



CANYON VIEW  
SURGERY CENTER

## Job Description

**Title:** OR – RN  
**Department:** Canyon View Surgery Center  
**Reports To:** CVSC Clinical Manager  
**FLSA:** Non-Exempt

### SUMMARY:

Assesses patients, plans care, serves as patient advocate and assures optimal outcomes.

### RESPONSIBILITIES:

Colorado West Healthcare System expects job performance to be consistent with its mission and believes that each Employee contributes to improve performance by continuously searching for ways to increase efficiencies and enhance fiscal performance and viability.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

(The following statements are illustrative of the essential functions of the job and do not include other non-essential or marginal duties that may be required. Community Hospital reserves the right to modify or change the duties or essential functions of this job at any time. All responsibilities may not be performed by all incumbents.)

1. The Registered Nurse will provide perioperative patient care by:
  - a. Reviewing the patient chart by becoming familiar with orders including but not limited to lab orders and results, radiology orders and results, H & P's and updates, consents
  - b. Acting as patient advocate throughout perioperative stay
  - c. Maintaining standards of professional care in accordance with Association of Operating Nurses (AORN) standards
  - d. Explaining procedures/treatment to patient and family members to allay apprehension and to verify understanding of procedure
  - e. Following all universal precautions and bloodborne pathogen protocols as outlined by hospital policy
  - f. Initiating/maintaining isolation precautions as appropriate for safety of patient, staff, and visitors
  - g. Assuring needed supplies and equipment are available as needed per surgical procedure; marks charges appropriately and rectifies charges where needed by Buyer.
  - h. Providing for the emotional/physical comfort and safety of patients and visitors
  - i. Responds to life saving situations based upon nursing standards, policies, procedures and protocols
  - j. Collaborating with anesthesiologist, surgeon, scrub personnel, PACU, and pre-op for assigned procedures

2. The documentation of patient information will be completed by:
  - a. Documenting patient assessment in the electronic patient record, nursing care plan, and patient transfer sheet (if applicable)
  - b. Ensuring that timely, accurate and complete supply charges are documented
  - c. Maintaining and updating surgeon preference cards correctly
  - d. Giving a patient report for transfer of care that includes assessment, safety issues including allergies, alerts (falls, isolations, history)
3. Medication administration will be completed by:
  - a. Administering prescribed medications in accordance with approved nursing techniques
  - b. Accurately labels all medications
  - c. Completing medication reconciliation/charges
4. The patient will be assessed by:
  - a. Preparing patient's surgical suite for needed supplies and equipment for day of and for next day; checks "blue wrap"
  - b. Maintaining awareness of patient's safety needs at all times
  - c. Continuously maintaining focus on surgical procedure in assigned room
  - d. Anticipating patient, surgeon, anesthesia, and scrub personnel needs
  - e. Assisting with room turn-over, including clean-up of supplies, instruments and equipment returns
5. The registered nurse will provide clinical expertise by:
  - a. Sharing knowledge with other staff and students as appropriate
  - b. Assisting with the orientation and education of staff and students
  - c. Demonstrating ability to use critical thinking skills by assessing situation and adapting to changes
  - d. Cross-training to other patient care areas
6. The registered nurse will act as a resource / consultant by:
  - a. Demonstrating clinical expertise and contributes to the advancement of professional perioperative nursing practices by communicating current research and trends related to a specialty
  - b. Ensuring patients and physicians needs are being met through collaboration and use of preference cards
  - c. Assures needed supplies are restocked in room and room set up's are appropriate for day of and/or next day cases
  - d. Coordinating with OR materials buyer on specialty needs to maintain proper adequate par levels and instruments in relation to stock requirements and upcoming surgeries
  - e. Coordinating and collaborating with entire interdisciplinary team
  - f. Maintaining awareness of resources
  - g. Coordinating, developing, implementing, and evaluating specialty education programs in collaboration with Clinical Nurse Educator, OR Manager, and/or Director to meet the needs of the perioperative staff
  - h. Expanding clinical expertise through appropriate education
7. Other duties as assigned

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and or ability required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE**

Requires current, unrestricted licensure as a Registered Nurse in the State of Colorado; Associates or Bachelor's degree in nursing and at least one (1) year of related experience and training  
OR  
Equivalent combination of education and experience.

**CERTIFICATIONS/LICENSES:**

BLS required upon hire  
ACLS must be obtained within 90 days of hire.

**LANGUAGE SKILLS:**

Must be able to speak, read and write English. Ability to read and interpret documents such as physician orders, medical charts, safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to effectively present information in one-on-one and small group situations to supervisors, patients, patient's family and other employees of organization. Able to work in a team-oriented environment.

**MATHEMATICAL SKILLS:**

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

**REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**INTERPERSONAL SKILLS:**

Demonstrates exceptional customer service skills using professional and team center attitude; builds relationships and proactively respects others. Requires adaptability with regular interpersonal contact.

**DECISION MAKING ABILITY:**

Work limited by standards and procedures. Adapts to recurring operational situations using formal and informal channels. Unusual situations are reviewed with a manager.

**ANALYTICAL ABILITY:**

Apply basic business or technical principles to routine and moderately complex problems. Concentrates and pays close attention to detail.

**COMPUTER SKILLS:**

To perform this job successfully, an individual should be computer-literate and have working knowledge of Microsoft Office applications.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; have manual dexterity; handle or feel; talk and hear. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT:**

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.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, risk of electrical shock, exposure to infectious diseases, and transmission of airborne disease. The noise level in the work environment is usually moderate.

**GENERAL COMPLIANCE REQUIREMENTS FOR ALL EMPLOYEES:**

- Attends annual compliance and privacy training.
- Responsible for complying with all federal, state and local rules and regulations.
- Must comply with the Code of Conduct Guide.
- Reports any observation of fraud, waste, abuse, and/or privacy violations to HR or CCO.
- Reports any conflict of interest or relationship immediately.

**HIPAA:**

Ensures and adheres to strict confidentiality when handling patient information, according to the HIPAA Privacy Act and hospital policy and procedure regarding confidentiality. Complies with all hospital information security practices.

Has knowledge of and adheres to all compliance regulations, policies and procedures.

**Final Section** I understand that my employment is for an indefinite period of time and that his facility can change wages, benefits, and conditions of employment at any time.

\_\_\_\_\_  
Employee Name & Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Name & Signature

\_\_\_\_\_  
Date