

REPORTS TO:	Chief Nursing Officer
REVISED:	02/2015, 05/2018, 09/2021, 02/2026
	See current organizational chart for oversight/administrative support information

PRIMARY FUNCTION:

Responsible for **Advancing Exceptional Care** by prioritizing Safety and Quality in every aspect of patient care. This role is committed to fulfilling essential duties that enhance patient outcomes, operational efficiency, and overall healthcare standards, ensuring all actions align with the philosophy, goals, and objectives of **Clarinda Regional Health Center (CRHC)**. By maintaining the highest level of care, this position supports CRHC's dedication to fostering a safe, compassionate, and high-quality healthcare environment for our patients and community.

QUALIFICATIONS:

Education and/or Experience

- Graduate of an accredited school of nursing (Required)
- Minimum Two (2) years perioperative nursing experience (Required)
- Bachelor of Science in Nursing (Preferred)
- Rural healthcare nursing experience (Preferred)
- Previous leadership or charge nurse experience (Preferred)

Certificates, Licensure, Registrations

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

WORK SCHEDULE & SHIFT REQUIREMENTS:

The facility operates 24/7; however, work schedules may vary based on departmental needs to ensure the highest standard of patient care and operational efficiency. Flexibility will be expected.

- On-call availability as needed to support surgical services.
- Weekend and Holiday rotation as needed.
- Position is classified as exempt and not eligible for overtime in accordance with labor laws.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS:

This position involves a combination of physical activities necessary to perform essential job functions effectively. The employee should be able to:

- **Sit, stand, and walk** for varying lengths of time throughout the workday.
- **Lift, push, pull, or carry** light to moderate loads, with assistance available for heavier items.
- **Use fine motor skills**, including grasping, reaching, and handling equipment or materials as needed.

- **Perform routine movements**, such as typing, writing, or handling supplies.
- **Bend, stoop, kneel, or crouch** occasionally for job-related tasks.
- **See and hear** well enough to read documents, operate equipment, and communicate effectively.
- **Work in a dynamic environment**, adapting to occasional changes in pace or setting.

Reasonable accommodations will be considered to support individuals in performing essential job functions.

ESSENTIAL JOB DUTIES & RESPONSIBILITIES

At CRHC, our core values—**Compassion, Advancing, Relationships, and Exceptional**—are at the heart of everything we do. These values drive our commitment to **Advancing Exceptional Care**, ensuring that we provide the highest quality care to our patients while supporting and empowering our team members. We believe in creating a compassionate environment where relationships are nurtured, collaboration is encouraged, and excellence is expected.

As a member of our team, you will embody these values in your daily work by:

- **Compassion:** Demonstrating empathy and kindness in every interaction, recognizing the unique needs of our patients and colleagues.
- **Advancing:** Embracing innovation, continuous learning, and striving for improvement in all aspects of patient care and team collaboration.
- **Relationships:** Building trust through open communication and teamwork, fostering a supportive atmosphere that prioritizes respect and understanding.
- **Exceptional:** Holding yourself to the highest standards, delivering superior care, and contributing to a culture of excellence that impacts both patients and colleagues.

Practice is guided by:

- AORN recommended practices
- ASPAN standards for perianesthesia nursing
- AAMI sterile processing standards
- CMS conditions of participation
- DNV accreditation requirements

Department Leadership & Operations

- Provides daily operational oversight of surgical services
- Coordinates operating room schedule and case prioritization
- Ensures adequate staffing and skill mix
- Serves as resource for clinical problem solving
- Collaborates with surgeons and anesthesia to maintain access to care
- Monitors workflow and patient throughput
- Supports add-on and urgent/emergent cases

Clinical Oversight

- Ensures safe perioperative patient care practices
- May function as circulating RN, pre-op RN, or PACU RN when needed
- Assists staff with complex or high-risk cases
- Oversees safe patient transfer and handoff processes

- Reviews patient care concerns and implements corrective actions

Sterile Processing Oversight

- Oversees instrument reprocessing program
- Ensures compliance with AAMI standards
- Verifies biological and chemical monitoring completion
- Reviews sterilization records and documentation
- Ensures instrument tracking and recall processes
- Coordinates sterilizer maintenance and testing
- Removes equipment from service when safety concerns exist

Staff Competency & Education

- Validates initial and annual competencies
- Maintains orientation and training programs
- Ensures required certifications and licensure compliance
- Provides staff education and coaching
- Conducts performance evaluations

Regulatory & Quality Compliance

- Maintains department policies and procedures
- Participates in infection prevention activities
- Leads performance improvement initiatives
- Investigates safety events and implements corrective actions
- Prepares for surveys and inspections

Communication & Collaboration

- Coordinates with inpatient units and hospitalists for admissions
- Addresses physician and staff concerns
- Facilitates interdisciplinary communication
- Communicates operational changes to leadership

Staff Leadership and Supervision

- Recruits and interviews staff
- Manages scheduling and on-call coverage
- Addresses employee relations issues
- Promotes retention and engagement
- Provides coaching and progressive discipline as needed

Financial Management

- Monitors departmental budget
- Tracks supply and implant utilization
- Manages vendor relationships
- Assists with capital equipment planning
- Reviews case costing and efficiency metrics

Documentation & Safety

- Reviews clinical documentation for accuracy
- Ensures medication safety processes
- Monitors equipment safety
- Ensures compliance with infection prevention practices

Quality Program Participation

- Actively participates in CRHC's Quality Program, committees, performance improvement initiatives, and operational support activities.
- Demonstrates a commitment to Quality Improvement (QI) practices.
- Regularly attends Department huddles.
- Completes tasks as outlined on the Department Huddle Board.

Other Responsibilities

- Performs additional duties as assigned to support the strategic initiatives of CRHC.

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: _____