Is familiar with procedures for receiving and transferring patients pre- and post-operatively.

- Assist Surgical Technician during procedures.
- Check equipment for proper functions and have available appropriate supplies prior to cases.
- Administer medications as ordered by the physicians and assist with implementing and documenting doctors' orders.
- Communicate necessary information to the patient's family and staff nurses.
- Provides appropriate communication and documentation of "hands off" between all phases of perioperative care.
- Help the Circulating Nurse when needed.
- Set up post-operative equipment for surgical procedures being done (i.e., monitors, suction, etc.)
- Assist with special procedures such as minor excisions and endoscopic procedures, including setting up, assisting the physician and proper cleaning and storage of the equipment.
- Aid post op nurse in recover room set up and recovering patients in the recovery room, including taking vital signs every 5 minutes, administering oxygen and medications, etc. with appropriate documentation per as policy.
- Discharge stable patient after being seen and dismissed by the surgeon.
- Work with the Business Office to provide accurate charges
- Responsible for narcotic checks after surgery.
- Check medications and supplies for outdates monthly in the Operating Room, Recovery Room and department. Checks stock levels of supplies and equipment within 24 hours of use.
- Meets current documentation standards and policies and completes within the shift.
- Carries out medical and surgical asepsis during treatments and special procedures.
- Maintains an environment that provides the patient and family with feelings of safety and security.
- Assists in Emergency Room, if requested.
- If circulating, and a patient is in the operating room or procedure room, be vigilant and provide appropriate patient care and documentation.
- Complete Time Outs and checklists per policy.
- Clean and wipe down surfaces in the OR, and prepare for the 1st case of the day.
- Clean storage areas (CS and supply room) monthly and remove damaged and or outdated items.
- Clean and process endoscopes and reprocess scopes within 7 days of use (refer to reprocessing of endoscopy equipment).
- Immediately clean outpatient prep rooms, procedure rooms and OR after use and prepare for next case.
- Remove trash and laundry as needed on procedure days.
- Assist with departmental QI and QA data information.
- Assist preoperative nurse with procedure admissions, including receiving patient from registration, obtaining vital signs, and assisting with clothing changes.
- Prepare outpatient rooms prior to receiving patients.

- Stock and clean patient prep rooms, procedure rooms, recovery room, and OR within 24 hours of use.
- Clean Central Service autoclave and OR autoclave as per policy.
- Clean and stock IV carts, porta cath cart and procedure IV trays weekly as needed.

QUALIFICATIONS

- Current Registered Nurse licensure in the State of Kansas.
- CPR certification required; ACLS certification preferred.
- Ability to read and communicate effectively in English.
- Prior experience in Operating Room procedure is preferred.
- Ability to communicate well with patients, employees, physicians, etc.
- Ability to initiate and develop new programs and policies where efficiency and improvement demand it.
- Ability to handle stress.
- Intermediate computer knowledge and the ability to learn systems used

Our application must be completed to be considered for this position. Please send application, resume, education, licensure/certifications (if applicable), to Human Resources 320 N. 13th St., WaKeeney, KS 67672. They may also be dropped off at the hospital business office, emailed to hr@tclmh.org or faxed to (785) 743-6317. To request an application by mail or email, please email or call (785) 743-2182. Applications also available on our website: www.tclmh.org

Candidates must be energetic and ambitious, possess strong leadership skills, willing to work as a team, have a positive attitude, friendly, and compassionate toward patients.

TCLMH is an Equal Opportunity Employer (EOE)