

Job Description:

Surgery Nurse RN/LPN



Position Title: Surgery Nurse RN/LPN
Department: Surgery
Reports to: Surgical Services & Infection Control Team
Classification: Leader Full Time
FLSA Status: Non-Exempt

Summary of Position:

Nurse in the surgery department is a professional care giver who is responsible for all nursing functions for patients from infants to geriatrics which include but are not limited to: identifying patterns of human responses to actual or potential health complications, bleeding complications, medication administration and patient education. The Surgery Nurse must be flexible as will be working very closely with the surgical team to provide appropriate nursing care to the surgical patient. The Surgery Nurse may assist with Pre/Post anesthesia patients. This person will learn to circulate in the operating room, and work in the circulating nurse role and take surgery call. The Nurse will need to have very good communication with the other surgical staff, providers, patients and their families. They will assist the surgeon during operative and invasive procedures. Ensures operating suite is adequately prepared for procedure. Monitor PAR level of all surgical instruments and supplies. Cleans and sterilizes all surgical instruments. Participates in departmental staff meetings and performance improvement activities.

Essential Duties and Responsibilities:

- May assist with starting IV's and administering preoperative medications. 2. Review assessments of patients prior to the operation.
- Obtain medical equipment that is in sterile packaging.
- Open the sterile packaging.
- Document procedures in EMR.
- Assist all staff present.
- Determine how patients will be cared for.
- Checks all equipment for proper functioning such as cautery machine, suction machine, OR light and OR table.
- Help scrub nurse with setting up.
- Assist the anesthesiologist in positioning the patient and intubation.
- Perform skin preparation.
- Watch out for any break in aseptic technique.
- Assist the scrub nurse, taking the instrumentations to the service (washroom).
- Ensures that the OR is ready for the next case.
- Escorting the patient to the operating room.
- The circulating nurse works outside the sterile field where the operation takes place and duties include but are not limited to recording the progress of the operation, accounting for instruments, and handling specimens.
- Flexible in the work place.
- Summarizes assessment data, establishes priorities, and communicates information to other health team members.
- Assists providers with examinations and treatments in an efficient manner.

- Exercises understanding, patience, and tact in dealing with patients, visitors, and other personnel.
- Respects dignity and confidentiality of patient, serves as an advocate as necessary and provides a safe and secure environment.
- Functions within limits of State Nurse Practice Act, hospital and nursing department policies and procedures.
- Interacts professionally with patient and family. Provides patient with explanations and verbal reassurance, as necessary.
- Adapts procedures to meet individual needs of pediatric, adolescent, adult and geriatric patients for treatment.
- Prepares room in a timely manner with all anticipated instruments, sutures, supplies and equipment for each individual surgical procedure.
- Demonstrates competence and accuracy in care and handling of specimens at all times.
- Assists in positioning, prepping and draping of patients for surgical procedures.
- Accurately completes operating room counts (instruments, sponges, needles); follows proper procedure in the event of incorrect count; reports all discrepancies to circulating nurse and surgeon and/or corrects immediately.
- Checks all equipment and instruments needed, prior to each procedure to ensure proper functioning.
- Protects patient's sensitivities and right to privacy; closely observes patient with minimal disturbance.
- Follows aseptic technique, when opening sterile supplies and setting up procedures.
- Sets up, scrubs and prepares for procedures at least 15 minutes prior to scheduled time, unless otherwise directed by circulating nurse or Nurse Manager.
- Performs services requiring technical or manual skills under the direction of the circulator.
- Always maintains an orderly and sterile instrument table for the purpose of efficiency; follows department set up standards.
- Anticipates needs of surgeon during intraoperative phase.
- Cleans and prepares rooms between procedures and after last case; restocks supplies, when necessary and organizes effectively for end-of-case clean up.
- Follows written procedures for steam sterilization; knows responsibilities and the necessity for chemical and biological monitoring.
- Consults with other staff members, when in question or unfamiliar with equipment or procedure.
- Collaborates with other members of the nursing team in order to maintain equipment and supplies for surgical procedures.
- Completes documentation within shift and meets current standards, policies and procedures.
- Cleans and sterilizes surgical equipment and supplies.
- Examines, operates, and maintains sterilizing machines such as steam autoclaves.
- Stock surgical tools and supplies in OR/Endo, clinic, ER, and med/surg floor.
- Prepares, wraps, and organizes equipment into instrument trays for use during medical procedures.
- Maintains detailed records of sterilization procedure, equipment maintenance, and supplies.
- Inspects equipment for damage and ensures that supplies have not expired on a regular basis.
- Other duties as assigned.

Organization Responsibilities:

- Fosters a culture of service excellence which anticipates and responds to the needs of our customers.
- Performs job duties and responsibilities in a manner that reflects the highest ethical and professional standards.
- Maintains compliance with mandatory training initiatives, competencies, and licensure requirements.

- Complies with all CDP and departmental programs, policies and procedures (i.e. administrative, HR, financial, clinical, quality, and safety policies and procedures).
- Ensures and protects the confidentiality of sensitive information.
- Complies with all federal, state, and local standards and laws regulating the provision of professional services (licensure and scope of practice).
- Attends any mandatory training(s) or meeting(s) as required on a consistent regular basis.

Competencies:

- Communication Proficiency.
- Collaboration Skills.
- Strong Leadership.
- Organizational Skills.
- Teamwork Oriented.
- Technical Capacity.
- Time Management.
- Strong Analytical Skills.
- Flexible/Adapt to Change.
- Ability to work under pressure.
- Multitasker.

Education and Experience Requirements:

Must be a graduate of an accredited School of Nursing. Must hold a current Nurse (LPN/RN) license in the State of South Dakota. Must be CPR and ACLS certified. One year of experience as a nurse preferred, but not required.

Customer Service Skills:

Ability to communicate effectively, using verbal and written communication skills in multiple relationships with a variety of cultural and social backgrounds. Ability to recognize, anticipate, and respond to the needs of all customers in a caring, respectful, and courteous manner that leads to satisfactory resolution. Utilizes communication skills effectively when interacting with appropriate verbal or written documentation to other health care providers. Interacts professionally with all constituencies. Consistently be a positive representative of CDP in the hospital and throughout the communities in which we serve.

Language Skills:

Must be able to read and write English. Ability to read and interpret documents such as safety rules, policies and technical procedures. Ability to write and correspond with team members.

Mathematical Skills:

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.

Work Environment:

May be exposed to communicable diseases when working in a health care environment. Must possess strength and endurance as duty requires standing, walking, bending, lifting and pushing.

Physical Demands:

Standing, sitting, walking, bending, pushing, and lifting. Must have the ability to carry out the physical demands of the position required in caring for patients.

	RARELY/NEVER	OCCASIONALLY	FREQUENTLY	CONSISTENTLY
LIFTING*			X	
Up to 10 lbs.			X	
11 - 24 lbs.		X		
25 - 34 lbs.		X		
35 - 50 lbs.		X		
51 - 74 lbs.		X		
75 - 100 lbs.		X		
Above 100 lbs.	X			
STANDING				X
WALKING				X
SITTING			X	

*Any lifting of 35 lbs. or more requires the use of an assistive device and/or physical assistance.

Exposure Category: Category 1

- Tasks that involve exposure to blood, body fluids or tissues. This includes all procedures or job related tasks that involve inherent potential for mucous membrane or skin contact with blood, body fluids or tissues, or potential spills or splashes of them.
- Tasks that do not involve exposure to blood, body fluids or tissue, but exposure may be required as a condition of employment. Appropriate protective measures are readily available to these employees when needed.
- Tasks that involve NO exposure to blood, body fluids or tissue and Category 1 tasks are not a condition of employment.

HIPPA:

As part of a federally mandated HIPAA compliance plan, we must designate access classifications for every job description. For the job description of Surgery Nurse, your classification is:

UNRESTRICTED ACCESS – A workforce member with unrestricted access will have full access to protected health information, including a patient’s entire record, for accomplishing intended purposes.

Disclaimer:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. I understand that my employment is for an indefinite period of time and that this facility can change wages, benefits, and conditions of employment at any time.

Signatures:

This job description has been approved by all levels of management:

CEO _____

HR _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee

Date

Department Manager

Date