



## CANYON VIEW SURGERY CENTER

### JOB DESCRIPTION

**TITLE:** OR RN  
**DEPARTMENT:** Canyon View Surgery Center  
**REPORTS TO:** OR Charge Nurse/Director of Nursing  
**FLSA:** Non-Exempt

#### **SUMMARY OF JOB:**

The Registered Nurse provides individualized and specialized nursing care to patients in the ambulatory surgery center in accordance with physicians' orders, recognized nursing standards, legal aspects of current nurse practice within the state and the center's policies and procedures. Functions cooperatively with physicians and staff exhibiting teamwork characteristics. Demonstrates initiative, insight, and judgment in decision-making process.

#### **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. Works with all members of the health care team to provide optimal care to the patient throughout his/her surgical experience. Maintains a friendly, positive and caring attitude with all patients, physicians and staff.
2. Evaluates and completes assessment of patient needs to provide supportive care before, during, and after surgery and maintains accurate and complete records.
3. Identifies actual and potential risks to patients and staff. Takes action to minimize or eliminate risks and maximize safety in facility.
4. Assists in patient education during all phases of the patient's experience while in our facility.
5. Assures that the proper supplies, instruments and equipment are available for procedures. Assures that equipment is functioning properly. Assists with inventory control by proper count of supplies/time used.
6. Takes an active role on committees and quality studies within the organization. Communicates pertinent information to co-workers.

7. Provides a safe environment for patients to prevent potential injury. Investigates and intervenes in problem situations, reporting appropriate information to supervisor and documents same.
8. Observes sterile techniques in preparing for and assists with surgical procedures. Maintains equipment and supplies which includes cleaning and disinfection of equipment. Operates and troubleshoots specialized equipment and patient monitoring equipment. Performs Defibrillator and other critical equipment checks.
9. Accountable for administration of drugs, IV procedures and other therapeutic and diagnostic measures in a safe and accurate manner.
10. Ensures informed signed consents are completed prior to administration of sedation.
11. Provides guidance to other staff members assisting with orientation.
12. Seeks educational opportunities and accepts responsibility for own professional growth and development. Participates with in-service opportunities and staff meetings. Attends continuing education offerings to remain current with all surgical specialties and ASC issues.
13. Accepts direction from supervisor or physicians and adheres to established routines. Consults with appropriate supervisor or physicians as needed. Refers situations beyond ability or function to proper person.
14. Maintains patient's rights to privacy by not discussing privileged information outside the work area or within hearing range of visitors/families or vendors/clients.
15. Functions within the legal limits of nursing practice. Reports errors of commission/omission. Participates in performance improvement programs.
16. Assists in Crash Cart and other Emergency Cart Maintenance. Assists in completion of log books.
17. Remains prepared and calm in emergency situations and institutes emergency procedures immediately when such occasions arise. Knows location of emergency call system, emergency supplies and equipment.
18. Directs all nursing activities relating to the surgical procedures to be performed in his/her assigned area.
19. Supervises personnel in area to which she/he is assigned.
20. Labels specimen containers and prepares specimen for laboratory.
21. 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:**

Associate's Degree from an accredited school of nursing (Bachelor's preferred) with at least one (1) year of surgical experience

OR

Equivalent combination of education and experience.

**CERTIFICATES/LICENSES:**

Current BLS

Current ACLS/PALS (Must be obtained with 6 months of hire)

Current CNOR and AORN professional affiliation preferred.

**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 the "Whatever It Takes" philosophy; 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 25 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.

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Employee Name & Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date