

REPORTS TO:	Surgery Manager
REVISED:	09/2021
	See current organizational chart for oversight/administrative support information

PRIMARY FUNCTION:

Responsible for ADVANCING EXCEPTIONAL CARE by providing care across the surgical continuum, from pre-admissions scheduling, testing, and teaching, preoperative, intraoperative, and postoperative care (phase I-III), discharge and postoperative follow-up care in various settings (operating room, endoscopy suites and all areas where surgical procedures may be performed). Functions in the role of a scrub and/or circulating nurse. Cleans and sterilizes instrument, supplies and equipment according to prescribed procedures and techniques. Assists surgeon(s) in Surgical Clinic as needed.

QUALIFICATIONS:

Education and/or Experience

- Graduate from an approved school/college of nursing
- Bachelor's degree in nursing preferred
- One-year experience in rural health nursing preferred
- One-year experience in surgery preferred

Certificates, Licensure, Registrations

- Currently licensed as a Registered Nurse in the State of Iowa or compact state
- For job-specific certifications refer to the [Education Certification Requirements by Job Category](#): Surgery RN

Essential Job Duties and Responsibilities

Provides competent patient care to the patient population identified above by obtaining and utilizing clinical/critical thinking skills in appropriately interpreting data, making appropriate decision based on demonstrated knowledge of age-specific growth and development, and appropriately adapting procedures and treatments.

- Identifies and recognizes abnormal symptoms/changes in patient condition, established priorities, and takes appropriate action.
- Carries out providers orders accurately and timely.
- Performs nursing interventions per standard of care.
- Delegates and supervises patient care activities within the scope of practice of the healthcare worker to meet the patient care needs for the above indicated population.
- Triage emergency situations appropriately and initiates or assists in patient care in an effective and responsive manner
- Performs and/or assists in emergency treatment as required in accordance with RN scope of practice.
- Follows emergency policies, procedures, and protocols in an effective manner.
- Serves as a steward for the hospital's human and material resources. Meets productivity expectations of unit/department as defined by nurse manager.

Utilizes the nursing process, for the performance of patient care, to assess, plan, intervene, and evaluate patient care to achieve prioritized patient outcomes.

- Assess the patient's physical, psychosocial, environmental, social, and educational needs.
- Develops and implements patient's plan of care, including the education and discharge plan based on evidence-based practice standards, health center policy and patient/family needs in collaboration with healthcare team.
- Reviews and updates the plan of care based on changes in patient's condition.
- Evaluates and documents patient/family responses to nursing interventions while working collaboratively with the interdisciplinary team to achieve desire patient care outcomes.

Essential Job Duties and Responsibilities
<p>Effectively communicates with all members of the healthcare team (internal or external)</p> <ul style="list-style-type: none"> • Communicates pertinent patient condition changes to co-workers and to multidisciplinary care givers. • Utilizes SBAR format when communicating to other healthcare workers. • Utilizes AIDET communication standards: Acknowledge, Introduce, Duration, Explanation, and Thank You. • Communicates openly, honestly, respectfully, and directly in a timely manner with all customers. • Proactively communicates safety concerns to leaders
<p>Documents patient information in the electronic/paper medical record in an accurate and timely manner</p> <ul style="list-style-type: none"> • Documents ongoing assessments of patient status that reflect nursing interventions, patient responses, patient teaching and status of outcomes at discharge. • Assist in Medication Reconciliation on admission and every change of level of care and upon discharge. • Completes necessary paperwork to facilitate billing and charging. • Maintains active logons/passwords for computer software system that support patient care and education.
<p>Promotes and ensures patient and employee safety in performance of all responsibilities.</p> <ul style="list-style-type: none"> • Administers medications, treatments and procedures in a timely and safe manner according to physician orders and nursing policies. • Demonstrates proficient technical/clinical skills and operational knowledge of equipment on unit. • Works within Scope of Practice. • Performs skills and duties assigned competently. • Utilizes proper body mechanics, transfer/lifting techniques and appropriate equipment to minimize fall risk to patient and injury to self. • Proactively identifies safety concerns surrounding the work environment. • Supports and abides by all CRHC departmental and safety policies and procedures. • Register patients • Assist with unit coordinator duties as needed

Essential Job Duties and Responsibilities
<p>Presents self in a professional manner and enhances professional growth and development through participation in education programs, current literature, in-service meetings, and workshops.</p> <ul style="list-style-type: none"> • Seeks opportunities for continued growth and performance improvement. • Always maintains a professional appearance and manner. • Dependable and completes work in a timely manner. • Responsible for promoting a positive work environment, teamwork, and colleague engagement through collaboration. • Adapts positively to the ever-changing health care environment by supporting technology and process changes. Willing to learn new things, is open to change and maintains a calm positive manner under stressful conditions.
<p>Performs other responsibilities as related to Surgical Department and as requested by nurse leadership, and/or supervisors.</p> <ul style="list-style-type: none"> • Reviews the patient chart and meets with surgical patients to prepare the patient for surgery (i.e. pre-op teaching, post-op care and follow up). • Practices principles of sterile and medical asepsis in the operating room and endoscopic suite. • Cleans and prepares the operating room and the endoscopy suite for cases according to surgeon's preference card/protocols. • Follows recommended practices for cleaning and caring for surgical instruments and equipment • Prepares and sterilizes instruments and supplies utilizing recommended processing practices/standards • Monitors and evaluates surgical equipment to assure that it is in proper working order.
<p>Participates in CRHC'S committees, performance and quality improvement initiatives, and activities which support the facility and department operations.</p> <ul style="list-style-type: none"> • Demonstrates a commitment to the practices of Quality Improvement (QI). • Regularly attends Department huddles

Essential Job Duties and Responsibilities
<ul style="list-style-type: none"> Completes tasks as outlined on Department Huddle Board
Performs other duties as assigned.

ESSENTIAL Work Environment & Physical Requirements:				
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.				
Physical Activity	Not Applicable	Occasionally (0-35% of day)	Frequent (36-66% of day)	Continuous (67-100% of day)
Sitting		X		
Standing			X	
Walking			X	
Climbing	X			
Driving	X			
Lifting (floor to waist level)		40 lbs	50 lbs	10 lbs
Lifting (waist level and above)		40 lbs	50 lbs	10 lbs
Lifting (shoulder level and above)		40 lbs	50 lbs	10 lbs
Carrying objects			X	
Push/pull		150 lbs	100 lbs	50 lbs
Twisting		X		
Bending		X		
Reaching forward			X	
Reaching overhead	X			
Squat/kneel/crawl			X	
Wrist position deviation			X	
Pinching/fine motor activities				X
Keyboard use/repetitive motion				X

Sensory Requirements	Not Applicable	Accurate 20/40	Very Accurate 20/20
Near Vision		X	
Far Vision		X	

Color Discrimination			X
Depth Perception		X	
Hearing		X	

Environment Requirements <i>Occupational Exposure Risk Potential</i>	Not Anticipated	Reasonably Anticipated
Bloodborne Pathogens		X
Chemical		X
Airborne Communicable Disease		X
Extreme Temperatures	X	
Radiation		X
Uneven Surfaces or Elevations	X	
Extreme Noise Levels		X
Dust/Particulate Matter		X
Other (List)		

Shift Requirements	8 hrs/day	10 hrs/day	12 hrs/day	Other (varied)
Usual workday hours	X			
Regular, punctual attendance for assigned shifts	Yes			
Available to work overtime	Yes			

ESSENTIAL FUNCTION FORM

In compliance with the Americans with Disabilities Act, we are requesting that you read the job description and answer the following question. If you would like assistance with this process, please ask Human Resources.

Can you perform the essential functions of the position with or without reasonable accommodations?

YES

NO

Name (please print): _____

Signature: _____ Date: _____