

Job Description



Job Title: Circulating Nurse (RN),
Operating Room
Location: Laramie
Department: Ambulatory Surgery Center (ASC)
Report 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:

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. Take initiative to see an issue and develop realistic solutions.

Achieve

Demonstrate effort, skill, or tenacity to reach or attain a desired objective, level of performance or quality of work. Carry out tasks successfully and completely. Attain goals despite difficulty. Able to exert the necessary effort using their own skill set to perform at the highest level desired within our organization.

Team Conscious

Demonstrate a genuine interest in thoughts and opinions, values, and needs of co-workers. Avoid speaking, writing, or doing other things that could be seen as disrespectful of patients and/or co-workers. Recognize and show respect for the strengths and contributions of others. Work with others to accomplish a common goal or objective.

Integrity

Act in ways that demonstrate personal reliability, honesty, and care that exhibit integrity and serves as a positive example of why others should trust the motives of our organization. View themselves as a reflection of the organization by following through on commitments and accepting ownership of any mistakes they might make. Leave others with a 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

Have the will to win, the desire to succeed, the urge to reach their full potential. We are what we repeatedly do. Excellence is the path 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 give extra and unending effort and offer support to other team members. Persevere in completing tasks and don't get discouraged or cut short efforts to accomplish goals and objectives. Make and fulfill commitments. Establish a pattern of working independence, always intend to fulfill any promise made, prepare for meetings and other tasks.

Trust

Believe that someone or something is reliable, good, honest, and effective. Act 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 their actions.

Communication

Communicate effectively, respectfully, and appropriately. Use 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. Listen to others and allow them to make their point. Be respectful to feedback and respond accordingly.

Essential Duties and Responsibilities – Pre-Operative:

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:

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:

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:

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:

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:

Professional Image

- Follow dress code.
- Project a pleasant and professional image per company policy.
- Wear identification while on duty.
- Come to work projecting an attitude that welcomes patients.
- Communicate name and role to patient.

Flexibility/Stressful Situation

- Respond with flexibility to changing work load and/or assignments.
- Stay 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.

Initiative

- Exhibit initiative and self-directed behavior.
- 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.

Independence

- Ability to work independently, make decisions, and solve problems.

Other Duties

- Perform other duties as directed/required, to ensure efficient operations of Premier Bone & Joint Centers.

Adherence to Facility/Departmental Policy:

Confidentiality

- Observe confidentiality of information in regards to patients, physicians, and fellow employees; ability to maintain confidentiality under HIPAA standards.

Attendance/Punctuality

- Maintain a good attendance record and arrive to work punctually.
- Utilize established time clock system appropriately.

Overtime

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

Cell Phone Use

- Cell phone may be used for business purposes only.
- Utilize cell phone for personal use only during breaks or meal periods out of the public eye.

Care of Environment, Equipment, & Supplies:

Clean, Neat, Safe Environment

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

Office Equipment Skills/Malfunctioning Equipment

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

Education

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

Certification & Licensures

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|---------------|--|
| Licensure | Current Wyoming Nursing License |
| Certification | BLS-Health Care Provider (CPR) |
| Certification | ACLS (or obtain within one year of hire) |
| Completion | IV Conscious Sedation Coursework |
| Completion | Reuired 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 life 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 and demand high mental acuity.

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), or travel to offices throughout the state.

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.