



Job Title: Registered Nurse, Surgical First Assist

Department: Ambulatory Surgery Center (ASC)

Reports To: Director of ASC

Required Education and Experience:

Current licensure in the state of Wyoming, RNFA certification, BLS – Health Care Provider Certification, and ACLS certification (or obtain within one year of hire). Successful completion of IV Conscious Sedation coursework, required coursework (i.e. Essentials of Perioperative Nursing), and orientation packet and competency skills checklists within 90 days.

Job Summary:

Work alongside the surgeon in the operating room. 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 surgical operating team are met. Monitor, position, and assist patient during procedures. Provide scrub skills for required procedures. Provide conscious sedation for appropriate procedures and patients.

Working Conditions:

Environmental Hazards:

May be exposed to potentially dangerous environmental conditions including, but not limited to, patient fluids, communicable diseases, and toxic substances.

Physical Hazards:

May be exposed to physical injury as a result of physical demands of the position.

Unique Work Schedule/Travel:

May be required to work after hours, on weekends, or holidays.

Essential Duties and Responsibilities:

Circulating/Intravenous Conscious Sedation Responsibilities

Pre-Op

- Adapt nursing procedures to meet the needs for treatment of individual pediatric, adolescent, adult, and geriatric patients
- Follow standard procedures for surgical/procedural intervention, adapting for surgeon/physician and anesthesia preference
- Use preference cards, as needed, updating regularly as changes occur
- Coordinate and supervise patient care; provide patient and family with teaching/education, as necessary
- Be ready and prepared consistently for assigned cases; does not cause delay of case; minimize turnover time
- Ensure Pre-Op Checklist is complete before patient is taken into surgical suite
- Approach patient in a kind, gentle, and friendly manner
- Take appropriate actions and documents in response to manifested anxiety or distress
- Give patient explanations and verbal reassurances consistently

Intra-Op

- Observe behavioral and physiologic changes due to medications; take appropriate actions and document
- Make decisions reflecting knowledge of dysrhythmias, followed by appropriate treatment
- Understanding of IV Conscious Sedation and OR medications, actions, and delivery
- Protect patient's sensitivities and right to privacy
- Open sterile supplies and set up for procedure
- Knowledge of location, care, and operation of all surgical equipment/instruments
- Knowledge of anesthetic drugs, actions, and side effects
- Knowledge of anesthesia delivery types, i.e. general, regional blocks, and assist appropriately
- Anticipate needs of personnel during procedure and respond appropriately
- Position patients safely; pads and protects bony prominences
- Prep and drape patients correctly for all procedures
- Carry out medical and surgical asepsis during all procedures
- Carry out established techniques for safe administration of medications and parenteral fluids, as per facility policy and procedure
- Record, handle, and label specimens accurately
- Perform appropriate "sharps" counts, document; respond appropriately if inaccurate count
- Communicate/post lab/imaging services reports to the surgeon during the procedure
- Document intra-operative care (is clear, concise, accurate, and timely, note unusual occurrences, and initiate variance report if required)

Post-Op

- Competence in preparing and cleaning of OR suites before and between cases and after terminal case, based on patient's infection class
- Give thorough report of patient's intra-operative condition to PACU nurse
- Knowledge of instrument processing, sterilization, and biological monitoring. Actively participate in instrument processing

General

- Count narcotics at end of shift with another RN, per facility policy
- Ability to handle emergency situations in a prompt, precise, and professional manner
- Perform all duties of circulating nurses
- Function as first license in PACU (pre-op, post-op) as determined by caseload
- Function as "second" scrub as caseload requires

Information Processing

- Communicate effectively and in a timely manner, utilizing the appropriate chain of command
- Utilize written and oral communication effectively
- Use computer to perform department functions, i.e. forms, data entry

Interpersonal Skills

- Demonstrate compassion and caring in dealing with others
- Project a pleasant and professional image
- Analyze situations and make decisions to bring a favorable resolution
- Respond with flexibility to changing work load or patient assignments
- Foster positive working relationships
- Demonstrate self-direction and initiative
- Act as a mentor/preceptor for students/new employees
- Accept responsibility for own professional growth and personal conduct, i.e. document monthly education
- Perform other duties as directed/required to ensure efficient operation of the department
- Demonstrate ability to be flexible, organized, and function under stressful situations

Adherence to Facility/Departmental Policy

- Maintain good attendance record
- Arrive to work punctually
- Follow dress code
- Observe confidentiality
- Adhere to safety and infection control policies
- Participate in hospital and departmental in-services and staff meetings

- Perform patient care according to Policy/Procedures and Standards of Care of the facility
- Wear identification while on duty. Communicate name and role to patient
- Use computerized punch time system correctly
- Participate actively in performance improvement and quality assurance (QA) activities

Care of Environment, Equipment, and Supplies

- Maintain a clean, neat, and safe environment for patient and staff
- Supply and equipment ordered and stored in organized manner
- Maintain appropriate stock of supplies in patient care areas
- Utilize correct/safe technique when using equipment
- Notify manager of malfunctioning equipment

Physical Requirements:	Frequency (Intermittent/Constant)	Hours Spent per Day Performing Activity
Seeing: Must be able to read patient charts and use a computer, as well as visually evaluate patient condition and environment	Constant	Entire Shift
Hearing: Must be able to hear well enough to communicate with patient, physicians, medical staff, and coworkers	Constant	Entire Shift
Speaking: Must be able to verbally communicate with patients, physicians, medical staff, and coworkers to convey and receive instruction	Constant	Entire Shift
Fingering/Grasping: Must be able to write and type to document patient condition, as well as perform duties requiring fine motor skills	Intermittent	4 – 6
Physical Requirements:	Frequency (Intermittent/Constant)	Hours Spent per Day Performing Activity
Sitting	Intermittent	4 – 6
Standing	Intermittent	4 – 8
Lifting: Must be able to lift up to 100 pounds	Intermittent	1 – 2

Pushing/Pulling: Must be able to maneuver patients and equipment to facilitate patient care	Intermittent	1 – 2
Bending/Crouching: Must be able to lower oneself in order to facilitate patient care	Intermittent	1 – 2

***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.*