

Job Description

Job Details

Job Title: Circulating Nurse (RN),
Operating Room
Department: Ambulatory Surgery
Center
Reporting To: Director of ASC

Job Summary

Provide direct patient care to pediatric through geriatric patient populations. Address the psychosocial, physical, and general aspects of care related to the surgical environment. Communicate with surgeon/physician and anesthesia personnel continuously and as needed about patient condition. Assist with the maintenance of surgical equipment and inventory. Participate in performance improvement activities. Assess operating room for equipment functioning and readiness; obtain supplies for individual cases, and ensure all appropriate needs of the surgical operating team are met. Monitor, position, and assist patient during procedures. Provide scrub skills for required procedures as needed. Provide conscious sedation for appropriate procedures and patients. Function as first license in pre-op/post-op area and as "second" scrub as caseload requires.

Core Competencies

Title and Definition

Proactive

Anticipatory, change-oriented and self-initiated behavior. Proactive behavior involves acting in advance of a future situation, rather than just reacting. It means taking control and making things happen. Proactive employees generally do not need to be asked to act, nor do they require detailed instruction. Takes initiative to see an issue and develop realistic solutions.

Achieve

Demonstrates effort, skill, or tenacity to reach or attain a desired objective, level of performance or quality of work. Carries out tasks successfully and completely. Attains goals despite difficulty. This employee is able to exert the necessary effort using their own skill set to perform at the highest level desired within our organization.

Team Conscious

Demonstrates a genuine interest in thoughts and opinions, values, and needs of co-workers. Avoids speaking, writing, or doing other things that could be seen as disrespectful of patients and/or co-workers. Recognizes and shows respect for the strengths and contributions of others. Works with

others to accomplish a common goal or objective.

Integrity

Acts in ways that demonstrate personal reliability, honesty, and care that exhibits integrity and serves as a positive example of why others should trust the motives of our organization. Views himself/herself as a reflection of the organization by following through on commitments and accepting ownership of any mistakes he/she might make. Leaves others with the clear impression that integrity is a core value of Premier Bone & Joint Centers. This is in contrast to individuals who make commitments that go unmet, fail to acknowledge their role in disappointing events, or whose actions (or inaction) leave others with doubts about the level of trust that should be placed in Premier Bone & Joint Centers.

Excellence

Has the will to win, the desire to succeed, the urge to reach his/her full potential. We are what we repeatedly do. Excellence is the path he/she has chosen to be successful at work. The word excellence is defined as the quality of surpassing the average, possessing high qualities in one's field. It's about developing a winning mindset that says "I want to be great at what I do. I want my personal life and my work to be spectacular." Developing excellence is a deliberate process and takes time, yet it can be developed by creating a personal strategy that will put you on the road to success in life and in the workplace.

Never Quit

Can always be counted on to go above and beyond what is asked. Always gives extra and unending effort and offers to support other team members. He/she perseveres in completing tasks and is not discouraged nor cuts short efforts to accomplish goals and objectives. Makes and fulfills commitments. Has established a pattern of working independent, always intends to fulfill any promise made, prepared for meetings and other tasks.

Trust

Belief that someone or something is reliable, good, honest, and effective. He/she acts responsibly for the safety and care of Premier Bone & Joint Centers' patients. One is able to believe that something relayed by this employee, is true or correct even though you do not have proof of it. One is able to have firm belief in the reliability, truth, ability, or strength of this employee. This is an employee that one would put complete faith in and be confident that the integrity of this employee would guide his/her actions.

Communication

Communicates effectively, respectfully, and appropriately. Uses good judgment as to what to communicate to whom by utilizing the chain of command, as well as the best way to get that accomplished. Speaks in a clear and credible manner, selecting the right tone for the situation and audience. Listens to others and allows them to make their point. Is responsive to feedback and responds accordingly.

Essential Duties and Responsibilities - Pre-Operative

Title and Definition

Procedures

Adapt procedures to meet individual needs of pediatric, adolescent, adult, and geriatric patients.

Standard Procedures

Follow standard procedures for surgical/procedural intervention, adapting for surgeon and anesthesia preference. Use preference cards, as needed, updating regularly as changes occur.

Teaching/Education

Coordinate and supervise patient care; provide patient and family with teaching/education as necessary.

Readiness

Ready and prepared consistently for assigned cases; does not cause delay of case; minimize turnover time.

Pre-Op Checklist

Ensure pre-op checklist is complete and all consents are signed before patient is taken into surgical suite.

Patient and Family

Approach patient/family in a kind, gentle, and friendly manner while protecting patient sensitivities and right to privacy. Compassion and caring should be demonstrated at all times.

Essential Duties and Responsibilities - Intra-Operative

Title and Definition

Behavior and Physiologic Changes

Observe behavioral and physiologic changes due to medications; take appropriate actions and document.

Medication Knowledge

Demonstrate knowledge of anesthetic drugs, actions, and side effects; and knowledge of IV conscious sedation/or medications (actions and delivery).

Surgical Knowledge

Demonstrate thorough knowledge of location, care, and operation of all surgical equipment/instruments.

Positioning of Patient/Draping/Asepsis

Position patients safely; pads and protects bony prominences and protecting nerves. Prep and drape patients correctly for all procedures. Carry out medical and surgical asepsis during all procedures.

Intra-Operative Care Documentation

Document intra-operative care; be clear, concise, accurate, and timely. Note unusual occurrences and initiate variance report if required.

Essential Duties and Responsibilities - Post-Operative

Title and Definition

OR Suites

Demonstrate competence in preparing and cleaning of OR suites before and between cases and after terminal cases, based on patient's infection class.

Patient's Condition

Give thorough report of patient's intra-operative condition to PACU nurse.

Instrument Knowledge

Demonstrate thorough knowledge of instrument processing, sterilization, and biological monitoring. Actively participate in instrument processing.

Essential Duties and Responsibilities - General

Title and Definition

Narcotics

Count narcotics at end of shift with another RN, or other appropriate licensed personnel, per facility policy.

Emergency Situations

Recognize and respond to emergency situations in an appropriate and timely manner.

Information Processing

Title and Definition

Language Use Skills

Skill in language use, including reading and comprehending instructions, short correspondence, and memos, constructing correspondence, and presenting information in one-on-one, small group situations, in person and electronically.

Computer Use

Use computer to perform department functions, i.e. forms, data entry, e-mail.

Interpersonal Skills

Title and Definition

Flexibility/Stressful Situation

Respond with flexibility to changing work load and/or patient assignments, be able to be organized and function under stressful situations.

Working Relationships

Ability to establish and maintain effective working relationships with physicians, co-workers and the public that harbor a friendly, yet professional interaction. Demonstrate willingness to readily interact with other staff members and department leaders.

Mentor

Act as a mentor for new employees.

Personal Growth

Accept responsibility for own professional growth and personal conduct by seeking knowledge in work specific areas, taking advantage of opportunities at work to observe and volunteer.

Adherence to Facility/Departmental Policy

Title and Definition

Attendance

Maintain a good attendance record, arrive to work punctually and able to substantiate overtime.

Punctuality

Arrives to work punctually.

Overtime

Able to substantiate overtime, minimize overtime and adjust hours as needed.

Dress Code/Identification

Follow dress code of the department, appear professional when present in the clinic, wear identification while on duty, and communicate name and role to patient appropriately.

Safety & Infection Control Policies/ Standards of Care

Adhere to safety and infection control policies and standards of care policies, including patient's privacy rights.

QA

Participate in performance improvement and quality assurance (QA) activities when able.

Care of Environment, Equipment, and Supplies

Title and Definition

Clean, Neat, Safe Environment

Maintain a clean, neat, and safe environment for patients and staff, including personal work areas.

Order Supplies/ Stock Supplies

Order supplies and equipment ,and stock in an organized manner, according to policy.

Equipment Safe Technique

Utilize correct/safe technique when using equipment and notify manager of malfunctioning equipment.

Education

Degree/Diploma Obtained	Program of Study	Required/Preferred
High School Diploma or Equivalent		Required
Associates or Equivalent	Nursing	Required

Certification & Licensures

Licensure	Current Wyoming Nursing License
Certification	BLS-Health Care Provider
Certification	ACLS (or obtain within one year of hire)
Completion	IV Conscious Sedation Coursework
Completion	Required Coursework (i.e. Essentials of Perioperative Nursing)
Completion	Orientation Packet and Competency Skills Checklists within 90 Days

Physical Requirements

Action	Description	Frequency
Seeing	Must be able to read patient charts and use a computer, as well as visually evaluate patient condition and environment	Constant
Hearing	Must be able to hear well enough to communicate with patient, physicians, medical staff, and co-workers	Constant
Speaking	Must be able to verbally communicate with patients, physicians, medical staff, and co-workers to convey and receive instructions	Constant
Fingering/Grasping	Must be able to write and type to document patient condition, as well as perform duties requiring fine motor skills	Frequently
Bending/Crouching	Must be able to lower oneself in order to facilitate patient care	Frequently

Sitting	Frequently
Standing	Frequently

Weight Demands

Action	Description	Frequency
Lifting	Must be able to lift up to 100 pounds	Occasionally
Pushing/Pulling	Must be able to maneuver patients and equipment to facilitate patient care	Frequently

Working Conditions

The fast paced nature of this position may lead to increased levels of personal stress.

Environmental Hazards: The fast paced environment may lead to increased levels of personal stress and demand high mental acuity.

Physical Hazards: Physical harm is possible when performing physical requirements, as listed above. Exposure to communicable disease, bodily fluids, and/or toxic substances is possible and can be physically harmful.

Unique Work Schedule/Travel: May be required to work after hours, on weekends, or holidays. May be required to provide services outside the clinical setting (i.e. at University or High School athletic events).

Employee Statement of Understanding

I have read and understand the job description for my position. I am able to perform all of the essential functions of this position.

I agree to comply with the corporate compliance policy and all laws, rules, regulations and standards of conduct related to my position. As an employee, I understand my duty to report any suspected violations of the law or the standards of conduct to my immediate supervisor.

As an employee, I will strive to uphold the mission and vision of the organization. All employees are required to adhere to the values in all their interactions with patients, customers, and fellow employees.

Note: This description is intended to describe the general job duties and employment requirements for adequate job performance, and should not be interpreted as an exhaustive report. Additional duties and responsibilities may be assigned at the discretion of the employees' supervisor.